



**INNOVATIVE INSTITUTE OF LAW**

Approved by Bar Council of India (BCI), Delhi & Affiliated To CCS University, Meerut, U. P.

## **Self Study Report**

**NAAC 1<sup>st</sup> Cycle**

# **Departmental Faculty Minutes of Meeting with Action Taken Report for Academic Session 2023-24**

## NOTICE

### REGARDING UPCOMING FACULTY MEETING

Dear Esteemed Faculty Members,

I hope this message finds you well. This is to officially notify you about the upcoming faculty meeting, which has been scheduled as follows:

**Date:** 07.08.2023

**Time:** 03:00 P M

**Venue** – Principal Office

#### **Meeting Agenda:**

- Regarding Implementation of Co curricular and Academic-
- Regarding Uniform and I'D Card
- Work Assigned/Responsibility of Class Coordinators
- Overview of Existing Optional Subjects
- Overview regarding percentage of course that includes experimental learning
- Finalized four committees and their coordinators etc.

Faculty members are invited to raise any other matters of concern.

Faculty members may voice any more concerns. We respectfully request that all of our faculty members attend, since your feedback is crucial to the development of our department. Kindly let Principal Sir know if you have any specific requests to add to the agenda.

**Note:** Attendance at this meeting is mandatory, and important decisions regarding departmental policies, academic schedules, and student affairs will be made. Your insights and input are crucial to ensuring we maintain our standards of excellence.

For those unable to attend due to exceptional circumstances, kindly inform to Principal Sir ahead of time to make alternative arrangements.

We look forward to your active participation.

Thank you for your attention and cooperation.

Principal

PRINCIPAL

Innovative Institute of Law  
Plot No -6, Knowledge Park-2

Greater Noida-201300

PRINCIPAL  
Plot No Knowledge Park-2

Greater Noida-201300

## FACULTY MINUTES OF MEETING

**Date: 10.08.2023**

**Time: 03:00 P M**

### Attendees (FACULTY)

Dr. M. Pandey  
Dr. Rajesh Gupta  
Dr. Neelam Pandey  
Ms. Asha Rani  
Dr. Gaurav Solanki  
Dr. Kurup  
Ms. Usha Gupta  
Dr. Hemlata  
Ms. Shipra Mishra  
Dr. Shailesh Kumar Mishra  
Mr. Ronak Tiwari  
Mr. Aditya  
Ms. Lipi  
Ms. Geetanjali  
Ms. Reena Pandey  
Dr. Sangeeta  
Ms. Sakshi Mishra  
Mr. Vijesh Kumar  
Ms. Manish Rakesh  
Mr. N.D. Sharma  
Dr. Raghvendra Kumar Yadav  
Dr. Krishan M. Gupta

### **Points discussed in Meeting- by Dr. M Pandey**

- 1. Regarding Implementation of Co curricular and Academic-** - Informed to all faculty members to implement the co-curricular and academic calendar.
- 2. Regarding Distribution of Uniform and I'D Card-** All faculty members informed the students to receive their uniform and I'D Card from the reception.

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Greater Noida-201308

**3. Work Assigned/Responsibility of Class Coordinators** - This shall be duty of coordinators to call and maintain attendance & inform them about other activities and also mark proper attendance of concerned class.

**4. ERP-** Assignments and study material must be uploaded to ERP and provide to students timely.

**5. List provide for Participants in Activity** - Identify the students for different activities from each class.

**6. Regarding Uniformity** - There should be uniformity in sending messages of class taken i.e. Photo of class, subject name and topic covered and number of students present in class.

**7. Overview of Existing Optional Subjects:** It was discussed that course offered optional subjects to provide more flexibility and to cater to diverse academic interest. (List of subjects attached)


**8. Overview regarding percentage of course that includes experimental learning:** It was discussed to follow the all course that include experimental learning through projects moot court, court visit, arbitration/mediation/client counseling /Para legal volunteering/legal aid training/advocate chamber judicial clerkships/NGO and internship etc.

**9. Finalized four committees and their coordinators:** Discussed on the Moot Court Committee, Sports Committee, Legal Aid Committee and Cultural Committee with their respective coordinators

**Closing Remarks:** The meeting came to an end with a reminder of the faculty's shared duty to provide a secure and supportive environment for each and every student. Reiterating a commitment to upholding a campus free from extortion, students were recognized for cooperating with one another.

**Next Meeting: To be announced as needed.**

Thank you for your commitment to ensuring a safe and respectful environment.

  
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Greater Noida-201308

## Action Taken Report from Faculty Meeting

### 1. Attendance Register of Session 2023-24

- **Action Taken:**
  - Faculty members contacted to students with short attendance to remind them of attendance requirements.
  - Attendance records were updated regularly to monitor student participation.

### 2. Uniform and ID Card

- **Action Taken:**
  - Regular reminders were issued to faculty members about wearing proper uniforms and ID cards.
  - Periodic checks were conducted to ensure compliance.
  - Non-compliant faculty members were given formal reminders to adhere to the dress code.

### 3. Responsibilities of Class Coordinators

- **Action Taken:**
  - Class Coordinators received clear instructions on maintaining accurate attendance records and informing students about activities.
  - Coordinators conducted regular checks and contacted students with low attendance.
  - Attendance records were kept up-to-date and reported to the administration.

### 4. ERP System Usage

- **Action Taken:**
  - Training sessions were conducted to familiarize faculty with uploading assignments and study materials to the ERP.
  - Compliance was monitored, and reminders were sent to ensure timely uploads.
  - Students were notified about the availability of study materials on the ERP.

### 5. Participation in Activities

- **Action Taken:**
  - Faculty members identified and listed students for various activities from each class.
  - Encouraged students to participate and provided necessary support and guidance.
  - Lists of participants were submitted to the activity coordinators.

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## 6. Implementation of Academic Calendar

- **Action Taken:**

- Detailed plans for celebration days and academic events were developed.
- Responsibilities were assigned to ensure smooth execution of events.
- Events were conducted as per the academic calendar, and feedback was collected for future improvements.

## 7. Uniformity in Messaging

- **Action Taken:**

- A standard template for class messages was created and distributed to all faculty members.
- Messages included the class photo, subject name, topic covered, and number of students present.
- Periodic reviews ensured that messages were consistent and comprehensive.

## 8. Overview of Existing Optional Subjects

- **Action Taken:**

- A notice was pasted on notice board and students were notified about choice of optional subjects.

## 9. Overview regarding percentage of course that includes experimental learning:

- Faculty members have been followed the subjects regarding experimental subjects.

## 10. Regarding Implementation of Co curricular and Academic Calendar

**Action Taken:**

- Faculty members have followed the Co curricular and Academic Calendar..

These actions were taken to ensure smooth functioning and adherence to the guidelines discussed in the faculty meeting. Regular follow-ups and reviews were conducted to maintain compliance and address any issues promptly.

Principal

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## **Self Study Report**

**NAAC 1<sup>st</sup> Cycle**

# **Departmental Faculty Minutes of Meeting with Action Taken Report for Academic Session 2022-23**

## NOTICE

### REGARDING UPCOMING FACULTY MEETING

Dear Esteemed Faculty Members,

I hope this message finds you well. This is to officially notify you about the upcoming faculty meeting, which has been scheduled as follows:

**Date:** 17.08.2022

**Time:** 03:00 P M

**Venue** – Principal Office

**Meeting Agenda:**

- Attendance Register
- Regarding Uniform and I'D Card
- Work Assigned/Responsibility of Class Coordinators
- ERP-
- Overview of Existing Optional Subjects
- Overview regarding percentage of course that includes experimental learning
- Finalized four committees and their coordinators etc.

Faculty members are invited to raise any other matters of concern.

Any other concerns might be brought up by faculty members. Since your input is essential to our department's success, we kindly ask all of our faculty members to attend. Please provide Principal Sir with any particular requests you may have for the agenda to be added.

**Note:** Attendance at this meeting is mandatory, and important decisions regarding departmental policies, academic schedules, and student affairs will be made. Your insights and input are crucial to ensuring we maintain our standards of excellence.

For those unable to attend due to exceptional circumstances, kindly inform to Principal Sir ahead of time to make alternative arrangements.

We look forward to your active participation.

Thank you for your attention and cooperation.

Principal

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Greater Noida-201306



## MINUTES OF MEETING

**Date:** 20.08.2022

**Time:** 03:00 P M

### Attendees (FACULTY)

Dr. M. Pandey

Dr. Rajesh Gupta

Dr. Neelam Pandey

Ms. Asha Rani

Dr. Gaurav Solanki

Dr. Kurup

Dr. Hemlata

Ms. Shipra Mishra

Dr. Shailesh Kumar Mishra

Mr. Ronak Tiwari

Ms. Geetanjali

Ms. Reena Pandey

Dr. Amarjeet Singh Parihar

Dr. Sangeeta

Ms. Sakshi Mishra

Mr. Vijesh Kumar

Mr. Manish Rakesh

Mr. N.D. Sharma

### **Points discussed in Meeting- by Dr. M Pandey**

- 1. Attendance Register of Session 2022-23** – All faculty members have been instructed that if the students are not coming to join the classes, call them and inform them regarding short attendance,
- 2. Regarding Uniform and I'D Card-** Informed to all faculty members that they must come in proper uniform, I'D card and must have decent look.
- 3. Work Assigned/Responsibility of Class Coordinators** - This shall be duty of coordinators to call and maintain attendance & inform them about other activities and also mark proper attendance of concerned class.
- 4. ERP-** Assignments and study material must be uploaded to ERP and provide to students timely.

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**5. List provide for Participants in Activity** - Identify the students for different activities from each class.

**6.** Regarding Implementation of Academic Calendar proper planning for specific celebration days.

**7.** There should be uniformity in sending messages of class taken i.e. Photo of class, subject name and topic covered and number of students present in class.

**8. Uniform and ID Card Rules:** Faculty members have been reminded of the importance of adhering to the dress code guidelines. Regular checks will be conducted to ensure compliance, and any violations will be addressed according to the institution's policies.

**9. Overview of Existing Optional Subjects:** It was discussed that course offered optional subjects to provide more flexibility and to cater to diverse academic interest. (List of subjects attached)

**10. Overview regarding percentage of course that includes experimental learning:** It was discussed to follow the all course that include experimental learning through projects moot court, court visit, arbitration/mediation/client counseling /Para legal volunteering/legal aid training/advocate chamber judicial clerkships/NGO and internship etc.

**11. Finalized four committees and their coordinators:** Discussed on the Moot Court Committee , Sports Committee, Legal Aid Committee and Cultural Committee with their respective coordinators

**Closing Remarks:** The meeting came to an end with a reminder of the faculty's shared duty to provide a secure and supportive environment for each and every student. Reiterating a commitment to upholding a campus free from extortion, students were recognized for cooperating with one another.

**Next Meeting: To be announced as needed.**

Thank you for your commitment to ensuring a safe and respectful environment.

  
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Greater Noida-201308

## Action Taken Report from Faculty Meeting

### 1. Attendance Register of Session 2022-23

- **Action Taken:**
  - Faculty members contacted students with short attendance to remind them of attendance requirements.
  - Attendance records were updated regularly to monitor student participation.

### 2. Uniform and ID Card

- **Action Taken:**
  - Regular reminders were issued to faculty members about wearing proper uniforms and ID cards.
  - Periodic checks were conducted to ensure compliance.
  - Non-compliant faculty members were given formal reminders to adhere to the dress code.

### 3. Responsibilities of Class Coordinators

- **Action Taken:**
  - Class Coordinators received clear instructions on maintaining accurate attendance records and informing students about activities.
  - Coordinators conducted regular checks and contacted students with low attendance.
  - Attendance records were kept up-to-date and reported to the administration.

### 4. ERP System Usage

- **Action Taken:**
  - Training sessions were conducted to familiarize faculty with uploading assignments and study materials to the ERP.
  - Compliance was monitored, and reminders were sent to ensure timely uploads.
  - Students were notified about the availability of study materials on the ERP.

### 5. Participation in Activities

- **Action Taken:**
  - Faculty members identified and listed students for various activities from each class.
  - Encouraged students to participate and provided necessary support and guidance.
  - Lists of participants were submitted to the activity coordinators.

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## 6. Implementation of Academic Calendar

- **Action Taken:**

- Detailed plans for celebration days and academic events were developed.
- Responsibilities were assigned to ensure smooth execution of events.
- Events were conducted as per the academic calendar, and feedback was collected for future improvements.

## 7. Uniformity in Messaging

- **Action Taken:**

- A standard template for class messages was created and distributed to all faculty members.
- Messages included the class photo, subject name, topic covered, and number of students present.
- Periodic reviews ensured that messages were consistent and comprehensive.

These actions were taken to ensure smooth functioning and adherence to the guidelines discussed in the faculty meeting. Regular follow-ups and reviews were conducted to maintain compliance and address any issues promptly.

**Principal**

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## **Self Study Report**

**NAAC 1<sup>st</sup> Cycle**

# **Departmental Faculty Minutes of Meeting with Action Taken Report for Academic Session 2021-22**

## NOTICE

### REGARDING UPCOMING FACULTY MEETING

Dear Esteemed Faculty Members,

I hope this message finds you well. This is to officially notify you about the upcoming faculty meeting, which has been scheduled as follows:

**Date: 18.08.2021**

**Time: 03:00 P M**

**Venue – Principal Office**

**Meeting Agenda:**

- Punctuality Monitoring
- Class Coordinator Roles
- Syllabus Schedule:
- Uniform and I'D Card
- Overview of Existing Optional Subjects
- Class Coordinator Roles
- Overview regarding percentage of course that includes experimental learning
- Finalized four committees and their coordinators etc.

Faculty members are invited to raise any other matters of concern.

All faculty members are highly encouraged to attend the meeting as it is mandatory as your support is essential to our department's success.

Please submit any specific issues you would want to see included to the agenda to Principal Sir.

**Note:** Attendance at this meeting is mandatory, and important decisions regarding departmental policies, academic schedules, and student affairs will be made. Your insights and input are crucial to ensuring we maintain our standards of excellence.

For those unable to attend due to exceptional circumstances, kindly inform to Principal Sir ahead of time to make alternative arrangements.

We look forward to your active participation.

Thank you for your attention and cooperation.

Principal



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## FACULTY MINUTES OF MEETING

Date: 21.08.2021

Time: 03:00 P M

### Attendees (FACULTY)

Dr. M. Pandey

Dr. Rajesh Gupta

Dr. Neelam Pandey

Ms. Asha Rani

Dr. Gaurav Solanki

Dr. Kurup

Dr. Hemlata

Ms. Shipra Mishra

Dr. Shailesh Kumar Mishra

Mr. Ronak Tiwari

Ms. Geetanjali

Ms. Reena Pandey

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*Neelam*

*Ak*

*Gaurav*

*Kurup*

*Hemlata*

*Shipra*

*Shailesh*

*Ronak*

*Geetanjali*

*Reena*

### **Points discussed in Meeting- by Dr. M Pandey**

**Punctuality Monitoring:** Faculty members have been instructed to actively monitor student attendance, focusing particularly on students with irregular attendance patterns. They are required to contact these students and address any attendance issues promptly.

**Uniform and ID Card Rules:** Faculty members have been reminded of the importance of adhering to the dress code guidelines. Regular checks will be conducted to ensure compliance, and any violations will be addressed according to the institution's policies.

**Overview of Existing Optional Subjects:** It was discussed that course offered optional subjects to provide more flexibility and to cater to diverse academic interest. (List of subjects attached)

**Overview regarding percentage of course that includes experimental learning:** It was discussed to follow the all course that include experimental learning through projects moot court, court visit, arbitration/mediation/client counseling /Para legal volunteering/legal aid training/advocate chamber judicial clerkships/NGO and internship etc.

**Class Coordinator Roles:** Class coordinators have been briefed on their responsibilities, including tracking attendance, informing students about upcoming activities, and ensuring accurate attendance records. Regular meetings will be held to review their performance in these areas.

**Class Coordinator Roles** Faculty members have been trained on the effective use of the ERP system. They are now required to upload assignments and study materials promptly to ensure students have access to necessary resources on time.

**Syllabus Schedule:** Faculty members have been instructed to start the syllabus on time.. Progress will be monitored, and any delays will be addressed to ensure timely completion of the syllabus.

**Closing Remarks:** The meeting came to an end with a reminder of the faculty's shared duty to provide a secure and supportive environment for each and every student. Reiterating a commitment to upholding a campus free from extortion, students were recognized for cooperating with one another.

**Next Meeting: To be announced as needed.**

Thank you for your commitment to ensuring a safe and respectful environment.

**Here are some actions taken for each key point with reference of above meeting:**

- **Regarding Punctuality:** Faculty members have to keep a close eye on pupils' attendance, especially those who exhibit unusual patterns. In the event that there are any attendance concerns, they must get in touch with these students right away.
- **Guidelines for ID cards and uniforms:** Faculty members have received reminders about the significance of following the dress code. The institution's policies will govern how any infractions are handled, and routine inspections will be made to verify compliance.
- **Class Coordinator Duties:** Attendance monitors, teachers' alerts of forthcoming events, and proper documentation of attendance are among the duties that class coordinators have been instructed on. To discuss how they performed in these areas, regular meetings will be held.
- **Overview of Existing Optional Subjects:** A notice was pasted on notice board and students were notified about choice of optional subjects.
- **Overview regarding percentage of course that includes experimental learning:** Faculty members have been followed the subjects regarding experimental subjects
- Monitor faculty members' compliance with uploading assignments and study materials promptly.
- Regularly track progress on syllabus delivery.
- **Closing Remarks:**
  - Continue to emphasize the importance of creating a secure and supportive environment for students.
  - Encourage ongoing cooperation among students and faculty.
  - Take appropriate measures to prevent extortion on campus.
- **Next Meeting:**
  - Schedule the next meeting when necessary to address any emerging issues or updates related to ERP implementation, syllabus delivery, or campus safety.

**Principal**

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Overall, the action taken involves monitoring, support, and reinforcement of the discussed initiatives to ensure their effective implementation and adherence by faculty and students.



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## **Self Study Report**

**NAAC 1<sup>st</sup> Cycle**

# **Departmental Faculty Minutes of Meeting with Action Taken Report for Academic Session 2019-20**

## NOTICE

### REGARDING UPCOMING FACULTY MEETING

Dear Esteemed Faculty Members,

I hope this message finds you well. This is to officially notify you about the upcoming faculty meeting, which has been scheduled as follows:

**Date:** 15.07.2019

**Time:** 03:00 P M

**Venue** – Principal Office

**Meeting Agenda:**

- Attendance Register
- Regarding Uniform and I'D Card
- Work Assigned/Responsibility of Class Coordinators
- ERP-
- Overview of Existing Optional Subjects
- Overview regarding percentage of course that includes experimental learning
- Finalized four committees and their coordinators etc.

Faculty members are invited to raise any other matters of concern.

We strongly encourage all faculty members to attend, as your contributions are vital to the success of our department. Should you have any specific items that you would like added to the agenda, please submit them to Principal Sir.

**Note:** Attendance at this meeting is mandatory, and important decisions regarding departmental policies, academic schedules, and student affairs will be made. Your insights and input are crucial to ensuring we maintain our standards of excellence.

For those unable to attend due to exceptional circumstances, kindly inform to Principal Sir ahead of time to make alternative arrangements.

We look forward to your active participation.

Thank you for your attention and cooperation.

Principal

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Greater Noida-201308

# FACULTY MINUTES OF MEETING

**Date: 19.07.2019**

**Time: 03:00 P M**

## Attendees (FACULTY)

Dr. M. Pandey (Principal)

Dr. Rajesh Gupta

Dr. Neelam Pandey *Neelam*

Ms. Asha Rani *Asha*

Dr. Gaurav Solanki *Gaurav*

Dr. Kurup *Kurup*

Ms. Usha Gupta *Usha*

Dr. Hemlata *Hemlata*

Ms. Shipra Mishra *Shipra*

Dr. Shailesh Kumar Mishra *Shailesh*

Mr. Ronak Tiwari *Ronak*

Ms. Geetanjali *Geetanjali*

Ms. Reena Pandey *Reena*

Dr. Kiran Tiwari *Kiran*

Dr. Sangeeta *Sangeeta*

Ms. Sakshi Mishra *Sakshi*

## Points discussed in Meeting- by Dr. M Pandey

- 1. Attendance Register of Session 2019-20** – All faculty members have been instructed that if the students are not coming to join the classes, call them and inform them regarding short attendance,
- 2. Regarding Uniform and I'D Card-** Informed to all faculty members that they must come in proper uniform, I'D card and must have decent look.
- 3. Work Assigned/Responsibility of Class Coordinators** - This shall be duty of coordinators to call and maintain attendance & inform them about other activities and also mark proper attendance of concerned class.
- 4. ERP-** Assignments and study material must be uploaded to ERP and provide to students timely.
- 5. List provide for Participants in Activity** - Identify the students for different activities from each class.
- 6. Regarding Implementation of Academic Calendar** proper planning for specific celebration days.



7. There should be uniformity in sending messages of class taken i.e. Photo of class, subject name and topic covered and number of students present in class.

**8. Overview of Existing Optional Subjects:** It was discussed that course offered optional subjects to provide more flexibility and to cater to diverse academic interest. (List of subjects attached)


**9. Overview regarding percentage of course that includes experimental learning:** It was discussed to follow the all course that include experimental learning through projects moot court, court visit, arbitration/mediation/client counseling /Para legal volunteering/legal aid training/advocate chamber judicial clerkships/NGO and internship etc.

**10. Finalized four committees and their coordinators:** Discussed on the Moot Court Committee, Sports Committee, Legal Aid Committee and Cultural Committee with their respective coordinators

**Closing Remarks:** The meeting came to an end with a reminder of the faculty's shared duty to provide a secure and supportive environment for each and every student. Reiterating a commitment to upholding a campus free from extortion, students were recognized for cooperating with one another.

**Next Meeting: To be announced as needed.**

Thank you for your commitment to ensuring a safe and respectful environment.

  
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MARK-2  
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## **Action Taken Report from Faculty Meeting**

### **1. Attendance Register of Session 2019**

- **Action Taken:**
  - Faculty members contacted students with short attendance to remind them of attendance requirements.
  - Attendance records were updated regularly to monitor student participation.

### **2. Uniform and ID Card**

- **Action Taken:**
  - Regular reminders were issued to faculty members about wearing proper uniforms and ID cards.
  - Periodic checks were conducted to ensure compliance.
  - Non-compliant faculty members were given formal reminders to adhere to the dress code.

### **3. Responsibilities of Class Coordinators**

- **Action Taken:**
  - Class Coordinators received clear instructions on maintaining accurate attendance records and informing students about activities.
  - Coordinators conducted regular checks and contacted students with low attendance.
  - Attendance records were kept up-to-date and reported to the administration.

### **4. ERP System Usage**

- **Action Taken:**
  - Training sessions were conducted to familiarize faculty with uploading assignments and study materials to the ERP.
  - Compliance was monitored, and reminders were sent to ensure timely uploads.
  - Students were notified about the availability of study materials on the ERP.

### **5. Participation in Activities**

- **Action Taken:**
  - Faculty members identified and listed students for various activities from each class.
  - Encouraged students to participate and provided necessary support and guidance.
  - Lists of participants were submitted to the activity coordinators.

### **6. Implementation of Academic Calendar**

- **Action Taken:**
  - Detailed plans for celebration days and academic events were developed.
  - Responsibilities were assigned to ensure smooth execution of events.

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Law  
Park-2

- Events were conducted as per the academic calendar, and feedback was collected for future improvements.

### 7. Uniformity in Messaging

- **Action Taken:**

- A standard template for class messages was created and distributed to all faculty members.
- Messages included the class photo, subject name, topic covered, and number of students present.
- Periodic reviews ensured that messages were consistent and comprehensive.

### 8. Overview of Existing Optional Subjects

- **Action Taken:**

- A notice was pasted on notice board and students were notified about choice of optional subjects.

### 9. Overview regarding percentage of course that includes experimental learning:

- Faculty members have been followed the subjects regarding experimental subjects.

These actions were taken to ensure smooth functioning and adherence to the guidelines discussed in the faculty meeting. Regular follow-ups and reviews were conducted to maintain compliance and address any issues promptly.

**Principal**

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