

# Appendix-I

# IQAC Minutes of Meeting



# IMIRC COLLEGE OF LAW

Affiliated to CCS University Meerut (U.P.)  
Approved By Bar Council of India, New Delhi

Ph.: 05731-262222  
262223  
0120-4109381  
(M) : 09311699997  
09458690543

## Notice

The second meeting of IQAC is scheduled on 04/04/2023 at 03:00 PM in Principal Cabin.

### Agenda:

1. Confirmation and Review of Minutes of first IQAC meeting held on 07/11/2022.
2. Action taken report of first IQAC meeting held on 07/11/2022.
3. Review of NAAC work.
4. Initiating Infrastructural Changes for creation of Girls' Common Room, Boys' Common Room, Rain Water Harvesting, Waste Management Steps, Physically Handicap Friendliness and Green Initiatives.
5. Restructuring stakeholder feedback mechanism.
6. Framing code of ethics for research.
7. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



CC:

1. All Committee Members
2. Admin. Office



# IMIRC COLLEGE OF LAW

Affiliated to CCS University Meerut (U.P.)  
Approved By Bar Council of India, New Delhi

Ph.: 05731-262222  
262223  
0120-4109381  
(M) : 09311699997  
09458690543

## Minutes of Meeting

The chairman Dr.Sandeep Kulshrestha occupied the chair and welcomed the members in IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1 Confirmation and Review of Minutes of IQAC meeting held on 07/11/2022.**

### **Resolution:**

Thorough discussion was made, review is taken and Minutes of IQAC meeting held on 07/11/2022 unanimously approved.

**Agenda:2 Action taken report of first IQAC meeting held on 07/11/2022.**

### **Sr.No. Resolution in the Meeting Action Taken for Implementation & Outcomes**

2. About deciding Mechanism.

IQAC Monitoring a part of IQAC Monitoring Mechanism it was decided to conduct next IQAC Meeting on 20/07/2022.

**Agenda:3 Review of NAAC work.**

### **Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. IQAC Cell suggested some changes in Qualitative Work.

**Agenda:4 Initiating Infrastructural Changes for creation of Girls' Common Room, Boys' Common Room, Rain Water Harvesting, Waste Management Steps, Physically Handicap Friendliness and Green Initiatives.**



**Resolution:**

Thorough discussion was made and it was decided to initiate Infrastructural Changes for creation of Girls' Common Room, Boys' Common Room, Rain Water Harvesting, Waste Management Steps, Physically Handicap Friendliness and Green Initiatives. Further it

was decided that responsibility of getting work done under guidance of Principal has been given to Mr. Suraj Tomar (IQAC Coordinator).

**Agenda:5 Restructuring stakeholder feedback mechanism.**

**Resolution:**

Mr. Salim Khan Proposed that presently there is different mechanism for collecting stakeholder feedback, so there is need of change in mechanism as per NAAC institute level. Thorough discussion was made and it was decided that change in mechanism at institute level must be made for collecting, analysing and implementing feedback of all stakeholders. Salim Khan a-given responsibility to modify existing feedback forms and come up with new mechanism.

**Agenda:6 Issue with the permission of the chair.**

**Resolution:** present. As there were no issues to discuss meeting was concluded with vote of thanks to all

**Action Taken Report of Second IQAC Meeting held on 20/07/2022**

**Sr.No. Resolution in the Meeting**

1. Initiating Infrastructural Changes for creation of Girls' Common Room, Boys'

**Action Taken for Implementation & Outcomes**

Dr. Suraj Tomar (IQAC Coordinator) After work done, he is Common Room, Rain Water Harvesting, instructed to submit report to the Waste Management Steps, Physically IQAC. Handicap Friendliness and Green Initiatives.

2. Restructuring stakeholder feedback Stakeholder feedback mechanism. restructured and decided to implement

**Attendance**

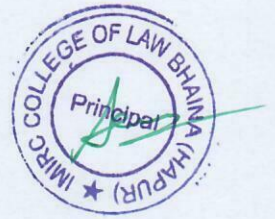
Sr. No.	Category	Name
01	Head of the Institution	Dr.Sandeep Kulshrestha
02	NAAC Coordinator	Mr. Suraj Tomar
03	IQAC Coordinator	Mr. Suraj Tomar



04.	Senior Faculty Member	Mr. Gaurav Sharma
05.	Administration Representation	Mr. Manoj Kumar
06.	Nominees from Student & Alumina	Mr., Rakesh Kumar
07.	Nominees of Employer/industrialist/ Stakeholder	Advocate Saurav Kumar
08.	Nominees of other Institution	Dr. Naveen Kumar



Principal





# IMIRC COLLEGE OF LAW

Affiliated to CCS University Meerut (U.P.)  
Approved By Bar Council of India, New Delhi

Ph.: 05731-262222  
262223  
0120-4109381  
(M) : 09311699997  
09458690543

## Notice

The third meeting of IQAC is scheduled on 20/07/2023 at 03:00 PM in Principal Cabin.

### Agenda:

1. Confirmation and Review of Minutes of Last IQAC meeting held on 04/04/2023.
2. Action taken report of IQAC meeting held on 04/04/2023.
3. Review of NAAC work.
4. Planning of Extension Activities for Academic Year 2023-24.
5. To initiate Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute.
6. To use ICT facilities for Teaching and Learning.
7. To increase bandwidth of internet connection.
8. To initiate process for registering alumni association.
9. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



CC:

1. All Committee Members
2. Admin. Office





# IMIRC COLLEGE OF LAW

Affiliated to CCS University Meerut (U.P.)  
Approved By Bar Council of India, New Delhi

Ph.: 05731-262222  
262223  
0120-4109381  
(M) : 09311699997  
09458690543

## Minutes of Meeting

The chairman Dr.Sandeep Kulshrestha occupied the chair and welcomed the members for s IQAC Meeting. The following business was transacted in the meeting:-

### **Agenda:1 Confirmation and Review of Minutes of first IQAC meeting held on 04/04/2023.**

#### **Resolution:**

Thorough discussion was made, review is taken and Minutes of first IQAC meeting held on 04/04/2023 unanimously approved.

### **Agenda:2 Action taken report of IQAC meeting held on 04/04/2023.**

Sr.No.	Resolution of the Meeting	Action Taken implementation & Outcomes
01	Initiating Infrastructural Changes for creation of Girls' Common Room, Boys' Rain Water Harvesting, waste management Step, Physically Handicap friendly and Green Initiate.	Mr.Suraj Kumar Tomar.( Coordinator) After work done, he s instructed to submit report to the Waste Management Steps, Physically IQAC.
02	Restructuring stakeholder feedback Mechanism	Stakeholder feedback Mechanism restructuring and decided to implement from Academic year .

#### **Agenda 2-Review of NAAC work**

**Resolution** - Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. IQAC Cell suggested some changes in Qualitative Work.

### **Agenda:3 Planning of Extension Activities for Academic Year 2023-24.**

#### **Resolution:**

Thorough discussion was made and it was decided that planning of Extension Activities for Academic Year 2023-24 is to be done. Extension Activity Coordinator handed over responsibility for the same.





**Agenda:4 To initiate Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute**

**Resolution:**

Thorough discussion was made and it was decided that Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute is to be initiated. By consent of All responsibility of Face Value Enrichment has been given to Hon. Principal Dr.Sandeep Kulshrestha

**Agenda:5 To use ICT facilities for Teaching and Learning.**

**Resolution:** It was brought to the notice of all IQAC members that, ICT tool usage is important and should have mechanism for its usage at faculty level.

Thorough discussion was made and it was decided to purchase LCD projector on immediate effect and prepare register to record ICT tool usage by faculty and it was also decided to put column 'Teaching Aids used' in teaching plan.

**Agenda :6 To increase bandwidth of internet connection.**

**Resolution:**

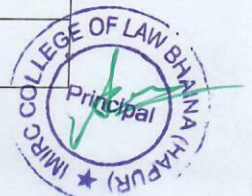
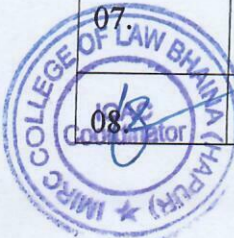
It was brought to the notice of IQAC that, bandwidth of internet connection is to be increased. It was decided to increase bandwidth of internet connection. Responsibility of same is given to Hon. Principal for follow up and work done.

**Agenda:7 Issue with the permission of the chair.**

**Resolution:** As there were no issues to discuss meeting was concluded with vote of thanks to all .

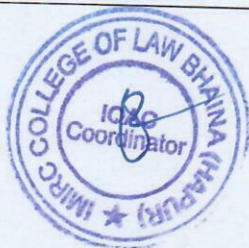
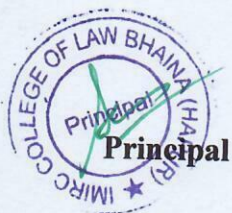
**Attendance**

Sr. No.	Category	Name
01	Head of the Institution	Dr.Sandeep Kulshrestha
02.	NAAC Coordinator	Mr. Suraj Tomar
03.	IQAC Coordinator	Mr. Suraj Tomar
04.	Senior Faculty Member	Mr. Gaurav Sharma
05.	Administration Representation	Mr. Manoj Kumar
06.	Nominees from Student & Alumina	Mr., Rakesh Kumar
07	Nominees of Employer/industrialist/ Stakeholder	Advocate Saurav Kumar
08	Nominees of other Institution	Dr. Naveen Kumar



**Action Taken Report of first IQAC Meeting Previous Meeting**

Sr.No.	Resolution of the Meeting	Action Taken implementation & Outcomes
01	Planning the NSS/Extension Activity for the session	Extension Activity coordinator has submitted plan of Extension activity activities
02	To Use ICT Teaching and Learning	LCD Projector has purchased
03.	To Increased the Band Width of internet connection	To Increase the Bandwidth 100 mbps.





# IMIRC COLLEGE OF LAW

Affiliated to CCS University Meerut (U.P.)  
Approved By Bar Council of India, New Delhi

Ph.: 05731-262222  
262223  
0120-4109381  
(M) : 09311699997  
09458690543

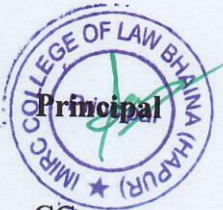
## Notice

The meeting of IQAC is scheduled on 14/03/2024 at 03:00 PM in Principal Cabin.

### Agenda :

1. Confirmation and Review of Minutes of third IQAC meeting held on 20/07/2023.
2. Action taken report of IQAC meeting held on 20/07/2023.
3. Review of NAAC work.
4. To decide on Eco-friendly measures to reduce energy consumption in campus.
5. To review green initiatives and waste management steps in
6. To purchase sports material as per need of students.
7. To decide plan of action for NAAC application.
8. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



CC:



1. All Committee Members
2. Admin. Office



# IMIRC COLLEGE OF LAW

Affiliated to CCS University Meerut (U.P.)  
Approved By Bar Council of India, New Delhi

Ph.: 05731-262222  
262223  
0120-4109381  
(M) : 09311699997  
09458690543

## Minutes of Meeting

The chairman Dr.Sandeep Kulshrestha occupied the chair and welcomed the members for fourth IQAC Meeting. The following business was transacted in the Meeting:-

**Agenda:1 Confirmation and Review of Minutes of Last IQAC meeting held on 20/07/2023.**

### Resolution :

Thorough discussion was made, review is taken and Minutes of third IQAC meeting held on 20/07/2023.unanimously approved.

**Agenda:2 Action taken report of third IQAC Meeting held on 20/07/2023.**

Sr. No.	Resolution in the meeting	Action Taken of Implementation & Action Taken
01	NAAC Work	Criterion Coordinator presented their work in the meeting

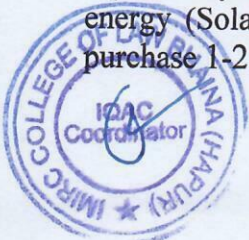
**Agenda:3 Review of NAAC work.**

### Resolution:

Review of NAAC qualitative and quantitative work is taken criteria wise and IQAC cell recommended to apply for initial login to NAAC.

**Agenda:4 To decide on Eco-friendly measures to reduce energy consumption in campus. Resolution:**

Thorough discussion was made and it was decided that to reduce energy consumption in the campus incandescent light bulbs and fluorescent tube lights are to be replaced by cost effective, high efficient LEDs. As well as IQAC suggested to use renewable energy (Solar) for reducing power consumption up to some extent. So it was decided to purchase 1-2 solar street light and initiate use of renewable energy.



**Agenda:5 To review green initiatives and waste management steps in campus.**

**Resolution:**

It was brought to the notice of all IQAC members that, green initiative like Tree Plantation is carried out annually in the campus. As well separate manpower is given for maintenance of these initiatives. IQAC was satisfied with the initiatives and suggested to make separate bicycles stand in parking and encourage student and staff to use bicycles

IQAC Chairman briefed about solid and liquid waste management strategies in the institute and highlighted need of e-waste management. Thorough discussion was made and it was decided either to give e-waste to supplier and take discount in bills or to use components from e-waste for repair/ maintenance of systems.

**Agenda:6 To purchase sports material as per need of students.**

**Resolution :**It was brought to the notice of all IQAC members that, As per suggestions received in feedback forms by the students, sports material is required to purchase. IQAC approved the same and instructed to purchase sports material with immediate effect

**Agenda:7 To decide plan of action for NAAC application.**

**Resolution:**

It was brought to the notice of IQAC that, from June 2024 NAAC has closed the window system and NAAC is accepting applications throughout the year. Based on this new change following plan of action has been decided by IQAC.

I.

To Apply for IIQA : - June 2024

II.

To submit SSR :- Sep.2024

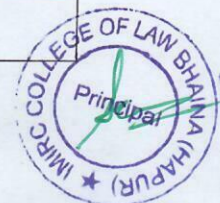
**Agenda:8 Issue with the permission of the chair.**

**Resolution:** present.

As there were no issues to discuss meeting was concluded with vote of thanks to all

**Attendance**

Sr. No.	Category	Name
01	Head of the Institution	Dr.Sandeep Kulshrestha
02.	NAAC Coordinator	Mr. Suraj Tomar
03.	IQAC Coordinator	Mr. Suraj Tomar
04.	Senior Faculty Member	Mr. Gaurav Sharma
05.	Administration Representation	Mr. Manoj Kumar



06.	Nominees from Student & Alumina	Mr., Rakesh Kumar
07.	Nominees of Employer/industrialist/ Stakeholder	Advocate Saurav Kumar
08.	Nominees of other Institution	Dr. Naveen Kumar





# IMIRC COLLEGE OF LAW

Affiliated to CCS University Meerut (U.P.)  
Approved By Bar Council of India, New Delhi

Ph.: 05731-262222  
262223  
0120-4109381  
(M) : 09311699997  
09458690543

## Notice

The meeting of all teaching and non teaching staff is scheduled on 29/06/2022, at 03:00 PM in Principal Cabin.

### Agenda:

1. About initiating NAAC work.
2. Discussion about NAAC Accreditation and Assessment process.
3. Formation of NAAC Steering/Core Committee.
4. Formation of IQAC.
5. Framing of Vision, Mission and Core Values of Institute.
6. Defining PEOs, POS and PSOS of the program.
7. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

## Minutes of Meeting

### Agenda:1 About initiating NAAC work.

**Resolution:** Thorough discussion was made and it was unanimously resolved that, NAAC work is to initiated to inculcate culture of quality in institute. Further all teaching and non-teaching staff were provided with revised NAAC Manual released in 2019 for basic understanding and study.

### Agenda:2 Discussion about NAAC Accreditation and Assessment process.



**Resolution :** It was unanimously decided that NAAC application is to be submitted in academic New Process of NAAC Accreditation and Assessment is discussed. It has three stages-

1. Self Study Report (Qualitative Metrics (350 Marks) + Quantitative Metrics (650 Marks))
2. Student Satisfaction Survey (SSS)
3. Peer Team visit

**Agenda:3 Formation of NAAC Steering/Core Committee.**

**Resolution:** Thorough discussion was made and it was unanimously resolved that, NAAC Core/ Steering committee is to be constituted consisting of key functionaries of the institute to prepare NAAC SSR. NAAC Steering/Core Committee is constituted by approval of all and Mr. Suraj Tomar is selected as NAAC Coordinator.

**Agenda:4 Formation of IQAC.**

**Resolution:** As per NAAC Guidelines, IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

Members of IQAC were decided by consent of all present members and it was decided to communicate all members regarding First IQAC meeting on 29/06/2022 at 03:00 PM in Principal Cabin.

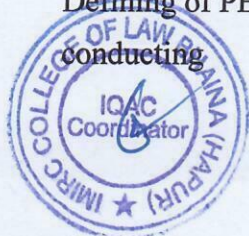
**Agenda:5 Framing of Vision, Mission and Core Values of Institute.**

**Resolution:** Thorough discussion was made and it was unanimously determined that concrete steps and path needed in all directions for achieving quality excellence. For this all members focused on need of framing Vision, Mission and Core Values of Institute for setting quality benchmark. So, It was decided that, As IQAC has representation of all stakeholders, IQAC can work for framing Vision, Mission and Core Values of Institute. Once Vision, Mission and Core Values of Institute are framed will be put in various institute level committees/ bodies for approval.

**Agenda:6 Defining of PEOS, POS and PSOS of the program.**

**Resolution:** Thorough discussion was made and it was unanimously resolved that as per new guidelines of accrediting bodies like NAAC, there is need of Defining PEOS, POS and PSOS of the program.

So, It was decided that, As IQAC has representation of all stakeholders, IQAC can work for Defining of PEOS, POS and PSOS of the program. This committee is responsible for





3 Meetings for defining of Vision, Mission, PEOS, POS and PSOS of the program and submitting report to Principal. Once PEOS, POS and PSOS of all departments are defined, will be put in various institute level committees/ bodies for approval.

**Agenda:7** Issue with the permission of the Chair.

**Resolution:** present. As there were no issues to discuss meeting was concluded with vote of thanks to all

## Attendee

### Attendance

Sr. No.	Category	Name
01	Head of the Institution	Dr.Sandeep Kulshrestha
02.	NAAC Coordinator	Mr. Suraj Tomar
03.	IQAC Coordinator	Mr. Suraj Tomar
04.	Senior Faculty Member	Mr. Gaurav Sharma
05.	Administration Representation	Mr. Manoj Kumar
06.	Nominees from Student & Alumina	Mr., Rakesh Kumar
07.	Nominees of other Institution	Dr. Naveen Kumar



## Action Taken Report of Meeting held on 20/07/2021 Resolution in the Meeting

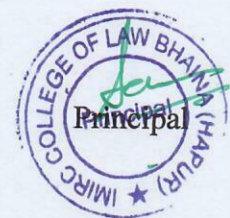
1. About initiating NAAC work.

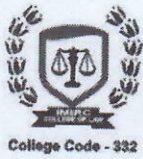
**Action Taken for Implementation & Outcomes** All teaching and concerned non teaching were provided with NAAC Manual and instructed to study NAAC Manual.

2. Formation of NAAC Steering/Core NAAC Committee. Steering/Core Committee Office Order was taken out at institute level dated 29/06/2022.

3. Formation of IQAC.

4. Framing of Vision, Mission and Core Values of Institute and Defining of Vision, Mission, PEOS, POs and PSOS of all Departments. IQAC Office Order was taken out at institute dated 02/07/2022 and Next Meeting of IQAC is planned on 20/07/2022.





# IMIRC COLLEGE OF LAW

Affiliated to CCS University Meerut (U.P.)  
Approved By Bar Council of India, New Delhi

Ph.: 05731-262222  
262223  
0120-4109381  
(M) : 09311699997  
09458690543

## Notice

The first meeting of IQAC is scheduled on 07/11/2022 at 03:30 PM in Principal Cabin.

### Agenda:

1. Opening words by Chairman.
2. Self-introduction of the members.
3. Introduction Speech by IQAC Coordinator.
4. About deciding Goals and Objectives of IQAC.
5. About deciding functions of IQAC.
6. About deciding IQAC Monitoring Mechanism.
7. Issue with the permission of the chair.

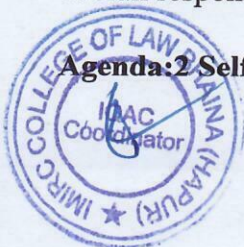
All the concerned are requested to make it convenient to attend the meeting.

**Minutes of Meeting** The chairman Dr Sunil kumar occupied the chair and welcomed the members for first IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1** Opening words by Chairman.

**Resolution:** Chairman briefed all present members on the formation of IQAC cell and its overall responsibilities.

**Agenda:2** Self-introduction of the members.



**Resolution:** All the members were given their introduction.

**Agenda:3 Introduction Speech by IQAC Coordinator.**

**Resolution:**

IQAC coordinator introduced all present members to the goals, objectives, functioning and monitoring mechanism of IQAC as per NAAC guidelines.

**Agenda:4 About deciding Goals and Objectives of IQAC.**

**Resolution:** Thorough discussion was made and Goals and Objectives of IQAC were decided as follows:-

- \*To develop a quality system for consistent programmed action to improve the academic and administrative performance of the college.
- \*To promote measures for institutional functioning towards quality enhancement Thorough imbibing quality culture and institutionalization of best practices.

**Agenda:5 About deciding functions of IQAC.**

**Resolution:**

Thorough discussion was made and functions of IQAC were decided as follows:-

- Arrangement of files of our existing feedback responses from students, parents and other stakeholders on quality related institutional processes.
- \*Acting as a nodal cell of the college for coordinating quality-related activities, including adoption and dissemination of good practices.

Development and application of quality benchmarks for the various academic and administrative activities of the college.

- Organization of Institute level programs and quality related programs.



Preparation of the Self Study Report Report (SSR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, ISO,NIRF) in the prescribed format.

**Agenda:6 About deciding IQAC Monitoring Mechanism.**

**Resolution:** A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARS) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACS to know the progress, functioning as well quality sustenance initiatives undertaken by them.

So as a part of IQAC Monitoring Mechanism it was decided that IQAC should meet as and when required and take review of all activities mentioned in earlier points and extend necessary suggestions/corrective actions to maintain overall quality culture in the institute.

**Agenda : 7 Issue with the permission of the chair.**

**Resolution:** As there were no issues to discuss meeting was concluded with vote of thanks to all present.

Attendance

Sr. No.	Category	Name
01	Head of the Institution	Dr.Sandeep Kulshrestha
02.	NAAC Coordinator	Mr. Suraj Tomar
03.	IQAC Coordinator	Mr. Suraj Tomar
04.	Senior Faculty Member	Mr. Gaurav Sharma
05.	Administration Representation	Mr. Manoj Kumar
06.	Nominees from Student & Alumina	Mr., Rakesh Kumar
08.	Nominees of other Institution	Dr. Naveen Kumar

