

LAKSH
Estd. 1996

ipem LAW ACADEMY

Date:- 23rd March, 2021

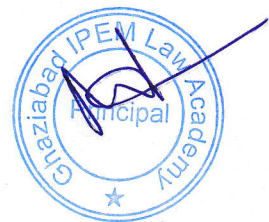
Agenda for the Meeting of the IQAC to be held on 25th March, 2021 through MS Teams at 11:00 am .

A Meeting of the IQAC will be held on 25.03.2021 at 11:00 am through MS Teams. All members of the IQAC are requested to attend.

Agenda:

- To approve the minutes of the previous meeting.
- Activities to be conducted under the aegis of IQAC.
- To Maintain Faculty Updation.
- To Review Academic Result and Action plan for improvement.
- Compilation and Review of Documents for academic session 2019-20.
- Filing of IIQA.

IQAC Coordinator





Date: 26/03/2021

Minutes of Meeting of Internal Quality Assurance Cell (IQAC) of IPEM Law Academy on 25th March, 2021 (Saturday) at 11:00 am through MS Teams.

Members present-

- | | |
|----------------------|------------------|
| 1. Chairman | Principal |
| 2. Secretary | IQAC Coordinator |
| 3. Ex-Officio Member | Director General |
| 4. Member | Administration |
| 5. Member | Senior Faculty |
| 6. Member | Senior Faculty |
| 7. Member | Senior Faculty |
| 8. Member | Senior Faculty |
| 9. Member | Alumni |
| 10. Member | Advocate |

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 about all the seven criteria 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 -** It was suggested that there should be some programmes conducted for faculty and students, so that both the students and faculty get updated.

4. **To Review Academic Result and Action plan for improvement-** Some career counselling programmes can be conducted for student enhancement.

5. **Compilation and Review of Documents for academic session 2019-20-** The work for the same is under process.


IQAC Coordinator


Principal

Copy to:

- Secretary, Laksh Educational Society
- IQAC Members

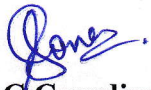


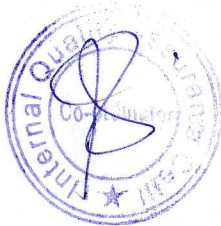
ACTION TAKEN REPORT ON THE DECISION OF IQAC MEETING HELD ON MARCH 25th, 2021.

To implement the decisions of IQAC Meetings, following action were taken:-

1. Activities to be conducted under the aegis of IQAC	According to the suggestion discussed in the meeting it was decided that every activity will be conducted under the aegis of IQAC and on each and every banner / brochure it should be written.
2. To Maintain Faculty Updation	Conduct of Faculty Development Programme.
3. To Review Academic Result and Action plan for improvement	Planned out a career counseling session for the students.
4. Compilation and Review of Documents for academic session 2019-20.	Documents have been compiled.
5. Filing of IIQA	IIQA filled on 17/05/2021 and waiting for approval.


Principal


IQAC Coordinator





Date: 13/08/2021

Notice

The first meeting of the Internal Quality Assurance Cell (IQAC) of IPEM Law Academy will be held on 14th August, 2021 (Saturday) at 12 noon in the conference hall. All the members are requested to attend.

Agenda: -

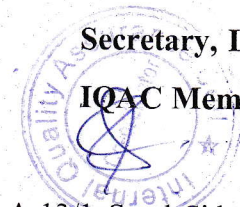
1. To Approve the minutes of the previous meeting.
2. Activities to be conducted under the aegis of IQAC.
3. To Maintain Faculty Updation and Appraisal record.
4. To Review Academic Result and Action plan for improvement.
5. To Review Status of Internship and Projects.
6. Collection, Analysis and Action Taken of feedback from all stakeholders - Student, Faculty, Alumni and Employer.
7. To Review & Initiate Academic Collaborations, Industry Institute Collaborations and Student's Placement and internship related collaborations for the upcoming session.
8. Compilation and Review of Documents for academic session 2020-21.
9. To Plan and Execute upcoming National and International Academic events along with submission of detailed report to IQAC.
10. Next Academic Year Planning.
11. Any other point with permission from the chair.

IQAC Coordinator

Principal

Copy to:

- **Secretary, Laksh Educational Society**
- **IQAC Members**





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

