

# INTERNAL QUALITY ASSURANCE CELL RAGHUNATH GIRLS' POST GRADUATE COLLEGE, MEERUT

Governing Body – Dr. Manmohan Nath Seth, Dr. Madhu Mittal, Dr. Rahul Mithal, Mr. Pawan Bhargava

IQAC Team

Chairperson – Dr. Deepshikha Sharma

Coordinator – Dr. Seema Jain

Members

Dr. Poonam Lakhanpal, Dr. Reenu Jain, Dr. Neena Batra, Dr. Anuradha, Dr. Anjula Rajvanshi,  
Dr. Sonika Choudhary, Dr. Amita Sharma, Mr. Sanjeev Sharma (CAO), Mr. Suresh, Mr. Sunmeak

**Online Meeting on 19.06.2021 of Governing Body and IQAC team**  
**Time 12:30 P.M. Portal: Zoom**

## Agenda

- Submission of AQAR 2019-2020.
- Inspection of B.Sc. (SF) PCM.
- Increase Rs.200/- in fees as ICT fees for ERP/LMS/MIS (Module)/Website.s
- Status of Language Lab Computers.
- Intimation of Workshop on Implementation of NEP-2020 on 24.06.21 & 25.06.21.
- Increase in fees of Computer Application subject.  
ERP – Enterprise Resource Planning  
LMS – Learning Management System  
MIS – Management Information System
- Hostel Boring.

*Seema Jain*  
19.6.21

*Bill*  
19.06.21

# INTERNAL QUALITY ASSURANCE CELL RAGHUNATH GIRLS' POST GRADUATE COLLEGE, MEERUT

Governing Body - Dr. Manmohan Nath Seth, Dr. Madhu Mittal, Dr. Rahul Mittal, Mr. Pawan Bhargava

## IQAC Team

Chairperson - Dr. Deepshikha Sharma

Coinciding - Dr. Seema Jain

## Members

Dr. Poonam Lakhani, Dr. Reenu Jain, Dr. Neena Batra, Dr. Anuradha, Dr. Anjali Rajvanshi,  
Dr. Sonika Choudhary, Dr. Amita Sharma, Mr. Sanjeev Sharma (CAO), Mr. Sunsh, Mr. Sunmeak

## Minutes of Meeting held on 19.06.2021 (Saturday)

Time :- 12:30 P.M.

- AQAR 2019-20 presented before the Management.
- 54 students got placement details were discussed.
- Students' feedback was taken by the Governing body.
- Functioning of Hostel was discussed including Menu.
- B.Sc. (PCM) was discussed. Total 60 seats of one section to be started.
- Salary of teachers of S.F. was discussed and finalised.
- LMS to be introduced from the coming session 2021-22.
- ICT fees to be added in the students fees to maintain the recurring expenditure on softwares updation was permitted.
- 24<sup>th</sup> & 25<sup>th</sup> June 2021 workshop on Implementation of NEP-2020 to be conducted in collaboration with C.C.S. University was notified to the management and permission granted.
- Rs. 500/- Fees to be increased in Computer Application and Food Science. Fees to be taken in installments if needed.
- rgcollege.org website changed to government ac.in website.
- Internet speed increased from 8mbps to 1gbps.
- Geoinformatics programme to be publicised within and out of the state.
- Boring for fresh water tubewell to be done in hostel for continuous supply of pure drinking water.

Seema  
19.6.21

19.06.21

**RAGHUNATH GIRLS' POST GRADUATE COLLEGE, MEERUT**  
**Internal Quality Assurance Cell**

**Dtd. : 29.06.2021**

**An ONLINE Meeting of IQAC Coordinator has been planned with all the Departments /Committee Incharges regarding SSR to be submitted in August 2021 as per the schedule given below.**

**Time : 05.00pm to 06.00pm**

<b>Date</b>	<b>Department</b>
<b>01.07.2021</b>	<b>B.Com. B.Ed.</b>
<b>02.07.2021</b>	<b>English, Hindi, Sanskrit</b>
<b>09.07.2021</b>	<b>Sociology, Political Science, Economics</b>
<b>10.07.2021</b>	<b>History, Geography, Sports, Music</b>
<b>11.07.2021</b>	<b>Psychology, Home Science, Drawing &amp; Painting</b>
<b>12.07.2021</b>	<b>Zoology, Botany</b>
<b>13.07.2021</b>	<b>Chemistry, B.Voc. Food Science &amp; Quality Control, Computer Application</b>
<b>19.07.2021</b>	<b>All Committee Incharges</b>

*Link will be shared separately*

*Seema*  
*29.6.2021*  
*29.06.21*

Online meetings  
with Staff 30.6.2021 - 19.7.21

Agenda: How to prepare Departmental  
SSR and its submission

Minutes: Every departmental  
faculty were apprised  
of the points in  
different criterions and  
metrics of the SSR  
and were asked to  
submit the same by  
end of July '21 along with  
all documentary evidences

2-7-2021

Agenda: Formation of IQAC team for the session 2021-22

Minutes: Team was constituted as per new

# Meeting with Principal

28. 2021

Agenda: Discuss the Action Taken Report of 2020-21 and Installation of CCMS system by Mastersoft Team.

## Minutes:

- ⇒ ATR was discussed and finalised
- ⇒ College-O-Scope was planned and designed for printing.
- ⇒ Departmental achievements and activities ~~are discussed~~ <sup>by</sup> and HODs to be sent.
- ⇒ Marketing manager Mr Ajinkya Raut was called for <sup>online</sup> meeting ~~offline~~ and cost finalization
- ⇒ Rates were finalised as follows
  - Initial Installation charges
  - 75000/- + GST
  - Running Cost Rs 110/- + GST per student / year which includes
    - ① Admission and on-line fee payment
    - ② Results
    - ③ Link and T.D password will be shared
    - ④ Separate IDs for IQAC office

- ⑤ Students I.Ds for LMS
  - ⑥ Teachers I.Ds for LMS
  - ⑦ Accreditation Data Management System
- will be given free of Cost.

⇒ recurring payment every year in 2 installments  
in December and March  
depending on Number of Students.  
System is cloud based

~~Seema J~~  
9-8-2020

02.08.21

# MEETING WITH PRINCIPAL

25.10.2021 11AM - 12 NOON

## AGENDA:

- Welcome of New Principal Dr Nivedita Malik.
- College Calendar 2021-22 Approval
- SSR uploading in process
- Tasks allotment to IQAC members

## MINUTES

1. Principal was welcomed and appraised about IQAC functioning.
2. College Calendar 2021-22 was presented for Approval to the chairperson.
3. Status of SSR uploading discussed.
4. Tasks allotted :-
  - (i) Dr. Deepshikha Sharma : Advises
  - (ii) Dr. Peenam Lakhanpal: Research cell & Library.
  - (iii) Dr. Reenu Jain : SWA, Proctorial Board, Anti-Ragging & Anti sexual harassment, Internal Complaint Committee, Grievance Redress Cell, Hostel Committee, National Festival & Cultural Committee
  - (iv) Dr. Neena Batra : B.Voc, Add-on courses, Distance Learning: IGNOUR UPRI Vocational, Computer Applications, Alumni



v) Dr. Anuradha : Mentor - mentee,  
Counselling, Medical Aid

vi) Dr. Anjula Rajwansi: Extension & Outreach,  
NCC, NSS, Rangere,  
CDC, Community Club

vii) Dr. Sonika Choudhary: Teaching, Learning  
& Evaluation

viii) Dr. Amita Sharma - Green Environment  
& Energy Audit  
Differently abled,  
Placement cell, Competitive  
Exams, progression

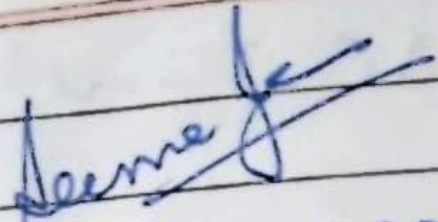
ix) Mr. Sanjeev Sharma and Mr. Suresh  
: Maintenance of Office Records  
(Dr. Seema Jain) (Dr. Nivedita Mathur)

IAAC  
Coordinators

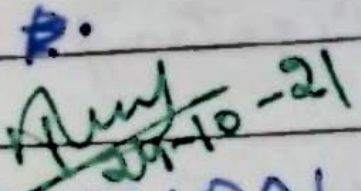
Chairperson

x) Mr. Sanmek : Library work to  
be maintained in a  
smooth & uniform manner


SIGNATURE 25.10.2021



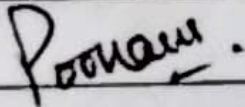
IQAC COORDINATOR  
Dr Seema Jain

  
25-10-21


PRINCIPAL  
Dr. Nivedita Malik

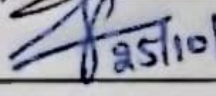
  
Dr. Deepshikha  
(ADVISOR)


MEMBERS :

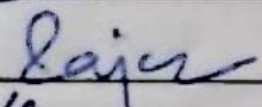
Dr Pooanam Lekhanpal   
Dr. Reenu Jain

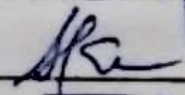
DR Neena Bala

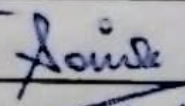
Dr. Anuradha 

Dr. Anyule Rajnanshi  25/10/2021 IQAC Member

Dr. Amita Sharma 

Dr. Rajani Srivastava 

Sunita Kum 

Dr. Sonika Choudhary   
25/10/2021

# IQAC Meeting on 24.12.2021

Chaired by :- Prof. Nivedita Kumari (Principal)

Co-ordinators :- Dr. Seema Jain

Attendees :- All the staff members of the college.

Agenda :-

1. Student Satisfaction Survey
2. Promotion of Faculty Members
3. Submission of Research Projects to the Department

## Minutes of Meeting :-

1. All teachers to contact students for SSS and report to HOD after 2<sup>nd</sup> days.
2. Promotion of Teachers to Professors as per letter dated 01. November 2021. The process to start as soon as possible and all have to start preparing for the same.
3. All teachers to apply for <sup>research</sup> projects by the Government. Deadline is 27<sup>th</sup> December 2021 to apply for project by the UP Government. Only Govt and aided departments to apply. 33.3% from each discipline.  
Major Research Project - 15 Lakh. 3Yrs.  
Minor Research Project - 5 Lakh. 3Yrs.
4. Conditions for the above was discussed.

Seema Jain  
24.12.21

IQAC COORDINATOR

Nivedita Kumari  
PRINCIPAL

1. Dr. Manjiv Lada	Manjiv
2. Dr. Anam Vaid	Anam
Dr. Anandha	Anandha
Dr. Mithun	Mithun
Shikha	Shikha
Arati	Arati
Dr. Manoj Upadhyay	Manoj
Dr. Sumit Shaha	Sumit
Dr. Sumit Singh	Sumit Singh
Dr. Garima Malik	Garima
Pooja	Pooja
Pratibha Singh	Pratibha
Sumant	Sumant
Shikha Mittal	Shikha
Dr. Manoj Singh	Manoj
Dr. Garima Lada	Garima
Sumit Arora	Sumit
Dr. Sumit Agarwal	Sumit
Dr. Sumit Kumar	Sumit
Dr. Sumit Saha Shaha	Sumit
Dr. Arti Sharma	Arti
Dr. Sumit Singh	Sumit
Dr. Shikha Singh	Shikha
Dr. Ankit	Ankit
Dr. Anshu	Anshu
Dr. Anshu Singh	Anshu
Dr. Madhu Mishra	Madhu

Neena Balu	Neena
Dr. Coole	Coole
Mr. Chaya	Chaya
Dr. Kalya	Kalya
Mr. Rohit	Rohit
Dr. Bhavnishtha	Bhavnishtha
Dr. Deeksha	Deeksha
Dr. Manisha	Manisha
Dr. Lakshmi Gupta	Lakshmi
Dr. Sumit Singh	Sumit
Dr. Shikha Singh	Shikha
Mr. Anand	Anand
Mr. Manish	Manish
Dr. Deeksha	Deeksha
Mr. Pratik	Pratik
Dr. Gopal Singh	Gopal
Arati	Arati
Chhaya Chatterjee	Chhaya
Dr. Anshu Pan	Anshu
Dr. Manish Tapan	Manish
Dr. Bhavnishtha Singh	Bhavnishtha
Dr. Sangita Bhatnagar	Sangita
Shikha	Shikha
Mr. Vaidya Anand (Consultant)	Vaidya
Dr. Anshu Chatterjee	Anshu
Mr. Vaidya Anand	Vaidya
Dr. Anshu Chatterjee	Anshu

Dr. Shital Panday

Panday

Dr. Poonam

Poonam

Dr. Upasana Singh

Upasana

Anjali Gupta

Anjali

Mrs. Manoj Komeri

Komeri

Dr. Anjula Rajnandhi, Sociology

Rajnandhi

Dr. Parul Khatwani, Comm.

Khatwani

Dr. Sunita

Hindi

Sunita

Dr. Anant

Music

Anant

Dr. Anjali Goel (Commerce)

Anjali

Dr. Poonam

Poonam

Dr. Kalpana Chaudhary (Zoology)

Chaudhary

Dr. Rina Mittal (Comm)

Mittal

Mateela Oberoi (Commerce)

Oberoi

Neha Tandon (Commerce)

Tandon

Riya Prasad (Commerce)

Prasad

Sonika Sharma (Botany)

Sharma

Nitika (Botany)

Nitika

Dr. Sonika Choudhary (Home Science)

Choudhary

Dr. Parul Singh (English)

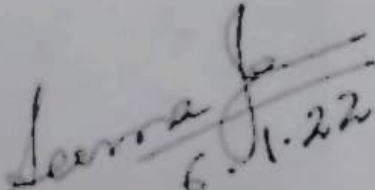
Singh

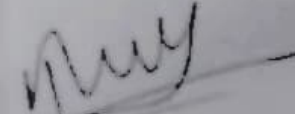
RAGHUNATH GIRLS' POST GRADUATE COLLEGE,  
MEERUT

Date 06.01.2022

**IMPORTANT NOTICE**

Departmental incharges and  
Committee incharges are hereby  
requested to prepare their Power Point  
presentation latest by 20.01.2022  
(Thursday) for NAAC peer team visit.

  
6.1.22  
**IQAC Coordinator**

  
**Principal**

# DEPARTMENTWISE SCHEDULE FOR E-BOARD TRAINING & PPT PRESENTATION

Date & Day	Timings	
	12.00 – 12.30 p.m.	12.30 – 01.00 p.m.
14.02.2022 Monday	Sanskrit	Music
16.02.2022 Wednesday	Economics	Drawing
17.02.2022 Thursday	Home Science	Commerce
18.02.2022 Friday	Sociology	Political Science
19.02.2022 Saturday	Geography	English & Hindi
21.02.2022 Monday	Psychology Philosophy	Physical Education B.Voc. (Yogic Science)
22.02.2022 Tuesday	Botany Zoology PCM	Chemistry Food Science
25.02.2022 Friday	History	Computer Application B.Voc. (ACP)

All the Members of College IQAC team are requested to join the Departmental Presentation as per schedule.

*Jeema*  
12.2.22  
IQAC Coordinator  
IQAC Coordinator  
Raghnath Girls' Post Graduate College  
Mecruv

*M...*  
12/2/22  
Principal  
Raghnath Girls' Post Graduate College  
Mecruv

Agenda: To acquaint the college IGAC members about the status of AQAR 2020-2021 & to distribute the duties regarding the same accordingly.

Minutes:






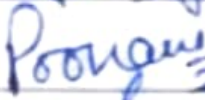
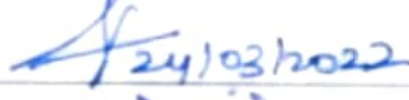






1. All the templates were distributed to the members for finalizing & compilation of data.
2. AQAR to be submitted by 31.03.2022.

The following members were present:-

1. Prof Nivedita
2. DR Neena Bala
3. Dr Smita
4. Dr Deekata Yajurvedi
5. Dr Garima Malik
6. Dr Nazima Isfan
7. Dr Bhawna Mittal
8. Dr Rajan Srivastava


  
A vertical column of handwritten signatures corresponding to the list of members present. From top to bottom, the signatures appear to be: a green signature, a signature with a circled '11', a signature, a signature, a signature, a signature, and a signature with a circled '11'.



9. Anjali Gupta 
10. Mrs. Mamta Kumari 
11. Dr. Garima Pundri 
12. Mrs. Sanyogita Kumari 
13. Dr. Reenu Jain 
14. Dr. Poonam Lakhanpal  24.03.22
15. Dr. Anjula Rajwanshi  24/03/2022
16. Dr. Sonika Choudhary  24/03/2022
17. Sanjay Sharma 
18. Sumit Kumar  24/3/22  24/3/22
19. Sudeek Chand  24/3/2022  24/3/22

For review meeting with IQAC memt [redacted] 11.03.2022 at 11 P.M. in staff room

- NR was uploaded on 15.12.2021
- NA was successfully completed on 31.01.2022
- DNV was received on 20.02.2022 and its clarification was sent on 03.03.2022
- Now waiting for DNV certification and final dates for NAAC visit.
- Research Papers Published-191 (U.G.-105 Papers)
- Books and Chapters in Books-92
- No. of Ph.D Registered-115
- No. of Ph.D Awarded-18
- Approved Research Guides-29
- Academic Awards-45
- Extension Awards-26
- FDP/Workshop-140/35 Faculty (approx.)
- NET/GATE qualified-140
- Rank holders-08 V.C. Gold Medal. Equal number of students in first 5 University Ranks
- Placements-118
- Students feedback is taken annually online every year and analyzed for improvement.
- College-o-scopes highlighting the achievements of faculty members & students are published every year.
- 1431 students went in for higher studies (based on available data).
- Alumni Contribution is through Scholarships, guest lectures and Donations
- Alumni Association was Registered in Dec -2020.
- Large number of 12 Webinars/Seminars, 39 Guest Lectures, 2 Workshops and 2 Exhibitions organized under capacity building initiatives
- Extension Activities-127 done and participated- No. of Participants 4953
- No. of students qualifying competitive exams-1610
- No. of Add on certificate programs offered during the last 5 years-31
- Grants from Govt. for research projects-10.66 Lakh
- Workshops/Seminars conducted on IPR, Research Methodology & Entrepreneurship-10
- Capacity Building & Skill Enhancement initiatives-Total [redacted] 2016-2021
- No. of collaborative activities for research-76
- No. of functional MOUs with institute-03
- No. of classrooms & seminars halls with ICT facilities-25 (23 existing + 2 New)
- Bandwidth of internet connection upgraded from 15Mbps to 1 Gbps
- Recently college has signed AMC with computer links for maintenance of ICT

  
Principal  
[redacted] Post Graduate College  
Muzrai

- No. of awards/medals won by students in sports/cultural activities-14
- Green Audit & Energy Audit done.
- Solar geyser functional.
- 5 Solar lights functional
- 4 Rain water recharge systems installed
- Vermicompost pits prepared.
- Ordinary lights replaced by LED lights.
- CCMS solutions by Mastersoft have been taken this year for online admission, Learning Management systems and accreditation data management system.
- IGNOU special study centre 08 PG, 02 UG, 04 Diploma, 03 Certificate Courses.
- No. of sports & cultural activities in which students participated-100
- Faculty details uploaded in Manav Sampada successfully on time.
- Rotary Club sponsored 2 Toilets in PCM Block.
- Electrical Audit was done on 11.04.2021 by P<sub>2</sub> Power Solutions Pvt. Ltd. Noida

*Seema J*  
11.3.22

**Coordinator**  
**Raghunath Girls Post Graduate College**  
Meerut



**Principal**  
**Raghunath Girls' Post Graduate College**  
Meerut

Prof. Anandilal Kumari  
Dr. Anshu Mittal  
Dr. Deepshikha Sharma  
Dr. Seema Jain  
Dr. Poojita Lakshmi  
Dr. Renu Jain  
Dr. Neera Bala  
Dr. Anuradha  
Dr. Ajula Rajanishi  
Dr. Sonika Choudhary  
Dr. Anita Sharma  
Mr. Sanjeev Sharma  
Mr. Sameek  
Mr. Suresh  
Ms. Madhira Shah Rasool  
Ms. Tanvi Gupta  
Ms. Mona Khan  
Ms. Zahra Nagri  
Ms. Vaishali Mishra  
Ms. Nishi Jain  
Dr. Rahul Mittal  
Mr. Pawan Bhargava  
Mr. Sunil Garg

May  
T . . .  
11.03.22  
Pawan  
11.03.2022  
Renu  
Anita  
Sanika  
Sonika  
Sunil  
Sunil  
Machhi Kaul  
Tanvi  
MONA KHAN  
Absent  
joined on line  
Absent  
joined on line  
Paw. Bhargava  
Absent

24.03.2022

Agenda: To acquaint the college IGAC members about the status of AGAR 2020-2021 & to distribute the duties regarding the same accordingly.

Minutes:

1. All the templates were distributed to the members for finalizing & compilation of data.
2. AGAR to be submitted by 31.03.2022.

The following members were present:-

1. Prof Nivedita
2. Dr. Neena Bala
3. Dr. Sanku
4. Dr. Parvate Yajurvedi
5. Dr. Garima Malik
6. Dr. Garima Puri
7. Dr. Bhawna Mittal
8. Dr. Rajan Srivastava

Prof  
Dr. Sanku  
Dr. Parvate  
Dr. Garima  
Dr. Bhawna  
Dr. Rajan

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DATE / / 2021

9. Anjali Gupta
10. Mrs. Manita Kumari
11. Dr. Garima Puri
12. Mrs. Sanyogita Kumari
13. Dr. Renu Jain
14. Dr. Poonam Lakshapal
15. Dr. Anjita Rajwade
16. Dr. Sonika Chaudhary
17. Jyotsna Sharma
18. Sumit Kumar
19. Anshu Chandel

# IQAC MEETING OF HODs / 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 prog

→ 2020-21 & 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 - Instrument & Vocal.

→ Cultural programme incharge - Dr. Sunita (M)

- Highlight outreach, contemporary issues

→ 20th August First Mock Trial; 25th August second Mock Trial.

→ Beautification Incharge - Dr. Sumita (Hindi) & Vardaan B.O. Club

Jan 3 2022

Dr. Seema Jain  
ISAC Coordinator

Dr. Nivedita Kumar  
Principal  
Post Graduate College

Sr. No.	Name of the faculty	Sign	Department
1	Dr. Sonita Choudhary	<i>[Signature]</i>	Home Science
2	Dr. Neena Bala		Economics
3	Dr. Garima Malik		Botany
4	Dr. Archana Devi Joshi		Drawing & Painting
5	Dr. Rakhi Negi		Physical Science
6	Dr. Sumita Singh	<i>[Signature]</i>	Psychology
7	Dr. Aparna Bhat	<i>[Signature]</i>	History
8	Ms. Shail Verma	<i>[Signature]</i>	Geography
9	Dr. Parul Singh	<i>[Signature]</i>	English
10	Dr. Neelam Singh	<i>[Signature]</i>	Psychology
11	Dr. Seema Bala Sharma	<i>[Signature]</i>	Music
12	Dr. Anupama Singh	<i>[Signature]</i>	B. Ed.
13	Dr. Anjali Agrawal	<i>[Signature]</i>	B. Ed.
14	Dr. Anu Kashyap	<i>[Signature]</i>	Sociology
15	Dr. Konchan Priya	<i>[Signature]</i>	Hindi
16	Dr. Pratiksha Yashanti	<i>[Signature]</i>	Food Sci. & R.C.
17	Dr. Anam Lakshmi	<i>[Signature]</i>	Sanskrit
18	Mrs. Manisha Singhal	<i>[Signature]</i>	Chemistry
19	Dr. Sumita	<i>[Signature]</i>	Jurki
20	Dr. Yashwanth	<i>[Signature]</i>	Long Training

Meeting of Principal, with the Incharges of Departments & ISAC

Date: 05.02.2022  
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 ABACUS 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~~  
S.B. 22

Dr. Seema Jain  
IQAC Coordinator

Prof. Nivedita Kumari  
Principal  
Rajmata Jijau Post Graduate College  
Mumbai

S.No.	Name of Faculty	Sign	Department
1.	DR Neena Baha		Economics
2.	Dr. Anu Karkoti		Sociology
3.	Mrs. Nirlep Kour		Botany
4.	As. Chhaya Teotia		Geo
5.	Dr. Sonika Choudhary		Home Science
6.	Dr. Pankaj Rastogi		Commerce
7.	Dr. Neelam Singh		Psychology
8.	Mrs. Manisha Singhal		Chemistry
9.	Ms. Shail Verma		Geography
10.	Dr. Poojam Lakhanpal		Computer
11.	Dr. Sumita Singh		(English) Psychology
12.	Dr. Deeksha Yagnicki		Forensic Sci.



Meeting of Staff with the Principal & IQAC

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 29th August
6. Remedial & Tutorial classes record
7. Emphasis on Best practices & student centric activities
8. Diaries and Registers to be signed by the Principal regularly
9. Committees of last year to work till NAAC
10. Activities post SSR to be added in Departmental
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

  
 IQAC Coordinator  
 Raghunath Girls' Post Graduate College  
 Meerut

  
 Principal  
 Raghunath Girls' Post Graduate College  
 Meerut

S.No.	Name of the Faculty	Sign	Department
1	Dr. Deepshikha Sharma		Geography
11	Dr. Sonika Chaudhary		Home Science
2	Dr. Anu Laxmi		Sociology
3	Dr. Parul Singh		English
4	Dr. Neelam Singh		Psychology
5	Dr. Renu Kanaujia		Home Sci
6	Dr. Aparna Vats		History
7	Dr. Suran Lata Sharma		MUSIC
8	Dr. Rajani Srivastava		Sociology
9	Dr. Jalpara Chaudhary		Zoology
10	Dr. Shachi Kalia		Zoology
11	Harsh Shukla Malik		Music
12	Dr. Garima Malik		Botany
13	Amita		Music
14	Dr. Sonam Singh		Music
15	Rishika		Music
16	Dr. Swati Sharma		Music
17	Dr. Kiran Sharma		Music
18	Dr. Anshu Sharma		Page 5
19	Geetha Bansal		Yoga & Health
20	Arshita Gupta		Logic & Reasoning
21	Geetanjali Chauhan		Geography
22	Dr. Anshu Sharma		Geography
23	Dr. Sandra Chaudhary		Geography
24	Ms. Shail Verma		Geography
25	Dr. Sangita Bhatia		Chemistry
26	Dr. Rakhi Chaudhary		Chemistry
27	Dr. Geeta Singh		Calculus
28	Dr. Anuradha		Phys.
29	Dr. Kuntal		Phys.
30	Dr. Divya Upadhyay		Phys.



## 1 P.M. in Auditorium

Meeting with Non-Teaching Staff with Principal & IGAC Team 20.8.22

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

### Minutes.

1. Office & Fee Counter to maintain records from 2016-2021 & 21-22.
2. Basic Cleanliness, Nameplates, <sup>with</sup> allotted work.
3. Annual Maintenance of Housemaids, Coolers, AC, Overhead Tanks, Computers, Water coolers.
4. Cleaning of Auditorium furnishing, Toilets maintenance to be checked, Dustbins to be cleaned & reported.
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 C. Punit and Sh. Chand.
12. Student Corner to be furnished and fans to be installed. Water Cooler to service.
13. Overhead water tanks to have automatic switches to save water wastage.
14. Staff to take care not to waste water and electricity or any other natural resources.
15. Cleanliness, Beautification, Kanchan Eco Club & Library Committee to coordinate the same work.

Seema  
10.8.22  
IGAC COORDINATOR

PRINCIPAL

