IQAC meeting minutes - 1

IQAC Cir 001/2020

Date of meeting: 6th September2020
Mode of Meeting: Online

Agenda:
   a. Smooth transition to online mode of Teaching and learning
   b. Review of academic year 2019-2020
   c. Action plan for Academic year 2020-2021
   d. International and National interactions
   e. Placing SOP of IQAC for due consideration
   f. Discussion on the proposed action plan

Minutes of meeting:

   a. 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.
   b. 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.
   c. Action plan for Academic year 2020-2021
      ➢ Online must be effectively utilised to ensure international personnel's can interreact with the students and teachers.
      ➢ To ensure internal assessments are pre-decided, it was decided that faculty members where internal assessment to submit the pre-decided dates for internal exams and schedule for the presentations.
      ➢ Students will be encouraged to take part in online internships post class hours.

d. Mentorship to be strengthened:
  ➢ Mentors are to interact with students on regular basis
  ➢ Mentors are to monitor the academic and personal wellbeing of the students on timely basis.

e. Maintaining COVID protocols while reopening institutions
  a. As the college has shifted to new campus and all faculty members are required to come back, adequate measures to ensure safety of teaching and non-teaching staff. Ms. Vaishnavi, NCC CTO is appointed as the COVID Coordinator, and a team will be coordinated to assist her.

f. Teaching and Non-teaching staff to be extended with training on professionalism at workplace and personality development programme. It has been agreed that Director (Academics) will be engaging session on professionalism at work place for teaching and non-teaching staff. It is also agreed to provide personality development programme to faculty members.

g. It was decided to reconstitute the committee and meet the committees one on one to align the activities. All the committee members are required to submit the Standard operation procedure and plan the activities accordingly

h. Adoption of ERP – it was decided that ERP will be adopted phase to phase manner. Initially starting with the teaching and learning module, followed by the assessment and there after the accreditation module

i. To Discussion on the proposed action plan

Si. No	IQAC Proposed Action Plan
1	To ensure smooth transition during the pandemic
2	To provide assistance to faculty and students to interact with national and international luminaries
3	Improvement in teaching and learning - through development of e-contents
4	Encourage Guest lectures through webinars
5	Streamlining of strategic planning through SOPs
6	Adoption of comprehensive research policy

6	To establishing centres
7	Encouraging research culture and academic interactions among faculty members
8	Introduction of Add- on Courses
9	Training for Teaching and non- teaching Staff
10	Use of online resources for Extension activities
11	Streamline college activities to parameters mentioned in NAAC
12	Course manual preparation and preparation of reading materials
13	Looking at CO and PO attainment
14	Encouraging research Culture among students

IQAC 002/2021
Chaired by Prof. Dr. Shyam Kishore
Date of meeting: 12th December 2020
Circulated through mail
Mode of Meeting: Zoom
Agenda:

1. Progress of academic year
2. Teaching and non- teaching staff training
3. Aligning College Activities to NAAC requirements for quality enhancement
4. Reviewing the activities of the committees
5. Initiating faculty academic discourse
6. Review of AQAR 2019-2020
7. NIRF ranking 2021
8. Any other matter with the permission of the Chair

Minutes:

1. Review of Progress of academic year
   ➢ KSLU exam is scheduled to be conducted for the final years in the month of December, 2020. All necessary steps are to be adopted for the same.
2. Teaching and non- teaching staff training:
   ➢ It has been decided to Conduct Research methodology workshop with hands on training for the faculty members.
   ➢ It is decided to extend POSH training to Non- teaching staff of GEF, along with trainings of identified areas
3. Establishing centres of excellences in college:
   ➢ In order to encourage research activities in college the following Centres have been initiated:
      ○
4. Aligning College Activities to NAAC requirements for quality enhancement:
   ➢ All the committees were interacted with on one on one basis and they committee members were briefed of their expectation.
   ➢ The committee members were also provided an over view of AQAR and care that must be given while deciding the activities.
5. Initiating faculty academic discourse:
   ➢ It was decided that every Wednesday, faculty academic discourse will be conducted for the purpose of encouraging academic interactions among faculty members.
   ➢ Faculty members are required to submit the choice of their areas prior.
6. Review of AQAR 2019-2020
   ➢ The draft of data collected for AQAR 2019-2020 was placed before the IQAC members. IQAC members were heading the criteria as follows along with the

task force created for the purpose of smooth conduct. AS the final percentage and placement details are yet to be collected, AQAR submission is due.

  ➢ The members are required to ensure the supporting documents are made available.
  ➢ Draft AQAR was placed before the members of GC on 20th November 2020

7. Status of NIRF:
  ➢ NIRF registration is completed and data collection for the same is in progress.

8. Adoption of research Policy and consultancy policy
  ➢ The research policy has been accepted by the IQAC and is forwarded to the management for the final approval of the seed money, faculty research support and research incentive. The Consultancy Policy that has been approved by the Governing Council members will be implemented in college for the upcoming Evolute project.

9. Call for add – on courses: Proposal is invited from faculty members for offering Add- on Courses for the academic year 2020-2021.

IQAC Cir. 03/2021

Chaired by: Dr. Shyam Kishore
Date of meeting: 30th March 2021
Members present:

Agenda:

a. Review of committee activities
b. Feedback analysis
c. IQAC interaction with faculty members
d. Curriculum feedback from faculty members
e. Comparison of AQAR 2018-2019 & AQAR 2019 -2020
f. Suggestive activities to various committees
g. Status of Add- on programmes offered.
h. Other issues with the permission of the chair

Minutes:

a. Review of Committee Activities:
   ➢ Committee activities were interrupted due to COVID and disruption in academic calendar.
   ➢ The online platforms are effectively utilised for the purpose of reaching out to public.
   ➢ It is worth noting that webinars were conducted by every subject teacher for their subjects to help students interact with experts in the field.
b. Feedback analysis:
   ➢ Feedbacks were collected from the students regarding the online classes and faculty teaching.
c. IQAC interaction with faculty members
   ➢ Faculty member were provided detailed
d. Add- on courses called forth: Due to the pandemic, and interruption in the academic calendar, add-on courses were suspended, though faculty members had submitted proposal for the same
e. Curriculum feedbacks were taken from the faculty members. The faculty members were asked to submit revision in the syllabus and it will be forward to KSLU for due consideration.
f. Comparison of AQAR 2018-2019 and 2019-2020 (Annexure 1)
   ➢ As Ramaiah College of law is submitting the second AQAR post the accreditation in 2019 (first cycle in 2018 and appeal). The performance of the college was evaluated by IQAC. Though the pandemic has impacted various activities of college such as placement, student progression, sports, cultural, introduction of new courses. But there is improvement in terms of research publication, research activities engaged by the college, use of LMS, career advancement programme undertaken by the faculty members etc.

g. IQAC helped the members of various committees to identify the activities that must be adopted by them (Annexure 2)

h. NIRF status: it was decided by the management on 20th January, 2021 that College of law will not be participating in NIRF 2021 and 2022. And it was suggested that college of law focuses on NAAC.

i. Analysis of NIRF ranking :
   ➢ The score received was 35.7 where research component was the challenging.
   ➢ It was noticed that not having master's students and PhD scholars were challenging
   ➢ The ideal Mentor: Mentee ratio is 1:20 where RCL has 1:27, which can be improved
   ➢ Research Publication of Law faculty is mostly in peer reviews and UGC care list , which is not considered by NIRF. The publication details are collected by third party from journals in Scopus and Webofscience.
   ➢ The number of faculty with PhD in Law college is relatively low.
   ➢ The pass percentage is calculate against the total number of students enrolled rather than number of students appeared. This also reduces the pass percentage of the students.

j. Other issues with the permission of the chair:
   ➢ Placements were raised as concern by the students as well as faculty. It has been decided by the members that Placement committee must organize weekly seminars from professionals in different field
   ➢ Soft skill training to be extended to the pre final year students and final year students
   ➢ Student professional interest to be identified from pre- final year batch and adequate training to be extended accordingly.
   ➢ To Conduct the exams for the clinical paper especially ADR to be done through the ERP.

IQAC Meeting minutes -4:

IQAC 004/2021
Chaired by Prof. Dr. Shyam Kishore
Date of meeting: 30th July 2021
Circulated through mail
Mode of Meeting: Zoom
Agenda:
    a. Review of activities of IQAC and committees
    b. Attainment of action plan
    c. Reconstitution of IQAC
    d. AQAR 2020-2021

Minutes:

    a. Review of Academic year of 2020-2021
        ➢ The pandemic did interrupt the academic activities of the college, but it also opened opportunity to interact with various experts without geographical restrictions
        ➢ As the academic calendar is still unclear, the decisions. Can be impacted drastically.
    b. Attainment of Action plan of IQAC

	IQAC initiative	Attainment
1	To ensure smooth transition during the pandemic	Teaching learning and administrative activities were conducted through LMS- Campus technology
2	To provide assistance to faculty and students to interact with national and international luminaries	Lectures and trainings were organised by IQAC by International Guests such as faculty training by Prof. Gemma Smyth, Associate Dean, Windsor University
3	Improvement in teaching and learning - through development of e-contents	Faculty members have developed e-content for the and it is uploaded on YouTube
4	Encourage Guest lectures through webinars	All subjects have engaged at least one webinar in specific area from the experts from the field
5	Streamlining of strategic planning through SOPs	All Committees have developed their SOPs and it is being followed.
6	Adoption of comprehensive research policy	The research policy has been submitted to the management for their approval and due consideration regarding seed money for research activities

7	Establishing centres	Centres of Excellence in 3 identified areas have been established under the Direct guidance of Director(academics):
8	Encouraging research culture and academic interactions among faculty members	Weekly academic discourse has been initiated where faculty members share their view of specific subject matter
9	Introduction of Add- on Courses	Proposals were submitted by faculty members to offer add-on courses but was interrupted by pandemic as the academic calendars were interrupted.
10	Training for Teaching and non-teaching Staff	Trainings were extended to faculty members on use of SPSS , POSH training for non-teaching staff
11	Use of online resources for Extension actives	NSS and NCC utilised videos as mode of reaching out to public for various awareness programmes
12	Streamline college activities to parameters mentioned in NAAC	Faculty members were extended training on NAAC and activates were engaged like wise
13	Course manual preparation and preparation of reading materials	All faculty members prepared the course manual and reading materials with recent and relevant case laws - submitted in library
14	Looking at CO and PO attainment	The college is yet to streamline a process of the CO-PO attainment , due to constrain In assessment methodologies
15	Adoption of ERP	Campus technology is utilised for teaching learning and online exams. It has been agreed to be immediately implemented for the NAAC as well
16	Identification of slow leaner & Advanced learners	The suggested method of understanding slow learners and advanced learner was to evaluate the marks of the students of over 3 semesters. The accurate methodology to be developed
17	Revision of Curriculum	Submitting subject suggestion to KSLU

c. Reconstitution of IQAC

> ➢ It has been decided that Dr. Anuja S., Associate Professor will replace Ms. Rhea Roy Mammen as the IQAC Coordinator. The members of IQAC will also be duly reconstituted accordingly. The members of IQAC place on record the appreciation to Ms. Rhea Roy Mammen for having handled the post from 2016 to 2021.

d. AQAR 2020-2021

> ➢ IQAC members of 2021will take forward the preparation of AQAR 2020-2021 with the help of the ERP.
> ➢ The NAAC module of ERP is to be implemented with immediate effect.
> The members will be meeting on the date (to be agreed to plan out the initial action)

ANNEXURE 1: Improvement and Scope of Improvement:

A. CRITERIA 1: **Curriculum aspects**

With reference to curriculum implementation, as we have a structure in place, it is neutral.

There is improvement in terms of the feedbacks collected and analyzed. The focus is to upload the reports to be made available online.

Area for improvement:

a. Number of courses introduced, in terms of certificate courses, diploma courses and value added courses. Though proposals were received from faculty members for the implementation of the Ability enhancement programme, it was not implemented. Prime reason was the sudden lockdown last year. But that must be revived.

b. Feedback analysis report must be reflected on the website. And all stakeholders must be included

c. Engagement of faculty members in BOS, curriculum drafting etc.

B. Criteria 2: **Teaching, Learning and Evaluation**

Improved:

a. We have improved with respect to the Faculty: student ratio

b. Inclusivity of SC/ST/ OBC etc.

Area of improvement:

A. TO have a mechanism to identify advanced learner and slow learner, and identify means to help them. Apart from remedial classes.

B. To identify innovative teaching practices and these practices are recorded effectively

C. Look at means to have effective internal assessments and have a record maintained

D. Looking at the course Outcome and its attainment. This might be challenging for us, as, we have limited means evaluation. At least look at means of engaging them in the internal assessment as far as possible.

E. Engage with students – as mentors. And have it effectively maintained. The mentors must be encouraged to interact with the mentee online once a month, so they can connect with the students

F. Placement to be strengthened

G. Experiential learning – to have teachers provided record on practices adopted in class

C. Criteria 3 Research, Extension and innovations
Improved:

a. Publication have considerably improved.
b. There are research projects coming in
c. The NCC activities have contributed greatly to the extension activities.
Scope of Improvement:
a. Faculty members can be encouraged to publish articles in Scopus/ UGC recognized journals over seminar proceedings
b. To enter into collaborations with organizations for research activities.
c. Encourage the centers, cells to organize webinars, reaching out to the public- Webinar committee
d. Each faculty member can be encouraged to organize at least one guest lecture in their area
e. Encourage Senior faculty to be registered as Research Guides with RAUS, etc,
f. The extension activities must be strengthened, especially by strengthening NSS, through maybe creating of awareness videos, pamphlet,
    a. Look at ways to engage legal Aid online, consultations online etc.
g. To look at institutional collaborations for to have students engaged for field activities, research etc. Eg. Like those proposed by CLAAS with KSLSA

Criteria 4: infrastructure
Improved:

Physical Infrastructure wise we have improved well
We are progress well with class rooms, library etc.

Scope of improvement:
a. To have more e-database. And ensure remote access of the same to encourage usage
b. E-content development by faculty. – Eg. All faculty members can be encouraged to provide capsule videos of very relevant topics, that can be made available online

Criteria 5: Student support and Progression

Improved:
➔ Sports and cultural
➔ Moot and debate

Scope of improvement:
a. To have a clearer data base on student progress and placement – Placement committee can be utilised
b. Alumni engagements – having their contribution both monetary and academic - alumni Committee
c. To have soft skill training and capacity building training to the student – placement committee

Criteria 6: Governance, Leadership and Management

Improved
  a. The strategic planning with SOPs from all committees
  b. ERP adopted
  c. Financial support extended to faculty
  d. Adoption of incentive policy

Scope of Improvement:
  a. Strategic planning:
    a. All the committees must have their action plans, proposals, and reports updated.
    b. The statutory committee must ensure the details are displayed.

  b. Professional and administrative training for teaching and non- teaching staff
    a. This can be improved by engaging trainings online from renowned personalities online for staff – the webinar committee can help organize these.
  c. To identify quality initiatives

Criteria 7: Institutional values and Best Practices

Improved:
  a. Constitutional Club – discussions on rights duties etc.
  b. Disabled friendly infrastructure
  c. E- waste management, etc. by GEF
  d.

Scope of improvement

Encourage activities for promoting human values, ethics, gender sensitivity, etc. with the Help of Centers.

  • eg. Center for women and child welfare can be encouraged to frame Annual gender sensitization action plan
    ➔ Green fund must be maintained for go green activities. Such as discourage the use of plastic. Reduce the use of papers etc.
    ➔ Institution must be disabled friendly
    ➔ Code of students must be streamlined eg. The student grievance committee can be encouraged
    ➔ Make the code of conduct available on the website.

ANNEXURE 2: Suggestive Activities for NAAC

  I. Criteria 1: Curricular Aspects:
    a. T0 provide up to date details of faculty being part of BoS, Academic Council, etc.
    b. To obtain Feedback from the students using the options on Campus technology. Prepare a consolidated report with the graph as self-appraisal to be submitted to the principal.
    c. Course objective, course Outcome, Lesson plan, course manual, and case compilation must be submitted in tune with the current syllabus by 30th May 2021.
  II. Criteria 2: Teaching, Learning and Evaluation
    a. Proofs of innovative practices adopted in class, as screen shots, recording etc.

b. Recording of assistance given to students are poor performance:
             i. Identifying the advanced learners and slow learner – mechanism?
             ii.

III.   Criteria 3: Research, Extension
        3.1.3   Guest Lectures (Professors/ NGOs/ Govt Depart) by all the permanent
                faculty members in their respective subject in the identified area.
                i. The concept note must be submitted well in advance.
                ii.   Faculty members will be circulated with an excel sheet to
                        provide a tentative date along with the name of the resource
                        person and topic. By
                        a. All faculty members must conduct at least 1 guest lecture
                            by July 15th
                        b. Compliance to the webinar committee – SOP
        3.1.4   Publication:
        a. Faculty members must notify Director (Academics) about status of the article
            in progress and the identified Journal by June 15 (Book Chapter/Peer
            reviewed/ UGC Care List/ Scopus)

IV.   Criteria 4: Infrastructure
        a. E- Content Developments:
             i. All faculty members must submit e-content (voice over ppt) of at least
                 unit 1 and 2 latest by June 30.

V.   Criteria 6: Governance, leadership
        a. All faculty members are encouraged to participate in different ability
            enhancement programme such as conferences, FDPs, workshops, webinars
            etc. (International and National). All the above academic activities must be
            updated on the excel sheet circulated by IQAC by 13th August, 2021
        b. Faculty engagement as resource persons etc. to be given on website where
            feasible.

        COMMITTEE LEVEL:
                1. Extension Activities:
        a. NSS: Video awareness on Swatch Bharath by engaging students

        b. Gender Sensitivity: Center for women and Child welfare
            Pamphlet on Domestic violence/ POCSO
        c. Center for Human rights and Humanitarian Law – to compilation of cases
            on protection of human rights during COVID of vulnerable sections.
        a. Legal awareness through legal aid clinic by distribution of pamphlets in
            Kannada of their basic rights. Such as FR,
        b. Awareness about RCL legal Aid clinics to the house keeping staff, security
            etc.

                2. Collaboration
Responsibility to the Centers: To look for collaborations as Knowledge partners with
various Organizations, NGOs, etc. Eg. CRY, Vimochana, Action Aid, VV Giri Institute-

                3. Infrastructure:
Library: To develop e-books, increase online resources and digital database.

                4. Student Support progression:

    a. Extend Soft skill training on appearing for
        i. Interview
        ii. Enriching resume (minimum 2)
    b. Career counselling
        i. To provide overview to students on appearing for various competitive exams
        ii. Career option, through involvement of alumni (weekly seminars etc.)
    c. ICC – training for Students on Handling sexual harassment during online internships. – applicability of POSH Act.
    d. Anti- ragging committee to reach out to first students/ second years students on acts that can amount to ragging, how to stay safe.
    e. SC/ST to collaborate with NSS to provide on rights of the SC/ST community with special regard to the academic benefits.
    f. Cultural committee – to organize fresher's, aurus, etc online by identifying events that can be organized e.g. solo singing, dance, poster competitions, etc.

5. Gender Equity:
    i. Centre for women and child welfare – for safeguarding
    ii. Rights of Transgender – to be conducted in June (IQAC)
    iii. Green Audit (IQAC)- reach out to maintenance department

Constitutional club: To create awareness on constitutional obligation. – values, rights, obligation, responsibilities

Institution celebrates / organizes national and international commemorative days, events and festivals – through webinars etc.