



PROCEEDINGS OF THE IQAC MEETING HELD ON ---- JUNE, 2019

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:

1. The Events/Programmes organized by any committee should be mentioned on the notice board placed in the Principal's Chamber.
2. OD list for students should be submitted with 3 copies-
 - a. Original – submitted to office for attendance purpose.
 - b. One copy for the Class in-charge.
 - c. One copy for the Committee.
3. The faculty members were informed to convey their casual leave/emergency leave well in advance to the time table committee for better arrangements of the classes.
4. Time table for the academic year (Odd semester) was finalized and the same was acknowledged by all the faculty members.
5. Any complaints against students should be reported in written and the same need to be forwarded to the disciplinary committee, if need arises. Oral complaints shall not be entertained ever.
6. The faculty members were informed to submit their filled in special class form along with log book every month without fail.
7. Report of any events/program should be submitted by the convener of the specific committee within one day after the completion of the event/program.
8. The faculty members suggested that the subject handling faculty members of every class shall be appointed as a class in charge for regular monitoring and follow-up of the students.
9. Assignment topics and the last date for assignment submission were decided.
10. The faculty members were asked to pre-intimate their stationary requirements, furniture requirements/damages of the classes which they are handling.

PROCEEDINGS OF THE IQAC MEETING HELD ON ---- DECEMBER, 2019

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 Coordinator of IQAC placed the agendas before the members. The deliberations and the resolutions of the meeting are as follows:



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1. Decision was taken on conducting periodical committee meetings among the faculties and the students.
2. The procedure of conducting re-test for Internal Assessment Test was directed. The genuine case of absentees alone shall be entertained for the re-test.
3. The student's attitude and behavior were enquired by the Principal from all the faculty members of the respective classes. Classes in charges were advised to conduct Personal counseling to the students.
4. Class In-charges of all classes were enquired about the smooth conduction of regular classes and any issues faced.
5. Time table for the academic year (Even semester) was finalized and the same was acknowledged by all the faculty members.
6. The faculty members were informed to prepare ISO documents on their own and to execute the committee work in a proper manner.
7. Discussions were made regarding the establishment of CEMA (center for mediation and arbitration). Ideas from each faculty members were invited for the inauguration function.

PROCEEDINGS OF THE IQAC MEETING HELD ON ---- SEPTEMBER, 2020

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 through the pandemic period. The coordinator of IQAC placed the agendas before the members. The deliberations and the resolutions of the meeting are as follows:

1. Physical classes are suspended due to the pandemic period. It was decided that classes will be resumed online from the month of October through zoom platform.
2. Time table for the academic year 2020 – 2021 (odd semester) online classes was finalized and circulated to the faculty members.
3. Instructions were prepared for the students to attend online class.
4. It was decided that assignments, presentations, viva and internal tests will be conducted online.
5. The number of topics and the last date for assignment submission was decided.
6. All the faculty members are informed to prepare ISO documents for the allotted subjects.
7. Discussions were made pertaining to regulate the attendance of students in online class.

All the faculty members were informed to convey their casual leave/emergency leave well in advance to the time table committee for better arrangements of the classes.