



INNOVATIVE INSTITUTE OF LAW

Approved by Bar Council of India (BCI), Delhi & Affiliated To CCS University, Meerut, U. P.

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
Innovative Institute of Law
Greater Noida

PRINCIPAL
Innovative Institute of Law
Plot No-6 Knowledge Park-2
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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.

Rajesh Gupta
Co-ordinator IQAC
Innovative Institute of Law
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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	
3	Dr. K.R. Sharma	Management Nominee	
4	Mr. Devashish Gaur	Management Nominee	
5	Dr. Asha Rani	Teacher Representatives	
6	Ms. Shipra Mishra	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	Agastya Singh	Student Representative	
12	Ms. Usha Sharma	Alumni Representative	
13	Mr. Satendra	Local Society	
14	Mr. H. Sahani	Employers Representatives	
15	Ms. Vibha Thakur	Industrialists	
16	Mr. Mukesh Sharma	Stakeholders Representatives	

Co-ordinator for IQAC
Innovative Institute of Law
IQAC Coordinator

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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

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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.

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IQAC Coordinator
Co-ordinator IQAC
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- 1 Central Office (Management)
4. Principal
5. All Committee Members

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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

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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. Amar Jeet 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

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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.

[Signature]
IQAC Coordinator
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Copy to.....

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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.

Co-ordinator IQAC
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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.

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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

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