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Mob. : 8222840508  
**TIKA RAM COLLEGE OF EDUCATION**  
SONEPAT-131001 (HR)

Haryana Govt. Aided, Affiliated to DCRUST-Murthal (Sonapat), Approved by: NCTE & UGC - 2 (F) & 12B

website: [www.trcesonapat.org](http://www.trcesonapat.org)

E-mail: [principaltrce1@gmail.com](mailto:principaltrce1@gmail.com)

Run by: Tika Ram Edu. Society, Sonapat

Ref. No TRCE/

Date .....

**Minutes of meeting IQAC  
(2021-22)**

**Meeting: 1**

**Date: August 6, 2021**

**Venue: Principal Office**

**Time: 2:30 p.m.**

The IQAC meeting for Academic Session 2021-22 was held on August 6, 2021. The following members attended the meeting.

Members present:

1. Chairperson:  
Principal (Dr. Surender Singh Rana)
2. IQAC Coordinator:  
Dr. Indu Rathee
3. Members of IQAC (Teaching Faculties):  
Ms. Meenu  
Ms. Manju  
Ms. Anjali  
Ms. Dipti  
Ms. Preeti

The Chairperson welcomed the members for 1<sup>st</sup> meeting of 2021-22 session followed by a review presentation made by Dr. Indu Rathee, Coordinator IQAC.

The following points were discussed in the meeting:

**Agenda 1**-Confirmation of minutes of the meeting held on May 25, 2021 and follow up of action taken.

**Resolution:**

The minutes of the previous meeting was read by the IQAC coordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting.

**Agenda 2:** Discussion on curriculum

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- Discussion about Internal/External program.
  - Distribution of duties for EPC course.
  - Discussion about course content.

**Agenda3: Preparation of Academic Calendar**

**Resolution:**

- Academic Calendar of the college is to be prepared in light of the Academic Schedule proposed by DCRUST.
- Discussion on Duration of terms.
- Discussion on Curricular and Co-curricular Activities.
- Scheduling of Student – Induction Program.
- Discussion on Schedule of Pre-University examination.

**Agenda4: Preparation of Time-Table**

**Resolution:**

- Discussion on Subject assigned to teachers.
- Number of lectures for lecturers.
- Number of period /lectures allotted of particular subjects per week.

**Agenda5: Fixing of mentorship**

**Resolution:**

- Discussion on distribution of mentees.
- Discussion on duties of mentorship.
- Discussion on schedule of activities to be conducted by mentors.

**Agenda6: Distribution of work for AQAR.**

**Resolution:**

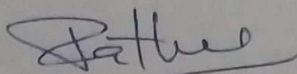
- Formation of AQAR Committee.
- Discussion on duties assigned for AQAR

**Agenda7: Organization of FDP**

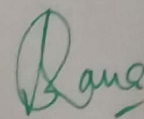
**Resolution:**

- It was decided to conduct Faculty Development Programme.
- Discussion on date and schedule of FDP.
- Discussion on the theme of FDP.
- Discussion on recourse persons of FDP.

The meeting was ended with **VOTE OF THANKS!**



**IQAC coordinator**



**Principal**  
Tika Ram College of Education  
Sonapat

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## ACTION TAKEN REPORT OF MEETING - 1

- Internal/External programs <sup>regarding curriculum</sup> and duties for EPC course were discussed in staff meeting.
- Academic calendar was prepared.
- Time -Table was prepared.
- Mentoring register of all mentors were made and necessary suggestions were given to the faculty.
- Duties of Mentors have been assigned.
- AQAR work has been distributed among faculty members.
- Faculty Development Programme was conducted for two days on 05.10.2021 and 06.10.2021 in the Seminar Hall.

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Tika Ram College of Education  
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Run by: Tika Ram Edu. Society, Sonapat

Ref. No. TRCE/

Date .....

### Minutes of meeting IQAC (2021-22)

Meeting: 2  
Date: November 5, 2021  
Venue: Seminar Hall  
Time: 2:30 p.m.

The IQAC meeting for Academic Session 2021-22 was held on November 5, 2021. The following members attended the meeting.

Members present:

1. Chairperson:  
Principal (Dr. Surender Singh Rana)
2. IQAC Coordinator:  
Dr. Indu Rathee
3. Members of IQAC (Teaching Faculties):  
Ms. Meenu  
Ms. Manju  
Ms. Anjali  
Ms. Dipti  
Ms. Preeti

The Chairperson welcomed the members for 2nd meeting of 2021-22 session followed by a review presentation made by Dr. Indu Rathee, Coordinator IQAC.

The following points were discussed in the meeting:

**Agenda 1-**Confirmation of minutes of the meeting held on August 6, 2021 and follow up of action taken.

**Resolution:**

The minutes of the previous meeting was read by the IQAC coordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting.

Principal  
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Agenda 2: Student -Induction Programme  
Resolution:

- Discussion on date and schedule of Student Induction Programme.

Agenda3: Formation of Administrative Committees of faculty(Teaching &Non-teaching)  
Resolution:

- Discussion on Formation of Administrative Committees of faculty(Teaching &Non-teaching)
- Discussion on duties assigned to teaching faculty.
- Discussion on duties assigned to non-teaching faculty.

Agenda4: Formation of Administrative Committees of students.  
Resolution:

- Discussion on the formation of administrative committee of students.
- Duties assigned to members of student administrative committees.

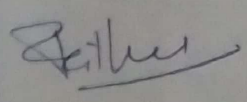
Agenda5: Formation of Student's Academic Club  
Resolution:

- Discussion on different academic clubs for students.
- Selection of clubs for students.
- Discussion on members of student's academic club.
- Duties assigned to faculty members of different clubs.

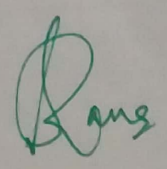
Agenda6: Periodic check-up of Course Outcome  
Resolution:

- Discussion on covered course at regular interval.
- Discussion on follow up.

The meeting was ended with VOTE OF THANKS!



**IQAC Coordinator**



**Principal**  
Tika Ram College of Educat  
Sonipat

## ACTION TAKEN REPORT OR MEETING -2

- The Student Induction Programme for the first-year students was conducted for six days on 18.11.2021 to 23.11.2021.
- Administrative Committees of faculty (Teaching & Non-teaching) was formed.
- Administrative Committees of students were formed.
- Student's Academic Clubs were formed.
- Periodic Course Outcome has been checked.

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Tika Ram College of Education  
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## Minutes of meeting IQAC (2021-22)

Meeting: 3  
Date: December 20, 2021  
Venue: Seminar Hall  
Time: 1:30 p.m.

The IQAC meeting for Academic Session 2021-22 was held on December 20, 2021. The following members attended the meeting.

Members present:

1. Chairperson:  
Principal (Dr. Surender Singh Rana)
2. IQAC Coordinator:  
Dr. Indu Rathee
3. Members of IQAC (Teaching Faculties):  
Ms. Meenu  
Ms. Manju  
Ms. Anjali  
Ms. Dipti  
Ms. Preeti

The Chairperson welcomed the members for 3<sup>rd</sup> meeting of 2021-22 session followed by a review presentation made by Dr. Indu Rathee, Coordinator IQAC.

The following points were discussed in the meeting:

**Agenda 1**-Confirmation of minutes of the meeting held on November 5, 2021 and follow up of action taken.

### Resolution:

The minutes of the previous meeting was read by the IQAC coordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting.

Principal  
Tika Ram College of Education  
Sonapat



**Agenda 2-** Discussion on role and duties of faculty members regarding Internship programme.

**Resolution:**

- Role and duties of faculty members regarding Internship programme were discussed.

**Agenda 3-** Discussion on required facilities in the college for Academic and Overall development of students.

**Resolution:**

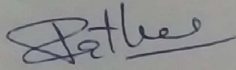
- Preparation of list of facilities to be add on for overall development of students.
- Selection of facilities to be add on for students' development.

**Agenda 4-** Proposal for National Seminar.

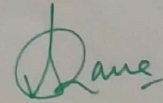
**Resolution:**

- Discussion on the date and topic of the seminar.
- Discussion on the recourse persons of the seminar.
- Discussion on the schedule of the seminar.

The meeting was ended with VOTE OF THANKS!



**IQAC Coordinator**



**Principal**

Principal  
Tika Ram College of Educati  
Sonipat



### ACTION TAKEN REPORT OF MEETING 3

- Duties have been assigned to faculty members for internship.
- Different facilities related to academics, sports and cultural were add on for all round development and better outcomes of students.
- Proposal for National Seminar was prepared and submitted to DGHE Haryana for financial support.

Patel

*Dare*

Principal  
Tika Ram College of Education  
Sonipat

Meenu

*[Signature]*

Anjali  
Sharma

Preeti



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## Minutes of meeting IQAC (2021-22)

Meeting: 4  
Date: March 19, 2022  
Venue: Principal Office  
Time: 2:30 p.m.

The IQAC meeting for Academic Session 2021-22 was held on March 19, 2022. The following members attended the meeting.

Members present:

1. Chairperson:  
Principal (Dr. Surender Singh Rana)
2. IQAC Coordinator:  
Dr. Indu Rathee
3. Members of IQAC (Teaching Faculties):  
Ms. Meenu  
Ms. Manju  
Ms. Anjali  
Ms. Dipti  
Ms. Preeti

The Chairperson welcomed the members for 4<sup>th</sup> meeting of 2021-22 session followed by a review presentation made by Dr. Indu Rathee, Coordinator IQAC.

The following points were discussed in the meeting:

**Agenda 1**-Confirmation of minutes of the meeting held on December 20, 2021 and follow up of action taken.

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**Resolution:**

The minutes of the previous meeting was read by the IQAC coordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting.

**Agenda 2-Academic Audit by the Internal Committee.**

**Resolution :**

It was decide to conduct Academic Audit by the Internal Committee.

- Discussed about the parameters for AA.

**Agenda 3- College Fest**

**Resolution:**

- Discussion on date the gusts of college fest.
- Preparation of list of events of college fest.
- Selection of event of college fest.
- Discussion on duties assign to faculty members.

**Agenda 4-Periodic check-up of Course outcome**

**Resolution:**

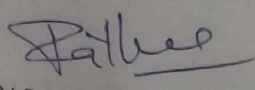
- It was decided that Course outcome will be checked by concern teacher and Academic Council of the college.

**Agenda 5-Discussion on Annual Function**

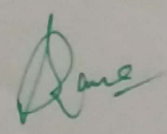
**Resolution:**

- Decide the date and chief guest for annual function.
- Preparation of list of events of annual function.
- Selection of different events organized on annual function.
- Discussion on duties assigned to faculty members.
- Discussion on duties assigned to students.

The meeting was ended with VOTE OF THANKS!



**IQAC Coordinator**



**Principal**  
Tika Ram College of Education  
Sonipat

### ACTION TAKEN REPORT OF MEETING 4

- Duties of faculty and students were assigned for College Fest and decided to organized at the end of the March 2022 in college campus.
- Academic Audit was conducted and report was submitted by the Internal Committee.
- Periodic Course outcome were checked and discussed in staff meeting with Principal.
- It was decide to organize Annual Function in the end of May 2022 and Duties of faculties were also assigned.

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Tika Ram College of Education  
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**Minutes of meeting IQAC**  
(2021-22)

Meeting: 5  
Date: May 14, 2022  
Venue: Principal Office  
Time: 1:30 p.m.

The IQAC meeting for Academic Session 2021-22 was held on May14,2022.The following members attended the meeting.

Members present:

1. Chairperson:  
Principal (Dr. Surender Singh Rana)
2. IQAC Coordinator:  
Dr. Indu Rathee
3. Members of IQAC (Teaching Faculties):  
Ms. Meenu  
Ms. Manju  
Ms. Anjali  
Ms. Dipti  
Ms. Preeti

The Chairperson welcomed the members for 5<sup>th</sup> meeting of 2021-22 session followed by a review presentation made by Dr.Indu Rathee, Coordinator IQAC.

The following points were discussed in the meeting:

Agenda 1-Confirmation of minutes of the meeting held on March 19, 2022 and follow up of action taken.

Principal  
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**Resolution:**

The minutes of the previous meeting was read by the IQAC coordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting.

**Agenda 2-Academic Club appraisal and faculty appraisal**

**Resolution:**

- Discuss about the Academic Club appraisal mode
- All teaching and non-teaching Staff will collect appraisal reports from the Principal's office and submit the same.

**Agenda 3- Discussion on scheduling of Remedial classes.**

**Resolution:**

It was decided to take initiative for syllabus revision by teachers.

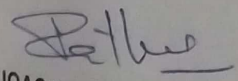
- Discussion on student's learning outcomes.
- Discussion on student's learning problems.
- Scheduling of remedial classes.

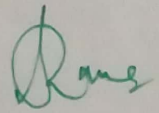
**Agenda 4- Feedback from students and stakeholders.**

**Resolution:**

It was decided to approve the questionnaire for feedback of all areas of students and stakeholders.

The meeting was ended with VOTE OF THANKS!

  
 IQAC Coordinator

  
 Principal  
 Tika Ram College of Education  
 Sonapat

### ACTION TAKEN REPORT OF MEETING 4

- Academic Club appraisal completed and faculty appraisal will be scheduled to complete after declaration of result for the session 2021-2022
- All teachers were suggested to take initiative for syllabus revision.
- Student's learning problems were discussed in staff meeting and
- Remedial classes were conducted for needy students.
- Stakeholders feedback and students' feedback were obtained for the academic year 2021-22

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Principal  
Tika Ram College of Education  
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