

R.G. (P.G.) COLLEGE, MEERUT
COLLEGE CALENDAR — 2018-19
College reopens on 09th July 2018

1. JUNE / JULY

- Meeting of staff with the Principal on 9th July '18 at 11.30 a.m.
- New admissions in UG and PG Ist Yr.
- Renewal of P.G. II Sem. and U.G. II and III Yr.
- Submission of departmental teaching workload to the principal.
- Formation of College & Departmental Committees.
- Meeting of HOD's with the Principal.
- Meeting of different College Committees (Proctorial Board & Anti Ragging Cleanliness) with the Principal.
- Time Table allotment and beginning of UG and PG Classes including practicals.
- Preparation of Departmental diaries & attendance Registers, Practical work done registers classwise.
- Formation of Departmental Calendar (Academic and Extracurricular activities) monthwise in accordance with the college calendar.
- Anti Ragging Cell to be active and students to be shown the film on Anti Ragging by UGC.
- Cleanliness committee team meeting with the Principal.

2. AUGUST

- Admissions to be completed.
- Meeting of HOD's with the Principal.
- Regular classes to be taken.
- Anti-Sexual Harassment Team meeting with the Principal.
- Submission of AQAR by incharge.
- Guest Lectures to be organised.
- Celebration of Independence Day.
- IQAC Meeting with the Principal.

3. SEPTEMBER

- To look into the requirement of stock items & maintenance of equipments / appliances / labs.
- Teacher's Day Celebration.

4. OCTOBER

- Student's Union Elections.
- National / International (UGC/ICSSR/NHRC sponsored) Seminars / Conferences / Workshops.
- Celebration of Gandhi Jayanti.
- Ist Internal Assessment of PG I & III Semester.
- Scholarship forms to be filled.

5. NOVEMBER

- Departmental diaries to be signed by the Principal.
- Student's feedback to be collected.
- Remedial classes to be organized for weak students.
- College week to be celebrated by all the associations.
- Meeting of HOD's with the Principal.
- Diwali Celebration by Staff Club.

6. DECEMBER

- IInd Internal Assessment of PG I & III Semester.
- Back paper exams to be conducted.
- Meeting of HOD's with the Principal.
- Meeting of Asstt. Superintendent & S.S. with the Principal regarding Back paper exams.
- Invitation of Quotations for various stock items.
- Books to be selected & ordered for College library.

7. JANUARY

- University exams of P.G. I & III Semester.
- Classes of PG II & IV Semester to be started after University Exams.
- Remedial classes for weak students of U.G.
- Guest Lectures to be organized.
- Meeting of A.S. & S.S. with the Principal regarding University Exams.
- Order placements of various stock items / books.

8. FEBRUARY

- Meeting of HOD's with the Principal.
- Completion of U.G. Courses by 20th Feb. 2019.
- Submission of completed attendance registers in the College Office.
- Attendance shortage notification to the students from the College Office.
- Practical exams of U.G.
- Closing Programmes of Associations / Prize / Medals distribution.
- Submission of Students' feedback.
- Checking of purchased stock items.
- College Sports meet.

9. MARCH

- Staff meeting with the Principal regarding University U.G. exams.
- PG II & IV Semester classes to continue.
- Library checking.
- Stock Checking.
- IQAC Meeting.
- Upload / Updation of AQAR by IQAC by 31st March '2018.
- Ist Internal Assessment exams of P.G. II & IV Semester.

10. APRIL / MAY

- University U.G. exams to continue.
- IInd Internal Assessment of PG II and IV Semesters.
- Online Submission of Teacher's Self Appraisal forms.
- Online Submission of departmental AQAR – NAAC.
- Farewell functions of PG Students.

11. JUNE

- Completion of University Theory / Practical / Viva – Voce exams of PG II and IV Semester.

Important Note :

1. Month wise attendance of students and teachers to be completed and uploaded by 25th of every month.
2. Shortage of attendance to be notified to the students and reported to the college office by 25th of every month.
3. P.G. Students to visit Library along with their course teachers every week. Attendance of these students to be maintained in a Register. This Register is to be signed by the Principal by 27th – 30th of every month.
4. Departmental meetings to be held every fortnight.
5. Regular updation of college website.
6. Regular reporting of updation / completion of courses to HOD's / Principal.
7. Regular action on students' grievances.

Principal