

City Academy Law College

(Affiliated to Lucknow University & Recognized by Bar Council of India)

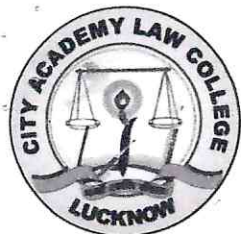
TIWARIGANJ, CHINHAT, LUCKNOW.

Mob. : 9369638650 Email : cityacademylawcollege21@gmail.com

(IQAC)

Internal Quality Assurance Cell

**MINUTES OF MEETING
&
ACTION TAKEN REPORT
(ATR)
2023-24**



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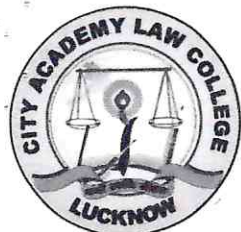
CIRCULAR

Date: 17/07/2023

The IQAC Committee meeting will be held on Saturday, 22/07/2023, 10:30 a.m. in IQAC Room under the Chairperson Principal **Dr. Azad Kumar Dwivedi**. All the members are hereby informed to remain present for the meeting.

IQAC
Coordinator

City Academy Law College
Tiwariganj, Chinhath, Lucknow



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Meeting Notice

Date: 22/07/2023

The IQAC Committee meeting will be held on, Saturday, 22/07/2023, 10:30 a.m. in IQAC Room under the Chairperson Principal Dr. Azad Kumar Dwivedi. All the members are hereby informed to remain present for the meeting.

The agendas before meeting are:

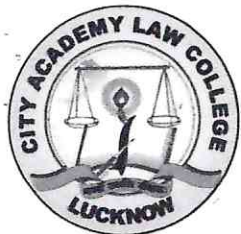
1. To read and confirm the minutes of the last meeting
2. To take review of student satisfaction survey
3. To finalize different quality enhancement policies
4. To discuss perspective plan of this year
5. To take review of student centric activities
6. To plan Alumni Meet and Parent Teachers Meet
7. To discuss draft of AQAR (2023-2024)
8. Any other by the permission of Chairperson

Members of the IQAC Committee-

S.N.	NAME OF MEMBER	DESIGNATION/ PARTICULARS	POSITION	SIGNATURE
1.	DR. AZAD DWIVEDI	PRINCIPAL	CHAIRPERSON	
2.	DR. MAMATA SRIVASTAVA	MANAGER/ SECRETARY	MEMBER	
3.	Mr. AMRIT SRIVASTAVA	DIRECTOR (REPRESENTATIVE MANAGEMENT COMMITTEE)	MEMBER	
4.	MS. SUMBUL SIDDIQUI	ASSISTANT PROFESSOR	IQAC COORDINATOR	
5.	MR. DILIP KUMAR SINGH	ASSISTANT PROFESSOR	ASST. IQAC COORDINATOR	
6.	DR. AMITA ASTHANA	ASSISTANT PROFESSOR	MEMBER	
7.	Mr. VIPIN GOSWAMI	OFFICE SUPERINTENDENT	MEMBER	
8.	Ms. PRIYA	CHIEF LIBRARIAN	MEMBER	
9.	ALOK SINGH	SOCIAL WORKER	LOCAL SOCIETY NOMINEE	
10.	Mr. ASHWANI SINGH	LL.B. THREE YEAR	ALUMNI NOMINEE	
11.	Mr. SAURABH AGARWAL	EMPRESS COMPUTER	EMPLOYER'S NOMINEE	
12.	MR BULAI YADAV	ASSISTANT PROFESSOR	MEMBER	
13.	SRISTI SRIVASTAVA	LL.B THREE YEAR SEM-4	STUDENT REPRESENTATIVE	

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MINUTES OF MEETING

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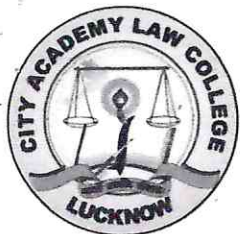
Proceedings:

The meeting started on welcome note by IQAC Coordinator.

Subject 1	To read and confirm the minutes of the last meeting
Res No.1	The minutes of last meeting was read. The committee approved and confirmed the minutes of previous meeting unanimously.
Subject 2	To take review of Student Satisfaction Survey
Res No.2	Faculty wise percentage completion of SSS by students were discussed. The committee members decided to extend the dates so that every student will participate in this process.
Subject 3	To finalize different modified quality enhancement policies.
Res No.3	The modified Research and Development policy, Scholarship policy, Anti-ragging Policy, Green and Environment Campus policy, Anti-ragging Policy, Green and environment Campus policy, Divynajan policy, Admission Policy were discussed. The committee decided unanimously to finalize the same in next meeting.
Subject 4	To discuss perspective plan for next year.
Res No.4	All members suggested different ideas to be implemented during next academic year. All the suggestions were recorded. The committee decided unanimously to finalize the same in next meeting.
Subject 5	To take review of student centric activities
Res No.5	MS. SUMBUL SIDDIQUI presented the report of student centric activities conducted by IQAC and various departments. The members asked for organization of more student centric activities in term.
Subject 7	To plan Alumni, Meet and Parent Teachers Meet
Res No.7	College has registered Alumni Association. The committee decided to update alumni association structure. It has been decided to organize Alumni Meet and Parent Teachers Meet in Month of August 2023.

The Meeting Ended with the Vote of Thanks to the Chair.


IQAC-COORDINATOR
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Action Taken Report(ATR)

Review of Student Satisfaction Survey:

1. Online survey convenient for both students and administrators.
2. Paper survey to be used when online access is limited.
3. Interviews process providing more in-depth feedback, but can be time-consuming.

Quality enhancement policies:

1. Scholarship policy,
2. Anti-ragging Policy,
3. Green and Environment Campus policy,
4. Anti-ragging Policy,
5. Green and environment Campus policy,
6. Divynajan policy,
7. Admission Policy.

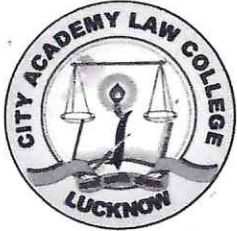
Review of student centric activities:

1. Improving the quality and effectiveness of existing student-centric activities.
2. Expanding the range and diversity of student-centric activities offered.
3. Enhancing faculty support and training for implementing student-centric activities.
4. Optimizing resource allocation for student-centric activities.
5. Continuously evaluating and improving student-centric activities based on feedback and data analysis.

To plan Alumni, Meet and Parent Teachers Meet:

College has registered Alumni Association. The committee decided to update alumni association structure. It has been decided to organize Alumni Meet and Parent Teachers Meet in Month of August 2023.


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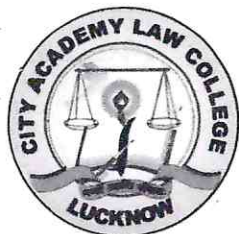
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CIRCULAR

DATE- 25/10/2023

The IQAC Committee meeting will be held on Monday, 30/10/2023, 10:30 a.m. in IQAC Room under the Chairperson Principal Dr. Azad Kumar Dwivedi. All the members are hereby informed to remain present for the meeting.


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Meeting Notice

Date: 30/10/2023

The IQAC Committee meeting will be held on, Monday, 30/10/2023, 10:30 a.m. in IQAC Room under the Chairperson Principal Dr. Azad Kumar Dwivedi. All the members are hereby informed to remain present for the meeting.

The agendas before meeting are:

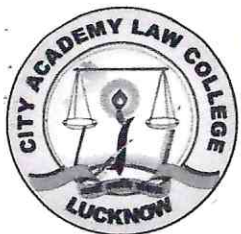
1. To review and approval of previous meeting minutes
2. Academic and administrative audit to identify areas of improvement.
3. IQAC plan and execution.
4. To discuss perspective plan of this year.
5. To take review of student centric activities.
6. Any other by the permission of Chairperson.

Members of the IQAC Committee-

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4.	MS. SUMBUL SIDDIQUI	ASSISTANT PROFESSOR	IQAC COORDINATOR	
5.	MR. DILIP KUMAR SINGH	ASSISTANT PROFESSOR	ASST. IQAC COORDINATOR	
6.	DR. AMITA ASTHANA	ASSISTANT PROFESSOR	MEMBER	
7.	Mr. VIPIN GOSWAMI	OFFICE SUPERINTENDENT	MEMBER	
8.	Ms. PRIYA	CHIEF LIBRARIAN	MEMBER	
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10.	Mr. ASHWANI SINGH	LL.B. THREE YEAR	ALUMNI NOMINEE	
11.	Mr. SAURABH AGARWAL	EMPRESS COMPUTER	EMPLOYER'S NOMINEE	
12.	MR BULAI YADAV	ASSISTANT PROFESSOR	MEMBER	
13.	SRISTI SRIVASTAVA	LL.B THREE YEAR SEM-4	STUDENT REPRESENTATIVE	

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Proceedings:

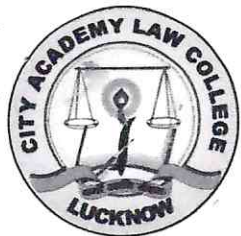
The meeting started on welcome note by IQAC Coordinator.

Subject 1	To review and approval of previous meeting minutes
Res No.1	Review the draft of previous meetings, which includes decision, action and resolutions
Subject 2	Academic and administrative audit to identify areas of improvement.
Res No.2	Review the academic and administrative audit report for the session
Subject 3	IQAC plan and execution
Res No.3	Evaluation of the IQAC plan and their plan of execution during the academic year
Subject 4	To discuss perspective plan of next year
Res No.4	To work on the academic and extracurricular activities for next year
Subject 5	To take review of student centric activities
Res No.5	MS. SUMBUL SIDDIQUI presented the report of student centric activities conducted by IQAC and various departments. The members asked for organization of more student centric activities in term.

The Meeting Ended with the Vote of Thanks to the Chair.


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Action Taken Report(ATR)

Academic and administrative audit to identify areas of improvement.

- **Academic Audit**
 - i) Evaluation of teaching methods through lectures, class presentation and viva
 - ii) Assessment of students through class test, assignments and projects
 - iii) Student Support service (Academic and Non-Academic)
- **Administrative Audit**
 - i) Governance and leadership
 - ii) Reviewing accountability
 - iii) Financial Management
 - iv) Budgeting and Accounting
 - v) Resource allocation which includes human resources, infrastructure and technology
 - vi) Infrastructure facilities

IQAC plan and execution

1. Evaluation of the IQAC plan and their execution during the previous academic session
2. Discussions on new initiatives and proposal for quality enhancement, research project and add-on courses

To discuss perspective plan of next year

Review of current year AQAR Report

Discussion on Strength, weakness and opportunities identified in the report

Review of student centric activities:

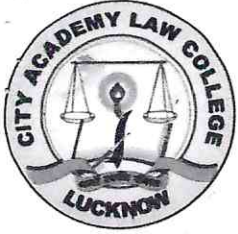
- Improving the quality and effectiveness of existing student-centric activities.
 - Expanding the range and diversity of student-centric activities offered.
 - Enhancing faculty support and training for implementing student-centric activities.
 - Optimizing resource allocation for student-centric activities.
- Continuously evaluating and improving student-centric activities based on feedback and data analysis.

To plan Alumni, Meet and Parent Teachers Meet:

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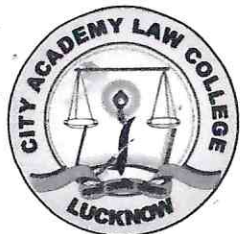
CIRCULAR

DATE- 22/01/2024

The IQAC Committee meeting will be held on Saturday, 27/01/2024, 10:30 a.m. in IQAC Room under the Chairperson Principal Dr. Azad Kumar Dwivedi. All the members are hereby informed to remain present for the meeting.

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Date: 27/01/2024

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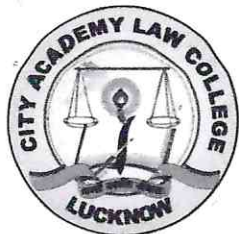
1. Improving the quality of continuous assessment through Internal Exams
2. Curriculum Aspect which includes development and implementation of Academics
3. Feedback Mechanism
4. To take review of student centric activities
5. Any other by the permission of Chairperson

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Proceedings:

The meeting started on welcome note by IQAC Coordinator.

Subject 1	Improving the quality of continuous assessment through Internal Exams
Res No.1	Establish Clear learning objectives which includes each module of every subjects
Subject 2	Curriculum Aspect which includes development and implementation of Academics
Res No.2	Curriculum design and development
Subject 3	Feedback Mechanism
Res No.3	Participation of students and their parents along with teaching and non teaching staff
Subject 4	To take review of student centric activities
Res No.4	MS. SUMBUL SIDDIQUI presented the report of student centric activities conducted by IQAC and various departments. The members asked for organization of more student centric activities in term.

The Meeting Ended with the Vote of Thanks to the Chair.

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