



# INNOVATIVE INSTITUTE OF LAW

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

Dated- 14<sup>th</sup> July, 2020

## CIRCULAR

This is to inform all the members of IQAC cell that the meeting of IQAC for the academic year 2020-21 is scheduled on 15<sup>th</sup> July, 2020 at 3.00 p.m. in Board Room. All are requested to attend the meeting.

### Agenda of the Meeting

1. To confirm the minutes of previous meeting.
2. Analysis of the performance of students in add-on and value added courses.
3. Planning of online classes through google meet and zoom.
- 4.. All department heads should take feedback from students regarding syllabus coverage.
5. Planning and execution of pending outreach and execution activities.
6. Review the waste management system and MOUs with vendors.
7. Execution of faculty development program for teaching and non-teaching staff.

Strictly follow the Covid guidelines.


  
IQAC Coordinator  
Innovative Institute of Law  
Greater Noida

Copy to.....

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

  
Principal  
PRINCIPAL

Innovative Institute of Law  
Plot No -6 Knowledge Park-2  
Greater Noida-201308

  
PRINCIPAL  
Innovative Institute of Law  
Plot No -6 Knowledge Park-2  
Greater Noida-201308

Plot No. - 6, Knowledge Park - 2, Greater Noida, U. P. - 201308. (Near Knowledge Park - 2 Metro Station)

Ph: 0120-2328555 | Website - [www.innovativeinstituteoflaw.com](http://www.innovativeinstituteoflaw.com) | E-mail: [innovativelaw2005@gmail.com](mailto:innovativelaw2005@gmail.com)



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## Minutes of IQAC Meeting

The agenda and outcome of the IQAC Committee meeting was held on 15/07/2020. The meeting commenced at 03:00 pm with all the committee members. IQAC Coordinator welcomed all the committee members.

**Date:** 15/07/2020

**Time:** 3:00 pm

**Venue:** Board Room

S. No.	Agenda	Discussion
1	To confirm the minutes of previous meeting.	The minutes of the previous IQAC meeting held on 14/12/2019 were reviewed and confirmed without any objections.
2	Analysis of the performance of students in add-on and value added courses.	Dr. M. Pandey discussed feedback from faculty regarding add-on and value added courses. Committee members identified areas for improvement and enhancement, considering emerging trends.
3	All department heads should take feedback from students regarding syllabus coverage.	Dr. M Pandey explored opportunities for extracurricular activities, including the formation of legal clubs and student-led events. He discussed plans for a moot court competition to enhance practical legal skills.

PRINCIPAL  
Innovative Institute of Law  
Plot No -6 Knowledge Park-2  
Greater Noida-201308

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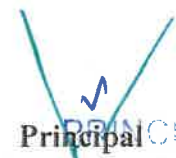
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4	<b>Planning and execution of pending outreach and execution activities.</b>	Various activities for overall good of the society were discussed by the committee members. First Aid Camp is organized from time to time in college campus. Every year plantation drive is conducted wherein every teaching and non-teaching staff participates in the event. Presently Covid control programmes and AnnapoornaYojna are to be done on priority. However, some other activities like Save Soil Day, Blood Donation Camps, Traffic Awareness Camps are to be organized as and when situation permits.
5	<b>Review the waste management system and MOUs with vendors.</b>	Two dustbins have to be installed in the college campus for disposal of dry and waste matters separately as is envisaged under Swachh Bharat Mission. Tie ups with suitable Law Colleges functioning in the Delhi-NCR is being worked out for pooling the academic and cultural activities of students.
6	<b>Execution of faculty development program for teaching and non-teaching staff.</b>	Faculty Development Programs for Teaching and Non-teaching Staff members should be plan for coming session.

  
Co-ordinator IQAC  
Innovative Institute of Law  
Greater Noida

  
Principal  
Innovative Institute of Law  
Plot No-6 Knowledge Park-2  
Greater Noida-201308

  
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Innovative Institute of Law  
Plot No -6 Knowledge Park-2  
Greater Noida-201308



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## Attendance

Sr. 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 Representative	
5.	Ms. Shipra Mishra	Teacher Representative	
6.	Dr. Neelam Pandey	Teacher Representative	
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.	Anup Singh (LL.B. II year)	Student Representative	
13.	Ms. Usha Sharma	Alumni Representative	
14.	Mr. Satendra	Local Society	
15.	Mr. H. Sahani	Employers Representative	
16.	Ms. Vibha Thakur	Industrialist	
17.	Mr. Mukesh Sharma	Stakeholders Representative	

IQAC Coordinator  
Co-ordinator IQAC  
Innovative Institute of Law  
Greater Noida

PRINCIPAL  
Innovative Institute of Law  
Plot No -6 Knowledge Park-2  
Greater Noida-201308

PRINCIPAL  
Innovative Institute of Law  
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## Action taken report of IQAC committee meeting held on 25/07/2020

S. No.	Agenda	Action Taken
1	<b>To confirm the minutes of previous meeting.</b>	The minutes of the previous IQAC meeting held on 14/12/2019 were reviewed and confirmed without any objections.
2	<b>Analysis of the performance of students in add-on and value added courses.</b>	Based on the performance of students in add-on and value added courses an analysis is being done at the level of HoD to take measures for improvement of students' performance.
3	<b>All department heads should take feedback from students regarding syllabus coverage.</b>	Head of the department should be analyze the feedback of student on theory and Moot-court practices.
4	<b>Planning and execution of pending outreach and execution activities.</b>	During current academic year much of the activities could not be done because of the precarious position of Covid infection. However, Mask and sanitizer distribution activities were done during the academic year. On 2nd of March 2020 large scale distribution of these preventive items was made to public at the main gate of the Institute.

  
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Innovative Institute of Law  
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Greater Noida-201308



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5	<b>Review the waste management system and MOUs with vendors.</b>	Two big size concrete dustbins have been installed in the shade area alongside the canteen. One dustbin is for dry waste material and another one is for wet wastage. Labelling of these dustbins has been done for recognition before dumping. Greater Noida authority's contractor arranges for evacuation of these dustbins. For pooling the students for academic and cultural activities meetings are being held at frequent intervals with a few Law colleges particularly with IIMT, Indraprastha Law College and Ishan Institute of Law.
6	<b>Execution of faculty development program for teaching and non-teaching staff.</b>	Faculty Development Programs for Teaching and Non-teaching staff should be organized on time.


  
Co-ordinator IQAC  
Innovative Institute of Law  
Greater Noida


**Adjournment:**

- The meeting ended at 4:00 pm

Best Regards,

Principal

  
Principal  
Innovative Institute of Law  
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Greater Noida-201308

  
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Innovative Institute of Law  
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# INNOVATIVE INSTITUTE OF LAW

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


Dated- 22<sup>nd</sup> December, 2020


## CIRCULAR

This is to inform all the members of IQAC cell that the meeting of IQAC for the academic year 2020-21 is scheduled on 23<sup>rd</sup> December, 2020 at 3:00 pm in the Director's office. All are requested to attend the meeting.

### Agenda of the Meeting


1. To confirm the minutes of the previous meeting.
2. Strictly follow the Covid-19 guidelines in the college campus.
3. Online teaching practices, teaching material and video. (ERP)
4. Use of teaching tools.
5. Expert Lectures in all the departments.
6. Discussion on annual gender sensitization plan.
7. Focus on outreach activities which are already scheduled and pending.
8. Final year result is to be discussed.

  
IQAC Coordinator  
Innovative Institute of Law  
Greater Noida

  
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### Copy to.....

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

  
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Innovative Institute of Law  
Plot No -6 Knowledge Park-2  
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The agenda and outcome of the IQAC Committee meeting held on 23/12/2020. The meeting commenced at 03:00 pm with all the committee members. IQAC Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	To confirm the minutes of the previous meeting.	The minutes of the previous IQAC meeting held on 15/07/2020 were reviewed and confirmed without any objections.
2	Strictly follow the Covid-19 guidelines in the college campus	The guidelines of Covid are being followed strictly at and outside the college campus. The same are to be continued further with equal care for the coming months till the situation is precarious.
3.	Online teaching practices, teaching material and video(ERP)	All Staff members should be prepare their video lectures and upload to ERP for student use.
4	Use of teaching tools.	During the delivery of Lecture, all faculty members should be include innovative teaching learning tools.
5	Expert Lectures in all the departments.	No other matter was raised by committee members.
6.	Discussion on annual gender sensitization plan.	Gender sensitization plan should be prepare as per activities planned in Academic calendar.
7.	Focus on outreach activities	Extension and Outreach Activities should be organized on time.

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

The chairperson also thanked all participants for their valuable contributions and closed the meeting at 4:30 pm

  
IQAC Coordinator  
Innovative Institute of Law  
Greater Noida

  
Principal  
Innovative Institute of Law  
Plot No - 6, Knowledge Park - 2  
Greater Noida - 201306

Plot No. - 6, Knowledge Park - 2, Greater Noida, U. P. - 201308. (Near Knowledge Park - 2 Metro Station)  
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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 Representative	
5	Ms. Shipra Mishra	Teacher Representative	
6.	Dr. Neelam Pandey	Teacher Representative	
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. Amar Jeet Singh Parihar	Educationist	
12.	Anup Singh (LL.B. II year)	Student Representative	
13.	Ms. Usha Sharma	Alumni Representative	
14.	Mr. Satendra	Local Society	
15.	Mr. H. Sahani	Employers Representative	
16.	Ms. Vibha Thakur	Industrialist	
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## Action taken report of IQAC committee meeting held on 23/12/2020

S. No.	Agenda	Discussion
1	To confirm the minutes of the previous meeting.	The minutes of the previous IQAC meeting held on 15/07/2020 were reviewed and confirmed without any objections.
2	Strictly follow the Covid-19 guidelines in the college campus	The guidelines of Covid are being followed strictly at and outside the college campus. The same are to be continued further with equal care for the coming months till the situation is precarious.
3.	Online teaching practices.	All Staff members prepared their videos lectures and uploaded to ERP for student use.
4	Use of teaching tools.	During the delivery of Lecture, all faculty members used the innovative teaching learning tools.
5	Classes of experts in all the departments.	No objection was raised by committee members
6.	Discussion on annual gender sensitization planner.	Gender sensitization plan prepared as per activities planned in Academic calendar.
7.	Focus on outreach activities	Extension and Outreach Activities organized on time.

  
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Innovative Institute of Law  
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Greater Noida-201308



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Dated- 20/04/2021

## CIRCULAR

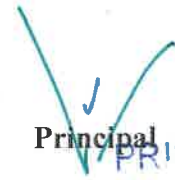
This is to inform all the members of IQAC cell that the 3rd meeting of IQAC for the academic year 2020-21 is scheduled on 21<sup>st</sup> April, 2021 at 3.00 p.m. in the Board Room. All are requested to attend the meeting.


### Agenda of the Meeting

- Confirmation of the minutes of the previous meeting.
- To inform the faculty members to offer the value added and add on programs.
- To conduct review of mentor –mentee meetings.
- To decide about purchasing additional books for LL.B. & B.A.LL.B. courses in view of modification in syllabus
- To review parents' feedback on admission process & curriculum:
- Any other matter with the permission of chair.

  
IQAC Coordinator  
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## The agenda and outcome of the IQAC Committee meeting held on 19/02/2021.

The meeting commenced at 02:00 pm with all the committee members. IQAC Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Confirmation of the Minutes of the Previous Meeting	The minutes of the previous IQAC meeting held on 24/10/2020 were reviewed and confirmed without any objections.
2	To inform the faculty members to offer value added and add on programs	Principal informed faculty members about the '32-60 hours Program' organized by Innovative Institute of Law as much as is possible during the current academic year.
3.	To conduct review of mentor-mentee meetings	Principal reviewed of mentor- mentee meetings conducted in each of the classes. Issues of the students were discussed and appropriate directions were given.
4.	To decide about purchasing additional books in view of LL.B. & B.A.LL.B. change in syllabus.	Librarian informed about the need to purchase new books according to LL.B. & B. A.LL.B. yllabus of the University. All the teachers were directed to take a review of books available in the library and give recommendations as per the syllabus of subjects they teach.

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5	To review parents' feedback on admission process & curriculum:	The analysis of parents' feedback on admission process and curriculum was presented before the members. It was found satisfactory. It was resolved to take feedback of students for the academic year 2020-21 via offline mode.
6	Any other matter with the permission of chair.	No other matter raised by committee members.

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

  
IOAC Coordinator  
Co-ordinator IOAC  
Innovative Institute of Law  
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Greater Noida-201308

  
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## Attendance

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2.	Ms. Asha Rani	IQAC Coordinator	
2.	Dr. K.R. Sharma	Management Nominee	
3.	Mr. Devashish Gaur	Management Nominee	
4.	Ms. Geetanjali	Teacher Representative	
5	Ms. Shipra Mishra	Teacher Representative	
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Greater Noida

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## Action taken report of IQAC committee meeting held on 19/02/2021

S. No.	Agenda	Action Taken
1	To inform the faculty members about the value added and add on programs.	All faculty members prepared add on and value added course for the Law students.
2	To conduct review of mentor-mentee meetings	Mentor-Mentee documents were prepared by the faculty members.
3	To decide about purchasing additional books in view of change in LL.B. & B.A.LL.B. syllabus	Books were purchased as per the recommendation of Principal.
4	To review parents' feedback on admission process & curriculum:	Improvements were completed as per the feedback of parents and students.

  
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