



# INNOVATIVE INSTITUTE OF LAW

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

Dated- 13th July, 2021

## CIRCULAR


This is to inform all the members of IQAC cell that the meeting of IQAC for the academic year 2021-22 is scheduled on 14<sup>th</sup> July 2021 at 3: 00 p.m. in Board Room. All are requested to attend the meeting.

### Agenda of the Meeting

1. To conform to the minutes of previous meeting.
2. Strictly follow the Covid 19 guidelines in the college campus.
3. Online teaching practices, teaching material and video.(ERP)
4. Review the use of teaching tools.
5. Review the lesson plan of teachers as per course outcomes.
6. Regarding regular meetings of all committee.

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

  
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Greater Noida - 201308

  
Principal  
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Innovative Institute of Law  
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Copy to.....

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



# INNOVATIVE INSTITUTE OF LAW

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## The agenda and outcome of the IQAC Committee meeting held on 14/07/2021.

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

S. No.	Agenda	Discussion
1	To conform to the minutes of previous meeting.	The minutes of the last IQAC meeting held on 21/04/2021 were reviewed and approved unanimously.
2	Strictly follow the Covid 19 guidelines in the college campus.	All the members in meeting reiterated the importance of following the Covid guidelines already in place in college campus and hostel area. Wearing of mask was made compulsory since the month of April and the same is continuing. Conduct of physical classes is fully banned. Entire office area is sanitized daily three times. It is mandatory for any staff member joining after leave to have the covid test and submit report in the office.
3.	Online teaching practices, teaching material and video.(ERP)	.On line teaching practice has already been adopted by the Institute during covid period. Teachers and students have by now become apt on zoom platform. ERP portal is being used for dispensation of class notes. Scope of the use of projectors is to be enlarged.
4.	Review the use of teaching tools.	To facilitate the teaching and learning process presently there are various aids or tools in addition to the traditional chalk duster or white board marker technique. The committee discussed various teaching tools in vogue at the Institute alongwith their efficacy in making the teaching process more interesting, assimilative and effective.

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5	Review the lesson plan of teachers as per course outcomes.	Lesson plan is an important tool as a guide to the teacher to complete the course in time and in a cogent manner. As such lesson plan is submitted by the teacher of relevant subject to HoD at the beginning of each session which in turn is put up to the Principal for review. Timely submission and review of lesson plan of all teachers was emphasized in the meeting.
6.	Regarding regular meetings of all committee.	It was discussed amongst members that meetings of IQAC are important in view of the ensuing actions for NAAC Certification. As such it was agreed unanimously that at least three meetings must be conducted in every academic session.

  
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## 1. Next Meeting:

- The date and time for the next IQAC meeting were proposed and tentatively set for 03/11/2021 2:00 pm
- Participants were requested to check their availability and confirm.

## 2. Closure:

- The meeting was ended at 3.30 p.m



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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 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. III 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 Co-ordinator  
Co-ordinator IQAC  
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## Action taken report of IQAC committee meeting was held on 14/07/2021

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

S. No.	Agenda	Discussion
1	<b>To conform to the minutes of previous meeting.</b>	The minutes of the last IQAC meeting held on 21/04/2021 were reviewed and approved unanimously. Action items were discussed and updates were provided on the status of each item.
2	<b>Strictly follow the Covid 19 guidelines in the college campus.</b>	All the members in meeting reiterated the importance of following the Covid guidelines already in place in college campus and hostel area. Wearing of mask was made compulsory since the month of April and the same is continuing..Conduct of physical classes is fully banned. Entire office area is sanitized daily three times. It is mandatory for any staff member joining after leave to to have the covid test and submit report in the office.
3.	<b>Online teaching practices, teaching material and video.(ERP)</b>	.On line teaching practice has already been adopted by the Institute during covid period.Teachers and students have by now become apt on zoom platform.ERP portal is being used for dispensation of class notes. Large scale use of projectors is now being made.

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4.	<b>Review the use of teaching tools.</b>	The committee discussed various teaching tools available for learning of students along with their efficacy in making the teaching process more interesting, assimilative and effective. Based on the feedback of students committee members agreed to retain the traditional methods of teaching and continue with technology driven techniques like computer projectors, TVs and DVD players Microsoft programs such as PowerPoint, Excel and Word are used by teachers to provide lectures and to create assignments.
5	<b>Review the lesson plan of teachers as per course outcomes.</b>	Lesson Plan is being submitted by the teachers of relevant subject to HoD at the beginning of each session. All members unanimously agreed that for odd session lesson plan is to be submitted by the teacher of relevant subject by of the month of November and for even session by 10 <sup>th</sup> of April. The Principal shall review the same by 20 <sup>th</sup> of April. A mid- term review of plan shall be made by middle of May to incorporate any changes as per the perception of teacher and the need of the students.
6.	<b>Regarding regular meetings of all committee.</b>	All members agreed that three meetings IQAC are to be held in a session. During previous session one meeting each was held in the months of July, December and April. It is imperative to continue to schedule the relevant meeting in this manner in current session as also in subsequent sessions. It has been resolved that this schedule is to be adhered meticulously.

  
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# INNOVATIVE INSTITUTE OF LAW

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

Dated- 9th December, 2021


## CIRCULAR

This is to inform all the members of IQAC cell that the meeting of IQAC for the academic year 2021-22 is scheduled on 10<sup>th</sup> of Dec., 2021 at 3: 00 p.m. in the Board Room. All are requested to attend the meeting.

### Agenda of the Meeting

- Conformation of the minutes of the previous meeting conducted on 14/07/2021.
- Review the syllabus coverage.
- Regular Conduct of faculty development program of teaching and non-teaching staff.
- After Covid-19 second wave regular schedule of the extension and outreach activities.
- Final year result is to be discussed.

  
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## Minutes of the IQAC Meeting

The agenda and outcome of the IQAC Committee meeting held on 10/12/2021. The meeting commenced at 03:00 pm with all the committee members. IQAC Coordinator welcomed all the committee members.

Date: 10/12/2021

Time: 03:00 P.M.

Venue: Board Room.

S. No.	Agenda	Discussion
1	<b>Conformation of the minutes of the previous meeting conducted on 14/07/2021.</b>	The minutes of the previous IQAC meeting held on 14/07/2021 were reviewed and confirmed without any objections.
2	<b>Review the syllabus coverage.</b>	In every class the entire syllabus is to be covered by the subject teacher. Looking to the duration of semester available for teaching lesson plan is made as per that subject's syllabus in relevant semester. A mid-term review of the syllabus coverage is made by HoD and the Principal in a joint interaction with subject teacher. In case of need and depending on the feedback of students extra classes are planned and students are advised accordingly.
3.	<b>Regular Conduct of faculty development program of teaching and non-teaching staff.</b>	Faculty Development Program prepares teachers with latest teaching methods. With enhanced competence of teachers students learn better and perform better in examinations. As such at least one Faculty Development Program is invariably conducted during a calendar year.

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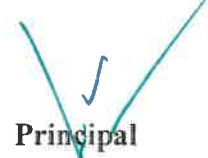
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4.	<b>After Covid-19 second wave regular schedule of the extension and outreach activities.</b>	<p>Covid guidelines already in place in college campus and hostel area are to be followed more stringently after second wave. Students as also teachers and Principal have to wear mask all the time in campus. Students have to sit in class in scattered manner maintaining maximum possible distance in cases of off line classes. Number of physical classes must be minimised. Entire office area is sanitized daily three times. It is mandatory for any staff member joining after leave to to have the covid test and submit report in the office.</p> <p>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.</p> <p>Observing all precautions related to covid First Aid Camp was conducted in college campus on 2.8.2021 and Traffic Awareness Camp was conducted on 8.10.2021 at Pari Chowk, Noida.</p>
5	<b>Final year result is to be discussed.</b>	<p>It has been decided unanimously that during the IQAC meeting of the month of December result of final year students would hitherto be discussed and analysed for record and for further improvement in quality of teaching and learning.</p>

  
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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. III year)	Student Representative	
13.	Ms. Usha Sharma	Alumni Representative	
14.	Mr. Satendra	Local Society	
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Coordinator IQAC  
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## Action taken report of IQAC committee meeting held on 10/12/2021

S. No.	Agenda	Discussion
1	<b>Conformation of the minutes of the previous meeting conducted on 14/07/2021.</b>	The minutes of the previous IQAC meeting held on 14/07/2021 were reviewed and confirmed without any objections.
2	<b>Review the syllabus coverage.</b>	During last meeting of IQAC a mid-term review of the lesson plan was proposed to ensure that entire syllabus is timely covered. Review of coverage of syllabus is made is made by HoD and the Principal..In case of need and depending on the feedback of students extra classes are planned and students are advised accordingly. Such a review is being made invariably since last meeting held on 14 <sup>th</sup> of July 2021.
3.	<b>Regular Conduct of faculty development program of teaching and non-teaching staff.</b>	It is the policy of the Institute to conduct at least one Faculty Development Program. Committee members unanimously decided to conduct this program at the beginning of academic year. More specifically it was decided that FDP is to commence before the onset of odd academic session , preferably in the month of March or April. Last FDP was conducted on 7 <sup>th</sup> of April 2021.


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4.	<b>After Covid-19 second wave regular schedule of the extension and outreach activities.</b>	Covid guidelines already in place in college campus and hostel area are being followed more stringently after second wave. Mask and sanitizer distribution activities were done during the academic year. Large scale distribution of these preventive items was made to public at the main gate of the Institute. Observing all precautions related to covid First Aid Camp was conducted in college campus on 2.8.2021 and Traffic Awareness Camp was conducted on 8.10.2021 at Pari Chowk. A visit of students to orphanage 'Jag Shanti Udyan Ghar' accompanied by Principal was successfully conducted on 25.11.2021. Nukkad natak on domestic violence in village Tugalpur on 6.9.2021 was a spectacular success much appreciated by villagers.
5	<b>Final year result is to be discussed.</b>	The Result of final year students has been discussed and analysed for record and for further improvement in quality of teaching and learning.

  
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Dated- 6<sup>th</sup> April, 2022

## CIRCULAR

This is to inform all the members of IQAC cell that the meeting of IQAC for the academic year 2021-22 is scheduled on 7<sup>th</sup> of April, 2022 at 3:00 P.M. in the Board Room. All are requested to attend the meeting.


### Agenda of the Meeting


- To conform to the minutes of previous meeting dated 10.12.2021.
- Timely submission of course files of all faculty members.
- Faculty members submitting papers for publication in UGC Care and National/International Conference should submit the papers to IQAC.
- Review the add-on and value added courses offered to students.
- Analysis of the feedback received from different stake holders.

  
IQAC Coordinator  
Innovative Institute of Law  
Greater Noida

Copy to.....

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## Minutes IQAC Meeting

The agenda and outcome of the IQAC Committee meeting was held on 7/04/2022. The meeting commenced at 3.00 p.m. with all the committee members. IQAC Coordinator welcomed all the committee members.

**Date:** 07/04/2022

**Time:** 2:00 pm

**Venue:** Director's Office

S. No.	Agenda	Discussion
1	To conform to the minutes of previous meeting dated 10.12.2021.	The minutes of the previous IQAC meeting held on 10/12/2021 were reviewed and unanimously approved.
2	Timely submission of course files of all faculty members.	This matter was largely discussed in the meeting in view of the students' grievances regarding topics taught or not taught in the class. As such it was decided in the meeting that every teacher shall submit the course file at the end of session giving details of topics and sub topics taught in the relevant class. It is just to fine tune the course coverage in a particular class.

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3.	<b>Faculty members submitting papers for publication in UGC Care and National/International Conference should submit the papers to IQAC.</b>	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.
4.	<b>Review the add-on and value added courses offered to students.</b>	We review the all certificate and value added courses and offered to the students
5.	<b>Analysis of the feedback received from different stake holders.</b>	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. Analysis of these feedback forms is to be done by Principal in consultation with HoD to take corrective steps in any area, if required on the basis of feedback.
6.	<b>Any other matter with the permission of chair.</b>	No other issue was raised by members and with permission of the chair, the meeting ended with a vote of thanks to the chair.

Co-ordinator  
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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	
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## Action taken report of IQAC committee meeting held on 07/04/2022

S. No.	Agenda	Action Taken
1	To conform to the minutes of previous meeting dated 10.12.2021.	The minutes of the previous IQAC meeting held on 10/12/2021 were reviewed and unanimously approved.
2	Timely submission of course files of all faculty members.	As was decided in the meeting every teacher is now submitting the course file at the end of session giving details of topics and sub topics taught in the relevant class. We hope it will fine tune the course coverage in a particular class.
3	Faculty members submitting papers for publication in UGC Care and National/International Conference should submit the papers to IQAC.	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. It has been enjoined upon faculty members submitting research paper in national/international journals will also submit the copy of same to IQAC Committee.
4	Review the add-on and value added courses offered to students.	Value added and add-on courses have been approved.

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5.	<b>Analysis of the feedback received from different stake holders.</b>	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. Principal in consultation with HoD is now analyzing these forms and corrective steps are being taken ,if required on the basis of feedback.
6.	<b>Any other matter with the permission of chair.</b>	No other issue was raised by members and with permission of the chair, the meeting ended with a vote of thanks to the chair.

  
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The meeting concluded at 3:30 pm

The minutes were recorded by Dr. M. Pandey and will be circulated for confirmation by the participants.

Thank you for your active participation.

Sincerely,

Principal

  
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