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## **RAGHUNATH GIRLS' POST GRADUATE COLLEGE, MEERUT**

Re-Accredited 'A' Grade by NAAC (CPE Status since 2006)

College of Excellence 2014

### **COLLEGE CALENDAR — 2018-19**

College reopens on 09th July 2018

#### **1. JUNE / JULY**

- Meeting of staff with the Principal on 9<sup>th</sup> July '18 at 11.30 a.m.
- New admissions in UG and PG 1st 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.
- 1st 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.

  
**Principal**  
R.G. (P.G.) College  
Meerut

## 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 20<sup>th</sup> 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 31<sup>st</sup> 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 25<sup>th</sup> of every month.
2. Shortage of attendance to be notified to the students and reported to the college office by 25<sup>th</sup> 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 27<sup>th</sup> – 30<sup>th</sup> 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  
R.G. (P.G.) College  
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