

**BRIEF RECORD OF THE MINUTES OF THE 6<sup>TH</sup> MEETING OF THE  
ADVISORY COMMITTEE OF THE IPEM LAW ACADEMY HELD ON 23<sup>RD</sup>  
NOVEMBER, 2019 (SATURDAY) AT 11.30 P.M. IN THE COMMITTEE ROOM  
OF IPEM, GHAZIABAD**

**Present:** Justice (Retd.) M.N.Rao, Mr. S.K.Agarwal, Prof. (Dr.) Anjali Mittal, Mr. Anupam Goel, Col. (Dr.) A.S.Malhotra, Prof. (Dr.) B.P.Singh Sehgal.

**Welcome Address:** The Meeting commenced with a Welcome Address by the Mr. Anupam Goel, Secretary, IPEM Group of Institutions. He welcomed the Chairman and Members of the newly constituted Advisory Committee of the IPEM Law Academy.

Mr. Anupam Goel, expressed the Vision & Mission for establishing the Law Academy. Guided by the Principle of Rule of Law, the Law Academy was established to bring to the doorstep, the awareness about the Law to the doorsteps of the Society by imparting Legal Education.

**Presentation:** The Advisor/Director, IPEM Law Academy, gave an Overview on the Activities carried out by the IPEM Law Academy for the LL.B. and B.A.LL.B programmes, during the period between the previous (5<sup>th</sup>) Meeting and up to 23<sup>rd</sup> November 2019, with the help of Power Point Presentation. The Presentation highlighted various Academic Activities such as Moot Court Activity, Parliament Visit, Media House Visit, National Seminar, Debate Competition, Workshop, Quiz Competition, Court Visit, Jail Visit, Guest Lectures, Legal Aid Clinics, Legal Awareness Camps, Alumni Meet, and Orientation Programme undertaken by the Academy.

**Address by Chairman:** The Chairman, Justice M.N.Rao, addressed the Members present and explained about the Importance of Law in the present situation especially with regard to Scope in Judicial Arena. He emphasized upon the need of the Faculty members to groom the Students so as to equip them with the requisites for the Competitive Exams in the Judiciary & other law related sectors. Elaborating upon the ever-increasing avenues in the legal field, he complemented the IPEM Law Academy which is doing a commendable job in this area by making regular efforts in the direction of spreading Legal Awareness in the Society.



**ITEM 1: TO CONFIRM THE MINUTES OF THE 5<sup>th</sup> MEETING OF THE ADVISORY COMMITTEE OF THE IPER LAW ACADEMY HELD ON 5<sup>th</sup> August, 2017.**

The Minutes of 5<sup>th</sup> Meeting of Advisory Committee of IPER Law Academy held on 5<sup>th</sup> August 2017 as circulated, were confirmed.

**ITEM 2: TO PERUSE THE ACTION TAKEN ON THE DECISIONS OF THE PREVIOUS 5<sup>th</sup> MEETING OF THE IPER LAW ACADEMY ADVISORY COMMITTEE:**

The Advisory Committee perused the Action Taken Report and was satisfied with the same. It was suggested that it could be optional for 2<sup>nd</sup> and 3<sup>rd</sup> Semester Students for joining Advocate. It was desired that wherever action is pending, it should be followed up till completion.

**ITEM 3: TO APPRISE ABOUT THE SCHOLASTIC AND NON-SCHOLASTIC ACTIVITIES CONDUCTED DURING THE PREVIOUS YEAR.**

The following Scholastic and Non- Scholastic activities were conducted during the previous Semester:

1. Orientation Programme on regular intervals.
2. Moot Court Activity
3. Introduction of Value Added Course.
4. Guest/ Visiting Faculty for motivation & instilling new ideas.
5. Engaging Students into creative activity like Debate, Seminar, Media House, Parliament Visit, Workshop, Quiz Competition, Legal Aid Programmes etc.
6. Students have to prepare the Reports of the Visits.
7. Teaching the students through Power Point Presentation.
8. To improve the Computer Skills of the Students, they are provided Computer Classes.

The members noted the Activities and appreciated the efforts made by IPER Law Academy and desired that the Students should prepare the Visit Reports about all these activities and also mention the same in their Practical files.



**ITEM 4: TO SEEK THE ADVICE OF THE ADVISORY COMMITTEE OF THE IPEM LAW ACADEMY REGARDING IMPROVEMENT IN THE QUALITY AND STANDARD OF B.A.LL.B AND LL.B COURSES.**

The Members of Advisory Committee desired that the appointment of Qualified able and Experienced faculty for both the courses be made. Also the Number of Faculty be increased. Moreover there should be emphasis on the Attendance of the Students for both the courses. Motivational lectures/legal Seminar for the Students should be organized occasionally by inviting Guests from the Judiciary & Advocates. It helps them to understand the benefit and sanctity of this course.

The Refresher Courses/ Orientation Programme for Faculty is required during the intervening periods of two Semesters. These attempts would enthuse & enhance not only their ever changing skills of teaching, but also raise their knowledge & teaching methodology in their respective subjects & fields.

It was felt that separate Marks of Internal tests in B.A.LL.B & LL.B Courses can give more Authority and Responsibility to the Faculty over its Students. This, in turn, would inculcate a sense of discipline, regularity in attendance amongst Students.

**ITEM 5: TO SEEK THE ADVICE ABOUT THE IMPROVEMENT IN QUALITY OF MOOT COURTS & FEASIBILITY OF CONDUCTING NATIONAL MOOT COURT COMPETITION 2020**

The efforts of IPEM Law Academy in conducting regular Moot Courts in each Semester has been largely appreciated & greatly applauded by the Advisory Committee Members.

The National Moot Court Competition has been scheduled on 31<sup>st</sup> January & 1<sup>st</sup> February 2020. IPEM Law Academy has constituted different Committees for organizing the Competition in a scientific and systematic manner and for making it a grand success.

The Members of the Advisory Committee suggested that there should be a Moot Court Society having the Teachers and Students for the preparation of all such types of Moot Court Competitions. Students should be motivated and inspired to adopt these types of responsibilities.



**ITEM 6: TO DISCUSS THE INTRODUCTION OF BASIC COMPUTER TRAINING TO BALLB STUDENTS FOR THEIR UPDATION**

The Basic Computer Training Programme (MS Word/ MS Office/MS Excel/ Power Point Presentation etc.) for Students was appreciated by the Advisory Committee Members. These should be conducted on regular basis for all Students to improve their knowledge & help them in their Profession even after the completion of the Course.

**ITEM 7: TO SEEK ADVICE ABOUT THE INTERNSHIP AND PLACEMENT PROGRAMME AT IPEM LAW ACADEMY**

Regarding the Internship Programme the Members of Advisory Committee appreciated the efforts of Law Academy in attaching the Students of B.A.LL.B 4<sup>th</sup> & 5<sup>th</sup> Year and LL.B Final Year with Advocates for Internship after their class hours. This programme would work as mirror image for the challenging professional life ahead. The Members of Advisory Committee also suggested that students should also be engaged as an Intern with Supreme Court Advocates/ Senior Advocates to know the art of Briefing, Researching & Drafting which eventually will help them for Independent handling of matters in Courts. The Law Academy can write to various Courts, Bar Associations & other professional Bodies for this.

**ITEM 8: TO SEEK ADVICE ABOUT THE MODALITIES INVOLVED IN LEGAL AID PROGRAMME & LEGAL AWARENESS PROGRAMME IN GHAZIABAD DISTRICT**

The Members of the Advisory Committee suggested that there should be a Small Team of Teachers and Students for running a Legal Aid Camps in the Law Academy who have vast knowledge regarding this.

The adoption of any specific village in collaboration with Ghaziabad District Legal Service Authority (DLSA) to provide free legal aid, spreading legal awareness and appraise people about their Legal Rights & for empowering women of their legal rights/ common issues relating to Family/Domestic Problems and informing them, how the law can support them. This can be done by the Law.



Besides Legal Aid Clinic it will provide benefit to the weaker & downtrodden sections of the society and Legal Literacy material could also be provided.

It was also suggested that a Booklet be prepared by the Team of Legal Aid Clinic including the day to day Law problems being faced by a Common man. This may include some issues relating to Marriage, Contract, Rights of Women, Domestic Violence, Motor Accident etc. This Booklet will be helpful in such Camps also.

#### **ITEM 9: TO SEEK ADVICE TO IMPROVE THE QUALITY OF THE IPEM LAW JOURNAL OF THE IPEM LAW ACADEMY**

The Advisory Committee consensually agreed upon the quality edition of the IPEM Law Academy Annual Law Journal namely "IPEM Law Journal" in which the Papers of Academician/Judges/Advocates & Students are published on various social legal issues. The Law Journal is a refereed Law Journal with ISSN No. 2581-3129. Latest issue of IPEM Law Journal is based upon the "Gender Discrimination at Workplace-Myth or Reality" Seminar conducted by IPEM Law Academy on 19th January 2019.

The Papers may also be invited for publication in this Journal from Advocates/Judges from Supreme Court/High Court etc. by sending Circulars to the offices of their Bar Associations.

It is also suggested by the Advisory Committee that Copy of the 'IPEM Law Journal' should be sent to the Supreme Court, Different High Courts, Universities, Judges/ Jurists, Professors, Law Institutions, Eminent Lawyers and Law Firms as well as some Societies & Non-Governmental Organizations. A copy of the present edition of 'IPEM Law Journals' should be dispatched to the Registrar General of the Supreme Court, Secretary Bar Association of Delhi & Ghaziabad.

The IPEM Law Academy endeavors to continually improve the quality and standard of its Journal.

#### **ITEM 10: SUGGESTIONS ABOUT THE NATIONAL SEMINAR TO BE HELD IN FEBRUARY 2020**

The topic for the National Seminar on 'Centre-State Relations in India' was appreciated & greatly applauded by the Advisory Committee Members. The National Seminar has been



scheduled on 28<sup>th</sup> March, 2019. The IPEM Law Academy has constituted different Committees for organizing the Seminar to make the Seminar real Success with Cooperation and Hard work of all the Faculty members.

The Members desired that Invitations may be sent to Supreme Court and High Courts Bar Association requesting them to send papers from the Advocates/Judges/Interns.

Justice M.N. Rao was requested to be the Chief Guest in the forthcoming Seminar.

#### ITEM II: NEXT YEAR PLAN FOR IPEM LAW ACADEMY

The Next Year Plan was largely appreciated & greatly applauded by the Advisory Members. The Advisory Members also suggested that the optional Internship may be provided for the students of B.A.LL.B 2<sup>nd</sup> Year & 3<sup>rd</sup> Year to have understanding of the working of Courts.

Loen  
D.N.Rao  
12.12.19



**Brief Record of the 24<sup>th</sup> / 2019 Meeting of the HODs held in the Secretary's Office on 18 December 2019 (Wednesday) at 03:00 P.M.**

**Present:**

Mr. Anupam Goel, Prof. (Dr.) Sugandha Goel, Prof. (Dr.) BPS Sehgal, Prof. (Dr.) Dolly Phillips, Prof (Dr). Nishi Sharma, Prof (Dr.) Naveen Kumar Singh, Mr. Shashank Chaudhary and Col. (Dr.) A. S. Malhotra

1. **Confirmation of Minutes:** The Minutes of the 23<sup>rd</sup> /19 Meeting held on 04 Dec., 2019 as circulated, were Confirmed.

2. **Next Meeting: 02 Jan 2020 (Thursday) at 3:00pm**

3. Based on the Discussions during the Meeting, the Decisions Taken for Action are summarized in the succeeding paragraphs:-

3.1 **Adoption and Usage of "Attendance, Assignment & Sessional Test Registers" and 'Course Coverage Registers' wef next Semester:**

These Registers have since been printed, hence these will be brought in use by the Faculty/ Class Coordinators and monitored by the respective HODs. These will be maintained Course wise as per the Guidelines explained during the Meeting. (Action: All HODs)

3.2 **Preparations, Programme and Responsibilities for the Meet on 28<sup>th</sup> Dec 2019 at Monarch, Gzb:**

- a) A meeting will be held with Mr. Pradeep shortly for tieing-up the details about the Anchor, Games, Music, Mike System etc. After that Mr. Bajaj could be contacted for Anchoring etc. and Mr. Hari Singh for photography by Mr. Shashank Chaudhary for further details;
- b) Ms. Shefali and another Faculty will man the Reception Counter;
- c) Mr. Jagdish & Mr. Dev will look after the food & beverages. Mr. K M Mishra will take care of the Gifts & their distribution;
- d) Through the Invitations have been extended but Soft Reminders through Calling by those who had provided references and by some Faculty for others, will have to be done as per the List being provided; and
- e) Dean, Outreach & International Programmes and Alumni Affairs (OIP&AA)-Prof. (Dr.) Dolly Phillips will be the Overall Coordinator. (Action: Dean OIP&AA)

3.3 **Finalisation of Academic / Activity Calendar for the Next Semester:** Suggestions for changes

made by the Deptts. , especially regarding ULLAS 2020 & other matters, be incorporated and the



Calendar be finalized & Circulated for information / action of all concerned at the earliest. (Action: All HODs)

**3.4 Finalisation of Subjects Allocation for the Next Semester:**

- a) These be submitted (as per the format provided) with-in next one / two days;
- b) Notes of the Previous Semester be Uploaded on our Website by all the Faculty through Mr. Dev and Notes for the coming Semester be prepared, taking into consideration the Question Papers and Notes of the previous years;
- c) All Faculty must teach from the latest Editions of the prescribed Books and wherever required these could be requisitioned. This will enrich our Library and especially the Reference Section. The Books should also be purchased for Value Added Programmes and kept in the Library; and
- d) Each Faculty must visit the Library and Suggest about the Continuation of subscriptions for the existing Journals and Procurement of New Journals. (Action: All HODs)

**3.5 Getting the Practicals / Viva conducted and Uploading Sessional / Practical Marks of all Courses & Submission of Hard Copies of the same to the Universities:** Utmost care and accuracy is essential in all these to avoid unnecessary correspondence & delays. (Action: All HODs)

**3.6 Follow-up on Outstanding Dues and Pending Issues with the Universities:** These details as per the format (already provided) may please be sent in the next two / three days, so that a correct assessment can be made about the Dues & actions initiated to get the pending issues resolved (Action: All HODs)

**3.7 Obtaining Feedback from the Students and getting Re-registration done before Commencement of Classes for the next Semester:**

- a) The Feedback Form has since been finalized, the Feedback from the Students be obtained by taking the services of Faculty from other Deptts. and Students are not required to reveal their identity in the Feedback Form; and
- b) Sufficient quantity of Printed Re-registration Forms are available in the Store. These should be got filled up before Commencement of Classes for the next Semester. In the Undertaking, it may be added "I shall maintain atleast 75% Attendance in terms of the directive of the University and my own Undertaking given at the time of my Admission." (Action: All HODs)

**3.8 Freezing of Day(s) / Week(s) / Month for Major Annual Events eg. Pratibha Protsahan, Vichaar Vistaar, Anveshan, ULLAS, Alumni Meets (Education, Law, Mgt/ I.T.), One National / International Conferences / Seminar and one Workshop by each Deptt. etc and Assigning specific Responsibilities for Planning , Organising, Conduct for each of these Events to atleast**





two Faculty of the Deptt.: The HODs may discuss these in their respective Deptt meetings and we can meet on any day during next week to Coordinate & freeze these; (Action: All HODs)

**3.9 Feedback on Recently concluded CCSU Exams and Management / I.T. Alumni Meet:**

- a) The CCSU Exams were conducted very smoothly with the cooperation of all Faculty & Staff. There were a few thefts of mobiles from the vehicles parked outside the Campus at the Service Lane, away from the Institute. To prevent this and in keeping with the past practice, the Exam Schedule copy will be given to the By-Pass Chowki, PS Vijay Nagar and to SSP Ghaziabad. The College / Institute, from the Students are coming for Exam, will also be told to inform their Students not to carry these or leave these in their Vehicles. Some extra guards could also be deployed for keeping a watch on the parked vehicles; and
- b) To have better Attendance of Alumni, all Batches should be kept in-touch with the Institute by posting them with auto-generated birthday / anniversary greetings and about the Events at the Institute round the year. One Alumni from each batch could be identified, who could be the Contact Person for that Batch. Also the Alumni Cell needs to be more active. (Action: All HODs)

**3.10 Preparations for the Meeting of the Advisory Committee of the Computer / IT Deptt. (28 Dec 2019):** The Agenda Papers and PPT Presentation be made ready in next one / two days and sent to the Chairman & Members for the Meeting scheduled on 28<sup>th</sup> Dec 2019. (Action: HOD, I.T.)

**3.11 Dr. B.S. Goel Memorial National Moot Court Competition (31<sup>st</sup> Jan 2019 & 01 Feb 2020):**

20 Teams have confirmed their participation. The arrangement for Stay of Outstation Girl participants could be made in the newly constructed Rooms in the Hostel; and for the Boys it could be in the existing Guest Rooms. Also all other arrangements should be got completed soon. Efforts should be made to get more teams from Delhi (DU, Jamia, IP & some Private Universities). (Action: HOD, Law)

**3.12 Internal FDP on Workplace Harmony:** This could be on 26 & 27 Dec 19 for two full days or Half day on 24 Dec and one full day on 26 Dec. and half day on 27 Dec. (Action: HOD, Management)

**The Meeting ended with the Vote of Thanks to the chair.**

**Distribution:**

- Secretary
- Dean Academics & All Faculty- through email

**Copy to:**

- Registrar



(Col. (Dr) A.S. Malhotra)  
Director General





15.10.2019

**Minutes of Training & Placement Committee meeting held on 15th October ,2019 (Wednesday) at 2.00pm.**

Members Present : Prof.(Dr.) B.P.Singh Sehgal Director IPEM Law Academy, Dr. Meenakshi Tomar Principal, Ms. Prity Singh (Faculty Coordinator) and Ms. Archana Singh (Faculty Member)

**Fresh Points Discussed in the meeting:-**

1. It was suggested in the meeting that the Academy have to work out on the policies related to the Internship and Training Aspects.
2. It was also decided that Dept. Activities of conducting G.D, Square Talk must go on throughout the year so that student could be groomed accordingly.
3. It was also suggested that desirable attribute of each Company should be prepared so that Questioning could be set and pass on to the group so that student can be aware about the profile and designed their resume accordingly.
4. LLB Industry speak should also be prepared and updated
5. It was also asked to the placement faculty coordinator of LLB (6th Sem) and BALLB (8th &10th Sem ) to create WhatsApp group of student going for Internship and add T&P cell Executive also.





*ipem*  
**LAW ACADEMY**

Minutes of 1<sup>st</sup> Meeting for Formation of Alumni Association held at IPEM Law Academy on 30th June, 2018 at 03:00 p.m.

Members Present – Mr. Rohit Rana – President (Batch 2006-09)

Mr. Deepak - Vice President (Batch 2009-12)

Mr. Vinay - Secretary (Batch 2006-09)

Mr. Himanshu Talwar – Joint Secretary (Batch 2008-11)

Dr. R.P.Upadhyay – Principal Law Academy

Dr. Meenakshi Tomar – Faculty Law Academy

Mr. Sudhakaran – Faculty Law Academy

Mt. Ratnesh Pandey – Faculty Law Academy

Ms. Sonam Singh – Faculty Law Academy

Ms. Neetu – Faculty Law Academy

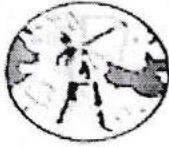
Ms. Archana Singh - Faculty Law Academy

The meeting of Alumni started at 03:30 p.m. due to the Practical Examination PIL of B.A.LL.B. 10<sup>th</sup> sem. which was scheduled on 30<sup>th</sup> June 2018. After over of Practical Examination the meeting was convened at 03:40 P.M. Three Major Agenda of the meeting was there which were taken one by one. In the meeting following suggestions were concluded.

1. More emphasis on practical aspects should be taken by the teacher so that the students may take interest in the subjects.
2. Students should prepare a diary to write down daily activities of the classes or otherwise.
3. Faculty should undergo development programmes and update the subjects knowledge from time to time.
4. Alumni Talk Series to be created in website so that students, Alumni Association Opinion can be shared on legal issues. Personal issues or Good Morning, Hello, Hi it is not to be permitted.
5. In Moot Court matters Alumni are also to be associated so that students may benefitted.
6. Some lectures either in form of Guest Lecture or visiting may also be organised for future prospects on certain dates.

A-13/1, South Side G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad, U.P.-201010 Telefax : 0120-4174500, Email : info@ipemgzb.ac.in, Website: www.ipemgzb.ac.in





LAKSH  
ESTD. 1996

*ipem*

**LAW ACADEMY**

7. Top rankers students photo are to be uploaded so that Alumni can help them in the career building or placement.
8. The IPEM Law Academy had to provide the details of Alumni i.e. Address, Phone, Working Place, Year of Passing and networking with them is to be handed over on Alumni itself.
9. Any problem which Law Academy is facing may be shared with Alumni so that proper solution may come out from their end.
10. New Technique of teaching may be taken in the classrooms like use of Projector, Computer etc . It will help to strengthen the students strength in the classes.
11. The result of each semesters and activities of Law Academy is to be transmitted to the Alumni through Whatsapp or otherwise and on any extracurricular activities the Alumni may be called on certain occasion for Prize Distribution or otherwise.
12. In order to maintain discipline among students some hard steps may be taken against some student who cannot be improved and don't attend the classes regularly.

At last Dr. Meenakshi Tomar gave Vote of Thanks to the Aluminis who came here and gave us their precious time.

Convener

Dr. Meenakshi Tomar

Principal

IPEM Law Academy





LAKSH  
ESTD. 1996

*ipem*  
**LAW ACADEMY**

### MINUTES OF MEETING OF FEEDBACK COMMITTEE

IPEM Law Academy has a well defined feedback system to take the feedback from all stakeholders. The collective feedback are summarized and analyzed for the corrective measures and continuous improvements.

The objective of feedback collection is to provide a framework for acquiring, summarizing and documenting information on the inputs received from all the stakeholders viz. students, faculty, alumni, employers and parents.

The meeting of feedback committee was called on **03.03.2020**, following members were present:

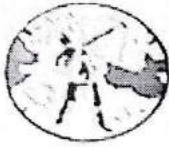
S.No	Name	Designation
1	Dr. Meenakshi Tomar	Convener
2	Mr. Neeraj Sharma	Member
3	Ms. Sonam Singh	Member

The following Items were discussed in the meeting:-

1. Effective communication skill training to be provided.
2. Effective Industry oriented practical exposure to be provided.
3. More food varieties in the canteen to be provided
4. Wi-Fi Data limit to be increased.



A-13/1, South Side G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad, U.P.-201010 Telefax : 0120-4174500, Email : info@ipemgzb.ac.in, Website: www.ipemgzb.ac.in



LAKSH  
ESTD. 1996

# *ipem* LAW ACADEMY

5. Support to more research funding projects by the Institute is required.
6. More Cleaning of Workplace is suggested.
7. Addition of more interdisciplinary courses must be taught to students.
8. Alumni meets must be planned in coming future.
9. Improve Transport facility.
10. Contact numbers of the parents must be updated on regular intervals.



A-13/1, South Side G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad, U.P.-201010 Telefax  
: 0120-4174500, Email : [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in), Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



# *ipem* LAW ACADEMY

Minutes of the IQAC Meeting held on 11<sup>th</sup> February, 2020 at 02.00 pm in the Conference Room (Campus-I).

**Members present-**

1.	Chairman	Principal	Dr. Meenakshi Tomar
2.	Secretary	IQAC Coordinator	Ms. Sonam Singh
3.	Ex-Officio Member	Director General	Col.(Dr.) A.S.Malhotra
4.	Member	Administration	Prof.(Dr.) Sugandha Goel
5.	Member	Admin/Advisor	Prof.(Dr.) B.P.S.Sehgal
6.	Member	Senior Faculty	Mr. Sudhakaran
7.	Member	Senior Faculty	Mr. Neeraj Sharma
8.	Member	Alumni	Mr. Surjan Singh

The action taken report on the resolutions passed in the last meeting presented by the IQAC coordinator and accepted by the IQAC.

1. On the basis of NAAC Guidelines, IQAC was restructured by the Managing Committee.
2. It was observed, as we have conducted the National Activity in the previous session successfully. And this success gave another golden path for the Academy to move forward further with conduct of these types of National Activities and we should try to maintain the legacy.
3. It was further decided, that we can plan out an International Activity too for our up gradation.
4. In the year 2015, the Academy got Accredited with "B" Grade and the tenure for the same is going to be complete, so it was suggested to work out and prepare for entering in the CYCLE-2 of accreditation process.

Principal



IQAC Coordinator





# *ipem* LAW ACADEMY

Minutes of the IQAC Meeting held on 06<sup>th</sup> August 2019 at 02.00 pm in the Conference Room (Campus-I).

### Members present-

1.	Chairman	Principal	Dr. R.P.Upadhyay
2.	Secretary	IQAC Coordinator	Dr. Meenakshi Tomar
3.	Ex-Officio Member	Director General	Col.(Dr.) A.S.Malhotra
4.	Member	Administration	Prof.(Dr.) Sugandha Goel
5.	Member	Admin/Advisor	Prof.(Dr.) B.P.S.Sehgal
6.	Member	Senior Faculty	Mr. Sudhakaran
7.	Member	Senior Faculty	Ms. Sonam Singh
8.	Member	Alumni	Mr. Surjan Singh

The action taken report on the resolutions passed in the last meeting presented by the IQAC coordinator and accepted by the IQAC.

1. The very first point of evaluation of activities was taken up as the discussion, as it was observed that in the previous conducted activities we had minimum number of participation. In order to increase the same, some plans were worked out to involve the students in the activities and to include the students as the co-coordinators for monitoring the same.
2. It was discussed in the meeting that we should introduce the use of technology as Indian education needs to realize that the absorption power of every student cannot be the same. Some students have faster learning pace and some are slow. Teachers must have a keen eye on observing each of their students.
3. There should be the process related to throw the focus in the terms of evaluation and it should be classroom participation by a student, projects, communication and leadership skills and extra-curricular activities.
4. It was decided that at least one National Activity to be conducted once a year, for which the Academy has asked to chalk out a plan for these type of activities.

Principal



IQAC





**Minutes of Meeting of the Law Academy with Dean Academics on 10<sup>th</sup> August, 2019.**

**Members Present-** Dr. Sugandha Goel (Dean Academics), Col.(Dr.) A.S.Malhotra (Director General), Prof.(Dr.) B.P.S.Sehgal, Dr. Meenakshi Tomar, Ms. Archana Singh, Mr. Sudhakaran, Ms. Prity Singh, Ms. Sonam Singh, Ms. Neha Garg, Ms. Navya Airachia.

- 1. Activities Conducted:** - A brief overview about the activities conducted from the start of the session was given in the meeting. It was discussed in the meeting that in visits some brief notes should be procured from the students who attended the visit. The students should present that write up in his/her class. Recently the students visited Supreme Court and witnessed the proceedings. They also visited the Museum of Supreme Court depicting the historical development of Judicial System in India. A brief write up must be obtained by respective Coordinator. **(Mr. Sudhakaran & Ms. Prity Singh)**
- 2. Forthcoming Activities:** - While discussing the forthcoming activities including Freshers Party to be conducted by IPEM Law Academy it was desired the students participating in Fresher's Party must wear costumes/dresses in proper and diligent manner. It was also discussed that the songs must not be vulgar. **(Dr. Meenakshi Tomar & Ms. Archana Singh)**
- 3. Result Analysis:-** As the results of BALLB & LLB had been announced , so it was observed that many students got backs in different subjects. It was decided that the students should be given some assignments in the classes especially on subjects where they have to reappear. And the students who got their backs in Economics & Sociology they should attend the Extra Classes in the particular subject.

It was also desired that the faculty should go through the YouTube Links to prepare their content & lectures in concerned subject/topic and they should prepare PowerPoint Presentations for delivering the lectures. **(Mr. Sudhakaran)**

- 4. Mentorship Programme:** - To strengthen our bonding with the students the Mentorship Programme be implemented with all sincerity and dedication. From BALLB 1<sup>st</sup> Year



groups of 10 students to be divided among each & every faculty irrespective of the fact that the faculty takes any lecture in that class or not. And the attendance of the students has to be regulated and maintained properly. **(Dr. Meenakshi Tomar & Ms. Sonam Singh)**

5. It was decided that the students of BALLB students must undergo compulsory computer classes in the IT deptt. And Law Deptt. have to send its Time-Table to IT Deptt. So that the computer classes can be scheduled at the earliest. The students must be trained in Microsoft Word, Excel, Resume Making, Email, Power-point Presentations. etc. **(Mr. Sudhakaran)**

**Director/Advisor  
IPEM Law Academy**

