

Date: 03/08/2022

Notice

The fifth meeting of the Internal Quality Assurance Cell (IQAC) of IPEM Law Academy will be held on 4th August, 2022 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. To discuss NAAC requirement on Implementation of NEP Parameters.
3. To Apprise About Progress of AQAR 2021-22 work.
4. To Plan Academic Audit for 2021-22.
5. To discuss Action Plan for the Session 2022-23 under the following heads:
 - (i) Curricular Aspects
 - (ii) Teaching Learning
 - (iii) Research and Development
 - (iv) Infrastructure
 - (v) Student Support and Progression
 - (vi) Faculty Development
6. Revision of Various Committees
7. To discuss new feedback Guidelines from NAAC
8. Any other point with permission from the chair.


IQAC Coordinator


Principal

Copy to:

- Secretary, Laksh Educational Society
- IQAC Members

10th August, 2022

Minutes of 5th Meeting of Internal Quality Assurance Cell of IPEM Law Academy held on 4th 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 14th 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">• Oliver Board (Career Counseling Session)• Rotary Club Ghaziabad (Blood Donation Camp & Free Eye-Checkup Camp)• Beautiful Tomorrow (Women Health & Hygiene)• District Legal Services Authority (DLSA) Ghaziabad (Courts Visits, Webinar)

	<ul style="list-style-type: none"> • Law Firms – Reliable Attorneys & Vidhi Tagya
b) To Plan and Execute upcoming National and International Academic events along with submission of detailed report to IQAC	<ul style="list-style-type: none"> • Various National and International Academic events have been organized during the session and the reports have been sent to IQAC.
c) Increasing Extension, Outreach and Career oriented Activity	<ul style="list-style-type: none"> • During the year, the extension, outreach and career oriented activity have been increased.
d) Measures to be taken for Retention of experienced and qualified faculty for at least 5 year.	<ul style="list-style-type: none"> • The faculty feedback form has been revised.
e) Increasing paper publication in UGC CARE enlisted journal, Edited book or individual book publication	<ul style="list-style-type: none"> • 3 papers have been published in UGC CARE listed journal.
f) Registration of Alumni Association.	<ul style="list-style-type: none"> • IPEM Law Alumni Association registered.
g) Introducing New Courses	<ul style="list-style-type: none"> • B.Com LL.B. 5yrs. introduced with 60 seats.

2. To apprise about the progress of AQAR 2021-22 work.

It was appraised that all the Criteria have been completed and Extended Profile, Criterion-1 & 2 is submitted with Dr. Dolly Phillips for validation. Rest criterion will be submitted in hard copy later.

It was suggested that all the files have to be signed by IQAC Coordinator and then by Principal with the observations.

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.

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- Director IPEM
- Dean Academics IPEM
- IQAC Members



- Participation of students in activities at National, Local or International Level is low. The Deptt. Have to encourage the students for applying in the activities which are being organized by other Institutes. And Copy of Certificate has to be procured by the student for record.
 - It was apprised that every faculty member have to write at least 2 research papers and get it published in UGC CARE Listed Journal only.
- e) It was discussed that the Deptt. Should seek for more academic, CSR & Industries collaborations for the upcoming session and also to carry on the involvement of existing collaborations through different activities.
- f) For the Green, Energy and Environment Audit, some agencies have been explored, so the work related to the audits is under process.
- g) It was also apprised in the meeting that External Academic Audit for the session 2021-22 has to be done criterion wise on the following dates:-
Criterion- 1&3 (By CTE Deptt.) – 14th Sept, 2022
Criterion-2&4 (By Mgmt Deptt)- 14th Sept, 2022
Criterion-5,6&7 (By IT Deptt)- 14th Sept, 2022
- h) Uploading of AQAR 2021-22- It was decided that a person to be deputed for all the Criteria while uploading.

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

12th September, 2022

Minutes of 6th Meeting of Internal Quality Assurance Cell of IPEM Law Academy held on 10th September, 2022 (Saturday) at 10 am in Conference Hall.

Members Present:- 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 04th August, 2022 were circulated and confirmed.

POINTS DISCUSSED:-

- a) A letter has been sent to CCS University for the inclusion of sessional marks weightage in course curriculum to have continuous internal evaluation.
- b) Course Outcomes & Program Outcomes exploration- It was apprised that some paid courses for CO PO Mapping and Attainment should be joined by IQAC Coordinator. And it was also decided that some specific parameters should be set in each and every activity for applying rubric method. Evaluation Sheet for each and every activity to be used for procuring Outcome.
- c) Data Collection- It was apprised that data which is to be collected for the academic session should be in 2 parts i.e. Reports and Pictures (Geo-tagged & Without Geo-Tagged). Apart from this an Activity Register to be maintained which will include all the activities to be organized during the session. And for the data Collection a faculty member has to be deputed specifically for the above said work.
- d) It was discussed in the meeting that Deptt. Should work hard on the points in which we have scored 00.

Date: 09/09/2022

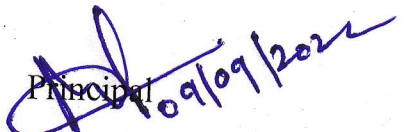
NOTICE

The ~~Sixth~~ meeting of the Internal Quality Assurance Cell (IQAC) of IPEM Law Academy will be held on 10th September, 2022 (Saturday) at 10:00 am in the conference hall. All the members are requested to attend.

Agenda: -

1. To Approve the minutes of the previous meeting.
2. To apprise about the progress of AQAR 2021-22.
3. Identification of the points of SSR 2020, AQAR 2020-21 & 2021-22 where we have scored zero and to discuss measures to be taken for improvements in AQAR 2022-23
4. To apprise about the queries raised on NAAC Portal.
5. To discuss about Academic Audit for 2021-22.
6. To discuss data collection and collaboration for upcoming session 2022-23 (IQAC Coordinators).
7. To discuss about the Revision of Committees.
8. Any other point with permission from the chair.


IQAC Coordinator


Principal
09/09/2022

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- Secretary, Laksh Educational Society
- IQAC Members



Date: 06/10/2022


NOTICE

The ~~Seventh~~ meeting of the Internal Quality Assurance Cell (IQAC) of IPEM Law Academy will be held on 8th October, 2022 (Saturday) at 03:00 pm in the conference hall. All the members are requested to attend.

Agenda: -

1. To Approve the minutes of the previous meeting.
2. To apprise about the progress of AQAR 2021-22.
3. To apprise about Internal Academic Audit for 2021-22.
4. To apprise about IQAC Seminar on NAAC Weaker Areas.
5. To discuss about the action plan for 2022-23.
6. To discuss about the Revision of Committees for 2022-23.
7. To discuss the best practices for the session 2022-23.
8. Any other point with permission from the chair.


6/10/22
IQAC Coordinator


06/10/22
Principal

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- IQAC Members

- f) The Academy is strengthening the alumni networking as our alumni association has also been registered.
- g) Course Outcomes & Program Outcomes exploration- It was apprised that some paid courses for CO PO Mapping and Attainment should be joined by IQAC Coordinator. And it was also decided that some specific parameters should be set in each and every activity for applying rubric method. Evaluation Sheet for each and every activity to be used for procuring Outcome.
- h) It was discussed in the meeting that Deptt. Should work hard on the points in which we have scored 00.
- Participation of students in activities at National, Local or International Level is low. The Deptt. Have to encourage the students for applying in the activities which are being organized by other Institutes. And Copy of Certificate has to be procured by the student for record.
 - It was apprised that every faculty member have to write at least 2 research papers and get it published in UGC CARE Listed Journal only.
- i) It was discussed that the Deptt. Should seek for more academic, CSR & Industries collaborations for the upcoming session and also to carry on the involvement of existing collaborations through different activities.
- j) For the Green, Energy and Environment Audit, some agencies have been explored, so the work related to the audits is under process.
- k) Uploading of AQAR 2021-22- It was decided that a person to be deputed for all the Criteria while uploading.

Copy to:

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

8th October, 2022

Minutes of Meeting of Internal Quality Assurance Cell of IPEM Law Academy held on 8th October, 2022 (Saturday) at 3:00 pm in Conference Hall.

Members Present:- 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 10th September, 2022 were circulated and confirmed.

POINTS DISCUSSED:-

- a) All the criterions in hard copy (files) have been up to dated. The Uploading of AQAR 2021-22 on the NAAC portal will be started from 10th of October, 2022 before lunch.
- b) The Academic Audit for the Law AQAR 2021-22 is to be done on the following dates:-
10th Oct. 2022- Ms Supriya (Criterion 1-3)
10th Oct. 2022- Mr Amit Aggarwal (Criterion 5,6 & 7)
11th Oct. 2022- Dr. Manoj Chauhan (Criterion 2& 4)
- c) The Seminar on NAAC weaker areas had been conducted successfully. All the faculty members attended the seminar with zeal.
- d) An Action plan has been chalked out to work on some specific heads for the upcoming session such as- Activities to be conducted with the NAAC Sponsorships. The Academy will be explore to get the funds and grants by UGC or Philanthropists.
- e) Research Publication- Each and every faculty has been advised to publish at least one paper in UGC CARE listed journal.

- f) It was discussed that the Deptt. Should seek for more academic, CSR & Industries collaborations for the upcoming session and also to carry on the involvement of existing collaborations through different activities.
- g) For the Green, Energy and Environment Audit, some agencies have been explored, so the work related to the audits is under process.
- h) Uploading of AQAR 2021-22- It was decided that Ms. Sonam Singh will coordinate while uploading the AQAR.
- i) Revision of Committees:- The committees for the session 2022-23 have to be revised whereas some new committees has been added.

Copy to:

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

28th October, 2022

Minutes of Meeting of Internal Quality Assurance Cell of IPEM Law Academy held on 28th October, 2022 (Saturday) at 3:00 pm in Conference Hall.

Members Present:- 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 8th October, 2022 were circulated and confirmed.

POINTS DISCUSSED:-

- a) The Uploading of AQAR 2021-22 on the NAAC portal has been started.
- b) The Academic Audit for the Law AQAR 2021-22 has been done and the report submitted to IQAC.
- c) An Action plan has been chalked out to work on some specific heads for the upcoming session such as- Activities to be conducted with the NAAC Sponsorships. The Academy will be explore to get the funds and grants by UGC or Philanthropists.
- d) Research Publication- Each and every faculty has been advised to publish at least one paper in UGC CARE listed journal.
- e) Course Outcomes & Program Outcomes exploration- It was apprised that some paid courses for CO PO Mapping and Attainment should be joined by IQAC Coordinator. And it was also decided that some specific parameters should be set in each and every activity for applying rubric method. Evaluation Sheet for each and every activity to be used for procuring Outcome.

Date: 28/10/2022

IQAC Meeting

The Meeting of the Internal Quality Assurance Cell (IQAC) of IPEM Law Academy will be on 29th October 2022 (Saturday) at 03:00 PM in the conference Hall (First Floor). All the members are hereby requested to attend the same.

Agenda: -

- To Approve the minutes of the previous IQAC meeting held on 08/10/2022
- To Apprise about Progress of AQAR 2021-22 work.
- To Apprise about Internal Academic Audit for 2021-22
- To Apprise about IQAC Seminar on NAAC Weaker Areas & COPO Attainments
- To discuss progress/outcome for the Session 2022-23 under the following heads:
- Revision of Various Committees for Session 2022-23
- To discuss the best practices for session 2022-23
- Any other agenda with the permission of Chair.

IQAC Coordinator

Copy to:

- Secretary
- Executive Director
- 1. Director General
- Dean Academics
- HODs (All Departments)
- IQAC Member

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h) The course files 2022-23 format has been circulated to all the faculty members so that they can prepare the files accordingly.

Copy to:

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

12th November 2022

Minutes of Meeting of Internal Quality Assurance Cell of IPEM Law Academy held on 12th November, 2022 (Saturday) at 3:00 pm in Conference Hall.

Members Present:- 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 were circulated and confirmed.

POINTS DISCUSSED:-

- a) Uploading of Criterion- It was apprised by IQAC Coordinator that 3,4,7 has been completed & Till 20th November all the criteria will be uploaded on NAAC portal.
- b) It was suggested that students who took admission in higher studies have to be found and also the details of their work if they are placed somewhere.
- c) The Energy Audit reports have been received in soft copies, the hard copies will be received shortly.
- d) It was suggested that at least one MOMs of the revised committees have to be prepared and the same to be submitted to IQAC.
- e) Best Practices for 2022-23: The best practices for session 2022-23 have been modified and the same has been sent to Director General Sir for advice.
- f) It was discussed that the Academy have to increase the students participation at University level Sports.
- g) Research Publication- Each and every faculty has been advised to publish at least one paper in UGC CARE listed journal.

Date: 11/11/2022

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of IPEM Law Academy will be on 12th November 2022 (Saturday) at 03:00 PM in the conference Hall (First Floor). All the members are hereby requested to attend the same.

Agenda: -

- To Approve the minutes of the previous IQAC meeting.
- To Apprise about Progress of AQAR 2021-22 work.
- To Apprise about Energy and Environment Audit for 2021-22
- To discuss progress for the Session 2022-23
- MOM of Various Committees for Session 2022-23
- Best Practices for Session 2022-23
- Course Files for Session 2022-23
- Any other agenda with the permission of Chair.

IQAC Coordinator

Copy to:

- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC Members



h) The course files 2022-23 format has been circulated to all the faculty members so that they can prepare the files accordingly.

Copy to:

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- Executive Director IPEM
- Dean Academics IPEM
- IQAC Members

IPEM LAW ACADEMY

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0120-4174500 | info@ipemgzb.ac.in

26th November 2022

Minutes of Meeting of Internal Quality Assurance Cell of IPEM Law Academy held on 26th November, 2022 (Saturday) at 3:00 pm in Conference Hall.

Members Present:- 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 were circulated and confirmed.

POINTS DISCUSSED:-

- a) Uploading of Criterion- It was apprised by IQAC Coordinator that 3,4,7 has been completed & Till 20th November all the criteria will be uploaded on NAAC portal.
- b) It was suggested that students who took admission in higher studies have to be found and also the details of their work if they are placed somewhere.
- c) The Energy Audit reports have been received in soft copies, the hard copies will be received shortly.
- d) It was suggested that at least one MOMs of the revised committees have to be prepared and the same to be submitted to IQAC.
- e) Best Practices for 2022-23: The best practices for session 2022-23 have been modified and the same has been sent to Director General Sir for advice.
- f) It was discussed that the Academy have to increase the students participation at University level Sports.
- g) Research Publication- Each and every faculty has been advised to publish at least one paper in UGC CARE listed journal.

Date: 22/11/2022

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of IPEM Law Academy will be on 26th November 2022 (Saturday) at 03:00 PM in the conference Hall (First Floor). All the members are hereby requested to attend the same.

Agenda: -

- To Approve the minutes of the previous IQAC meeting.
- To Apprise about Progress of AQAR 2021-22 work.
- To Apprise about Energy and Environment Audit for 2021-22
- To discuss progress for the Session 2022-23
- MOM of Various Committees for Session 2022-23
- Best Practices for Session 2022-23
- Course Files for Session 2022-23
- Any other agenda with the permission of Chair.


IQAC Coordinator

Copy to:

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- Director General
- Dean Academics
- HODs (All Departments)
- IQAC Members