No: VKM/IQAC/2018-19/M02

Minutes of the meeting of IQAC, VKM, held on 04.09.2018

On 04.09.2018 a meeting of IQAC with Faculty Members of VKM was conducted at 2:30 p.m. in the Staff Room.

AGENDA

- Forming various committees for the smooth organization of the seminar "A Debate on Electoral Reforms in India" sponsored by ICSSR to be held on 17-18 September, 2018.
- Appointing various committee members.

The meeting was Chaired by Principal, VKM. All the faculty members were present during the meeting.

Following points were discussed -

- 1. The committees for the upcoming seminars was decided.
- 2. Committee members were appointed for different committees.

Dr. Indu Upadhyay Coordinator, IQAC

Prof. Rachna Srivastava

Principall Vasant Kanya Mahavidyalaya Kamachha, Varanasi

ACTION TAKEN REPORT

To implement the decisions of the IQAC meeting with Faculty Members held on 04.09.2018 the following actions were taken:

- 1. In all total 27 different committees were formed for the smooth organization of the seminar.
- 2. Committee members were appointed for different committees. The list of different committees was prepared and the same was circulated among the members for information and necessary action.

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13 .	Press Committee	 Dr. Seema Verma (Incharge) Dr. Sunita Dixit (Incharge) Dr. Asha Yadav (Summing up of reports) 	Alua T.
	Inaugural Session Reporting	Dr. Anuradha BapulyMs. Pratima Singh	Rating Sigh
	Valedictory Session Reporting	Dr. Akhilesh Kr. Rai Sri Tarun Mishra	Journ
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,	Other Members of press committee	Sri Ratan Kumar Sharma Sri Sandeep Prajapati	Cestan -
14.	Certificate Making	Dr. Indu Upadhyay Dr. Anjulata Singh	Mostlygy
15.	Certificate Writing	Dr. Kalpana Anand Dr. Ramprasad Sonkar	House Rough
16.	Souvenir Printing	Dr. Renu Srivastava Dr. Indu Upadhyay Dr. Anjulata Singh Sri Deepak Kr. Gond Ms. Sakshee Singh	Distrobylis Sikshee singh.
17,	Invitation for Inaugural and Valedictory Session	Dr. Kalpana Anand Dr. Supriya Singh Sri Nandlal Sri Sanjay Kumar Sri Sandeep Prajapati Sri Ratan Kr. Sharma	State of the state
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19.	Musical Prog. In Valedictory Session	Dr. Swarvandana Sharma Dr. Meeru Patiak	dagas Miledu
.O.	Names of Guests on Dias	Smt. Bharati Smt. Mamta Patel Sri Kapil Dev Yadav Ms. Varsha Yadav	Vando

21,	Folder preparation for Guests	Smt. Bharati Smt. Mamta Patel Sri Kapil Dev Yadav Ms. Varsha Yadav	Wandles Vande
22.	Mike and Sound Arrangements	Sri Soumyakanti Mukherjee Sri Chandrakanta Chatterjee Sri Kalika Prasad Bharti	- Coloning
23.	Accommodation of guests	Dr. Anshu Shukla Sri Sharad Kumar Sri Kapil Dev Yadav	He fa
24.	Receiving of guests	Receiving Dr. Subhash Kashyap from Airport – Dr. Vijay Kumar CEC – Dr. Ashish Kr. Sonkar VC Movement – Dr. Bina Singh Dr. Annapurna Bringing Dr.R.P. Pathak, Dr. Rakesh Upadhyay, Dr. Sonali Singh from BHU - Dr. Shashikesh Kr. Gond Receiving of Guests on 18.09.2018 – Sri Sharad Kumar	Sind.
25.	Photography and Recording	To be arranged by Smt. Sakshi Gupta –	- Doklin
26.	Discipline in Hall	Dr. Shanta Chatterjee Dr. Asha Yadav Dr. Poonam Pandey	Ayus 800
27.	Discipline outside Hall	Sri BhirgunathSri Shivkumar	मित्र मुला को ड

Principal

Dr. Indu Upadhyay Coordinator, IQAC

Prof. Rachna Srivastava

R. Suc

Principal
Vasant Kanya Mahavidyalaya
Kamachha, Varanasi