



# 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

E-mail: principaltrce1@gmail.com

Run by: Tika Ram Edu. Society, Sonapat

Ref. No. TRCE/

Date .....

### Minutes of meeting IQAC (2022-23)

**Meeting: 1**

**Date: August 4, 2022**

**Venue: Principal Office**

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

The IQAC meeting for Academic Session 2022-23 was held on August 4, 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 Kumari  
Ms. Anjali Sheokand  
Ms. Dipti  
Ms. Preeti

The Chairperson welcomed the members for 1<sup>st</sup> meeting of 2022-23 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 14, 2022 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

**Resolution:**

- Discussion about Internal/External program.
- Discussion about course content.

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**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:** Fixing of mentorship

**Resolution:**

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

**Agenda5:** Distribution of work for AQAR.

**Resolution:**

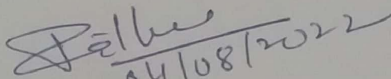
- Formation of AQAR Committee.
- Discussion on duties assigned for AQAR
- 

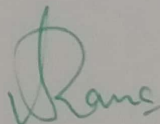
**Agenda6:** Schedule for organising National Seminar.

**Resolution:**

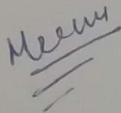
- Fixation of the date of the seminar.
- Discussion on the resource persons of the seminar.
- Distribution of the duties of the seminar.

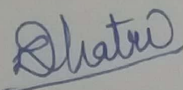
The meeting was ended with **VOTE OF THANKS!**

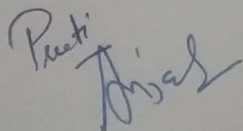
  
IQAC coordinator  
04/08/2022



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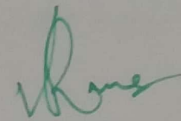






## ACTION TAKEN REPORT OF MEETING – 1

- Different activities regarding different compulsory, optional and pedagogy subjects proposed and decided.
- Academic calendar was prepared.
- Mentor -Mentees group was created and Mentoring registers of all mentors were made and necessary suggestions were given to the faculty.
- AQAR work has been distributed among faculty members.
- DGHE sponsored National Seminar was organised on 16.08.2022.



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## Minutes of meeting IQAC (2022-23)

**Meeting: 2**

**Date: September 30, 2022**

**Venue: Seminar Hall**

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

The IQAC meeting for Academic Session 2022-23 was held on September 30, 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. Anjali  
Ms. Dipti  
Ms. Preeti

The Chairperson welcomed the members for 2nd meeting of 2022-23 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 4, 2022 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:** Student -Induction Programme

**Resolution:**

Discussion on date and schedule of Student Induction Programme.

*Rana*

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**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.
- 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.

**Agenda7:** Preparation of Time-Table

**Resolution:**

Discussion on Subject assigned to teachers.

Number of periods for each faculty member.

Number of period /lectures allotted for particular subjects per week.

The meeting was ended with VOTE OF THANKS!

*Falke*  
20/09/2022  
IQAC Coordinator

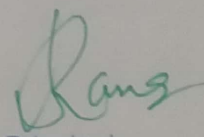
*Meer*  
*Arav*  
*Shatabh*  
*Preethi*

*Rang*

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## ACTION TAKEN REPORT OR MEETING -2

- The Student Induction Programme for the first-year students was scheduled for six days on 04.10.2022 to 09.10.2022.
- Administrative Committees of faculty(Teaching &Non-teaching) and students were formed.
- Student's Academic Clubs were formed.
- Periodic Course Outcome( Internship programme of B.Ed. 2nd year ) has been checked.
- Time table was prepared.



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## Minutes of meeting IQAC (2022-23)

**Meeting: 3**

**Date: January 15, 2023**

**Venue: Seminar Hall**

**Time: 1:30 p.m.**

The IQAC meeting for Academic Session 2022-23 was held on December 21, 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. Anjali  
Ms. Dipti  
Ms. Preeti

The Chairperson welcomed the members for 3<sup>rd</sup> meeting of 2022-23 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 September 30, 2022 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 required facilities in the college for Academic and overall development of students.

**Resolution:**

- Discussion on different types of facilities to be added.
- Selection of facilities to be added on for students' development.

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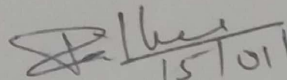
**Agenda 3-Academic Audit by the Internal Committee.**

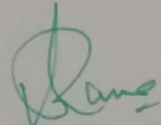
**Resolution:**

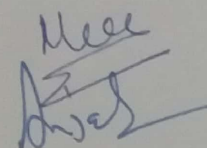
It was decided to conduct Academic Audit by the Internal Committee.

- Discussed about the parameters for AA.
- Follow up on Internship programme.
- Follow up on quality programme of Skill in teaching.
- Follow up on unit test.

The meeting was ended with VOTE OF THANKS!

  
15/01/2023  
IQAC Coordinator

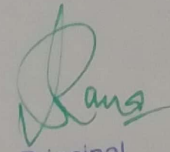
  
Principal  
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Sonapat

  
Preeti



### ACTION TAKEN REPORT OF MEETING 3

- Different facilities related to academics, sports and cultural were add on for all round development and better outcomes of students.
- Academic Audit was conducted and report was submitted by the Internal Committee.
- Feedback and suggestions were given to faculty members in Staff meeting.



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Date .....

## Minutes of meeting IQAC (2022-23)

**Meeting: 4**

**Date: April 20, 2023**

**Venue: Principal Office**

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

The IQAC meeting for Academic Session 2022-23 was held on April 20, 2023. 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. Anjali  
Ms. Dipti  
Ms. Preeti

The Chairperson welcomed the members for 4th meeting of 2022-23 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 January 15, 2023 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-** College Fest

**Resolution:**

- Discussion on date of college fest.
- Selection of event of college fest.
- Discussion on duties assign to faculty members.

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**Agenda 3-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 4- Discussion on Annual Function**

**Resolution:**

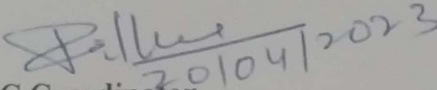
- Decide the date(02.05.2023) and chief guest for annual function.
- Selection of different events organized on annual function.
- Discussion on duties assigned to faculty members.

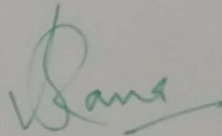
**Agenda 5 -Discussion on scheduling of Remedial classes.**

**Resolution:**

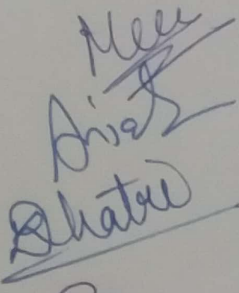
- It was decided to take initiative for syllabus revision by teachers.
- Discussion on student's learning outcomes.
- Discussion on student's learning problems.
- Scheduling of remedial classes.

The meeting was ended with VOTE OF THANKS!

  
IQAC Coordinator  
20/04/2023

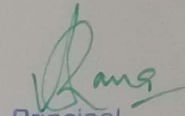


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Meera  
Anand  
Shastri  
Prin

#### ACTION TAKEN REPORT OF MEETING 4

- College Fest was organized on April 30, 2023 in college campus.
- Periodic Course outcome were checked and discussed in staff meeting with Principal.
- Annual Prize Distribution Function was organized on May 2,2023.
- Remedial classes were scheduled from May 5,2023 to May 15,2023.



Principal  
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Sonipat



Mob. : 8222840508

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## Minutes of meeting IQAC (2022-23)

**Meeting: 5**

**Date: May 18, 2023**

**Venue: Principal Office**

**Time: 1:30 p.m.**

The IQAC meeting for Academic Session 2022-23 was held on May 18, 2023. 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. Anjali  
Ms. Dipti  
Ms. Preeti

The Chairperson welcomed the members for 5<sup>th</sup> meeting of 2022-23 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 April 20, 2023 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**-Academic Club and Committees appraisal

**Resolution:**

- Discuss about the Academic Club appraisal
- Feedback provided to faculty members of each academic club and Committees.
- Suggestions given to faculty members of academic club and Committees.

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**Agenda3-** To Conduct HTET/ CTET coaching for final year students.

**Resolution:**

- Date was decided for one week (12/05/2023 to 17/05/2023)
- Five teachers were appointed for the coaching related to different subjects.
- Timing for the coaching: 1:30 P.M. to 3: 30 P.M

**Agenda 4-** College Magazine

**Resolution:**

- Discussion on the duties of teacher editor and student editors .
- Selection of the articles.
- Discussion on date of submission of articles.

**Agenda4-**faculty appraisal

**Resolution:**

- All teaching and non-teaching Staff will collect appraisal reports from the Principal's office and submit the same.

**Agenda 5- Feedback** from students and stakeholders.

**Resolution:**

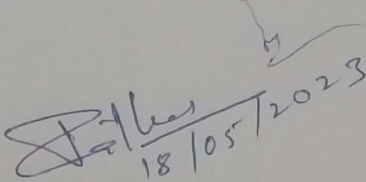
- It was decided to approve the questionnaire for feedback of all areas of students and stakeholders.

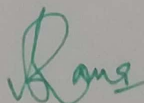
**Agenda6:** Organization of FDP

**Resolution:**

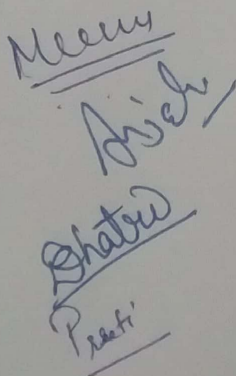
- It was decided to conduct Faculty Development Programme.
- Discussion on date and schedule of FDP.
- Discussion on the theme of FDP.
- Discussion on resource persons of FDP.

The meeting was ended with VOTE OF THANKS!

  
18/05/2023  
**IQAC Coordinator**

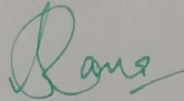


**Principal**  
Tika Ram College of Education  
Sonipat

  
**Meenu**  
**Anish**  
**Shatabh**  
**Preeti**

## ACTION TAKEN REPORT OF MEETING 5

- Academic Club appraisal completed and faculty appraisal will be scheduled to complete after declaration of result for the session 2022-2023 will be submitted up to December 15, 2023.
- Coaching for CTET/ HTET was conducted from 12/05/2023 to 17/05/2023.
- College Magazine has been prepared.
- Feedback of the academic year 2022-23 was collected from stakeholders and students.
- FDP was organised on May 29, 2023 and May 30, 2023. The resource persons of FDP were Dr. B.K.Garg, Ms. Nidhi Gupta, Dr. Balvir Singh and Dr. S.S.Rana.



Principal  
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