



ipem
LAW ACADEMY

Minutes of Meeting of the Law Academy held on 27 April, 2022 at 03:00 PM at Conference Hall

Present: Dr. Sugandha Goel (Dean Academics), Dr. R.K. Singhal (Director), Dr. Minaxi Tomar, Dr. Rajesh Kumar Dev, Ms. Neeraj Nagar, Ms. Sonam Singh, Mr. Ravi Prakash Shukla, Mr. Jitender Gautam, Ms. Megha Soni, Ms. Akriti Daksh, Ms. Ritu Paul and Mr. Mukesh Pandey

A. Minutes of last meeting held on 21st February, 2022 were circulated and confirmed.

Introduction:-

That Dean Academics first and foremost warmly welcomed the newly inducted faculty and had an formal interaction with them. That Dean Academics not only motivated the newly inducted faculty but also tried to make them feel comfortable, warm and get acquainted to the new ambience of the college. That Dean Academics is a visionary person who has this knack of building long lasting relationship and therefore, to achieve the same goal, had not only wished the newly inducted faculty with best of wishes but also tried to have a personal interaction with them so as to somehow make them believe in their own skill sets and to be an valuable asset for the organization, which can only be achieved during a long course of time.

That it was emphasized upon by Dean Academics that "Teaching is not easiest, rather toughest job" and hence you need to be at your tip at all times during the course of your business hours. Secondly it was importantly highlighted by Dean Academics that in order to achieve your targets and to get the best out of the students, it is important that a Teacher should have an ability to connect with their students.

1. Admission

Dr. Minaxi Tomar apprised that we've received the new admission policy and in the last

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Ms. Neeraj Nagar apprised that till date we have successfully conducted 03 (Three) District Court and 02 (Two) Coaching Centre visits, 02 (Two) Legal Aid Camp and 02 (Two) Webinars.

Dean Academics explained and told the Department to retrieve the previous admission data for its exploration and further to send good wishes to the candidates who have already got admitted to renowned colleges and universities through CLAT. Further it was suggested that Alumni calling should be pre-pone to May-June rather than starting from June-July.

That in addition to the above, it was also pertinently mentioned that since the motive of the college has been to promote and impart higher education for girls, therefore, efforts should be made to drive out data from nearby Janta College, Government Inter College, Thakurdwara and other colleges in order address them and call them for admission purpose.

2. NAAC / AQAR

Ms. Sonam Singh apprised that the deadline for the submission of report of AQAR for the session 2021--2022 was till December, 2021 and AQAR 2020-21 the has now been extended to 15th of May, 2022.

Further, for the preparation of report and its submission, all the requisite formalities have been completed including data collection and completion of all documents.

That it was told by Ms. Sonam Singh that for the completion of formalities of Criteria-I, Ms. Sangeeta Solanki has been burdened with the responsibility of the same.

That some suggestions were given by Dean Academics and one of those were to follow the calendar in a strict manner and further to observe the progress made NAAC Peer team. That apart from the above, Dean Academics told the faculty to consider NAAC as a vital and essential part of life likewise a Mobile Phone.

That it was also apprised by Dean Academics that College do provide monetary support to the ones who wishes to get their papers published on UGC Portal. In addition to this, it was also made mandatory for each faculty per semester to submit at least 2-3 Research Paper for Publication on UGC under guidance of Dr. Minaxi Tomar and a deadline of the same was fixed i.e. 30.05.2022

3. Fees and Examination Forms

Class coordinatorsappraised about their status of fee and examination forms.

Eac



Ms. Ritu Paul told that one student of B.A.,LL.B (IV Semester) namely Chirag has duly paid his Fees, however, has failed to submit his Form. On this, it was suggested by Dean Academics that in such cases, a student should not be allowed to write his exam.

4. Previous Activities

Ms. Megha Soni apprised about NCLA-2022. A total 67 registration took place; however, only 17 participated in the event. It was further apprised that maximum participation was from the IPEM Law Academy and position 1 and 2 was acquired by Mr. Alok Tiwari and Ms. Rozy Parveen and the 3rd Position was attained by Mr. Anand Pandey from Amity University. E certificates will be issued to all the respective winners and participants.

Dean Academics congratulated for the successful conduction of the event and suggested the faculty to take a follow up for low number of turnout despite the fact that the students did make payment for the activity. It was also advised by Dean Academics to handover the payments of Judges on the same day itself rather than delaying it for other days as the same can impact the college reputation adversely.

5. 1ST SESSIONAL EXAM

Mr. Jitender Gautam apprised that Sessional Exams shall be conducted from 26.04.2022 to 28.04.2022. An overview was given about the Exams and it was told by Mr. Gautam that the teachers shall diligently look after its successful conduct wherein the teachers shall be available in their respective allotted room with the question papers and answer sheets on time. Dean Academics had suggested that the results should be prepared subject wise per faculty.

6. VALUE ADDED CLASSES

Mr. Ravi Prakash Shukla gave an overview of the smoothly conduction of VAP classes and it was apprised that as of now 02 Value Added Classes are being conducted i.e. Corporate and Legal Drafting. Corporate Law is being looked after by Mr. Ravi Prakash Shukla and Ms. Ritu Paul while Legal Drafting classes are being conducted by Ms. Megha Soni and Ms. Akriti Daksh. In addition to this, Mr. Abhinav Shrivastava and Mr. Aman Jain are external faculty members, who are being roped in for these Value Added Classes, and they are highly experienced person in their respective field. That duration of Value Added Classes is of 8

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feedback report will be shared in respective group. Those students who shall be given certificates, the criteria of the selection of students shall be Assignment and Examination. Dean Academics suggested for the creation of a Telegram Group rather than a Whats-app one as the Telegram Group is more supportive to sharing of heavier files. Further in addition, it was suggested that the copies of Certificates, which will be given to students, should be retained by internal faculty. That apart from it, it should also be analyzed as to how these Value Added Classes impact the employability of the students in future.

7. Forthcoming Activities

- **International E-Conference 2022**

Mr. Ravi Prakash Shukla gave an overview of all the preparations of it, till date. He told that an invitation has already been given to Chair the Session, Academic Partner and for collaboration, however, a follow-up is yet to be taken. Till date 7-8 references have already been received out of which only 3 have registered. Speakers for e-conference have already been decided. It was told by Mr. Shukla that Mr. Sehgal has the relevant contact details for internal speakers. NGT Chairman has already been given an offline invitation for the programme and Mata Sundari College has already been roped in as a collaboration partner for this conference. Dean Academics suggested out here that it is imperative to have a physical meeting with the NGT Chairman for the follow up and for that a meeting has already been scheduled for the next week. It is also told by her to follow up students for the participation and told them to apprise the students that the college has a tool to check the plagiarism. That it was also told by Dean Academics that for the expansion of the conference, the faculty needs to contact Delhi School of Environment, Delhi University.

- **Moot Court**

Ms. Ritu Paul apprised that over that 1500 invitations have been sent in External Moot Court Competition. In respect to that, Brochure and Posters have been in circulation process. WhatsApp group has been created for regular updates and follow-up



on.

- **ADR Workshop**

Dr. Rajesh Dev told that the workshop shall be conducted from 25.05.2022 to 26.05.2022. That the consent of speakers has already been taken and only a confirmation and a follow up have to be taken. The target audience for the workshop is around 50. Dean Academics emphasized for the starting of promotional work at an early stage and further told the faculty to conduct it in a manageable manner.

8. **INTERNSHIP**

Mr. Ravi Praksh Shukla addressed this head. It was told by Mr. Shukla that the internship programme shall be of period of 02 months i.e. May and June starting from 01st of May, 2022. Dean Academics insisted for an establishment of Permanent Placement Cell within the college and for that an Advisory Board should be constituted.

9. **Planning for next semester**

It was directed that the subject allocation for the coming session must be done again and Lesson plan with good quality books should be prepared by subject faculty.

10. **Classes**

The class coordinators apprised about the completion of their courses in their respective batches. Faculty informed that they have started taking online revision tests which will help students to prepare well for final examination and in this manner student participation will also be ensured.

11. **Other Issues**

Dean Academics directed the class co-ordinators to work on increasing their class strength and to attract the students.

That it was told by Dean Academics that the allied faculty shall be present in next department meeting



That more responsibility should be delegated to the Senior Students and be made as a Mentor for junior students so that a co-ordination can be made between them for their career and future prospect.

Dean Academics appreciated the department that fortnightly reports are coming regularly and suggested that more focus is required on mentorship.

That equal opportunity should be given to each and every student in the Legal Aid Awareness Camp.

That while ending the meeting, Dean Academics told the faculty to acknowledge each and every mail which is being received by them by the higher authority.

The Meeting ended with the Votes of Thanks to the Chair.

Copy to –

Secretary, IPEM

Dean (Academics)

Director, General

Director





Minutes of Meeting of the Law Academy held on 14th Dec, 2021 at 03:30 PM at Conference Hall

Present: Dr. Sugandha Goel (Dean Academics), Dr. R.K Singhal (Director), Dr. Neelam Seam, Dr. Minaxi Tomar, Mr. Shiv Narayan Tiwari, Ms. Anchita Sood, Ms. Sonam Singh, Ms Neeraj Nagar, Ms. Shraddha Shukla, Ms. Soumya Khanna, Mr. Ravi Prakash.

Meeting Started at 3:30 pm and introductory address was given by Dr. R.K Singhal (Director).

A. Minutes of last meeting held on 26th Oct, 2021 were circulated and confirmed.

B. Next meeting will be held on ____

1. Fees

Each faculty was asked as to the steps they are taking to ensure the clearance of dues by the students and what problems are the students facing. Director, IPEM Group of Institutions suggested that more strictness is required in this domain. Dean Academics acquiesced with Director's suggestion and added that faculty should take stringent steps against students who are not willing to pay fees and talk to their parents regarding this prevailing issue.

Dean Academics suggested that faculty should call regularly for clearance of dues and inform parents about the late fees and everyone should remember–

करत करत अभ्यास के जड़मति होत सुजान

That is if we will put efforts regularly, students and their parents will understand that they must pay fees timely.

2. Attendance



Each faculty was separately asked to apprise about the steps and measures they are taking to enhance attendance during which it was informed to the Dean Academics that after the completion of degree the college is required to issue an attendance certificate to students for their enrollment with the Bar Council.

It was suggested that an undertaking should be taken from students of BALLB in the beginning of each semester that they'll maintain 80% attendance throughout the semester non-compliance which will give college all the authority to hold their attendance certificate.

3. Visiting Faculty

Class	Subject	Visiting Faculty
LLB I	CONSTITUTION	DR. ROOPA SHARMA
	IPC	MS. POORNIMA
LLB II (3 RD SEM) + BALLB IV (7 TH SEM)	INTERNATIONAL LAW	DR. ROOPA SHARMA
	PROF. ETHICS	DR. AQUEEDA KHAN
LLB III (5 TH SEM) + BALLB V (9 TH SEM)	EVIDENCE	DR. ROOPA SHARMA
	CRPC	MS. POORNIMA

It was suggested that separate course coverage and attendance registers should be maintained for visiting faculty.

Also, remedial classes were suggested to be started for subjects in which students have maximum backs.

4. Previous Activities

The Coordinators of their respective activities acquainted everyone with the status of activities

- ✓ Quiz on Constitutional Day
- ✓ Fresher's Party
- ✓ Essay writing competition



It was suggested that Classroom activities should be promoted and platforms like Kahoot should be used. Each coordinator was guided to prepare reports of their respective events and a copy of the same to be sent to Dean Academics and Director.

Also, ppt for upcoming events should be displayed on reception at least 2 days before the event.

5. Forthcoming Activities

✓ International Conference on 17th December, 2021.

Ms. Shraddha Shukla informed about the progress current status and informed that till date we have received 29 papers and Demo sessions are being regularly conducted.

Following suggestions were made –

1. More follow up from presenters to be taken
2. Proper coordination on the day of event will be required.

6. Internal Examination

HOD Law apprised about the smooth conduction of Internal examination for new session. The Director, IPEM Group of Institutions has given following suggestions regarding the same-

- The document and proper register should be prepared and maintained.
- Results should be shared with parents as well.

7. Status of AQAR

It was advised that department should prepare and maintain the documents as per NAAC requirement.

Date for Completion of write-ups - 27.12.21

8 & 9. Classes and Course Coverage

- Classes should be made more interactive, and students should be encouraged and persuaded



- Fortnightly report should have more clear suggestions.

The Meeting ended with the Votes of Thanks to the Chair.

Copy to –

Secretary, IPEM

Dean (Academics)

Director, General

Director

