



INNOVATIVE INSTITUTE OF LAW

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


Dated- 7th July, 2022

CIRCULAR


A meeting of IQAC will be held on 09/07/2022 at 03:00 PM in the Board Room. All the members are requested to attend the meeting.


Agendas of the Meeting

- Approval of the previous proceedings.
- Review of even semester results and improving it
- Report of Student Feedback Form.
- Programmes in the beginning of academic year
- Different activities for Teaching and Non- teaching staff
- Committee wise planning of Academic year 2022-23
- Any other matter with the permission of chair.


IQAC Coordinator
Innovative Institute of Law
Greater Noida
Copy to.....

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 09/07/2022


The meeting commenced at 03:00 pm with all the committee members. IQAC Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Approval of the previous proceeding.	Previous meeting of IQAC was called on 18 th February 2022, at meeting hall. Dr. M. Pandey read out the last proceeding and proposed the motion of approval of the proceeding which was supported by cell members.
2	Review of even semester results and improving it.	Previous semester result was discussed and steps for improvement of result were deliberated upon. Responsibilities were given to HoD.
3.	Report of Student Feedback Form.	Ms. Asha Rani tabled the issue. This point was taken up during the meeting. She informed that students' feedback forms have been filled up as per the guidelines and sample provided. They were analyzed and its percentage was calculated with the help of feedback. The performance of teachers and possibilities of their improvement was discussed at great length.
4	Programmes in the beginning of academic year.	This point was taken up during the meeting. What activities will take place in upcoming months? Cultural and sports activities, Legal quiz, seminar, webinar, Intra Moot Court competition and Guest Lecture etc.
5	Different activities for Teaching and Non-teaching staff	Dr. M. Pandey tabled this issue on the table, that teaching and non-teaching staff need to enhance their knowledge. In order to attain this goal they have to participate invariably in all conferences, workshops and seminars etc.
6	Committee wise planning of Academic year 2022-23.	There was detailed discussion on committee wise planning for academic year 2022-23. It was also decided to take its feedback. It was unanimously decided that forthcoming NAAC is one and a half years ahead. By that time highly effective measures should be planned and implemented for quality improvement.
7	Any other matter with the permission of chair.	No other issue was raised by members and with permission of the chair the meeting ended with a vote of thanks to the chair.

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


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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 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.	Ashish Kumar (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 09/07/2022

S. No.	Agenda	Action Taken
1	Approval of the previous proceeding.	Dr. M. Pandey read out the last proceeding and proposed the motion of approval of the proceeding which was supported by cell members. It was resolved that previous proceeding is correct and to be accepted.
2	Review of even semester results and improving it	Various measures for improvement in semester result were discussed in meeting. It was decided to identify weak students during first month of the semester and special on line classes be given to them and doubts be cleared. It was finalized that result will be improved of upcoming session.
3	Report of Student Feedback Form.	Students' feedback forms are now being filled up as per the guidelines and sample provided. They were analyzed and its percentage was calculated with the help of feedback. The performance of teachers and possibilities of their improvement was discussed at great length. Report of student feedback form has been accepted.
4	Programmes in the beginning of academic year	All members of the committee unanimously decided that henceforth cultural and sports activities, Law quiz, seminar, webinar, Intra Moot Court competition and Guest Lecture etc. would be taken up in the beginning of academic year. HoD has been given the responsibility to chalk out the schedule which is to be approved by the Principal.

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5	Different activities for teaching and non-teaching staff	The Principal's observation that teaching and non-teaching staff need to enhance their knowledge was agreed upon by other committee members also. For this purpose they have to participate invariably in all conferences, workshops and seminars etc. Faculty members have been permitted to go in different activities like conference, seminar and workshops.
6.	Committee wise planning of Academic year 2022-23.	There was detailed discussion on committee wise planning for academic year 2022-23. It was also decided to take its feedback. It was unanimously decided that forthcoming NAAC is one and a half years ahead. Hence highly effective measures are being implemented for quality improvement. Committee wise allotment of work has been made to different faculty members for the academic year 2022-23.
7.	Any other matter with the permission of chair.	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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Dated- 16/12/2022


CIRCULAR

This is to inform all the members of IQAC cell that the meeting of IQAC for the academic year 2022-23 is scheduled on 17th December, 2022 at 3: 00 p.m. in the Board Room. All are requested to attend the meeting.

Agendas of the Meeting


- To review minutes of the earlier meeting dated 09/07/2022
- Allotment of Mentors and mentee groups
- Approval of course contents/ syllabus of existing value Added/ Add on programs
- To review the stationery to conduct Pre university Examination.
- Report of Student Feedback Form.
- Final year result is to be discussed.


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The agenda and outcome of the IQAC Committee meeting held on 16/12/2022

S. No.	Agenda	Discussion
1	To review minutes of the earlier meeting dated 09/07/2022	Minutes of earlier meeting held on 09/07/2022 were read and approved.
2..	Allotment of Mentors and mentee groups	Role of Mentor-mentee system for redressal of students' grievances was discussed. It was resolved to allot mentor to each class.
3.	Approval of course contents/ syllabus of existing value Added/ Add on programs	We review the all certificate and value added courses and offered to the students
4.	To review the stationery to conduct Pre university Examination.	Principal reviewed the availability of stationery to conduct of Pre university examination. Ms. Asha Singh was given the responsibility of ensuring availability of stationary for examination and for taking necessary steps.
5.	Report of Student Feedback Form	It was resolved that feedback system shall be followed seriously by the faculty members
6.	Final year result is to be discussed.	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.


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Attendance

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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.	Ashish Kumar (LL.B. III year)	Student Representative	
13.	Ms. Usha Sharma	Alumni Representative	
14.	Mr. Satendra	Local Society	
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Action taken report of IQAC committee meeting was held on 17/12/2022

S. No.	Agenda	Action Taken
1	To review minutes of the earlier meeting dated 09/07/22	Minutes of earlier meeting held on 09/07/2022 were read and approved.
2	Allotment of Mentors and mentee groups	For redressal of grievances of students mentor-mentee system as was discussed in the meeting has been implemented. Mentor- mentee groups have been made and respective persons have been informed about their role.
3	Approval of course contents/ syllabus of existing value Added/ Add on programs	Value Added and Add on programs have been approved.
4	To review the stationery to conduct pre- university examination.	Availability of stationery to conduct of pre university examination was reviewed . Stationary for examination has been arranged and is available as per the recommendations of HoD.
5.	Final year result is to be discussed	Result of final year students has been analysed for record and for further improvement in quality of teaching and learning. In the final year 91% students passed in the B.A., LL.B. examination finally. In LL.B. three year course 78% students passed finally. Rest of the students have to complete the back paper(s). On analysis of the reasons it came out that majority of students in three tear course are those in service and have paucity of time and other job related constraints which pose difficulty in passing all papers in single stroke.


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Dated- 01st April, 2023

CIRCULAR

This is to inform all the members of IQAC cell that the meeting of IQAC for the academic year 2022-23 is scheduled on 3rd April, 2023, at 2: 00 p.m. in the Director's office. All are requested to attend the meeting.

Agenda of the Meeting


- To review minutes of the earlier meeting dated 17/12/2022
- Pre university Examination
- Value Added and Add on Programs:
- Mentor mentee session Issues
- Discussion about Course completion
- Any other matter with the permission of chair.


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The meeting commenced on 3.4.2023 at 3:00 pm with all the committee members. IQAC

Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	To review minutes of the earlier meeting dated 17/12/2022	Minutes of earlier meeting held on 17/12/2022 were read and approved.
2	Pre university Examination	As per the recommendations of the Institute it was resolved that the students shall be asked to submit handwritten assignments. To appear in pre- university examination submission of assignment is mandatory for students of LL.B. & B.A.,LL.B. both.
3.	Value Added and Add on Programs:	We review the all certificate and value added courses and offered to the students
4.	Mentor mentee session Issues	Follow up of mentor mentee sessions is to be made on continuing basis. If any issues are there between teacher and students the same are to be resolved by HoD alone or by HoD in consultation with the Principal as and when required..

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5	Discussion about Course completion	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.
6	Any other matter with the permission of chair.	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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Attendance

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2.	Ms. Asha Rani	IQAC Coordinator	
2.	Dr. K.R. Sharma	Management Nominee	
3.	Mr. Devashish Gaur	Management Nominee	
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Action taken report of IQAC committee meeting was held on 03/04/2023

S. No.	Agenda	Action Taken
1.	To review minutes of the earlier meeting dated 17/12/2022.	Minutes of earlier meeting held on 17/12/2022 were read and approved.
2.	Pre university Examination	With continuous follow up all students have submitted their assignments and pre-university examinations have been conducted as per schedule.
3.	Value Added and Add on Programs:	Value Added and add-on programs have been approved.
4.	Mentor mentee session Issues	Follow up of mentor mentee sessions is being made on continuing basis. If any issues are there between teacher and students the same are being resolved by HoD in consultation with the Principal.
5.	Discussion about Course completion	During meeting of December 2021I, a mid-term review of the lesson plan was proposed to ensure that entire syllabus is timely completed. 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. 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 th of July 2021.
6.	Any other matter with the permission of chair.	No other matter was raised by any member during the meeting.


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