

HPNLU-B(15)-113 (IQAC)/2019
Himachal Pradesh National Law University
Ghandal, Shimla

Dated, the Shimla-14

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19th December, 2019

Minutes of the 2nd meeting of Internal Quality Assurance Cell (IQAC) HPNLU Shimla, was held on 19th December, 2019.

The Hon'ble Vice Chancellor and Patron of the Cell welcomed all the members present Dr. Deepika Gautam was present in the meeting as a special invitee. Mr. Chanchal Kumar Singh, Co-coordinator of the Cell, brief the members about follow up action taken after the first meeting of the Cell on 26th October, 2019 and decision/ suggestion made their in. The Co-coordinator inform the members that the report of Internal Quality Assurance Cell (IQAR) has to be prepared for the calendar year, 2019 based on 7 criteria's specified by the UGC and MHRD. The following members who are presenting and participated in the meeting:-

Prof.(Dr.) Nishtha Jaswal	Patron
Professor S.S. Jaswal	Member
Mr. Chanchal Kumar Singh	Co-coordinator
Dr. Ruchi Sapahia	Member
Dr. Alok Kumar	Member
Mr. Santosh Kumar Sharma	Member
Dr. Deepika Gautam	Member
Mr. Vinit Kumar Sharma	Member

Meeting was held in Vice Chancellor's office at 11:00 a.m. and agenda/suggestions/ resolution of the meeting are specified below:-

Agenda: 1. Formulation of action plan for the IQAR, year- 2019.

Discussion/Decision and Reasons:

The Hon'ble Vice Chancellor of the Patron Cell suggested that since this year's, first report of the IQAC Cell starting the year 2019, the Cell has to focus on all important areas relating to quality improved/maintenance such as: Research Curricular activities, Innovative teaching quality publication by the University/Faculty members, organisation of workshops, through special expert lecture etc.. The Cell is expected to ensure that the new established 6 research centre become effective and moved towards excellence.

The plan of the action pursuit of preparation of the report (IQAC) includes compilation of data relating to major 4 areas - Academics, Examination, Curricular and Extra-Curricular activities. The task of compilation of data for above 5 area was assigned to following faculty members:

Academics and research/ Dean Academic Affairs	Girjesh Shukla
Examination	CoE
Curricular Activities	Dr. Deepika Gautam
Extra-Curricular Activities	Dr. Ruchi Sapahia

Development of different kind of forms for compilation of data was assigned to Dr. Alok Kumar and Santosh Kumar Sharma.

Agenda: 2. Formulation of Students Charter.

Discussion/Decision and Reasons:

Dr. Deepika Gautam was assigned the task of development and formulating a student charter on behalf of the IQAC of the University.

Agenda: 3. Reconstitution of the HPNLU, IQAC Cell as per applicable rules.

Discussion/Decision and Reasons:

The Hon'ble Vice Chancellor was pleased to re-constitute the HPNLU, IQAC Cell as given in Annexure- I.

Agenda: 4. Annual appraisal reports of Teaching and Non-Teaching staff: All records to be maintain by the Cell.

Discussion/Decision and Reasons:

The Hon'ble Vice Chancellor suggested that the Cell should get the format for the UGC for collecting data in the forms of annual appraisal reports. The Cell henceforth would maintain the Cell every year. The reports would form part of documentation relating to (IQAR).

Agenda: 5. Assignment of dedicated clerk to the Cell.

Discussion/Decision and Reasons:

Miss Asina Verma was assigned till further order as the dedicated staff for the Cell.

Agenda: 6. One Almirah/ and File/Book, Rack for the Cell.

Discussion/Decision and Reasons:

It was decided by the meeting the same should be prepared to the IQAC Cell Immediately.

Agenda: 7. All e-mail and other communications about conferences and workshops etc. to be held locally or outside to be routed through the Cell.

Discussion/Decision and Reasons:

All members deliberated and suggested that e-mail and other communication received about conferences and workshops etc. should be forwarded to the IQAC e-mail ID and, it is the IQAC Cell which would communicate such information announces to the students and faculty members.

The meeting decided that the IQAC meeting should be held every month. The Hon'ble Vice Chancellor suggested that the next meeting of the Cell should be held in first week of the January except winter vacation. IQAC must hold one meeting in three month.

Chanchal
26/9/2019
Mr. Chanchal Kumar Singh

Alok
Dr. Alok Kumar

Ruchi
09/07/2020
Dr. Ruchi Sapahia

Dr. Deepika Gautam

Vimit
Mr. Vimit Kumar Sharma

Santosh
Mr. Santosh Kumar Sharma

S.S. Jaswal
Professor S.S. Jaswal
(Registrar)

Nishtha
Professor (Dr.) Nishtha Jaswal
(Vice Chancellor)