



LAKSH  
ESTD. 1996

*ipem*

**LAW ACADEMY**

**7.1.10---CIRCULARS OF THE ACTIVITIES ORGANISED UNDER THE METRIC FOR TEACHERS, STUDENTS, ADMINISTRATION AND OTHER STAFF.**



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Estd. 1986

*ipem*

LAW ACADEMY

**2019-2020**



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 17/03/2020

**POSTPONEMENT OF NATIONAL LAW SEMINAR**

- The National Law Seminar scheduled on 28 Mar 2020 is postponed and re-scheduled on **11<sup>th</sup> Apr 2020 (Saturday)** in view of the Orders / Advice from all authorities on COVID-19.
- All Concerned may please be informed accordingly.



*[Signature]*  
Principal

**IPEM Law Academy**

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



Date: 05/03/2020

**In-house Faculty Development Programme**  
**MEDITATION SESSION**

An introductory Meditation Session will be conducted by Ms. Ketki Gupta and Ms. Priya (Experts from Art of Living) as per the following schedule:-

- **Dates** - 07 March 2020
- **Timings Daily** - 10:30 to 11:30
- **Venue** - G1, Seminar Hall
- **Participants** - All Faculty & Staff

All Faculty & Staff are requested to attend & be seated in the Seminar Hall by 10:25am on 7 March 2020.



**Principal**  
**IPEM Law Academy**



Date: 29/02/2020

**NOTICE**

**BAN ON PLAYING WITH COLOURS (DRY OR WET)**  
**IN THE CAMPUS OF IPEM LAW ACADEMY**

**Playing with Colours (Dry or Wet)** for Holi Celebrations is **Banned** in the campus of the Institute – which includes Academic Areas, Lawns, Open Areas/Spaces, Cafeteria, **Hostels**, Dining/Recreation Rooms or any Other area in the Campus.

Playing of Holi in the **Boys and Girls Hostels**, in any form is also **completely banned**.

Strict action, including Suspension/ Rustication from the Hostel / Institute, will be taken against any Defaulter.

The Flying Squads will carryout checks at the Gates as well as surprise Checks during the days preceeding the Holi Holidays.



*[Signature]*  
**Principal**

**IPEM Law Academy**



Date: 29/02/2020

**HOLI MILAN -07 MAR 2020 (SATURDAY) AND**  
**HOLI HOLIDAYS**

- All Faculty/Staff are requested to assemble in the Laxmi Chand Auditorium at 12:00 noon for a one hour Holi Milan Programme and thereafter in the Cafeteria on **07 Mar 2020 (Saturday)**.
- The IPEM Law Academy will remain closed from **08 to 10 March 2020** on account of Holi and reopen on **11<sup>th</sup> March 2020 (Wednesday)**.
- However, all essential duties will carry-on.



**Principal**

**IPEM Law Academy**



Date: 29/02/2020

**Subject: Posting Reviews about IPEM**

Reference briefing to all faculty and staff on the above subject; the following procedure may be explained by their respective Class-Coordinator to all their Students to post their Reviews about IPEM.

**By Mobile Phones:**

1. Search 'IPEM' on Google,
2. Click on 'IPEM Law Academy,
3. Click on 'Reviews';
4. Click on the Right most 'Star' & Write your Comments, and
5. Click 'Post' on the top right corner.

**By Desk-Top / Lap Top:**

1. Login your gmail on your system,
2. Search 'IPEM',
3. Click on 'IPEM Law Academy,
4. Scroll down to see 'Google Reviews',
5. Click on 'Review',
6. Click Right most Star & Write your Comment; and
7. Click 'Post'.

The Class Coordinators may please ensure that all their Students click the Right most Star and Write their positive Reviews through either of the above two options.



**Principal**

**IPEM Law Academy**



Date: 20/02/2020

## MAHA SHIVRATRI

- The ~~IPEM~~ IPEM Law Academy will remain Closed on 21 February 2020 (Friday) on account of MAHA SHIVRATRI.
- The Classes/Activities including Law Alumni Meet, will be held as per schedule on 22 & 23 Feb 2020.
- All essential Duties will Carry-on on 21,22 & 23 Feb 2020.
- The IPEM Law Academy will Reopen on 24 February 2020 (Monday).

  
Principal

**IPEM Law Academy**







Date: 25/01/2020

**NOTICE**

- During the month of February 2020, the Second & Fourth Saturdays i.e. **8<sup>th</sup> and 22<sup>nd</sup> Feb 2020** will be **OFF days**; and
- The First, Third & Fifth Saturday i.e. **1<sup>st</sup>, 15<sup>th</sup> & 29<sup>th</sup> Feb 2020** will be **WORKING days**.
- Correspondingly the Preceding Fridays will be **OFF/WORKING Days** for the Law Academy.
- Also Law Classes will be conducted on all Sundays w.e.f. 01 Feb 2020 and the Succeeding Mondays will be **OFF days** for the Law Academy in-lieu of the Sundays.



Principal

**IPEM Law Academy**




Date: 06/01/2020

**Faculty Class Coordinators for the Session 2019-20**

In super session of the Notification dated 06.08.2019, the following are the Class Coordinators for the Session 2019-20

- LLB 2017-20
- LLB 2018-21
- LLB 2019-22
- BALLB 2015-20
- BALLB 2016-21
- BALLB 2017-22
- BALLB 2018-23
- BALLB 2019-24

- Ms. Archana Singh
- Ms. Neha Garg
- Ms. Archana Singh
- Ms. Sonam Singh
- Ms. Neha Garg
- Ms. Prity Singh
- Ms. Sonam Singh
- Dr. Meenakshi Tomar

  
Principal

IPEM Law Academy





LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 24/12/2019

## CHRISTMAS

The IPEM Law Academy will remain closed on 25<sup>th</sup> Dec 2019 (Wednesday) on account of CHRISTMAS.

However, essential Duties will Carry-on.

The Institute will reopen on 26<sup>th</sup> Dec 2019 (Thursday).

  
Principal

IPEM Law Academy





LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 19/12/2019

## NEW YEAR CELEBRATIONS

01 Jan 2020

In keeping with the past traditions of the Institute, the Programme for the New Year Celebrations on 01 Jan 2020 will be under the arrangements by faculty members.



*[Signature]*  
Principal

IPEM Law Academy



Date: 05/12/2019

**COMMENCEMENT OF CLASSES FOR  
EVEN SEMESTER 2019-20 SESSION**

**Commencement of Classes for**

**With Effects From**

- All Courses of BALLB - 06 Jan 2020 (Monday)
- All Courses of LLB - 13 Jan 2020 (Monday)
- The **Re- Registration** will be done on two days prior to the Commencement of Classes.

**The Syllabus for All Courses of BALLB, LLB will be Completed by 15 April 2020.**



*[Signature]*  
Principal

IPEM Law Academy

## SUGGESTED GUIDELINES FOR MENTORS

**“Mentoring is a relationship which gives Faculty Mentors an opportunity to share their Professional / Personal Skills and experiences with their Mentee students to help them grow and develop”.**

### **1. A Faculty Mentor Needs to be :-**

- (a) **A Teacher & Guide** (Who can show the Mentee student, How to Improve, Share Skills and Discuss Issues, Ideas and Problems willingly).
- (b) **A Problem Solver:** (Who can help the Mentee student to identify his/her Strengths and advise how he/she can use these to overcome problems).
- (c) **An Identifier of Need(s):** (Who can help the Mentee student to identify Areas for further Development, Prioritise Needs and Set appropriate Targets)
- (d) **A Supporter:** (Who is a good Listener and Counselor, Warm & Caring, Encouraging and Accessible).
- (e) **A Role Model:** (Who is respected because of his/her Knowledge, Ability, Experience & Willingness to help the Mentee student at all times).

### **2. Mentoring Process:-**

#### **(a) The First Mentoring Meeting:**

- (i) If number of Mentees are more then, divide them in two or three groups to have individual interaction with each of the Mentee.
- (ii) Make your Mentee student feel comfortable.
- (iii) Recognize the Mentee's previous experience.
- (iv) Clearly define your Role as a Mentor.
- (v) Explain when & where Mentoring meetings will take place & their frequency.
- (vi) Explain any documentation that may be required.

#### **(b) Subsequent Meetings:**

- (i) Be sure that You & Mentee are clear as to how often you will meet face to face and / or through phone, SMS, email etc. & how quickly you will respond.
- (ii) Make contact frequently especially during the first few weeks, to build a trusting relationship.
- (iii) Follow up when you make a commitment; Don't ever leave your Mentee hanging. If you don't respond, the Mentee will feel dejected and disappointed.
- (iv) Be appreciative of whatever you get from you Mentee / Mentor interaction. Learn Mentee's Strengths and build on those & help him/her to overcome weaknesses.
- (v) Work hard to make the relationship a two way process by being flexible & Enjoy the experience as Mentor/ Mentee.

**The Mentor should meet with mentees at least once a week and submit the reports every Fortnightly**



Principal  
IPEM Law Academy

## SOME SUGGESTED SPEAKING POINTS TO THE FACULTY

### Academics

- **Teaching** – Attendance, Results, Backs, Performance Based, Accountability, Use of the HODs Minutes refers)
- **Value Added Programmes (VAP)** – Semester wise, Relevance, Tests, Certificate, Faculty Coordinator, Fines
- **Seminars, Workshops,**
- **Guests Lectures, FDPs etc :** Objective and how each will benefit the Faculty, Students, Institute
- **Class Coordinators :** Role & Responsibilities to be followed.
- **Mentoring:** Presently only an Eye wash, Need to Strengthen this.
- **Non Academic:**
  - ❖ **Discipline , Decorum & Dress Code-** By all faculty & Students in Class Room, Corridors / Open Areas.
  - ❖ **Adhering to Timings for everything**
  - ❖ **Timely Obtaining of Documents, Fees, Forms etc. from Students.**
  - ❖ **Casual & Laid Back Attitude of Faculty.**
  - ❖ **Follow up of Rules by all with positive attitude.**
  - ❖ **Faculty to act & Behave as Role Models.**






Date: 19/11/2019

## TAX DEDUCTION AT SOURCE (TDS)

- The details of Income Tax Slabs for FY 2019-20 and some Important Deduction for Salaried Persons are enclosed.
- All Faculty members are requested to fill-up the Proforma and return the same to the Accounts Section by 30 Nov 2019

  
Principal /Director  
IPEMLaw Academy







LAKSH  
Est. 1996



*ipem*

**LAW ACADEMY**

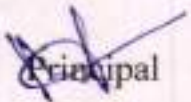
Date: 16/11/2019

### Running of Classes

In view of the Universities having announced their Examination Schedule for the Odd Semester Exams; the Classes for the Current Semester will be run upto as per the following Schedule:-

<u>Course (S)</u>	<u>Date Upto</u>
• BALLB I Sem	- 21 Nov 2019
• BALLB III Sem. Onwards-	18 Nov 2019
• LLB	- 06 Dec 2019

❖ The Classes for LLB will be conducted in Campus wef 25 Nov 2019.

  
Principal

IPEM Law Academy





LAKSH  
Estb. 1996

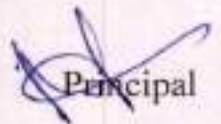
*ipem*

**LAW ACADEMY**

Date: 11/11/2019

## GURU NANAK JAYANTI

- The IPEM Law Academy will remain Closed on 12 Nov 2019 (Tuesday) on account of GURU NANAK JAYANTI.
- However, all essential Duties will Carry-on.
- The IPEM Law Academy will Reopen on 13 Nov 2019 (Wednesday).

  
Principal

IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



Date: 06/11/2019

**Gates Opening / Closing Timings**

The Main Gate will remain OPEN as per the following timings:-

**Opening for Entry only**

**Opening for Exit Only**

Upto 09:40hrs

After 13:30 hr

10:25-10:35

11:25-11:35

Other than the above timings, the Main Gate will remain Closed.



*[Signature]*  
Principal  
IPEM Law Academy



Date: 06/11/2019

## **CAFETERIA TIMINGS**

The Cafeteria will remain **OPEN** as per the following timings:-

**0800 - 0925 hrs**

**1300 - 1530 hrs**

**1600 - 1800 hrs**

Other than the above timings, the Cafeteria will remain Closed.



*[Signature]*  
Principal

IPEM Law Academy



Date: 06/11/2019

## Timings

- | <b>Commencement of Classes at</b> | <b>Classes / Courses</b>                 |
|-----------------------------------|--|
| 09:30h<br>Sem.                    | - BALLB,I,III,V,VII & LLB I Sem, LLB III |
| 11:30                             | - BALLB IX, LLB III Sem & LLB V Sem;     |

### **Lunch Breaks**

- |                |  |
|----------------|--|
| 13:30 to 14:00 | - For all Classes Commencing at <b>09.30 &amp; 10.30</b> |
| 14.30 to 15.00 | - For all Classes Commencing at <b>11.30 h</b>           |

- **The Cafeteria will Open from 0800 – 0925 and from 12.30 hrs onwards**

All the LLB Classes and BALLB 4<sup>th</sup> & 5<sup>th</sup> years Classes will be held on Saturdays / Sundays. All Law Classes be held from Tuesdays to Sundays but till Saturdays for BALLB 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> yrs.



*[Signature]*  
Principal  
IPEM Law Academy



*ipem*

**LAW ACADEMY**

Date: 02 Nov 2019

## Use of LCD Projectors for Teaching

- LCD Projectors had been installed in almost all the Class Rooms of all Deptts; besides there are a few Moveable LCD Projectors also. Special Classes were also conducted to train the faculty for preparation of PPTs as well as for using LCD Projectors. However, it has been observed that some of the Faculty are still not using these.
- All Faculty **MUST** prepare their own PPTs (and **NOT** download from electronic platforms) and **USE** the LCD Projectors for their teaching, with immediate effect. In case some faculty is found not using these, a serious view will be taken that may affect their career.



Principal  
IPEM Law Academy



Date: 17/10/2019

## DIWALI HOLIDAYS-2019

- The **Classes** will remain **suspended** for all Courses of the IPEM Law Academy from **25 Oct 2019 (Friday) to 29 Oct 2019 (Tuesday)**.
- The Faculty/Staff will have the Diwali Holidays from **26 Oct 2019 (Saturday) to 29 Oct 2019 (Tuesday)**.
- The **IPEM Law Academy will Re-Open on 30 Oct 2019 (Wednesday) and all Classes / Activities will be carried out as per Time Tables & Activity Calendars**

  
Principal

IPEM Law Academy





LAKSH  
Est. 1998

*ipem*

**LAW ACADEMY**

**Date: 05/10/2019**

**MAHA NAVAMI & VIJAY DASHMI**

**(07 & 08 October 2019)**

The IPEM Law Academy will remain closed on 07 Oct 2019 (Monday) & 08 Oct 2019 (Tuesday) on account of **MAHA NAVAMI** and **VIJAY DASHMI** respectively.

  
Principal

IPEM Law Academy



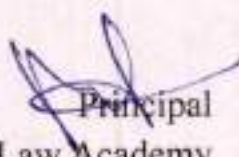




**Date: 01/10/2019**

**GANDHI JAYANTI**

- The IPEM Law Academy will remain closed on 2<sup>nd</sup> Oct 2019 (Wednesday) on account of GANDHI JAYANTI.
- The Institute will reopen on 3<sup>rd</sup> Oct 2019 (Thursday).

  
Principal  
IPEM Law Academy





*ipem*

**LAW ACADEMY**

Date: 18<sup>th</sup> September, 2019

## Notice

Interactive Guest Lecture

On

“Know India to Transform Universe”(KITU)

- Date** : 26<sup>th</sup> September, 2019
- Time** : 11:30 am - onwards
- Day** : Thursday
- Venue** : Laxmi Chand Auditorium
- Participants** : **All Students of IPEM Group of Institutions.**
- Resource Person:** **Dr. Sampson Devid, Chairman DDF & Formerly  
Joint Secretary Association of Indian Universities.**



Principal  
IPEM Law Academy




Date: 03-09-2019

**TEACHER'S DAY**  
**05 SEP 2019 (Thursday)**

- The Classes / Dept Activities/ Functions will be held in respective Depts till 13:30 hrs on 05 Sep 2019.
- Centralized Teachers Day function will be held in the Laxmi Chand Auditorium from 14:00 to 16:00, which will be followed by High-Tea in the Cafeteria.
- All Faculty & Staff members are requested to be Seated in the Auditorium by 1355h on 05 Sep 2019.
- All Faculty and Staff members, who joined the Institute during the last one year, are expected to give their Introduction.



  
Principal  
IPEM Law Academy

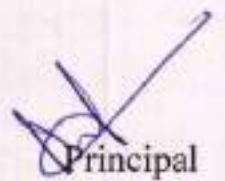


Date: 26/08/2019

**MISUSE OF PHOTOCOPYING FACILITIES**

To stop the misuse of Photocopying facilities, the following measures will be adopted with immediate effect:-

1. All Notices, Minutes etc will be sent through Electronic means only e.g. E-Mail, WhatsApp, SMS Tele-Calls etc.
2. Only one hard copy of the Notices, Minutes incl. annexures / Reports etc will be prepared for record purposes. The Departments should send their Minutes etc. to P.S. to D.G. for taking Printouts for this purpose.
3. All drafts etc. shall be checked on the Computer Screen and only the final fair copy will be printed. No drafts will be printed on any rough or fair paper.
4. Perforated Papers from Old Reports or Papers with staple pins will not be used for photocopying as these damage the photocopying machines.
5. Each Department will be issued maximum of One Ream of Paper per month for any printing work.

  
Principal

IPEM Law Academy





*ipem*  
**LAW ACADEMY**

Date: 22.08.2019

**JANMASHTAMI**

- The IPEM Law Academy will remain closed on 24.08.2019 (Saturday) on account of '**Janmashtami**' and will reopen on 26.08.2019 (Monday).
- However, all essential duties including Admissions will Carry on.

  
Principal  
IPEM Law Academy



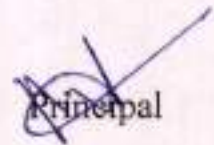


*ipem*  
**LAW ACADEMY**

Date: 27/07/2019

**SHRAVAN SHIVRATRI**

- The IPEM Law Academy will remain closed on 30 July 2019 (Tuesday) on account of SHRAVAN SHIVRATRI
- However, Essential Duties including Admissions will Carry on.
- The Institutions will Re open on 31<sup>st</sup> July 2019 (Wednesday).

  
Principal

IPEM Law Academy






*ipem*  
**LAW ACADEMY**

Date: 26/07/2019

## Suspension of Classes

The Classes will remain suspended from **26-07-2019** to **30-07-2019** in view of Kanwar Processions the Shraavan Shivratri functions.

The Classes will be resumed on 31-07-2019 (Wednesday).

  
Principal

IPEM Law Academy





**Date: 26/07/2019**

**FOUNDER'S DAY**

**04 AUGUST 2019**

- The Founder's Day Function will be held as per the following Schedule:-
  - Date: 04 Aug 2019 (Sunday)
  - Timing: 11:00 to 13:00hrs.
  - Venue: Laxmi Chand Auditorium
- All Faculty & Staff Members are requested to be seated at the Venue by 10:55 hrs on 04 Aug 2019. The families are also cordially invited .
- The Function (Sunderkand Path) will be followed by Lunch (Hosted by the Institute).
- The Classes will be held as per the Scheduled Time Table.



  
Principal  
IPEM Law Academy





Date: 22/07/2019

**LLB (3YRS) AND BALLB (5YRS) CLASSES w.e.f.22<sup>nd</sup> July 2019**

- LLB (3yrs) III, V and BALLB (5yrs) VII<sup>th</sup> & IX<sup>th</sup> Sems - Thursday to Sunday (except 1<sup>st</sup> & 3<sup>rd</sup> Friday)
- LLB (3yrs) I<sup>st</sup> and BALLB (5yrs) I, III, V Sems - Tuesday to Saturday (except 1<sup>st</sup> & 3<sup>rd</sup> Friday and 2<sup>nd</sup> & 4<sup>th</sup> Monday)

Whenever any 1<sup>st</sup> or 3<sup>rd</sup> Saturday is declared as a Working Day in the Institute, the preceding, Friday will be observed as Working Day for the Law Academy also.



*[Signature]*  
Principal

IPEM Law Academy



*ipem*  
**LAW ACADEMY**

Date: 08/07/2019

**PAYMENT OF ACADEMIC FEES & HOSTEL CHARGES BY  
ALL STUDENTS FOR THE SESSION 2019-20**

- Reference IPEM/DG/NOTICE/2019-20/129 date 23.05.2019.
- In partial modification of the above referred Notification, the **Students of the LLB and BALLB Courses**, in case they decide to pay through **Demand Draft**, then the same should be in favour of **“IPEM Law Academy”**.



Principal

IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



LAKSH  
Estd. 1998

*ipem*

**LAW ACADEMY**

Date: 03/07/2019

## TIMINGS

### Commencement of Classes at

09:30h

10:30

11:30

Lunch Breaks

13:30 to 14:00

09.30 & 10.30 h

14.30 to 15.00

11.30 h

### Classes / Courses

- BALLB, I, III, V & LLB I sem;
- BALLB VII & LLB III Sem;
- BALLB IX & LLB V Sem;
- For all Classes Commencing at
- For all Classes Commencing at

**The Cafeteria will Open only at 12.00 hrs**

**Gates Opening / Closing Timings:-**

**Opening Only for Entry**

Upto 09:30h

10:15-10:30

11:15-11:30

**Exit Only After**

13:30 hr

All the LLB Classes and BALLB 4<sup>th</sup> & 5<sup>th</sup> years Classes will be held on Saturdays / Sundays. All Law Classes be held from Tuesdays to Sundays but till Saturdays for BALLB 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> yrs.



Principal

IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 01/07/2019

**CONDOLENCE MEETING**

There will be Condolence Meeting to mourn the sad demise of Shri Ram Karan Singh father of Ms. Sonam Singh , Asstt. Prof IPEM Law Academy on 29 June 2019 at Ghaziabad. as per the following schedule:-

Date : 01 July 2019 (Monday)

Time : 4:55 PM

Venue: G1 Hall, MBA Block

All Faculty/ Staff are requested to Attend.

Principal

IPEM Law Academy





LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 17/06/2019

**5<sup>th</sup> International Day of Yoga Celebrations**

**june 21, 2019 (FRIDAY)**

**“Festival of Yoga and Wellbeing”**

The 5<sup>th</sup> International Day of Yoga (IDY) will be celebrated at the IPEM Law Academy as per the schedule attached.

The Faculty / Staff and invited Students of all Depts/ Administration are required to be seated in the Laxmi Chand Auditorium by 0920hrs on 21 June 2019.

All Faculty/Staff/Students are expected to wear IPEM Tee Shirts (Black). (Sufficient quantity are available at the Reception against payment).

All the HODs are requested to contact their students living in nearby areas to come and participate in the International Day of Yoga on 21 June 2019 as per the attached schedule.



*[Signature]*  
Principal

IPEM Law Academy



LAKSH  
Est. 1996

*ipem*

**LAW ACADEMY**

**Date: 04/June /2019**

### **EID-UL-FITR**

The IPEM Law Academys will remain closed on **05 June 2019 (Wednesday)** on account of **Eid-ul-Fitr**.

The Institute will Reopen on **06<sup>th</sup> June 2019 (Thursday)**.

  
Principal

IPEM Law Academy





LAKSH  
Est. 1998

*ipem*

**LAW ACADEMY**

**2018-2019**



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



Date: 28/05/2019

**Faculty Class Coordinators for the Session 2019-20**

- |                  |                      |
|------------------|----------------------|
| 1. LLB 2017-20   | -Mr. Sudhakaran      |
| 2. LLB 2018-21   | - Ms. Navya Arichia  |
| 3. LLB 2019-22   | -Ms. Archana Singh   |
| 4. BALLB 2015-20 | -Ms. Sonam Singh     |
| 5. BALLB 2016-21 | -Ms. Neha Garg       |
| 6. BALLB 2017-22 | -Ms. Prity Singh     |
| 7. BALLB 2018-23 | -Ms. Sonam Singh     |
| 8. BALLB 2019-24 | -Dr. Meenakshi Tomar |

  
Principal  
IPEM Law Academy







Date: 23/05/2019

**PAYMENT OF ACADEMIC FEES & HOSTEL CHARGES BY ALL STUDENTS  
FOR THE SESSION 2019-20**

The Students of all Courses entering 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> & 9<sup>th</sup> Sems, on completion of the Current/ Ongoing Exams are required to pay their Full Academic Fees & Hostel Charges (as applicable) for the Session 2019-20 by **10 July 2019**.

The Fees / Dues can be paid by the Students through any of the following modes:-

**ONLINE:** Using Net Banking, Credit / Debit Card through our Institute Website ([www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)) and by following the Step by Step instructions under 'Fees Payment'.

**SWIPE MACHINE:** Available in the Accounts Section of the Institute. By using your Debit Card along with your Registered Mobile (for OTP).

**PAYTM:** By Scanning the Code with Mobile at the Accounts Section of the Institute.

**DEMAND DRAFT:** In favour of 'IPEM, GZB' payable at Ghaziabad.

No Fees will be accepted through Cash or Cheque.



  
Principal

IPEM Law Academy



*ipem*  
**LAW ACADEMY**

**Date: 17/05/2019**

**Pratibha Protsahan Samaroh**  
**18<sup>th</sup> May 2019(Saturday)**

All Faculty, Staff and Volunteer Students are required to Report at **07:30 hrs** on **18<sup>th</sup> May, 2019 (Saturday)** as the Pratibha Protsahan Samaroh Programme is scheduled to start at 0800hrs.

Principal  
IPEM Law Academy





*ipem*  
**LAW ACADEMY**

Date: 18/04/2019

**GOOD FRIDAY**

- The IPEM Law Academy will remain closed on 19th April 2019 (FRIDAY) on account of GOOD FRIDAY.
- The Institute will reopen on 22<sup>nd</sup> April 2019 (MONDAY).

  
Principal

IPEM Law Academy





*ipem*  
**LAW ACADEMY**

**Date: 16/04/2019**

**MAHAVIR JAYANTI**

- The IPEM Law Academys will remain closed on 17th April 2019 (Wednesday) on account of MAHAVIR JAYANTI.
- The Institute will reopen on 18<sup>th</sup> April 2019 (Thursday).

  
Principal

IPEM Law Academy





Date: 08/04/2019

NOTICE

- In terms of the Orders dated 08 Apr 2019 of the District Magistrate, Ghaziabad, the Classes will remain suspended on 09<sup>th</sup> & 10<sup>th</sup> April 2019, in view of the Elections on 11<sup>th</sup> April 2019.
- 11<sup>th</sup> April 2019 will be observed as a Closed Holiday.
- The Institute will reopen on 12 April 2019 (Friday) and regular Classes will be conducted w.e.f. 12<sup>th</sup> April 2019.

  
Principal

IPEM Law Academy





**Date: 30/03/2019**

**NOTICE**

All Faculty / Staff are hereby informed that Leave can be availed with prior permission only. If leave is availed without prior approval, it shall be treated as Leave Without Pay.

In a month, a faculty/staff will be allowed six hours period (in multiples of one hour to a maximum of two hours in a day), if he/she either gets late or has to go early or has urgent work in between 0900 to 1700hrs. Fraction of an hour will be treated as one full hour. All Faculty/Staff members will be required to enter in Biometric System whenever they are Coming-in and Going-out from the Institute (even in between or early leaving or late coming). One can avail this faculty only once a day. This will be effective from 01 April 2019.

On completion of one year service at the Institute, a faculty/staff is entitled 12 CLs & 12ELs (on pro-rata basis) and if there is some Earned Leave (EL) balance in the Academic Session between 01 July to 31 June of next year, then the number of days of the balance ELs of that year could be encashed on completion of that year.



*[Signature]*  
Principal

IPEM Law Academy



LAKSH  
Est. 1998

*ipem*

**LAW ACADEMY**

Date: 18/03/2019

## HOLI MILAN-19 MAR 2019

There will be a Holi Milan of all Faculty /Staff in the Badminton Court at 3:00PM on 19 Mar 2019 (Tuesday) followed by High Tea.

Principal

IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



Date: 01/03/2019

**MAHA SHIVRATRI**

- The IPEM Law Academy will remain closed on 04 March 2019 (Monday) on Account of MAHA SHIVRATRI.
- The Institute will reopen on 05<sup>th</sup> March 2019 (Tuesday).

  
Principal

IPEM Law Academy







Date: 20/02/2019

## **AVAILING OF LEAVE BY FACULTY/STAFF**

It has been observed that the Faculty/Staff ask for leave or some times avail leave without prior permission, and also ask for late coming/early leaving etc on the slightest pretext knowing fully well that this is the peak time for all the Classes which are running in full swing. Also many Deptt/Institutional level activities are lined up during the coming days/weeks. Any absence of the Faculty, Staff affects the Classes & the Students and also for organizing & taking actions for smooth implementations of the planned activities.

In view of the above the Faculty/Staff are advised to ask for leave only when it is unavoidable. Any leave availed without permission/prior approval will be treated as leave without pay.

The HODs are requested to kindly use their discretion while recommending leave only leaving etc for their Faculty/Staff.



  
Principal

IPEM Law Academy



Date: 20/02/2019

**AVAILING OF LEAVE  
BY FACULTY/STAFF**

It has been observed that the Faculty/Staff ask for leave or some times avail leave without prior permission, and also ask for late coming/early leaving etc on the slightest pretext knowing fully well that this is the peak time for all the Classes which are running in full swing. Also many Deptt/Institutional level activities are lined up during the coming days/weeks. Any absence of the Faculty, Staff affects the Classes & the Students and also for organizing & taking actions for smooth implementations of the planned activities.

In view of the above the Faculty/Staff are advised to ask for leave only when it is unavoidable. Any leave availed without permission/prior approval will be treated as leave without pay.

The HODs are requested to kindly use their discretion while recommending leave only leaving etc for their Faculty/Staff.



  
Principal

IPEM Law Academy



Date: 18/02/2019

**SUSPENSION OF CLASSES**  
**(19<sup>th</sup> Feb 2019- Tuesday)**

Only the Classes will remain suspended on 19<sup>th</sup> Feb 2019 (Tuesday) on account of Magh Purnima & Ravidas Jayanti.

However, all other activities including Placement Drive, will carry on as usual.

  
Principal

IPEM Law Academy





*ipem*  
**LAW ACADEMY**

**Date: 06/02/2019**

**NOTICE**  
**Entry/exit of students**

**Entry - Gates Opening Timings**

Upto	-	09:40
10:25	-	10:35
11:25	-	11:35

**Exit - During Class (Academic or Value Added) Hours:**

A Student can leave only with the Written Permission of his/her HODs.



*[Signature]*  
Principal

IPEM Law Academy



**Date: 28/01/2019**

**LLB (3YRS) AND BALLB (5YRS) CLASSES**  
**(w.e.f. 01 Feb 2019)**

- LLB (3yrs) - Tuesday to Sunday (except 1<sup>st</sup> & 3<sup>rd</sup> Friday)
- BALLB (5yrs) - Monday to Saturday (except 1<sup>st</sup> & 3<sup>rd</sup> Friday  
and 2<sup>nd</sup> & 4<sup>th</sup> Monday)

Whenever any 1<sup>st</sup> or 3<sup>rd</sup> Saturday is declared as a Working Day in the Institute, the preceding, Friday will be observed as Working Day for the Law Deptt also

  
Principal



IPEM Law Academy



Date: 25/01/2019

## REPUBLIC DAY

- The IPEM Law Academy will remain closed on 26 January 2019 (Saturday) on Account of REPUBLIC DAY.
- The Institute will reopen on 28<sup>th</sup> January 2019 (Monday).

  
Principal

IPEM Law Academy





*ipem*  
**LAW ACADEMY**

19 NOVEMBER 2019 (SATURDAY)

**WORKING DAY**

19<sup>th</sup> Nov 2019 (Saturday) will be observed as a normal **Working Day** for all Faculty, Staff and Students of all Units of the IPEM Law Academics.

  
Principal

IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Est. 1996

*ipem*

**LAW ACADEMY**

Date: 27/12/2018

**NEW YEAR CELEBRATION**  
**01 JAN 2019**

All Faculty and Staff of the IPEM Law Academy are requested to be present & participate in the New Year Programme on 01 Jan 2019 as per the following schedule:-

<u>Time</u>	<u>Venue</u>	<u>Event</u>
10:30 to 11:00	Cafeteria	Light Refreshment
11:00 to 12:30	Front Open Lawn	Outdoor Activities
12:30 to 13:30	Break	Break
13:30 to 15:30	Laxmi Chand Auditorium	Cake cutting & Cultural Programme

The Programme is being Coordinated by the Centre for Teacher Education (CTE) with support/participation from all Units of the IPEM Law Academy.



  
Principal

IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)





*ipem*  
**LAW ACADEMY**

Date: 24/12/2018

## CHRISTMAS

The IPEM Law Academics will remain closed on **25 Dec 2018 (Tuesday)** on account of **Christmas.**

The Institute will Reopen on **26<sup>th</sup> Dec 2018 (Wednesday).**

  
Principal / Director  
IPEM Law Academy





Date: 17/12/2018

**COMMENCEMENT OF CLASSES**  
**EVEN SEMESTER**

- The Dates for Commencement of Classes for the Coming Even Semester are as under:-
  - BALLB & LLB - 07 Jan 2019
- **Wherever, required the Students could be called a week or so earlier to cover difficult/ numerical/practical / programming subjects by the respective HODs.**
- All Students are required to **Re-register**, before the dates of commencement of their respective Classes.

Principal /Director  
IPEM Law Academy






Date: 02/11/2018

**TAX DEDUCTION AT SOURCE (TDS)**

The details of Income Tax Slabs for FY 2018-19 and some Important Deduction for Salaried Persons are enclosed.

All Faculty members are requested to fill-up the Proforma and return the same to the Accounts Section by 15 Nov 2018.



  
Principal /Director  
IPEM Law Academy



LAKSH  
Estd. 1986

*ipem*

**LAW ACADEMY**

### SUGGESTED GUIDELINES FOR MENTORS

**“Mentoring is a relationship which gives Faculty Mentors an opportunity to share their Professional / Personal Skills and experiences with their Mentee students to help them grow and develop”.**

#### **3. A Faculty Mentor Needs to be :-**

- (f) **A Teacher & Guide** (Who can show the Mentee student, How to Improve, Share Skills and Discuss Issues, Ideas and Problems willingly).
- (g) **A Problem Solver:** (Who can help the Mentee student to identify his/her Strengths and advise how he/she can use these to overcome problems).
- (h) **An Identifier of Need(s):** (Who can help the Mentee student to identify Areas for further Development, Prioritise Needs and Set appropriate Targets)
- (i) **A Supporter:** (Who is a good Listener and Counselor, Warm & Caring, Encouraging and Accessible).
- (j) **A Role Model:** (Who is respected because of his/her Knowledge, Ability, Experience & Willingness to help the Mentee student at all times).

#### **4. Mentoring Process:-**

##### **(c) The First Mentoring Meeting:**

- (vii) If number of Mentees are more then, divide them in two or three groups to have individual interaction with each of the Mentee.
- (viii) Make your Mentee student feel comfortable.
- (ix) Recognize the Mentee's previous experience.
- (x) Clearly define your Role as a Mentor.
- (xi) Explain when & where Mentoring meetings will take place & their frequency.
- (xii) Explain any documentation that may be required.

##### **(d) Subsequent Meetings:**

- (vi) Be sure that You & Mentee are clear as to how often you will meet face to face and / or through phone, SMS, email etc. & how quickly you will respond.
- (vii) Make contact frequently especially during the first few weeks, to build a trusting relationship.
- (viii) Follow up when you make a commitment; Don't ever leave your Mentee hanging. If you don't respond, the Mentee will feel dejected and disappointed.
- (ix) Be appreciative of whatever you get from you Mentee / Mentor interaction. Learn Mentee's Strengths and build on those & help him/her to overcome weaknesses.
- (x) Work hard to make the relationship a two way process by being flexible & Enjoy the experience as Mentor/ Mentee.



Principal / Director  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Est. 1996

*ipem*

**LAW ACADEMY**

Date: 24/10/2018

### **DUTIES & RESPONSIBILITIES OF FACULTY CLASS CO-ORDINATORS**

1. He/ She should have all the upto-date details, in terms of the Registration/ Admission / Re-Registration data, in respect of each student of his / her Class.
2. Always maintain a close rapport with all his / her Students and try to pro-actively solve their day to day problems with a positive attitude and act as a Mentor for all academic / administrative / personal matters of all his/her Students.
3. He / She should provide Syllabus of all Courses of the Semester to each of his/ her Students and explain the Orders / Guidelines / Stipulations of the Universities / Institute to all his/ her Students.
4. He/ She should have complete record of upto date results, back papers and pending issues with the University, fee payment and any other professional/personal issues.
5. Make sure that the Time-Table is followed in letter and spirit by all the Faculty members and that the Classes are held strictly in terms of the Time-Table. In case, for some unforeseen eventuality, if a Faculty is Absent or is not able to take his/her Class, then the Coordinator in consultation with his/ her HOD, should make alternative arrangement for conduct of that Class. In no case a Class should go without a teaching faculty.
6. He/ She should ensure full Attendance in all the Classes. The reason for Absenteeism of any Student must be known to the Coordinator. He / She must also take remedial measures for ensuring regular attendance in consultation with the Teachers/ HOD and not let any Student to be in the Hostels / Cafeteria / Outside when the Classes are being held.
7. Motivate all his/ her Students to participate in various Academic / Cultural activities such as Industrial Visits, Guest Lectures, Seminars, Workshops, PDPs, Sports & Competitions etc.
8. He/ She should make all arrangements for conduct of the Sessional Tests, their timely Evaluation & Feedback to the Students and Submission of results to the University.
9. Keep the Students informed of all the Notices / Orders of the Universities / Institute / Deptt., through various means. Also maintain a close liaison with the Administrative Officers for timely completion & submission of the requirement of the Universities/ Samaj Kalyan Vibhag etc.
10. He/ She should ensure that the Students of his/her Class pay their Fees / Dues in time to the Institute and also see that all his/her Students maintain discipline and wear their Uniform properly.(including Tie & Proper Shoes) & carry their I-Cards.
11. He / She should ensure that Faculty goes to the Class atleast five Minutes before the scheduled time and that a Proper Vigilance is maintained during the Change-over of Classes.



*[Signature]*  
Principal  
PEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



*ipem*

**LAW ACADEMY**

Date: 17/10/2018

**MAHA NAVAMI & VIJAY DASHMI**

The IPEM Law Academy will remain closed on **18 Oct 2018 (Thursday) & 19 Oct 2018 (Friday)** on account of **MAHA NAVAMI** and **VIJAY DASHMI** respectively.

The Institute will Reopen on **22<sup>nd</sup> Oct 2018 (Monday)**.

  
Principal

IPEM Law Academy





LAKSH  
ESTD 1986

*ipem*

**LAW ACADEMY**

Date: 16/10/2018

## NOTICE

It has been decided that **03 Nov 2018 (Saturday)** will be observed as a **Working Day** by all Faculty/Staff & Students of the IPEM Law Academy.

The Classes will be conducted as per scheduled time table.





Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 01/10/2018

### **DUTIES & RESPONSIBILITIES OF FACULTY CLASS CO-ORDINATORS**

1. He/ She should have all the upto-date details, in terms of the Registration/ Admission / Re-Registration data, in respect of each student of his / her Class.
2. Always maintain a close rapport with all his / her Students and try to pro-actively solve their day to day problems with a positive attitude and act as a Mentor for all academic / administrative / personal matters of all his/her Students.
3. He / She should provide Syllabus of all Courses of the Semester to each of his/ her Students and explain the Orders / Guidelines / Stipulations of the Universities / Institute to all his/ her Students.
4. He/ She should have complete record of upto date results, back papers and pending issues with the University, fee payment and any other professional/personal issues.
5. Make sure that the Time-Table is followed in letter and spirit by all the Faculty members and that the Classes are held strictly in terms of the Time-Table. In case, for some unforeseen eventuality, if a Faculty is Absent or is not able to take his/her Class, then the Coordinator in consultation with his/ her HOD, should make alternative arrangement for conduct of that Class. In no case a Class should go without a teaching faculty.
6. He/ She should ensure full Attendance in all the Classes. The reason for Absenteeism of any Student must be known to the Coordinator. He / She must also take remedial measures for ensuring regular attendance in consultation with the Teachers/ HOD and not let any Student to be in the Hostels / Cafeteria / Outside when the Classes are being held.
7. Motivate all his/ her Students to participate in various Academic / Cultural activities such as Industrial Visits, Guest Lectures, Seminars, Workshops, PDPs, Sports & Competitions etc.
8. He/ She should make all arrangements for conduct of the Sessional Tests, their timely Evaluation & Feedback to the Students and Submission of results to the University.
9. Keep the Students informed of all the Notices / Orders of the Universities / Institute / Deptt., through various means. Also maintain a close liason with the Administrative Officers for timely completion & submission of the requirement of the Universities/ Samaj Kalyan Vibhag etc.
10. He/ She should ensure that the Students of his/her Class pay their Fees / Dues in time to the Institute and also see that all his/her Students maintain discipline and wear their Uniform properly.(including Tie & Proper Shoes) & carry their I-Cards.
11. He / She should ensure that Faculty goes to the Class atleast five Minutes before and that a Proper Vigilance is maintained during the change over of Classes.



Principal

IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)





Date: 03/10/2018

**SATURDAY (06 OCT 2018) WORKING DAY**

- To cater for the **Classes** which were scheduled on 03 Oct 2018 but could not held because of it being declared as holiday on DMs orders; will be now held on 06<sup>th</sup> Oct 2018 (Saturday) and the Time-Table of Wednesday will be followed on Saturday (06<sup>th</sup> Oct 2018).

All concerned may please be informed through various means of communication.



*[Signature]*  
Principal  
IPEM Law Academy



Date: 03/10/2018

**USE OF PEONS/CLASS IV**  
**FOR MORNING /AFTERNOON TEA AND BREAK FAST /LUNCH**  
**BY FACULTY / STAFF**

- All Faculties are requested to kindly fix one time in the Morning (say 1030 or 11:30) and one in the Afternoon (say 3:00pm) and use the Peons during these timing only for Bringing / Serving Tea.

Also the Faculty/Staff wishing to have Breakfast /Lunch from the Cafeteria or Outside may be requested to go to there and not use the Peons for the same



  
Principal

IPEM Law Academy



LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 01/10/2018

## GANDHI JAYANTI

The IPEM Law Academy will remain closed on 2<sup>nd</sup> Oct 2018 (Tuesday) on account of  
**GANDHI JAYANTI.**

The Institute will reopen on 3<sup>rd</sup> Oct 2018 (Wednesday).

Principal  
IPEM Law Academy





LAKSH  
Estd. 1980

*ipem*

**LAW ACADEMY**

Date: 28/09/2018

**DIWALI HOLIDAYS-2018**

- The Classes will remain suspended for all Courses of the IPEM Law Academy from **05 Nov 2018 (Monday) to 11 Nov 2018 (Sunday)**.
- The Faculty/Staff shall have the Diwali Holidays from **07 Nov 2018 (Wednesday) to 11 Nov 2018 (Sunday)**.



Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 28/09/2018

### INSTITUTE BUS SERVICE

The Institute proposes to run two Bus Services; One towards Vijay Nagar-Indrapuram and the other towards Lal Kuan-Ghaziabad City for our Faculty, Staff and Students, to bring them to the Institute and drop them to their residences at designated pick-up/ drop points.

The HODs are requested to give it wide publicity and forward names of the Faculty/Staff/Students of their Deptt who would like to avail this facility



*[Signature]*  
Principal

IPEM Law Academy



Date: 20/09/2018

**WEARING OF UNIFORM & CARRYING OF  
IDENTITY CARD BY THE STUDENTS**

1. The Students of all Courses (including 2018 entry) will be allowed Entry in the Campuses of the IPEM Law Academy in Uniform only. They must also carry their ID Cards with them.
2. The LLB Students must also come in white Shirt & Black Pant and Carry their ID Cards with them.

  
Principal  
IPEM Law Academy





LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 20/09/2018

**PAYMENT OF ACADEMIC FEES & HOSTEL CHARGES BY ALL STUDENTS**  
**FOR THE SESSION 2018-19**

1. Reference **Notifications** No. IPEM/DG/NOTICE/2018-19/001 dated 09/05/2018; and  
No. IPEM/DG/NOTICE/2018-19/043 dated 09/07/2018;  
No. IPEM/DG/NOTICE/2018-19/048 dated 01/08/2018;

1. **Students of 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> 8<sup>th</sup> 9<sup>th</sup> Sems:-**

It was informed to **all Students** of all Courses of 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> & 9<sup>th</sup> Sems that they are required to pay their **Full Academic Fees & Hostel Charges** (as applicable) for the **Session 2018-19** by **10 July 2018** and subsequently upto 31<sup>st</sup> July 2018 with late Fees which was further extended till 31 Aug 2018; and that the Fees/ Dues can be paid through any of the following three **Modes:-**

1. **ONLINE:** Using Net Banking, Credit / Debit Card through our Institute Website ([www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)) and by following the Step by Step instructions under 'Fees Payment'.
2. **SWIPE MACHINE:** Available in the Accounts Section of the Institute. By using your Debit Card alongwith your Registered Mobile (for OTP).
3. **DEMAND DRAFT:** In favour of 'IPEM, Ghaziabad' payable at Ghaziabad; and

**No Fees will be accepted through Cash or Cheque.**

2. The above Notifications were also **communicated** by the HODs/ Class Coordinators to their respective Students through Mails, Whatsapp messages & many other modes of communication during the past Four months (**09<sup>th</sup> May 2018 to 31<sup>st</sup> Aug 2018**). A few Students who are still left to clear their Outstanding dues are given a final opportunity to clear their Outstanding Dues **latest by 30 Sep 2018**.

**Students of 2018 Entry:**

Many of the Students who took admissions in 2018, had given an Undertaking that they shall pay the Balance amount of fees by 30 Sep 2018. They are reminded to stand by with their Commitment/Undertaking and Clear their Dues by **30 Sep 2018**.



Principal

IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 18/09/2018

**NOTICE**

This is hereby inform that all the Departments have to assembled in **Auditorium** at **1:30pm on 18/09/2018** for Certificate Distribution of Blood Donation held on 14<sup>th</sup> Sep 2018.

All the Students who have donated must be present here.

Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)





LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 31/08/2018

**JANAMASTMI**

- The IPEM Law Academy will remain closed on 03 Sep 2018 (Monday) on account of **JANAMASTMI**
- The IPEM Law Academy will Reopen on 04 Sep 2018 (Tuesday).

Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



LAKSH  
Estd. 1986

*ipem*

**LAW ACADEMY**

Date: 30/08/2018

**TEACHER'S DAY**  
**05 SEP 2018 (Wednesday)**

- The Classes / Dept Activity/ Function will be conducted till 13:30 hrs on 05 Sep 2018.
- Teachers Day function will be held in the Laxmi Chand Auditorium from 14:00 to 16:00, which will be followed by High-Tea in the Cafeteria.
- All Faculty & Staff members are requested to be Seated in the Auditorium by 1355h on 05 Sep 2018.
- The Programme will be conducted under the aegis of the IPEM Law Academy.



  
Principal

IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Est. 1996

*ipem*

**LAW ACADEMY**

Date: 30/08/2018

### DR. B.S.GOEL MEMORIAL AWARDS

Dr. B.S. Goel Memorial Awards will be distributed to the Students of All Courses who have secured First and Second Positions in their respective Courses and completed their Studies in 2018 and also to the Current Students based on their annual results declared in 2018, as per the following Schedule:

Date : 04 Sep 2018 (Tuesday)  
Time : 3:05PM  
Venue : Laxmi Chand Auditorium  
Attendance : Faculty and Students of All Courses of the IPEM  
Law Academy (To be Seated by 3:00pm)

The Ceremony will be for a durations of 20-25 minutes and will be Coordinated / Conducted Mr. Himanshu.



Principal

IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



*ipem*  
**LAW ACADEMY**

Date: 27/08/2018

**SWACHH BHARAT ABHIYAN**

The Faculty Class Coordinators are requested to please ask all their Students (Course wise) to go to Play Store, Download ssg18 App, install the same, with Uttar Pradesh & Ghaziabad as State & Distt and Answer the Five Questions given therein, to receive a Thanks.

The Number of Students (Course wise) , who have downloaded the App and are using the same, be given during the meeting scheduled on 29<sup>th</sup> Aug 2018 please.

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



Date: 18/08/2018

**FRIDAYS TO BE WORKING DAYS**  
**FOR THE IPEM LAW ACADEMY DURING SEPTEMBER 2018**

Since a number of teaching /working days were lost on account of suspension of Classes from 06 to 09 Aug 2018, it has been decided that to compensate for the lost days, 31<sup>st</sup> Aug, 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> & 28<sup>th</sup> Sep 2018, will be observed as **full working/ teaching days**.

The Time-Tables may be drawn to compensate for the teaching classes lost between 06 to 09 Aug 2018.

**Further, whenever Saturdays are OFF / ON for the Institute, the corresponding preceding Fridays will be OFF/ ON .**

The Coordinators are requested to inform all their Students accordingly.



*[Signature]*  
Principal  
IPEM Law Academy



Date: 17/08/2018

**CONDOLENCE MEETING**

There will be a Condolence Meeting to mourn the sad demise of Bharat Ratana Hon'ble Shri Atal Bihari Vajpayee ji on 16<sup>th</sup> Aug 2018 at New Delhi.

The Schedule for the Meeting is as follows:-

Date : 17 Aug 2018 (Today)  
Time : 3:30 PM  
Venue : Seminar Hall,

All Faculty/ Staff are requested to attend.

  
Principal  
IPEM Law Academy





LAKSH  
Estd. 1986

*ipem*

**LAW ACADEMY**

Date: 13/08/2018

**SATURDAYS TO BE WORKING DAYS**

**DURING SEPTEMBER 2018**

Since a number of teaching /working days were lost on account of suspension of Classes from 06 to 09 Aug 2018, it has been decided that to compensate for the lost days, 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> & 29<sup>th</sup> Sep 2018, will be observed as **full working/ teaching days.**

The Time-Tables on 1<sup>st</sup>, 15<sup>th</sup>, & 29<sup>th</sup> Sep 2018 may be drawn to compensate for the teaching classes lost between 06 to 09 Aug 2018.

  
Principal

IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Estd. 1986

*ipem*

**LAW ACADEMY**

Date: 13/08/2018

**Flag Hoisting Ceremony**  
**72<sup>nd</sup> Independence Day (15 August 2018)**

The IPEM Law Academics will have the Flag Hoisting Ceremony at 1000hrs on 15<sup>th</sup> Aug 2018 (Wednesday) on account of 72<sup>nd</sup> Independence Day.

All **Faculty & Staff** are required to be present at **0945hr** on **15<sup>th</sup> Aug 2018** to attend the Flag Hoisting Ceremony.

The Flag Hoisting Ceremony will be followed by Breakfast (Hosted by the Institute)

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)





LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 08/08/2018

**SHRAVAN SHIVRATRI**

- The IPEM Law Academy will remain closed on 09 Aug 2018 (Thursday) on account of SHRAVAN SHIVRATRI
- However, Essential Duties including Admissions will Carry on.
- The Institutions will Reopen on 10<sup>th</sup> Aug 2018 (Friday).

  
Principal

IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Estd. 1996

*ipem*  
**LAW ACADEMY**

Date: 03/08/2018

**FOUNDER'S DAY**  
**04 AUGUST 2018**

- The Founder's Day Function will be held as per the following Schedule:-
  - Date: 04 Aug 2018 (Saturday)
  - Timing : 11:00 to 13:00hrs.
  - Venue: Laxmi Chand Auditorium
- All Faculty & Staff Members are requested to be seated at the Venue by 10:55 hrs on 04 Aug 2018.
- The Function will be followed by Lunch (Hosted by the Institute).

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
ESTD. 1996

*ipem*  
**LAW ACADEMY**

Date: 03/08/2018

**ORIENTATION & COMMENCEMENT OF CLASSES**  
**2018-19 SESSION ODD SEM**  
**FIRST SEMESTER**

<b>Orientation/ Classes</b>	<b>1<sup>ST</sup> SEM BALLB &amp; LLB</b>
Orientation	16 to 18 Aug 2018
Commencement of Classes	w.e.f. 21 Aug 2018

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Estd. 1986

*ipem*  
**LAW ACADEMY**

Date: 01/08/2018

**PAYMENT OF ACADEMIC FEES & HOSTEL CHARGES BY ALL STUDENTS**  
**FOR THE SESSION 2018-19**

2. Reference **Notifications** No. IPEM/DG/NOTICE/2018-19/001 dated 09/05/2018; and  
No. IPEM/DG/NOTICE/2018-19/043 dated 09/07/2018;

It was informed to **all Students** of all Courses of 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> & 9<sup>th</sup> Sems that they are required to pay their **Full Academic Fees & Hostel Charges** (as applicable) for the **Session 2018-19** by **10 July 2018** and subsequently upto 31<sup>st</sup> July 2018 with late Fees; and that the Fees/ Dues can be paid through any of the following three **Modes**:-

4. **ONLINE:** Using Net Banking, Credit / Debit Card through our Institute Website ([www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)) and by following the Step by Step instructions under 'Fees Payment'.
5. **SWIPE MACHINE:** Available in the Accounts Section of the Institute. By using your Debit Card alongwith your Registered Mobile (for OTP).
6. **DEMAND DRAFT:** In favour of 'IPEM, Ghaziabad' payable at Ghaziabad; and

**No Fees will be accepted through Cash or Cheque.**

2. The above Notifications were also **communicated** by the HODs/ Class Coordinators to their respective Students through Mails, Whatsapp messages & many other modes of communication during the past Three months (**09<sup>th</sup> May 2018 to 31<sup>st</sup> July 2018**). The Students are now required to pay as per the following schedule in terms of the **Late Fee** indicated:-

<b>Upto 05 Aug 2018</b>	<b>- Rs.1000/-</b>
<b>06 Aug to 15 Aug 2018</b>	<b>- Rs.2000/-</b>
<b>16 Aug to 31 Aug 2018</b>	<b>- Rs.5000/-</b>

**There is no change in the Modes of Payment.**



  
Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Estb. 1998

*ipem*

**LAW ACADEMY**

Date: 27/07/2018

**NOTICE**

During the month of August 2018, the 1<sup>st</sup> and 3<sup>rd</sup> Saturday i.e. 4<sup>th</sup> & 18<sup>th</sup> Aug respectively will be **Working Days** and instead 2<sup>nd</sup> and 4<sup>th</sup> Saturday 11<sup>th</sup> & 25<sup>th</sup> Aug respectively will be **Off-days**.



Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Estd. 1998

*ipem*


**LAW ACADEMY**

Date: 19/07/2018

**Faculty Class Coordinators for the Session 2018-19**

- |                  |                      |
|------------------|----------------------|
| 1. LLB 2016-19   | -Ms. Archana Singh   |
| 2. LLB 2017-20   | -Mr. Sudhakaran      |
| 3. LLB 2018-21   | -Dr. Meenakshi Tomar |
| 4. BALLB 2014-19 | -Mr. Himanshu Singh  |
| 5. BALLB 2015-20 | -Ms. Sonam Singh     |
| 6. BALLB 2016-21 | -Dr. Meenakshi Tomar |
| 7. BALLB 2017-22 | -Ms. Preeti Singh    |
| 8. BALLB 2018-23 | -Ms. Sonam Singh     |

This supersedes the earlier notification dt. 25.05.2018.

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



LAKSH  
Est. 1998

*ipem*

**LAW ACADEMY**

Date: 17/07/2018

## LLB(3YRS) AND BALLB (5YRS) CLASSES

LLB (3yrs) - Tuesday to Sunday (except 1<sup>st</sup> & 3<sup>rd</sup> Friday)

BALLB (5yrs)- Monday to Saturday (except 1<sup>st</sup> & 3<sup>rd</sup> Friday)

There will be No Classes on 1<sup>st</sup> & 3<sup>rd</sup> Fridays of a month.

The Time Table will be drawn as per the above schedule.



  
Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Est. 1998

*ipem*  
**LAW ACADEMY**

Date: 09/07/2018

**PAYMENT OF ACADEMIC FEES & HOSTEL CHARGES BY ALL STUDENTS**  
**FOR THE SESSION 2018-19**

1. Reference **Notification** No. IPEM/DG/NOTICE/2018-19/001 dated **09/05/2018**, it was informed to **all Students** of all Courses entering 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> & 9<sup>th</sup> Sems that on completion of the Current/ Ongoing Exams they are required to pay their **Full Academic Fees & Hostel Charges** (as applicable) for the **Session 2018-19** by **10 July 2018**; and that the Fees/ Dues can be paid by the Students through any of the following three **Modes**:-
  2. **ONLINE**: Using Net Banking, Credit / Debit Card through our Institute Website ([www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)) and by following the Step by Step instructions under 'Fees Payment'.
  3. **SWIPE MACHINE**: Available in the Accounts Section of the Institute. By using your Debit Card alongwith your Registered Mobile (for OTP).
  4. **DEMAND DRAFT**: In favour of 'IPEM, Ghaziabad' payable at Ghaziabad; and

**No Fees will be accepted through Cash or Cheque.**

2. The above Notification was also communicated by the HODs/ Class Coordinators to their respective Students through Mails, Whatsapp messages & many other modes of communication during the past two months (09<sup>th</sup> May to 09<sup>th</sup> July 2018). The Students are now required to pay as per the following schedule:-

<b>Upto 15 July 2018</b>	<b>- No Fine</b>
<b>16 July to 22 July 2018</b>	<b>- Rs. 500/-</b>
<b>23 July to 31 July 2018</b>	<b>- Rs.1000/-</b>

**There is no change in the Modes of Payment.**



  
Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)





LAKSH  
Estd 1998

*ipem*

**LAW ACADEMY**

Date: 20/06/2018

## **FACULTY DEVELOPMENT PROGRAMME**

- A Faculty Development Programme for the Faculty of IPEM Law Academy is being organized from 02 to 06 July 2018 & 09 July 2018 as per the attached Programme Schedule.
- All Faculty Members are required to participate the FDP.
- All Faculty members are requested to provide full support to for successfully conducting the FDP.

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzl.ac.in](mailto:info@ipemgzl.ac.in) Website: [www.ipemgzl.ac.in](http://www.ipemgzl.ac.in)



LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 19/06/2018

**International Day of Yoga Celebrations**  
**JUNE 21, 2018 (THURSDAY)**

- The 4<sup>th</sup> International Day of Yoga (IDY) will be celebrated at the IPEM Law Academy as per the schedule attached.
- The Faculty / Staff and invited Students of all Depts/ Administration must be **seated** in the Laxmi Chand Auditorium by **0920hrs** on **21 June 2018**.
- **All Faculty/Staff/Students** are expected to **wear IPEM Tee Shirts (Black)**. (Sufficient quantity of all sizes are available at the Reception against nominal payment).
- All the **HODs** are requested to **contact their students living in nearby areas to come and participate** in the International Day of Yoga on 21 June 2018 as per the attached schedule.

Principal  
IPEM Law Academy





LAKSH  
Est. 1998

*ipem*

**LAW ACADEMY**

Date: 07/06/2018

**PRATIBHA PROTSAHAN SAMAROH-V**

**08 JUN 2018 (FRIDAY)**

- All Members of the Organising Committee and those associated with conduct of the Pratibha Protsahan Samaroh-V are required to Report to the Institute at **0800hrs** on 08<sup>th</sup> June 2018 (Friday).
- All HODs and Faculty are required to be seated in the Laxmi Chand Auditorium by **0930hrs** on 08<sup>th</sup> June 2018.



*[Signature]*  
Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Est. 1990

*ipem*

**LAW ACADEMY**

Date: 05/06/2018

### VACATING THE HOSTEL ACCOMMODATION

- **All Students** (Boys and Girls) staying in the Boys and Girls Hostels are required to **vacate** the Hostel Accommodation **within two days of their Theory/ Practical Examination being Over.**
- The Students whose Courses are going to be finally Over in 2018, **MUST** obtain their **No DUES/ CLEARANCE** from the Warden.



  
Principal  
IPEM Law Academy



LAKSH  
Estd. 1996

*ipem*

LAW ACADEMY

**2017-2018**



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@lpemgz.ac.in](mailto:info@lpemgz.ac.in) Website: [www.lpemgz.ac.in](http://www.lpemgz.ac.in)



LAKSH  
Est. 1998

*ipem*

**LAW ACADEMY**

Date: 17/05/2018

## NOTICE

In view of the Ch. Charan Singh University Exam for a large number of Students at our Centre and all other essential duties including Admissions; **19 May 2018 (Saturday)** will be observed as a **Working Day**.

In lieu of 19<sup>th</sup> May 2018, the 4<sup>th</sup> Saturday i.e. **26 May 2018** will be observed as **Holiday**. However, essential duties will carry on 26<sup>th</sup> May 2018.



*[Signature]*

Principal

IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Est. 1990

*ipem*

**LAW ACADEMY**

Date: 09/05/2018


**PAYMENT OF ACADEMIC FEES & HOSTEL CHARGES BY ALL STUDENTS FOR THE SESSION 2018-19**

The Students of all Courses entering 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> & 9<sup>th</sup> Sems, on completion of the Current/ Ongoing Exams are required to pay their Full Academic Fees & Hostel Charges (as applicable) for the Session 2018-19 by **10 July 2018**.

The Fees/ Dues can be paid by the Students through any of the following three modes:-

- 1. ONLINE:** Using Net Banking, Credit / Debit Card through our Institute Website ([www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)) and by following the Step by Step instructions under 'Fees Payment'.
- 2. SWIPE MACHINE:** Available in the Accounts Section of the Institute. By using your Debit Card alongwith your Registered Mobile (for OTP).
- 3. DEMAND DRAFT:** In favour of 'IPEM, GZB' payable at Ghaziabad.

**No Fees will be accepted through Cash or Cheque.**

  
Principal  
IPEM Law Academy





LAKSH  
Est. 1998

*ipem*

**LAW ACADEMY**

Date: 28/04/2018

## NOTICE

Since the dates of the University Exams for BALLB have already been notified and before that the Syllabuses have to be completed and in some cases Sessionals/PUTs are to be conducted and Revisionary Classes have also to be held, it has been decided that **30 Apr 2018 (Monday)**, and **05 May 2018 (Saturday)** will be observed as **full working days by all Faculty/Staff & Students of the IPEM Law Academy**. Similarly 04 May 2018 (Friday) will be a full working day for the Law Academy.

All Students (particularly who have not been so regular and/or have not performed well during the previous University/Sessional exams, must attend all Classes and appear in the Sessionals/PUTs.

Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)





LAKSH  
Estd. 1986

*ipem*  
**LAW ACADEMY**

Date: 04/04/2018

**ULLAS 2018**  
**(05 & 06 April 2018 Thursday & Friday )**

- All Faculty/Staff/Students who are part of the Organising Committee for the ULLAS 2018 and All Class IV Staff are required to Report at the Institute at 08:00hrs on 5<sup>th</sup> & 6<sup>th</sup> April 2018 (Both Days).
- All the Remaining Faculty & Staff should Report by 08:30hrs on 5<sup>th</sup> & 6<sup>th</sup> April 2018(Both Days).
- All Faculty/Staff & Students including Event Coordinators & Participants are required to be seated in the Laxmi Chand Auditorium by 09:15hrs on 05<sup>th</sup> April 2018 (Thursday) for the Inauguration Ceremony.
- The Registration Committee should also direct all Invited Participants from other Colleges/ Institutes to be seated in the Laxmi Chand Auditorium immediately after Registration.

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Est. 1966

*ipem*

**LAW ACADEMY**

Date: 28/03/2018

### MAHAVIR JAYANTI & GOOD FRIDAY

The IPEM Law Academy will remain closed on 29<sup>th</sup> & 30<sup>th</sup> Mar 2018 (Thursday & Friday) on account of MAHAVIR JAYANTI and GOOD FRIDAY respectively.

However, essential Duties will Carry-on.

The Institute will Reopen on 31<sup>st</sup> Mar 2018 (Saturday) and all Classes/Activities will be conducted as per schedule.

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
ESTD. 1998

*ipem*

**LAW ACADEMY**

Date: 27/02/2018

**HOLI MILAN-01 MAR 2018**

There will be a Holi Milan of all Faculty /Staff in the Cafeteria at 2:00PM on 01 Mar 2018 (Thursday).

The Institute shall remain closed from 02 to 04 March 2018 on account of Holi and reopen on 05 March 2018 (Monday).

However, essential duties will carry-on.



  
Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
ESTD 1996

*ipem*

**LAW ACADEMY**

Date: 26/02/2018

**NOTICE**

**BAN ON PLAYING WITH COLOURS (DRY OR WET)**  
**IN THE CAMPUS**

**Playing with Colours (Dry or Wet)** for Holi Celebrations is **Banned** in the Institute Campus – which includes Academic Areas, Lawns, Open Spaces, Cafeteria, **Hostels**, Dining/Recreation Rooms or any Other area in the Campus.

Playing of Holi in the **Boys and Girls Hostels**, in any form is also **completely banned**. Strict action, including Suspension/ Rustication from the Hostel / Institute, will be taken against any defaulter.



*[Signature]*  
Principal

IPEM Law Academy



LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 22/02/2018

## NOTICE

### ULLAS-2018

It is hereby inform to all Faculty / Staff that IPEM is organizing Two Days Fest "ULLAS-2018" on 5<sup>th</sup> & 6<sup>th</sup> April 2018. It is requested to all concerned activities coordinators to submit their Rules & Regulations of their respective events latest by 27<sup>th</sup> Feb 2018 (Tuesday).

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Estd. 1986

*ipem*

**LAW ACADEMY**


Date: 19/02/2018

**TAX DEDUCTION AT SOURCE (TDS)**

All Faculty & Staff whose Income from Salary and all other sources during the financial year (01 April 2017 to 31 March 2018) is more than Two and Half (2.5) Lakhs, are required to file Income-Tax Return for the AY 2018-19.

All such Faculty/Staff are required to submit Proof of Savings under various Sections of the Income Tax Act before 28 Feb 2018, in order to get exemption /reduction of TDS. If no proof is received before 28 Feb 2018, it will be presumed that there are no savings and the TDS will be deducted accordingly.



  
Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Estd. 1988

*ipem*

**LAW ACADEMY**

Date: 13/02/2018

## MAHA SHIVRATRI

The IPEM Law Academy will remain closed on 14<sup>th</sup> Feb 2018 (Wednesday)  
on account of MAHA SHIVRATRI.

However, essential Duties will Carry-on.

The Institute will reopen on 15<sup>th</sup> Feb 2018 (Thursday).



Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 01/01/2018

**Odd Semester CCS University Exams**  
**(09 to 25 Jan 2018)**

As per the past practice, our Institute is the Examination Centre for conduct of CCS University Exams for BALLB etc Courses for approx 550 Students of other Institutions/Colleges from 09 Jan 2018 onwards in two Shifts 1000-1300hrs and 1400-1700hrs.

For smooth conduct of the Exam, all our Faculty/Staff are required to carry out Invigilation & other Exam related duties during the period.

Hence, all Faculty/Staff must NOT be absent or avail leave and refrain from asking for leave during the period 09 to 25 Jan 2018.



*[Signature]*  
Principal

IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)





LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 23/12/2017

## CHRISTMAS

The IPEM Law Academy will remain closed on 25<sup>th</sup> Dec 2017 (Monday) on account of CHRISTMAS.

However, essential Duties will Carry-on.

The Institute will reopen on 26<sup>th</sup> Dec 2017 (Tuesday).





Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Est. 1998

*ipem*

**LAW ACADEMY**

Date: 17/11/2017

## **NSPL-2017**

### **(Inter School Cricket Tournament)**

- The Finals of the Dr. B.S. Goel Memorial Cricket Tournament - NCR Schools Premier League (NSPL) will be held on 27<sup>th</sup> Nov 2017 (Monday) at 10:00hrs at Nehru Stadium, Ghaziabad.
- Mr. Atul Garg- Hon'ble Minister of State (UP Govt.) is the Chief Guest. International Cricketers- Mr. Chetan Sharma & Ajay Sharma will also be gracing the Finals. The Principals and Coaches of all the Participating Schools have also been invited.
- The Classes for all Courses will remain suspended on 27<sup>th</sup> Nov 2017. However, all Students are required to be present at the Nehru Stadium at 09:30hrs on 27<sup>th</sup> Nov 2017. The Students can directly go to the Stadium.
- All Faculty & Staff Members (except on essential duties) are also required to go to the Nehru Stadium directly and be present at 09:30hrs on 27<sup>th</sup> Nov 2017 (Monday).



*Principal*

IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Est. 1996

*ipem*

**LAW ACADEMY**

Date: 06/11/2017

## **Vichaar Vistaar**

**5<sup>th</sup> Inter- School Debate Competition- 7<sup>th</sup> November 2017 (Tuesday)**

All Faculty & Staff of the IPEM Law Academy are required to report at the Institute at 07:55hrs on 7<sup>th</sup> November 2017 (Tuesday).

All Faculty & Staff are to be seated in the Laxmi Chand Auditorium by 08:00hrs on 7<sup>th</sup> November 2017 (Tuesday) for the Inaugural Session.



Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



Date: 03/11/2017

## **GURU NANAK JAYANTI**

The IPEM Law Academy will remain closed on 4<sup>th</sup> Nov 2017 (Saturday) on account of GURU NANAK JAYANTI.

However, all essential duties including Extra Classes scheduled, Faculty & Staff connected with organizing the Vichar Vistaar and NCPL (Inter School Cricket Tournament), will carry-on, on 4<sup>th</sup> & 5<sup>th</sup> Nov 2017.

The Institute will reopen on 6<sup>th</sup> Nov 2017 (Monday).

  
Principal  
IPEM Law Academy





*ipem*  
**LAW ACADEMY**

Date: 12/10/2017

**DIWALI HOLIDAYS**  
**(FACULTY/STAFF)**

- The IPEM Law Academy will remain closed from **18 to 21 Oct 2017** on account of DIWALI & other related Festival.
- The LLB Classes will be conducted on **22 Oct 2017 (Sunday)**.
- There will be a Sunder-Kand Path on **17 Oct 2017 (Tuesday)** from **11:00 to 13:00hrs** in the Laxmi Chand Auditorium. All Faculty/Staff are expected to participate/ attend. The Sunder-Kand Path will be followed by Lunch for all Faculty/Staff being hosted by the Institute on **17 Oct 2017**.



Principal  
IPEM Law Academy



*ipem*  
**LAW ACADEMY**

Date: 12/10/2017

## NOTICE

Today (12/10/2017) the Classes for all Units of the IPEM Law Academy will be conducted only upto 3:00pm. After 3:00pm the faculty/staff and students can break off for the day.

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010  
Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



LAKSH  
Est. 1998

*ipem*

**LAW ACADEMY**

Date: 29/09/2017

## **VIJAY DASHMI & GANDHI JAYANTI**

The IPEM Law Academy will remain closed on 30<sup>th</sup> Sep 2017 (Saturday) and 2<sup>nd</sup> Oct 2017 (Monday) on account of VIJAY DASHMI and GANDHI JAYANTI.

**IPEM Law Academy will function as usual on 01 Oct 2017 (Sunday) and essential Duties will also Carry-on.**

The Institute will reopen on 3<sup>rd</sup> Oct 2017 (Tuesday).



Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



Date: 19/09/2017

## LLB(3YRS) AND BALLB (5YRS) CLASSES

LLB (3yrs) - Tuesday to Sunday (except 1<sup>st</sup> & 3<sup>rd</sup> Friday)

BALLB (5yrs)- Monday to Saturday (except 1<sup>st</sup> & 3<sup>rd</sup> Friday)

There will be no classes on 1<sup>st</sup> & 3<sup>rd</sup> Fridays of a month.

The Time Table will be drawn as per the above schedule.



*[Signature]*  
Principal  
IPEM Law Academy





*ipem*  
**LAW ACADEMY**

Date: 19/09/2017

**NOTICE**  
**ENTRY/EXIT OF STUDENTS**

Entry - Gates Opening Timings

Upto - 09:40  
10:25 - 10:35  
11:25 - 11:35

Exit -- During Class Hours Only with the Written Permission of the respective HOD.



Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



LAKSH  
Estd. 1990

*ipem*

**LAW ACADEMY**

Date: 19/09/2017

## **CAFETERIA TIMINGS**

The Cafeteria will remain **OPEN** as per the following timings:-

**0800 - 0930 hrs**

**1230 - 1430 hrs**

**1600 - 1800 hrs**

Other than the above timings, the Cafeteria will remain Closed. The Internal Flying Squads and the Advisor Admin, will ensure implementation of the Timings.



Principal  
IPEM Law Academy



LAKSH  
Fest. 1998

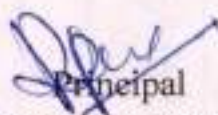
*ipem*

**LAW ACADEMY**

Date: 15/09/2017

## **SHORT LEAVE/LEAVE**

- With the introduction of 1<sup>st</sup> and 3<sup>rd</sup> Saturdays being OFF days; there is NO Provision for any Short Leave.
- Also if Leave is Pre fixed/ Suffixed / Sandwiched with holidays, then the whole period of Leave plus Holidays will be treated as Leave.

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzl.ac.in](mailto:info@ipemgzl.ac.in) Website: [www.ipemgzl.ac.in](http://www.ipemgzl.ac.in)



Date: 06/09/2017

**Payment of Hostel charges**  
**Session 2017-18**

- All the Hostlers were required to pay their annual Hostel Charges upto the extended date of 31 Aug 2017 but some Hostlers have still not paid their Hostel Charges. Now a final opportunity is being given to them to pay their Hostel Charges by 15 Sep 2017; after 15 Sep 2017, the Fine amount will be atleast Rs.1000/- without any waiver.



  
Principal  
IPEM Law Academy



*ipem*  
**LAW ACADEMY**

Date: 04/09/2017

**TEACHER'S DAY**  
**05 SEP 2017**

- The Classes for all the Courses in the IPEM Law Academy will be conducted till 13:30 hrs on 05 Sep 2017. Any Dept Activity/ Function must also finish by 13:00hrs.
- Teachers Day function will be held in the Laxmi Chand Auditorium from 14:00 to 16:00, which will be followed by High-Tea in the Cafeteria.
- All Faculty & Staff members are requested to be Seated in the Auditorium by 1355h on 05 Sep 2017.

  
Principal  
IPEM Law Academy





*ipem*  
**LAW ACADEMY**

Date: 26/08/2017

## NOTICE

The Classes will remain suspended on 26 Aug 2017 (Saturday) in view of this prevailing situation and orders of the Local Administration.

However, Classes for all Courses will be conducted w.e.f. 28 Aug 2017 (Monday).

  
Principal  
IPEM Law Academy





Date: 22/08/2017

**POLICY FOR PAYMENT TO  
VISITING FACULTY & GUEST LECTURES**

	<b>VISITING FACULTY</b>	<b>GUEST LECTURE</b>
HONORARIUM	Rs. 1000/-	Rs.2000/-
CONVEYANCE	Rs. 750/- PER VISIT	Rs.1000/- PER VISIT

The Guest Lectures or the Visiting Faculty should have a minimum of **Two Hours** Session.



*[Signature]*  
Principal  
IPEM Law Academy



*ipem*  
**LAW ACADEMY**

Date: 22/08/2017

**COMMENCEMENT OF FIRST SEM CLASSES**  
**B.A. LL.B**

The First Sem Classes for BALLB for the 2017-18 Session will Commence with effect from 28 Aug 2017 (Monday).

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)





*ipem*  
**LAW ACADEMY**

Date: 12/08/2017

## JANAMASTMI

The IPEM Law Academy will remain closed on 14<sup>th</sup> Aug 2017 (Monday) on account of JANAMASTMI.

However, essential Duties including Admission Cell will Carry-on.

The Institute will reopen on 16<sup>th</sup> Aug 2017 (Wednesday).

  
Principal  
IPEM Law Academy





*ipem*  
**LAW ACADEMY**

Date: 10/08/2017

**Flag Hoisting Ceremony**  
**71<sup>st</sup> Independence Day (15 August 2017)**

The IPEM Law Academy will have the Flag Hoisting Ceremony at **1000hrs on 15<sup>th</sup> Aug 2017 (Tuesday)** on account of 71<sup>st</sup> Independence Day.

All **Faculty/Staff/Students** are required to be present at 0945hr on **15<sup>th</sup> Aug 2017** to attend the Flag Hoisting Ceremony.

Light refreshment will be served after the Flag Hoisting.



*[Signature]*  
Principal

IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



*ipem*  
**LAW ACADEMY**

Date: 05/08/2017

**RAKSHA BANDHAN**

The IPEM Law Academy will remain closed on 7<sup>th</sup> Aug 2017 (Monday) on account of **RAKSHA BANDHAN**.

However, essential Duties including Admission Cell will Carry-on.

The Institute will reopen on 8<sup>th</sup> Aug 2017 (Tuesday).

  
Principal  
IPEM Law Academy





Date: 03/08/2017

**PAYMENT OF ACADEMIC FEES & HOSTEL CHARGES BY ALL EXISTING STUDENTS FOR THE SESSION 2017-18**

Further to **Notifications dated 30.05.2017 and 12.07.2017** on the above subject, as per which all the existing students were required to **pay** their Academic Fees & Hostel Charges (as applicable) for the Session 2017-18 by **10 July 2017** and in order to help the left out Students, the date was further extended till **31 July 2017 without Fine.**

The contents of the above Notifications were **conveyed** to the Students through Departmental HODs/ Class Coordinators, Notice Boards, Group Mails, Whatsapp Groups, Announcement in Classes and even telephonically also.

However, there are still some Students who have **NOT** yet paid their Fees etc. An opportunity is being provided to such Students to pay their Full Fees as per the following:-

<b>Till 06 Aug 2017 (Sunday)</b>	-	<b>Without Fine</b>
<b>07 to 15 Aug 2017</b>	-	<b>With Fine of Rs.500/-</b>
<b>16<sup>th</sup> to 31 Aug 2017</b>	-	<b>With Fine of Rs. 500/-+ Rs.100/- per day</b>
<b>01 Sep 2017 onwards</b>	-	<b>Re-Registration with Rs.5000/- only</b>

The Fees can be paid by the Students through any of the following three modes:-

- 1) **ONLINE:** Using Net Banking, Credit / Debit Cards through our Institute Website ([www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)) by following the step by Step instructions under 'Fees Payment'.
- 2) **SWIPE MACHINE:** Available in the Accounts Section of the Institute. By using your Debit Card alongwith your Registered Mobile (for OTP).
- 3) **DEMAND DRAFT:**

**Cheques and Cash will not be accepted for payment of Fees etc.**

The attention of all Students and Parents is drawn to the Rules & Regulations that they signed at the time of Admission to the Institute and also the Ch. Charan Singh University, Meerut Admission Rules 2017-18.



Principal  
IPEM Law Academy



*ipem*  
**LAW ACADEMY**

Date: 26/07/2017

**2<sup>ND</sup> DEATH ANNIVERSARY DR. APJ ABDUL KALAM**  
**(27 JULY 2017)**

To mark the 2<sup>nd</sup> Death Anniversary of Dr. APJ Abdul Kalam, Bharat Ratna & ex-President of India, a brief programme is being organized on **27 July 2017 (Thursday) from 2 to 3 PM in the Seminar (G1) Hall.**

All Faculty, Staff and Students must attend and be seated by **13:55h on 27<sup>th</sup> July 2017 in the G1 Hall.** All others are cordially invited.

  
Principal  
IPEM Law Academy





Date: 22/07/2017

**WEARING OF UNIFORM & CARRYING OF IDENTITY CARD BY  
THE STUDENTS**

The Students of all Courses will be allowed Entry in the Campuses of the Institute in Uniform only. They must also carry their ID Cards with them.

The LLB Students must also come in white Shirt & Black Pant and Carry their ID Cards with them.

  
Principal  
IPEM Law Academy





Date: 21/07/2017

**NOTICE**

The IPEM Law Academy will remain closed on 21/07/2017 (Friday) on account of MAHA SHIVRATRI.

However, Admission Cell and other Essential Duties will Carry-on on 21/07/2017 (Friday).

The IPEM Law Academy will reopen for all regular work (including classes) on 22/07/2017 (Saturday).

  
Principal  
IPEM Law Academy





Date: 12/07/2017

**PAYMENT OF ACADEMIC FEES & HOSTEL CHARGES BY ALL EXISTING STUDENTS FOR THE SESSION 2017-18**

Reference **Notification dated 30.05.2017** on the above subject, as per which all the existing students were required to **pay** their Academic Fees & Hostel Charges (as applicable) for the Session 2017-18 by **10 July 2017**.

However, there are some Students who have NOT yet paid their Fees etc. A **last opportunity** is being provided to them to pay their **Full Fees** etc by **31<sup>st</sup> July 2017 without Fine**.

The Fees can be paid by the Students through any of the following three modes:-

1. **ONLINE:** Using Net Banking, Credit / Debit Cards through our Institute Website ([www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)) by following the step by Step instructions under 'Fees Payment'.
2. **SWIPE MACHINE:** Available in the Accounts Section of the Institute. By using your Credit / Debit Card alongwith your Registered Mobile (for OTP).
3. **DEMAND DRAFT:**

**Cheques and Cash will not be accepted for payment of Fees etc.**



  
Principal  
IPEM Law Academy





*ipem*  
**LAW ACADEMY**

Date: 24/06/2017

**EID-UL-FITR**

The IPEM Law Academy will remain closed on

26<sup>th</sup> June 2017 (Monday) on account of EID-UL-FITR.

However, essential Duties including Admission Cell will Carry-on.

The Institute will reopen on 27<sup>th</sup> June 2017 (Tuesday).

  
Principal  
IPEM Law Academy





Date: 15/06/2017

**ANNUAL STOCK VERIFICATION OF LIBRARY BOOKS**

The Annual Physical Stock Verification of all Books of the Libraries (under the following categories) of the IPEM Law Academy will be carried out by Dy Librarian and his Team:

1. Law Library Books
2. Education Library Books

The Completion Report will be submitted by the Dy Librarian to the Undersigned by 30<sup>th</sup> June 2017.

  
Principal  
IPEM Law Academy





Date: 07/06/2017

**INTERNATIONAL YOGA DAY**  
**21 JUNE 2017 (WEDNESDAY)**

The IPEM Law Academys will celebrate the International Yoga Day on 21 June 2017 (Wednesday) as per the following details:-

**Date** : 21 June 2017 (Wednesday)  
**Time** : 10:30 to 12:00  
**Venue** : Activity Hall (Second Floor)

The Programme for the Yoga Day will include Brief Talk on Yoga, Documentary, Skit & Practical Activity by all Participants.

All Faculty & Staff Members are required to be seated in the Auditorium by 10:25 on 21 June 2017 (Wednesday).

The HODs / Faculty/Staff / Students are requested to provide all the cooperation and support to the Core Team.



Principal  
IPEM Law Academy



LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

**2016-2017**



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



Date: 30/05/2017

**PAYMENT OF ACADEMIC FEES & HOSTEL CHARGES BY ALL STUDENTS FOR THE SESSION 2017-18**

The Students of all Courses entering 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> & 9<sup>th</sup> Sems, on completion of the Current/ Ongoing Exams are required to pay their Full Academic Fees & Hostel Charges (as applicable) for the Session 2017-18 by **10 July 2017**.

The Fees can be paid by the Students through any of the following two modes:-

- 1. ONLINE:** Using Net Banking, Credit / Debit Cards through our Institute Website ([www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)) by following the Step by Step instructions under 'Fees Payment'.
- 2. SWIPE MACHINE:** Available in the Accounts Section of the Institute. By using your Credit / Debit Card alongwith your Registered Mobile (for OTP).

**No Fees will be accepted through Cash, Cheque or Demand Draft.**



  
Principal  
IPEM Law Academy



*ipem*  
**LAW ACADEMY**

Date: 09/05/2017

**BUDH PURNIMA**

The IPEM Law Academy will remain closed on 10<sup>th</sup> May 2017 (Wednesday) on account of BUDH PURNIMA.

However, essential Duties will Carry-on.

The Institute will reopen on 11<sup>th</sup> May 2017 (Thursday)

  
Principal  
IPEM Law Academy





*ipem*  
**LAW ACADEMY**

Date: 13/04/2017

**GOOD FRIDAY**

The IPEM Law Academy will remain closed on 14<sup>th</sup> April 2017 (Friday) on account of GOOD FRIDAY.

However, essential Duties will Carry-on.

The Institute will reopen on 15<sup>th</sup> April 2017 (Saturday).

  
Principal  
IPEM Law Academy





Date: 12/04/2017

### SUGGESTED GUIDELINES FOR MENTORS

**“Mentoring is a relationship which gives faculty Mentors the opportunity to share their professional / personal skills & experiences with their Mentees to help them grow and develop”.**

#### **1. A Mentor needs to be :-**

- (a) **A Teacher & Guide** (Who can show the Mentee, How to Improve, Share Skills and Discuss Issues, Ideas and Problems willingly).
- (b) **A Problem Solver**: (Who can help the Mentee to identify his/her Strengths and advise how he/she can use these to overcome problems).
- (c) **An Identifier of Need(s)**: (Who can help the Mentee to identify Areas for further Development, Prioritise Needs and Set appropriate Targets)
- (d) **A Supporter**: (Who is a good Listener and Counselor, Warm & Caring, Encouraging and Accessible).
- (e) **A Role Model**: (Who is respected because of his/her Knowledge, Ability, Experience & Willingness to help the Mentee at all times).

#### **2. Mentoring Process:-**

##### **(a) The First Mentoring Meeting:**

- (i) Make your Mentee feel comfortable.
- (ii) Recognize the Mentee's previous experience.
- (iii) Clearly define your Role as a Mentor.
- (iv) Explain when & where Mentoring meetings will take place & their frequency.
- (v) Explain any documentation that may be required.

##### **(b) Subsequent Meetings:**

- (i) Be sure that You & Mentee are clear as to how often you will meet face to face and / or through phone, SMS, email etc. & how quickly you will respond.
- (ii) Make contact frequently especially during the first few weeks, to build a trusting relationship.
- (iii) Follow up when you make a commitment; Don't ever leave your Mentee hanging. If you don't respond, the Mentee will feel dejected and disappointed.
- (iv) Be appreciative of whatever you get from you Mentee / Mentor interaction. Learn Mentee's Strengths and build on those & help him/her to overcome weaknesses.
- (v) Work hard to make the relationship a two way process by being flexible & Enjoy the experience as Mentor / Mentee.



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)





Date: 12/04/2017

**DUTIES & RESPONSIBILITIES OF FACULTY CLASS CO-ORDINATORS**

12. He/ She should have all the upto-date details, in terms of the Registration/ Admission / Re-Registration data, in respect of each student of his / her Class.
13. Always maintain a close rapport with all his / her Students and try to pro-actively solve their day to day problems with a positive attitude and act as a Mentor for all academic / administrative / personal matters of all his/her Students.
14. He/She provide Syllabus of all Courses of the Semester to each of his/ her Students and explain the Orders / Guidelines / Stipulations of the Universities / Institute to all his/ her Students.
15. He/ She should prepare the Weekly Time Table atleast one week in advance in Coordination with other Class Coordinators and ensure that there is no overlap.
16. Make sure that the Time-Table is followed in letter and spirit by all the Faculty members and that the Classes are held strictly in terms of the Time-Table. In case, for some unforeseen eventuality, any reason Faculty is Absent or is not able to take his/her Class due to some exigency, then the Coordinator in consultation with his/ her HOD, should make alternative arrangement for conduct of that Class. In no case a Class should go without a teaching faculty.
17. He/ She should ensure full Attendance in all the Classes. The reason for Absentecism of any Student must be known to the Coordinator. He / She must also take remedial measures for ensuring regular attendance in consultation with the Teachers/ HOD and not let any Student to be in the Hostels / Cafeteria / Outside when the Classes are being held.
18. Motivate all his/ her Students to participate in various Academic / Cultural activities such as Industrial Visits, Guest Lectures, Seminars, Workshops, PDPs, Sports & Competitions etc.
19. He/ She will make all arrangements for conduct of the Sessional Tests, their timely Evaluation & Feedback to the Students/ Submission to the University.
20. Keep the Students informed of all the Notices / Orders of the Universities / Institute / Deptt., through Various means. Also maintain a close liason with the Administrative Officers for timely completion & submission of the requirement of the Universities.
21. He/ She should ensure that the Students of his/her Class pay their Fees / Dues in time to the Institute and also see that all his/her Students maintain discipline & wear their Uniform properly.(including Tie & Proper Shoes)



*ASol*  
Principal

IPEM Law Academy



Date: 11/04/2017

**MENTORSHIP PROGRAMME**

All the HODs are requested to provide a List of Mentors/ Mentees as per the under mentioned format by 15 Apr 2017 (Saturday)

Name of the Mentor:

Srl No.	Course (Batch)	Mentees Name	Mobile No.	Father's Name	Mobile No.	Address	Remarks

The Mentorship Reports are required to be submitted along with Fortnightly Reports by all Faculty through their respective HODs.



  
Principal  
IPEM Law Academy



Date: 07/04/2017

**NOTICE**  
**ULLAS 2017**

- All the Faculty / Staff and Students who are involved in organizing **ULLAS 2017**, are to report to the Institute at **8:00am on 8.4.2017 (Saturday)**.
- All the remaining faculty / staff who are not involved in organizing **ULLAS 2017**, are to report to the Institute by 9:00am on 8.4.2017 (Saturday).
- All the Faculty / Staff and Students (involved or not involved in **ULLAS 2017**) are to be seated in the Lakshmi Chand Auditorium by **9:30am** for attending the Inaugural Ceremony of **ULLAS 2017**.
- The Entry of these Students will be only in College Uniform with their I-Cards & Students Entry Passes.
- The Classes of **BALLB** will also remain suspended on 8.4.2017 (Saturday).
- The Classes of **LLB** will continue as per their Schedule. They have to report to the Institute by 9:30am in College Uniform with their I-Cards.



*[Signature]*  
Principal  
IPEMLaw Academy



LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 04/04/2017

**RAM NAVAMI**

**The IPEM Law Academy will remain closed on 5<sup>th</sup> April 2017 (Wednesday) on account of RAM NAVAMI.**

**However, essential Duties will Carry-on.**

**The Institute will reopen on 6<sup>th</sup> April 2017 (Thursday).**

Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



Date:17/03/2017

## NOTICE

### ENTRY/EXIT OF STUDENTS

Entry - Gates Opening Timings

Upto - 09:40

10:25 - 10:35

11:25 - 11:35

Exit - During Class Hours

Only with the Written Permission of the respective HOD.



*Set*  
Principal  
IPEM Law Academy



Date:15/03/2017

**Availing of Leave by the Faculty/ Staff without Prior Approval and Clubbing or Sandwiching of Leave with Holidays**

- Of late it has been observed that some of the Faculty/ Staff avail leave without prior approval / sanction. Such leave (unless there are grave unavoidable reasons beyond the control of the individual faculty/staff), will be treated as Leave Without Pay (LWP).
- Also some of the Faculty/ Staff Club their leave by prefixing / suffixing with holidays or avail leave in-between two holidays. As a result the Classes & the Institute work suffers. Hence, as decided vide 4.18 of the meeting held on 08 Mar 2017, such Leave will be treated as full leave by including holidays also & deducted from the total entitlement of the faculty /staff and the entire period treated will also be treated as Leave Without Pay (unless there were grave unavoidable reasons beyond the control of the individual faculty/ staff).



*Principal*  
Principal  
IPEM Law Academy



Date:09/03/2017

## HOLI MILAN-10 MAR 2017

There will be a Holi Milan of all Faculty /Staff in the Cafeteria at 2:00PM on 10 Mar 2017 (Friday).

The Institute shall remain closed from 11 to 13 March 2017 on account of Holi and reopen on 14 March 2017 (Tuesday).

However, essential duties will carry-on.

  
Principal  
IPEM Law Academy





*ipem*  
**LAW ACADEMY**

Date:09/03/2017

## NOTICE

All Faculty & Staff are requested to deposit a Photocopy of their 'AADHAR Card' & 'PAN Card' to Mr. Sonu Sharma, Assistant Registrar by 10.03.2017 (Friday).

**Note:- Photocopy should be Clear.**

  
Principal

IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)





Date:06/03/2017

NOTICE

**BAN ON PLAYING WITH COLOURS (DRY OR WET)**  
**IN THE CAMPUS**

**Playing with colours (Dry or Wet) for Holi Celebrations is Banned in the Institute Campus – which includes Academic Areas, Lawns, Open Spaces, Cafeteria, Hostels, Dining/Recreation Rooms or any Other area in the Campus.**

Playing of Holi in the **Boys and Girls Hostels**, in any form is also **completely banned**. Strict action, including Suspension/ Rustication from the Hostel / Institute, will be taken against any defaulter.



*[Signature]*  
Principal

IPEM Law Academy



LAKSH  
Est. 1996

*ipem*

**LAW ACADEMY**

Date:23/02/2017

**MAHA SHIVRATRI**

- The IPEM Law Academy will remain closed on 24<sup>th</sup> February 2017 (Friday) on account of MAHA- SHIVRATRI.
- However, essential Duties will Carry-on.
- The Institute will reopen on 25<sup>th</sup> February 2017 (Saturday).



Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Estd. 1998

*ipem*

**LAW ACADEMY**

Date: 15/02/2017

**WEARING OF UNIFORM & CARRYING OF IDENTITY CARD**

**BY THE STUDENTS**

1. The Students of all Courses will be allowed Entry in the Campuses of the Institute in Uniform only. They must also carry their ID Cards with them.
2. The LLB Students must also come in white Shirt & Black Pant and Carry their ID Cards with them.

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



*ipem*  
**LAW ACADEMY**

Date:10/02/2017

**UP ELECTION 2017**

- The IPEM Law Academy will remain closed on 11<sup>th</sup> February 2017 (Saturday) on Account of UP ELECTION 2017.
- However, essential Duties will carry on.
- The Institute will reopen on 13<sup>th</sup> February 2017 (Monday)

  
Principal

IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



*ipem*  
**LAW ACADEMY**

Date:25/01/2017

**REPUBLIC DAY**

- The IPEM Law Academy will remain closed on 26 January 2017 (Thursday) on Account of REPUBLIC DAY.
- However, essential Duties will carry on.
- The Institute will reopen on 27<sup>th</sup> January 2017 (Friday).

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



*Date: 12/01/2016*

**CONDOLENCE MEETING**

There will be Condolence Meeting to mourn the sad demise of our Founder Executive Director Dr. B.S.Goel on 10<sup>th</sup> Jan 2017, as per the following Schedule:-

Date : 12.01.2017  
Time : 4:30 PM  
Venue : G1 Hall, MBA Block

All Faculty/ Staff/ Students are requested to attend.

  
Principal  
IPEM Law Academy





Date: 31/12/2016

**2<sup>nd</sup> Jan 2017 (Monday)- Function**

In supersession of the earlier notification dated 27/12/2016, all Faculty/ Staff are requested to assemble and be seated in the **Laxmi Chand Auditorium** by **01:50 pm** on **2<sup>nd</sup> Jan 2017 (Monday)** for **Sunder Kand Path**.

The Path will be followed by **Tea** in the Cafeteria.

  
Principal  
IPEM Law Academy





Date: 28/12/2016

**APPLICATIONS FOR GETTING SMART MOBILE PHONES THROUGH**  
**ZILA SAMAJ KALYAN ADHIKARI, GHAZIABAD**

The Distt Magistrate Ghaziabad vide her letter 1756 dated 26.12.2016, has informed that the UP State Govt has decided to distribute some Smart Phones subject to the Applicants fulfilling the following conditions:-

1. The Applicant as on 01 Jan 2017 should be 18 years or above.
2. The Applicant should be a Domicile of UP.
3. The Applicant should have passed 10<sup>th</sup> Class or equivalent examination.
4. The Applicant Annual Family Income should be less than Rs. Six Lakh only.
5. The Applicant or his/her parents / guardians should NOT be Class I or Class II Govt officials.

The Applicants who fulfill the above conditions, could submit their applications ONLINE through portal [www.samajwadisp.in](http://www.samajwadisp.in) by 31<sup>st</sup> Dec 2016.



  
Principal  
IPEM Law Academy





LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: - 22/12/2016

**CHRISTMAS CELEBRATION**

- This is to inform all the **Faculty, Staff & Students** of IPEM Law Academy that a Christmas Celebration Programme is being organized by the Students Activity Committee as per the following Schedule:

**Venue** : **Laxmi Chand Auditorium**  
**Time** : **3:00PM to 4:00PM (to be seated by 02:50PM)**  
**Date** : **23<sup>rd</sup> Dec, 2016 (Friday)**

- All Faculty Members are requested to make available the Organizing & Participating Students as per the requirement of the Club Coordinators.
- The **Students** of all Courses to be **Seated** in the Laxmi Chand Auditorium by **02:50PM** on **23<sup>rd</sup> Dec, 2016 (Friday)**.



  
Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



Date: 15/12/2016

**BALLB & LLB**  
**SESSIONAL/PRE-UNIVERSITY TESTS**

- The Sessional/ Pre-University Tests (PUTs) for all BALLB and LLB Students will be held with effect from 26 Dec 2016, starting at 10:00hrs.
- The duration of the PUTs will be 3 hrs and that of the Sessionals will be 1.30miutes.
- The detailed Test Schedule will be drawn up by the Respective HOD and communication to the Students.

  
Principal  
IPEM Law Academy





Date:15/12/2016

**WEARING OF IDENTITY CARDS BY FACULTY & STAFF**

- All Faculty and Staff Members of the IPEM Law Academy are expected at all times while in the Institute, to wear the Institute Identity Cards issued to them.
- In case any faculty / staff has not been issued the ID Card, he / she should contact Mr. Jagdish Joshi immediately.

  
Principal  
IPEM Law Academy





LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 09/12/2016

**CULTURAL CLUB NOTICE**

Cultural Club will be organizing a 'NUKKAR NATAK' competition on 15/12/2016 i.e. (Thursday) on Social awareness and other Social issues. It will be a department wise programme.

**Venue** : **Badminton Court**  
**Time** : **3:00pm to 4:00pm**  
**Participants** : **BA.LLB**

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



LAKSH  
Estd. 1956

*ipem*

**LAW ACADEMY**

Date: 12/11/2016

**GURU NANAK JAYANTI**

- The IPEM Law Academy will remain Closed on 14 Nov 2016 (Monday) on account of GURU NANAK JAYANTI.
- However, all essential Duties will Carry-on.
- The IPEM Law Academy will Reopen on 15 Nov 2016 (Tuesday).

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



*ipem*  
**LAW ACADEMY**

Date: 10/11/2016

**VICHAAR VISTAAR**  
**11 NOVEMBER 2016 (FRIDAY)**

All Faculty, Staff Members and Class IV Employees engaged in various Duties/  
Responsibilities connected with the VICHAR VISTAAR are required to Report to the  
Institute at 0800hrs on 11 Nov 2016 (Friday).

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

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



Date: 09/11/2016

**WEARING OF UNIFORM & CARRYING OF IDENTITY CARD**  
**BY THE STUDENTS**

1. The Students will be allowed Entry in the Campuses of the Institute in Uniform only. They must also carry their ID Cards with them.
2. In case any 2016 entry Student has not been issued uniform, he/she must inform his/her HOD and get written permission till 16 Nov 2016. However he/she must carry his/her ID Card.
3. The LLB Students should come in white Shirt & Black Pant and carry ID Cards with them.



*A. Sethi*  
Principal  
IPEM Law Academy



LAKSH  
Estd. 1986

*ipem*

**LAW ACADEMY**

Date: 22 Oct 2016

**PAYMENT OF HOSTEL DUES**  
**FOR SESSION 2016-17**

- Further to Notice dated 28 Sep 2016 on the above subject, the Hostlers are given a final opportunity to pay their Hostel Charges with Fine of Rs. 1000/- upto 10 Nov 2016. After 10 Nov 2016, the fine amount will be Rs.2000/- without any waiver.

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghazabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)





*ipem*  
**LAW ACADEMY**

Date: 18/10/2016

**BAN ON BRINGING & PLAYING / BURNING OF FIRE CRACKERS  
ANYWHERE IN THE CAMPUS OF THE IPEM GROUP OF INSTIUTIONS**

- There is complete Ban on bringing and/or playing with/burning of fire-crackers of all kinds anywhere in and around the Campus of the IPEM Law Academy.
- Strict action will be taken against anyone violating the Ban found through CCTV Cameras or by any other means.

  
Principal  
IPEM Law Academy



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



Date: 18/10/2016

**DEEPAWALI HOLIDAYS**

- The IPEM Law Academy will remain closed from 29 Oct 2016 (Saturday) to 02 November (Wednesday). However, essential duties will carry-on.
- The Classes will remain suspended from 28 Oct 2016 (Friday) to 02 November 2016 (Wednesday).
- The Institutes will reopen on 03 Nov 2016 (Thursday) and the Classes will also be conducted from 03 Nov 2016 (Thursday) onwards.

  
Principal  
IPEM Law Academy





# ipem

## LAW ACADEMY

**DONATE YOUR BLOOD TO SAVE**  
**LIFE OF A POOR PERSON OF YOUR COUNTRY**

- There are many people in our country who can not purchase Blood when they need it in Emergency, because they are very poor, **finally they die.**
- Our Institute is organising a **BLOOD DONATION CAMP ON 29/10/2013 (TUESDAY)** at the Institute to help those poor people of our Country.
- **DONATE YOUR BLOOD TO SAVE LIFE OF A POOR PERSON.**
- **DONATE WHOLE HEARTEDLY AND VOLUNTARILY**
- This is a service for a Nobel Cause.
- This is a service that could save the life of a poor person anywhere in India.

**Advantages: -**

- ❖ You feel a sense of satisfaction that you have done something to save life of a poor person of your Country.
- ❖ Your Blood is checked free for type, Hemoglobin etc.
- ❖ You get a Certificate for Blood Donation.
- ❖ After you donate blood, your body system makes extra blood and maintains at the required level.
- ❖ Individual Students can make poster on blood donation & give the same to their HOD and WIN PRIZES.
- ❖ The class which gives maximum blood on proportionate basis will be given Award.



*S. S. S.*  
Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



**Date:13/10/2016**


**BLOOD DONATION CAMP**  
**Thursday 20 October 2016**

The **IPEM Law Academy** is organizing a **Blood Donation Camp** on 20 Oct 2016 (Thursday) in conjunction with the Rotary - Ghaziabad Greater under the overall coordination of Dr. Amit Shishodia, Dr. Isha Chaudhary. Blood donation is a very noble cause and it is appealed to all Faculty, Staff and Students that they must participate whole heartedly to make this Camp a great success in keeping with the excellent record of IPEM, during the past years also.

The following may please be noted for action/compliance: -

1. Motivational Talk by the Rotary Blood Bank executives will be organized in the Lakshmi Chand Auditorium on 20 Oct 2016 (Thursday). All Faculty/ Staff/ Students to be seated by 09:10 AM. **Blood Donation** will be conducted in the G-1 Hall. The arrangements at both places will be made by Mr. Jagdish Joshi.
2. Printed **Posters** as well as Posters prepared by the Students will be prominently displayed in sufficient number in each Deptt. to give wide publicity. This will be done under arrangements of the **respective HOD. Prizes will be given to a few selected posters.**
3. The **HOD** are requested to motivate their respective **Students**. Also Faculty will make all efforts for ensuring cent percent participation in the Blood Donation Camp, **the Best Class will be given an Award.**
4. Student volunteers must also be incorporated by the Class Coordinators for this noble activity.
5. Media coverage will be arranged by **Mr. Dev Tyagi and Ms. Abha Shrivastava.**
6. All Faculty, Staff and Students must be present on 20 Oct 2016 (Thursday) and participate in the Blood Donation. Any absence will be viewed seriously.
7. The Donors will be given their **Blood Reports, Certificates, Blood Donation Cards & Gifts etc.**



  
Principal  
IPEM Law Academy



Date: 09/10/2016

**MAHA NAVAMI, VIJAY DASHMI**

- The IPEM Law Academics will remain closed on 10 October 2016 (Monday) & 11 October 2016 (Tuesday) on account of **MAHA NAVAMI, VIJAY DASHMI** respectively.
- However, all essential Duties will carry on.
- The IPEM Law Academics will Reopen on 12 October 2016 (Wednesday).



  
Principal  
IPEM Law Academy





*ipem*  
**LAW ACADEMY**

Date: 29/09/2016


**GANDHI JYANTI CELEBRATIONS**

**01 OCT 2016**

This is to inform all Members of IPEM LAW ACADEMY that a Cultural Event on the eve of Gandhi Jayanti is being organized by the Students Cultural Club as per the following Schedule:

Venue : G1 Hall  
Time : 3:00to 5:00pm  
Date : 01 Oct 2016 (Saturday)



  
Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)





Date: 28 Sep 2016

**PAYMENT OF HOSTEL DUES**  
**FOR SESSION 2016-17**

- Reference Notifications dated 10 June 2016, 21 July 2016 and 15 Sep 2016; all Students were required to pay their academic fees and Hostel Charges for the Session 2016-17 by 10 July 2016. Still, to facilitate the date was extended to make payments with fine.
- However, there are still a number of Hostlers, who have NOT paid their Hostel Charges so far. Such Student Hostlers are given an opportunity to pay their Hostel Charges with fine of Rs.1000/- only, within one week and definitely by 06 Oct 2016.



  
Principal  
IPEM Law Academy





**Date:12/09/2016**

**EID-UL-ZUHA**

- The **Classes** for all Units of the IPEM Law Academy will remain Suspended on **13 Sep 2016 (Tuesday)** on account of EID-UL-ZUHA
- The Classes on 14 Sep 2016 & subsequent days will be conducted as per schedule in Time-Tables.
- All other work/ duties will carry-on on 13 Sep 2016 (Tuesday).







LAKSH  
Estd. 1996

*ipem*

**LAW ACADEMY**

Date: 02/09/2016

**TEACHER'S DAY**  
**05 SEP 2016**

- The Classes for all the Courses in the IPEM Law Academy will be conducted till 13:00 hrs on 05 Sep 2016. Any Dept Activity/ Function must also finish by 13:00hrs.
- Teachers Day function will be held in the Laxmi Chand Auditorium from 14:00 to 16:00, which will be followed by High-Tea in the Cafeteria.
- All Faculty & Staff members are requested to be Seated in the Auditorium by 1355h on 05 Sep 2016.



*Sat.*  
Principal

IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgz.ac.in](mailto:info@ipemgz.ac.in) Website: [www.ipemgz.ac.in](http://www.ipemgz.ac.in)



Date: 24/08/2016

**JANAMASTMI**

1. The IPEM Law Academy will remain closed on 25 Aug 2016 (Thursday) on account of **JANAMASTMI**
2. However, all essential duties including Admission Cell will carry-on 25 Aug 2016 (Thursday).
3. The IPEM Law Academy will Reopen on 26 Aug 2016 (Friday).

  
Principal  
IPEM Law Academy





Date: 17/08/2016

**RAKSHA BANDHAN**

1. The IPEM Law Academy will remain **closed on 18 Aug 2016 (Thursday)** on account of RAKSHA BANDHAN.
2. However, all **essential duties** including Admission Cell will **carry-on on 18 Aug 2016 (Thursday)**.
3. The IPEM Law Academics will **Reopen on 19 Aug 2016 (Friday)**.



  
Principal  
IPEM Law Academy







Date: 16/08/2016

**COMMENCEMENT OF 1<sup>ST</sup> SEM 2016-17 SESSION CLASSES**  
**LLB & BALLB**

- The Classes for the 1st Sem of 2016-17 Session for LLB & BALLB will commence with effect from **22<sup>nd</sup> Aug 2016 (Monday)**.
- The Classes for **1st Sem of BALLB** will be conducted from **1330h to 1700hrs (Monday to Saturday)**.
- The **3<sup>rd</sup> Period Classes** for **IIIrd, Vth, VIIth & IXth Sem of BALLB** will be from **1200-1300hrs**.
- The first three days (22 to 24 Aug 2016) could be utilized for Orientation Programmes. However, it should be ensured that there is no clash of Dates, Timings & Venue, among the Orientation Programmes.



  
Principal  
IPEM Law Academy





Date: 12/08/2016

**JASHNE-AZADI CELEBRATIONS**

- This is to inform all the **Faculty, Staff & Students** of IPEM Law Academy that a Cultural Event on the eve of **70<sup>th</sup> Independence Day** (15 Aug 2016) is being organized by the Students Activity Committee as per the following Schedule:

**Venue** : **Laxmi Chand Auditorium**  
**Time** : **3:00PM to 4:30PM (to be seated by 02:50PM)**  
**Date** : **13<sup>th</sup> August, 2016 (Saturday)**

- All Faculty Members are requested to make available the Organizing & Participating Students as per the requirement of the Club Coordinators.
- The **Students** of all Courses to be Seated in the Laxmi Chand Auditorium by **02:45PM** on **13<sup>th</sup> Aug 2016**.



*Sati*  
Principal  
IPEM Law Academy



Date: 13/08/2016

**Flag Hoisting Ceremony**  
**70<sup>th</sup> Independence Day (15 August 2016)**

- The IPEM Law Academy will have the Flag Hoisting Ceremony at **1000hrs on 15<sup>th</sup> Aug 2016** (Monday) on account of 70<sup>th</sup> Independence Day.
- All Faculty/Staff/Students are desired be present at 0945hr on 15<sup>th</sup> Aug 2016 to attend the Ceremony.

  
Principal  
IPEM Law Academy





Date: 29/07/2016

**SHRAVAN SHIVRATRI**

- The IPEM Law Academy will remain closed on 01 Aug 2016 (Monday) on account of SHRAVAN SHIVRATRI
- However, Essential Duties will Carry on.
- The Institutions will Re open on 02 Aug 2016 (Tuesday).

  
Principal  
IPEM Law Academy





20 June 2016

**INTERNATIONAL YOGA DAY**

**21 JUNE 2016 (TUESDAY)**

All Faculty/Staff & Students are required to be present as per the following schedule for the International Yoga Day :-

**DATE:** 21 JUNE 2016 (TUESDAY)  
**TIME:** 0915 HRS.  
**PLACE:** ACTIVITY HALL B.Ed. DEPTT  
(2<sup>nd</sup> Floor, Main Building)

  
Principal  
IPEM Law Academy







Date: 10/06/2016

**PAYMENT OF ACADEMIC FEES & HOSTEL CHARGES BY ALL  
STUDENTS FOR THE SESSION 2016-17**

The Students of all Courses entering 3<sup>rd</sup> , 5<sup>th</sup> , 7<sup>th</sup> Semesters, on completion of the Current/ Ongoing Exams are required to pay their Academic Fees & Hostel Charges (as applicable) for the Session 2016-17 by **10 July 2016** through Bank Draft, in favour of IPEM, payable at Ghaziabad.

  
Principal  
IPEM Law Academy





Date: 04/06/2016

**EXAMINATION/ INVIGILATION DUTY- JUNE 2016**

Any Faculty/Staff Member who is assigned any duty connected with the conduct of the CCS University Exams, in addition to the recommendations of the HOD, must obtain concurrence of the Addl Supdt of the CCSU Exam (Dr. Amit Shishodia) before proceeding on any other duty/ assignment of leave.

The HODs are requested to kindly extend their cooperation for smooth conduct of the University Exams.



*[Signature]*  
Principal  
IPEM Law Academy



LAKSH  
Estd. 1996

*ipem*

LAW ACADEMY

# 2015-2016



Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



Date: 05/03/2016

## MAHA SHIVRATRI

- The IPEM Law Academy will remain closed on 07 March 2016 (Monday) on Account of MAHA SHIVRATRI
- However, essential Duties will carry on.
- The Institute will reopen on 08 March 2016 (Tuesday).

  
Principal  
IPEM Law Academy





Date: 01/03/2016

**COMMENCEMENT OF CLASSES**  
**, BALLB & LLB (1ST & IIND YRS)**

- The Classes for the BALLB & LLB (1st & IInd yrs) will commence w.e.f. 14 March 2016 (Monday).
- All Students will be required to Re-Register themselves with ID Proof of Aadhar Card, before being allowed to attend Classes for the next Semester.



  
Principal  
IPEM Law Academy





*ipem*  
**LAW ACADEMY**

Date:- 30/12/2015

**NEW YEAR GET-TOGETHER**

The Faculty & Staff members of the IPEM Law Academy are requested to assemble for a Get-together as per following.

**Date:- 01 Jan 2016 (Friday)**  
**Time:- 12.50 PM.**  
**Venue:- Lakshmi Chand Auditorium**

The Get-together programme will be of approx two hours duration and followed by a High Tea in our Cafeteria.



*Kati*  
Principal  
IPEM Law Academy

Approved by Bar Council of India, New Delhi & Affiliated to CCS University, Meerut for BALLB (5 yrs), LLB (3Yrs)

A-13/1, S.S.G.T. Road Industrial Area, NH-24 By Pass, Ghaziabad-201010

Telefax:0120-4174500- E-mail: [info@ipemgzb.ac.in](mailto:info@ipemgzb.ac.in) Website: [www.ipemgzb.ac.in](http://www.ipemgzb.ac.in)



Date: 21/12/2015

**RE-REGISTRATION OF STUDENTS**  
**FOR THE EVEN SEMESTER-2016**

All students are required to Re-Register themselves before commencement of the next (Even) Semester as per the following procedure:

- (a) The Student will collect "Re-Registration Form" from his/her Class Coordinator. Fill it up completely and Return the same to the Class Coordinator;
- (b) The Class Coordinator, if he/she finds the Student eligible in all respects, will obtain approval of the HOD of the Deptt. on his/her Re-Registration Form, and return it to the Student for depositing the Fees/Hostel Charges etc.(as applicable) in the Accounts Section.
- (c) The Student will deposit the Fees / Hostel Charges (as applicable) in the Accounts Section and obtain Remarks of the Accounts Section on the Re-Registration Form. (The Accounts Section will NOT accept the Fees/ Hostel Charges unless the Re-Registration Form has the approval of the HOD of the concerned Deptt.)
- (d) After depositing the Fees etc., the Student will return the Re-Registration Form to his/her Class Coordinator. The Class Coordinator will update his/her Records, Inform his /her HOD, and thereafter have the Registration Form placed in the Students file maintained in the Accounts Section.
- (e) The Re-Registration Forms will be required to be filled by those Students also, who might have already paid the Full Fees.



  
Principal  
IPEM Law Academy



Date:19/11/2015

**WEARING OF UNIFORM BY STUDENTS**

- All Students MUST wear Uniform properly while coming to the Institute and Attending Classes.
- Students without Uniform will not be allowed entry in the campus from 23 Nov 2015 (Monday).

  
Principal  
IPEM Law Academy







**DEEPAWALI HOLIDAYS**

The IPEM Law Academy will remain closed from **11 Nov 2015 (Wednesday) to 13 Nov 2015 (Friday)**. However, essential duties will carry-on.

The Classes will remain Suspended as per the following Schedules:-

- a) **BALLB (2013-15)** –Suspended from 08 Nov (Sunday) to 15 Nov 2015 (Sunday). **The classes will commence w.e.f. 16 Nov 2015 (Monday).**
- b) **All LLB Courses-** Suspended from 09 Nov 2015 (Monday) to 13 Nov 15 (Friday). **The Classes will be held on 07 (Saturday) & 08 (Sunday) Nov 2015 and on 14<sup>th</sup> (Saturday) & 15<sup>th</sup> (Sunday) Nov 2015.**

  
Principal  
IPEM Law Academy





Date: 31/10/2015

**ROUTING OF PERSONAL SERVICE/OFFICIAL MATTER**

It has been observed that some of the Faculty/ Staff are directly approaching the Executive Director / Secretary/ Dean Academics about their Personal Service/ Official Matters, which is against the Norms/ Rules of the IPEM Group Law Academy.

All Faculty/ Staff MUST route all their Personal Service / Official Matters through their respective HODs only, without any deviation whatsoever.

  
Principal  
IPEM Law Academy





Date: 30/10/2015

**BAN ON BRINGING & PLAYING / BURNING OF FIRE CRACKERS ANY WHERE IN  
THE CAMPUS OF THE IPEM LAW ACADEMY**

- There is complete Ban on bringing and/or playing with/burning of fire-crackers of all kinds anywhere in and around the Campus of the IPEM Law Academy.
- Strict action will be taken against anyone violating the Ban found through CCTV Cameras or by any other means.

  
Principal  
IPEM Law Academy

