



Minutes of Meeting of the Law Academy held on 30th December, 2019 for action taken as HOD Meeting held on 18th December, 2019

Members Present: Prof (Dr).B.P Singh Sehgal (Director/Advisor), Dr. Meenakshi Tomar, Dr. Sudhakaran, Ms. Archana Singh, Ms. Sonam Singh, Ms. Prity Singh, Ms. Neha Garg , Mr. Om Prakash & Mr. Neeraj Sharma

Action to be taken/ Progress to be made as some of the pending points from previous meeting

3.1 Adoption and Usage of “Attendance, Assignment & Sessional Test Registers” and ‘Course Coverage Registers’ wef next Semester:

Already information related to preparing of Attendance, Assignment & Sessional Test Registers” and ‘Course Coverage Registers has been circulated to all Faculty Members and they have started to prepare it for the coming semester w.e.f **6th January, 2020**. One register has been prepared for each course in B.A.LL.B as the number of students is small. However in LL.B. three Registers have been prepared for each semester.

3.3 Finalization of Academic / Activity Calendar for the Next Semester:

Academic Calendar for (January to April, 2020) has been prepared and forwarded to the office of DG sir and the Centralized Academic Calendar has been circulated to all the faculty members of the Department.

3.4 Finalization of Subjects Allocation for the Next Semester



- Communication relating to updating of Notes of previous Semester along with Question Papers has been circulated among the Faculty members and the Faculty members are in process of updating the study material of odd semester subjects at the earliest may be before **7th January, 2020**. While as the Subject Notes of the even semester will be finalized by the end of April, 2020.
- All the Faculty Members have been requested to visit the library for updation of Books related to their subjects which they are going to teach in the coming semester so that library should be enriched with the latest books which will be beneficial for the students and teachers also especially the Reference Books.
- Mr K.M Mishra (Asst. Librarian) has been requested to purchase the Selected Judgments published by Bar Council of India to enrich the library. This is mandatory also as per the BCI

3.5 Getting the Practical's / Viva conducted and Uploading Sessional / Practical Marks of all Courses & Submission of Hard Copies of the same to the Universities

Till date we have not received the name of Examiners from the University for conducting practicals of the odd Semester. As soon as we receive the same, we will conduct the University Practical examination smoothly. (**Dr. Meenakshi Tomar** will coordinate with Mr. Rashid Ali in this matter).

3.6 Follow-up on Outstanding Dues and Pending Issues with the Universities:



All the faculty members have been directed to give updated information related to outstanding dues/PDC or any other pending issue related to the University. The Coordinators should get the outstanding dues settled from the students at the time of Re-Registration.

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

- The communication related to taking feedback of individual faculty from the students will be started when the classes commence from **6th January, 2020**.
- The coordinators of B.A.LL.B/LL.B have been requested to start Re-registration before the Commencement of Classes w.e.f **2& 3rd January, 2020** for B.A.LL.B & **20th January, 2020**. The Undertaking must also include “ **I shall maintain at least 75% Attendance in terms of the directive of the University and my own undertaking given at the time of my Admission**”

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 at-least two Faculty of the Deptt

We have frozen the days/months for conducting National Moot Court Competition, National Seminar & Alumni Meet for the year 2020& 2021 and deputed two faculty for conducting the event as follows:



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LAW ACADEMY

- National Seminar-4th Saturday of February (Dr. Meenakshi Tomar & Ms. Sonam Singh)
- Workshop- 4th Saturday of September (Dr. Meenakshi & Dr. Sudhakaran)
- National Moot Court Competition-4th Thursday/Friday/Saturday of October (Dr. Sudhakaran & Ms. Neha Garg)
- Alumni Meet-4th Saturday of January (Ms. Archana Singh & Ms. Prity Singh)

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

We have prepared the list of Teams and Judges for conducting the event. As communicated by the Warden the new Boy Hostel should be allocated to the 20 outstation Girls coming for the Competition and Guest House will be given to the 6 outstation Boys. Invitation letter to the Guests for Inaugural & Valedictory & Judges for Preliminary, Semi-final & final has been sent and their confirmation has been received. The budget has been approved and the preparations are in process for the competition.

Principal

Director

