



Established in 1951

CHHOTU RAM ARYA COLLEGE

Sonipat-131001

IQAC

WEBSITE: www.cracollegesonepat.org
Phone: 0130-2242925
Email: crasonepat@gmail.com

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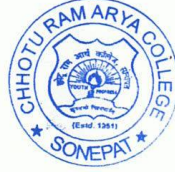
Date: 1 June 2017

Most Urgent

Notice

All the IQAC members are hereby informed that the 7th meeting of IQAC will be held on 4th June 2017 (Sunday) in the Office of the Principal at 11.00 AM. The brief agenda of the meeting is given below. All the members are requested to kindly join the meeting as per schedule.


Co-ordinator
IQAC
Chhotu Ram Arya College
Sonapat
Co-ordinator, IQAC



Principal
Chhotu Ram Arya College, Sonipat

Agenda of the Meeting:

1. To read and confirm the minutes of the previous meeting.
2. To set up a helpdesk for the students to fill and submit online admission forms.
3. To prepare the academic calendar for the session 2017-2018.
4. To conduct Seminars and Conferences.
5. To constitute various committees for the session 2017-2018.
6. To evaluate the faculty even semester.
7. To evaluate the PSO/SO/CO of the outgoing PG classes.
8. To conduct external Academic & Administrative Audits.
9. To prepare AQAR for the academic session 2016-2017.
10. To construct new classrooms and labs.
11. To prepare the criteria of Fee concession for the session 2017-2018.
12. To prepare the lesson plans for the session 2017-2018.
13. Any other item with the permission of the chair.



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Minutes of the Meeting

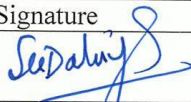

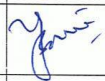


Meeting No. **07** Date: 04-06-2017 Time: 11.00 A.M.
Total Members: **17** Present Members: **14**

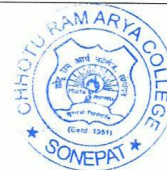
The first meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2017-18 was held on 4th June 2017 (Sunday) at 11.00 A.M. in the office of the Principal Dr. Narender Singh. The meeting was chaired by Dr. Narender Singh.

The meeting started with the welcome address of Dr. Narinder K. Saini, Co-ordinator IQAC, who welcomed the chairperson Dr. Narender Singh and all the members of the Internal Quality Assurance Cell.

The following agenda items were placed and discussed during the meeting and it was unanimously resolved to implement them in letter and spirit. The meeting was adjourned after the vote of thanks to the chair.

The following members were present in the meeting:

S.No.	Name	Capacity	Signature
1	Sh. Surinder Singh Dahiya	President, TRES, Sonipat	 ✓
2	Dr. Narender Singh	Chairperson	
3	Dr. Narinder Kumar Saini	Co-ordinator	
4	Dr. Harindra Singh	Teacher Representative	
5	Dr. Pawan Kumar	Teacher Representative	





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6	Dr. J, S. Phor	Teacher Representative	JSPB
7	Dr. Naresh Rathee	Teacher Representative	NR
8	Dr. Anu Rathee	Teacher Representative	AR
9	Sh. Rajroop Singh	Teacher Representative	RS
10	Dr. Sadhana Tyagi	Teacher Representative	ST
11	Dr. Rajiv	Teacher Representative	RJ
12	Sh. Sanjay Tyagi	Administrative Staff	ST
13	Sh. Mohit Bharti	Alumni	Mohit
14	Sh. Yudhvir Singh	Industrialist	- Absent -
15	Ms. Manvi	Student	M
16	Sh. Randhir Singh	Student Parent	- Absent -
17	Sh. Vishal Khapra	External Expert	VK

The following items were discussed and the decisions taken thereof:

1. To read and confirm the minutes of the previous meeting:

The minutes of the previous meeting were presented by the coordinator and confirmed its compliance. The action taken report was placed before the committee for perusal.

2. To set up a helpdesk for the students to fill and submit online admission forms:





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It was decided that keeping in mind that most of the students who wish to seek admission to our college are from the rural area and have limited resources. To provide free of cost hassle-free services to the aspiring prospective students a 'HELPDESK' be established in the college to help the students in filling their Centralized online admission form on Director General, Higher Education, Haryana portal.

3. **To prepare the academic calendar for 2017-2018:**

It was decided that the academic calendar be prepared for the session 2017-2018. The Coordinator, IQAC will be the person in charge to get the academic calendar prepared.

4. **To conduct Seminars and Conferences**

It was decided that proposals to conduct various seminars/conferences be sent to Director General, Higher Education, Haryana for permission and financial assistance.

5. **To constitute the various committees for the session 2017-2018:**

It was decided to constitute various committees (criterion-wise) in the college.

6. **To evaluate Faculty in Even Semester:**

It was decided that HODs evaluate the performance of the faculty of their respective departments based on the results of the Even semester and start the evaluation of PSO/SO/CO as per the criteria set by IQAC.

7. **To evaluate PSO/SO/CO of the outgoing PG classes:**

It was decided that IQAC shall evaluate the Programme specific Outcome/Subject Outcome/Course Outcome of the outgoing PG classes.

8. **To conduct external Academic & Administrative Audits.**

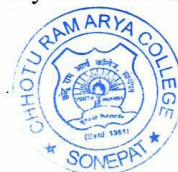
It was decided that an external Academic and Administrative audit be conducted in the college to assess the strong and weak areas of the college.

9. **To prepare AQAR for the academic session 2016-2017**

It was decided that all the in-charges of different criteria start the documentation and filling of forms of their respective domains.

10. **To Construct new classrooms and labs.**

It was decided that due to the start of new courses, more rooms and labs are needed, so the proposal be sent to the Governing Body for Financial approval.





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11. **To prepare the criteria of Fee concession for the session 2017-2018.**

It was decided that the criteria and categories of Fee Concession to the students of our college be prepared,

12. **To prepare the lesson plan for the session 2017-2018.**

It was decided that all the HODs be informed that they take the necessary steps to get the lesson plans prepared by the faculties of their respective departments within 14 days.

13. **Any other item with the permission of the chair.**

Agenda: To conduct Workshop on revised NAAC norms and procedures.

It is decided that a workshop be conducted on revised NAAC norms and procedures in the month of August.

Co-ordinator,
IQAC
Chhotu Ram Arya College
Sonapat



Chhotu Ram Arya College, Sonipat



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Compliance Report

In compliance with the resolution made in the 7th meeting of IQAC held on 4th June 2017 for the academic year 2017-2018, the following activities are successfully carried out and a compliance report is taken on 19th July 2017.

1. To set up a helpdesk for the students to fill out online admission forms:

A 'HELPDESK' is established in the college to help the students in filling their Centralized online admission form on Director General, Higher Education, Haryana portal, this service started w.e.f. 10th June, 2017.

2. To prepare the academic calendar for 2017-2018:

Academic calendar for the session 2017-2018 is prepared and uploaded on college website.

3. To conduct Seminars and Conferences

Proposals to conduct various seminars/conferences are sent to Director General, Higher Education, Haryana for permission and financial assistance.

4. To constitute the various committees for the session 2017-2018:

Various committees (criterion-wise) in the college are created.

5. To evaluate Faculty/PSO/SO/CO in Even Semester:

HODs informed that the evaluation of the performance of the faculty of their respective departments based on the results of the Even semester has accomplished and besides this IQAC informed that evaluation of PSO/SO/CO has completed for the PG courses only.

6. To evaluate PSO/SO/CO of the outgoing PG classes:

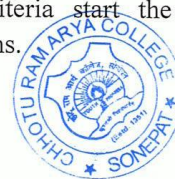
IQAC informed that the evaluation of the PSO/SO/CO of the outgoing PG classes has completed as per the criteria laid down by the IQAC.

7. To conduct external Academic & Administrative Audits.

A committee is constituted to conduct and select the experts who will conduct external Academic and Administrative audit.

8. To prepare AQAR for the academic session 2016-2017.

It was decided that all the in-charges of different criteria start the documentation and filling of forms of their respective domains.





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9. To Construct new classrooms and labs.

Proposal is sent to the Governing Body for Financial approval.

10. To prepare the criteria of Fee concession for the session 2017-2018.

Criteria and categories of Fee Concession is prepared

11. To prepare the lesson plan for the session 2017-2018.

The lesson plans are prepared by the faculties of different departments and are uploaded on the college website.

12. To conduct Workshop on revised NAAC norms and procedures.

Coordinator IQAC informed that the workshop on revised NAAC norms and procedures is fixed for 10th Aug. 2017.

[Signature] Place the compliance report in the next meeting of the IQAC.

Co-ordinator
IQAC

Chhotu Ram Arya College
Sonipat

Date: 19th July, 2017



Chhotu Ram Arya College, Sonipat



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Date: 02 Sept 2017

Most Urgent

Notice

All the IQAC members are hereby informed that the 8th meeting of IQAC will be held on 4th Sept 2017 (Sunday) in the Office of the Principal at 11.00AM. The brief agenda of the meeting is given below. All the staff members are requested to please make it convenient to join the meeting as per schedule.

Co-ordinator
IQAC
Co-ordinator, IQAC
Chhotu Ram Arya College
Sonapat



Chhotu Ram Arya College, Sonipat

Agenda of the Meeting:

1. To read and confirm the minutes of the previous meeting.
2. To facelift of the façade of the college.
3. To conduct Energy audit, environment audit and green audit in the college.
4. To start remedial classes for weak and slow learners.
5. To conduct one day workshop on CBCS pattern of curriculum.
6. To collect API-PBAS forms.
7. To start the process of filling of vacant posts.
8. Any other item with the permission of the chair.



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Minutes of the Meeting

Meeting No. **08** Date: 04-09-2017 Time: 11.00 A.M.
Total Members: **17** Present Members: **13**

The Second meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2017-18 was held on 4th Sept 2017 (Sunday) at 11.00 A.M. in the office of the Principal Dr. Narender Singh. The meeting was chaired by Dr. Narender Singh.

The meeting started with the welcome address of Dr. Narinder K. Saini, Co-ordinator IQAC, who welcomed the chairperson Dr. Narender Singh and all the members of the Internal Quality Assurance Cell.

The following agenda items were placed and discussed during the meeting and it was unanimously resolved to implement them in letter and spirit. The meeting was adjourned after the vote of thanks to the chair.

The following members were present in the meeting:

S.No.	Name	Capacity	Signature
1	Sh. Surinder Singh Dahiya	President, TRES, Sonipat	
2	Dr. Narender Singh	Chairperson	
3	Dr. Narinder Kumar Saini	Co-ordinator	
4	Dr. Harindra Singh	Teacher Representative	
5	Dr. Pawan Kumar	Teacher Representative	





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6	Dr. J. S. Phor	Teacher Representative	JSP
7	Dr. Naresh Rathee	Teacher Representative	NR
8	Dr. Anu Rathee	Teacher Representative	AR
9	Sh. Rajroop Singh	Teacher Representative	RS
10	Dr. Sadhana Tyagi	Teacher Representative	ST
11	Dr. Rajiv	Teacher Representative	RP
12	Sh. Sanjay Tyagi	Administrative Staff	ST
13	Sh. Mohit Bharti	Alumni	- Absent -
14	Sh. Yudhvir Singh	Industrialist	- Absent -
15	Ms. Manvi	Student	- Absent -
16	Sh. Randhir Singh	Student Parent	- Absent -
17	Sh. Vishal Khapra	External Expert	VK

The following items were discussed and the decisions taken thereof:

1. To read and confirm the minutes of the previous meeting:

The minutes of the previous meeting were presented by the coordinator and confirmed its compliance. The action taken report was placed before the committee for perusal.

2. To facelift of the façade of the college:

It was decided that the facelift of the façade of the college is to be done to give it a more aesthetic look.





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3. To conduct Energy audit, environment audit and green audit in the college:

It was decided that the Eco club be directed to conduct Energy audit, environment audit and green audit of the college.

4. To start remedial classes for weak and slow learners.

It was decided that extra remedial classes be started for the weak and slow learners.

5. To conduct one day workshop on CBCS pattern of curriculum

It was decided that atleast two more sessions of workshop on CBCS pattern be organized for the faculty to remove any anomalies and doubts.

6. To collect API-PBAS forms

It was decided that API-PBAS forms be collected from the staff who are covered under API system.

7. To start the process of filling of vacant posts.

It was decided that the process of preparation of Roster of posts and approval of the roster be taken from the Director General, Higher Education, Haryana.

8. Any other item with the permission of the chair.

No table item was placed.

Co-ordinator,
IQAC
Chhotu Ram Arya College
Sonapat



Chhotu Ram Arya College, Sonipat



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Compliance Report

In compliance with the resolution made in the 8th meeting of IQAC held on 4th Sept 2017 for the academic year 2017-2018, the following activities are successfully carried out and a compliance report is taken on 10th Oct 2017.

1. To facelift of the façade of the college:

Construction committee is working on it and hopefully it will be completed within 12 months.

2. To conduct Energy audit, environment audit and green audit in the college.

In-charge Eco Club informed that the process of audit has started.

3. To start remedial classes for weak and slow learners.

HODs informed that the remedial classes has started.

4. To conduct one day workshop on CBCS pattern of curriculum.

One-day workshop on CBCS pattern is fixed in the month of Oct 2017

5. To collect API-PBAS forms

The forms of API are collected.

6. To start the process of filling of vacant posts.

Roster is prepared and sent to DGHE for approval.

Place the compliance report in the next meeting of the IQAC.

Co-ordinator
IQAC

Chhotu Ram Arya College
Co-ordinator, IQAC
Sonapat

Date: 10th Oct, 2017



Chhotu Ram Arya College, Sonipat



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CHHOTU RAM ARYA COLLEGE

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IQAC

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Date: 18 Dec 2017

Most Urgent

Notice

All the IQAC members are hereby informed that the 9th meeting of IQAC will be held on 7th Jan 2018 (Sunday) in the Office of the Principal at 01.00 PM. The brief agenda of the meeting is given below. All the staff members are requested to kindly join the meeting as per schedule.

Co-ordinator
IQAC
Chhotu Ram Arya College
Co-ordinator, IQAC
Sonapat



Chhotu Ram Arya College, Sonipat

Agenda of the Meeting:

1. To read and confirm the minutes of the previous meeting.
2. To conduct faculty evaluation odd semester.
3. To conduct skill development and personality development program.
4. To conduct one day workshop on disaster management.
5. To Start new course i.e. BA (Hons.) Political Science on SFS basis.
6. To start a movie-club.
7. To conduct workshop on the strategies of Question Paper setting.
8. Any other item with the permission of the chair.



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IQAC

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Minutes of the Meeting

Meeting No. **09** Date: 07-01-2018 Time: 01.00 p.M.
Total Members: **17** Present Members: **14**

The third meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2017-18 was held on 7th Jan 2018 (Sunday) at 01.00 P.M. in the office of the Principal Dr. Narender Singh. The meeting was chaired by Dr. Narender Singh.

The meeting started with the welcome address of Dr. Narinder K. Saini, Co-ordinator IQAC, who welcomed the chairperson Dr. Narender Singh and all the members of the Internal Quality Assurance Cell.

The following agenda items were placed and discussed during the meeting and it was unanimously resolved to implement them in letter and spirit. The meeting was adjourned after the vote of thanks to the chair.

The following members were present in the meeting:

S.No.	Name	Capacity	Signature
1	Sh. Surinder Singh Dahiya	President, TRES, Sonapat	
2	Dr. Narender Singh	Chairperson	
3	Dr. Narinder Kumar Saini	Co-ordinator	
4	Dr. Harindra Singh	Teacher Representative	
5	Dr. Pawan Kumar	Teacher Representative	





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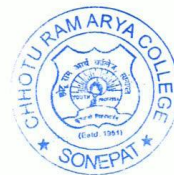
6	Dr. J, S. Phor	Teacher Representative	JSPH
7	Dr. Naresh Rathee	Teacher Representative	NR
8	Dr. Anu Rathee	Teacher Representative	Rathee
9	Sh. Rajroop Singh	Teacher Representative	R.S.
10	Dr. Sadhana Tyagi	Teacher Representative	Sadha
11	Dr. Rajiv	Teacher Representative	Rajiv
12	Sh. Sanjay Tyagi	Administrative Staff	S.T.
13	Sh. Mohit Bharti	Alumni	- Absent -
14	Sh. Yudhvir Singh	Industrialist	- Absent -
15	Ms. Manvi	Student	Manvi
16	Sh. Randhir Singh	Student Parent	- Absent -
17	Sh. Vishal Khapra	External Expert	Vishal Khapra

The following items were discussed and the decisions taken thereof:

1. To read and confirm the minutes of the previous meeting:

The minutes of the previous meeting were presented by the coordinator and confirmed its compliance. The action taken report was placed before the committee for perusal.

2. To conduct faculty evaluation odd semester:





CHHOTU RAM ARYA COLLEGE

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IQAC

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It was decided that the faculty evaluation on the basis of the results of odd semester be conducted to identify any area which needs more improvements and attention.

3. To conduct skill development and personality development program:

It was decided that all HODs be directed to conduct skill development and personality programme to enhance the skills and personality of the students.

4. To conduct one day workshop on disaster management.

It was decided to conduct workshop on disaster management in the college.

5. To Start new course i.e. BA (Hons.) Political Science on SFS basis.

It is decided that a new course of B.A. Hons. (Pol. Sc.) be started from the next academic session.

6. To conduct workshop on the strategies of Question Paper setting:

It is decided that a workshop be conducted by one of the most senior and experienced faculty members to educate the faculty members about the Dos and Don'ts of Question Paper setting.

7. Any other item with the permission of the chair.

No table item was placed.

M. Singh
Co-ordinator
IQAC
Chhotu Ram Arya College
Sonapat



Chhotu Ram Arya College, Sonipat



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IQAC

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Compliance Report

In compliance with the resolution made in the 3rd meeting of IQAC held on 7th Jan 2018 for the academic year 2017-2018, the following activities are successfully carried out and a compliance report is taken on 15th Feb 2018.

1. To conduct faculty evaluation odd semester:

Faculty evaluation was conducted by the Principal and IQAC coordinator to assess the degree of excellence of the work performed by the faculty members.

2. To conduct skill and personality development program:

Faculty wise skill and personality programme were organized.

3. To conduct one workshop on disaster management:

NSS cell organized one-day disaster management in the college.

4. To Start new course i.e. BA (Hons.) Political Science on SFS basis:

Proposal to start a new course of B.A. (Hons.) Pol. Sc. Is sent to Director General, Higher Education, Haryana for approval and permission to start this course.

5. To start a movie-club:

A Movie Club is formed in the college. This club is assigned the task to choose movies with a message and of high moral standards and screen those movies in the newly constructed auditorium.

6. To conduct workshop on the strategies of Question Paper setting:

A workshop by one of the most senior and experienced faculty members Dr. Narinder Kumar Saini was conducted on 10th March 2018 and all the information to the bare thread were given to the participant.

Place the compliance report in the next meeting of the IQAC.


Co-ordinator
IQAC
Chhotu Ram Arya College
Co-ordinator, IQAC
Sonapat

Date: 15th Feb, 2018



Chhotu Ram Arya College, Sonipat



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IQAC

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Date: 15 March 2018

Most Urgent

Notice

All the IQAC members are hereby informed that the 10th meeting of IQAC will be held on 25th March 2018 (Sunday) in the Office of the Principal at 01.00 PM.

The brief agenda of the meeting is given below. All the staff members are requested to kindly join the meeting as per schedule.

Co-ordinator
IQAC
Chhotu Ram Arya College
Co-ordinator, IQAC
Sonapat



Chhotu Ram Arya College, Sonipat

Agenda of the Meeting:

1. To read and confirm the minutes of the previous meeting.
2. To prepare study materials for the various classes.
3. To conduct remedial classes for weak and slow learners.
4. To encourage students and staff to use NPTEL and online course on SWAYAM platform for effective teaching and learning.
5. Any other item with the permission of the chair.



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IQAC

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Minutes of the Meeting

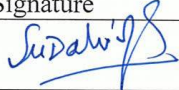




Meeting No. **10** Date: 25-03-2018 Time: 01.00 p.M.
Total Members: **17** Present Members: **13**

The fourth meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2017-18 was held on 25th March 2018 (Sunday) at 01.00 P.M. in the office of the Principal Dr. Narender Singh. The meeting was chaired by Dr. Narender Singh.

The meeting started with the welcome address of Dr. Narinder K. Saini, Co-ordinator IQAC, who welcomed the chairperson Dr. Narender Singh and all the members of the Internal Quality Assurance Cell.

The following agenda items were placed and discussed during the meeting and it was unanimously resolved to implement them in letter and spirit. The meeting was adjourned after the vote of thanks to the chair.

The following members were present in the meeting:

S.No.	Name	Capacity	Signature
1	Sh. Surinder Singh Dahiya	President, TRES, Sonipat	 ✓
2	Dr. Narender Singh	Chairperson	
3	Dr. Narinder Kumar Saini	Co-ordinator	
4	Dr. Harindra Singh	Teacher Representative	
5	Dr. Pawan Kumar	Teacher Representative	





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IQAC

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6	Dr. J, S. Phor	Teacher Representative	JSPK
7	Dr. Naresh Rathee	Teacher Representative	NR
8	Dr. Anu Rathee	Teacher Representative	AR
9	Sh. Rajroop Singh	Teacher Representative	RS
10	Dr. Sadhana Tyagi	Teacher Representative	Sadha
11	Dr. Rajiv	Teacher Representative	RJ
12	Sh. Sanjay Tyagi	Administrative Staff	ST
13	Sh. Mohit Bharti	Alumni	- Absent -
14	Sh. Yudhvir Singh	Industrialist	- Absent -
15	Ms. Manvi	Student	- Absent -
16	Sh. Randhir Singh	Student Parent	- Absent -
17	Sh. Vishal Khapra	External Expert	Vishal Khapra

The following items were discussed and the decisions taken thereof:

1. To read and confirm the minutes of the previous meeting:

The minutes of the previous meeting were presented by the coordinator and confirmed its compliance. The action taken report was placed before the committee for perusal.

2. To prepare study materials for the various classes.





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Sonipat-131001

IQAC

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It is decided that the faculty be motivated to start the preparation of study materials in PDF format as well as in Audio-video format. So that the study materials may be uploaded on the college website.

3. To conduct remedial classes for weak and slow learners.

It is decided that all the HODs be informed to conduct remedial classes for the weak and slow learners.

4. To encourage students and staff to use NPTEL and online course on SWAYAM platform for effective teaching and learning.

It is decided that a comprehensive campaign should launch in the college to make aware the students as well as the faculty members to use NPTEL and SWAYAM platform for enriching their teaching and learning acumen.

5. Any other item with the permission of the chair.

No table item was placed.

Co-ordinator
IQAC

Chhotu Ram Arya College
Sonapat



Chhotu Ram Arya College, Sonipat



Established in 1951

CHHOTU RAM ARYA COLLEGE

Sonipat-131001

IQAC

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Compliance Report

In compliance with the resolution made in the 10th meeting of IQAC held on 25th March 2018 for the academic year 2017-2018, the following activities are successfully carried out and a compliance report is taken on 25th April 2018.

1. To prepare study materials for the various classes.

The faculty started the preparation of study materials in PDF format as well as in Audio-video format. Within 3 months this task will be accomplished and after that the study materials will be uploaded on the college website.

2. To conduct remedial classes for weak and slow learners.

All the HODs informed that they have completed the remedial classes for the weak and slow learners.

3. To encourage students and staff to use NPTEL and online course on SWAYAM platform for effective teaching and learning.

A comprehensive campaign was launched to make aware the students as well as the faculty members to use NPTEL and SWAYAM platform for enriching their teaching and learning acumen.

Place the compliance report in the next meeting of the IQAC.

Co-ordinator
IQAC

Chhotu Ram Arya College
Sonapat

Co-ordinator, IQAC

Date: 25th April, 2018



Chhotu Ram Arya College, Sonipat