

IQAC MEETINGS 2019-2020
Internal Quality Assurance Cell (IQAC)
Academic Year 2019-2020

<i>Meeting No.</i>	<i>01</i>
<i>Stakeholder</i>	<i>Teaching & Administrative Staff</i>
<i>Date</i>	<i>15/07/2019</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>

The Agenda of meeting was discussed as under:-

1. Discussion of academic calendar.

Resolution: It was resolved to approve the academic calendar prepared by faculty for the first semester of academic year 2019-2020.

2. Conference & other event.

Resolution: It was resolve to conduct following events for the academic year 2019-2020.

- *“Conducting a National conference on Road Safety Rules” based on the proposal of Ms. Neelima Agarwal.*
- *Based on proposal of Ms. Ruchi Vats the theme of Legal Education Awareness further the responsibility of conducting the same was assigned to Ms. Ruchi Vats.*

3. Review of Library Report:

Resolution: The Library Report was presented & Approved for the year 2019-2020.

4. Proposal to purchase Laptop & computers:

Resolution: In light of addition of new faculty member, it was resolved to purchase 3 Laptop for the use of faculty member.

5. Constitution of Internship committees.

Resolution: *It was resolved to Constitution in college a internship committee as per salutary requirement & was approved.*

<i>Meeting No.</i>	<i>02</i>
<i>Stakeholder</i>	<i>Teaching Faculty</i>
<i>Date</i>	<i>10/08/2019</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. Mr. Ajay Kumar</i> <i>5. Ms. Nargis Khanam</i> <i>6. Mr. Rajeev Kumar</i> <i>7. Mr. Santosh kumar</i> <i>8. Mr. Anand Singh</i> <i>9. Ms. Meenu</i> <i>10. Mr. Rajnish</i> <i>11. Mr. Ashwani Sharma</i> <i>12. Mr. Abhay Srivastva: Administrative Staff</i> <i>13. Mr. Arun Kumar</i> <i>14. All faculty Members & Administrative Staff- Invitees</i>

The Agenda of meeting was discussed as under:

1. Discussion on the Procedure and rules for Law admission in all courses:

Resolution: Rules and guidelines by CCS university regarding to admission to be strictly followed.

- *Post graduate course, admission rules to be strictly followed under the guideline of CCS university.*
- *Admission process in post graduate course to be followed through merit based after conducting by entrance exam by CCS university process.*
- *Verification of documents & eligibility of the candidate to be done by panel of one teacher & one-non teaching staff in allotted classroom.*
- *Filling of college admission form to be done online/office mode in admin department.*

2. To allocate responsibilities for the admission process:

Resolution: It was resolved on under:

- *Ms. Neetu Mankotia to look after planning & conducting of the admission process by coordinating with the cell.*
- *Ms. Neelima Agarwal & Ms. Jyoti Singh to look after eligibility process of admitted students.*

<i>Meeting No.</i>	<i>03</i>
<i>Stakeholder</i>	<i>Students</i>
<i>Date</i>	<i>04/09/2019</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 (Associate Prof): Coordinator</i><i>3. Ms. Neetu Mankotia (Faculty): Member</i><i>4. Ms. Neelima Agrawal (Faculty): Member</i><i>5. Ms. Tabassum Baig (Faculty): Member</i><i>6. Mr. Abhay Srivastava</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 the Kamkus College of Law.

The Principal oriented the students about the history of Kamkus College of Law. Its establishment, the founder member. Its Vision, Mission & core Values.

2. To explain the academic activities and facilities available for the students.

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

3. To convey the time table of the course:

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

4. To explain the rules & regulations 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 principal to the students.

5. Explain the anti-ragging policy & committees of the college:

The principal explained in detail anti-ragging policy of the college & also referred to the provisions of U.P Prohibition of ragging act and retailed explain all committees running in college campus.

<i>Meeting No.</i>	<i>04</i>
<i>Stakeholder</i>	<i>Teaching Staff & Admin Staff</i>
<i>Date</i>	<i>11/11/2019</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 (Associate Prof): Coordinator</i> <i>3. Ms. Neetu Mankotia (Faculty): Member</i> <i>4. Ms. Neelima Agrawal (Faculty): Member</i> <i>5. Ms. Tabassum Baig (Faculty): Member</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 review of minutes of the earlier meeting dated 04/09/2019.

Resolution: Minutes of earlier meeting held on 04/09/2019 were read & approved.

2. Discussion of Academic Calendar:

Resolution: *It was resolved to approve the academic calendar prepared in Faculty meeting for second semester of academic year 2019-2020.*

3. 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.

4. To discuss planning & alumni meet to be held on 28/12/2019.

It was resolved that this year, the alumni meet would be specially organized for passing out batch.

<i>Meeting No.</i>	<i>05</i>
<i>Stakeholder</i>	<i>Teaching Staff & Admin Staff</i>
<i>Date</i>	<i>05/02/2020</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. Ms. Neetu Mankotia (Faculty): Member</i> <i>3. Ms. Neelima Agrawal (Faculty): Member</i> <i>4. Ms. Tabassum Baig (Faculty): Member</i> <i>5. Mr. Abhay Srivastava</i> <i>6. Mr. Arun Kumar</i> <i>7. All Faculty Members & Administrative Staff- Invitees</i>

The Agenda of the Meeting was discussed as under:

To Agenda of the Meeting was discussed as under:

Resolution: *It was resolved to approve the Academic calendar prepared by faculty meeting for second semester of Academic year 2019-2020.*

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

As there was other business to be transacted meeting ended with a vote of thanks to the chair.

Following is the Action taken report of suggestions made by IQAC:

<i>Sr.No</i>	<i>Suggestion</i>	<i>Action taken</i>
<i>1.</i>	<i>Appointment of Additional Teaching Staff</i>	<i>06 Full time teachers are appointed during this academic year</i>
<i>2.</i>	<i>Organization of National seminar on Religion, Politics & Feminism</i>	<i>On 11/Oct/2019 held seminar on the topic- Religion, Politics & Feminism</i>
<i>3.</i>	<i>Organization a debate</i>	<i>On 11/Oct/2019 on the topic of</i>

4.	<p><i>competition-</i></p> <p><i>Organization a Quiz competition-</i></p>	<p><i>constitutional discussion on Kashmir</i></p> <p><i>On 11/ Oct/2019 on the topic- General Knowledge & Current Affair</i></p>
5.	<p><i>Organization of Awareness Programm on World Aids Day</i></p>	<p><i>On 1/Dec/2019</i></p>
6.	<p><i>Organization of Awareness Programm for the Divayank</i></p>	<p><i>On 9th/Dec/2019 organized Divayank Diwas</i></p>
7.	<p><i>Organization of poster making competition</i></p>	<p><i>On 3rd March poster making on legal topic</i></p>
8.	<p><i>Online classes for all courses should be conducted through</i></p>	<p><i>On 22nd march during lockdown conducted online</i></p>

	<i>PPTs.</i>	<i>classes through PPT, for benefit of students.</i>
--	--------------	--