

15<sup>th</sup> May, 2022

**Minutes of the fourth IQAC Meeting held on 14<sup>th</sup> 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 27<sup>th</sup> 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, IIL, Delhi
4. Dr. Rajeev  
Prof. Deptt of management, JNU
5. 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**





27<sup>th</sup> March, 2022

## Minutes of the IQAC Meeting held on 26<sup>th</sup> 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:-

- a) Inclusion of commerce program offered
  - b) Inclusion of Value added courses, short term courses, skill oriented courses
  - c) Regular interaction of class coordinators and HODs with Parents
  - d) For curriculum Enhancement, Correspondence is made with the University for inclusion of career oriented courses and Multi skill development courses
  - e) List of value added courses to be revised as per academic year 2020-21 as
2. 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
3. Discussions were made regarding revision of criteria 1 writeups
4. Inclusion of Environmental Club Activities.
5. 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.
6. 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 30<sup>th</sup> April 2022







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 criterions 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





5<sup>th</sup> August, 2022

Minutes of 2<sup>nd</sup> Meeting of Internal Quality Assurance Cell of IPEM Law Academy held on 4<sup>th</sup> August, 2022 (Thursday) at 3 pm in Conference Hall.

Members Present:- Dr. R.K.Singhal Director IPEM, Dr. Minaxi Tomar (Principal) IPEM Law Academy, Ms. Sonam Singh, Dr. Rajesh Dev, Ms. Neeraj Nagar & Mr. Jitendra Gautam.

**Points Discussed:**

**1. To confirm the previous minutes of the meeting & discussion on Action Taken Report.**

The minutes of the previous meeting held on 14<sup>th</sup> May, 2022 were circulated and confirmed. As per the action plan chalked out by IQAC for the year 2021-22, the action taken report was apprised in the meeting which are as follows:-

| Plan of Action   | Outcome/Result  |
|--|---|
| a) To Review & Initiate Academic Collaborations, Industry Institute Collaborations and Student's Placement and internship related collaborations for the upcoming session. | In line of the initiating the collaborations, IPEM Law Academy has collaborated with some organizations which are as follows:- <ul style="list-style-type: none"><li>• Oliver Board (Career Counseling Session)</li><li>• Rotary Club Ghaziabad (Blood Donation Camp &amp; Free Eye-Checkup Camp)</li><li>• Beautiful Tomorrow (Women Health &amp; Hygiene)</li><li>• District Legal Services Authority (DLSA) Ghaziabad (Courts Visits, Webinar)</li></ul> |



**3. To Plan Academic Audit for 2021-22.**

The Academic Audit for 2021-22 has to be done in the month of September 2022. The checklist has been prepared for the academic audit.

**4. To discuss Action Plan for the Session 2022-23 under the following heads:**

- To initiate more Academic Collaborations for the upcoming session.
- Dissemination of knowledge about NAAC to all the faculty members in the start of each semester.
- To strengthen existing Programmes of the Institution.
- To enhance development programmes for Faculty and Staff.
- To seek funding from Govt. & NGOs.
- To Establish an Alumni Association Office.
- To provide research training to faculty and students.
- To establish a Committee to train students for Competitive Exams.
- To start a Centre of Excellence for conducting Certificate Courses for eg. Drafting, Cyber Laws.
- To apply for ISO Certification.

**5. Revision of Various Committees**

The committees for the smooth working of the Academy are being revised. The same will be submitted to IQAC shortly.

**Copy to:**

- Secretary, Laksh Educational Society
- Director IPEM
- Dean Academics IPEM
- IQAC Members

