



**Ram Chameli Chadha Vishvas Girls College**  
**Ghaziabad**

AISHE CODE : C-28591

RCCV/IQAC/19-20/1

Date: 30/07/19

**NOTICE**

The first meeting of **Internal Quality Assurance Cell (IQAC)** of **RCCV Girls College** of the Academic Session 2019-20 will be held on **02<sup>nd</sup> Aug, 2019 (Friday)** at **2 p.m.** in the meeting room at ground floor. All the members are requested to attend.

**Agenda: -**

1. To share IQAC functioning and roles to all the members.
2. To Set up Sewage Treatment Plant
3. To Set up RO Water Supply system
4. To discuss about the Feedback of Question Paper and student's performance in University exams
5. To discuss about the expansion of college
6. To discuss about the Preparation of orientation Program of all courses.
7. Any other subject with permission of the Chair.

  
**IQAC Coordinator**

**IQAC.Coordinator**

  
**Principal**

**Principal**  
**RCCV Girls College**  
**Ghaziabad (U.P.)**

**Affiliated to C.C.S. University, Meerut and AKTU, Lucknow**  
**(Approved by NCTE and AICTE)**

**Campus 1:** C-22, Meerut Road, Ghaziabad. Pincode-201003 U.P. (India)

**Campus 2:** A-6 (II), Sector-22, Meerut Road, Ghaziabad. Pincode - 201003 U.P. (India)

**E-mail:** rccvpggcollege10@gmail.com . rccvnaac@gmail.com **Phone No:** 0120-4163604



**Minutes of 1<sup>st</sup> Meeting of IQAC held on 02<sup>nd</sup> Aug. 2019 (Friday) at 2 p.m. in the Meeting Room**

The formal meeting started on a welcome note by IQAC Coordinator. The Chairperson requested all the members for open house discussion on various agenda of the meeting to maintain quality and excellence at the institution. The following points were discussed in the meeting:-

- 1. To share IQAC functioning and roles to all the members:** IQAC Coordinator welcomed and thanked all the members for participating in the first meeting of IQAC then briefly described how the IQAC came into existence. The coordinator then requested to chairperson to present the proposed quality sustenance activated to be taken by the internal quality assurance cell of the college. She Highlighted the objectives, procedures, management, functions and operational features.
- 2. To Set up Sewage Treatment Plant**  
It was discussed in the meeting to set up Sewage Treatment Plant in order to conserve Environmental Resources. It was decided to initiate the same as earliest.
- 3. To Set up RO Water Supply system**  
It was observed that the drinking water supply need to be improvised for which RO Water supply system must be provided in the campus. The members approved the same and suggested to initiate the same.
- 4. To Discuss about the Preparation of Orientation Program of All courses**  
The Chairperson congratulated respective representatives of various departments for getting good number of admission for the new session. It was discussed in the meeting to organize Orientation Program and submit the detailed Program Schedule.
- 5. To discuss about the expansion of college:** Expansion of infrastructure was discussed in the meeting as the introducing of various new courses were in the pipeline. So it was suggested by chairperson to purchase a new land for college expansion.

Meeting ended with vote of thanks to the Chair.

  
IQAC Coordinator

**IQAC.Coordinator**

  
Principal

Principal  
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# Ram Chameli Chadha Vishvas Girls College Ghaziabad

AISHE CODE : C-28591

## Attendance Sheet 1<sup>st</sup> Meeting of Internal Quality Assurance Cell (IQAC) - (2019-20) Dated: 02<sup>nd</sup> Aug 2019 (2:00 p.m.)

<u>IQAC MEMBERS</u>			Signature
<b>Chairperson</b>			
1.	Dr. Seema Aggarwal	Principal, RCCVGC	
<b>Members from the Management</b>			
2.	Dr. Geeta Malhotra	Secretary,	
3.	Mr. Satish Janmeja	Executive Member	
<b>IQAC Coordinator</b>			
4.	Dr. Namita Sharma	HOD, Education	
<b>Nominee from local Society, Students &amp; Alumni</b>			
5.	Ms Seema Sethi	Principal Maharishi Dayanand Saraswati Vidyalaya	
6.	Ms Meetu Aggarwal (PGT, DPSG)	Alumni Representative (B.Ed)	
7.	Purnima (M.Sc. Chemistry)	Student Representative	
<b>Nominee from Industry &amp; Stake Holders</b>			
8.	Mr. Rajeev Sharma (CEO, NK Tech Company, Noida)	Industry Representative	
9.	Mr. Ashish Agarwal (F/O Aarushi agarwal M.Com)	Parent Representative	
<b>Teacher Representative</b>			
10.	Dr. Jyoti Singh	HOD, Science Dept	
11.	Dr. Shalu Bhasin	HOD, Commerce Dept	
12.	Dr. Rakhi Sharma	HOD, Computer Application	
<b>Administrative Officers</b>			
13.	Ms. Shashi Khanna	Registrar	
14.	Mr. Sunil Kumar	Supervisor	
15.	Mr. Shaleesh Bajpai	Account Officer	

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**ACTION REPORT**

**For the meeting held on 02<sup>nd</sup> Aug. 2019 at 02:00PM**

1. The minutes were confirmed.
2. STP was set up in the college.
3. RO Water Supply started at all floors at Campus 1 and campus 2 with Water Dispenser facility
4. For Numerical papers respective faculty members have planned their schedule to conduct extra classes
5. The orientation program of each department was organized smoothly and the classes have started. The reports of the same were timely uploaded on website.
6. Purchasing of approx 5000 sq/m. land for college expansion was approved by College management.

**IQAC Coordinator**

**IQAC. Coordinator**

**Principal**

Principal  
R. C. S. V. Girls College  
Ghaziabad (U.P.)

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RCCV/IQAC/19-20/2

Date: 28/01/20

## NOTICE

The second meeting of the session 2019-20 of **Internal Quality Assurance Cell (IQAC)** of **RCCV girls College**, Ghaziabad will be held on **3<sup>rd</sup> Feb. 2020 (Monday)** at **2 p.m.** in the meeting room at ground floor. All the members are requested to attend.

**Agenda: -**

1. To approve the minutes of the previous meeting and action taken report.
2. To discuss regarding placement activities for the year 2019-20
3. To discuss regarding admission policy and necessary ground work for 2020-21 admissions.
4. To Upgrade the Library
5. To initiate NSS process from the University
6. To introduce new courses
7. Any other subject with permission of the Chair.

  
IQAC Coordinator

*IQAC Coordinator*

  
Principal

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## Attendance Sheet

2<sup>nd</sup> Meeting of Internal Quality Assurance Cell (IQAC) - (2019-20)

Dated: 3<sup>rd</sup> Feb 2020 (2:00 p.m.)

<u><b>IQAC MEMBERS</b></u>			<b>Signature</b>
<b>Chairperson</b>			
1.	Dr. Seema Aggarwal	Principal, RCCVGC	
<b>Members from the Management</b>			
2.	Dr Geeta Malhotra	Secretary ,	
3	Mr Satish Janmeja	Executive Member	
<b>IQAC Coordinator</b>			
4	Dr. Namita Sharma	HOD, Education	
<b>Nominee from local Society , Students &amp; Alumni</b>			
5	Ms Seema Sethi	Principal Maharishi Dayanand Saraswati Vidyalaya	
6	Ms Meetu Aggarwal (PGT, DPSG)	Alumni Representative (B.Ed)	
7	Purnima (M.Sc. Chemistry)	Student Representative	
<b>Nominee from Industry &amp; Stake Holders</b>			
8	Mr Rajeev Sharma (CEO, NK Tech Company, Noida)	Industry Representative	
9	Mr. Ashish Agarwal (F/O Aarushi agarwal M.Com)	Parent Representative	
<b>Teacher Representative</b>			
10	Dr Jyoti Singh	HOD, Science Dept	
11	Dr Shalu Bhasin	HOD, Commerce Dept	
12	Ms Rakhi Sharma	HOD, Computer Application	
<b>Administrative Officers</b>			
13	Ms Shashi Khanna	Registrar	
14	Mr Sunil Kumar	Supervisor	
15	Mr Shaleesh Bajpai	Account Officer	

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**Minutes of 2<sup>nd</sup> Meeting of IQAC held on 3 Feb. 2020 (Monday) at 2 p.m. in the meeting room**

The formal meeting started on a welcome note by IQAC Coordinator. The Chairperson requested all the members for open house discussion on various agenda of the meeting to maintain quality and excellence at the institution. The following points were discussed in the meeting:-

- 1. To approve the minutes of the previous meeting and action taken report**  
Members unanimously approved minutes of the previous meetings along with action taken report.

- 2. To discuss regarding placement activities for the year 2019-20**  
It was discussed in the meeting that necessary strategies should be adopted by the T&P cell for the placement of Final Year Students. It was also advised to T&P head to produce a detailed schedule of MOCK Interviews, Group Discussion and communication skills sessions to develop employability skills of the students. A proposed list of Companies for placing the student's needs to be prepared and proper liaisoning should be done. For 2019-20 few more companies are expected to recruit the students.

- 3. To discuss regarding admission policy and necessary ground work for 2020-21 admissions.**

The matter was discussed with all the HOD's and Administrative Officer regarding admissions for academic year 2020-2021. It was informed that Planning to distribute pamphlets / brochures to the students at B.Ed Entrance examination centers and CBSE/ UP Board Exam Centers, Planning to send the staff members to the different colleges and to counsel the students about the scope and opportunities of Various Programs

- 4. To introduce new courses:** Keeping into consideration the demand of various students, discussion was held regarding introducing new courses B.A. and M.Sc. (Mathematics) and starting the process for the same.

- 5. To Upgrade the Library for the proposed BA Program.**

Discussion was held regarding commencement of BA program at RCCV and speedup the process of M.Sc.(Mathematics) approval from the university. It was suggested to update the library for the proposed B.A Program and M.Sc.(Mathematics).

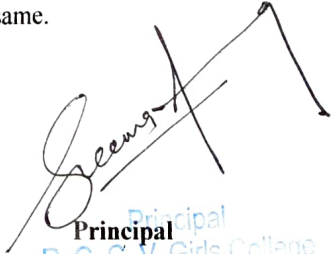
- 6. To initiate NSS process from the University**

Discussion was also held regarding commencement of NSS Program at RCCV Campus. Our duty towards society also involves developing spirit of Social service among our students which can be fulfilled through NSS Scheme. The coordinator was asked to have correspondence with the university for the same.

Meeting ended with vote of thanks to the Chair.

  
IQAC Coordinator

**IQAC.Coordinator**

  
Principal  
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## **ACTION REPORT**

**For the meeting held on 3<sup>rd</sup> Feb. 2020 at 02:00PM**

1. To approve the minutes of the previous meeting.
2. List of Companies and Schedule of Mock – Interview and Group Discussion was prepared and circulated. Online placement of few students was confirmed by the various companies due to Covid Pandemic physical placement drive could not be planned.
3. The counseling sessions were organized for admission in all courses which aimed to brief about the scope and opportunities of Various Programs at RCCV
4. The library was upgraded with the purchase of new books for proposed courses.
5. The College was being granted permission to start NSS for one Unit(100 students) from the Academic Year 2020-21.
6. B.A. and M.Sc.(Maths) programme would be starting from upcoming session as the affiliation has been completed

  
**IQAC Coordinator**

**IQAC.Coordinator**

  
**Principal**

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