



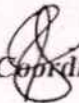
Date: 05/04/2022

Notice

The first meeting of the Internal Quality Assurance Cell (IQAC) of IPEM Law Academy will be held on 14th May, 2022 (Saturday) at 12:00 noon in the conference hall. All the members are requested to attend.

Agenda: -

1. To approve the minutes of the previous meeting.
2. To apprise about the inclusion of B.Com.LL.B programme.
3. To apprise and review the Value Added Programmes.
4. To apprise about the outcome based activities report.
5. To Review Status of Internship and Placements.
6. To conduct an evening Seminar on "National Education Policy".
7. To apprise about the action plan for research and funding from Govt. & NGOs.
8. To Review & Initiate Academic Collaborations, Industry Institute Collaborations and Student's Placement and internship related collaborations for the upcoming session.
9. To apprise the action taken as per the observations in NAAC Report & Next Academic Year Planning.
10. Any other point with permission from the chair.


IQAC Coordinator


Principal

Copy to:

• Secretary, Laksh Educational Society
• IQAC Members



IPEM LAW ACADEMY
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15th May, 2022

Minutes of the fourth IQAC Meeting held on 14th May 2022 at 12:00 noon at Law Conference Room.

Members Present: Dr.R.K.Singhal Director, Dr. Minaxi Tomar, Dr. Neelam Seam, Ms. Sonam Singh, Ms. Neeraj Nagar, Mr. Jitender Gautam, Ms. Megha Soni, Mr. Ashish Kumar.

POINTS OF DISCUSSION

- IQAC Coordinator welcomed all the new members of IQAC.
 - Confirmation on the minutes of the third Meeting held on 08th May 2022 were circulated and confirmed.
 - The Principal apprised the agenda points-
1. **Inclusion of B.Com LL.B. Programme-**
It was apprised that the inspection of BCI has been done for the inclusion of B.Com LLB Programme (60 seats).
 2. **Value Added Programme-**
It was apprised that two value added programmes are undergoing in the Law Department for the value addition for the students.
One is Corporate Law being taken by external person Mr. AbhinavSrivastava Advocate and another is being taken by Mr. Aman Jain Advocate.
It was suggested that the Academy can work out for more value addition programmes like cyber and forensics.
 3. **Outcome based activities report-**
It was asked to all the members of the committee that each and every report should be outcome based for which event feedback form has to be prepared before the event. And the rubrics should be there in each activity.
 4. **Internship and Placement-**
For internship it was suggested that to keep the proper record of the students the faculty mentor should be assigned to each groups of students sent for internship, who will keep the record weekly that students is regular in internships or not.
It was also suggested that we have to workout for MOUs /collaborations from Law Firms.
And for Placement it was apprised that three placement drives are scheduled in the month of May.
 5. **National E-Seminar on "New Education Policy"-**
A National E-Seminar is going to be held on 27th May, 2022.
Key topics of the seminar -
 1. Salient features of New Education Policy
 2. New Education Policy and NAAC Assessment
 3. Skill development at global context



**Eminent Speaker--**

1. Prof Srikrishna Deva Rao
Vice Chancellor, NLU Delhi
2. Prof. Rajneesh Jain
Secretary, UGC
3. Dr. Manoj Sinha
Director, ILI, Delhi
4. Dr. Rajeev
Prof. Deptt of management, JNU
- Mr. Nimish Kapoor
Department of Science and Technology, Govt of India, University of Lucknow

6. Action Plan for Research and Funding from Govt. & NGOs-

It was apprised that every faculty should write atleast 3 research papers in a session. And it was suggested that a faculty has to be nominated who will work on funding from different agencies or UGC.

It was suggested that we should try to contact MSME for setting up a computer lab and also for faculty exchange.

7. Action plan for next AQAR 2021-22-

The Action Plan for AQAR 2021-22 was discussed in the meeting and circulated among faculty so that the concerned should start working on it.

The meeting ended with a vote of thanks.

● IQAC Coordinator



Principal





Date: 05/04/2022

Notice

The first meeting of the Internal Quality Assurance Cell (IQAC) of IPEM Law Academy will be held on 7th April 2022 (Saturday) at 12:00 noon in the conference hall. All the members are requested to attend.

Agenda: -

1. To approve the minutes of the previous meeting.
2. To apprise and review the Value Added Programmes.
3. To review the activities held in previous semester.
4. To discuss the action plan for AQAR 2021-22.
5. To Initiate Academic Collaborations, Industry Institute Collaborations.
8. Next Academic Year Planning.
9. Any other point with permission from the chair.

IQAC Coordinator



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Principal



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8th April, 2022

Brief Record of the IQAC meeting held on 7th April 2022 in the conference room.

Present:

Mr. Anupam Goel, Prof (Dr.) R.K.Singhal, Dr Meenakshi Tomar, Ms Sonam Singh, Mr Ranjit Dhir and Dr. Neelam Seam.

Opening Remarks by the Chairperson:

The Chairman congratulated everyone for the hard work done and the success achieved for Law NAAC with B+ grade, respectively. He insisted that now it becomes more challenging to retain the position attained so more hard work, sincerity and dedication is required.

The following points were shared for further Action.

1. All the documents must be kept safe with the IQAC head in locked Almirah. Proper record of Issue and Return must be kept in IQAC. The soft copy of files of LAW NAAC must be saved in the Sytem available in the Server Room for future reference.
2. Through NAAC we have learned a lot so all the concerned person with whom the NPT interacted whether Principal, IQAC coordinator, Deptt heads, Accounts , Registrar office, library , faculties , Admission cell must go through the videos of NAAC PEER TEAM VISIT, and list down the questions they asked and responses given and what should preferably be given must be checked.
3. IQAC head should report on grades achieved with noting on the grades which were lesser than the grade achieved. Reasons and Remedial courses to be adopted.



[Signature]



4. Law AQAR (2020-21) which is to be submitted after editing must get approval from Director sir after getting it reviewed by Principal and IQAC Head. It should be completed in all aspects by virtue of documents/Annexures. And hard copy of the same must be kept in the library. The same process shall be applied for UG NAAC.
5. It was advised that before submission of any document on any portal, it must be first signed by IQAC Head and then by Director after due checking and after the permission from director to submit. Then only they must be submitted on any portal.
6. Various improvement ways were pointed out by the team they must be noted down by IQAC head and action taken over it should be submitted from time to time.
7. Responsibilities for AQAR may handed over to different faculties criteria wise or heads but IQAC Head and Principal shall be responsible for replies. It is their responsibility to take back the feedbacks from time to time.
8. The meetings conducted every day at 2:30 pm need to be briefed and proceedings must update on the group with Action Taken.
9. Process for Subscription of NLIST is done and the ID and Password shall be issued to all soon to access the same
10. Efforts for Research and grants need to be done

The meeting ended with the vote of thanks to the chair.



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23rd March, 2022

Notice

The second meeting of Internal Quality Assurance Cell (IQAC) of IPEM Law Academy will be held on 26th March, 2022 in Conference Hall at 12:30 pm. All the members are requested to attend.

Agenda:-

- To discuss about the preparation of AQAR Submission 2021-22 under which the following heads are to be taken in consideration:-

1. Revision of Criterion write-ups.
2. Value Added Programmes with outcomes.
3. Reconstitution of Various Clubs.
4. Implementation of Academic Calendar with detailed summary of activities organized along with reports with outcome based feedback analysis.

Any other item with permission of the chair.

IQAC Coordinator



Principal





27th March, 2022

Minutes of the IQAC Meeting held on 26th March 2022 at 1pm at Conference hall

Members Present: Dr.R.K.Singhal Director, Dr. Minaxi Tomar, Dr. Neelam Seam, Ms. Sonam Singh, Ms. Neeraj Nagar, Mr. Jitender Gautam, Ms. Megha Soni, Mr. Ashish Kumar.

POINTS OF DISCUSSION

It was decided that all department should start working for AQAR 2021-22 for which the following points were discussed

1. Revision of Criteria 1 Summary-

The following changes were suggested regarding summary of criteria 1:-

- Inclusion of commerce program offered
 - Inclusion of Value added courses, short term courses, skill oriented courses
 - Regular interaction of class coordinators and HODs with Parents
 - For curriculum Enhancement, Correspondence is made with the University for inclusion of career oriented courses and Multi skill development courses
 - List of value added courses to be revised as per academic year 2020-21 as
- List of Value added Courses be revised and finalized with Director Sir for Academic session 2020-21 as no courses were offered DURING Covid 19
 - Discussions were made regarding revision of criteria 1 writeups
 - Inclusion of Environmental Club Activities.
 - For implementation of Academic calendar, each department will provide the detailed summary of Activities organized along with the reports along with Outcome based feedback Analysis. Report of each activity will include Objective, Process, and Outcome.
 - Summary of Activity Reports Sample

Date of Activity	Name of Activity	Type of Activity (Curricular/Co-curricular/Department/Club/Institutional/Inter-institutional/Inter-department/ISR/ etc)	Name of program	No of students participated	No of students completed	Outcome of the Activity





7. Feedback of each activity will include Feedback collection, analysis and action taken on each analysis.
8. The following list of document are to be prepared by department for Academic session 2021-22 for initial points of criteria 1.1.1 and 1.1.2

Criteria 1.1.1 –

- Academic Calendar (Departmental and institutional)
- Club Calendar
- Syllabus
- Timetable
- Subject Allocation
- Course Plan

Criteria 1.1.2

Course File

Course Coverage

Fortnight Report first page

Question Bank

Notes Repository

Quiz Record, if any

9. Detailed report of three days onsite visit be submitted by Dr Minaxi Tomar by 30th April 2022

IQAC Coordinator



Principal





Date: 13/08/2021

Notice

The first meeting of the Internal Quality Assurance Cell (IQAC) of IPEM Law Academy will be held on 14th August, 2021 (Saturday) at 12 noon in the conference hall. All the members are requested to attend.

Agenda:-

1. To Approve the minutes of the previous meeting.
2. Activities to be conducted under the aegis of IQAC.
3. To Maintain Faculty Updation and Appraisal record.
4. To Review Academic Result and Action plan for improvement.
5. To Review Status of Internship and Projects.
6. Collection, Analysis and Action Taken of feedback from all stakeholders - Student, Faculty, Alumni and Employer.
7. To Review & Initiate Academic Collaborations, Industry Institute Collaborations and Student's Placement and internship related collaborations for the upcoming session.
8. Compilation and Review of Documents for academic session 2020-21.
9. To Plan and Execute upcoming National and International Academic events along with submission of detailed report to IQAC.
10. Next Academic Year Planning.
11. Any other point with permission from the chair.

IQAC Coordinator

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• Secretary, Laksh Educational Society

• IQAC Members

Principal



Date: 16/8/2021

Minutes of Meeting of Internal Quality Assurance Cell (IQAC) of IPEM Law Academy on 14th August, 2021 (Saturday) at 12:00 noon in the conference hall.

Members Present:- Dr. Minaxi Tomar (Principal) IPEM Law Academy, Dr. Neelam Seam (HOD Academics) IPEM Law Academy, Ms. Sonam Singh, Mr. Neeraj Sharma, Ms. Neeraj Nagar, Ms. Soumya Khanna, Advocate Aman, Advocate Ritu Munjal, Mr. Aashish Sharma, Mr. Mohit Kapoor, Mr. Jitendra Chauhan.

1. **To approve the minutes of the previous meeting-** The previous meeting minutes were circulated and confirmed.

Before the commencement of the meeting IQAC Coordinator briefed about the NAAC and Mr. Neeraj Sharma briefed about all the seven criteria included in NAAC.

2. **Activities to be conducted under the aegis of IQAC-** The Principal apprised about the previous activities conducted in the session 2020-21 and further suggestions were asked from the members for the coming semesters. The members suggested that we should continue the legacy of conducting activities in future also.

3. **To Maintain Faculty Updation and Appraisal record -** It was suggested by Adv. Aman & Adv. Ritu that there should be some tech-friendly programmes conducted for faculty and students, so that both the students and faculty get updated on regular basis about new innovations.

4. **To Review Academic Result and Action plan for improvement-** The members suggested that there should be some surveys or class tests to be conducted in each class for those subjects the student finds difficult and it should be topic wise on monthly basis. Through this we can try to improve the academic result of our students.

5. **To Review Status of Internship and Projects-** The practice of internship followed in IPEM Law Academy was briefed during the meeting. But some good suggestions were given by the members.

- Adv. Aman suggested that the research area of students must be enhanced.
- He suggested that the faculty should go through the project files submitted by the students that it is not copied from anywhere. Also the observations in the students file have to be mentioned so that the students can correct the same and implement it accordingly.
- Adv. Ritu Munjal suggested that the diary maintenance has to be done by the students and it must be mandatory for the students while they are doing internship.


She also advised that some sessions upon "How to maintain Diary" must be organised for students so that it will be helpful for them.

- Mock-Practicals must be organised to assess the students before the conduct of external practical examinations.
 - There should be some appreciation for students who have completed their internships.
 - Time-duration limit has to be specified for the internship.
 - Photocopies of Internship Certificates have to be maintained in file.
 - Conduct of Mock-Parliaments/ Extempore Competitions must be there.
6. **Collection, Analysis and Action Taken of feedback from all stakeholders** – The working of Feedback Committee was apprised by Principal and it was suggested that we should guide the students that the feedback which is being taken from them is with the curriculum perspective and they should respond accordingly.
- It was also suggested that feedback should also be taken after internship of the students so that we will be able to understand the actual difference in practical and theoretical knowledge.
 - Furthermore, the practical exposure should be given to the students.
7. **To Review & Initiate Academic Collaborations, Industry Institute Collaborations and Student's Placement and internship related collaborations for the upcoming session**- It was suggested that the collaborations with legal firms should be there and also we should tie-up with the Advocates to invite them as visiting faculty for specialized subjects.
8. **Compilation and Review of Documents for academic session 2020-21**- The work for the same is under process.
9. **To Plan and execute upcoming National and International Academic events along with submission of detailed report to IQAC**- It was suggested that every upcoming activity should be conducted under the aegis of IQAC and the same will be executed accordingly.


IQAC Coordinator


Principal

Copy to:

 Secretary, Laksh Educational Society
IQAC Members

IQAC MEETING MEMBERS

14/August/2021

S.NO.	NAME OF MEMBERS	SIGN
1.	Dr. Minaxi Tomar ✓	Minaxi
2.	Dr. Neelam Seam ✓	Neelam Seam
3.	Ms. Ritu MUNJAL Advocate	Ritu
4.	Mr. Amit Pant	Amit Pant
5.	Ms. Vaishali	Vaishali
6.	Adv Aman Jain	Aman
7.	Mr. Devendra Kumar Gola	Devendra
8.	Mr. Neeraj Sharma <i>Rajesh Dew</i>	Neeraj Sharma
9.	Ms. Neeraj Nagar ✓	Neeraj Nagar
10.	Mr. Chetan Prakash <i>Jitender Gaur</i>	Chetan Prakash
11.	Ms. Soumya Khanna <i>megha</i>	Soumya Khanna
12.	Mr. Mohit Kapoor <i>Rashid</i>	Mohit
13.	Mr. Ashish Sharma ✓	Ashish
14.	Mr. Jitendra ✓	Jitendra
15.	Ms. Sonam Singh ✓	Sonam

For

IQAC

(Coordinator)



Principal

PRINCIPAL

(IPEM LAW ACADEMY)

