

***IQAC MEETINGS 2015-2016***  
***Internal Quality Assurance Cell (IQAC)***  
***Academic Year 2015-2016***

<b><i>Meeting No.</i></b>	<b><i>01</i></b>
<b><i>Stakeholder</i></b>	<b><i>Teacher</i></b>
<b><i>Date</i></b>	<b><i>15/06/2015</i></b>
<b><i>Venue</i></b>	<b><i>Principal's Office</i></b>
<b><i>List of Attendees</i></b>	<ol style="list-style-type: none"><li><b><i>1. Dr. Sanjeev Kumar Tyagi (Principal): Chairman</i></b></li><li><b><i>2. Dr. Seema Singh</i></b></li><li><b><i>3. Mr. Tarun Kaushik (Associate Prof): Coordinator</i></b></li><li><b><i>4. Ms. Tabassum Baig (Associate Prof)</i></b></li><li><b><i>5. Ms. Neha Garg</i></b></li><li><b><i>6. Mr. Sandeep Parasher</i></b></li><li><b><i>7. Mr. Santosh kumar</i></b></li></ol>

***The Agenda of the meeting was discussed as under:***

***1. Discussion on the procedure and rules for B.A.LL.B & LL.B 3years courses.***

***Resolution:*** - *In light of minor changes in admission process as compared to admission process for academic year 2015-2016 Admission in-charge faculty.*

*Mr. Tarun Kaushik explained the change & procedure to be followed. Following was resolved in light of the explanation.*

- *Rules regards to admission to be strictly followed.*
- *Merit list will be issued by the university to college.*
- *The registration of candidates as per guidance of CCS University.*
- *Verification of documents & eligibility of the candidate to be done by panel of one teacher & one non teaching staff.*
- *Filling of college admission form to be done offline mode in library.*

***2. To allocate responsibilities for the admission process:***

***Resolution:*** - *It was resolved on under:*

- *Ms. Preeti Singh to look after planning & conducting of the admission process by co-ordination with admission cell.*
- *Mr. Sandeep & Ms. Shalini more to look after eligibility process of admitted students as per the CCS University rule.*

**3. Review of Library Report:**

**Resolution:** - *The library report was presented & approved for the year 2014-2015.*

**4. Proposal to purchase new computers & softwares:**

**Resolution:** - *In light of addition of new faculty members, it was resolved & new computers for use of faculty & staff.*

**5. Review of each course material:**

**Resolution:** - *Study material were prepared by faculty review & amended by adding, alluring & Verification under the guidance of Mr. Raveesh Nain.*

<b><i>Meeting No.</i></b>	<b><i>02</i></b>
<b><i>Stakeholder</i></b>	<b><i>STUDENTS</i></b>
<b><i>Date</i></b>	<b><i>25/07/2015</i></b>
<b><i>Venue</i></b>	<b><i>Principal's Office</i></b>
<b><i>List of Attendees</i></b>	<ol style="list-style-type: none"> <li><i>1. Dr. Sanjeev Kumar Tyagi (Principal): Chairman</i></li> <li><i>2. Mr. Tarun Kaushik (Associate Prof): Coordinator</i></li> <li><i>3. Ms. Ruchi Vats</i></li> <li><i>4. Ms. Tabassum Baig</i></li> <li><i>5. Mr. Ashwani Sharma</i></li> <li><i>6. Mr. Arun Kumar</i></li> <li><i>7. All Faculty Members &amp; Administrative Staff Members- invitees.</i></li> </ol>

***The Agenda of the meeting was discussed as under:***

***1. To orient the students about the Kamkus College of Law:***

*The principal oriented the students about the history of the Kamkus College of Law, its establishment, the founder members, its vision, mission & core values.*

**2. To explain the academic activities & facilities available for the students:**

*The principal gave a detailed review of the curricular, co-curricular activities of the college & also spoke about legal aid centre of the college. The principal also spoke about the library & other facilities available on the campus.*

**3. To convey the time table of the courses:**

*The time table for all the divisions & classroom allotted were informed to the students.*

**4. To explain the rule & regulations of attendance & discipline:**

*The rules & regulation as regards attendance policy, uniform code, code of conduct on campus off campus, use of mobile etc were explained by the principal to the students.*

<b><i>Meeting No.</i></b>	<b><i>03</i></b>
<b><i>Stakeholder</i></b>	<b><i>TEACHERS &amp; ADMINSTRATIVE</i></b>
<b><i>Date</i></b>	<b><i>05/09/2015</i></b>
<b><i>Venue</i></b>	<b><i>Principal's Office</i></b>
<b><i>List of Attendees</i></b>	<ol style="list-style-type: none"> <li><i>1. Dr. Sanjeev Kumar Tyagi (Principal): Chairman</i></li> <li><i>2. Dr. Seema Singh</i></li> <li><i>3. Mr. Tarun Kaushik (coordinator)</i></li> <li><i>4. Ms. Mahima Choudhary</i></li> <li><i>5. Ms. Preeti Singh</i></li> <li><i>6. Mr. Ashwani Sharma</i></li> <li><i>7. Mr. Arun Kumar</i></li> <li><i>8. Mr. Jeetan Prasad</i></li> <li><i>9. All Faculty members &amp; Administrative Staff- Invitees</i></li> </ol>

***The Agenda of the meeting was discussed as under:***

- 1. To review of minutes of the earlier meeting detailed:***

**Resolution:** - Minutes of earlier meeting held 25\07\2015 were read and approved.

**2. Discussion of Academic Calendar:**

**Resolution:** - It was resolution to approve the academic calendar prepared in the faculty meeting for the second semester of academic year 2015-2016.

**3. Introduction of new committees:**

**Resolution:** - It was resolved in light of the reconsider & introduce a new committee- prevention of sexual Harrassment committee and Disciplinary grievance committee.

**4. To discuss any other subject with the permission of the chair:**

As there was no other business to be transacted, the meeting ended with a vote of thanks to the chair.

<b><i>Meeting No.</i></b>	<b><i>04</i></b>
<b><i>Stakeholder</i></b>	<b><i>ALUMNI</i></b>
<b><i>Date</i></b>	<b><i>06\11\2015</i></b>
<b><i>Venue</i></b>	<b><i>Principal's Office</i></b>
<b><i>List of Attendees</i></b>	<ol style="list-style-type: none"> <li><i>1. Dr. Sanjeev Kumar Tyagi (Principal): Chairman</i></li> <li><i>2. Mr. Tarun Kaushik (coordinate)</i></li> <li><i>3. Mr. Sandeep Prashar</i></li> <li><i>4. Mr. Abhay Srivastava</i></li> <li><i>5. Mr. Jeetan Prasad</i></li> <li><i>6. All Faculty Members &amp; Administrative Staff- Invitees</i></li> </ol>

***The Agenda of the meeting was discussed as under:***

***1. To discuss the feedback taken from the students:***

*The feedback from students was placed & discussed in meeting. It was resolved that the current beneficial practices to be continued.*

***2. To discuss planning of alumni meet to be held on:***

*It was resolved that this year the alumni meet would be organized for passing out batch 2011-2012 to celebrate.*



<b><i>Meeting No.</i></b>	<b><i>05</i></b>
<b><i>Stakeholder</i></b>	<b><i>TEACHING &amp; ADMINISTRATIVE</i></b>
<b><i>Date</i></b>	<b><i>20/04/2016</i></b>
<b><i>Venue</i></b>	<b><i>Principal's Office</i></b>
<b><i>List of Attendees</i></b>	<ol style="list-style-type: none"> <li><i>1. Dr. Sanjeev Kumar Tyagi (Principal): Chairman</i></li> <li><i>2. Dr. Seema Singh</i></li> <li><i>3. Mr. Tarun Kaushik (Coordinator)</i></li> <li><i>4. Ms. Tabassum Baig</i></li> <li><i>5. Ms. Ruchi Vats</i></li> <li><i>6. Preeti Singh</i></li> <li><i>7. Mr. Abhay Srivastava</i></li> <li><i>8. Mr. Arun Kumar</i></li> <li><i>9. Mr. Vipin Soondhi</i></li> <li><i>10. All Faculty Members &amp; Administrative Staff- Invitees</i></li> </ol>

***The Agenda of the meeting was discussed as under:***

***Discussion of timetable with reference of even semester:***

*Any other business with permission of chair: As there was no other business to be Transacted, Action Taken Report (2015-2016) following is the Action Taken Report of Suggestion made by IQAC:*

<b>S.No.</b>	<b>Suggestion</b>	<b>Action Taken</b>
1.	<i>Introduction of new committee</i>	<p><i>Following committee constituted in the academic year-</i></p> <ol style="list-style-type: none"> <li><i>1. Prevention of Sexual Harrassment committee to follow guidelines of Vishka care 1997.</i></li> <li><i>2. Disciplinary griviance committee- for sort out the complaint of students related to each &amp; every aspect of campus time.</i></li> </ol>
2.	<i>Organization of debate competition</i>	<i>On 28<sup>th</sup> Aug 2015, organized a debate competition on the topic- “Cell Phone Radiation is Dangerous &amp; Should be Limited”</i>

3.	<i>Organization of quiz competition</i>	<i>On 15<sup>th</sup> Oct 2015, organized of quiz competition on the topic- “Indian Constitution”</i>
4.	<i>Organization of a National Seminar</i>	<i>On 17<sup>th</sup> Nov 2015, Organized a National Seminar on the topic- “Need for world constitution”</i>
5.	<i>Organization of Education Term</i>	<i>On 19<sup>th</sup> Dec 2015, Organized Educational Term for students in area, fateful sikri</i>