Dated: 09/08/2019

MEETING NOTICE

A meeting of the IQAC will be held on **16/08/2019** at **02.00 PM** in the office of the Principal, Vasanta College for Women, Rajghat Fort, Varanasi.

Following members are requested to attend the meeting:

1.	Prof. Alka Singh, Principal	Chairperson
2.	Dr. Seema Srivastava	Co-ordinator
3.	Dr. Archana Tiwari	Member
4.	Dr. Minakshi Biswal	Member
5.	Dr. Asha Pandey	Member
6.	Dr. Manjari Jhunjhunwala	Member
7.	Dr. Preeti Singh (Political Science)	Member
8.	Dr. Shreya Pathak	Member
9.	Dr. Yogita Beri	Member
10.	Dr. Subhash Meena	Member
11.	Dr. Richa Singh	Member
12.	Dr. R. N. Mohanta, Librarian	Member

AGENDA

1. Confirmation of previous Minutes
2. Installation of Softwares
3. Providing Value added courses
4. Making the language lab functional
5. Organization of FDP
6. Conduct of Learning Assessment test
7. Academic Calendar

Principal & Chairperson   **Coordinator**

Dated: 16/08/2019

MEETING

A meeting of the IQAC was held on **16/08/2019** at **02.00 PM** in the office of the Principal, Vasanta College for Women, Rajghat Fort, Varanasi.

Following members attended the meeting:

1.	Prof. Alka Singh, Principal	Chairperson
2.	Dr. Seema Srivastava	Co-ordinator
3.	Dr. Archana Tiwari	Member
4.	Dr. Minakshi Biswal	Member
5.	Dr. Asha Pandey	Member
6.	Dr. Manjari Jhunjhunwala	Member
7.	Dr. Preeti Singh (Political Science)	Member
8.	Dr. Shreya Pathak	Member
9.	Dr. Yogita Beri	Member
10.	Dr. Subhash Meena	Member
11.	Dr. Richa Singh	Member
12.	Dr. R. N. Mohanta, Librarian	Member

Principal & Chairperson   **Coordinator**

Dated: 17/08/2019

MINUTES

The resolutions made in the meeting are as follows:

- The minutes of the previous meeting held on 16.04.2019 was confirmed and no matter arose out of the previous minutes.
- For installation of Softwares it was decided that the college should install Softwares to improve and advance the quality of learning & ensure feedback through them in various aspects of teaching-learning processes.
- In view of the importance of certain courses as Food preservation, Tally marks, Yoga etc. for ensuring more effective transactions & learning outcomes it was decided that the courses such as Yoga & Food Preservation certificate course to be introduced to bring value addition to the ongoing program of study from the coming sessions.
- Since the language lab has already been installed it was suggested that its use & application in improvement of communication skills should be taken up on high priority. For this various departments should be encouraged to motivate students to take benefit of language lab for improving their communicative competencies. It was also suggested that Language lab & its frequency of use should be linked with quality concerns in general as well as in specific terms.
- In order to augment the competence of teachers Faculty Development program should be introduced from this academic session. In this regard it was decided to provide training to all the faculty members of Vasanta college in making use of the portals of SWAYAM & course provided through MOOC. In this concern it was suggested to invite experts- technical as well as professionals from outside the college.
- For the conduct of Learning assessment test, it was decided that subject specific test should be conducted at PG level & General Ability test to conducted at UG level by the concerned departments. The committee also decided that the results of such tests be analyzed in terms of diagnostic basis so as to identify strengths & weaknesses of students in the learning processes.
- The Academic Calendar for Odd and Even Semester was reviewed by the Committee members.

Principal & Chairperson   **Coordinator**

ACTION TAKEN REPORT

Action taken report of the meeting of the IQAC cell held on 16.08.2019 at 2.00 PM in the office of the Principal, Vasanta College for Women, Rajghat Fort, Varanasi are as follows:

- The language lab was made functional from 18.09.2019 and 71students were enrolled from various departments and their classes were held four days a week in afternoon session from 2.40 pm to 3.40 pm. The various language tools, Softwares and mobile applications such as Linguaphone, Rosetta Stones, Fluent U etc. were used to help students to improve their communicative competencies under the guidance of Ms Priyanka Chakravarty.

- A three days FDP was conducted by the IQAC from 29.08.2019 to 31.08.2019 in which the teachers of the Vasanta college for women showed active participation under the guidance of Prof K. Srinivas, Project Management Unit of National Institute of Educational Planning and Administration (NIEPA).

- Learning assessment test was conducted on 26.08.2019 at PG & UG levels and the slow learners identified were facilitated with remedial classes.

- The Activities were conducted according to the academic calendar prepared for both the semesters.

Principal & Chairperson   **Coordinator**

Dated: 30/08/2019

MEETING NOTICE

The members of the IQAC are informed to meet in the Principal's Office at **9:00 A.M** on **31/08/2019** to have an interaction with Prof. K. Srinivas, Head, ICT & Project Management Unit, NIEPA, New Delhi to discuss the matters pertaining to enhancement of quality in teaching, learning & evaluation procedures.

Following members are requested to attend:

1.	Prof. Alka Singh, Principal	Chairperson
2.	Dr. Seema Srivastava	Co-ordinator
3.	Dr. Archana Tiwari	Member
4.	Dr. Minakshi Biswal	Member
5.	Dr. Asha Pandey	Member
6.	Dr. Manjari Jhunjhunwala	Member
7.	Dr. Preeti Singh (Political Science)	Member
8.	Dr. Shreya Pathak	Member
9.	Dr. Yogita Beri	Member
10.	Dr. Subhash Meena	Member
11.	Dr. Richa Singh	Member
12.	Dr. R. N. Mohanta, Librarian	Member

Principal & Chairperson   **Coordinator**

Dated : 31/08/2019

MEETING

Following members attended the meeting:

1.	Prof. Alka Singh, Principal	Chairperson
2.	Dr. Seema Srivastava	Co-ordinator
3.	Dr. Archana Tiwari	Member
4.	Dr. Minakshi Biswal	Member
5.	Dr. Asha Pandey	Member
6.	Dr. Manjari Jhunjhunwala	Member
7.	Dr. Preeti Singh (Political Science)	Member
8.	Dr. Shreya Pathak	Member
9.	Dr. Yogita Beri	Member
10.	Dr. Subhash Meena	Member
11.	Dr. Richa Singh	Member
12.	Dr. R. N. Mohanta, Librarian	Member

Principal & Chairperson   **Coordinator**

Dated : 02/09/2019

MINUTES

The meeting of the IQAC cell members was held on 31.08.2019 at 9.00AM in the office of the Principal, Vasanta College for Women, Rajghat Fort, Varanasi**.**

The mentoring of IQAC Cell members was done by Prof K. Srinivas, Head, ICT & Project Management Unit, NIEPA, New Delhi who suggested the following:

- He suggested about strengthening bond with students by having an intimate linkage with them in teaching, learning & evaluations points.
- Teachers should be motivated and made aware to develop learning materials for their subjects.
- The teaching faculty should have an access to National Digital library for broadening & enriching their knowledge and skills.
- It was also suggested to encourage the students and teachers to register themselves in the SWAYAM portals.

Principal & Chairperson   **Coordinator**

Dated : 18/09/2019

MEETING NOTICE

There will be a meeting of all the IQAC members with the Heads of the departments on **21/09/2019** at **11:00 AM** in the Principal's office to discuss the following:

- To discuss the role of Nodal officers as a link between departments & IQAC.
- Submission of students' progression along with documents for the year 2018-19.
- Submission of student's achievement & placement records for the year 2018-19 & maintenance of these records for the current year i.e. 2019-20.
- To discuss the process of mentorship.
- Maintenance of general activity register of departments.
- Maintenance & submission of internship/projects records of students for the year 2018-19 & 2019-20.
- To discuss various strategies for continuous internal assessment especially for all I semester students.
- To discuss about the student teacher collaborative projects (Shodh).
- Any other matter.

All the members of IQAC & Heads of the Departments are to attend.

1. Prof. Alka Singh, Principal- Chairperson	15. Dr. Raj Jalan. Head , Sociology
2. Dr. Seema Srivastava, Co-ordinator	16. Dr. Usha Verma, Head , Sanskrit
3. Dr. R. N. Mohanta, Member	17. Dr. Reeta Shah, Head , Home Science
4. Dr. Archana Tiwari , Member	18. Dr. Shashi Kala Tripathi, Head , Hindi
5. Dr. Minakshi Biswal , Member	19. Dr. Rama Pandey, Head , Philosophy
6. Dr. Asha Pandey, Member	20. Dr. Deepti Pande, Head, History
7. Dr. Manjari Jhunjhunwala, Member	21. Dr. Sujata Saha, Head, Education
8. Dr. Preeti Singh (Political Science), Member	22. Dr. Uma Devi, Head, Commerce
9. Dr. Shreya Pathak, Member	23. Dr. Mohd. Akhtar, Head, Urdu
10. Dr. Yogita Beri, Member	24. Dr. Sushila Bharti, Head, AICH & Arch.
11. Dr. Subhash Meena , Member	25. Dr. Anjana Singh, Head, Geography
12. Dr. Richa Singh, Member	26. Dr. Bilambita Banisudha, Music
13. Dr. Ranjana Seth, Head , Economics	27. Dr. Sandeep K. Pandey, Head, French
14. Mr. Satyendra Singh Baoni, Head , Painting	

Principal & Chairperson   **Coordinator**

21/09/2019

MEETING

All the members of IQAC & Heads of the Department attended the Meeting.

1. Prof. Alka Singh, Principal- Chairperson
2. Dr. Seema Srivastava, Co-ordinator
3. Dr. R. N. Mohanta, Member
4. Dr. Archana Tiwari , Member
5. Dr. Minakshi Biswal , Member
6. Dr. Asha Pandey, Member
7. Dr. Manjari Jhunjhunwala, Member
8. Dr. Preeti Singh (Political Science), Member
9. Dr. Shreya Pathak, Member
10. Dr. Yogita Beri, Member
11. Dr. Subhash Meena , Member
12. Dr. Richa Singh, Member
13. Dr. Ranjana Seth, Head , Economics
14. Mr. Satyendra Singh Baoni, Head , Painting
15. Dr. Raj Jalan. Head , Sociology
16. Dr. Usha Verma, Head , Sanskrit
17. Dr. Reeta Shah, Head , Home Science
18. Dr. Shashi Kala Tripathi, Head , Hindi
19. Dr. Rama Pandey, Head , Philosophy
20. Dr. Deepti Pande, Head, History
21. Dr. Sujata Saha, Head, Education
22. Dr. Uma Devi, Head, Commerce
23. Dr. Mohd. Akhtar, Head, Urdu
24. Dr. Sushila Bharti, Head, AICH & Arch.
25. Dr. Anjana Singh, Head, Geography
26. Dr. Bilambita Banisudha, Music
27. Dr. Sandeep K. Pandey, Head, French

Principal & Chairperson   **Coordinator**

Date : 23/09/2019

MINUTES

A meeting of the IQAC members with the Heads of the departments was held on 21.04.2019 at 11.00AM in Principal's office, Vasanta College for Women, Rajghat Fort, Varanasi & following resolutions were made.

- It was decided that the Nodal officers will collect the data concerning the seven criteria from the faculty of their departments in Hard & soft Copies and hand over to the IQAC.
- The Heads of the Department were requested to submit the student's progression & for this the dates were proposed for submitting the student's progression.
- The Heads of the Departments would collect the records of their student's achievement & placement in the respective format for the year 2018-19 and would also follow the same procedure for maintaining the records of their students for the current academic year.
- The process of Mentorship was discussed and it was suggested to keep a record of the students who are being mentored by the concerned faculty of their departments.
- The Activities conducted by the various departments would be maintained and recorded.
- The departments would also maintain and furnish the details of the Internship program or projects undertaken by their faculty & students in the academic year.
- It was suggested that a number of strategies should be adopted for monitoring the progress of students and the strategies adopted for the continuous evaluation of students would be recorded and displayed on the Notice Board.
- Names of teacher supervisors for Shodh Projects were finalized.

Principal & Chairperson   **Coordinator**
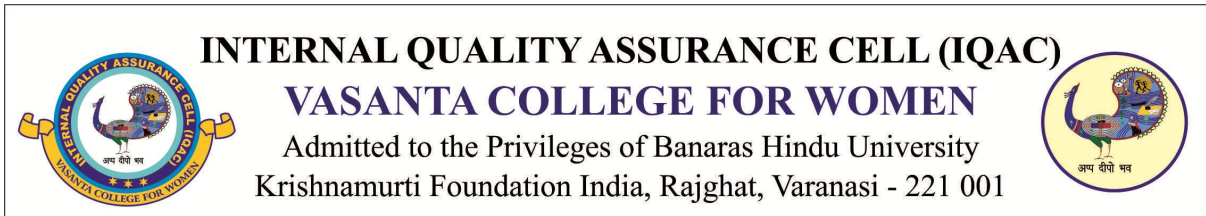
ACTION TAKEN REPORT

Action Taken Report of the IQAC Meeting held on **21.09.2019** at **11.00AM** in the office of the Principal, Vasanta College for Women, Rajghat Fort, Varanasi.

- The Nodal Officers prepared the records in a given format about student's progression and submitted to the IQAC.
- The records of students' achievement were prepared by the departments and given to the IQAC.
- The placement records of the students were maintained at departmental level for the previous year.
- The mentoring list was prepared and handed over to the departments and each faculty mentored the students according to their convenience.
- The departments are maintaining the records of the activities which are conducted by them in the Odd & Even semester.
- The departments have prepared a record of the internship/ projects conducted at their level and submitted the list to the IQAC.
- For CCE the faculty of each department assessed their students on various aspects and records were maintained in the registers provided to them.
- A Committee was form to finalized the student teacher Collaborative Project.

Principal & Chairperson, 1QAC   **Coordinator, IQAC**

Dated: 05/11/2019

MEETING NOTICE

A meeting of the Nodal officers of the various Departments will be held on **08/11/2019** at **02:00 PM** in the office of the Principal, Vasanta College for Women, Rajghat Fort, Varanasi to discuss the following:

- Students Progression/ Placement
- Students Achievement
- Feedback Mechanism for students
- Mentoring programs
- ICT initiatives at the College/ Department level
- Teachers Appraisal
- Learning Assessment test results
- List of Slow learners

All the Nodal officers are requested to be present.

1. Dr. Kalpana Agrawal, Home Science	**11. Dr. Preeti Singh,** Economics
2. Dr. Parveen Sultana, Painting	**12. Mr. Mahesh Kumar Meena,** History
3. Dr. Meenu Awasthi, Hindi	**13. Dr. Manish Misra,** Political Science
4. Dr. Sanjay Ku. Verma, Music (I)	**14. Dr. Brihaspati Bhattacharya,** Sanskrit
5. Dr. Amrita Katyayni, Education	**15. Dr. Rajiv Jaiswal**, AIHC & Arch.
6. Dr. Saurabh Ku. Singh, English	**16. Ms. Luna Moni Das,** Geography
7. Dr. Ved Prakash Rawat, Psychology	**17. Dr. Laeeq Ahmad,** Urdu
8. Dr. Bilambita Banisudha, Music (V)	**18. Dr. Ranjan Ku. Bhattacharya,** Commerce
9. Dr. Vibha Singh, Sociology	**19. Dr. Sandeep Pandey,** French
10. Dr. Rajesh Ku. Chaurasia, Philosophy	

Principal & Chairperson   **Coordinator**

Dated : 08/11/2019

MEETING

Following Nodal officers attended the meeting.

1. Dr. Kalpana Agrawal, Home Science	
2. Dr. Parveen Sultana, Painting	
3. Dr. Meenu Awasthi, Hindi	
4. Dr. Sanjay Ku. Verma, Music (I)	
5. Dr. Amrita Katyayni, Education	
6. Dr. Saurabh Ku. Singh, English	
7. Dr. Ved Prakash Rawat, Psychology	
8. Dr. Bilambita Banisudha, Music (V)	
9. Dr. Vibha Singh, Sociology	
10. Dr. Rajesh Ku. Chaurasia, Philosophy	
11. Dr. Preeti Singh, Economcs	
12. Mr. Mahesh Kumar Meena, History	
13. Dr. Manish Misra, Political Science	
14. Dr. Brihaspati Bhattacharya, Sanskrit	
15. Dr. Rajiv Jaiswal, AIHC & Arch.	
16. Ms. Luna Moni Das, Geography	
17. Dr. Laeeq Ahmad, Urdu	
18. Dr. Ranjan Ku. Bhattacharya, Commerce	
19. Dr. Sandeep Pandey, French	

Principal & Chairperson   **Coordinator**

Dated: 09/11/2019

MINUTES

A meeting with the Nodal officers from various departments was held in the office of the Principal and following resolutions were made:

- To keep a track of the students who pass out and join other courses of study, it was decided to keep their records at the department level and the list be handed over to the IQAC.

- The details of the students who seek employment would be maintained by the departments with their employment details.

- The Feedback mechanism to be made more rigorous and the departments would ensure that every student fills the feedback form and returns it on time.

- The mentors would do the mentoring of the students allotted to them on their academic as well as personal problems and the records of the meeting to be maintained by each mentor.

- The students would be encouraged to participate in the digital initiatives made by the ICT committee and the departments would keep a record of the students who would participate in them.

- The Nodal officers were requested to make sure the teachers in their department fill the teacher appraisal form and submit the hard copies along with their documents to the IQAC.

- For attaining the minimum level of learning the departments would test their learners and provide them with feedback of their performance and their results would displayed to them within a week of the test.

- The departments would also keep a track of the slow learners and provide them with remedial classes so that they are at par with other students.

Principal & Chairperson   **Coordinator**

ACTION TAKEN REPORT

Action taken report of the meeting of the IQAC with the Nodal officers held on **08/11/2019** at **02:00** PM in the office of the Principal, Vasanta College for Women, Rajghat Fort, Varanasi are as follows:

- All Departments are maintaining a record of the student's progression & placement. For this the departments have created a Whatsapp group where the students are positing their developments.

- The feedback forms are given to the students and faculty of the department collected it and gave it their Nodal officers who further returned to the IQAC.

- Mentoring sessions were conducted by the Mentors and various problems of students pertaining to academic as well as personal were addressed cordially by the respective mentors.

- The students from different departments participated in the digital programs organized by the ICT committee.

- All Faculty members filled up their Self-Appraisal form with the supported documents attached and the Nodal officers handed over the forms to the IQAC.

- The departments identified their slow learners and from time to time provided them with remedial classes so that their problems could be solved, For this a period in the time table was allotted.

Principal & Chairperson   **Coordinator**

Dated: 22/02/2020

MEETING NOTICE

There will be a meeting of all the IQAC members on **25/02/2020** at **11:00 AM** in the Principal's office to discuss the following:

Following members are requested to attend the meeting:

1.	Prof. Alka Singh, Principal	Chairperson
2.	Dr. Seema Srivastava	Coordinator
3.	Dr. Archana Tiwari	Member
4.	Dr. Minakshi Biswal	Member
5.	Dr. Asha Pandey	Member
6.	Dr. Manjari Jhunjhunwala	Member
7.	Dr. Preeti Singh (Political Science)	Member
8.	Dr. Shreya Pathak	Member
9.	Dr. Yogita Beri	Member
10.	Dr. Subhash Meena	Member
11.	Dr. Richa Singh	Member
12.	Dr. R. N. Mohanta, Librarian	Member

AGENDA

1. To finalize the Online Student Satisfaction Survey format.
2. To convent the offline feedback forms. (Alumni, Parents, Teaching, non-teaching) into online mode.
3. To discuss about the waste paper and green waste management.

Principal & Chairperson   **Coordinator**

Dated : 25/02/2020

MEETING

Following members attended the Meeting:

1.	Prof. Alka Singh, Principal	Chairperson
2.	Dr. Seema Srivastava	Coordinator
3.	Dr. Archana Tiwari	Member
4.	Dr. Minakshi Biswal	Member
5.	Dr. Asha Pandey	Member
6.	Dr. Manjari Jhunjhunwala	Member
7.	Dr. Preeti Singh (Political Science)	Member
8.	Dr. Shreya Pathak	Member
9.	Dr. Yogita Beri	Member
10.	Dr. Subhash Meena	Member
11.	Dr. Richa Singh	Member
12.	Dr. R. N. Mohanta, Librarian	Member

Principal & Chairperson   **Coordinator**

Dated: 26/02/2020

MINUTES

Minutes of previous meeting held on 08-11-2019 were read. No matter above out of previous minutes.

1. Online student satisfaction survey format was analyzed and discussed by all the members. Suggestions were given regarding the choice of words relevant aspects to be included into it.

2. Other feedback forms which were in offline mode were also discussed, so that they can also be were also discussed, so that they can also converted into online mode.

3. Waste Paper Management and possibilities of collection of leaves and green waste for composing in college premises were discussed.

Principal & Chairperson   **Coordinator**

ACTION TAKEN REPORT

1. An online format of Student Satisfaction Survey was finalized with agreement of all members.

2. Other feedback formats were also finalized into online mode.

3. 'Project Prakriti' name were finalized for all then initiative taken manage the paper and green waste in the college. Waste paper recycling was done in collaboration with Ganga Pulp and papers Pvt. Ltd. And an NGO WoW (Wonders out of waste) Pune.

4. Regarding the green waste management, it was decided to have a compost pit in the college, so to maintain the environment clean and green.

Principal & Chairperson   **Coordinator**

Dated: 25/06/2020

MEETING NOTICE

An online meeting on Google meet of the IQAC members will be held on **30/06/2020** at **02.00 PM**. Link will send half an hour before the meeting.

Following members are requested to attend the meeting:

1. Prof. Alka Singh, Principal   Chairperson
2. Dr. Seema Srivastava   Co-ordinator
3. Dr. Archana Tiwari   Member
4. Dr. Minakshi Biswal   Member
5. Dr. Asha Pandey   Member
6. Dr. Manjari Jhunjhunwala   Member
7. Dr. Preeti Singh (Political Science)   Member
8. Dr. Shreya Pathak   Member
9. Dr. Yogita Beri   Member
10. Dr. Subhash Meena   Member
11. Dr. Richa Singh   Member
12. Dr. R. N. Mohanta, Librarian   Member

AGENDA

8. Confirmation of previous Minutes
9. Online FDP on Enhancing Digital competencies of teachers
10. Induction of New members in IQAC

Principal & Chairperson   **Coordinator**

Dated: 30/06/2020

MEETING

An online meeting on Google meet of the IQAC members was held on **30/06/2020** and followings members attended it:

Following members attended the meeting:

1.	Prof. Alka Singh, Principal	Chairperson
2.	Dr. Seema Srivastava	Co-ordinator
3.	Dr. Archana Tiwari	Member
4.	Dr. Minakshi Biswal	Member
5.	Dr. Asha Pandey	Member
6.	Dr. Manjari Jhunjhunwala	Member
7.	Dr. Preeti Singh (Political Science)	Member
8.	Dr. Shreya Pathak	Member
9.	Dr. Yogita Beri	Member
10.	Dr. Subhash Meena	Member
11.	Dr. Richa Singh	Member
12.	Dr. R. N. Mohanta, Librarian	Member

Principal & Chairperson   **Coordinator**

Dated: 30/06/2020

<u>MINUTES</u>

The resolutions made in the meeting are as follows:

- The Dates for organizing an FDP for teachers on Digital learning, professional ethics and intellectual property rights from 6th July to 10th July, 2020 was proposed.
- The planning of FDP was discussed.
- The name of Resource persons for the sessions was also suggested by the members.
- Names of Faculty members were proposed to be inducted in the team.

Principal & Chairperson   **Coordinator**

ACTION TAKEN REPORT

The IQAC team under the guidance of its Co-Ordinator finalized the working of its members for the workshop. A schedule was prepared for each day and the IQAC members were given the duties accordingly. A list of Resource persons from all over India with their Expertise in the field was invited for the ten sessions.

A new member Dr Rajeev Jaiswal, Assistant Professor, AIHC department was inducted in the IQAC.

Principal & Chairperson   **Coordinator**