

## ARMY INSTITUTE OF LAW

### PROCEEDINGS OF THE AIL INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 29<sup>TH</sup> JUNE 2020

1. A meeting of IQAC Cell was held on 29 Jun 2020 at Army Institute of Law, Mohali. The following were present in the meeting:-

(a)	Dr Tejinder Kaur	Presiding officer
(b)	Col SP Singh (Retd)	Member
(c)	Col Arun Dhawan (Retd)	Member
(d)	Ms Ekjyot Kaur Gujral	Coordinator IQAC
(e)	Mrs Jasleen Chahal	Member IQAC
(f)	Dr Amita Sharma	Special Invitee
(g)	Dr Bhupinder Kaur	Special Invitee
(h)	Student Members	No student members as the college is closed due to Covid-19 situation

2. The Presiding Offr welcomed all the members. Progress on the points of the last meeting was given.

3. The following agenda points were discussed and deliberated upon were as under:-

#### AGENDA POINT 1

##### COVID-19 PREVENTION MEASURES

Keeping in view directions of the Ministry of Human Resource & Dev (MHRD), preventive measures need to be taken in view of safety and security of the staff. As per guidelines of MHRD/ State/ University, educational institutions will remain closed till the situation is improved. But the institution can be made functional for administrative staff on requirement basis. The following measures need to be taken for the safety of the staff:-

- Regular sanitization of the entire campus, all the offices, washrooms.
- Sanitization of the hostels.
- Regular thermal checks of the entire faculty, staff and anybody else entering the institute.

#### AGENDA POINT 2

##### READINESS FOR THE UPCOMING SESSION 2020-2021

As per the directions received from time to time for the commencement of the session, the institute must prepare itself for conduct of online classes and evaluation of projects/seminars for their internal assessment. For the above activities, institute should choose an online platform through which the classes will be conducted. Need based changes to be made in the Time Table. Social distancing for the faculty and staff to be maintained.

Academic Calendar is to be prepared. Preparations for online mid-term exams is also to be taken into consideration. Students to be trained for online written submissions and presentation of their projects, seminars and moots.

### AGENDA POINT 3

#### PROVISION OF READING MATERIAL AND E-BOOKS

For the smooth conduct of online classes, institute should make efforts to give remote access to the students of e-resources available in the library and there will be need to purchase e-books for easy access of the students. E-books to be purchased before start of the session.

All actions to provide remote access to be completed before the commencement of the academic session.

### AGENDA POINT 4

#### CONDUCT OF NATIONAL EVENTS THROUGH ONLINE PLATFORM

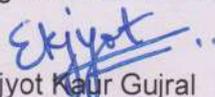
In view of the pandemic national events will be organised online. Specific details needs to be worked out for the smooth conduct of the events.

National seminar is conducted annually in the institute. Coordinator of the activity should work on the following aspects:

- Decision and finalisation of a Theme for the webinar.
- System set up and up gradation of the technological requirements.
- Security software to be looked into.
- All the other logistics required to be looked into for the smooth conduct of the event

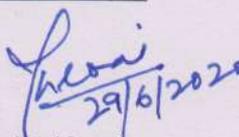
Annual National Moot Court competition-Checkmate will also be conducted online in the month of Oct/Nov. Coordinator need to work on the following aspects:-

- Preparations to be made for conducting all preliminary and quarter final rounds online.
- Feasibility of conducting the final round in the campus and if situation does not permit, then online.
- Also the required infrastructure to be provided for the smooth conduct of the event.
- Checking the availability of the judges for various rounds during the dates of the event.

  
Ekjyot Kaur Gujral

(Asst Prof of Economics)  
Coordinator IQAC

### COUNTERSIGNED

  
29/6/2020  
(Dr Tejinder Kaur)  
Principal