

IQAC Meeting- 08.07.2019
(11:30 AM to 01:30 PM)

Chaired by the Principal

Dr Archana Sharma

IQAC Coordinator - Dr Neena Batra

Dr Minu Gupta

Dr Renu Jain

And all the Faculty members

Minutes:

- Dr Minu Gupta & Dr Sonika Choudhary were assigned to prepare academic Calendar for the session 2019-20
- Admission committee of all the courses should mandatorily take Anti- ragging affidavit and check the documents. They should also note down the student's minority category & in case of P.G. admissions, progression of U.G. students.
- Timetable Committees to allot hassle free time- table to all the girl students specially coming from rural areas.
- Chief Proctor to look into the discipline and timely signature of I- Cards.
- Library Committee to get the book issue cards on time and make the students aware of the book bank facility.
- Anti-ragging cell to supervise the smooth beginning of Academic session, informing the rules to stakeholders through various posters.
- All the in-charges of the College Committees to organize meeting with the Principal in the coming months for upgradation of the College.
- Heads and In-charges of Departmental associations asked to conduct literary competitions, workshops, guest lectures, outreach programs, Extension activities, industrial & field visits They were also directed to conduct activities for the upliftment of education and society such as Swachh Bharat Abhiyaan, gender issues etc.
- It was decided that all the departmental incharges to instruct all teachers to identify slow and advanced learners in their respective subjects in the beginning of the session so that arrangements of extra classes/ remedial classes for slow learners can be conducted throughout the session.
- For enhancing the employability of the final year Students, Academic career & counselling & Placement cell was advised to interact with local and nearby industries and employment agencies for the conduct of in campus and off campus placement drives as well as workshops and guidance talks for final year students so as to equip them with soft and vocational skills that make them employable.

IQAC team for the session 2019-20

07.08.2019

(12:30 PM to 1:30 PM)

Agenda- New IQAC team to be formed for the session 2019-20

Chair person- Dr Archana Sharma (Principal)

Coordinator- Dr Neena Batra

Members-

Dr Minu Gupta

Dr Renu Jain

Dr Mamta Upadhyay

Dr Anuradha

Dr Archana Rani

Dr Amita Sharma

Dr Sonika Choudhary

Dr Seema Gupta (B.Ed)

External Members-

Mr Komal Anand

Mr Suneel Garg

Management committee

Dr Pawan Bhargava

Dr Rahul Mittal

Administrative official

Mr Sanjeev Sharma (Chief Administrative officer)

IQAC meeting- 12th Sept 2019, 1.30 PM- 2.30 P.M

Chaired by- Dr. Archana Sharma (Principal)

IQAC Coordinator: Dr. Neena Batra

Members: (a) Dr. Minu Gupta

(b) Dr. Renu Jain

(c) Dr. Mamta Upadhyay

(d) Dr Anuradha

(e) Dr Archana Rani

(f) Dr Sonika Choudhary

(g) Dr Amita Sharma

(h) Dr Seema Gupta

Agenda:

- Discuss about college committees for the session 2019-20
- Infrastructure maintenance & requirement of departments
- Departmental distribution of workload

Minutes of the meeting

- Members decided to form different committees within a time period of 1 month.
- All the department to send their requirement latest by 30th Nov, 2019
- List of departments to be monitored by different IQAC members for the session 2019-20 was assigned.

Action Taken Report

- Committees were formed by the In-charges in agreement with the Principal and IQAC Coordinator and displayed on the notice board and Website.

IQAC meeting- 10.12.2019

(1:30 PM to 3:30 PM)

Chaired by: Dr. Archana Sharma (Principal)

IQAC Co-ordinator: Dr. Neena Batra

Meeting was attended by:

(i) Dr. Poonam Lakhanpal

(ii) Dr. Renu Jain

(iii) Dr. Seema Jain

(iv) Dr. Parul Singh

(v) Dr. Sunita

(vi) Dr. Anu Rastogi

(vii) Dr. Archana Rani

(viii) Dr. Anuradha

(ix) Dr. Anjula Rajvanshi

(x) Dr. Manju Lata

(xi) Dr. Anita Rathi

(xii) Dr. Aparna Vats

Agenda:

1. To confirm the proceedings of the last meeting
2. Diaries of teachers & Stock Registers of the department.
3. Submission of AQAR 2018-19
4. Conduct inter disciplinary seminars & conferences.
5. Enhance research quality

Minutes of the meeting

- The Principal checked upon the work of various committees which were formed & meetings were held with the in-charges.
- All stock registers & teachers diaries to be signed by January 2020
- Registration on HEI portal of NAAC to be done and AQAR to be submitted in hard & soft copy latest by 30th March 2020
- Seminars to be organised by different departments & proposal to be made by June 2020
- Research Advisory Board was asked to initiate fellow faculty members to publish good quality research papers in reputed journals under UGC- Care list 2019 & apply for research projects to government agencies.

Meeting on 13.07.2020

Online due to lockdown (12:00 PM to 2:00 PM)

Chaired by: Dr. Deepshikha Sharma (Principal)

IQAC Coordinator: Dr. Seema Jain

Members: (1) Dr. Poonam Lakhanpal

(2) Dr. Renu Jain

(3) Dr. Neena Batra

(4) Dr. Anjula Rajvanshi

(5) Dr. Sonika Choudhary

(6) Dr. Amita Sharma

Agenda:

- Formation of New IQAC team.
- Action Taken Report of 2019-2020 to be finalized.
- For verification of documents of all the permanent faculty members as per government orders to be done by government nominees on 17.07.2020 at Shaheed Mangal Pandey Girls Govt. College, Meerut, IQAC team was asked to Pre check the documents on 15.07.2020
- Filling and uploading of educational and Professional details along with documents of both teaching and non-teaching on Manav Sampada Portal to be undertaken by IQAC before 31.07.2020.
- FDP on E- content for faculty members.

Minutes of the Meeting

Due to Covid- 19 Phase- I , Meeting for Action Taken Report of 2019-20 by IQAC team was conducted in July 2020 online as reported on college groups by various departments and committees.

- 3 Rainwater harvesting plants were installed, 04 R.O. and 02 water Coolers were installed.
- 116 International, 396 National, 01 state and 10 local level seminars/ Conferences/ Symposia were attended by the faculty members during the session in which 31 papers in international, 85 in national, 01 each in state and local were presented, 05 faculty in international, 18 in national and 10 in local level acted as Resource Persons.
- 100 Faculty members attended FDPs/OPs/RCs
- 16 faculty members were honored by various Government and recognized bodies.
- 21 Research papers were published in National and International Journals, five in group I UGC Care list, Eight in group -II UGC Care list and 08 in other reputed and refereed Journals
- Thirty-three Article were presented in Conference Proceedings and published in Chapters in Book/ Books.

- Organized 12 seminars/ workshops/guest lectures.
- 06 Research scholars were awarded Ph.D degree.
- More than 20 Covid Awareness programs and 04 NEP Awareness program webinars.
- 11 value added courses and 16 field projects/ Internship/ Dissertation were done.
- 11 Soft skill development programs.
- 13 Career counselling initiatives were taken.
- Students' grievances were redressed within a weeks time.
- 14 Extension and outreach programs were organized through NCC, NSS, Rangers etc. with communities, NGOs and Industries.
- 142 students & 14 Teachers participated in 05 extension activities with government organizations & NGOs conducted by various departments and committees of the college.
- 02 MOU was signed and 02 new linkages were developed.
- 54 students were felicitated through various institutional scholarships
50 students, received Sumangla Kanya Yojna scholarship. 07 Net qualified scholars with family income below 05 Lakh supported by CCS University, Meerut.
10 scholars are receiving JRF/SRF from UGC/ ICSSR
- Ritu Rani topped University in B.A (Sanskrit, Psychology & Physical Education)
- In M.A Psychology, Shivani Teotia secured 1st Rank and Layba Chaudhary, 4th Rank, Anjana M.A (Geography) 4th Rank, Mansi Verma 6th Rank in MA (History), Sandhya M.A (Sanskrit) 9th Rank and M.Sc (Botany) Dhairya Gill 9th Rank in the University.
- 32 Sports and Cultural activities/Competitions were organised at the college level more than 500 students were benefitted and 03 students won national level awards.
- 16 students have qualified UGC NET/CSIR NET/GATE.
- 40 students have qualified UPTET/CTET.
- 17 Students were selected in different state government services.

IQAC meeting- 31.07.2020

(12:00 -1:30 PM)

Chaired by: Dr. Deepshikha Sharma (Principal)

IQAC Coordinator: Dr. Seema Jain

Members: (1) Dr. Poonam Lakhanpal

(2) Dr. Renu Jain

(3) Dr. Neena Batra

(4) Dr. Anjula Rajvanshi

(5) Dr. Sonika Choudhary

(6) Dr. Amita Sharma

(7) Dr Garima Malik

(8) Mrs Vandana Agarawal

(9) Mrs. Shweta Mittal

Agenda

- E- Content development
- Online Classes

Minutes

- Quality of e- content to be assessed.
- Technical Problems if any in preparing e- content to be addressed by the Computer Department of the College. (E-Learning Centre)
- Uploading of e- contents to be done as per the directions from the University.
- Online Classes to begin from 04.08.2020.

Action Taken Report of the meeting on 31.07.2020

- E-contents prepared by different departments were uploaded in google drive.
- 05 E- contents each by Sanskrit, Zoology, Economics, Political Science and Botany were collected in zip file and mailed to the university ccsu.nep.econtent@gmail.com to be forwarded to U.P higher education for uploading on the site <http://heecontent.upsdc.gov.in>
- 10 July-18 July 2020 FDP on development of E- Content for faculty members was done.
- On 17th July, Verification of documents of permanent teaching staff done successfully.

IQAC Meeting- 06.08.2020

11.30AM -1.00 PM

Chaired by: Dr. Deepshikha Sharma (Principal)

IQAC Coordinator: Dr. Seema Jain

Members: (1) Dr. Poonam Lakhanpal

(2) Dr. Renu Jain

(3) Dr. Neena Batra

(4) Dr. Anjula Rajvanshi

(5) Dr. Sonika Choudhary

(6) Dr. Amita Sharma

(7) Dr Garima Malik

(8) Mrs Vandana Agarwal

(9) Mrs. Shweta Mittal

Agenda:

- E- Contents to be uploaded
- Website to be uploaded

Minutes

- To make Dynamic Website www.rgcollege.org
- Updated CV of Faculty members to be uploaded.
- Student's achievements to be uploaded.
- Student's activities to be shown with separate templates.
- Online fees Payment gateway to be activated
- Covid Management & help desk Mental Health Counselling to highlighted & displayed on the website
- Link displayed on the website.

Action Taken Report

- www.rgcollege.org was made dynamic
- Updated faculty CV, Faculty achievements, student's achievement and activities were uploaded.
- Online fee payment was activated with Pay-U in Oct 2020.
- Covid-19 Management team and government SOPs for Covid-19 were highlighted on the website.
- Department wise and course wise e-contents were uploaded on website in google drive.

IQAC meeting held on 21.08.2020

Online & offline (1:00 to 3:00 PM)

Chaired by: Dr. Deepshikha Sharma (Principal)

IQAC Coordinator: Dr. Seema Jain

Members: (1) Dr. Poonam Lakhanpal

(2) Dr. Renu Jain

(3) Dr. Neena Batra

(4) Dr. Anjula Rajvanshi

(5) Dr. Sonika Choudhary

(6) Dr. Amita Sharma

And Members of Library Committee

Agenda for meeting with library Committee of the college partly online and partly offline.

- Rare books to be tagged and digitized.
- Permission for Binding of books and outdated books to be discarded.
- Membership for Infflibnet to be renewed.
- Counsel students to visit library regularly.
- Repairing of infrastructure damage and whitewash.
- Updation of Alice to liberty for library Management system.

Action Taken Report

- Rare books were tagged and quotations called for digitization.
- Permission granted by Governing Body for discarding outdated books.
- Membership of Infflibnet renewed.
- Quotations called for updation of Alice to liberty.
- Binding of all the damaged books done.

IQAC meeting held on 07.09.2020

(11:30 AM to 2:00 PM)

Chaired by: Dr. Deepshikha Sharma (Principal)

IQAC Coordinator: Dr. Seema Jain

Members: (1) Dr. Poonam Lakhanpal

(2) Dr. Renu Jain

(3) Dr. Neena Batra

(4) Dr. Anjula Rajvanshi

(5) Dr. Sonika Choudhary

(6) Dr. Amita Sharma

All Incharges of Department and Research Advisory Board Members

Agenda-

- NEP- 2020 Awareness programs
- Research development in the college.

Minutes

- Conducting Webinars on New NEP- 2020 as directed by UGC to make stakeholders aware of this policy.
- Uploading of NEP-2020 link on website
- Participation in NEP online activities by students and teachers.
- Research Advisory Board was asked to initiate fellow faculty members to publish good quality research papers in reputed journal under UGC- Care list 2019 and apply for research projects to government agencies.
- Also Motivate faculty members to organize seminars/ Workshop /FDPs sponsored by some Government agencies.
- To choose topics of research related to or based on local needs or National problems.
- Apply for seminars and Research projects.

Action taken Report

- 04 Webinars were Conducted for awareness of New National Education Policy- 2020
- Link for NEP -2020 was uploaded on website.
- Teachers and students took NEP Pledge
- 120 Students participated in NEP Quiz.
- Two faculty members Dr Bina Rai (Political Science) and Dr Garima Pundir (Zoology) applied for Research under the scheme,Uttar Pradesh Government Research and Development Scheme. (G.O. 1604/70.04.2020-1268/2018/Dt 15.12.2020)
- Department of Botany applied for conducting seminar under Uttar Pradesh Government Schemes of Organising Seminar/ Symposium/ Workshop (G.O. Degree Vikas/1140-41/2020-21 dt- 17.12.2020)

IQAC meeting on 20.11.2020 with HODs and Covid Management team
(1:00PM to 3:00 PM)

Chaired by: Dr. Deepshikha Sharma (Principal)

IQAC Coordinator: Dr. Seema Jain

Members: (1) Dr. Poonam Lakhanpal

(2) Dr. Renu Jain

(3) Dr. Neena Batra

(4) Dr. Anjula Rajvanshi

(5) Dr. Sonika Choudhary

(6) Dr. Amita Sharma

Agenda: Reopening of College in offline mode

Minutes

- Reopening of offline classes from 23.11.2020.
- Timetable to be prepared as per Covid- rules i.e. by Rooster system.
- I Cards to be made for everyone: teaching, non-teaching and support staff both permanent and temporary.
- Parents not to be present on campus without permission
- Both offline and online classes to be taken, if required.
- Timings to be fixed by teachers for problem solving of students.
- Covid-19 Help desk to be made.
- Ensure Sodium Hypochlorite spray.
- Pulse Oximeter in Medical room.
- Thermal Scanners at gate.
- All the in-charges of the College Committees to organize meeting with the Principal in the coming months for upgradation of the College.
- Heads and Incharges of Departmental associations were asked to conduct literary competitions, workshops, guest lecture, outreach programs, Extension activities industrial & field visits .Also they were directed to conduct activities for the upliftment of education and society such as Swachh Bharat Abhiyaan, gender issues Fit India movement, Mission Shakti etc.
- It was decided that all the incharges to be informed to instruct all teachers to identify slow and advanced learners in their respective subjects in the beginning of the session so that arrangements of extra classes/ remedial classes for slow learners can be conducted throughout the session.
- For enhancing the employability of the final year Students, Academic career & counselling & Placement cell was advised to interact with local and nearby industries and employment agencies for the conduct of in campus and off campus placement drives. They were also advised to conduct workshop and guidance talks for final year students to equip them with soft and vocational skills to make them employable.

Online IQAC team with the Governing Body on 29.12.2020

Chaired by: Dr. Deepshikha Sharma (Principal)

IQAC Coordinator: Dr. Seema Jain

Members: (1) Dr. Poonam Lakhanpal

(2) Dr. Renu Jain

(3) Dr. Neena Batra

(4) Dr. Anjula Rajvanshi

(5) Dr. Sonika Choudhary

(6) Dr. Amita Sharma

Governing Body members:

- Dr. Manmohan Nath
- Dr. Rahul Mittal
- Dr. Madhu Mittal
- Shri Pawan Bhargava

Administrative members:

- Shri Sanjeev Sharma (CAO)
- Shri Sanmek (Off. Library)
- Shri Suresh Chand (Sr. Accountant)

Student members:

- Ms. Rohini Arya
- Ms. Shivani Laur

Agenda:

- Permission for energy Audit by P2 Power solution Private Limited, Noida taken from the Governing body.
- Draft of AQAR 2019-20 to be discussed with the governing body.
- Infrastructure repair and maintenance of Computers and e- boards and Computer labs.
- Updation of Library automation from Alice to Library.
- Repair of Broken furniture.
- Internet speed to be increased.
- Space on website to be increased for e- contents.
- Regarding funds for scanning of rare books.
- Construction of IQAC room and Career Counselling room to be started.
- Enquiry Counter to be set up in office.
- Promotion files of 08 Faculty members in the next grade to be completed and checked Information to be sent to 17 faculty Members for Verification of CAS documents for the session 2019-20

Minutes:

- The above agenda was given approval by the governing body of the college.