



IPEM Law Academy

**Assessed with 'B+' Grade by the
National Assessment and Accreditation
Council**

**Academic and Administrative Audit
Report**

2021-2022

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Curricular Aspects	
Curricular Planning and Implementation:	<p>CURICULUM AND SYLLABUS Syllabus of CCSU is followed where curricular and co-curricular activities are conducted.</p> <p>Inputs to students are through:</p> <ul style="list-style-type: none"> • Lectures • Power Point Presentation • Case Based Study • Group Discussions • Quiz • Study Material and Notes <p>COURSES OFFERED:</p> <ol style="list-style-type: none"> 1. BALLB 2. LLB <p>The features of the Programmes are:</p> <ul style="list-style-type: none"> • Certificate Courses like Corporate Law & Drafting incorporated. • Continuous student orientation program • Field Visits • Internship Tie up with Law Firms • Seminar, Conferences and Webinars • Lectures by Alumni and experts
Curricular Design and Development	<ul style="list-style-type: none"> • Process - Inputs are taken from industry. • VAP – Value Added Programs are made compulsory. • Internships • Required Industrial courses introduced- Drafting & Corporate Laws. • Subject coordinators preparing lesson plans.
Academic Flexibility:	<ul style="list-style-type: none"> • Faculty flexibility in handling number of subject • Added courses and extracurricular activities • Optional Choices of Subjects • Faculty has full freedom to plan and execute these programmes
Curriculum Enrichment:	<ul style="list-style-type: none"> • Learning management system introduced and used – Google, Microsoft Teams and Zoom to students. • Online interaction through online terminal used effectively. • Internship for 2 months in Summer & Winters

	<ul style="list-style-type: none"> • Mentoring • E-Cell for entrepreneurship. • Incorporation of changes in industry – to bridge the gap between faculty development programmes both in-house and external (with leave) are conducted.
Feedback System:	<p>Screening of deficiency of students</p> <ol style="list-style-type: none"> a. Feedback through LMS b. Class mentoring – on going process. <p>Design of programme:</p> <ol style="list-style-type: none"> a. Feedback from different stakeholders is obtained i.e. Teachers, Students, Alumni & Employers <p>Joint research by faculty and students not done. Elective courses are offered.</p>
Teaching-Learning & Evaluation:	
Catering to Student Diversity:	<ol style="list-style-type: none"> 1. Orientation Program conducted 2. Remedial classes 3. Internships & Placements provided 4. Mentoring & Counselling 5. Recognizing achievements 6. Scholarships provided 7. Guidance & Support for professional exams provided 8. Encourages students who take up competitive exams
Teaching-Learning Process:	<ul style="list-style-type: none"> • Process adopted; lectures, case studies, classroom participation, assignments, debates among teams on subjects, changes in environment – technological (e-source of information and knowledge), Student presentations. <p>BEST PRACTICES:</p> <ul style="list-style-type: none"> • Moot Court Competitions • Legal Aid and Awareness Camps.
Teacher Quality:	<ol style="list-style-type: none"> 1. Subject knowledge of the teacher is sound as per the opinion of the students 2. Faculty are engaged in research and to publish papers and books 3. Faculty evaluation is done periodically by the stake holders 4. Programmes are conducted for faculty members both in-house and outside with leave. These programmes are organized to support faculty development. 5. Monitoring of discipline and classroom participation of students, 6. Student-wise data of learning. 7. Use of computerized presentations.

	<p>8. Faculty feedback taken every semester</p> <p>9. Effective utilization of staff.</p> <ol style="list-style-type: none"> Benefit of research / book writing- incentives, non-monetary recognition. Routines – avoid teachers in non-academic activities Choice to faculty to get involved in non- academic activities <p>11. Infrastructure - adequate classrooms and other facilities</p> <p>12. High Speed Internet and Wi-fi availability</p>
<p>Evaluation Process and Reforms:</p>	<p>Evaluation process.</p> <ol style="list-style-type: none"> Classroom interactions Tests and exams Assignments and presentations <p>Internal assessment:</p> <ul style="list-style-type: none"> Internal Sessional Examinations Source of external examiners – past database, contacts with minimum 5 years teaching experience. QP design pattern: Easy 30%, Moderate 40% challenging – 30%. Question bank is given for setting QPs to the paper setters. Application oriented QPs. Subject+ skill + application.
<p>Student Performance and Learning Outcomes:</p>	<p>Student oriented initiatives are:</p> <ol style="list-style-type: none"> Students’ seminars and workshops Student value added programmes. Orientation Mentoring and counselling by faculty Recognize achievements <p>Student feedback</p> <ul style="list-style-type: none"> Expectations met by the institution Academics – excellent No Flexibility offered. Fee structure – no grievance Infrastructure – Wi-fi and transportation Library timings – no concerns were raised Certificate, Add-on courses – adequate Placement – weak
<p>Research, Consultancy&Extension:</p>	
<p>Promotion of Research:</p>	<p>Planned For</p> <ol style="list-style-type: none"> UGC/Govt funded projects List Journal in UGC Care Index. Student Research: guiding them to choose the subject, conducting and reporting process. Research Initiatives <ol style="list-style-type: none"> For faculty –

	<p>i. leave for PhD, ii. book writing</p>
a) Research Facilities:	Institute has a well-planned library and internet facility to cater to the needs of research. Adequate facility for research scholar's Online journal/E-content available.
b) Research Publications and Awards:	<p>Publications of Journal and Edited Book</p> <p>a) Journal of IPEM and Proceeding of International Conference c) Seminar and Webinars</p> <p>Lack of Publications in UGC CARE Listed Journals.</p>
a) Consultancy:	Not explored
b) Extension Activities and Institutional Social responsibility:	<p>Leadership is encouraged among students by outreach programmes to inculcate:</p> <p>a. Social concern b. Character building c. E-Cell</p>
c) Collaborations	<p>Collaboration with university, industry, and NGOs Encouragement to faculty members to take-up funding projects</p>
Infrastructure and Learning Resources:	
Physical Facilities:	Institute has a well-designed environment friendly classrooms and conference rooms. There is ample facility for indoor and outdoor games.
Library as a Learning Resource:	Has library with latest editions of volumes of books
IT Infrastructure	Wi-Fi campus, provides free access to faculty and students.
Maintenance of Campus Facilities:	Hygienically maintained campus.
Student Support and Progression:	
Student Mentoring and Support:	<ul style="list-style-type: none"> • Presence of an active Student Council & representation of students on academic & administrative • No registered Alumni Association. <p>COUNCELLING:</p> <ul style="list-style-type: none"> • Identification of slow learning students • Remedial measures taken, suggests remedies for non-performers. <ul style="list-style-type: none"> a. Observation b. Questionnaire c. Work on weaknesses
Student Progression:	<ul style="list-style-type: none"> • E-Cell forentrepreneurship • Workshop on Digital Marketing • No vocational education and trainings are provided. • Placement of students is not good but is taking up

	<p>slowly.</p> <ul style="list-style-type: none"> • Alumni engagement help is limited in the Institute. • Lack of NSS and NCC programmes
<p>Student Participation and Activities:</p>	<p>The sports department of the college has always provided ample opportunities for students to participate in sports and games that are physically wholesome, mentally stimulating and socially sound.</p> <p>Indoor games area - Table tennis – Carom – and others. Outdoor Games – Basketball, volleyball.</p> <p>STUDENT SUPPORT</p> <ul style="list-style-type: none"> • Scholarship • Awards <ol style="list-style-type: none"> 1. Social and cultural activities organized 2. Leadership & Rural Camps 3. Seminars, lectures, workshops on social issues 4. Free Eye Check-up camps 5. Legal Aid and Awareness Camps 6. Cleanliness drives, awareness campaigns& recycling projects <p>Major Projects in the last one Year</p> <ol style="list-style-type: none"> a. UBA in 5 villages b. Leadership & Cultural Camps conducted c. Free Eye Check-up Camps conducted d. Blood Donation Camps
<p>Governance, Leadership and Management:</p>	
<p>Institutional Vision and Leadership:</p>	<ol style="list-style-type: none"> 1. Vision statement is clear and noble <ul style="list-style-type: none"> • To achieve academic excellence with social concern • Institute supports students from marginalized and poor segments of society 2. Investment on faculty: <ol style="list-style-type: none"> a) Conduct faculty development programmes in line with the demand b) Faculty hiring policy is strictly followed- based on the need identification by the Dean Academics, based on workload, and in consultation with external subject experts. c) Fresh faculty must give a demonstration lecture and the observers submit a confidential report to Dean Academics. d) Dean Academics makes the decision based on qualification, experience, and remuneration. e) Faculty motivation policy: encourage for higher studies with leave. d) Deputation to national seminars, workshops by universities

	and educational institutions encouraged
Strategy Development and Deployment	<p>Admission policy:</p> <ul style="list-style-type: none"> Admission Committee approved by the Management looks-into the admission policy and governed by the rules and regulations of university. Law Advisory Board. <p>PLACEMENT:</p> <ul style="list-style-type: none"> Full-time placement officer
<p>Faculty Empowerment Strategies:</p> <ul style="list-style-type: none"> Faculty development initiatives Support staff development initiatives Student development initiatives 	<p>Faculty empowerment:</p> <ol style="list-style-type: none"> Full autonomy to HODs. External sources with remuneration flexibility. Faculty encouraged to attend external programmes HODs prepare budget – academic expenses pertaining to their departments. Industry – institute interface programmes were organized Moulding students to corporate values, responsible citizens, and attitude development programmes.
Financial Management and Resource	<ol style="list-style-type: none"> Finance Committee looks-into the financial management Budgeting Revenue & disbursement <ol style="list-style-type: none"> Infrastructure Scholarships
Internal Quality Assurance System:	<p>Monitoring system:</p> <p>Have a structured system to monitor outcome of courses, value added courses.</p> <ul style="list-style-type: none"> IQAC is proactive in innovating curriculum on a regular basis. Faculty performance is evaluated effectively Student performance is evaluated effectively Remedial classes for students <p>More assertive work is required.</p>
OVERALL ANALYSIS: Observations	
Institutional Strengths:	<ul style="list-style-type: none"> Vibrant Faculty. Clean and Green Campus. State-of-art infrastructure. Contribution towards Corporate Social Responsibility. Work-Place Harmony. Activities conducted on National and International Level. Alumni Engagement through various activities. Appropriate Counselling- Mentorship Programme.

	<ul style="list-style-type: none"> • Strategy of Slow and Fast Learners
Institutional Weakness	<ul style="list-style-type: none"> • Lack of flexibility in admitting International students to degree programs. • No scope of doing research by the students. • Paucity of Ph.D qualified Faculty members • Lack of research orientation in curriculum, • Digital library
Institutional Opportunities:	<ul style="list-style-type: none"> • To introduce other academic programmes i.e. Master of Laws. • Faculty and student exchange • Industry institution interface cell Collaboration with foreign universities for offering joint programmes • To introduce Add-on courses • Enhance research activities • Effective Training and Placement
Institutional Challenges:	<ul style="list-style-type: none"> • Faculty retention • Getting UGC Grant & Funds • Placement in International Companies • Flexibility of Course Curriculum Enrichment

Recommendations for Quality Enhancement of the Institution:

- Endeavour should be undertaken to achieve the autonomous status by the Institute.
- Curriculum improvement and quality teaching is the basic requirement for any institution.
- Certificate courses or special value addition courses should be provided to students.
- Academic collaboration with National Institutions can be explored which should be made functional. Student exchange and faculty exchange should be encouraged.
- Higher Progression of students is required.
- Faculty should be encouraged to undertake research projects and generate funds for their research.
- Management should regularly meet faculty members and support staff to understand their requirements and ensure employees welfare.
- Alumni engagement is limited in the Institute; Such network should be enlarged and made effective by engaging alumni in Institute's activities. Alumni Association should be recognised and registered.
- The management has to strengthen its contribution in upgrading and modernising the library.
 - Grievance Redressal to be strengthened.

**ACADEMIC & ADMINISTRATIVE AUDIT
2021-22
Action Taken Report**

Introduction:

The institution conducted an Academic and Administrative Audit in 2021-22 covering academic, administrative and student centric activities of the College. Below mentioned actions were executed for quality enhancement of the Institution

Sr. No.	Suggestions	Action Taken
1.	Encourage faculty to take up more funded projects.	Faculty is encouraged to take govt. and other agencies funded projects. ResearchPolicy created.
2.	Create on-line content repository.	Promotion of Online content repository at the institution.
3.	Introductionof Research projects evenat UG level	Introductionof Research projects atUG level.Undergraduate students arementored to takeups small researchprojects.
4.	To Create a student progression report.	Student progressionreports createdtofacilitatetracking of students' progressionand transformational index. Mentorshipfiles aligned withthe same.
5	Student competency mappingfor student's progression.	The Placement celland Department organize student competencymapping sessionsto identifythe capability and interestlevels of individual students.
6	Collaboration withother Industry Bodies	The college has promoted collaboration with many Industry Bodies., both at National & International levels.
7	Researchand book writing to be relookedby the faculty	Faculty orientationand support provided forundertaking more research includingbook writing.
8	Linking ResearchCentre withothers	Exploring the possibilities of collaborationwithsome reputed research institutions.

Based on the suggestions given by the Internal Academic and Administrative Audit Team (AAA).

Conclusion

Thus, required action has been taken based on the suggestions given by the AAA team for quality enhancement of the institution.