



# TIKA RAM COLLEGE OF EDUCATION

Mob. : 8222840508

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 (2023-24)

Meeting: 1  
Date: July 30, 2023  
Venue: Principal Office  
Time: 2:30 p.m.

The IQAC meeting for Academic Session 2023-24 was held on July 30, 2023. The following members attended the meeting.  
Members present:

1. Chairperson:  
Dr. Surender Singh Rana (Principal)
2. IQAC Coordinator:  
Dr. Indu Rathee (Associate Professor)
3. Members of IQAC :  
Ms. Meenu (librarian)  
Ms. Seema Dahiya (Asstt. Prof.)  
Dr. Poonam Deshwal (Asstt. Prof.)  
Dr. Ajay Kumar (Asstt. Prof.)  
Ms. Preeti (Asstt. Prof.)

The Chairperson welcomed the members for 1<sup>st</sup> meeting of 2023-24 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 11, 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.

**Agenda2: Composition of IQAC for the session**

**Resolution:**

- Discussion on members of IQAC
- Addition of new faculty members

**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: Distribution of work to faculties for AQAR.**

**Resolution:**

- Discussion on work assigned for AQAR work.

**Agenda5: Preparation of tentative list of Mentor-Mentees and their Activities**

**Resolution:**

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

**Agenda6: Discussion on role and duties of faculty members regarding Internship programme.**

**Resolution:**

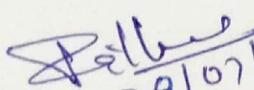
- Role and duties of faculty members regarding Internship programme were discussed.

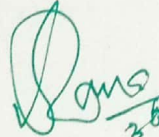
**Agenda7: Preparation of Academic Calendar for session 2023-2024**

**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

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

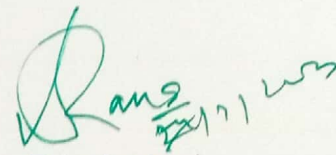
  
20/07/2023  
IQAC coordinator

  
20/07/2023

Principal  
Tika Ram College of Education  
Sonpat

## ACTION TAKEN REPORT OF MEETING – 1

- Composition of IQAC was done for the session 2023-24.
- Administrative committees (2023-24) were prepared.
- AQAR work has been distributed among faculty members.
- Mentoring registers of all mentors were made and necessary suggestions were given to the faculty.
- Duties of mentors have been assigned.
- Duties have been assigned to faculty members for internship.
- Academic calendar was prepared.



Principal  
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Date .....

## Minutes of meeting IQAC (2023-24)

Meeting: 2

Date: September 4, 2023

Venue: Seminar Hall

Time: 1:30 p.m.

The IQAC meeting for Academic Session 2023-24 was held on September 4, 2023. The following members attended the meeting.

Members present:

1. Chairperson:

Dr. Surender Singh Rana (Principal)

2. IQAC Coordinator:

Dr. Indu Rathee (Associate Professor)

3. Members of IQAC :

Ms. Meenu (librarian)

Ms. Seema Dahiya (Asstt. Prof.)

Dr. Poonam Deshwal (Asstt. Prof.)

Dr. Ajay Kumar (Asstt. Prof.)

Ms. Preeti (Asstt. Prof.)

The Chairperson welcomed the members for 2<sup>nd</sup> meeting of 2023-24 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 July 30, 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.

**Agenda2: Discussion on Preparation and implementation 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.

**Agenda 3: Student -Induction Programme**

**Resolution:**

- Discussion on date and schedule of Student Induction Programme.

**Agenda 4: Discussion on curriculum**

**Resolution:**

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

**Agenda5: Formation of Administrative Committees of students.**

**Resolution:**

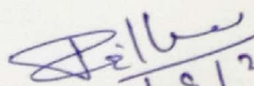
- Discussion on the formation of administrative committee of students.
- Duties assigned to members of student administrative committees.

**Agenda6: 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.

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

  
4/9/2023  
IQAC coordinator



Principal  
Tika Ram College of Education  
Sonipat

## ACTION TAKEN REPORT OR MEETING -2

- Time -Table was prepared.
- The Student Induction Programme for the first-year students was conducted for six days on 11.09.2023 to 16.09.2023.
- Internal/External programs and duties for EPC course were discussed in staff meeting.
- Administrative Committees of students were formed.
- Student's Academic Clubs were formed.



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## Minutes of meeting IQAC (2023-24)

Meeting: 3

Date: December 20, 2023

Venue: Principal Office

Time: 2:30 p.m.

The IQAC meeting for Academic Session 2023-24 was held on December 20, 2023. The following members attended the meeting.

Members present:

1. Chairperson:  
Dr. Surender Singh Rana (Principal)
2. IQAC Coordinator:  
Dr. Indu Rathee (Associate Professor)
3. Representative of Management
4. Members of IQAC :  
Ms. Meenu (librarian)  
Ms. Seema Dahiya (Asstt. Prof.)  
Dr. Poonam Deshwal (Asstt. Prof.)  
Dr. Ajay Kumar (Asstt. Prof.)  
Ms. Preeti (Asstt. Prof.)
5. Teaching faculties:  
Dr. Balvir Singh (Associate Professor)  
Dr. Rekha Devi (Asstt. Prof.)  
Dr. Anita Deswal (Asstt. Prof.)  
Dr. Anjali Sheokand (Asstt. Prof.)  
Dr. Dipti (Asstt. Prof.)  
Ms. Shivani (Asstt. Prof.)  
Ms. Usha Rani (Administrative member)

The Chairperson welcomed the members for 3<sup>rd</sup> meeting of 2023-24 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 4, 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 Audit by the Internal Committee.**

**Resolution:**

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

- Discussed about the parameters for AA.

**Agenda 3- Discussion on Infrastructural Expansion**

**Resolution:**

- Discussion on expansion of physical & academic infrastructure
  - \*Discussion on maintenance of washrooms, classrooms, open area, garden area and furniture.
  - \*Preparation of list of facilities to be added on for overall development of students.
  - \*Discussion on addition of chairs.
  - \*Discussion on maintenance of academic equipments i.e. laptops, computers, interactive boards etc.
  - \*Discussion on Purchase of books.

**Agenda 4- Discussion on the progress work of AQAR (2023-24).**

**Resolution:**

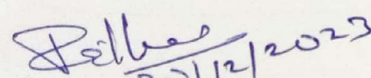
- Discussion on progress of AQAR work.
- Discussion on the required material for filling AQAR.

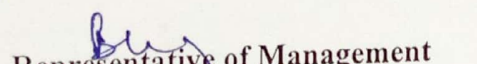
**Agenda 5- Discussion on Outreach activities.**

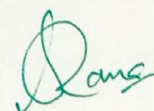
**Resolution:**

- Preparation of list of Outreach activities.
- Selection of activities to be performed.

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

  
20/12/2023  
IQAC coordinator

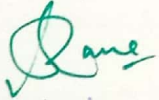
  
Representative of Management  
General Secretary  
Tika Ram Education Society  
Sonapat



Principal  
Tika Ram College of Education  
Sonapat

### ACTION TAKEN REPORT OF MEETING – 3

- Academic Audit was conducted and report was submitted by the Internal Committee.
- 40 Chairs were purchased.
- 158 books were purchased .
- Complete infrastructure were checked by property incharge with other members of the committee and required work was done .
- Progress work was checked by Principal and representative of management and required materials were provided to the members of the committee i.e. RAM, Printer etc..
- Outreach activities were conducted like visit to old age home on March 9,2024 and cleanliness programme on October 3-4,2023.

  
Principal  
Tika Ram College of Education  
Sonipat



### Minutes of meeting IQAC (2023-24)

Meeting: 4

Date: March 11, 2024

Venue: Seminar Hall

Time: 1:30 p.m.

The IQAC meeting for Academic Session 2023-24 was held on March 22, 2024. The following members attended the meeting.

Members present:

1. Chairperson:

Dr. Surender Singh Rana (Principal)

2. IQAC Coordinator:

Dr. Indu Rathee (Associate Professor)

3. Members of IQAC :

Ms. Meenu (librarian)

Ms. Seema Dahiya (Asstt. Prof.)

Dr. Poonam Deshwal (Asstt. Prof.)

Dr. Ajay Kumar (Asstt. Prof.)

Ms. Preeti (Asstt. Prof.)

The Chairperson welcomed the members for 4<sup>th</sup> meeting of 2023-24 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, 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 Audit by the Internal Committee.**

**Resolution:**

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

**Agenda 3- College Fest**

**Resolution:**

- Discussion on events of College Fest.
- Discussion on duties assigned 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.
- Discussion on covered course at regular interval.
- Discussion on follow up.

**Agenda 5-Discussion on House Exam**

**Resolution:**

- Discussion on schedule of House Exam
- Discussion on duties assigned to faculty members.
- Fixation of Date for submission of result of house exam by faculty.
- Discussion on marking criteria

**Agenda 6- College Magazine**

**Resolution:**

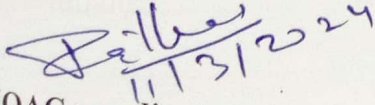
- Discussion on the duties of teacher editor and student editor.
- Selection of the articles.
- Discussion on the date for submission of articles.

**Agenda 7-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!**

  
11/3/24  
IQAC coordinator



Principal  
Tika Ram College of Education  
Sonapat

#### ACTION TAKEN REPORT OF MEETING – 4

- Academic Audit was conducted and report was submitted by the Internal Committee.
- College fest was organized on 15<sup>th</sup> & 16<sup>th</sup> March, 2024.
- Periodic Course Outcome has been checked.
- House exam was scheduled from 18<sup>th</sup> April, 2024 to 29<sup>th</sup> April, 2024.
- College Magazine has been prepared.
- It was decide to organize Annual Function in the start of May 2024 and Duties of faculties were also assigned.



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Date .....

### Minutes of meeting IQAC (2023-24)

Meeting: 5

Date: May 8, 2024

Venue: Principal Office

Time: 1:30 p.m.

The IQAC meeting for Academic Session 2023-24 was held on May 8, 2024. The following members attended the meeting.

Members present:

1. Chairperson:  
Principal (Dr. Surender Singh Rana)
2. IQAC Coordinator:  
Dr. Indu Rathee (Associate Professor)
3. Members of IQAC (Faculties):  
Ms. Meenu (librarian)  
Ms. Seema Dahiya (Asstt. prof.)  
Dr. Poonam Deshwal (Asstt. prof.)  
Dr. Ajay Kumar (Asstt. prof.)  
Ms. Preeti (Asstt. prof.)  
Ms. Usha Rani (Clerk)

The Chairperson welcomed the members for 5<sup>th</sup> meeting of 2023-24 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 11, 2024 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- Internal Assessment**

**Resolution:**

- Discussion on the Schedule of Internal Assessment
- Discussion on duties assign to faculty members.

**Agenda 3- Coaching for HTET/CTET**

**Resolution:**

- Discussion on Schedule of coaching for HTET/CTET
- Discussion on duties assign to faculty members.

**Agenda 4- Discussion on scheduling of Remedial classes.**

**Resolution:**

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

**Agenda 5-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 after final result declaration.

**Agenda 6- Feedback from students and stakeholders.**

**Resolution:**

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

## Agenda 7: Placement Drive

### Resolution:

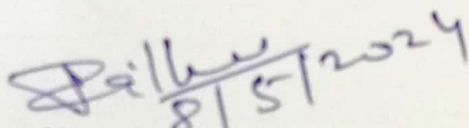
- Discussion on the schedule of the placement
  - \*Date
  - \*Shortlisting of institutes
  - \*Duties of Mentors

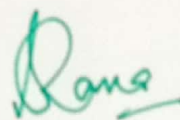
## Agenda 8 - Organization of FDP

### Resolution:

- It was decided to conduct FDP.
- Discussion on date & schedule of FDP.
- Discussion on the theme of FDP.
- Discussion on the resource persons of FDP.

The meeting was ended with VOTE OF THANKS!

  
8/5/2024  
IQAC Coordinator



Principal  
Tika Ram College of Education  
Sonapat

## ACTION TAKEN REPORT OF MEETING 5

- Internal assessment was scheduled on May 13 & May 14, 2024.
- Coaching for TET exams was conducted for 15 days with duration of an hour i.e. May 15-28, 2024.
- Remedial classes were conducted for needy students from May 15-28, 2024.
- Academic Club appraisal completed by Academic Affair Committee and faculty appraisal will be scheduled to complete after declaration of result for the session 2023-2024.
- Students' feedback, Student – Survey Satisfaction and Stakeholders feedback were obtained for the academic year 2023-24.
- Placement Drive was conducted on May 11, 2024.
- FDP was organized from 21<sup>st</sup> -22<sup>nd</sup> May, 2024 with duration of two and a half an hour i.e. from 1:00 P.M. to 3:30 P.M.



Principal  
Tika Ram College of Education  
Sonipat