

Vice Chancellor's Office
National Law University, Delhi
Dairy No. 4106
Dated... 23-10-24
Sent to : Rtg. Off./A/c/
Exam/Admin/Lib./Faculty

NATIONAL LAW UNIVERSITY DELHI

Sector 14, Dwarka, New Delhi-110078

Vice Chancellor's Office
National Law University, Delhi
Dairy No. 4124
Dated... 24-10-24
Sent to : Rtg. Off./A/c/
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Dated: 16th Oct. 2024

Subject: Minutes of the IQAC meeting held on 16th October 2024 at 4:00 P.M. in the Academic Block, old meeting Room.

A meeting of IQAC was held on 16th October in the old meeting room, Academic block at 4:00 P.M., offline and online mode.

The following members were present:

S.no.	Name	Designation
1	Prof. (Dr.) Ruhi Paul	Professor of Law & Registrar (Director IQAC)
2	Prof. (Dr.) Anju Tyagi	Professor of Law, Member
3	Dr. Priya Rai	University Librarian (Coordinator IQAC)
4	Prof. A.K. Saini	Professor, Dean USMC (GGSIPU), Member, Nominee from local society
5	Dr. Yogesh Pai	Associate Professor of Law, Member
6	Dr. Daniel Mahew	Associate Professor of Law, Member
7	Dr. Garima Tiwari	Associate Professor of Law, Member
8	Dr. Jesper Vikash	Associate Professor of Law
9	Dr. Samar Iqbal Bakshi	Assistant Librarian, Member
10	Dr. Monika Negi	Assistant Professor of Law, Member
11	Mr. Narender Singh	Manager (Student Services)
12	Ms. Aarushi De	Academic Fellow
13	Ms. Sangita Singh	Section Officer (Library)
14	Ms. Devana Arora	Advocate, Member, Nominee from Alumni

Agenda 1: Welcome Address and Initial Briefing to IQAC Members about the Meeting

Dr. Priya Rai, welcomed all members to the meeting. She provided an overview of the agenda, outlining the key points for discussion and emphasizing the importance of each agenda item in enhancing the quality of the institution.

Agenda 2: To discuss and note the minutes of the last IQAC meeting held on 8th April 2024

Dr. Priya Rai, (Coordinator IQAC) briefed the IQAC members on the Academic and Administrative Audit Report. She informed the members that the Internal Audit had already been conducted, while the External Audit is scheduled for November 2024.

Additionally, Dr. Rai provided an overview of the Action Taken Report concerning the Action Plan for the academic year 2023-24, highlighting the progress made and areas for improvement.

Agenda 3: Apprising IQAC Members of the Successful Submission of AQAR (2022-2023)

Prof. Dr. Ruhi Paul, (Director IQAC, Registrar) informed the IQAC members about the successful submission of the Annual Quality Assurance Report (AQAR) for the academic year (2022-2023). This achievement was recognized as a significant milestone in the institution's on-going commitment to maintaining and enhancing quality standards.

Dr. Priya Rai


Agenda 4: To discuss and approve the Action Plan for the Academic Year (2024-2025) for the quality enhancement of the institution.

Strengthening NAAC and NIRF Student Data Collection Process

Prof. Dr. Ruhi Paul highlighted the necessity of involving faculty members in the collection of NAAC and NIRF-related data from students. She emphasized the importance of engaging respective student committees and their faculty advisors in circulating the NAAC & NIRF forms and supporting the collection of necessary details from students.

Prof. Dr. A.K. Saini underscored that faculty involvement is essential for effective data collection, as it is challenging to reach students directly and collect data manually without their support.

Additionally, Prof. Dr. Ruhi Paul requested Dr. Priya Rai to share the previous NAAC report card with the Registrar's Office for further dissemination to the IQAC members.

Strengthening Mentor-Mentee mechanism

Prof. Dr. A.K. Saini shared the practices followed at GGSIP university regarding the mentor-mentee system, emphasizing the importance of mapping faculty and students to strengthen this relationship for all students.

Ms. Devna Arora, Advocate, recounted her previous experience with a Buddy system and requested the Registrar to consider reinstating it to enhance the mentor-mentee mechanism. However, the Registrar clarified that under NAAC guidelines, only faculty members are recognized as mentors.

Prof. Dr. Ruhi Paul highlighted the need to formalize and strengthen the mentor-mentee system at NLU Delhi, proposing that it be documented and that mentors and mentees be assigned officially.

Dr. Garima Tiwari shared her insights on mentor-mentee processes from her previous engagements at other universities. Prof. Dr. Ruhi Paul requested Dr. Garima to provide relevant policy documents to the Registrar's Office for further action.

Examination Automation Manual

Prof. Dr. Ruhi Paul requested Prof. Dr. Anju Tyagi, Dean of Academics and Examination, to initiate the process of creating examination automation manual in accordance with NAAC guidelines. This manual will serve to standardize and streamline examination processes, ensuring compliance with NAAC guidelines.

Strengthening Faculty Administration Section

The IQAC members discussed that the Faculty Administration Section is already established at the university. However, there is a need to create a robust mechanism (by Ms. Reena-Section Officer) within this section, for collecting and maintaining the records of faculty members in compliance with NAAC guidelines. This enhancement will ensure proper documentation and facilitate the institution's quality assurance processes.

Strengthening Alumni Section

Prof. Dr. A.K. Saini shared practices from GGSIP university regarding alumni engagement through an online portal. He emphasized the importance of maintaining regular contact with alumni through various activities, such as alumni meets and gatherings, to strengthen the alumni association.

Dr. Daniel Mathew also contributed valuable suggestions aimed at enhancing the Alumni section.

Environment and energy initiatives

Prof. Dr. A.K. Saini informed the members about the necessity of hiring an authorized agency to conduct energy audits, as required by NAAC standards. In light of this, Prof. Dr. Ruhi Paul requested Prof. Dr. A.K. Saini to provide details of the authorized agencies to facilitate the necessary actions regarding environmental and energy-related audits at NLU Delhi. Mr. Anil Bhatti has been assigned to necessary action in this regard.

Agenda 5: To discuss and approve the distribution / allocation of criteria among the faculty members for the AQAR (2023-24) submission.

Prof. Dr. Ruhi Paul initiated a discussion on the work allocation for the AQAR (2023-24) submission with the IQAC members. The work allocation for the year(2023-2024) is enclosed (Annexure "A").

The IQAC members agreed upon November 10, 2024, as the final deadline for the submission of all write-ups and related data concerning the allocated criteria for the AQAR (2023-24) to the Registrar's Office/IQAC Team. All faculty members present expressed their agreement with this timeline.

Agenda 6: Vote of Thanks to IQAC Members

Prof. Dr. Ruhi Paul extended her heartfelt vote of thanks to all IQAC members for their valuable contributions and active participation in the meeting. The meeting was subsequently adjourned.



Section Officer (Library)



Coordinator IQAC



Manager (Student Services)



Director IQAC



Vice Chancellor