



IQAC

MEETING REGISTER

2022-2023

IOAA Meeting with Principal

Agenda of the Meeting - Academic planning of the college.

Minutes of the Meeting -

- To prepare Academic Calendar for the college for ensuing academic session.
- To lay down instructions for departments regarding documentation for NAAC Peer team visit.

Amey

1. Prof. Nivedita Kumari (Principal)
2. Dr. Seema Jain
3. Dr. Poonam Laksharpal
4. Dr. Annu Jain
5. Dr. Neena Batra
6. Dr. Anuradha
7. Dr. Angula Raghavshi
8. Dr. Sonika Chaudhary
9. Dr. Amita Sharma

Principal
Bhagwati Girls' Post Graduate College
Meerut

Seema Jain
Poonam
Annu Jain
Anuradha
Angula Raghavshi
Sonika
Amita

IQAC MEETING OF HOD'S / INCHARGES

ON 03.08.2022 AT 1 P.M. WITH PRINCIPAL

AGENDA: Regarding visit of NAAC Peer team in September' 2022.

MINUTES:

⇒ Proposed dates for NAAC Peer team sent by the college are:

1. 3 & 4th September' 2022
2. 17th & 18th September' 2022
3. 8th & 9th October' 2022

⇒ All departments to be ready by first dates

- Session 2021-22 work to be added in departmental slides & proofs.
- Unique Best Practice of each Department to be added
- Highlight placement of students with proofs
- 'Do-Do-Do' & 2021-22 Diaries to be signed by the Principal Madan.
- Personal files of each teacher to be made & individually with proofs
- Contribution of Alumni to be highlighted & request them to visit during NAAC visit
- Cultural programme - Drawing & painting, Sanskrit, Yoga, NCC, Music - Instrumental & Vocal
- Cultural programme incharge → Dr. Surita (Hindi)
- Highlight outreach, contemporary issues
- 20th August First Mock Trial; 25th August'22 second Mock Trial.

→ Beautification Incharge → Dr. Sunita (Hindi) & Vaandha Eco Club.

Seema Jain
3.8.22
Dr. Seema Jain
IRAC Coordinator

May 31/22
Prof. Nivedita Kumari
Principal
Rajghnath Girls' Post Graduate College

s.no.	Name of the faculty	Sign	Department
1.	Dr. Sonika Choudhary	[Signature]	Home Science
2.	Dr. Neena Baha	[Signature]	Economics
3.	Dr. Garima Malik	[Signature]	Botany
4.	Dr. Archana Kaur for-Poonam	[Signature]	Drawing & Painting
5.	Dr. Babita Maji	[Signature]	Practical Science
6.	Dr. Sunita Singh	[Signature]	Psychology
7.	Dr. Aparna Vats	[Signature]	History
8.	Mr. Shail Verma	[Signature]	Geography
9.	Dr. Parul Singh	[Signature]	English
10.	Dr. Neelam Singh	[Signature]	Psychology
11.	Dr. Sumanlata Sharma	[Signature]	Music
12.	Dr. Anupama Singh	[Signature]	B. Ed.
13.	Dr. Anuja Agrawal	[Signature]	B. Ed.
14.	Dr. Anuradha	[Signature]	Sociology
15.	Dr. Konkan Pri	[Signature]	Hindi
16.	Dr. Neelika Yashanti	[Signature]	Food Sci. & R.C.
17.	Dr. Poonam Lakshampal	[Signature]	Sanskrit
18.	Mrs. Manisha Singhal	[Signature]	Chemistry
19.	Dr. Sunita	[Signature]	Hindi
20.	Dr. Kunkum	[Signature]	Longitudinal

& IRAC

Meeting of Principal with the Incharges of Department

Date: 05.08.2022
Venue: Staff Room

Agenda: Regarding NAAC Peer Team Visit

- Minutes:
1. NIRF Registration to be done in the coming session
 2. In workload credit of practical and theory to be specified
 3. In case of leave by a faculty, the classes to be taken by another faculty
 4. Record of Remedial and Tutorial to be updated and kept
 5. Files of departments to be labelled criterion wise
 6. Proceedings of BOS to be taken from the University.
 7. Proper filing of University letters to be done
 8. Mentor-Mentee records to be updated.
 9. Record of online teaching during covid to be maintained.
 10. Registration on ARACUS to be done
 11. Research papers to be uploaded on Research Gate via institutional Ids.
 12. Departmental Calendars to be made as per College Calendar
 13. Articles & poem to be given by 10th August for College magazine 2021-22

- 14 College 'O' Scope' to be prepared for the session 2021-22
- 15 Admission of Minority to be noted at the time of Admission
- 16 No Plastics to be used in the Department

~~Seema Jain~~
Dr Seema Jain
IGAC Coordinator

~~Prof. Nivedita Kumari~~
Principal
Raghunath Girls' Post Graduate College
Meerut

S.No	Name of Faculty	Sign	Department
1.	DR Neena Baha		Economics
2.	Dr. Anu Kulkarni		Sociology
3.	Mrs. Nishu Kaur		Botany
4.	Dr. Akhila Teotia		Geo
5.	Dr. Sonika Chaudhary		Home Science
6.	Dr. Rani Rastogi		Commerce
7.	Dr. Neelam Singh		Psychology
8.	Mrs. Manisha Singhal		Chemistry
9.	Ms. Shail Verma		Geography
10.	Dr. Pooja Lakhanpal		Resistant
11.	Dr. Sumita Singh		(Range) Psychology
12.	Dr. Deekha Yagninadi		Food & R.C.

List of Documents in the Department for peer team visit in NAAC

1. Departmental meetings
2. stock register (Dead & present)
3. Result analysis
4. Workload of department
5. Time tables
6. Leave record
7. Academic calendar
8. Departmental planning
9. Departmental Budget
10. Attendance records and analysis.
11. Appointments
12. College notices and instructions
13. Student lists
14. Teaching methodology files
15. Student grievance files
16. Courses related files
17. Bridge / remedial special program files
18. MRP / schemes
19. Research Papers / Books
20. Departmental library & Issuing
21. Departmental Reports
22. Departmental Vision and Mission statement
23. Notes
24. Practical manuals
25. Outcomes file
26. Enrichment document class wise
27. Correspondence files : Parents / University Bos / Principal Office etc
28. Previous year's attendances
29. Teaching feedback and feedback analysis
30. Previous years Teachers Diaries
31. Departmental SWOC, its analysis and ATR
32. Previous years papers & Question Banks
33. Student information
34. Student awards and accolades
35. Slow and advanced learners and methods by which they have been identified.
36. Innovative teaching methods used
37. Any other

IOAC Coordinator
Raghunath Girls' Post Graduate College
Meerut

23.08.22
Principal
Raghunath Girls' Post Graduate College
Meerut

Meeting of Staff with the Principal & IGAC

Date: 18.08.2022

Time: 1:00 PM onwards

Venue: Auditorium

Agenda: Preparations regarding NAAC visit scheduled on 18th & 19th September 2022

Minutes:

1. Departmental Upkeep
2. PPT of Departments & Committees to be ready
3. Individual & Departmental file
4. Itinerary of ppt presentations from 29th August onwards
5. Departmental Calendars to be submitted by 25th August
6. Remedial & Tutorial classes record
7. Emphasis on Best practices & student centric activities
8. Libraries and Registers to be signed by the Principal regularly
9. Committees of last year to work till NAAC
10. Activities post sch to be added in Department ppt
11. Regular visit of faculty, research scholars and students to library to be ensured with signature
12. Alumni, Parents & students meet with NAAC
13. Greenery of every floor to be maintained by plantation of plants in innovative ways
14. Cultural preparations regarding NAAC to start from 22nd August 2022

IGAC Co-ordinator
Raghunath Girls' Post Graduate College
Merrut

Principal
Raghunath Girls' Post Graduate College
Merrut

S.No	Name of the faculty	Sign	Department
1	Dr. Deepshikha Sharma		Geography
16	Dr. Sonika Chaudhary		Home Science
2	Dr. Manu Kataria		Sociology
3	Dr. Parul Sengar		English
4	Dr. Medam Singh		Psychology
5	Dr. Renu Kanwar		Home Sc.
6	Dr. Aparnata		History
7	Dr. Suman Lata Sharma		Music
8	Dr. Rajani Srivastava		Sociology
9	Dr. Kalpana Chaudhary		Zoology
10	Dr. Shachi Bala		Zoology
11	Hemant Shukla - mba		Music
2	Dr. Garima Malik		Botany
13	Amita		Music
14	Dr. Suman Singh		Music
15	Rukaiya		Music
16	Dr. Swati Sharma		Music
17	Dr. Kiran Sharma		Music
18	Swiche Sharma		Music
19	Geeti Bansal		Yoga Sc
20	Shivani Gupta		Yoga Sc
21	Greetojali Chaudhary		Yoga Sc
22	Dr. Kushma Gaur		Geography
23	Dr. Smriti Chaudhary		Geography
24	Ms. Shail Verma		Geography
25	Dr. Sangata Bhatia		Chemistry
26	Dr. Renu Chaudhary		Chemistry
27	Dr. Geeta Singh		Salary
28	Dr. Anuradha		Psy.
29	Dr. Kumkum		Psy.
30	Dr. Ninky Upadhyay		Psychology

31. Dr. Shweta Tyagi	Dupli	Home Science
32. Dr. Anjali Goll	Hand	Commerce
33. Ms. Anansi Vichandi		Home Science
34. Dr. Akhaya Testa	Chhaya	Economics
35. Dr. Manju Singh	Mings	Zoology
36. Mrs. Manisha Singhal	Bhal	Chemistry
37. Dr. Preksha Yajurvedi	Praksha	Chemistry
38. Dr. Gargi Purohit	Prindi	Zoology
39. Ms. Bijanka	Pijanka	Zoology
40. Anamika	Anamika	Botany
41. Dr. Shital Panday	Panday	Chemistry
42. Mrs. Ipsana Devi	Umsani	Chemistry
43. Dr. Nalini Desai	Nalini	Chemistry
44. Gweta Choudhary	Prweta	Pol. Sc
45. Dr. Jyotsna Gaur	Jyotsna	PCM (Physics)
46. Dr. Rima Mittal	Rima	Commerce
47. Dr. Pankaj Rastogi	Pankaj	Commerce
48. Mrs. Neha Tandon	Neha	Commerce
49. Ms. Riya Khandelwal	Riya	Commerce
50. Dr. Neena Bhatia	Neena	Economics
51. Dr. Geeta Rani	Geeta	"
52. Dr. Shilpa	Shilpa	"
53. Dr. Manika	Manika	Philosophy
54. Mrs. Samyogita Kumari	Samyogita	Botany
55. Dr. Anurag Agrawal	Anurag	B. Ed
56. Ms. Preeti	Preeti	English
57. Dr. Anamika Upadhyay	Anamika	English
58. Mrs. Neeru Bhatia	Neeru	B. Ed
59. Mrs. Meherubha Jaiswal	Meherubha	Food Sc
60. Dr. Anvi Sharma	Anvi	B. Ed
61. Dr. Shivani Tyagi	Shivani	"
62. Dr. Shubham Tyagi	Shubham	"

63. Dr. Anurag Singh	Anurag	"
Dr. Seema Gupta	Seema	"
Dr. Seema Agrawal	Seema	"
Dr. Meenakshi	Meenakshi	"
Dr. Anshu Rani	Anshu	"
Dr. Pooja Lata Singh	Pooja	"
Dr. Pooja Nazim Sajwan	Pooja	"
Dr. Anupama Singh	Anupama	"
Dr. Anurag Sharma	Anurag	"
Dr. Pooja	Pooja	"
Mrs. Anjali Gupta	Anjali	"
Dr. Pooja Rajaria	Pooja	"
Dr. Madhu Malik	Madhu	"
Shubli Gupta	Shubli	"
Jehli Shah	Jehli	"
Dr. Sumit Singh	Sumit	"
Ms. Anjali Yadav	Anjali	"
Mrs. Manu Kumari	Manu	"
Dr. Babita Kaur	Babita	"
Ms. Bijanka Yadav	Bijanka	"
Dr. Pooja Lakhanpal	Pooja	"
Dr. Anju Rastogi	Anju	"
Mrs. Anurag Kaur	Anurag	"

ACTION TAKEN



RAGHUNATH GIRLS' POST GRADUATE COLLEGE
Western Kutchery Road, Meerut-250001
 Re-Accredited 'A' Grade by NAAC (CPE Status since 2006)
 College of Excellence 2014

Prof. Nivedita Kumari
Principal

Principal - 9520886032
 IQAC-CO - 9520886033
 Chief Adm. - 9520886031
 E-mail : rgpgcollegemeerut@gmail.com
 Website : https://rgpcollege.ac.in
 Facebook ID : Raghunandini Rgpg Meerut

Ref. No.

Dated : 16.08.2022

Itinerary for Departmental visits and PPT presentations for pre-NAAC preparation.
 (Presentation should not exceed 10 minutes)

DATE	TIME	DEPARTMENTS	PLACE
29.08.2022	10.30-10.45 A.M.	Zoology	Chemistry Seminar Hall
	10.45-11.00 A.M.	Botany	
	11.00-11.15 A.M.	Chemistry	
	11.15-11.30 A.M.	F.Sc.	
	11.30-11.45 A.M.	PCM	
	11.45-12.00 P.M.	Plant Conservation Society (Mrs. Nirlep Kour)	
	12.00-12.15 P.M.	Vasudha Eco-Club (Dr. Amita Sharma)	
	12.15-12.30 P.M.	NSS (Mrs. Manihsa Singhal)	

Followed by visit to these departments

30.08.2022	10.30-10.45 A.M.	English	ROOM NO. - 5
	10.45-11.00 A.M.	Hindi	
	11.00-11.15 A.M.	Sanskrit	
	11.15-11.30 A.M.	History	
	11.30-11.45 A.M.	Sociology	
	11.45-12.00 P.M.	Economics	
	12.00-12.15 P.M.	Pol. Sc.	
	12.15-12.30 P.M.	Philosophy	
	12.30-12.45 P.M.	Cultural Committee & Student Welfare (Dr. Reenu Jain)	

Followed by visit to these departments

1 P.M. in Auditorium

Meeting with Non-teaching Staff with Principal &

I.Q.A.C team 20.8.22

Agenda: Regarding NAAC Peer team visits on 18.9.22 & 19.9.22.

Minutes:

1. Office & Fee Counter to maintain records from 2016-2021 & 21-22.
2. Basic Cleanliness, Name plates ^{with} allotted work.
3. Annual Maintenance of Aquaguards, Coolers, A/c, Overhead tanks, Computers, Water coolers
4. Cleaning of Auditorium furnishing, Toilets maintenance to be checked, Dustbins to be cleaned, repainted
5. Details of CE & B.Voc grants.
6. Updation of Computer Centre/Language & Skill Lab.
7. College scholarships details.
8. Library softwares, Registers, Bills, Computers.
9. Library PPT to be prepared.
10. All the staff members to be available from 9 AM - 5 P.M.
11. All loose wiring to be covered by Ch Punit and Sh. Chand.
12. Student Corner to be furnished and fans to be installed. Water Cooler to serviced.
13. Overhead water tanks to have auto cut switches to save water wastage.
14. Staff to take care not to waste water and electricity or any other natural resources.
15. Cleanliness, Beautification, Vasudha Eco-Club & Library committee to coordinate the above work.

Secy
I.Q.A.C COORDINATOR
20.8.22

Prin
PRINCIPAL

Name	Deptt	Sign	DATE	PAGE
Seema Mittal	Psychology			
Vijayanka Yadav	Zoology			
Maya Singh	Home Sc.			
Bhanu Singh Gang	Library			
Sandhya Patil	Library			
Parul Bansal	Library			
M. T. RAO	Library			
Rachna Harit	Dog and Pig			
Ashish Kumar	Chemistry			
Shikha Patil	B. Ed.			
Ramdev Singh	NCC			
Sunilk Kumar	Library			
Yashraj	Lib.			
Shikha	Botany			
Pratibha	Psychology			
Arpita	Fee Counter			
Pratibha	Economics			
Hitesh	COMMERCE			
Vijay	MUSIC			
Yashraj	HISTORY, Hindi			
Mohit	Chemistry			
SUNIL KUMAR	Chemistry msc			
Rohit Kumar	Zoology			
Rajeev	Botany			
Rajeev	Zoology			
Rohit	Library			
Vijay	Psychology			

Name	Deptt	Sign	DATE	PAGE
Ramdev Singh	Home Sc. hcc.			
Sanjay	Library			
Parul	Geography			
Pratibha	Geography			
Arpita	Office			
Shikha	Office			
Neeraj Gopal	Office			
Karishma Singh	Office			
Kamla	Library			
Shashi	Auditorium			
Sudha	B. Voc.			
Angad Swarnika	Fee Counter			
Ram	Office			
Rohit	Office			
KAPIL	OFFICE			
Ranjana Sharma	Bursar			
Neeraj Gopal				
Vijay				

Name	Deptt	Sig.
Seema Patel	Psychology	
Vijaylata Yadav	Zoology	
Maya Singh	Home Sc.	
Bhanu Singh	Library	
Sandhya Patel	Library	
Rahul Bansal	Library	
MITRAJ	Library	
Rachna Hooit	Eng and IT	
Ashish Kumar	Chemistry	
Shiva Patel	B.Ed.	
Sunilk Kumar	NCC	
Yashvir Singh	Library	
Singh	Lib.	
Prakash	Botany	
Arvind	Psychology	
Prakash	Fee's counter	
Prakash	Economics	
Hitesh	Commerce	
Vishal	Music	
Manish	History, Hindi	
Mohit	Chemistry	
SUNIL KUMAR	Chemistry MSc	
Rohit Kumar	Chemistry	
Rajeev	Zoology	
Rajeev	Bo. Tanp	
Rajeev	Zoology	
Rajeev	Zoology	
Rajeev	Library	
Rajeev	Library	
Vijay Singh	Psychology	

Name	Deptt	Sig.
Rohan Kumar	Home Sc.	
Ginish	Library	
Pamul	Geography	
Priyanka	Geography	
Anjali	Office	
Neeraj	Office	
Neeraj Gal	Office	
Kamla	Library	
Shashi	Auditorium	
Sudha	B.Voc.	
Anand Swamy	Fee Counter	
Renu	Office	
Kapil	Office	
Sanjay Sharma	Bursar	
Neeraj Gal		
Nand Kishore		
Vijay Singh		

MEETING WITH HODS
IQAC TEAM WITH PRINCIPAL
ON 3.9.2022 AT 4 P.M.

AGENDA: Formation of various committees for NAAC, visit on 18th & 19th Sept '2022

MINUTES:

⇒ Important Committees for smooth inspection of NAAC peer team

1. Steering Committee
2. Reception Committee
3. Piloting
4. Refreshment/Hospitality Committee
5. Cultural Committee
6. Students, Alumni/Parents meet
7. Infrastructure Committee & Discipline & Escorting
8. Website Maintenance
9. Video shooting
10. Secretarial Assistant for Peer team
11. Exit meeting

⇒ IQAC members to see Deptt upkeep & PPTs
⇒ IQAC members to present different Criteria

Same
3.9.22

IQAC COORDINATOR

Am
PRINCIPAL

Members of IQAC team

1. Poonam 03.09.2022.

2.

3.

4. *Sept 03/9/2022*

5.

6.

7. *3/9/22*

- HODS
1. *RM* (English)
 2. Poonam. (Sanskrit)
 3. Neelam (Psychology)
 4. For. K.S.L.
 5. Anupma Singh
 6. *Neelam*
 7. *Niraj*
 8. *AB*
 - 9.
 - 10.
 - 11.

(1)

DATE 1.10.22

HANDING OVER THE CHARGE OF IQAC

TO DR. NEENA BATRA (IQAC COORDINATOR 2022-23)

1.10.22
Documents

1. IQAC Meeting Register 2016-17 to 2021-22.
2. IQAC Meeting Register 2022-23
3. IQAC Bills & Permissions (Copy) 2020-21, 21-22, 22-23
4. File - Copy of College profiles, MoUs, Computers etc
5. List of Journals, Magazine, Rare books and Competitive books.
6. List of Mentor-Mentee 2020-21 (Akg Akshara)
7. IQAC Notices 2021-22, 22-23
8. Register E-Content Committee (2020-21)
9. Register of Donations to college
10. Academic Calendars 2015-16 to 2022-23
11. PPT- IQAC 2022 for NAAC-2022
12. PPT- NAAC 2010, NAAC-2016
13. IQAC Notices 2019-20, 2020-21.
14. SSR - 2004, 2010, 2015, 2021 Part I - (2) Part II (1)
15. NAAC Peer team Visit - 3 files - 2004, 2016, 2022
16. IISA 2021 Submission
17. Time-tables 2022-23 (Departments)
18. Department Academic Calendars 2022-23
19. Time tables 2021-22 (Department)
20. Department Academic Calendars 2021-22
21. Fake Skill Courses Communication
22. LMS Teacher's ID
23. Teachers list on Abhydaya Yojana (2020-21)
24. ABACUS-UP 2022
25. Master soft ERP-Solution 2021-22
26. Departmental Maintenance requirement 2022
27. Webinar by IQAC on NEP-2020 16.9.20
28. Webinar " on Implementation of NEP with CCS 24 & 25 June 2021

CONTD

Journal
1.10.22
(1) / (2)

DATE 1.10.22

29. Self Appraisal Forms of Faculty 2021-22 (To be signed by Principal) with list
30. Details of Rooms in the college
31. Saurabh 2022
32. Saurabh 2019-2020
33. Syllabus UG NEP-2020
34. Prospectus
College - 08-09, 15-16, 16-17, 17-18, 18-19, 19-20, 20-21, 22-22, 22-23
Hostel - 14-15, 15-16, 16-17, 17-18, 18-19.
35. Attendance Register of Support Staff hired for SSR-2021 & DVV-2022 (May)
College - 0-Scope - 2010, 2011, 2013, 2014, 2017, 2018, 2019, Dec 2020, Dec-2021, July-2022
36. Copy of IQAC letter head
37. Copy of UGC letter for Bal. CE grant - March 2022
38. Raghunath Journal of Social Science & Humanities - (2) Aug 2016 & Jan 2017
39. NAAC Sponsored Seminar Oct 2012 Coventry
40. University Merit list - 2019
41. Files of Promotions - July 2021
42. PPT- CPE
43. CPE Preforms. UGC
44. Guidelines for Block Grant UGC 2018
45. UGC Promotion Guidelines - 2013, 2018
46. Guidelines IQAC formation - 3
47. Institutional Accreditation Manual for SSR
48. Approved Old list of UGC Journals
49. UGC Care list of Social Sciences
50. Letter for blended Teaching UGC
51. Manual for SSR - Alm. 7

CONTD.

Learned 1.10.22 (1) L. 11.12.22 (3)

- 57 SOP for SSR
- 58 Guidelines IQAC 2017, 2020 NAAC 2007
- 59 Guidelines for Student Mentoring & Agenda
- 60 SSR of JMC (A Grade) & Shivaji College (A Grade)
- 61 AQARs 2004-05, 05-06; 06-07, 07-08, 2008-09, 2010-11, 11-12, 13-14, 15-16, 2016-17, 17-18, 18-19, 19-20; 20-21 2010-11 (Education)
- 62 AISHE Certificates 2012, 2016, 2017, 2018, 2019, 2020
- 63 AISHE Reports (Kumkum) 2016-17, 17-18, 18-19, 19-20, 20-21
Duplicate Copy 11-12, 12-13, 16-17, 17-18, 18-19, 19-20, 20-21.
- 64 TIF
- 65 RUSA.

Big Almirah & Table

- 66 List of Teachers with PAN 2016-2020
- 67 MOU's & Collaborations till date
- 68 AQAR 2020-21 with ANN. in 3 Files
- 69 Extended Profile SSR-2021
- 70 College Committees " "
- 71 Peer team Reports Original 2004, 2011, 2016, 2022.
- 72 College profile papers - original
- 73 Plan of Action and ATR 2016-2021
- 74 Audit Reports Copy 2016-2021
- 75 Policy documents original - (4)
- 76 College Income Expenditure DVV

Learned 1.10.22 (1) L. 11.12.22 (4)

- 77 E.P. 1.1 Syllabus. - 3 Files
- 78 1.2.2 & 1.2.3 Addon Courses
- 79 1.3.1 Human Values, Gender issues etc
- 80 1.4 Feedback
- 81 1.1.3 BOS
- 82 1.3.2 Experiential Learning 2020-21
- 83 E.P. 1.1/1.2 Date Sheet Exams.
- 84 1.1.2/2.3.3 Mentor Mentee
- 85 1.3.2 Internship Completion Cert. 2020-21
- 86 1.1 Academic Calendars Univ & College 2015-2020
- 87 EP 1.2/1.2.1 List of UG & PG Courses 2016-21
- 88 2.4.1 Detail of Teachers
- 89 2.2.1/1.4.2 Remedial 2020-21
- 90 2.4.2 Research guide letters
- 91 2.4.2 Ph.D & D. Litt degrees Faculty
- 92 2.6.2 Progression outcome
- 93 2.1.2 EP Scholarships 20-21.
- 94 2 Cert. Awards to Teachers
- 95 2.3.1 Guest Lectures 20-21
- 96 2.4.3 DVV Experience Certificate of Teachers
- 97 3.5.1 Faculty Exchange 20-21
- 98 3.2.2 Seminars etc 2020-21
- 99 3.5.2 MOU's
- 100 3.1 DVV EP Teacher's Attendance
- 101 3.4.3 & 3.4.4 Extension & Outreach
- 102 3.1.2 Projects Funded by Govt. Agencies
- 103 3.3.1 App. Res. Guides & RDC letters
- 104 EP 4.2 Income-Exp. College
- 105 4.3.2 ICT Facilities
- 106 4.3.2 Computer Bills

1.10.22
⑤

DATE 1.10.22
PAGE

- 107. 4.3.3. Internet Connection
- 108. 4.2.2 / 4.3.3 Library 2020-21.
- 109. 4.4.1 Bills Maintenance 2020-21
- 110. 5.1.4 Guidance. 2020-21
- 111. 5.2.3 Competitive Exams Cleared 1
- 112. 5.3.1 Awards & Prizes
- 113. 5.1.4 Freeship. 2020-21.
- 114. 5.3.3 Sports & Cultural 2020-21
- 115. 5.5.2 Progression
- 116. 5.3.2 / 2.4.1 List of Students NSS, NCC, SWA, Prefects, Rangers.
- 117. 5.1.5 Grievance Redressal
- 118. 5.2.2. Progression other state
- 119. 6.5.3 IQAC Initiatives
- 120. 7.1.7 Disabled friendly Campus
- 121. 7.1.4 Water Conservation
- 122. 7.1.2. Alternate energy sources
- 123. 7.1.5 Green Campus
- 124. 1.1 Time tables 2015-2021.

Miscellaneous Items

- 1. Box of CDs of NAAC 2016
- 2. Stamp Self Inking - IQAC Coordinator
- 3. Round Seal of College
- 4. ⁴ AC Carrier with Remote & Stabilizer.
- 5. 7 Chairs
- 6. Coordinator's table & side table - 3 Keys Drawers
- 7. 2 Computer tables
- 8. 1 Desktop with CPU, UPS & Keyboard, mouse
- 9. 1 Printer Scanner
- 10. D-Link Router for Internet

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DATE 1.10.22
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- 11. External Hard disk 2TB (NAAC)
- 12. 3 Wall fans
- 13. 1 Ceiling fan.
- 14. Sublights 03
- 15. LED Bulbs 02
- 16. 02 Steel Almirahs
- 17. 01 Aquaguard RO - ALFA (Donated by Dr. Anjula)
- 18. 01 Wall Clock
- 19. Pen holder 1 Wooden 1 Plastic
- 20. Punching Machine 1 Big 1 Small 1 Single hole
- 21. 01 Sanitizer Bottle
- 22. Steel Crockery stand 01
- 23. Glasses 12
- 24. Cups 05
- 25. Spoons 06 ~~stainless steel~~ ^{steel} and 01
- 26. Knife 01
- 27. All pin holder - 01
- 28. Set of 6 Wooden Coaster
- 29. 2 Hunting boards
- 30. Stapler 1 big, 1 small
- 31. 01 Run paper
- 32. Plastic Box with stationery
- 33. One smart phone Samsung with Charger
- 34. 01 Main Door Key and 12 Almirah Key
- 35. Gameship
- 36. Big file covers Small file covers 2 01
- 37. Certificate Rest College - 01
- 38. Certificate NAAC 2005 - (2) 2011 - (2) 2016 - (1)
- 39. NIPAM Certificate - (1)
- 40. Vision & Mission - Board
- 41. IQAC Initiatives - Board

Confid.



INTERNAL QUALITY ASSURANCE CELL

Raghunath Girls' Post Graduate College
Western Kutchery Road, Meerut

Re-Accredited B+ Grade by NAAC
(CPE Status since 2006)



Prof. Nivedita Kumari
Principal
Chairperson, IQAC

Dr. Neena Batra
Co-Ordinator, IQAC

IQAC-Co. - 9520886033
Email- iqacrpg16@gmail.com
Website- <https://rgcollege.ac.in>
Facebook ID - RaghunandiniRPG Meerut
youtube - www.youtube.com/rgpgcollege

Ref No. :

Dated: 16.11.2022

MEETING NOTICE

Dear IQAC Members,

A meeting of IQAC shall be held on 19.11.2022 in Principal Office at 12.30 Noon. Following agenda shall be taken up.

1. To review the institutionalization of quality assurance strategies and processes.
2. To review the teaching learning process and facilitation of incremental improvements for the upcoming cycle of accreditation.
3. To explore the possibilities of introduction of add on and certificate courses.
4. To review the structures and methodologies of operations and learning outcomes.
5. To review the adequacy of infrastructure and physical facilities for teaching learning process.
6. To review the effective welfare measures for teaching and non-teaching staff.
7. To review the initiatives towards an inclusive institutional environment, social responsibilities, cross cutting issues and best practices.

Regards

Copy to :

1. All IQAC Members
2. Website Committee

Co-Ordinator, IQAC

Principal

&

Chairperson, IQAC

Principal

Raghunath Girls' Post Graduate College
Meerut

Meeting with Departmental IQAC Incharges

DATE 3/12/22

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Agenda of the meeting.

Preparation for the submission of AQAR 2021-22

Minutes of the meeting.

1. Departmental IQAC Incharges were given instructions to provide information in prescribed format of NAAC.
2. Related queries of departmental IQAC were resolved.
3. Requirement of New Mentor-Mentee Report format was raised by few faculty members.

1.	Dr. Neena Bala	Prin. in-charge Girls Post Graduate College Meerut	(IQAC Coordinator)
2.	Dr. Poonam Lakshpal		
3.	Dr. Mamta Upadhyay		03/12/22
4.	Dr. Geeta Rani		03/12/22
5.	Mrs. Manita Kaur		03/12/22
6.	Dr. Babita Maji		03/12/22
7.	M. Anjali Gupta		
8.	Dr. Rajani Srivastava		
9.	Dr. Seema Gupta (B.Ed)		
10.	Dr. Sunita Singh (Psychology)		
11.	Mrs. Neha Janda (Commerce) for Dr. Rina Mittal		
12.	Mrs. Sangita Kumari (Botany)		
13.	Dr. Bhawana Mittal (Physical Education)		
14.	Neeti Bansal (Yoga Science)		
15.	Dr. Sudhama Gaur (Geography)		
16.	Dr. Poonam Lata Singh (Digi-Page)		
17.	Dr. Khushi (Psychology)		
18.	Dr. Kiran Sharma (Music)		

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19.	Dr. Jyotshana Gaur (PCM)	Jyoti
20.	Ms. Shweta Mittal (Comp. App)	Shweta
21.	Ms. Divya Tyagi (B.Voc ACP)	Divya
22.	Dr. Sonika Chaudhary	Sonika
23.	Dr. Manju Singh (Zoology)	Manju
24.	Dr. Chhaya Testa (Economics)	Chhaya

Action Taken

1. As per the prescribed format of NAAC for the submission of AQAR the following actions were taken
 - A. Allocation of AQAR criteria among the IQAC member for smooth and effective data collection.
 - B. Respective criterion incharges were directed to communicate with department IQAC incharges for effective dissemination of information.
2. New report format for mentor-mentee meeting was designed and circulated among faculty members.

Meeting of IOAC

DATE 13-12-22
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DATE 13/12/22
PAGE

Agenda of The Meeting

1. To review the Preparedness for AQAR 2021-22 Submission.
1. Any Other Issue with the Consent of IOAC Chair.
1. Minutes of the Meeting.
- 1.
11. Criteria like progress and status of AQAR to be submitted.
11. Initiatives taken regarding new add on and value added courses.
 1. Sociology Dept. to start offering new add on course on social work.
 12. Initiative for the arrangement of transport/ conveyance facility for students regarding educational trips.
5. 1. At least one e-content to be developed by each faculty and to upload on college you tube channel.
 1. Academic and extension activities are to be organised as per NAAC requirement. Letter to be issued by IOAC.
 2. TO explore the possibility of developing e-content on slide share.
 3. FDP to be organised by science dept.
 4. Preparation for ISO certificate.
 5. Digital lab to develop MOOC.
 6. Initiating Bloom Taxonomy mapping in syllabus.
 7. Invite talk by Mr. Pantanj.
 8. PTM before internal exam for slow learner.

- To take initiative for Fast learners.
- Initiatives taken by faculty for Major and minor projects.
- FDP on Quality Enhancement of HEC in the context of NAAC guidelines.
- PMMMNMTT, MOOC to be pursued for FDP.
- ICSSR seminar on gender Issues by Sociology.

NAME	SIGNATURE
1. Prof. Nivedita Kumari [IOAC Chairperson]	
2. Dr. Seema Jain	
3. Dr. Neema Bhat	
4. Dr. Sonika Chaudhary	
5. Dr. Neelika Yajurvedi	
6. Dr. Kuntal Kumar	
7. Dr. Geeta Rani	
8. Dr. Anshu Rai	
9. Dr. Poonam	

Meeting of IOAC Along with Departmental IOAC incharges.

Agenda of the Meeting-

- To review preparedness for AQAR 2021-22

Minutes of the Meeting-

- Criteria incharges were asked to submit the status of preparedness.
- Departmental IOAC incharges deputed to assist Criteria incharges.

<u>Name</u>	<u>Signature</u>	<u>Signature</u>
1. Dr. Nivedita Kumari [Chairperson IOAC -		
2. Dr. Seema Jain - Advisor.		
3. Dr. Meena Batra - Co. Coordinator -		
4. Dr. Sonika Ch. - Co. Coordinator.		
5. Dr. Kuntum		
6. Dr. Geeta		
7. Dr. Anjana		
8. Sujali Yadav		
9. Dr. Pima Mittal		
10. Km. Pooja saroj		
11. Mrs Vandana Agarwal		
12 Mrs. Sanyogita Kumari		
13 Dr Poonam Lata Singh (Degr. Phy)		
14. Dr. Bhawna Mittal (Phy. Educ)		
15. Dr. Manju Singh (Zoology)		
16. Mrs. Mehak Chaffar (Food Science)		
17. Mrs. Manita Kumari (Home Science)		

- 18. Dr. Kiran Sharma (Music) K. Sharma
- 19. Divya Tyagi (B.Voc ACP) Divya
- 20. Dr. Babita Maji (Pot. Ser) Babita
- 21. Dr. Sumita Singh (Psychology) Sumita
- 22. Anjali Gupta (History) Anjali
- 23. Dr. Poonam (History) Poonam
- 24. Dr. Nalini Deswedi (Chemistry) Nalini

Action Taken

- 1. Review of ABAR-2021-22 was done extensively and changes were incorporated.

IBAC Meeting

Agenda of the meeting - TO review the final ABAR-2021-22 before submission.

Minutes of the meeting

- 1. Certificate presentation was given.
- 2. Suggestions for certain improvements were considered.
- 3. Instructions were given to incorporate the suggestions.

- 1. Dr. Prof. Nivedita Kumari Nivedita
- 2. DR Helma Bateja Helma
- 3. DR. Sonika Choudhary Sonika
- 4. Dr. Geeta Rani Geeta
- 5. Dr. Anshu Rani Anshu
- 6. Dr. Runkun Parikh Runkun
- 7. Dr. Alaya Teds Alaya
- 8. Dr. Poonam Poonam

Action Taken

- 1. Suggested improvements were incorporated in ABAR 2021-22.

29-03-2023

Agenda of the meeting: To discuss the preparation of proposed National Conference sponsored by NBAC.

Minutes of the meeting -

- To discuss about the date of event - 14/04/2023, 15/04/2023, On 29/04/2023 - 30/04/2023.
- To discuss about speakers and sessions regarding conference

Dr. Seema Jain (Chairman) -

1. Dr. Neena Batra
2. Dr. Sonika Chaudhary
3. Dr. Kumkum Pareek
4. Dr. Mamta Upadhyay
5. Dr. Poonam
6. Dr. Geeta Rani
7. Dr. Deeksha Yajurvedi

(Signature)
(Signature)
(Signature)
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(Signature)

Action Taken

1. Co-ordination with NBAC was initiated to organise conference.

Agenda of the Meeting:-

→ Preparation of session ending with required documentation and submissions.

Minutes of the Meeting:-

1. Instruction for faculty to obtain plagiarism certificate for their published research paper and articles.
2. Decision about the submission of AQAR-2021-22 on 8th May 2023.
3. Session end report and presentation of committees is scheduled.

1. Dr. Neena Batra *(Signature)*
2. Dr. Sonika Chaudhary *(Signature)*
3. *(Signature)* / *(Signature)*
- 4.
- 5.
6. Dr. Poonam *(Signature)*

Action Taken

1. AQAR 2021-22 submitted successfully.
2. College committees submitted their annual report to principal office.

change handover to New IQAC Coordinator
DR Poonam - (23-24)

- ① Phone with charges.
- ② Amendment in first statutes of the university
- ③ The Gazette of India
- ④ UP State Universities Act-1973.
- ⑤ (a) Graphical Representation based on Quantitative & Qualitative Metrics
 - (b) Certificate
 - (c) Quality Profile
 - (d) Grade Sheet
 - (e) Peer Team Metric Wise Score Report
 - (f) Peer Team Report on Institutional Accreditation of R.G.P.C. College Meerut. C-28011
- ⑥ CAS Promotion file.
- ⑦ Pen drive - Recording of Guest-lecturer (Prof R.P. Singh)
- ⑧ Stamp - 2
- ⑨ IQAC Receipt-Register
- ⑩ = Mill Papers ²¹⁻²³ / ^{latest} notice / ^(Important file) ~~admission~~ paper
- ⑪ Papers of certificate course & Millicourse Papers
- ⑫ 2 College o-scope - & Annual Report of 21-22
- ⑬ file regarding 2 day national conference.
- ⑭ Notices - 21-22 / 22-23
- ⑮ IQAC Guard file Register
- ⑯ file - Mill Paper (Notices - internal exam do. sheet few certificate CMS Papers)
- ⑰ file of IQAC coordinator - DR Poonam
- 18 Library file
- 19 Meeting Register

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① has been received
Poonam
20/07/23