



The Central Law College,

Yercaud main Road, Kannankurichi (Po),

Salem – 636 008

Ph: 0427 – 2400643, Fax: 0427 – 2400041

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10. Number of IQAC meetings held during the year :

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

YES

PROCEEDINGS OF THE IQAC MEETING HELD ON ---- JUNE, 2017

The meeting was presided over by the Principal & Chairman of IQAC, the Secretary of the College and the Chief Administrative Officer. The Principal welcomed the members of the IQAC and sought their valuable cooperation for uplifting the college. The Co-ordinator of IQAC placed the agendas before the members. The deliberations and the resolutions of the meeting are as follows:

- **Report Submission:** The staff members were instructed to submit their concerned committee and academic reports and abide by the regulations of the decision taken earlier. The staff members were also informed to submit Committee reports monthly once without fail.
- **Planning for the Semester:** The Time table committee was instructed to ensure the effective implementation of permanent time table once it's being framed. If possible, allocation of first hour to Class –In charge may be considered.
- **Lecture Notes:** Faculty members are instructed to issue the lecture notes at beginning of every semester.
- **Medium of Instruction:** As per the regulations of the institution the Medium of Instruction is English. So, faculty members must ensure that they should handle the classes in English. Since some of the students were from rural background, the faculty members were informed to use bi-lingual method, whenever necessary.
- **Monitoring the Students:** Class In charge has to take care of each individual student's discipline and inform to the respective parents in person if necessary.
- **Instructions regarding ISO:** The changes made in the ISO format were informed to all the Faculty members through circular regularly. The existing log book should be maintained.

PROCEEDINGS OF THE IQAC MEETING HELD ON ---- DECEMBER, 2017

The meeting was presided over by the Principal & Chairman of IQAC, the Secretary of the College and the Chief Administrative Officer. The Principal welcomed the members of the IQAC and sought their valuable cooperation to uplift the college. The Co-ordinator of IQAC, placed the agendas before the members. The deliberations and the resolutions of the meeting are as follows:



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- **Student mentoring:** To ensure the discipline of the students in the campus and the reporting time of them. Fix a parameter for continuous absentees (either forenoon or afternoon) and late-comers.
- **Examination:** Submit the two sets of question paper –A & B (Unit test/ Internal/ Model Examination), Assignment topics, and all other required documents on or before December last week.
- **Evaluation:** Faculties should evaluate and submit the mark statement of the Unit test/ Internal / Model examination within 3 and the staff members who handles one subject has to submit it within 3 days of the completion of exam and for 2 subject within 5 days. The marks of the students were sent to the parents through SMS.
- **Data Maintenance:** To keep a separate folder for maintaining files(students, Staff, NAAC, ISO, and University) for easy access.
- **Moot Court Competition**–Planned to conduct National and State Level Moot Court competition in the upcoming academic year 2018-19 onwards.
- **Reference Books:** Librarian was instructed to prepare and submit the list of latest edition books.