



INNOVATIVE INSTITUTE OF LAW

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

Dated- 9th July, 2019

CIRCULAR

This is to inform all the members of IQAC cell that the meeting of IQAC for the academic year 2019-20 is scheduled on 10th of July, 2019 at 3: 00 pm in the Board Room. All are requested to attend the meeting

Agenda of the Meeting

- Conformation of minutes of meeting held on 19th of Dec., 2019.
- Details of faculty members newly joined or left the IQAC.
- Planning of new add-on/ value added courses.
- Load Chart Distribution of the faculty members.
- Planning of faculty development programmes.
- Review the ICT- Enabled facilities in class room and laboratory.

A. D. Ma
IQAC Co-ordinator
Innovative Institute of Law
Greater Noida

Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members

[Signature]
Principal
Innovative Institute of Law
Plot No -6 Knowledge Park-2
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[Signature]
Principal
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Plot No -6 Knowledge Park-2
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Minutes of IQAC Meeting

Meeting Title: IQAC Meeting

Date: 10/07/2019

Time: 3:00 pm

Venue: Director's Office

The meeting commenced at 3:00 pm. Dr. M. Pandey & Ms. Asha Rani presided the meeting. The following points were discussed:

S. No.	Agenda	Discussion
1	Conformation of minutes of meeting held on 19 th of Dec. 2018.	The minutes of the previous IQAC meeting held on 19.12.2018 were reviewed and confirmed without any objections.
2	Details of faculty members newly joined or left the IQAC.	No new member has joined the committee. Neither any member has left. All the members attending meeting were also present in last meeting held on 19.12.2018..
3	Planning of new add-on/ value added courses.	Development of writing skills is necessary for law students for their future growth. In order to inculcate such skills conduct of courses on creative writing and presentation skills is desirable. Modalities of such courses were discussed. In addition to it to impart skills in students to crack interviews, certificate course in Interview Vocabulary were also discussed in meeting.

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4	Load Chart Distribution of the faculty members.	Discussion on Faculty Load Chart was held in the meeting . It was decided that norms of BCI for teaching 30 hours in a week are to be maintained. Distribution teaching load must be made amongst teachers accordingly.
5	Planning of faculty development programmes.	Faculty Development Programmes are important tools for development of new faculties to introduce them with the systems of teaching as also to make them aware of the psychology of students. Sress is laid on quality and effectiveness of communication in these programmes.
6	Review the ICT- Enabled facilities in class room and moot court.	Presently in moot court area and in lecture hall projector system is in operation. With growing demand of technology driven teaching projector system are to be made operational in all class rooms.
7	Planning of online classes through Google meet and zoom	During the Covid period online classes on zoom were conducted by the Institute. Moreover, Institute provides online facility to studens for clearing their doubts during the period of pre-examination holidays as and when the same is required.


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Attendance

S. No.	Name	Designation	Signature
1.	Dr. M. Pandey	Principal	
2.	Ms. Asha Rani	IQAC Coordinator	
2.	Dr. K.R. Sharma	Management Nominee	
3.	Mr. Devashish Gaur	Management Nominee	
4.	Ms. Geetanjali	Teacher Representatives	
5	Ms. Shipra Mishra	Teacher Representatives	
6.	Dr. Neelam Pandey	Teacher Representatives	
7.	Mr. Anjani Jha	Non Teaching Representative	
8	Mr. Ramesh	Non Teaching Representative	
9.	Mr. K. Balwinder	Legal Representative	
10.	Mr. P. Pathak	Social Worker Representative	
11.	Dr. AmarJeet Singh Parihar	Educationist	
12.	Challa Satish Chandra (LL.B. III year)	Student Representative	
13.	Ms. Usha Sharma	Alumni Representative	
14.	Mr. Satendra	Local Society	
15.	Mr. H. Sahani	Employers Representatives	
16.	Ms. Vibha Thakur	Industrialists	
17.	Mr. Mukesh Sharma	Stakeholders Representatives	

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Action taken report of IQAC committee meeting held on 10/07/2019

	Agenda	Action Taken
1.	Conformation of minutes of meeting held on 19 th of Dec. 2018.	The minutes of the previous IQAC meeting held on 19.12.2018 were reviewed and confirmed without any objections.
2.	Details of faculty members newly joined or left the IQAC.	No new member has joined the committee. All the members attending meeting were also present in last meeting held on 19.12.2018..
3.	Planning of new add-on/ value added courses.	In order to impart skill of generating ideas for free writing with literary effects, course on creative writing and presentation skills was conducted in two modules of 20 hours each. Module 1 covered letter, essay and application writing. Module 2 covered comprehension, news writing and article writing. Certificate course in Interview Vocabulary was also conducted in September 2018 which covered understanding of pronunciation, articulation and vocabulary extension exercises.
4.	Load Chart Distribution of the faculty members.	Faculty Load Chart has been maintained in Institute to ensure that norms of BCI for teaching 30 hours are fulfilled. A teacher takes about 27 classes in one semester..
5.	Planning of faculty development programmes.	Faculty Development Programmes are important tools for development of new faculty to introduce them with the systems of teaching adopted by Institute as also to make them aware of the psychology of students. As such stress is being laid on quality and effectiveness of communication in these programmes. One such programme is scheduled in current session in the month of October.


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6.	Review the ICT- Enabled facilities in class rooms and moot court.	Infrastructure development is in process in Institute for installation of ICT System. Presently in moot court area and in lecture hall projector system is in operation. With growing demand of technology driven teaching and for quality enhancement, installation of ICT system are in process of being made operational in all class rooms.
7.	Planning of online classes through google meet and zoom	Institute has a well developed infrastructure for on line classes. During the Covid period online classes on zoom were conducted regularly by the Institute. Moreover, Institute provides online facility to students for clearing their doubts during the period when offline classes are not there as also during pre-examination holidays.


IQAC Coordinator

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Dated- 13, December, 2019

CIRCULAR

This is to inform all the members of IQAC cell that the 2nd meeting of IQAC for the academic year 2019-20 is scheduled on 14th of December, 2019 at 2.00 p.m. in the Director's room. All are requested to attend the meeting.

Agendas of the Meeting

- Conformation of minutes of meeting held on 10th of July, 2019
- Motivate the faculty members to publish research paper in national/international conference/ UGC Care/Scopus Journals.
- As decided in previous meeting status of add-on courses and value added courses will be checked by IQAC.
- Timely collection of feedback forms from all stakeholders.
- Field visit should be planned as per curriculum of each program
- If weak students need extra classes remedial classes should be planned in each program.
- Placement Officer should focus on giving more placement opportunities to the students.
- Final year result is to be discussed.


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1. Central Office (Management)
2. Principal
3. All Committee Members



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The agenda and outcome of the IQAC Committee meeting held on 14/12/2019. The meeting commenced at 02:00 pm with all the committee members. IQAC Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Conformation of the Minutes of the Previous Meeting.	The minutes of the previous IQAC meeting held on 10/07/2019 were reviewed and confirmed by the committee.
2	Motivate the faculty members to publish research paper in national/international conference/UGC Care/Scopus Journals.	A dedicated organizing committee has been formed comprising all faculty members and Principal in order to encourage a culture of research and publication. A comprehensive research policy has been devised by the Institute with provision of incentives and awards for publication of papers in various Journals depending upon their quality and market reputation.
3.	As decided in previous meeting status of add-on courses and value added courses will be checked by IQAC.	Extensive efforts were made to involve a wide spectrum of the institute's community, including students and faculty to involve them and take interest in add-on courses and value added courses. Awareness campaigns through posters, social media, and direct communication encouraged the active participation.
4.	Timely collection of feedback forms from all stakeholders.	Coordination was established with students and faculty members to ensure adherence to the schedule of collection of feedback forms. Students were given, at first instance, four days' time for submission of feedback forms. After four days faculty members followed up with students to ensure submission of rest of the forms within 3 days.

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5	Field visit should be planned as per curriculum of each program.	Field visits of the students are necessary supplement to class room learning in order to make them aware of practical aspects of legal education. To achieve this end visits to Police Station, Courts of Law and to Legal Aid Clinics are arranged for students from time to time.
6.	If weak students need extra classes remedial classes should be planned in each program.	Extra classes are being given by the Institute to weak students. In addition to it doubt clearing sessions are also conducted in the college where concerned subject teachers give them relevant inputs.
7.	Placement Officer should focus on giving more placement opportunities to the students.	Institute has collected data about various law firms, NGOs and advocates operating in NCR. For placement purpose presently M/S Universal Solicitors Pvt. Ltd., Delhi and P& P Law Firm, Delhi are helping and entertaining our students.


The meeting ended with a vote of thanks to the chair.

Conclusion: Innovatia achieved success as a vibrant musical event, showcasing the diverse talents within the Innovative Institute of Law community. While celebrating these accomplishments, the identified areas for improvement will guide future iterations, ensuring continued growth and enhancement of musical events at the institute.


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2.	Dr. K.R. Sharma	Management Nominee	
3.	Mr. Devashish Gaur	Management Nominee	
4.	Ms. Geetanjali	Teacher Representatives	
5	Ms. Shipra Mishra	Teacher Representatives	
6.	Dr. Neelam Pandey	Teacher Representatives	
7.	Mr. Anjani Jha	Non Teaching Representative	
8	Mr. Ramesh	Non Teaching Representative	
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11.	Dr. Amar Jeet Singh Parihar	Educationist	
12.	Challa Satish Chandra (LL.B. III year)	Student Representative	
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Action taken report of IQAC meeting held on 14/12/2019

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1	Conformation of the Minutes of the Previous Meeting.	The minutes of the previous IQAC meeting held on 10/07/2019 were reviewed and confirmed by the committee.
2	Motivate the faculty members to publish research paper in national/international conference/ UGC Care/Scopus Journals.	A dedicated organizing committee has been formed comprising all faculty members and Principal in order to encourage a culture of research and publication. A comprehensive research policy has been devised by the Institute with provision of incentives and awards for publication of papers in various Journals depending upon their quality and market reputation.
3	As decided in previous meeting status of add-on courses and value added courses will be checked by IQAC.	Extensive efforts were made to involve a wide spectrum of the institute's community, including students and faculty to involve them and take interest in add-on courses and value added courses. Awareness campaigns through posters, social media, and direct communication encouraged the active participation.
4	Timely collection of feedback forms from all stakeholders.	Coordination was established with students and faculty members to ensure adherence to the schedule of collection of feedback forms. Students were given, at first instance, four days' time for submission of feedback forms. After four days faculty members followed up with students to ensure submission of rest of the forms within 3 days.
5	Field visit should be planned as per curriculum of each program.	Field visits of the students are necessary supplement to class room learning in order to make them aware of practical aspects of legal education. To achieve this end visits to Police Station, Courts of Law and to Legal Aid Clinics are arranged for students from time to time.

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6	If weak students need extra classes remedial classes should be planned in each program.	Extra classes are being given by the Institute to weak students. In addition to it doubt clearing sessions are also conducted in the college where concerned subject teachers give them relevant inputs.
7	Placement Officer should focus on giving more placement opportunities to the students.	Institute has collected data about various law firms, NGOs and advocates operating in NCR to facilitate its students in their efforts for better placement after successful completion of their course. For placement purpose presently M/S Universal Solicitors Pvt. Ltd., Delhi and P& P Law Firm, Delhi are helping and entertaining our students.


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5	Field visit should be planned as per curriculum of each program.	Field visits of the students are necessary supplement to class room learning in order to make them aware of practical aspects of legal education. To achieve this end visits to Police Station, Courts of Law and to Legal Aid Clinics are arranged for students from time to time.
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4	Timely collection of feedback forms from all stakeholders.	Coordination was established with students and faculty members to ensure adherence to the schedule of collection of feedback forms. Students were given, at first instance, four days' time for submission of feedback forms. After four days faculty members followed up with students to ensure submission of rest of the forms within 3 days.
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