

## IQAC CELL

### MINUTES OF THE MEETING: 01

**Date:** - 08-06-2017

**Time:** - 02:30 pm

**Venue:** - Conference Hall

**Presided Over By:** - Dr. Azad Kumar Dwivedi (Principal)

**College Name:** - City Academy Law College

#### **INTRODUCTION:-**

The IQAC Committee of The City Academy Law College meeting conduct on 08-06-2017 at 01:30 pm at conference hall in the presence Dr. Azad Kumar Dwivedi (Principal). Following are the objectives of the meeting during discussion.

#### **AGENDA**

1. To prepare IQAC notices format.
2. To Prepare Plan for All Committee.
3. Brief idea about roles and functions of IQAC.

S.NO	NAME	DESIGNATION
01	Kuldeep kaur	Co-Ordinator
02	Anurag yadav	Co-Ordinator
03	Akanksha Goel	Student Member
04	Akanksha Singh	Student Member
05	Akash Kumar	Student Member
06	Abhishek Singh	Student Member
07	Abhishek Yadav	Student Member
08	Afzal Zafar	Student Member
09	Ajay Verma	Student Member
10	Aanchal Verma	Student Member
11	Abhinav Choudhary	Student Member
12	Abhishek Chauhan	Student Member

## DISCUSSIONS

- Discussed regarding functioning for the college.
- Discussion regarding the responsibilities and duties of the committee members.

## **RESOLUTIONS:-**






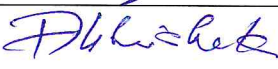
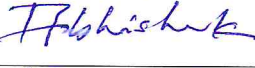


Regarding the above discussion.

Take necessary Action through Regarding Committee

**ADJOURNMENT:** - Meeting was adjourned at 03:30 pm with refreshment and votes of thanks are presented by Dr. Azad Kumar Dwivedi (Principal).

Minutes submitted by: - Kuldeep kaur (Co-Ordinator).

Approved by: - Dr. Azad Kumar Dwivedi (Principal).

S.NO	NAME	Sign
01	Kuldeep kaur	
02	Anurag yadav	
03	Akanksha Goel	
04	Akanksha Singh	
05	Akash Kumar	
06	Abhishek Singh	
07	Abhishek Yadav	
08	Afzal Zafar	
09	Ajay Verma	

10	Aanchal Verma	<u>Aanchal</u>
11	Abhinav Choudhary	<u>Abhinav</u>
12	Abhishek Chauhan	<u>Abhishek</u>

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## MINUTES OF THE MEETING: 01

**Date:** -25/06/2018

**Time:** - 03:30 pm

**Venue:** -Conference hall

**Presided over by:** - Dr. Azad Kumar Dwivedi (Principal)

**College name:** - City Academy Law College

### **INTRODUCTION:-**

The IQAC Committee of City Academy Law College meeting conducted on 26/05/2018 at 3:30 pm at conference hall in the presence of Dr. Azad Kumar Dwivedi (Principal). As per the discussion in the meeting the following are the objective of the IQAC Committee.

### **AGENDA**

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College.
2. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

### **MEMBERS PRESENT**

S.NO	NAME	DESIGNATION
01	Kuldeep kaur	Co-Ordinator
02	Anurag yadav	Co-Ordinator
03	Akash Mishra	Student Member
04	Akash Shrivastav	Student Member
05	Akash Verma	Student Member

06	Akhilesh Bharati	Student Member
07	Akhilesh Kumar Pandey	Student Member
08	Akshaya Pratap Singh	Student Member
09	Alok Kumar Singh	Student Member
10	Aman Chandra	Student Member
11	Aman Jaiswal	Student Member
12	Amar Singh	Student Member

### DISCUSSIONS

- Discussed regarding institutional functioning for the current academic year.
- Discussion regarding the responsibilities and duties of the committee members.

### RESOLUTIONS:-

Regarding the above discussion.


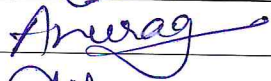

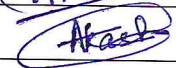
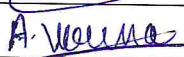


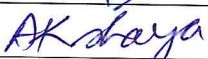
Take necessary Action through Regarding Committee

### ADJOURNMENT

**ADJOURNMENT:** - Meeting was adjourned at 04:30 pm with refreshment and given vote of thanks by Dr. Azad Kumar Dwivedi (Principal).

Minutes submitted by: - Kuldeep kaur (Co-Ordinator).

Approved by: -Dr. Azad Kumar Dwivedi (Principal).

S.NO	NAME	Sign
01	Kuldeep kaur	
02	Anurag yadav	
03	Akash Mishra	
04	Akash Shrivastav	
05	Akash Verma	
06	Akhilesh Bharati	
07	Akhilesh Kumar Pandey	
08	Akshaya Pratap Singh	

09	Alok Kumar Singh	Alok
10	Aman Chandra	Aman
11	Aman Jaiswal	<del>Aman</del>
12	Amar Singh	Amar Singh

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## MINUTES OF THE MEETING: 01

**Date:**5/07/2019

**Time:-** 03:30 pm

**Venue:-** Conference hall

**Presided over by:-**Dr. Azad Kumar Dwivedi (Principal)

**College Name:** City Academy Law College

**INTRODUCTION:** The IQAC of City Academy Law College meeting conducted on 05/07/2019 at conference hall in the presence of Dr. Azad Kumar Dwivedi (Principal).

### **AGENDA**

1. All HOD's to adhere and initiate schedule for students feedback in line with academic calendar.
2. Faculties with poor feedback shall be counseled in presence of principal and to submit action taken report (ATR) to IQAC by date 10/08/2019

### **MEMBERS PRESENT**

S.NO	NAME	DESIGNATION
01	Kuldeep kaur	Co-ordinator
02	Anurag yadav	Co-ordinator
03	Abhay Singh	Student Member
04	Amar Singh	Student Member
05	Angad Prajapati	Student Member
06	Anjali Gupta	Student Member
07	Abhishek Chauhan	Student Member
08	Akash Deep Singh	Student Member

09	Akash Shrivastav	Student Member
10	Ankit Kumar Jaiswal	Student Member
11	Anoop Kumar	Student Member
12	Anshul Kumar	Student Member

## **DISCUSSIONS**

- Discussed report finalization of IIQA and SSR shall be discussed and closed by conducting meeting of IQAC executive members in the presence of IQAC chairman.
- Discussion regarding the responsibilities and duties of the committee members.

## **RESOLUTIONS:-**

Regarding the above discussion.




Take necessary Action through Regarding Committee

## **ADJOURNMENT**

**ADJOURNMENT:-** Meeting was adjourned at 4:30pm with refreshment and vote of thanks was presented by Dr. Azad Kumar Dwivedi (Principal).

Minutes Submitted By: -Kuldeep kaur (Co-ordinator).

Approved By: - Dr. Azad Kumar Dwivedi (Principal).

S.NO	NAME	DESIGNATION	SIGN
01	Kuldeep kaur	Co-ordinator	
02	Anurag yadav	Co-ordinator	
03	Abhay Singh	Student Member	



04	Amar Singh	Student Member	<u>Amar</u>
05	Angad Prajapati	Student Member	<u>AP</u>
06	Anjali Gupta	Student Member	ANJALI
07	Abhishek Chauhan	Student Member	<u>Abhishek</u>
08	Akash Deep Singh	Student Member	<u>Akash</u>
09	Akash Shrivastav	Student Member	<u>AS</u>
10	Ankit Kumar Jaiswal	Student Member	<u>Ankit</u>
11	Anoop Kumar	Student Member	<u>AP</u>
12	Anshul Kumar	Student Member	<u>Anshul</u>

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## MEETING MINUTES 02

**Date :- 11/04/2019**

**Time:- 01:30 pm**

**Venue:- Conference hall**

**Presided over by:-Dr. Azad Kumar Dwivedi (Principal)**

**College Name:** City Academy Law College

**INTRODUCTION:** The IQAC of City Academy Law College meeting conducted on 11/04/2019 at conference hall in the presence of Dr. Azad Kumar Dwivedi (Principal).

### AGENDA

- Smooth transition to online mode of Teaching and learning
- Review of academic year 2019-2020
- Action plan for Academic year 2020-2021
- International and National interactions
- Discussion on the proposed action plan

### MEMBERS PRESENT

S.NO	NAME	DESIGNATION
01	Kuldeep kaur	Co-ordinator
02	Anurag yadav	Co-ordinator
03	Abhay Singh	Student Member
04	Amar Singh	Student Member
05	Angad Prajapati	Student Member
06	Anjali Gupta	Student Member
07	Abhishek Chauhan	Student Member

08	Akash Deep Singh	Student Member
09	Akash Shrivastav	Student Member
10	Ankit Kumar Jaiswal	Student Member
11	Anoop Kumar	Student Member
12	Anshul Kumar	Student Member

## **DISCUSSIONS**

### **Review of academic year 2019-2020**

- The second part of academic year 2019-2020 was conducted online. Many of the classes were conducted through live online classes, whereas pre-recorded videos were also shared with the students
- The student strength was relatively low as they had multiple challenges to adopt to the transition
- Student feedback was taken on challenges faced during online classes and one of the prime reason identified was lack of internet connectivity. The proposed action to handle the situation is to provide the students with pre- recorded capsule videos of the lecture. The lectures to be short and summary of the topic rather than elaborate lectures.

### **Smooth Transition to online mode of teaching and learning:**

- Uniform mode of engaging classes must be identified. Learning management must be identified
- To ensure that reading materials are shared, e-contents are developed by the faculty members.
- The mode of assessment must be comprehensive and foolproof.
- Databases must be made available remotely for which the vendors have to be approached.

04	Amar Singh	Student Member	<u>Amar</u>
05	Angad Prajapati	Student Member	<u>Angad</u>
06	Anjali Gupta	Student Member	<u>ANJALI</u>
07	Abhishek Chauhan	Student Member	<u>Abhishek</u>
08	Akash Deep Singh	Student Member	<u>AKash</u>
09	Akash Shrivastav	Student Member	<u>AS</u>
10	Ankit Kumar Jaiswal	Student Member	<u>Ankit</u>
11	Anoop Kumar	Student Member	<u>AH</u>
12	Anshul Kumar	Student Member	<u>Anshul</u>

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## MINUTES OF THE MEETING: 01

**Date:** - 27/09/2020

**Time:** - 02:00 pm

**Venue:** - Conference hall

**Presided over by:** - Dr. Azad Kumar Dwivedi (Principal)

**College Name:** - City Academy Law College

### **INTRODUCTION: -**

IQAC Committee of City Academy Law College meeting conducted on 27/09/2020 at conference hall in the presence of Dr. Azad Kumar Dwivedi (Principal). As per the discussion in the meeting the following are the agenda of the IQAC committee.

### **AGENDA**

1. To prepare the feedback schedule and submit the time table to IQAC office.
2. Online library.

### **MEMBERS PRESENT**

S.NO	NAME	DESIGNATION
01	Sumbul Siddiqui	Co-Ordinator
02	Deelip Kumar	Co-Ordinator
03	Rishabh Yadav	Student Member
04	Ritesh Rai	Student Member
05	Sana Abdulla	Student Member
06	Sandeep Kumar Ojha	Student Member
07	Saroj Kumar	Student Member
08	Satya Prakash Goswami	Student Member
09	Rohit Singh Chauhan	Student Member
10	Ruheen	Student Member
11	Sachin Kumar Verma	Student Member
12	Sahiba Kausar	Student Member

## DISCUSSIONS

- Discussed for further action.
- Discussion regarding the responsibilities and duties of the committee members.

## RESOLUTIONS:-


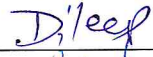







Regarding the above discussion.

Take necessary Action through Regarding Committee



**ADJOURNMENT:** - Meeting was adjourned at 03:00 pm with refreshment and given vote of thanks by- Dr. Azad Kumar Dwivedi (Principal).

Minutes submitted by- Sumbul Siddiqui (Co-Ordinator).

Approved by – Dr. Azad Kumar Dwivedi (Principal).

S.NO	NAME	Sign
01	Sumbul Siddiqui	
02	Dileep Singh	
03	Rishabh Yadav	
04	Ritesh Rai	
05	Sana Abdulla	
06	Sandeep Kumar Ojha	
07	Saroj Kumar	
08	Satya Prakash Goswami	
09	Rohit Singh Chauhan	
10	Ruheen	



11	Sachin Kumar Verma	
12	Sahiba Kausar	

  
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## MINUTES OF THE MEETING: 01

**Date:** - 20/11/2021

**Time:** - 02:30 pm

**Venue:** - Conference hall

**Preside over by:** - Dr. Azad Kumar Dwivedi (Principal)

**College Name:** - City Academy Law College

### INTRODUCTION:-

The IQAC of City Academy Law College meeting conducted on 20/11/2021 at conference hall in the presence of Dr. Azad Kumar Dwivedi (Principal) per the discussion in the meeting. The following are the agenda of the IQAC.

### AGENDA:-

- Connect digital through national platform
- Redesigning course & development of teachers/learning natural
- To purchase cloud based enterprises resource management system software for academic & administrative process.

### MEMBERS PRESENT:-

S.NO	NAME	DESIGNATION
01	Sumbul Siddiqui	Co-Ordinator
02	Dileep Singh	Co-Ordinator
03	Rakesh Agrahari	Student Member
04	Ashok Kumar Yadav	Student Member
05	Sushil Kumar Singh	Student Member
06	Akbar Ali	Student Member
07	Chhotelal Yadav	Student Member
08	Awadhesh Kumar Tiwari	Student Member
09	Anis Ahmad	Student Member
10	Satish Kumar	Student Member
11	Ram Roop Gupta	Student Member
12	Jitendra Mishra	Student Member

**LEAVE OF ABSENCE:-** Leave of absence was granted to the following members.

S.NO	NAME	DESIGNATION

#### DISCUSSION:-

The committee discussed all agenda of the meeting.


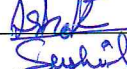
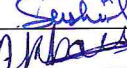


#### RESOLUTION:-

- National academic depositing (NAD) is a national system set up by ministry of human resource development and university grant commission by appointing NSDL data base management limited student registration in NAD academic repository.
- To connect more and more students institution methods for lecture.
- Cloud based ERMS software, for our fore based education was purchase and being used.

**ADJOURNMENT:** - Meeting was adjourned at 03:30 pm refreshment and given vote of thanks by Dr. Azad Kumar Dwivedi (Principal).

Minutes submitted by: - Sumbul Siddiqui (Co-Ordinator).

Approved by: - Dr. Azad Kumar Dwivedi (Principal).

S.NO	NAME	DESIGNATION	SIGN
01	Sumbul Siddiqui	Co-Ordinator	
02	Dileep Singh	Co-Ordinator	
03	Rakesh Agrahari	Student Member	
04	Ashok Kumar Yadav	Student Member	
05	Sushil Kumar Singh	Student Member	
06	Akbar Ali	Student Member	
07	Chhotelal Yadav	Student Member	
08	Awadhesh Kumar Tiwari	Student Member	
09	Anis Ahmad	Student Member	
10	Satish Kumar	Student Member	
11	Ram Roop Gupta	Student Member	
12	Jitendra Mishra	Student Member	

  
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## MINUTES OF THE MEETING: 01

**Date:-** 15/09/2022

**Time:-** 03:30 pm

**Venue:-** Conference hall

**Presided over by:-** Dr. Azad Kumar Dwivedi (Principal)

**College Name:-** City Academy Law College

**INTRODUCTION:** The IQAC of City Academy Law College meeting conducted on 15/09/2022 at conference hall in the presence of Dr. Azad Kumar Dwivedi (Principal).

### **AGENDA:**

To inform All committee about the NAAC notification regarding acceptance of IIQA and submission of online Self Study report (SSR)

### **MEMBERS PRESENT**

S.NO	NAME	DESIGNATION
01	Sumbul Siddiqui	Co-Ordinator
02	Deelip Kumar	Co-Ordinator
03	Rishabh Yadav	Student Member
04	Ritesh Rai	Student Member
05	Sana Abdulla	Student Member
06	Sandeep Kumar Ojha	Student Member
07	Saroj Kumar	Student Member
08	Satya Prakash Goswami	Student Member
09	Rohit Singh Chauhan	Student Member
10	Ruheen	Student Member
11	Sachin Kumar Verma	Student Member
12	Sahiba Kausar	Student Member

### **DISCUSSIONS:**

The agenda items were taken up for discussions

IQAC PLAN OF ACTION AND OUTCOME	
POINTS OF DISCUSSION	ACTION TAKEN/ ACHIEVEMENT
Contribution required from each committee member in preparation of NAAC	Faculty sensitization towards active participation for data collection and data compilation for NAAC
Management representation for provision of funds and structural requirements.	Structural changes pertaining to renovation of staffroom, administration room and enhancement of the entrance area and passage has been Initiated
Member from the local community/ NGO to assist in extension activities	Discussion on, for placing students in community activities run by the NGO, however, due to the pandemic placement in person is on halt.

## Resolution

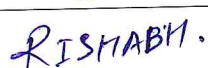
The IQAC took the information about IQAC status and the submission of SSR on record after following suggestions:

- IQAC suggested to have a road map made ready to actually track the activities, from submission of IIPA, management meeting, criterion head meeting, academic audit to actual uploading of the data.
- The IQAC, presented the timeline for the activities to be conducted, considering the deadline for submission of the SSR.

**ADJOURNMENT:** - Meeting was adjourned at 03:00 pm with refreshment and given vote of thanks by- Dr. Azad Kumar Dwivedi (Principal).

Minutes submitted by- Sumbul Siddiqui (Co-Ordinator).

Approved by – Dr. Azad Kumar Dwivedi (Principal).

S.NO	NAME	Sign
01	Sumbul Siddiqui	
02	Dileep Singh	
03	Rishabh Yadav	



04	Ritesh Rai	Ritesh Rai
05	Sana Abdulla	Sana
06	Sandeep Kumar Ojha	Sandeep
07	Saroj Kumar	SK
08	Satya Prakash Goswami	SP Goswami
09	Rohit Singh Chauhan	Rohit
10	Ruheen	Ruheen
11	Sachin Kumar Verma	SK Verma
12	Sahiba Kausar	Sahiba

  
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