



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. S.
IQAC Coordinator
Innovative Institute of Law
Greater Noida

Copy to.....

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

[Signature]
Principal
Innovative Institute of Law
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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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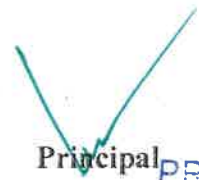


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4	Load Chart Distribution of the faculty members.	Discussion on Faculty Load Chart was held in the meeting . It was decided that norms of BCI for teaching 30 hours in a week are to be maintained. Distribution teaching load must be made amongst teachers 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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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 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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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.	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	

IQAC Coordinator
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Action taken report of IQAC meeting held on 14/12/2019

S. No.	Agenda	Action Taken
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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Co-ordinator IQAC
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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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Attendance

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2.	Ms. Asha Rani	IQAC Coordinator	
2.	Dr. K.R. Sharma	Management Nominee	
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4.	Ms. Geetanjali	Teacher Representatives	
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Action taken report of IQAC meeting held on 14/12/2019

S. No.	Agenda	Action Taken
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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Dated- 14th 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 15th 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.

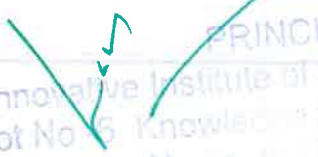

IQAC Coordinator
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Greater Noida

Copy to.....

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3. All Committee Members


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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.

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4	Planning and execution of pending outreach and execution activities.	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	Review the waste management system and MOUs with vendors.	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	Execution of faculty development program for teaching and non-teaching staff.	Faculty Development Programs for Teaching and Non-teaching Staff members should be plan for coming session.


Co-ordinator IQAC
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Greater Noida


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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
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Action taken report of IQAC committee meeting held on 25/07/2020

S. No.	Agenda	Action Taken
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.	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	All department heads should take feedback from students regarding syllabus coverage.	Head of the department should be analyze the feedback of student on theory and Moot-court practices.
4	Planning and execution of pending outreach and execution activities.	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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5	Review the waste management system and MOUs with vendors.	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	Execution of faculty development program for teaching and non-teaching staff.	Faculty Development Programs for Teaching and Non-teaching staff should be organized on time.



IQAC Coordinator
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Adjournment:

- The meeting ended at 4:00 pm

Best Regards,

Principal


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Dated- 22nd 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 23rd 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.


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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 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


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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. 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	

Co-ordinator IQAC
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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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Dated- 20/04/2021

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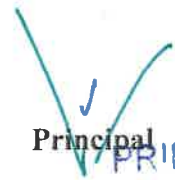
This is to inform all the members of IQAC cell that the 3rd meeting of IQAC for the academic year 2020-21 is scheduled on 21st April, 2021 at 3.00 p.m. in the Board Room. All are requested to attend the meeting.

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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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 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.


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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. 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
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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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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 14th 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
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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 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 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 bcome 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	
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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	

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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	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. Action items were discussed and updates were provided on the status of each item.
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 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 bcome 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.	Review the use of teaching tools.	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	Review the lesson plan of teachers as per course outcomes.	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 th of April. The Principal shall review the same by 20 th 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.	Regarding regular meetings of all committee.	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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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 10th 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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Copy to.....

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



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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	Conformation of the minutes of the previous meeting conducted on 14/07/2021.	The minutes of the previous IQAC meeting held on 14/07/2021 were reviewed and confirmed without any objections.
2	Review the syllabus coverage.	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.	Regular Conduct of faculty development program of teaching and non-teaching staff.	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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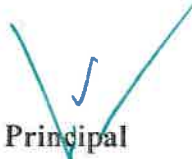
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4.	After Covid-19 second wave regular schedule of the extension and outreach activities.	<p>Covid guidelines already in place in college campus and hostel area are to be followed more stringently after second wave. Students as also teachers and Principal 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	Final year result is to be discussed.	<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>


IQAC Co-ordinator
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Greater Noida


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Principal
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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	
15.	Mr. H. Sahani	Employers Representative	
16.	Ms. Vibha Thakur	Industrialist	
17.	Mr. Mukesh Sharma	Stakeholders Representative	

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Action taken report of IQAC committee meeting held on 10/12/2021

S. No.	Agenda	Discussion
1	Conformation of the minutes of the previous meeting conducted on 14/07/2021.	The minutes of the previous IQAC meeting held on 14/07/2021 were reviewed and confirmed without any objections.
2	Review the syllabus coverage.	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.
3.	Regular Conduct of faculty development program of teaching and non-teaching staff.	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 th of April 2021.


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4.	After Covid-19 second wave regular schedule of the extension and outreach activities.	<p>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.</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. 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.</p>
5	Final year result is to be discussed.	<p>The Result of final year students has been discussed and analysed for record and for further improvement in quality of teaching and learning.</p>


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Dated- 6th 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 7th 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.....

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


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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.	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.
4	Review the add-on and value added courses offered to students.	We review the all certificate and value added courses and offered to the students
5	Analysis of the feedback received from different stake holders.	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	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

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. Amarjeet 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 Coordinator
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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.	Analysis of the feedback received from different stake holders.	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.	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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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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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.

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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

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. Amar Jeet Singh Parihar	Educationist	
12.	Ashish Kumar (LL.B. III year)	Student Representative	
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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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Copy to.....

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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

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. Amar Jeet 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 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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Dated- 16th June, 2023

CIRCULAR

This is to inform all the members of IQAC cell that the meeting of IQAC for the academic year 2023-24 is scheduled on 17th June, 2023 at 2:p.m. in the Director's office. All are requested to attend the meeting.

Agendas of the Meeting

- Academic Programs Review
- To discuss about admission procedure for existing law students and for first year students:
- To discuss about appointment of additional teaching staff for law and Humanities
- To discuss about purchase of additional computers for newly appointed staff
- To decide about website updating
- To decide about creation of common platform for teaching and non-teaching staff for communication of internal notices
- Any other matter with the permission of chair.

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

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MINUTES OF MEETINGS

Meeting Title: IQAC Meeting

Date: 17/06/2023

Time: 2:00 pm

Venue: Director's Office

The agenda and outcome of the IQAC Committee meeting held on 17/06/2023. The meeting commenced at 02:00 pm with all the committee member **IQAC Coordinator** welcomed all the committee members.

S. No.	Agenda	Discussion
1	Academic Programs Review	<p>Dr. M. Pandey initiated the discussion by emphasizing the importance of reviewing academic programs to ensure the continuous improvement of the institution's educational standards. The following points were discussed:</p> <ul style="list-style-type: none">• Each academic program was reviewed comprehensively, including course structures, curriculum, and learning outcomes.• Faculty members were encouraged to provide insights and suggestions for any necessary modifications or enhancements to the existing academic programs.• Dr. Neelam Pandey highlighted the success and challenges of a B.A.LL.B. Program, prompting further discussion on potential improvements.• Ms. Asha Rani suggested feedback system from the Alumni, employers and students.

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2	To discuss about admission procedure for existing law students and for first year students:	Mr. Anjani Jha informed the members about the schedule of admission process for regular students. Dr. M.Pandey and Mr. Anjani Jha informed the members about the steps taken by the admission and accounts department for admission of regular students. It was resolved to conduct orientation and training programme for admission process and the responsibility was given to Dr. M. Pandey. It was further resolved that all teachers shall participate in the admission process by rotation.
3.	To discuss about appointment of additional teaching staff for law and humanities	The need for appointment of additional teaching staff for law as well as Humanities was discussed. It was decided to recruit additional teaching staff according to the requirement on adhoc and permanent basis. It was also decided to secure approval of the University for the Newly Appointed Teaching Staff.
4	To discuss about purchase of additional computers for newly appointed staff	Principal reviewed number of computers available in the college for student and faculty use. It was resolved to purchase additional computers for faculty in view of recruitment of additional staff.
5	To decide about website updation	Mr. Devashish Gaur informed the members about need for moving towards paperless office. Accordingly various facilities which could be made available online were discussed. It was resolved that website should be updated suitably after discussion with web designer for providing features like: – Issuance of Certificates, Feedback System, Staff Profile, Student Dashboard, Management Information System of Students and Teachers. Ms. Shipra Mishra was given the responsibility of executing the above work.




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6	To decide about communication platform for teaching and non-teaching staff.	Among the members of teaching and non-teaching staff it was resolved to use whatsapp groups and Outlook mail.
7	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.


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Conclusion:

The meeting concluded with a summary of the key points discussed during the academic programs review. Dr. K.R. Sharma & Dr. Rajesh Gupta expressed gratitude to all faculty members for their active participation and valuable contributions.


Next Meeting:

The date and time of the next IQAC meeting will be communicated via email.

The meeting adjourned at 3:30 p.m.

Respectfully submitted

Principal


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Attendance

S. No.	Name	Designation	Signature
1	Dr. M. Pandey	Principal	
2	Ms. Geetanjali	IQAC Coordinator	<i>Geetanjali</i>
3	Dr. K.R. Sharma	Management Nominee	<i>Dr. K.R. Sharma</i>
4	Mr. Devashish Gaur	Management Nominee	<i>Dr. Devashish Gaur</i>
5	Dr. Asha Rani	Teacher Representatives	<i>Dr. Asha Rani</i>
6	Ms. Shipra Mishra	Teacher Representatives	<i>Shipra Mishra</i>
7	Mr. Anjani Jha	Non Teaching Representative	<i>Anjani Jha</i>
8	Mr. Ramesh	Non Teaching Representative	<i>Ramesh</i>
9	Mr. K. Balwinder	Legal Representative	<i>Balwinder</i>
10	Mr. P. Pathak	Social Worker Representative	<i>P. Pathak</i>
11	Agastya Singh	Student Representative	<i>Agastya Singh</i>
12	Ms. Usha Sharma	Alumni Representative	<i>Usha Sharma</i>
13	Mr. Satendra	Local Society	<i>Satendra</i>
14	Mr. H. Sahani	Employers Representatives	<i>H. Sahani</i>
15	Ms. Vibha Thakur	Industrialists	<i>Vibha Thakur</i>
16	Mr. Mukesh Sharma	Stakeholders Representatives	<i>Mukesh Sharma</i>

Co-ordinator IQAC
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Geetanjali

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Action taken report of IQAC committee meeting held on 17/06/2023

S. No.	Agenda	Action Taken
1	Academic Programs Review	All committee members completed their work honestly
2	To discuss about admission procedure for existing law students and for first year students.	Admission in B.A.LL.B. Program was a big challenge for the staff members; admission procedure was followed by everyone.
3	To discuss about appointment of additional teaching staff for law and Humanities	The Principal informed to the Director of the college that there is a need of teaching and non-teaching staff in new academic session 2023-24. He agreed to appoint new staff members.
4	To discuss about purchase of additional computers for newly appointed staff	Five computers were purchased for staff members and students.
5	To decide about website updation	Website updation work was completed by Abhay Ji and Ms. Shipra Mishra.
6	To decide about creation of common platform for teaching and non-teaching staff for communication of internal notices	Various Whatsapp Groups and outlook mail were proceeding for the purpose of Internal choice.


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Dated- 20/10/2023

CIRCULAR

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2023-24 is scheduled on 21st October, 2023 at 2:p.m. in the Principal office. All are requested to attend the meeting.

Agendas of the Meeting

- To review minutes of the earlier meeting dated 17-06-2023
- Holistic Development of Law College
- Introduction of newly appointed teaching staff.
- Discussion of Academic Calendar
- Allotment of Mentors
- Approval of course contents /syllabus of new/ existing value Added and Add on programs
- Any other matter with the permission of chair.

[Signature]
IQAC Coordinator
Co-ordinator IQAC
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Copy to.....

- 1 Central Office (Management)
4. Principal
5. All Committee Members

[Signature]
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MINUTES OF MEETING

MEETING WITH TEACHING and Non-Teaching Staff

Meeting Title: IQAC Meeting

Date: 21/10/2023

Time: 2:00 pm

Venue: Director's Office

IQAC Coordinator welcomed and briefed the committee members about the agenda. There were following members in the meeting. The Agenda of the meeting was discussed as under:

S. No.	Agenda	Discussion
1	To review minutes of the earlier meeting dated 17-06-2023	Minutes of earlier meeting held on 17-06-2023 were read and approved
2	Holistic Development of Law College	<ul style="list-style-type: none">• Dr. K.R. Sharma provided an overview of the importance of focusing on the holistic development of the law college.• Faculty members discussed initiatives to enhance academic programs, extracurricular activities, and student support services.• Dr. M.Pandey suggested the implementation of mentorship programs to support students in both academic and personal development.• Dr. M.Pandey emphasized the importance of incorporating technology for better teaching and learning experiences.• Strategies were discussed to strengthen the college's infrastructure, including the library, research facilities, and moot courtrooms.
3.	Introduction of newly appointed teaching staff.	Principal Dr. M.Pandey introduced the newly recruited teaching staff to the members. The new staff members were oriented about the college, its vision, mission, core values, activities and goals by the Principal.

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4.	Discussion of Academic Calendar	It was resolved to approve the Academic Calendar prepared in the faculty meeting held for the Academic Session 2023-24
5	Allotment of Mentors	Role of Mentor – mentee system for redressal of student grievances was discussed. It was resolved to allot mentor to each class. Dr. Neelam Pandey was assigned with responsibility to coordinate the allotment along with Principal.
6	Approval of course contents /syllabus of new/ existing value Added and Add on programs	It was resolved to approve existing courses and to introduce new value Added and Add on programs.
7	Any other matter with the permission of chair.	There was no other matter raised by committee members.

Conclusion:

The meeting concluded with a commitment to work collaboratively towards the holistic development of the law college. Action items were identified to implement the discussed strategies.

Next Meeting:

The next IQAC meeting will be on 23/10/2023 venue, timings and other details will communicate via whatsapp Group

The meeting adjourned at 3:30 pm

Respectfully submitted,

Principal

IQAC Coordinator
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Attendance

S. No	Name	Designation	Signature
1.	Dr. M. Pandey	Principal	
2.	Ms. Geetanjali	IQAC Coordinator	
2.	Dr. K.R. Sharma	Management Nominee	
3.	Mr. Devashish Gaur	Management Nominee	
4.	Ms. Asha Rani	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	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 21/10/2023

S. No.	Agenda	Action Taken
1	Holistic Development of Law College	<ol style="list-style-type: none">1. Formation of a committee to explore and implement mentorship programs for students.2. Assessment of technology integration in teaching methods and development of a plan for implementation.3. Evaluation and improvement of college infrastructure with a focus on the library, research facilities, and moot courtrooms.
2	Allotment of Mentors	Mentor mentee allotment was completed in every class.
4	Approval of course contents /syllabus of new/ existing value Added and Add on programs	Courses were approved for the academic Session 2023-24 finally.

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Date: 20/02/2024

CIRCULAR

This is to inform all the members of IQAC cell that the meeting of IQAC for the academic year 2023-24 is scheduled on 22nd February, 2024 at 2:p.m. in the Director's Office. All are requested to attend the meeting.

Agendas of the Meeting

- To review minutes of the earlier meeting dated 21-10-2023
- Research and Publications: Updates on faculty research activities and publications; strategies for fostering a research-oriented environment.
- Any other matter with the permission of chair.

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Copy to.....

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

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MINUTES OF MEETING

Meeting Title: IQAC Meeting

Date: 22/02/2024

Time: 2:00 pm

Venue: Director's Office

The meeting commenced at 2:00 pm Ms. Geetanjali presided the meeting. The following points were discussed:

S. No.	Agenda	Discussion
1	To review minutes of the earlier meeting dated 21-10-2023	Minutes of earlier meeting held on 21-10-2023 were read and approved
2	Research and Publications: Updates on faculty research activities and publications; strategies for fostering a research-oriented environment.	<ul style="list-style-type: none">• Faculty members provided updates on their current research activities, highlighting publications.• Dr. M.Pandey shared insights into a recent research publication and discussed challenges faced during the research process.• Dr. Neelam Pandey suggested organizing research workshops to facilitate knowledge-sharing and collaboration among faculty members.• Strategies for fostering a research-oriented environment were discussed, including the establishment of a research support system in research activities.
3.	Allotment of Mentors for redressal of student's grievance	Allotment of mentors was completed in the meeting.
4	Any other matter with the permission of chair.	There was no other matter in the meeting.

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

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Attendance

S. No	Name	Designation	Signature
1.	Dr. M. Pandey	Principal	
2.	Ms. Geetanjali	IQAC Coordinator	
2.	Dr. K.R. Sharma	Management Nominee	
3.	Mr. Devashish Gaur	Management Nominee	
4.	Ms. Asha Rani	Teacher Representatives	
5	Ms. Shipra Mishra	Teacher Representatives	
6.	DR. Neelam Pandey	Teacher Representatives	
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IQAC Coordinator
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Action taken report of IQAC committee meeting held on 22/02/2024

S. No.	Agenda	Action Taken
1	Research and Publications: Updates on faculty research activities and publications; strategies for fostering a research-oriented environment.	All Faculty members submitted a brief overview of their ongoing research activities within the next two weeks.
2	Allotment of Mentors for redressal of student's grievance	Mentor mentee allotment work was completed.

[Signature]
Co-ordinator IQAC
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[Signature]
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Conclusion:

The meeting concluded with a consensus on the importance of creating a vibrant research culture within the institution. Action items were identified to implement the strategies discussed.

Respectfully submitted,

Principal

[Signature]
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