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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 — 2019-20**  
College reopens on 08th July 2019

**1. JUNE / JULY**

- Meeting of staff with the Principal on 8<sup>th</sup> July '19 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 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.
- Departmental IQAR to be submitted.
- Infrastructure Development to be done in the college & departments example Rain Water Harvesting.
- To look into the requirement of stock items & maintenance of equipments / appliances / labs.

**2. AUGUST**

- Admissions to be completed.
- Regular classes to be taken.
- Anti Ragging Cell to be active and students to be shown the film on Anti Ragging by UGC.
- Submission of AQAR by incharge.
- Guest Lectures to be organised.
- Celebration of Independence Day.
- IQAC Meeting with the Principal.
- Meeting of different College Committees (Proctorial Board & Anti Ragging Cleanliness) with the Principal.
- To look into the requirement of stock items & maintenance of equipments / appliances / labs.

**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.
- Diwali Celebration by Staff Club.

**5. NOVEMBER**

- Student's feedback to be collected.
- Remedial classes to be organized for weak students.
- College week to be celebrated by all the associations.

**6. DECEMBER**


- 2nd Internal Assessment of PG I & III Semester.
- Back paper exams to be conducted.
- Meeting of Asstt. Superintendent & S.S. with the Principal regarding Back paper exams.

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

- Invitation of Quotations for various stock items.
  - Books to be selected & ordered for College library.
  - University Exam of PG I & III Semester to be started.
  - Half yearly theory class test for U.G. Classes.
- 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.
  - Practical Examination/Viva of UG & PG.
  - Rehearsals & Practical Departments.
  - 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.
  - Practical Examination/Viva of UG & PG.
  - Rehearsals & Practical Departments.
  - Closing Programmes of Associations / Prize / Medals distribution.
  - Submission of Students' feedback.
  - Checking of purchased stock items.
  - College Sports meet.
  - Farewell Functions of UG Students.
- 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.
  - 1st Internal Assessment exams of P.G. II & IV Semester.
  - Final Website updation.
- 10. APRIL / MAY**
- University U.G. exams to continue.
  - 2nd Internal Assessment of PG II and IV Semesters.
  - Online Submission of Teacher's Self Appraisal forms.
  - Farewell functions of PG Students.
  - Infrastructural development in the department to be notified in the principal office.
- 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 (on Saturday).
5. Regular updation of college website (V. Imp.).
6. Regular reporting of updation / completion of courses to HOD's / Principal with signature on Dairies & Registers.
7. Regular action on students' & teachers grievances.
8. Meeting of HOD's with the Principal.
9. Updation of Website.
10. Shortage of Attendance of Students to be reported to the Principal.
11. Teachers Diary to be signed by the Principal.

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