

IQAC MEETINGS 2016-2017
Internal Quality Assurance Cell (IQAC)
Academic Year 2016-2017

<i>Meeting No.</i>	<i>01</i>
<i>Stakeholder</i>	<i>Teachers</i>
<i>Date</i>	<i>10/06/2016</i>
<i>Venue</i>	<i>Principal's Office</i>
<i>List of Attendees</i>	<ol style="list-style-type: none"><i>1. Dr. Sanjeev Kumar Tyagi (Principal): Chairman</i><i>2. Mr. Tarun Kaushik (Associate Prof): Coordinator</i><i>3. Ms. Tabassumi Baig (Associate Prof)</i><i>4. Ms. Neha Garg (Associate Prof)</i><i>5. Ms. Shalini Tyagi (Associate Prof)</i><i>6. Ms. Ruchi Vats (Associate Prof)</i><i>7. Ms. Deepika Tyagi (Associate Prof)</i><i>8. Mr. Abhay Srivastava</i><i>9. Mr. Arun Kumar</i><i>10. Mr. Jeetan Prasad</i><i>11. All Faculty Members & Administrative Staff -Invitee</i>

The Agenda of the meeting was discussed as under:

1. Discussion of Academic Calendar.

Resolution: It was resolved to approve the Academic Calendar prepared in the faculty meeting for the first Sem. of Academic Calendar 2016-2017.

2. Review of Library Report:

Resolution: The library report was presented & approved for the year 2015-2016.

3. Proposal to purchase new computer & software:

Resolution: In light of addition of new faculty members, it was resolved to purchase three new computer & laptops for the use of faculty & staff.

4. Allocation of department & committees for academic year 2016-2017:

Resolution: For smooth conduct of various academic, curricular & co-curricular activities of the college, department & committee were allotted as per the interest & expertise of the faculty members.

<i>Meeting No.</i>	<i>02</i>	
<i>Stakeholder</i>	<i>Teachers</i>	
<i>Date</i>	<i>28/07/2016</i>	
<i>Venue</i>	<i>Principal's Office</i>	
<i>List of Attendees</i>	<ol style="list-style-type: none"><i>1. Dr. Sanjeev Kumar Tyagi (Principal): Chairman</i><i>2. Mr. Tarun Kaushik (Associate Prof): Coordinator</i><i>3. Ms. Tabassumi Baig (Associate Prof)</i><i>4. Ms. Ruchi Vats (Associate Prof)</i><i>5. Mr. Abhay Srivastava</i><i>6. Mr. Arun Kumar</i><i>7. Mr .Jeetan Prasad</i><i>8. All Faculty Members & Administrative Staff -Invitee</i>	

The Agenda of the meeting was discussed as under:

1. Discussion on the procedure and rules for law admission for BA.LL.B & LL.B.

Resolution: *In light of minor change in the admission process on compared to admission process for academic year 2015-2016, Admission in charge faculty Mr. Tarun Kaushik explained the changes & procedure to be following was resolved in light of the explanation.*

- *CCS university rules as regards admission to be strictly followed.*
- *Merit list until be issued by the university to college.*
- *The Registration of candidates as per CCS University guidelines.*
- *Verification of document & eligibility of the candidates to be done by pane the teachers & one non teacher staff in allotted classroom.*
- *Filling of college admission form to be done online / offline mode in admin department.*

2. To allocate responsibilities for the admission process:

Resolution: *It was resolved as under*

- *Ms. Tabassum Baig to look after planning and conduction of the admission process by coordinating with admission cell.*

3. Any other business with the permission of the chair:

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

4. Schedule of mid-Term or Pre-university examination

Resolution: *It was resolved.*

- 1. To conduct pre-university written examination as per changed rule of CCS.*
- 2. To assign the Responsibility of coordination & arrangement of the mid-term examination of B.A.LL.B.*

<i>Meeting No.</i>	<i>03</i>
<i>Stakeholder</i>	<i>STUDENTS</i>
<i>Date</i>	<i>15/09/2016</i>
<i>Venue</i>	<i>Principal's Office</i>
<i>List of Attendees</i>	<ol style="list-style-type: none"> <i>1. Dr. Sanjeev Kumar Tyagi (Principal): Chairman</i> <i>2. Mr. Tarun Kaushik (Associate Prof)</i> <i>3. Mr. Sandeep Parasher (Associate Prof)</i> <i>4. Ms. Shaili Tyagi (Associate Prof)</i> <i>5. Ms. Ruchi Vats (Associate Prof)</i> <i>6. Mr. Ashwani Sharma</i> <i>7. Mr. Arun Kumar</i> <i>8. All Faculty Members & Administrative Staff-Invitees</i>

The Agenda of the meeting was discussed as under:

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

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

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

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

3. To convey the time table of the course:

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

4. To explain the rules & regulation of attendance & discipline:

The rules & regulations 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.

5. To explain the anti-ragging policy of the college:

The principal explained in detail anti-ragging policy of the college & also referred to the provision of ragging act.

<i>Meeting No.</i>	<i>04</i>
<i>Stakeholder</i>	<i>TEACHING FACULTY</i>
<i>Date</i>	<i>10/10/2016</i>
<i>Venue</i>	<i>Principal's Office</i>
<i>List of Attendees</i>	<ol style="list-style-type: none"> <i>1. Dr. Sanjeev Kumar Tyagi (Principal): Chairman</i> <i>2. Mr. Tarun Kaushik (Associate Prof)</i> <i>3. Ms. Tabassum Baig (Associate Prof)</i> <i>4. Ms. Ruchi Vats (Associate Prof)</i> <i>5. Mr. Abhay Srivastava</i> <i>6. M. K Srivastava</i> <i>7. All Faculty Members & Administrative Staff- Invitees</i>

The Agenda of the meeting was discussed as under:

1. To review of minutes of earlier meeting:

Resolution: - Minutes of earlier meeting held on 15/09/2016 were read & approved.

2. Discussion of Academic Calendar:

Resolution: - It was resolved to approve the academic calendar prepared in the faculty meeting for the second semester of Academic calendar.

3. Series of guest lecture:

Resolution: - It was resolved to conduct a lecture series for students to advance their professional skill. The responsibility of conducting the same was assigned to Mr. Sandeep Parasher.

<i>Meeting No.</i>	<i>05</i>
<i>Stakeholder</i>	<i>ALUMNI</i>
<i>Date</i>	<i>23/11/2016</i>
<i>Venue</i>	<i>Principal's Office</i>
<i>List of Attendees</i>	<ol style="list-style-type: none"> <i>1. Dr. Sanjeev Kumar Tyagi (Principal): Chairman</i> <i>2. Mr. Tarun Kaushik (Associate Prof)</i> <i>3. Ms. Ruchi Vats (Member)</i> <i>4. Ms. Tabassum Baig (Member)</i> <i>5. Mr.Sandeep Parasher (Member)</i> <i>6. Mr. Ashwani Sharma</i> <i>7. Mr. Abhay Srivastava</i> <i>8. Mr. Arun Kumar</i> <i>9. Mr. Jeetan Prasad</i> <i>10. Ms. Anuradha</i> <i>11. All Faculty Members & Administrative Staff- Invitees</i>

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 the meeting. It was resolved that the current beneficial practices to be continued.

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

It was resolved that this year. The alumni meet would be organized for passing student batch.

3. To plan & discuss of alumni meet:

For planning of alumni meet, give the responsibility to Mr. Tarun Kaushik with Mr. Sandeep Parashar.

<i>Meeting No.</i>	<i>06</i>
<i>Stakeholder</i>	<i>TEACHERS & ADMINISTRATIVE</i>
<i>Date</i>	<i>15/02/2017</i>
<i>Venue</i>	<i>Principal's Office</i>
<i>List of Attendees</i>	<ol style="list-style-type: none"> <i>1. Dr. Sanjeev Kumar Tyagi (Principal): Chairman</i> <i>2. Mr. Tarun Kaushik (Associate Prof)</i> <i>3. Ms. Shalini Tyagi (Associate Prof)</i> <i>4. Ms. Tabassum Baig (Associate Prof)</i> <i>5. Mr. Abhay Srivastava</i> <i>6. Mr. Akash</i> <i>7. All Faculty Members & Administrative Staff- Invitees</i>

The Agenda of the meeting was discussed as under:

1. To discuss about IInd Sem. Curricular:

All the faculty member discussed about the timetable of IIND Sem. Of B.A.LL.B, LL.B

2. Any other business with permission of the chair:

As there was no other business to be translated the meeting ended with vote of thanks to the chair. Action take report (2016-2017) following is the action taken report of suggestion made by IQAC.

S. No.	SUGGESTION	ACTION TAKEN
1.	<i>Introduction of committee</i>	<i>Introduce Cultural Activity committee for the purpose of interact the students with cultural issue.</i>
2.	<i>Organization of National seminar</i>	<i>On 23 Feb 2017 organized national seminar on the topic “crime corruption and social transformation.</i>
3.	<i>Organization of a competition debate</i>	<i>On 10th Oct 2016 organized a debate competition on the topic “plastic bags should be banned” held at Kamkus Library.</i>
4.	<i>Organization of a Quiz competition</i>	<i>On 7th April 2017 organized a Quiz Competition on the topic “Mercantile Law”</i>
5.	<i>Organization of alumni meet</i>	<i>Alumni meet was organized on 25 December.</i>

6.	<i>Organization of lecture seminar for budding Lawyers</i>	<i>10 days lecture series was organized for budding lawyers willing to pursue career</i>
7.	<i>Organization of Lok Adalat</i>	<i>Organized Lok Adalat for student.</i>