



RAM CHAMELI CHADHA VISHVAS GIRLS COLLEGE

(AFFILIATED TO C C S UNIVERSITY, MEERUT AND AKTU, LUCKNOW (APPROVED BY NCTE AND AICTE))

(AISHE CODE: C-28591)



BY NAAC

RCCV/IQAC/2023-24/9

Date: 1/06/2023

NOTICE

The 9th meeting of the session 2023-24 of **Internal Quality Assurance Cell (IQAC) of RCCV Girls College, Ghaziabad** will be held on **7th June 2023 (Wednesday)** at **2:00 p.m.** in the meeting room. All the members are requested to attend.

Agenda: -

1. To approve the minutes of the previous meeting and action report.
2. To discuss about the results of previous semester.
3. To discuss the Action Plan for Academic Year 2023-24.
4. To discuss about N-LIST software.
5. To inform students to join the RCCVG Instagram for regular updates.
6. To discuss about the Mega Job Fair for final year and PG students.
7. To discuss and finalize participation of meritorious students for the 28/09/23 event, along with plans for the college annual function, "Udaan."
8. Any subject with the permission of Chair.



IQAC Coordinator


Principal

Dr. NEETU CHAWLA
Principal

Ram Chameli Chadha Viswas Girls College
C-22, Meerut Road, Ghaziabad



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(AISHE CODE: C-28591)



Minutes of 9th Meeting of IQAC held on 7th June 2023 (Wednesday) at 2:00 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 the 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 report:

Members unanimously approved minutes of previous meetings along with action taken report.

2. To discuss about the results of previous semester:

Members went through the results presented by HOD's department wise. Members have expressed that the results have improved comparing to the previous semester.

3. To discuss the Action Plan for Academic Year 2023-24:

- IQAC advised to organize Orientation Program for each department and submit the detailed Program Schedule. The Tentative start of 1st semester classes by September 2023 and that of 3rd semester classes by August 2023.
- IQAC advised to ensure that 2nd and 4th semester timetables (B.Sc., B.Com., B.A.) are displayed on the notice boards by 1st July 2023.
- It is advised to share soft copies of POs and COs for each subject if not already submitted.
- IQAC advised all the departments to share their OBE schema on the group.
- It is advised to submit monthly stationery requirements to the Principal's office.
- IQAC advised to plan guest lectures during practical sessions and share reports on the same day.
- All HODs to conduct regular meetings with their staff.
- Ensure timely preparation of internal exam, results, and course files.

4. To discuss about the N-LIST software:

- The college purchased N-LIST software subscription and utilize it effectively.
- It is advised to encourage students to visit the library regularly to access previous years' question papers, NEP files and course books.

Signature



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Minutes of 9th Meeting of IQAC held on 7th June 2023 (Wednesday) at 2:00 p.m. in the Meeting Room

The formal meeting started on a welcome note by IQAC Coordinator. The Chairperson congratulated everyone for getting NAAC B++ Grade in Cycle 1 and requested all the members for open house discussion on various agenda of the meeting to maintain the 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 report:

Members unanimously approved minutes of previous meetings along with action taken report.

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Dr. NEEVA CHAWLA
PRINCIPAL
Ram Chameli Chadha Vishwas Girls College
C-22, Meerut Road, Ghaziabad



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- IQAC advised to attend the meeting with Ragini Ma'am and the Principal regarding N-LIST benefits for research, and usage for 5th and 6th-semester students.
- All the students and teachers are instructed to enroll your registration in the N-LIST database with your registration I'd.

5. To inform students to join the RCCVG Instagram for regular updates:

It is advised to ensure that all students and faculty members join the RCCVGC Instagram page and share relevant content for regular updates on college events and development.

6. To discuss about the Mega Job Fair for final year and PG students:

- It is advised to inform students about the Mega job fair going to held in INDERPRASTHA ENGINEERING COLLEGE, SAHIBABAD on (24.07.2023) at 9:00 am. Students from all the streams can participate in this job fair. About 60 companies are coming to take interviews. All the HOD'S are informed to circulate this msg to 3rd year and PG students today positively.
- The college has selected a few students for the first round of placement and is making every effort to ensure their success. The selected students have to create a short interview video, based on which they will be considered for further selection in the process. So, for the same, please make a 5-minute short interview video covering the topics of yourself, education, interests, and skills. Then, upload the video on Google Form or WhatsApp, whichever is preferable.

7. To discuss and finalize participation of meritorious students for the 28/09/23 event, along with plans for the college Annual Function, "Udaan."

- It is advised that all HODs to inform your meritorious/awardees students about the prize distribution ceremony for 28/09/23 and take confirmation towards them and then you will inform the academic and prize distribution committee.
- IQAC advised all the HODs to distribute the roles and responsibilities to teachers and to finalize plans for the college Annual Function "UDAAN".

Meeting ended with vote of thanks to the Chair.


IQAC Coordinator


Dr. NEETU CHAWLA
PRINCIPAL
Ram Chameli Chadha Viswas Girls College
C-22, Meerut Road, Ghaziabad
Principal



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Attendance Sheet of 9th Meeting of IQAC held on 7th June 2023 (Wednesday) held at 2:00 p.m. in the Meeting Room

Chairperson		Signature	
1.	Dr. Neetu Chawla	Principal, RCCVGC	
Members from the Management			
2.	Mr Krishna Vir Singh Sirohi	President, RCCVGC Society	
3.	Dr Geeta Malhotra	Secretary, RCCVGC Society	
IQAC Coordinator			
4.	Dr. Sangeeta Solanki	Academic Head & Associate Professor	
Nominee from local Society, Students & Alumni			
5.	Dr Indrani	Associate Professor, VMLG College GZB	
6.	Ms Parul Tyagi	Alumni Representative (B.Ed)	
7.	Vanshika (B.Com Honours)	Student Representative	
Nominee from Industry & Stake Holders			
8.	Mr Rahul Aggarwal-	Executive Director Former Ex Vice President, Moser Bear India	
9.	Mr Amit Tyagi	Parent Representative	
Teacher Representative			
10.	Dr Namita Sharma	HOD, Associate Prof., Teacher Education	
11.	Dr Jyoti Singh	HOD, Maths	
12.	Dr Veena Daliana	HOD, Teacher Education	
13.	Dr Seema Aggarwal (Academic Coordinator)	Coordinator, RCCVGC	
Administrative Officers			
14.	Ms Shashi Khanna	Registrar	
15.	Mr Sanjeev Nischal	Administrative Head	
16.	Ms Geetanjali Khurana	Campus Coordinator	
17.	Mr Shailesh Bajpai	Accountant, RCCVGC [OFFICER]	



DR. NEETU CHAWLA
PRINCIPAL
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ACTION TAKEN REPORT

For the meeting held on 7th June 2023 (Wednesday) at 2:00 p.m.

1. The minutes were confirmed and approved.
2. The orientation program of each department was organized smoothly and the classes have started. The reports of the same are timely uploaded on website.
3. Timetables for 2nd and 4th semesters were displayed on the notice boards by the deadline.
4. Departments shared POs, COs, and OBE schemas, and other academic processes were streamlined.
5. The students and teachers started utilizing the N-LIST software. Registration on the N-LIST software has also been done.
6. All students and faculty members joined the RCCVG Instagram page, and relevant content about college events began to be shared regularly.
7. Meritorious students were confirmed for the prize distribution ceremony, and the roles for the Annual Function "Udaan" were allocated to ensure smooth execution.



Dr. NEETU CHAWLA
PRINCIPAL
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RCCV/IQAC/2023-24/10

Date: 3/10/2023

NOTICE

The 10th meeting of the session 2023-24 of **Internal Quality Assurance Cell (IQAC)** of **RCCV Girls College, Ghaziabad** will be held on **8th October 2023 (Tuesday)** at **2:00 p.m.** in the meeting room. All the members are requested to attend.

Agenda: -

1. To approve the minutes of the previous meeting and action report.
2. To discuss about the results of previous semester.
3. To discuss the status of NAAC Accreditation preparation.
4. To discuss about informing students regarding Chief Minister Bal Seva Yojana.
5. Dissemination of vision and mission of every department.
6. To discuss about the Enrolment and Commencement of Music Class.
7. To discuss about organizing Annual Sports meet in the college.
8. To discuss about starting Alumni Series.
9. To discuss about informing students regarding mobile distribution by UP government.
10. To inform students about NSS registration.
11. Any subject with the permission of Chair.


IQAC Coordinator



Dr. NEETU CHAWLA
PRINCIPAL
Ram Chameli Chadha Girls College, Ghaziabad



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Minutes of 10th Meeting of IQAC held on 8th October 2023 (Tuesday) at 2:00 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 the 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 report:

- The minutes of the previous meeting and the corresponding action report were presented by the IQAC Coordinator. Members reviewed the content and expressed satisfaction with the progress made on the action points.
- Members unanimously approved minutes of previous meetings along with action taken report.

2. To discuss about the results of previous semester:

The HODs presented the results of the previous semester, highlighting the department-wise performance and trends in student outcomes. Members acknowledged the improved performance compared to earlier semesters but emphasized the need for sustained efforts in mentoring and academic support.

3. To discuss the status of NAAC Accreditation preparation:

- IQAC advised all HODs to provide an update on the preparation for NAAC accreditation, including the documentation status and key requirements. Members discussed the pending tasks, such as completing departmental reports and uploading the necessary data on the institutional website.
- The timeline for completing NAAC-related tasks is also finalized, and all departments were instructed to submit pending documents within the stipulated deadline.

4. To discuss about informing students regarding Chief Minister Bal Seva Yojana:

- IQAC advised all HODs to inform students about the Chief Minister Bal Seva Yojana.
- All departments were instructed to display details of the scheme on notice boards and circulate the information in student groups. A dedicated session will be organized to address student queries.



Dr. NEETU CHAWLA
PRINCIPAL
Ram Chameli Chadha Vishwas Girls College
22, Meerut Road, Ghaziabad



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- The scheme is beneficial for children whose parents (both or either one) have passed away after March 1, 2020, and whose age is below 18 years. Under the Chief Minister Bal Seva Yojana, such families are eligible to receive ₹2500 per month for each of their two children. Ensure that as many people as possible children get benefit from this scheme. Forms should be filled out and submitted to the District Child Protection Unit/District Probation Officer's office.
- 5. Dissemination of Vision and Mission of every department:**
- It is advised that all department heads are requested to ensure that the students should know about the Vision, Mission of every department programme outcomes and course outcomes.
 - Members discussed the importance of aligning departmental activities with the institution's vision and mission. Suggestions were made to display these prominently in classrooms and other departmental spaces.
 - All HODs are instructed to collect the scanned copy of the stock registers of all labs, attendance register, monthly planner of all subjects and year department wise course coverage and workload of every teacher.
- 6. To discuss about the Enrolment and Commencement of Music Class:**
- It is advised that the music department shared details about the enrolment among students and process and proposed schedule for the commencement of music classes. Members discussed strategies to increase student participation.
- 7. To discuss about organizing Annual Sports meet in the college:**
- IQAC advised the sports coordinator to present a proposal for organizing the Annual Sports meet, including tentative dates, budget, and proposed events. Members discussed logistical arrangements and the potential for external sponsorship.
- 8. To discuss about starting Alumni Series:**
- IQAC advised to start an Alumni Series, aiming to invite notable alumni to interact with current students and share their professional journeys. Members also discussed the frequency and format of these sessions.



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9. To discuss about informing students regarding mobile distribution by UP government:

It is advised to inform all final year students (passed in 2023) of RCCV Girls College are going to get Mobile phones by UP government on 09.12.23 at our college by DM (gzb) and social welfare minister. Verification is needed of every student whose name is in the list. Only verified students will get mobiles.

10. To inform students about NSS registration:

It is advised to inform all students about NSS registration for the year 2023-24 has been opened. Interested students can give their names in Meditation hall.

Meeting ended with vote of thanks to the Chair.


IQAC Coordinator
Internal Quality Assurance Cell


DR NEETU CHAWLA
PRINCIPAL
Ram Chameli Chadha Viswas Girls College
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Principal



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**Attendance Sheet of 10th Meeting of IQAC held on 8th October 2023
(Tuesday) at 2:00 p.m. in the Meeting Room**

Chairperson		Signature
1.	Dr. Neetu Chawla Principal, RCCVGC	
Members from the Management		
2.	Mr Krishna Vir Singh Sirohi President, RCCVGC Society	
3.	Dr Geeta Malhotra Secretary, RCCVGC Society	
IQAC Coordinator		
4.	Dr. Sangeeta Solanki Academic Head & Associate Professor	
Nominee from local Society, Students & Alumni		
5.	Dr Indrani Associate Professor, VMLG College GZB	
6.	Ms Parul Tyagi Alumni Representative (B.Ed)	
7.	Vanshika (B.Com Honours) Student Representative	
Nominee from Industry & Stake Holders		
8.	Mr Rahul Aggarwal- Executive Director Former Ex Vice President, Moser Bear India	
9.	Mr Amit Tyagi Parent Representative	
Teacher Representative		
10.	Dr Namita Sharma HOD, Associate Prof., Teacher Education	
11.	Dr Jyoti Singh HOD, Maths	
12.	Dr Veena Dalania HOD, Teacher Education	
13.	Dr Seema Aggarwal (Academic Coordinator) RCCVGC	
Administrative Officers		
14.	Ms Shashi Khanna Registrar	
15.	Mr Sanjeev Nischal Administrative Head	
16.	Ms Geetanjali Khurana Campus Coordinator	
17.	Mr Shailesh Bajpai Accountant, RCCVGC (OFFICER)	



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ACTION TAKEN REPORT

For the meeting held on 8th October 2023 (Tuesday) at 2:00 p.m.

1. The minutes and action report of the previous meeting were reviewed and unanimously approved by all members.
2. Results were presented department-wise by HODs. Members noted improvements and identified areas for focus.
3. NAAC preparation updates were discussed, and departments were instructed to finalize pending documentation.
4. Information about the scheme was disseminated among students through notices.
5. Departments displayed their vision and mission statements prominently on notice boards and departmental portals.
6. Enrolment for music classes was initiated, and the schedule for commencement was finalized and communicated.
7. The management approved the planning and organization of the Annual Sports Meet. Dates and events were also finalized.
8. The Alumni Series was approved. The first session's speaker and schedule were finalized.
9. Students were informed about the mobile distribution scheme through official circulars and department notices.
10. NSS registration details were shared with students through notices, and the registration process was initiated.




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BY NAAC

RCCV/IQAC/2023-24/11

Date: 2/01/2024

NOTICE

The 11th meeting of the session 2023-24 of **Internal Quality Assurance Cell (IQAC)** of **RCCV Girls College, Ghaziabad** will be held on **8th January 2024 (Monday)** at **2:00 p.m.** in the meeting room. All the members are requested to attend.

Agenda: -

1. To approve the minutes of the previous meeting and action report.
2. To discuss about the results of previous semester.
3. To discuss in detail about the status of NAAC Accreditation preparation.
4. To inform students about the change in co-curricular subjects.
5. To discuss about recycling of scrap.
6. To discuss about deadlines for co-curricular activities.
7. To discuss about the taking care of the cleaning and beautification of your department.
8. Any other subject with the permission of Chair.

IQAC Coordinator



Dr. NEETU CHAWLA
PRINCIPAL

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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 the quality and excellence at the institution. The following points were discussed in the meeting: -

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- The minutes of the previous meeting and the corresponding action report were presented by the IQAC Coordinator. Members reviewed the content and expressed satisfaction with the progress made on the action points.
- Members unanimously approved minutes of previous meetings along with action taken report.

2. To discuss about the results of previous semester:

The HODs presented the results of the previous semester, highlighting the department-wise performance and trends in student outcomes. Members acknowledged the improved performance compared to earlier semesters but emphasized the need for sustained efforts in mentoring and academic support.

3. To discuss in detail about the status of NAAC Accreditation preparation:

- Tentative date for NAAC is 21st- 22nd March 2024
- Updates were provided regarding the progress of documentation and data compilation for NAAC Accreditation.
- Members discussed the need for mock NAAC visits to ensure readiness.
- Thorough knowledge of NEP.
- NEP module will be shared, need to read thoroughly.
- Daily sessions on NEP with HODs for NAAC preparedness.
- Interdisciplinary assignments need to be made (one from every subject).
- 20 alumni from each department with their contact numbers for NAAC purpose. List need to be made and submit in principal's office.
- Make a list of 20 good students and their parents who can be supportive and vocal in NAAC.



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- Regular classes will be conducted during NAAC.
4. **To inform students about the change in co-curricular subjects:**

Chaudhary Charan Singh University has removed the requirement for students to secure 40% marks in the external examination of co-curricular subjects for undergraduate NEP programs such as BA, B. Com, and B.Sc. Students will now be considered passed if they score a total of 40 marks in both internal and external examinations combined.
5. **To discuss about recycling of scrap:**
 - Members discussed the importance of sustainable practices and recycling scrap materials generated in the college. As per discussion with the administrative sir, it is decided to recycle scrap like paper, plastic, metal, e- waste, glass to promote the awareness in waste management. If any type of scrap/ waste is present in your department please inform
 - A plan was proposed to segregate recyclable materials from waste and collaborate with local recycling agencies.
6. **To discuss about deadlines for co-curricular activities:**
 - Tell the students to Draw charts about the Equipment's and Apparatus, Preferred (Black and white)
 - Minimum 10 charts will be prepared by each dept.
 - Every dept. will give 5 QR codes for labs
 - 5 links will be given by each dept. (videos, research papers)
 - Botany dept. will give Trees Name (QR codes)
 - Each department will give one Teacher, one Alumni and one Student representative.
 - 2 motivations quote by male and female scientist or known personality
 - 7th February deadline for the charts
 - 10th February deadline for the QR codes
 - 3rd February deadline for the Quotes
 - 3rd February deadline for names: Faculty from each dept for Placement cell and Alumni Relation + 1 student rep for the placement cell.

7. **To discuss about the taking care of the cleaning and beautification of your department:**

Faculty and students should be thorough with vision and mission of college



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- Orient the students and faculties about NAAC thoroughly.
- Classes are started from 16th Feb.
- Extra-Curricular classes time table should be on notice boards.
- All the HOD'S Prepare the PPT 's of their dept. Presentation in front of NAAC Team.
- Instruct any smart faculty of your dept. for PPT for smart Room.
- Every department will give 5 slides of their extra-curricular departmental activities by today only.

Meeting ended with vote of thanks to the chair.

IQAG Coordinator



Dr. NEETU CHAWLA
PRINCIPAL
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Members from the Management		
2.	Mr Krishna Vir Singh Sirohi President, RCCVGC Society	
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IQAC Coordinator		
4.	Dr. Sangeeta Solanki Academic Head & Associate Professor	
Nominee from local Society, Students & Alumni		
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Teacher Representative		
10.	Dr Namita Sharma HOD, Associate Prof., Teacher Education	
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ACTION TAKEN REPORT

For the meeting held on 8th January 2024 (Monday) at 2:00 p.m.

1. The minutes of the previous meeting and the action report were unanimously approved.
2. Departmental results were reviewed, and a comparative analysis was conducted. Suggestions were made to improve performance.
3. Progress on NAAC Accreditation preparation was reviewed, and specific tasks were assigned to departments to expedite the process.
4. Students were informed about the revised guidelines for co-curricular subjects through notices and departmental meetings.
5. A recycling policy was introduced, and departments were directed to collect and segregate scrap materials for recycling.
6. Deadlines for co-curricular activities were finalized and shared with departments to ensure timely completion.
7. Departments were instructed to maintain cleanliness and enhance the aesthetics of their respective areas, with monitoring scheduled.



IQAC Coordinator


DR. NEETU CHAWLA
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RCCV/IQAC/23-24/12

(AISHE CODE: C-28591)

Date: 1/03/2024



NOTICE

The 12th meeting of the session 2023-24 of **Internal Quality Assurance Cell (IQAC) of RCCV Girls College, Ghaziabad** will be held on **5th March 2024 (Tuesday)** at **2:00 p.m.** in the meeting room. All the members are requested to attend.

Agenda: -

1. To approve the minutes of the previous meeting and Action Report.
2. To discuss about submission of final Audit Files.
3. To discuss about the status of NAAC Accreditation preparation
4. To discuss about Mega Job drive and MOU.
5. To discuss about providing workshops for students.
6. To discuss about increasing industry visit.
7. To provide FDP course for teachers.
8. Any other subject with the permission of Chair.



Dr. NEETU CHAWLA
PRINCIPAL
Ram Chameli Chadha Vishvas Girls College
C-22, Meerut Road, Ghaziabad
Principal



RAM CHAMELI CHADHA VISHVAS GIRLS COLLEGE

(AFFILIATED TO C C S UNIVERSITY, MEERUT AND AKTU, LUCKNOW (APPROVED BY NCTE AND AICTE))

(AISHE CODE: C-28591)



BY NAAC

Minutes of 12th Meeting of IQAC held on 5th March 2024 (Tuesday) at 2:00 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 the 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 Report:

The minutes of the previous meeting and the associated Action Taken Report were reviewed and unanimously approved by all members present. It was noted that most of the action items had been completed successfully.

2. To discuss about submission of final Audit File:

- The IQAC emphasized the importance of timely submission of final audit files by all departments.
- It was decided that the deadline for submission would be 11-12 March 2024.
- A checklist for the audit file requirements will be shared with all departments to ensure uniformity and accuracy.

3. To discuss about the status of NAAC Accreditation preparation:

- The IQAC reviewed the progress of NAAC Accreditation preparations.
- Key areas requiring attention, such as documentation and student feedback, were highlighted.
- Departments were asked to expedite the submission of pending documents, with a final review.

4. To discuss about Mega Job drive and MOU:

- The members were briefed about the upcoming Mega Job Drive scheduled for 12th April 2024 and its potential to benefit final-year students.
- It was decided to circulate detailed information about participating companies and job roles to students.
- The MOU with Magic Bus was reviewed, and it was agreed to highlight it as part of the drive to strengthen industry-academic collaboration.



Dr. NEETU CHAWLA
PRINCIPAL
Ram Chameli Chadha Viswas Girls College
C-22, Meerut Road, Ghaziabad



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5. To discuss about providing workshops for students:

- IQAC discussed the need for skill enhancement workshops for students in areas like communication skills, coding, and entrepreneurship, food preservation, cyber security etc.
- Departments were requested to suggest relevant topics and potential resource persons.

6. To discuss about increasing industry visits:

- Recognizing the importance of practical exposure, the IQAC members proposed increasing the frequency of industry visits for students.
- Departments were tasked with identifying industries relevant to their disciplines and preparing a tentative schedule for the same.

7. To provide FDP course for teachers:

- The need for professional development of teachers was discussed, and it was agreed to conduct a Faculty Development Program (FDP) for teachers on Basic Computing Skills and Microsoft Applications.
- The FDP is scheduled for the month of May, and experts from reputed institutions will be invited to conduct the sessions.

Meeting ended with vote of thanks to the chair.


IQAC Coordinator

Dr. NEETU CRAWLA
PRINCIPAL
Ram Chameli Chadha Vishwas Girls College
C-22, Meerut Road, Ghaziabad
Principal



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Attendance Sheet of 12th Meeting of IQAC held on 5th March 2024(Tuesday) held at 2:00 p.m. in the Meeting Room

Chairperson		Signature
1.	Dr. Neetu Chawla Principal, RCCVGC	
Members from the Management		
2.	Mr Krishna Vir Singh Sirohi President, RCCVGC Society	
3	Dr Geeta Malhotra Secretary, RCCVGC Society	
IQAC Coordinator		
4	Dr. Sangeeta Solanki Academic Head & Associate Professor	
Nominee from local Society, Students & Alumni		
5	Dr Indrani Associate Professor, VMLG College GZB	
6	Ms Parul Tyagi Alumni Representative (B.Ed)	
7	Vanshika (B.Com Honours) Student Representative	
Nominee from Industry & Stake Holders		
8	Mr Rahul Aggarwal- Executive Director Former Ex Vice President, Moser Bear India	
9	Mr Amit Tyagi Parent Representative	
Teacher Representative		
10	Dr Namita Sharma HOD, Associate Prof., Teacher Education	
11	Dr Jyoti Singh HOD, Maths	
12	Dr Veena Daliana HOD, Teacher Education	
13	Dr Seema Aggarwal Coordinator, RCCVGC	
Administrative Officers		
14	Ms Shashi Khanna Registrar	
15	Mr Sanjeev Nischal Administrative Head	
16	Ms Geetanjali Khurana Campus Coordinator	
17	Mr Shailesh Bajpai Accountant, RCCVGC [OFFICER]	



Dr. NEETU CHAWLA
Principal
Ram Chameli Chadha Visvas Girls College
C-22, Meerut Road Ghaziabad



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ACTION TAKEN REPORT

For the meeting held on 5th March 2024 (Monday) ^{Tuesday} at 2:00 p.m.

1. The minutes of the previous meeting and the Action Taken Report were reviewed and approved by all members.
2. Departments were provided with a checklist for audit file requirements, and final submissions were completed by the set deadline.
3. All departments expedited documentation processes. A mock NAAC peer team visit was conducted to identify and address gaps.
4. Detailed information on the Mega Job Drive and participating companies was shared with students. The MOU with Magic Bus was finalized.
5. A proper workshop schedule was created.
6. Departments identified relevant industries, and a tentative visit schedule was finalized for the semester.
7. An FDP for teachers was organized on Basic Computing Skills and Microsoft Applications, with expert speakers from reputed institutions.




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INTERNAL QUALITY ASSURANCE CELL

YEARLY ACTION TAKEN REPORT

YEAR 2023-24

1. Departments implemented planned orientation programs, completed timetable displays, and shared POs and COs across all subjects as part of the academic plan.
2. N-LIST software was subscribed to and effectively utilized by faculty and students. Training sessions were conducted to familiarize users with its benefits.
3. Regular meetings were held to review the accreditation process. Documentation, audits, and a mock peer team visit were conducted to ensure readiness.
4. The Mega Job Fair was successfully organized, with participation from reputed companies. MOUs were signed with key industry partners to enhance student placement opportunities.
5. Monthly workshops for students were organized on relevant topics, and an FDP for faculty on Basic Computing Skills and Microsoft Application was conducted.
6. The Annual Sports Meet and cultural events, including "Udaan," were successfully executed with active student participation.
7. An Alumni Series was initiated with notable alumni sharing experiences, and industry visits were increased to bridge the gap between academics and industry practices.
8. Information about the Bal Seva Yojana and the UP Government's mobile distribution scheme was disseminated to eligible students to ensure maximum benefit.
9. Scrap recycling was implemented, and departmental beautification drives were conducted to maintain cleanliness and aesthetic standards.
10. Students were informed and encouraged to register for NSS. Co-curricular deadlines were streamlined, and the requirement of 40% marks in co-curricular subjects was abolished for inclusivity.



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