

MERI PROFESSIONAL AND LAW INSTITUTE

(Approved by Bar Council of India & Affiliated to Maharshi Dayanand University, Rohtak)

Asanda, Near Sampla, Rohtak Road, Delhi NCR, India

E-mail: merilaw@meri.edu.in | Website: www.meri.edu.in/lawcollege

Date: 10th August 2026

NOTICE

Constitution of Teaching Monitoring and Quality Assurance Committee (TMQAC)

In pursuance of the Institute's commitment to maintaining the highest standards of academic excellence, discipline, and quality assurance in teaching-learning processes, the Teaching Monitoring and Quality Assurance Committee (TMQAC) is hereby constituted with immediate effect. The Committee shall monitor, supervise, evaluate, and ensure the regularity, effectiveness, and quality of classroom teaching and academic activities conducted by all faculty members.

Objectives

The Committee shall:

1. Ensure regular and timely conduct of classes as per the approved academic timetable.
2. Monitor punctuality, attendance, and teaching performance of faculty members.
3. Ensure completion of syllabus within the prescribed academic calendar.
4. Promote innovative, student-centric, and outcome-based teaching methodologies.
5. Improve the quality of teaching through periodic review and constructive feedback.
6. Ensure compliance with University regulations, Bar Council of India norms, and Institute policies.
7. Enhance students' academic learning experience through continuous quality monitoring.

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Composition of the Committee

The Committee shall consist of:

- Chairperson who shall be the Director/Principal of the Institution
- IQAC Coordinator
- Senior Faculty Members
- Academic Coordinator
- Student Representative(s) (for feedback mechanism only, whenever required)
- Member Secretary

The Director/Principal may nominate additional members whenever necessary.

Functions and Responsibilities

The Committee shall:

- Monitor whether all classes commence and conclude according to the approved timetable.
- Conduct periodic classroom observations.
- Verify faculty attendance and punctuality.
- Review lesson plans, teaching diaries, and course progress.
- Monitor completion of syllabus and revision schedules.
- Evaluate the quality of classroom delivery, pedagogy, communication skills, and student engagement.
- Ensure proper utilization of ICT tools, smart classrooms, presentations, case studies, moot court exercises, seminars, tutorials, and practical learning methods.
- Review internal assessment practices for fairness and transparency.
- Obtain student feedback periodically and maintain confidentiality.

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- Recommend faculty development programmes wherever improvement is required.
- Submit periodic reports to the Principal/Director.

Standard Operating Procedure (SOP)

1. Teaching Plan

- Every faculty member shall submit a Course Teaching Plan and Lesson Plan before commencement of the semester.
- The plan shall include unit-wise teaching schedule, learning outcomes, teaching methodology, assessment strategy, and expected completion dates.

2. Daily Teaching Record

Each faculty member shall maintain:

- Teaching Diary
- Attendance Register/LMS Attendance
- Course Progress Register
- Record of assignments, tutorials, and practical exercises

3. Classroom Monitoring

The Committee shall conduct:

- Scheduled inspections.
- Surprise classroom visits.
- Observation of classroom discipline.
- Verification of teaching methodology and student participation.
- Review of teaching aids and learning resources.

During observation, the Committee may evaluate:



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- Fairness in evaluation.
- Overall classroom experience.

6. Review Meetings

The Committee shall meet at least once every month to:

- Review classroom inspection reports.
- Examine feedback received.
- Identify deficiencies.
- Recommend corrective measures.
- Prepare an Action Taken Report (ATR).

7. Reporting

After every review cycle, the Committee shall submit a report containing:

- Faculty-wise observations.
- Compliance status.
- Deficiencies noticed.
- Recommendations.
- Timeline for corrective action.

The report shall be placed before the Principal for necessary directions.

8. Corrective Measures

Where deficiencies are observed, the Committee may recommend:

- Academic counselling.
- Mentoring by senior faculty.
- Faculty Development Programmes (FDPs).
- Additional classroom observations.

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- Written advisory
- Improvement plan with specified timelines.

Persistent non-compliance may be dealt with in accordance with the Institute's Service Rules and applicable regulations.

Confidentiality

All inspection reports, student feedback, evaluation records, and Committee deliberations shall remain confidential and shall be used solely for academic quality enhancement and institutional improvement.

Effective Date

This Notice shall come into force with immediate effect and shall remain operative until modified or withdrawn by the Competent Authority.

Principal

Prof. (Dr.) Preet Singh

Prof. (Dr.) Preet Singh

Principal

MERI Professional and Law Institute

Copy to:

1. Vice President - For Information
2. All Faculty Members
3. Class Coordinators
4. Student Notice Board
5. Institute Website
6. Office File