

IQAC MEETINGS 2018-2019
Internal Quality Assurance Cell (IQAC)
Academic Year 2018-2019

<i>Meeting No.</i>	<i>01</i>
<i>Stakeholder</i>	<i>Teaching & Administrative Staff</i>
<i>Date</i>	<i>15/07/2018</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 (IQAC)</i><i>2. Dr. Seema Singh (Faculty): Coordinator (IQAC)</i><i>3. Ms. Neetu Mankotia (Faculty): Member (IQAC)</i><i>4. Ms. Neelima Agarwal (Faculty): Member (IQAC)</i><i>5. Ms. Tabassum Baig (Faculty): Member (IQAC)</i><i>6. Ms. Ruchi Vats (Faculty): Member (IQAC)</i><i>7. Ms. Neha Sharma (Faculty): Member (IQAC)</i><i>8. Mr. Abhay Srivastva: Administrative Staff</i><i>9. All faculty Members & Administrative Staff- Invitees</i>

Agenda of the meeting was discussed as under:

1. Allocation of departments and committees for Academic year-(2018-19):

Resolution: for smooth conduct of various academic, curricular and co- curricular activities of the college, departments & committees were allocated as per interest & expertise of the faculty members.

2. Discussion on the Procedure and rules for law admissions for B.A.LL.B., B.Com.,LL.B., LL.B., and LL.M. coursed:

Resolution: in light of minor changes in the admission process as compared to the academic process for academic year 2017-2018.

- ✓ *Rules of CCS University to college for admission of LL.M. Courses.*
- ✓ *Merit list will be issued by CCS University to college for the admission of LL.M. courses.*
- ✓ *The regulation of candidates as per the guidelines of CCS University.*
- ✓ *Verification of documents & eligibility of the candidate to be done by panel of one teacher & one non- teaching staff in allotted classrooms.*
- ✓ *Filling of college admission form to be done in online mode/ offline mode.*

3. To allocate responsibility for admission process:

Resolution:

- *Ms. Neetu Mankotia to look after planning and conducting of the admission process.*

- *Ms. Neelima Agarwal & Ms. Tabassum Baig to look after eligibility process of admitting students as per University rules.*

4. *Implementation of the revised curriculum of CCS University for B.A.LL.B., B.Com.LL.B., LL.B. & LL.M. course (2018-2019):*

Resolution: *The Principal Dr. Sanjeev Kumar Tyagi informed all IQAC Members, faculty member & non-teaching Staff about the revised course structure B.A.LL.B., LL.B., especially the restructuring the Internal and external evaluation of the contents by CCS University, Dr. Seema Singh explained about the changed pattern of evaluation i.e. procedure rules regarding external examination in the light of this discussion following was resolved:*

- *To after specialization in all optional paper provided in the revised curriculum.*
- *To make arrangement for the conduct of the internal examination according to the changed pattern.*
- *To consider appointment of additional staff.*

5. *Schedule of Internal Examination and its rules in course of LL.M.:*

Resolution:

- *To conduct internal exam in written for as per rules of CCS University.*
- *To assign the responsibility of coordination and arrangement of internal Exam & Pre university exam also.*

<i>Meeting No.</i>	<i>02</i>
<i>Stakeholder</i>	<i>Teaching & Administrative Staff</i>
<i>Date</i>	<i>27/11/2018</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 (IQAC)</i><i>2. Dr. Seema Singh (Faculty): Coordinator (IQAC)</i><i>3. Ms. Neetu Mankotia (Faculty): Member (IQAC)</i><i>4. Ms. Neelima Agarwal (Faculty): Member (IQAC)</i><i>5. Ms. Tabassum Baig (Faculty): Member (IQAC)</i><i>6. Ms. Ruchi Vats (Faculty): Member (IQAC)</i><i>7. Ms. Neha Sharma (Faculty): Member (IQAC)</i><i>8. Mr. Abhay Srivastva: Administrative Staff</i><i>9. All faculty Members & Administrative Staff- Invitees</i>

Agenda of the meeting was discussed as under:

1. To orient the student about Kamkus College of Law:

Resolution: The Principal oriented the students about the vision & mission of the college, its establishment, the founder members & core value also.

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

Resolution: The principal gave a detailed review of the curricular, co-curricular activities of the college and also spoke about legal aid center of the college. The Principal also about the Library and other facilities available in college.

3. To convey the time table of the course:

Resolution: The time table for all the division and classroom allotted were informed to the students.

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

Resolution: The rules & regulations as regards attendance policy, uniform code, code of conduct on the premise of college & outside the college, were explained by the Principal to the students.

5. To explain various cell as well as anti- ragging policy of the college:

Resolution: The Principal explained the committee as well as cell running in the college for welfare of the students i.e. women cell, anti-ragging cell, cultural activity committee, prevention of sexual harassment committee, disciplinary/grievance committee.

<i>Meeting No.</i>	<i>03</i>
<i>Stakeholder</i>	<i>Teaching & Administrative Staff</i>
<i>Date</i>	<i>10/02/2019</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 (IQAC)</i><i>2. Dr. Seema Singh (Faculty): Coordinator (IQAC)</i><i>3. Ms. Neetu Mankotia (Faculty): Member (IQAC)</i><i>4. Ms. Neelima Agarwal (Faculty): Member (IQAC)</i><i>5. Ms. Tabassum Baig (Faculty): Member (IQAC)</i><i>6. Ms. Ruchi Vats (Faculty): Member (IQAC)</i><i>7. Ms. Neha Sharma (Faculty): Member (IQAC)</i><i>8. Mr. Abhay Srivastva: Administrative Staff</i><i>9. All faculty Members & Administrative Staff- Invitees</i>

Agenda of the meeting was discussed as under:

1. Discussion of Academic Calendar:

Resolution: it was resolved to approve the Academic calendar prepared in faculty meeting for the second semester of Academic year.

2. Introduction of new committees:

Resolution: Based on proposal by it was resolved to introduce the new committee library advisory committee for the purpose of changed into automated library for & in future in digital form. The purpose of library advisory committee is to introduce new books, article, magazine & changed syllabus.

3. Guest lecture series:

Resolution: conducting guest lecture on different subject to have their professional skill by experienced prof. & lawyers. In the area of research guest lecture conducted by Dr. Anurag Singh Associate Prof. of Meerut college, Meerut & on the topic of constitution lecture given by Dr. Raj Kumar Upadhyya Associate prof. of Meerut College, Meerut.

4. Discuss the feedback taken from the students:

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

Action Taken Report:

S.No.	Suggestion	Action Taken
1.		<i>Full time 5 year course on B.Com.LL.B. Introduced degree course in 2018.</i>
2.	<i>Introduction of new course, B.Com.,LL.B.(5years) course</i>	<i>17 full time teachers are appointed during this academic year.</i>
3.	<i>Appointments of additional teaching staff</i>	<i>On 15th March 2018 at kamkus Library conducted Quiz Competition.</i>
4.	<i>Organization of Quiz competition</i>	<ul style="list-style-type: none"> • <i>Purchased computer & printer for admission use.</i> • <i>Additional laptop & computers are purchased for faculty & staff member.</i>

5.	<p><i>Purchase new computers and printers for the use of faculty & staff</i></p> <p><i>Organization of seminar on Law & social Transformation</i></p>	<p><i>Conducted seminar on the month of March by Dr. Kameshwar Pandey Associate Prof. of Meerut College, Meerut.</i></p>
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