



# TRC LAW COLLEGE

Affiliated to Dr. Ram Manohar Lohia Awadh University, Ayodhya  
(Approved by Bar Council of India, New Delhi)

Notification No: TRCLC/IQAC Meeting/2021

Date: 08.1.2021

## Internal Quality Assurance Cell (IQAC)

### THE FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2020-21)

Date: 08.01.2021, Time: 02:00 P.M. Venue: Principal Office

### AGENDA

1. Reframing of Mission, Vision and Objective.
2. Discussion on registration and organization of Alumni Association
3. Planning of socio-legal activities
4. Discussion on Value-Added Courses
5. Discussion on Assignment work





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## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC First Meeting

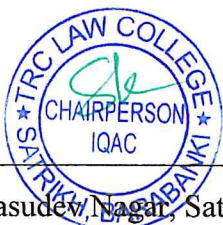
#### Meeting 1 – 08.01.2021

The 1<sup>st</sup> meeting of IQAC was held on 08.01.2021 at 02:00 P.M. in Principal's Office. The following members were present.

Sr. No.	Designation & Affiliation	Name of Person
<b>Chairperson:</b>		
01	Principal	Dr. S.K.Sharma
<b>Members from the Management:</b>		
02	Secretary	Dr Sujeet Chaturvedi
<b>Nominee from Local Societies:</b>		
03	Social Activist	Mr Hariom Shukla
<b>Teacher Faculties:</b>		
04	Assistant Professor	Dr Hemant Kumar Yadav
05	Assistant Professor	Mr Naveen Singh
06	Assistant Professor	Mrs. Deepmala Srivastava
07	Assistant Professor	Dr. Manoj Kumar Tiwari
<b>Administrative Officers:</b>		
08	Member	Mr. Vinay Verma
<b>Nominee from Industry:</b>		
09	Member, Industrialist	Mr. Atul Singh
<b>Nominee from Alumni, Student and Parents:</b>		
10	Member, President of Alumni Association	Mr. Amit V Mahajan
11	Member, Student Representative	Miss. Komal Singh
12	Member, Parent Representative	Mr. Dinesh Yadav
<b>Coordinator/Director of IQAC:</b>		
13	IQAC Coordinator	Mr Ashwani Kumar Gupta

The meeting started on a welcome note by IQAC Coordinator, Mr Ashwani Kumar Gupta followed by his Presentation on objectives which include basic purposes, activities, and function of IQAC. The IQAC Coordinator proposed to conduct the IQAC meeting quarterly in an academic year.

The Chairperson Dr. S K Sharma requested all the members for open discussion on academic excellence.







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## **Agenda 1: Reframing of Mission, Vision and objectives of the institution**

Dr. S K Sharma, Chairman IQAC Committee, TRC felt that mentoring all faculty members, as well as students, are needed and more experts from outside should be involved in teaching-learning process.

Mr. Naveen Kumar Singh, Member Co-ordination Committee, TRC expressed that there is no substitute to hard work and it's required to achieve overall development of Institute. Concrete steps and path needed in all direction for achieving quality excellence.

So, first Mission and Vision of Institute should be reframed for setting quality benchmark.

## **Agenda 2: Registration and organization of Alumni Association**

Dr. Hemant Kumar Yadav, pointed out that in addition to the academics feedbacks taken from students, parents and employers, alumni interaction is equally important.

The teams suggested with the permission of chair to collect the alumni feedback and organize alumni association.

## **Agenda 3: Planning of Socio-legal activities**

The Chairperson had decided, to conduct Socio-legal activities in near future namely Tree Plantation, Blood Donation Camp, Voter Awareness Campaign, Programmes to celebrate Azadi Ka Amrit Mahotsav and Road Safety program on the basis of suggestions from all the Committee members.

## **Agenda 4: Discussion on Value-Added Courses**

It has been decided in the meeting that three value added Programmes namely Communication Skill Development, Application of ADR methods in different fields and areas and Equity Trust & Fiduciary Relationship will be started from 16<sup>th</sup> January 2021 onwards.

## **Agenda 5: Discussion on Assignment work**

The Chairperson directed that all the faculty members shall give an assignment work to all the students related to the subject allotted to them. The complete assignment work will be submitted by the student within thirty days from the date of allotment of topic.





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## The conclusions of the meeting and proposed action plan

1. Reframing of Mission, Vision and objectives of Institution.
2. It is planned to constitute 'Alumni Association' and decided to register Alumni Association
3. It is decided to conduct two workshop on topics related to History & Consumer Laws.
4. Value Added Programmes will be started from 16<sup>th</sup> January onwards for next 30 working days in which one hour session will be held on daily basis.
5. Assignment work should be allotted to all the students by the subject faculty within a week from the date of meeting.

Mr. Ashwani Kumar Gupta, IQAC Coordinator informed the date for the next meeting and it is unanimously decided in the first week of April 05.04.2021. The meeting ended with a formal vote of thanks.







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Notification No: TRCLC/IQAC Meeting/2021

Date: 05.04.2021

## THE SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2020-21)

Date: 05.04.2021, Time: 12:00 P.M., Venue: Through Online Platform

### AGENDA

1. Review of minutes of 1<sup>st</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative activities on regular basis.
4. To strengthen the community-college Interaction through Collaboration, Membership & MoU's.
5. Due to Covid-19 Pandemic and lockdown, discussion on mode of conduction of classes & Co-curricular activities like seminar, workshop, symposium etc.
6. Discussion on pre-decided programmes.





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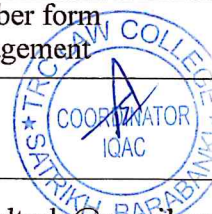
## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Second Meeting

#### Meeting 2 – 05.04.2021 (through online mode)

The 2<sup>nd</sup> IQAC meeting for Academic Session 2020-21 is held on 05.04.2021. The following members attended the meeting through virtual mode.

S. No.	Name	Designation	Position
1.	Dr. S K Sharma	Principal,	Chair Person
2.	Mr Ashwani Kumar Gupta	Assistant professor	IQAC Coordinator
3.	Mr. Naveen Singh	Assistant professor	Member
4.	Mrs Deepmala Srivastava	Assistant professor	Member
5.	Mr. Atul Singh	Industrialist	Member
6.	Dr. Hemant Kumar Yadav	Assistant professor	Member
7.	Dr. Manoj Kumar Tiwari	Assistant professor	Member
8.	Mr. Vinay Kumar	Administrative Staff	Member
9.	Miss. Komal Singh	Student Representative	Member
10.	Mr. Amit V Mahajan	Alumni	Member
11.	Mr. Dinesh Yadav	Parent Representative	Members
12.	Mr. HariOm Shukla	Social Activist	Member
13.	Dr. Sujeet Chaturvedi	Secretary	Member form Management





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The Chairperson Dr. S. K Sharma welcomed all the members for the second meeting of IQAC. The following points were discussed in the meeting:

**Agenda1: Review of minutes of 1<sup>st</sup> IQAC Meeting**

The minutes of the meeting held on 08/01/2021 are approved by the Council.

**Agenda 2: Action taken report on the decisions of the previous meeting 1st IQAC Meeting**

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	Mission, Vision and Objective of Institution	The Vision, Mission, and Objectives of Institution are approved by Members of IQAC.
2,	Registration and organization of Alumni Association	The alumni designated the office bearers of the association. It is decided to register alumni association at the earliest.
3.	workshop	On January 11, 2021 and February 6, 2021, Workshops on the topic related to History & Consumer Laws Respectively organized by the College.
4.	Socio-Legal activities	Activities like Voter Awareness program & Nukkad Natak for maximum voting successfully conducted in the month of January.
5.	Value Added Program	Three Programmes in which one for five year and two for three years have been successfully completed and the efforts made by the faculty members and resource persons were highly appreciated by the students.







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## **Agenda 3: To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative and extension activities on regular basis**

Dr. S. K. Sharma, Chairperson of IQAC emphasized on academic mechanism required for efficient and periodic progress. All committee members discussed the current status of administrative processes and recommended strongly the decentralization of academics and administrative activities. Members also stressed on enhancing teaching-learning process through online mode due to covid pandemic. Guardian faculty members need to attend personal problems of students along with their academic problems.

The members suggested designating and functioning heads for Academics, Administrative, Students Affairs committees.

## **Agenda 4: To strengthen the community-college Interaction through Collaboration, Membership & MoU's**

Committee recommended increasing the frequency of Expert lectures, Student exposure training from expert persons, Membership & MoU's to explore the various practical aspects of professional development to the students.

## **Agenda 5: Due to Covid-19 Pandemic and lockdown, discussion on mode of conduction of classes & Co-curricular activities like seminar, workshop, symposium etc.**

As per the order of government due to pandemic all the classes and co-curricular activities like seminar, conferences, workshop would be organized through online mode and all other activities like Moot Court and Legal Aid Campus in which physical presence is necessary shall stand cancelled.

## **Agenda 6: Discussion on pre-decided programmes**

The Chairperson discussed on various pre-decided programmes and suggested that in this pandemic era the conduction of the programmes will not be possible as per the government notification and he suggested that all the faculty members will direct the students to celebrate the Earth Day and Environment by implanting a plant at their home itself.

## **The conclusions of the meeting and proposed action plan :**

1. It is decided to formulate functional heads for Academics, Administrative, Student Affairs and Development.



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2. Planning of Virtual Classes and Co-Curricular Activities.
3. It is decided to continue the participation of students in upcoming events through online mode.
4. It is decided to cancel all the activities include physical presence till the further order by the govt.
5. The Chairman decided to conduct online seminar on the occasion of Ambedkar Jayanti and a workshop on Family Laws.

Mr. Ashwani Kumar Gupta, IQAC Coordinator suggested to download "Arogyasetu" app and also direct all the students for downloading such and follow the Covid protocols as per the government guidelines and informed the date for the next meeting and it is unanimously decided in the fourth week of June i.e. 28 July 2021. The meeting ended with a formal vote of thanks.





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Notification No: *TRCLC/IQAC Meeting/2021*

Date: 28.07.2021

## **THE THIRD MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Date: 28.07.2021, Time: 11.00 A.M., Venue: Through Online Mode  
(A.Y. 2021-22)**

### **AGENDA**

1. Review of minutes of 2<sup>nd</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To decide the mode of ensuring the credibility of teaching-learning, its evaluation and outcome procedures through regular but internal academic, on Bi-annual basis.
4. To decide about activities of Academic Cell and Legal Aid Cell.
5. To decide on Eco-friendly measures include steps to reduce consumptions of electrical energy.
6. To decide plan of action of NAAC Preparation.







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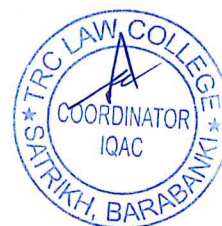
## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Third Meeting

#### Meeting 3 – 28.07.2021

A Meeting of the Committee and the 3<sup>rd</sup> IQAC meeting for Academic Session 2020-21 and 2021-22 is held on 28<sup>th</sup> July 2021. The following members attended the meeting.

Sr. No.	Designation & Affiliation	Name of Person
<b>Chairperson:</b>		
01	Principal	Dr. S.K.Sharma
<b>Members from the Management:</b>		
02	Secretary	Dr Sujeet Chaturvedi
<b>Nominee from Local Societies:</b>		
03	Social Activist	Mr Hariom Shukla
<b>Teacher Faculties:</b>		
04	Assistant Professor	Dr Hemant Kumar Yadav
05	Assistant Professor	Mr Naveen Singh
06	Assistant Professor	Mrs. Deepmala Srivastava
07	Assistant Professor	Dr. Manoj Kumar Tiwari
<b>Administrative Officers:</b>		
08	Member	Mr. Vinay Verma
<b>Nominee from Industry:</b>		
09	Member, Industrialist	Mr. Atul Singh
<b>Nominee from Alumni, Student and Parents:</b>		
10	Member, President of Alumni Association	Mr. Amit V Mahajan
11	Member, Student Representative	Miss. Komal Singh
12	Member, Parent Representative	Mr. Dinesh Yadav
<b>Coordinator/Director of IQAC:</b>		
13	IQAC Coordinator	Mr Ashwani Kumar Gupta





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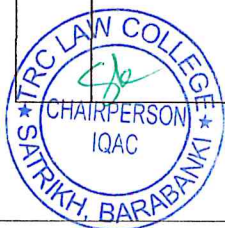
At the outset Mr Ashwani Kumar Gupta Coordinator (IQAC) welcomed all the Hon'ble members of the Internal Quality Assurance Cell (IQAC) to the 3<sup>rd</sup> meeting of the IQAC for the A.Y. 2021-22.

## Agenda 1: Review of minutes of 2<sup>nd</sup> IQAC Meeting

It is informed that the 2<sup>nd</sup> IQAC meeting was held on 05.04.2021 at 11:00 am and the minutes of the second meeting read and approved by the members.

## Agenda 2: Action taken report on the decisions of the previous meeting 2<sup>nd</sup> IQAC Meeting

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	Appointment of Functional Head on Academics, Administration and Research Committees	For efficient and periodic progress, all the heads are designated.
2.	Seminar/Workshop	Seminar on Impact of Ambedkar Thought's on Indian Economy conducted on 12 <sup>th</sup> April 2021 & Workshop on the topic of Family Law organized on 29 <sup>th</sup> May 2021.
3.	Planning of Expert lectures, Membership & MoU's	Six MoUs with Registered Society/Trust has been done for Academic Excellence, Knowledge Transfer and Socio-Legal Activities.
4.	Social-Legal Activities	Tree-Plantation has been done by the students at their homes as suggested by Chairperson, IQAC in order to celebrate the EARTH DAY & ENVIRONMENT DAY respectively.







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## **Agenda 3: To decide the mode of ensuring the credibility of teaching-learning, its evaluation and outcome procedures through regular but internal academic audit on Bi-annual basis.**

In order to improve the academic and administrative performance of the Institution, the distinguished members discussed in depth the current status of academics, administrative procedures, and student activities.

The members advocated for conducting the internal administrative and academic audits.

## **Agenda 4: To decide about activities of Academic Cell and Legal Aid Cell**

Dr.S.K.Sharma, Chairperson IQAC informed that as the Government has given some liberties in Covid Protocols and we are hopeful that we are going to reassemble very soon and also suggested that the Incharge of Academic Cell and Legal Aid Cell should start preparing the Skelton of the programmes which we can conduct in the coming days. He further directed that at least two workshops must be conducted in upcoming months either online or offline, subjected to Govt. Order.

## **Agenda 5: To decide on Eco-friendly measures include steps to reduce consumptions of electrical energy and Campus Security**

Committee suggested that eco-friendly measure should take in campus in order to reduce consumption of electrical energy. Incandescent light bulbs and fluorescent tube-lights are to be replaced by cost effective, high efficient LEDs. Energy conservation can be achieved by optimum usage of lights and electrical appliances only when needed.

All the Committee members agreed to install CCTV facility in the campus.

## **Agenda 6: To decide plan of action for NAAC Preparation**

Dr. S.K. Sharma, Chairperson of IQAC suggested to prepare a plan of action for NAAC on all the Individual criterions. All Criterion heads should interact with their fellow members to start the preparation. The committee members recommended to the NAAC Coordinators to take the SSR preparation work.







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## The conclusions of the meeting and proposed action plan

1. It is planned to conduct internal administrative and academic audits.
2. It is decided to start preparation for organizing workshop as discussed.
3. It is decided to install CCTVs in the Campus and Eco-friendly measures.
4. It is decided to prepare action plan for NAAC SSR Preparation and follow-up.

Mr. Ashwani Kumar Gupta, IQAC Coordinator proposed the date for the next meeting and unanimously decided in the last week of October i.e. 30.10.2021. The meeting ends with formal vote of thanks.





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Notification No: TRCLC/IQAC Meeting/2021

Date: 30.10.2021

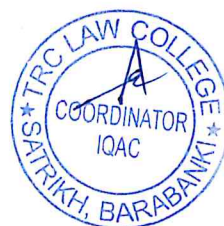
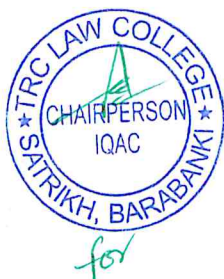
## **THE FOURTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL** **(IQAC)**

(A. Y. 2021-22)

**Date: 30.10.2021, Time: 10.30 A.M., Venue: Principal Office**

### **AGENDA**

1. Review of minutes of 3<sup>rd</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To initiate E-Governance in administration for Administrative reforms.
4. To review the status of CCTV installation in Campus.
5. To continue the Industry-Institute Interaction through Membership & MoU's.
6. To decide road map for NAAC Preparation
7. To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy.
8. To develop and start new value added programmes for students.





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## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Fourth Meeting

#### Meeting 4 – 30.10.2021

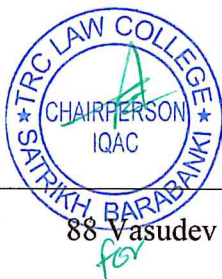
The 4<sup>th</sup> IQAC meeting for Academic Session 2021-22 was held on 30.10.2021. The following members attended the meeting.

Sr. No.	Designation & Affiliation	Name of Person
<b>Chairperson:</b>		
01	Principal	Dr. S.K.Sharma
<b>Members from the Management:</b>		
02	Secretary	Dr Sujeet Chaturvedi
<b>Nominee from Local Societies:</b>		
03	Social Activist	Mr Hariom Shukla
<b>Teacher Faculties:</b>		
04	Assistant Professor	Dr Hemant Kumar Yadav
05	Assistant Professor	Mr Naveen Singh
06	Assistant Professor	Mrs. Deepmala Srivastava
07	Assistant Professor	Dr. Manoj Kumar Tiwari
<b>Administrative Officers:</b>		
08	Member	Mr. Vinay Verma
<b>Nominee from Industry:</b>		
09	Member, Industrialist	Mr. Atul Singh
<b>Nominee from Alumni, Student and Parents:</b>		
10	Member, President of Alumni Association	Mr. Amit V Mahajan
11	Member, Student Representative	Miss. Komal Singh
12	Member, Parent Representative	Mr. Dinesh Yadav
<b>Coordinator/Director of IQAC:</b>		
13	IQAC Coordinator	Mr Ashwani Kumar Gupta

The Chairperson Dr. S K Sharma welcomed the members for the fourth meeting of IQAC. The following points were discussed in the meeting:

#### Agenda 1: Review of minutes of 3<sup>rd</sup> IQAC Meeting

It was informed that the 3<sup>rd</sup> IQAC meeting was held on 28 July 2021 at 11.00 a.m. After going through the minutes of the third meeting it was approved by the IQAC members.







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## **Agenda 2: Action taken report on the decisions of the previous meeting 3<sup>rd</sup> IQAC Meeting**

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	Internal Academic Committee	Academic Committee was formed for the department .
2.	Infrastructure development as CCTV installation	Installation of CCTV facility in the campus is approved by members of Management and installations work is in Progress.
3.	NAAC SSR Criteria-wise Plan of Action	Individually all the criterion Incharge of NAAC were appointed and directed for presentation of plan of Action..

## **Agenda 3: To initiate E-Governance in administration for Administrative reforms**

Mr. Vinay Verma informed that digitization of administration is important and is needed for smooth functioning of administration activities like service record of the employees, Leave Records. The members also emphasized on digitization to improve the student's database such as attendance, marks statements, achievements, Training & Placements and higher education records.

IQAC Committee members supported the views of above member regarding the need of digitization required for integrating all academic and administrative activities.

## **Agenda 4: To review the status of CCTV installation in Campus**

The chairperson continued the status of Installation and networking of CCTV and informed that, installation will be completed as earlier as possible. All the Committee members agreed with the status of CCTV facility installation.

## **Agenda 5: To continue the Social Interaction through Membership & MoU's**

Committee recommended for continuing Membership with NGO's and Law Firms, the two MoUs has been done with Law Firms named Actus Legis & Chamber of Prashant Agarwal respectively in the Month of August 2021.



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## **Agenda 6: To decide road map for NAAC SSR Preparation**

The Chairperson of IQAC reminded here, the status of criteria wise plan of action and follow-up of work in the last meeting. NAAC Coordinators along with Criteria heads should submit action plan according to framework and roadmap of submissions of NAAC SSR. Committee agreed the Chairperson's point.

## **Agenda 7: To review the status on Eco-friendly measures include steps to reduce consumption of electrical energy**

Committee suggested to take review and audits on status of eco-friendly measure already taken in campus in order to reduce consumption of electrical energy, where Incandescent light bulbs and fluorescent tube-lights are to be replaced by cost effective, high efficient LEDs.

## **Agenda 8: To develop and start the new value added programmes for the students**

It was suggested by the IQAC Coordinator that this is the time when there is a need to develop and start value added programmes for students in order to provide additional knowledge of different laws for that he requested to chairperson that pass a direction to develop syllabus of new program so that the value added program can be started as earlier as possible.

### **The conclusions of the meeting and proposed action plan**

1. It is decided to implement ERP software for academic and administrative reforms.
2. To follow the deadline for installation of CCTV facility for campus security.
3. To renew the Membership with NGO and Firms
4. To initiate NAAC SSR Preparation .
5. It is decided to reduce the consumptions of electrical energy.
6. Leadership Lectures are planned in the month of December, January and February each.
7. To start the new value added courses design and developed by the faculty members.

Mr. Ashwani Kumar Gupta, IQAC Coordinator proposed the date for the next meeting and unanimously decided in the last week of 2022 i.e. 23.02.2022. The meeting ends with formal vote of thanks.



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Notification No: *TRCLC/IQAC Meeting / 2022*

Date: 23.02.2022

**THE FIFTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**  
**(IQAC)**

(A. Y. 2021-22)

**Date: 23.02.2022, Time: 2:00 P.M., Venue: Board Room**

**AGENDA**

1. Review of minutes of 4<sup>th</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To make regular follow up of E-Governance in administration for Administrative reforms
4. To take regular follow up of activity conducted under the Committees Constituted.
5. To review the NAAC work progress.
6. To focus on Improving Teaching learning skills of the faculties.
7. To review the status and measures includes to reduce consumptionsof electrical energy.





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Notification No. TRCLC / IQAC Meeting / 2021

## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Fifth Meeting

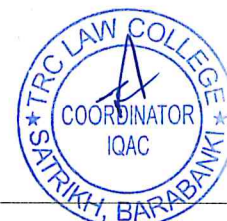
#### Meeting 5 – 23.02.2022

The 5<sup>th</sup> IQAC meeting for Academic Session 2021-22 was held on 23.02.2022. The following members attended the meeting.

Sr. No.	Designation & Affiliation	Name of Person
<b>Chairperson:</b>		
01	Principal	Dr. S.K.Sharma
<b>Members from the Management:</b>		
02	Secretary	Dr Sujeet Chaturvedi
<b>Nominee from Local Societies:</b>		
03	Social Activist	Mr Hariom Shukla
<b>Teacher Faculties:</b>		
04	Assistant Professor	Dr Hemant Kumar Yadav
05	Assistant Professor	Mr Naveen Singh
06	Assistant Professor	Mrs. Deepmala Srivastava
07	Assistant Professor	Dr. Manoj Kumar Tiwari
08	Assistant Professor	Mr. Veer Vikram Singh
<b>Administrative Officers:</b>		
09	Member	Mr. Vinay Verma
<b>Nominee from Industry:</b>		
10	Member, Industrialist	Mr. Charanjeet Gaba
11	Member, Industrialist	Mr. Anoj Verma
<b>Nominee from Alumni, Student and Parents:</b>		
12	Member, President of Alumni Association	Mr. Akhilesh Verma
13	Member, Student Representative	Miss. Raj Srivastava
14	Member, Parent Representative	Mr. Suneel Kumar Shukla
15	Member, Parent Representative	Mr. Rakesh Kumar Mishra
16	Member, Parent Representative	Mr. Rajesh Jaiswal
17	Member, Parent Representative	Mr. Sartaj Chaudhary
<b>Coordinator/Director of IQAC:</b>		
18	IQAC Coordinator	Mr Ashwani Kumar Gupta

The Chairperson Dr. S K Sharma welcomed the members for the fifth meeting followed by review presentation made by Mr Ashwani Kumar Gupta, IQAC Coordinator of IQAC.

The following points were discussed in the meeting:



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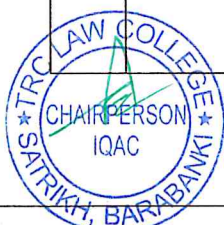
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## Agenda 1: Review of minutes of 4<sup>th</sup> IQAC Meeting

It was informed that the 5<sup>th</sup> IQAC meeting was held on 30 October 2021 at 2:00 p.m. After going through the minutes of the fourth meeting it was approved by the IQAC members.

## Agenda 2: Action taken report on the decisions of the previous meeting 4<sup>th</sup> IQAC Meeting

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	It is decided to implement ERP software for academic and administrative reforms	ERP is implemented in the library.
2.	To follow the deadline of installation of CCTV facility for campus security.	Additional CCTV requirement is generated and work is in progress
3.	To renew the Membership of few NGO's.	Renew the Membership of .....
4.	To prepare the complete road map of NAAC preparations.	Criteria wise work Allotment has been done.
5.	It is decided to reduce the consumptions of electrical energy and adopt eco-friendly measures.	It is decided to conduct Energy Audit to reduce the consumptions of electrical energy Audit for eco-friendly measures.
6.	Leadership Lectures	Leadership Lectures has been conducted: 11 <sup>th</sup> December 2021, 08 <sup>th</sup> January and 01 <sup>st</sup> February 2022.







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7.	Valued Added Programmes	<p>As per the direction of the Chairperson the faculty designed and developed two programmes related to Judicial Process and Negotiable Instruments and started by 09<sup>th</sup> December 2021 in which students have participated very enthusiastically and benefitted with the knowledge related to N.I. and the Judicial Process of the Indian Judicial System.</p> <p>Two additional Programmes were also started by 3<sup>rd</sup> February 2022 on the topic Consumer Protection for Five Years and Legal History for Three Years respectively. After completing the value added programmes certificates has been provided to all the participants those who have completed the 30 hours program as per the schedule.</p>
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### **Agenda 3: To make regular follow up of E-Governance**

ERP is implemented in the department and automation of library and finance has been done.

IQAC Committee members supported the views of above members regarding the need of digitization required for integrating all academic and administrative activities.

### **Agenda 4: To take regular follow up of activity conducted under Legal Aid Cell and Cultural Cell**

Mr. Naveen Singh raised the point towards the research activities to be initiated under Academic Cell. It is decided to conduct various activities under Academic & Cultural Cell to enhance Multidisciplinary activities.

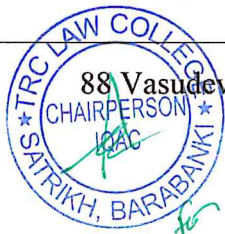
### **Agenda 5: To review the progress of NAAC work**

Criteria wise development and queries were presented by the principal. The queries were entertained and answered by the members.

### **Agenda 6: To focus on Improving Teaching learning skills of the faculties**

Dr. Hemant raised the point about improving teaching learning enhancement activities. All the members are decided to conduct various Leadership Lectures to be conducted.

### **Agenda 8: To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy and to save environment and maintain the balance of Eco-**



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## System.

The various activities are decided to be plan to generate awareness among the staff about Eco-friendly measures. The review and audits on status of eco-friendly measure are taken in campus in order to reduce consumption of electrical energy, where Incandescent light bulbs and fluorescent tube-lights are to be replaced by cost effective, high efficient LEDs.

## **The conclusions of the meeting and proposed action plan**

1. It is decided to rigorously implement upgraded ERP software for academic and administrative reforms.
2. It is decided to conduct various Multidisciplinary activities.
3. NAAC work should be the priority of preparation team with all other work assigned.
4. It is decided to conduct various activities to generate awareness among the staff/students about Eco-friendly measures.
5. It was decided to conduct at least two workshops, a leadership lecture, Alumni Meet and celebration of International Women's Day and Earth Day.

Mr Ashwani Kumar Gupta, IQAC Coordinator proposed the date for the next meeting and unanimously decided in the last week of April 2022 i.e. 28.04.2022. The meeting ends with formal vote of thanks.





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Notification No: *TRCLC/IQAC Meeting/2022*

Date: 28.04.2022

## THE SIXTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2021-22)

Date: 28.04.2022, Time: 2:00 P.M., Venue: Principal's Office

### AGENDA

#### Agenda

1. Review of minutes of 5<sup>th</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To take review of existing ERP system
4. To conduct the Moot Court Competition & Annual Event.
5. To focus on Improving Teaching learning skills of the faculties and students.
6. To enhance the Research culture activities to be carried out.
7. Discussion on more value added program for knowledge enhancement.
8. Any other points come out during the discussion.







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## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Sixth Meeting

#### Meeting 6 – 28.04.2022

The 6<sup>th</sup> IQAC meeting for Academic Session 2021-22 was held on 28.04.2022. The following members attended the meeting.

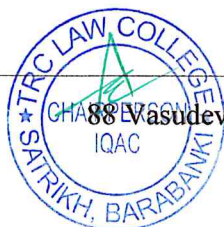
Sr. No.	Designation & Affiliation	Name of Person
<b>Chairperson:</b>		
01	Principal	Dr. Ashwani Kumar Gupta
<b>Members from the Management:</b>		
02	Secretary	Dr Sujeet Chaturvedi
<b>Nominee from Local Societies:</b>		
03	Social Activist	Mr Santosh Singh
<b>Teacher Faculties:</b>		
04	Assistant Professor	Dr Hemant Kumar Yadav
05	Assistant Professor	Mr Naveen Singh
06	Assistant Professor	Mrs. Deepmala Srivastava
07	Assistant Professor	Dr. Manoj Kumar Tiwari
<b>Administrative Officers:</b>		
08	Member	Mr. Vinay Verma
<b>Nominee from Industry:</b>		
09	Member, Industrialist	Mr. Charanjeet Gaba
10	Member, Industrialist	Mr. Anoj Verma
<b>Nominee from Alumni, Student and Parents:</b>		
11	Member, President of Alumni Association	Mr. Shubham Chaturvedi
12	Member, Student Representative	Mr Raj Srivastava
13	Member, Parent Representative	Mr. Rakesh Mishra
14	Member, Parent Representative	Mr. Rajesh Jaiswal
<b>Coordinator/Director of IQAC:</b>		
14	IQAC Coordinator	Mr Veer Vikram Singh

The Chairperson Dr. Ashwani Kumar Gupta, welcomed the members for the sixth meeting followed by review presentation made by Mr Veer Vikram Singh, Coordinator of IQAC.

The following points were discussed in the meeting:

#### Agenda 1: Review of minutes of 5<sup>th</sup> IQAC Meeting

The 5<sup>th</sup> IQAC meeting was held on 23<sup>th</sup> February 2022 at 2:00 p.m. The minutes of meeting were read out by Dr. Ashwani Kumar Gupta and discussed by all IQAC members. These minutes of meeting were approved by the IQAC members.



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## Agenda 2: Action taken report on the decisions of the previous meeting 5<sup>th</sup> IQAC Meeting

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	To make regular follow up of E-Governance in administration for Administrative reforms	ERP is implemented in Library and in Finance Section. A review of performance of ERP system is required to be taken at regular intervals.
2.	To present the report of NAAC Preparation	Faculty members have presented the development reports regarding NAAC preparation work on all the criteria.
3.	To discuss the Report cum feedback of Academic Administrative Audit	The points of Academic Audit were discussed with Academic Coordinators in the Meeting for further improvements.
4.	To focus on Improving Teaching learning skills of the faculties and Students	All faculties are using various ICT Tools for teaching learning process. Faculties are encourage to attend various STTP/Workshops/Conferences for improvements of Teaching Learning Skills.
5.	To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical Energy.	The eco-friendly measures such green audit and replacement by LED tube lights is already implemented. Further stress is given on optimizing the use of electricity.







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## **Agenda 3: To take review of existing ERP system**

After taking rigorous review of existing ERP Module, the Academic Coordinators expressed need to go for Institute level designed ERP Module as all institute requirements are not met with existing ERP. So, it is proposed self- designed ERP Module for integrating all academic and administrative activities. IQAC Committee members supported for the same.

## **Agenda 4: To conduct the Moot Court Competition & Annual Event.**

It has been decided unanimously after the discussion that this year we will organize Inter-University Moot Court Competition and annual event of the college in the name "VIDHAN" and the concerned authorities were directed to start preparation and submit the plan of action to the Principal as soon as possible.

## **Agenda 5: To focus on Improving Teaching learning skills of the faculties**

The Coordinator of IQAC, Mr Veer Vikram Singh, raised the point about strengthening the activities related to teaching learning enhancement. All the members agreed to conduct various Faculty and Staff Development Programs.

## **Agenda 6: To enhance the Research culture activities to be carried out.**

All members are decided to plan workshops on the topic of One District One Product. It is decided that every faculty will try to submit research paper and get it published in UGC Care List Magazines or Journals on regular basis subjected to acceptance by authorities.

## **Agenda 7: Discussion on more value added program for knowledge enhancement.**

After getting the overwhelming responses from previous value added programs it has been unanimously decided that the programmes previously conducted successfully must repeat and enroll other students of both the programmes so that the rest of the interested students can take benefit.

## **Agenda 8: Any other points come out during the discussion.**

It was decided that two programmes namely Legal Aid Camp and Tree plantation including Swachh Bharat Abhiyan Programme (Cleanliness Programme) at the adopted village Gallhamau. The programme of Legal Aid Camp is subjected to the acceptance of proposal by the DLSA, Barabanki. The Proposal of programme the tree plantation and SWACHH BHARAT ABHIYAN will be organized in collaboration with an NGO Green Gang Army.

## **The conclusions of the meeting and proposed action plan**

1. It is emphasized to develop the institute level ERP software for Library and academic.
2. To organize Inter-University Moot Court Competition.
3. To organize the Annual Event "Vidhan".







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4. To arrange the STTP/ Workshops/Conference/FDP for Improving teaching learning skill.
5. To start the value added programs in two phases i.e. from 04<sup>th</sup> May and 26<sup>th</sup> May in which the programs under title will be started. The Programs will be as follows:
  - a) Judicial Process
  - b) Application of ADR methods in different field and areas
  - c) consumer rights
  - d) Negotiable Instruments



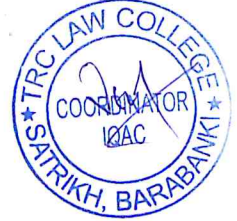


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6. It is decided to apply for various funding agencies for Moot Court Competition.

Mr. Veer Vikram Singh, IQAC Coordinator proposed the date for the next meeting and unanimously decided in the last week of July, i.e. 30<sup>th</sup> July 2022. The meeting ended with formal vote of thanks by IQAC Coordinator Mr. Veer Vikram Singh.







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Notification No:

Date: 30.07.2022

## **THE SEVENTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

(A. Y. 2022-23)

**Date: 30.07.2022 , Time: 11:00 A.M., Venue: Principal's Office**

### **AGENDA**

#### **Agenda**

1. Review of minutes of 6<sup>th</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To discuss the overall analysis of NAAC preparation, finding weak areas to workout.
4. To enhance the research potential of the teachers and motivate them.
5. To register the Alumni Association.
6. Any other Issues with the special permission of the chair.





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## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Seventh Meeting

(A.Y. 2022-23)

#### Meeting 7 – 30.07.2022

The 7<sup>th</sup> IQAC meeting for Academic Session 2022-23 was held on 30.07.2022. The following members attended the meeting.

Sr. No.	Designation & Affiliation	Name of Person
<b>Chairperson:</b>		
01	Principal	Dr. Ashwani Kumar Gupta
<b>Members from the Management:</b>		
02	Secretary	Dr. Sujeet Chaturvedi
<b>Nominee from Local Societies:</b>		
03	Social Activist	Mr Santosh Singh
<b>Teacher Faculties:</b>		
04	Member, Assistant professor	Mrs Deepmala Srivastava
05	Member, Assistant professor	Mr Naveen Singh
06	Member, Assistant professor	Dr Hemant Yadav
07	Member, Assistant professor	Dr. Anurakti Chaturvedi
<b>Administrative Officers:</b>		
08	Member, Administrative Officer	Mr. Shiv Gopal Pandey
<b>Nominee from Industry:</b>		
09	Member, Industrialist	Mr Charanjeet Gaba
10	Member, Industrialist	Mr. Anoj Verma
<b>Nominee from Alumni, Student and Parents:</b>		
11	Member, Student Representative	Mr. Raj Srivastava
12	Member Alumni Representative	Mr. Jitendra Pratap Singh
13	Member, Parent Representative	Mr. Rameshwar Prasad
<b>Coordinator/Director of IQAC:</b>		
14	IQAC Coordinator	Mr Veer Vikram Singh

The Chairperson Dr. Ashwani Kumar Gupta welcomed the members for the seventh meeting followed by review presentation made by Mr Veer Vikram Singh, Coordinator of IQAC.



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The following points were discussed in the meeting:

## **Agenda 1: Review of minutes of 6<sup>th</sup> IQAC Meeting**

**Resolution 1:** The 6<sup>th</sup> IQAC meeting was held on 28.04.2022 at 11:00 a.m. The minutes of meeting were readout with a formal discussion with all IQAC members. These minutes of meeting of were approved by the IQAC members.

## **Agenda 2: Action taken report on the decisions of the previous meeting 6<sup>th</sup> IQAC Meeting**

### **Resolution 2:**

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	To present briefly the NAAC Preparation report along with suggestions and recommendations	A rigorous discussion is made on suggestions and recommendations given by team members for over all development of Institution.
2.	Improving the use of ICT in teaching, evaluation and administrative process.	It was decided to ask quotation from different vendors for buying software for improving ICT use .
3.	Encouraging research potential of the teachers.	Faculties are suggested to start research work and research writing and to encourage all the students.
4.	To Organize Annual Event and Moot Court Competition	Events were Successfully conducted and the efforts made by the Faculties were appreciated by the IQAC Members.





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6.	To organize Legal Aid Camp, Swachh Bharat Abhiyan and Tree Plantation	All activities conducted successfully for considering Social Responsibility of the Institution. The Moot Court Competition was appreciated by IQAC Members.
7.	Value Added Programs	Four Programs with different titles successfully conducted and the students completed their programs with required attendance provided with certificates. In all the programs the students of the both the programmes actively participated.

Above action taken report is noted by all the IQAC Members.

**Agenda 3: To discuss the overall analysis of NAAC work, finding weak areas to workout**

**Resolution:** A brief report is analyzed and areas of improvement for departments are discussed. The observations and suggestions for departmental improvement are taken by all criterion heads.

**Agenda 4 : To enhance the research potential of the teachers and motivate them to get major and minor research projects from government and other funding agencies.**

**Resolution:** Various activities such as arranging workshops on IPR, writing research Proposals are planned. It is also decided to focus on various funding agencies for Major Research Grants. Final year students will be promoted for writing the research papers and publish in reputed journals.

**Agenda 5: To register the Alumni Association.**

The Chairman of the IQAC directed for registration and Constitution of Alumni Association.

**Agenda 6: Any other Issues with the special permission of the chair.**

**Resolution:** As a quality initiatives it is proposed to develop a "Faculty Appraisal Form" which gives platform for all faculties to showcase their activities carried out during Academic Year. Faculties also get their weak area where they can work out for their own development.

Mr Veer Vikram Singh, IQAC Coordinator proposed the date for the next meeting and unanimously decided in the second week of October 2022, i.e. 29.10.2022. It is amended that student representative and alumni representative should be changed in next session. The meeting ended with formal vote of thanks by IQAC Coordinator.

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Notification No:

Date: 29.10.2022

**THE 8<sup>TH</sup> MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**(A. Y. 2022-23)**

**Date: 29.10.2022, Time: 1:00 P.M. to 3:00 PM, Venue: PRINCIPAL'S OFFICE**

**AGENDA**

**Agenda**

1. Review of minutes of 7<sup>th</sup> IQAC Meeting and subsequent action taken.
2. Orientation Programme, Constitution Day Celebration, Career Counseling and Internship.
3. Resources and Infrastructure requirement for improvement of teaching-learning.
4. Status of Research Papers, Future Plan.
5. Review of feedback form all stakeholders - student, parent, and alumni etc.
6. Difficulties in preparation of NAAC.
7. Discussion on the Value Added Courses.
8. Any other point with permission from the chair.





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## Internal Quality Assurance Cell (IQAC) Minutes of IQAC 8<sup>th</sup> Meeting

### Meeting 8 – 29.10.2022

The 8<sup>th</sup> IQAC meeting for Academic Session 2022-23 was held on 29<sup>th</sup> October 2022. The following members attended the meeting.

Sr. No.	Designation & Affiliation	Name of Person
<b>Chairperson:</b>		
01	Principal	Dr. Ashwani Kumar Gupta
<b>Members from the Management:</b>		
02	Secretary	Dr. Sujeet Chaturvedi
<b>Members from the Society</b>		
03	Member from Society	Mr. S.H.Abd
<b>Nominee from Local Societies:</b>		
04	Social Activist	Mr Santosh Singh
<b>Teacher Faculties:</b>		
05	Member, Assistant professor	Mrs Deepmala Srivastava
06	Member, Assistant professor	Mr Naveen Singh
07	Member, Assistant professor	Dr Hemant Yadav
08	Member, Assistant professor	Dr. Anurakti Chaturvedi
<b>Administrative Officers:</b>		
09	Member, Administrative Officer	Mr. Shiv Gopal Pandey
<b>Nominee from Industry:</b>		
10	Member, Industrialist	Mr Charanjeet Gaba
11	Member, Industrialist	Mr. Anoj Verma
<b>Nominee from Alumni, Student and Parents:</b>		
12	Member, Student Representative	Mr. Raj Srivastava
13	Member Alumni Representative	Mr. Jitendra Pratap Singh
14	Member, Parent Representative	Mr. Rameshwar Prasad
15	Member, Parent Representative	Mr. Sunil Kumar Shukla
16	Member, Parent Representative	Mr. Rakesh Kumar Mishra
17	Member, Parent Representative	Mr. Rajesh Kumar Jaiswal
<b>Coordinator/Director of IQAC:</b>		
18	IQAC Coordinator	Mr Veer Vikram Singh







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Notification No:

Date: 30.01.2023

**THE NINTH MEETING OF THE INTERNAL OUALITY ASSURANCE CELL (IQAC)**  
**(A. Y. 2022-23)**

**Date: 30.01.2023, Time: 1:00 P.M. to 3:00 PM, Venue: IQAC Room**

## **AGENDA**

### **Agenda**

1. Review of minutes of 8<sup>th</sup> IQAC Meeting and subsequent action taken.
2. Review of Academic Result and Action plan for improvement.
3. Resources and Infrastructure requirement for Academic support.
4. To discuss the action plan of National Moot Court.
5. Any other point with permission from the chair.





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		a) Fundamental of Computers b) Negotiable Instruments c) Communication Skill Development d) Personality Development
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Above action taken report is noted by all the IQAC Members.

## **Agenda 2: Review of Academic Result and Action plan for improvement.**

**Resolution:** A review of results of Exams were taken. The result has increased marginally. It is discussed that the institute has to adapt online teaching-learning methodologies in view of possible lockdown in future. In the previous semester, various initiatives were taken such as sharing of conduction of classes in online mode, sharing of recorded video lectures, additional teaching materials, etc. It is decided that all faculty members would design the PPTs.

## **Agenda 3: Resources and Infrastructure requirement**

**Resolution:** IQAC members were informed that the Management has approved various infrastructure improvements and addition in learning resources to improve the teaching learning process.

## **Agenda 4: To discuss the action plan of National Moot Court.**

**Resolution:** The IQAC and Moot Court Committee has decided after discussion that in this session 2<sup>nd</sup> TRC National Moot Court Competition will be organized in the month of April, 2023 and for such the Convener and Co-Convener has been appointed in the meeting itself.

## **The Conclusion and the Proposed Plan:**

1. To conduct the 2<sup>nd</sup> T.R.C. National Moot Court Competition in the Month of April, 2023.

Mr Veer Vikram Singh, IQAC Coordinator, proposed the vote of thanks to all IQAC members. The next IQAC meeting is unanimously proposed in the month of April 2023.

