



## Yearly Status Report - 2015-2016

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
1. Name of the Institution	I. P. E. M. LAW ACADEMY
Name of the head of the Institution	DR. POONAM KHANNA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01204174500
Mobile no.	9910491472
Registered Email	ipemlaw@ipemgzb.ac.in
Alternate Email	meenakshi.tomar@ipemgzb.ac.in
Address	A-13/1 SSGT ROAD INDUSTRIAL AREA NH-24 BYPASS GHAZIABAD
City/Town	GHAZIABAD
State/UT	Uttar pradesh
Pincode	201010

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		DR. MEENAKSHI TOMAR			
Phone no/Alternate Phone no.		01204174500			
Mobile no.		9910491472			
Registered Email		ipemlaw@ipemgzb.ac.in			
Alternate Email		meenakshi.tomar@ipemgzb.ac.in			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.law.ipemgzb.ac.in">http://www.law.ipemgzb.ac.in</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://law.ipemgzb.ac.in/activity/#1608285329251-c5b22bff-d977">https://law.ipemgzb.ac.in/activity/#1608285329251-c5b22bff-d977</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.39	2015	03-Mar-2015	02-Mar-2020
<b>6. Date of Establishment of IQAC</b>			07-Aug-2012		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
LOK ADALAT VISIT		14-May-2016 01		50	

NATIONAL LAW UNIVERSITY (NLU) DELHI VISIT	09-Apr-2016 01	38
LEGAL AID CAMP	18-Nov-2015 01	42
ORIENTATION PROGRAMME	12-Sep-2015 02	75
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
ZERO	ZERO	ZERO	2016 0	0
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1.Successfully completed NAAC accreditation process with B Grade.  
2.Orientation/Induction Programmes for new comers. 3.Organization of Guest Lectures. 4. Regular organization of Legal Aid Camps. 5. Communication Activities conducted.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Frequent Organisation of Legal Aid Camps	Regular organizing of legal aid camps.
Regular celebration of national events.	Republic Day, Independence Day, Teacher's Day and similar national events are celebrated by the Academy.
Constitution of Environment Awareness Committee	An environment awareness committee constituted.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Managing Committee	09-Aug-2016

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2016
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Date of Submission	12-Feb-2016
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>IPEM Law Academy, Ghaziabad is governed by the LAKSH Society, Ghaziabad, under the rules and regulations framed by Chaudhary Charan Singh University, Bar Council of India. Management committee has appointed Principal as Head of the Academy along with teaching nonteaching staff. Advisory committee plays crucial role and act as a bridge between Management Principal of the Academy. All policy decisions are discussed deliberated in meetings and accordingly governing body of Management takes decision and communicates it to principal for further course of action. In the year 2012 Law Academy also constituted Internal Quality Assurance Cell to check quality measures of the Academy to make suggestions to improve it. So far, in the management progress</p>
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of Law Academy IQAC plays crucial role. The Law Academy has various committees coordinated by faculty members and monitored by the Principal to keep a check on academics and effective as well as efficient performance of the academy in all aspect.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

-The Academy develops regular and systematic action plans for the effective implementation of the curriculum. -We strictly adhere to the university to follow the curriculum we have applied. We plan according to our education plan. -The Academy provides course throughout the academy framework and course delivery depends on resource capacity and organizational goals. -The syllabus prepared by the academy is given to the students and teachers. Content related to the syllabus decided by Bar Council of India is also be taken care of. -The Academy plans its annual academic program at the beginning of the academic year, which includes working days for the two sessions of that academic year. -This includes guest lectures, various educational programs, tours, internships, project reports and presentations. -The academy is constantly taking steps to do internships. These include advocacy skills, ADR, court visits, drafting, pleading and convention, moot courts, mock trials, participation in local self-government bodies, prison visits and the work of the District Legal Services Authority. -Our Academy follows the methods of chalk and board teaching to convey information to the students. Our faculty is committed to using the teaching tools needed to make education more effective and integrated, but our faculty facilitates actionable curriculum that are easily understood by students. -We have semester system and we are committed to completing our course within the stipulated time so that students can show readiness to face university exams without any tuition lacuna.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
0	0	Nil	0	0	0

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
LLB	LAW	12/01/2016

BA LLB	LAW	18/08/2015
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1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
COMPUTER BASICS (03 months)	04/09/2015	58
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
LLB	Law	154
BA LLB	Law	36
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>The Academy has a well established system of collecting feedback from the stakeholders. The feedback on the curriculum obtained from various segments discussed in IQAC. The Academy regularly organized meetings of stakeholders and encourages various stakeholders such as students, alumni, faculty to give their feedback on curriculum. The Head of the Academy collects the feedback from teachers, students, parents and Alumni with regards to the curriculum, teaching quality, Co-Curricular activities, Extracurricular activities, Library and infrastructural demands. The students feedback is taken about the curriculum content, course delivery, teaching learning process and academic facilities. After taking feedback , the analysis is always being done and action is also being taken. The Academy takes part in the curriculum development process through proper analysis of feedback given by the Alumni. Apart from this the feedback is being taken from the other various stakeholders i.e. teachers, employers and parents. Basically, IPEM Law Academy collects proper feedback through a form and it helps in monitoring the academic content and processes thereby achieving quality sustenance an progressively quality enhancement.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
LLB	Law	180	200	161
BA LLB	Law	120	140	77
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	270	401	4	12	16

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
16	16	19	19	Null	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Academy has developed a system of appointing Class Teachers for each class. The allotment of classes to the faculty is decided in the staff meeting at the commencement of academic year and the students are also informed about it. Since the Academy has full time faculty the students are divided according to the strength of the classes. The mentors/class teachers are responsible for the academic performance and progress of the students. They are also entrusted with the job of monitoring the attendance and records of class tests and activities of other subjects as well. The class teachers also look after the cognitive, emotional and psychological well being of the students. For this the mentors/class teachers are well informed about the socio-economic as well as educational background of their mentees. The mentors also counsel the students as and when necessary regarding their personal, academic as well as career issues. They also collect feedback from other subject teachers, especially regarding the slow learners to facilitate their progress. Teacher-parents meetings are organized so that parents can also be included in the entire process. The teachers have been given freedom to make use of formal as well as informal means to achieve the desired objectives regarding the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
671	16	1 : 41

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
5	5	Null	4	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	ZERO	Nil	ZERO
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA LLB	BL 701-705	SEMESTER	22/12/2015	28/01/2016
BA LLB	BL 501-505	SEMESTER	21/12/2015	20/01/2016
BA LLB	BL 301-305	SEMESTER	18/12/2015	16/01/2016
BA LLB	BL 101-105	SEMESTER	15/12/2015	20/01/2016
LLB	K 1001-1005	SEMESTER	08/12/2015	29/01/2016
LLB	K 3001-3005	SEMESTER	15/12/2015	27/01/2016
LLB	K 5001-5005	SEMESTER	21/12/2015	30/01/2016
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Academy has University exams as well as internal exams. The Academy is affiliated by Chaudhary Charan Singh University. Hence the Academy has to follow the university norms for the same. At present we have hundred marks theory marks papers for all the classes except a few subjects like Drafting, Pleading and Convencing, Moot court, ADR and professional ethics. The Academy takes their internal exams by conducting tests, assignments and seminar presentations.. The subjects for L L B course like Drafting, Pleading, Moot court, ADR, Professional ethics are internally evaluated by the Academy through the concerned professors. Various activities like role play, seminar presentations, tests, assignments, moot courts and mock trials are been conducted in the Academy. Students are taken to court visits and chamber visit in order to abide them with the court procedures. Various assignments are taken from them and internal viva is also taken of these students by asking them questions based on syllabus.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

As the Academy is affiliated to Chaudhary Charan Singh University, the norms are followed by the Academy. Time table relating to the examination is given by the university every year at the beginning of the academic year according the time table is prepared in the Academy. The time table for teaching hours and internal evaluation is adjusted according to the rules of the university. The time table for conducting the internal exams is also set by the concerned Faculties of their subjects like Professional ethics, ADR, Drafting, pleading and convincing as well as moot court. The number of activities carried out for the same are planned by the concerned Faculties and they set up a time table



for the same. On similar basis internal exams are also taken in the Academy. Their time table is set up by the concerned Faculties of the course. As they are having semester pattern their internal exams are taken thrice a year.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://law.ipemgzb.ac.in/wp-content/uploads/2020/12/BALLB-PO-CO-converted.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
K	LLB	LAW	102	89	87.25
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://drive.google.com/file/d/1YNAjWdN8N5OSfL0v2faf0o22ge65Rpdd/view?usp=sharing>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	nil	0	0
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
WORKSHOP ON INTELLECTUAL PROPERTY RIGHTS	LAW DEPTT.	16/09/2015

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
BEST FACULTY AWARD	DR. APARNA SOTI	IPEM	05/09/2015	BEST FACULTY AWARD
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
02	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	LAW	3	Nil

[View File](#)

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Law	3

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#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nil	0	NA	Nil

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#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	0

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#### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	Nil	Nil	9

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### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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Street Play	IPEM Law Academy	2	33
Legal Awareness Program	IPEM Law Academy	2	45
Guest Lecture	IPEM Law Academy	3	63
Independence Day Celebration	IPEM Law Academy	2	78
International Yoga Day	IPEM Law Academy	3	52
Harit Paryavaran Diwas	IPEM Law Academy	3	38
Legal Aid Camp	IPEM Law Academy	2	42
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Awareness Social Work	Rotary Club Ghaziabad	Blood Donation Camp	16	80
Social Work	District legal services Authorities Shahadra	Jail Visit Legal aid Camp	4	30
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Internship	Student	2000 PER STUDENT	45
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
COMPULSORY INTERNSHIP	INTERNSHIP	Advocate Puneet Jain	18/01/2016	28/02/2016	13

		Delhi High Court			
COMPULSORY INTERNSHIP COMPULSORY INTERNSHIP	INTERNSHIP	Qureshi and Associates Delhi	18/01/2016	28/02/2016	09
COMPULSORY INTERNSHIP	INTERNSHIP	S.K.AGGRAWAL AND ASSOCIATES	12/11/2015	31/12/2015	35
COMPULSORY INTERNSHIP	INTERNSHIP	Advocate Sanjay Bahuguna Delhi High Court	18/01/2016	29/02/2016	08
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
S.K.AGGRAWAL AND ASSOCIATES	06/11/2015	INTERNSHIP	35
Advocate Puneet Jain Delhi High Court	11/01/2016	INTERNSHIP	13
Advocate Sanjay Bahuguna Delhi High Court	11/01/2016	INTERNSHIP	8
Qureshi and Associates Delhi	11/01/2016	INTERNSHIP	9
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1100000	1124231

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing

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## 4.2 – Library as a Learning Resource

### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SIM	Fully	3.1.63	2010

### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5800	1100846	138	41568	5938	1142414

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### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Null

No file uploaded.

## 4.3 – IT Infrastructure

### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	30	1	1	0	0	2	1	50	0
Added	5	1	1	0	0	2	1	50	0
Total	35	2	2	0	0	4	2	100	0

### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
RECORDING FACILITY	<a href="https://law.ipemgzb.ac.in/">https://law.ipemgzb.ac.in/</a>
STUDY MATERIAL	<a href="https://www.ipemgzb.ac.in/notes/">https://www.ipemgzb.ac.in/notes/</a>

## 4.4 – Maintenance of Campus Infrastructure

### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5530000	1874866	10800000	3473707

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Academy has developed a transparent and prompt mechanism for maintain and utilizing the physical academic and support facilities. As far as the infrastructure is concerned minor repairs and changes are carried out under the direction of the Principal and Major changes are subjected to the approval of the Managing Committee of the Academy. The computers in the Academy are maintained by the administration of the Academy. The proposal for new purchasing are kept before the Managing Committee. The Library of the Academy is having oldest and rich collection related to Legal Education and Information. The library is spending adequate amount for purchasing of new text books, Journals and online legal database. The Academy provides separate browsing center with good speed of internet for the users. The Academy conducts the indoor and outdoor games every semester. The Academy is having has well ventilated classrooms with all basic facilities with projectors for maintaining the effective teaching. Our office staff keeps watch on facilities and services which are provided by the Academy. Stakeholders are provided guidance in regard to availing of facilities. The Academy displayed the necessary instruction for the proper use of facilities. The external electricians hired for conducting regular checkup to avoid the problems. Students are guided about the use of instruments and staff members keep vigilance about the proper utilization. The Academy has installed the water purifier to provide potable water to the students and working staff.

<https://law.ipemgzb.ac.in/images-gallery-ipem-law-academy/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	SCHOLARSHIP/FREESHIP	76	250500
Financial Support from Other Sources			
a) National	Scholarship and Fee Reimbursement Online System, U.P	28	708410
b) International	0	Nil	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga and meditation	04/06/2016	65	Mr. Himanshu Lodhi ( Yogashala ) Kavinagar Ghaziabad
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of
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	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	students placed
2016	Guidance for Judicial Competition	12	14	Nil	5
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	31

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	VARIOUS	128	77
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2015	15	LLB	LAW	VARIOUS INSTITUTIONS	LLM
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Rangoli Competition Nil	Institution	6
Singing Competition Nil	Institution	12
Dance Competition Nil	Institution	15
Basketball Nil	Institution	40
Chess Nil	Institution	15
Badminton Nil	Institution	34

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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	Nil	NIL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Academy has organized several programmes such as: -Interclass Moot Court competition, -Essay competition, -Rangoli competition, -Poster painting competition, -Guest lecture etc. Our students have representation on following academic and administrative bodies: Internal Complaint Committee, Anti ragging committee Internal Quality Assurance Cell, Library Committee, Sports Committee, Moot Court Association, Cultural Committee.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

152

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1. Alumni Guest Lectures 2. Judging various competitions at Institutional Level

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Practice Strategies which are linked to participatory management are implemented at Functional and executive level. At the strategic level, policies are formulated Regarding the admission process, examination (internal external) Ethics, discipline, complaints mechanism and library services etc. The functional aspect is applied through the exchange of knowledge between teachers. The faculty shares information on various topics of academic interest and participates in various seminars Conference at national and state levels. At the operational level, Principal works to keep all the work going smoothly everything concerning teachers and non-teaching staff . All the rules and notification are regularly implemented if required by Regulatory authorities such as Bar Council of India, University Grants Commission CCS University Etc. At the same time, the organization provides authority and executive representatives to regularize the work. There are several statutory committees such as Anti ragging Committee, Library Committee, Mentoring Committee, Redressal Committee etc.



6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<p>The Academy, being permanently affiliated to the CCS University, is bound to follow the Curriculum developed by the University. The Academy takes due care that all the subjects covered under the Curriculum are allotted to expert in-house visiting faculties and the syllabus is completed within due time. The respective faculties submit their teaching plan in advance according to which the syllabus is to be completed and after completion, the syllabus completion form is also submitted. Guest lectures and various one day seminars and workshops are arranged by the respective faculties to inculcate practical perspectives of the theory subjects covered under the Curriculum.</p>
Teaching and Learning	<p>The teaching in the Academy takes place in traditional ways. The faculties teach their respective subjects by using traditional methods. In order to bridge the gap between theoretical teaching and practical learning, field visits to courts, prisons etc are arranged. The students are encouraged to do internships in various law firms and corporate houses to learn litigation and non litigation aspects of the theory subjects</p>
Examination and Evaluation	<p>The Academy is the centre for University examinations conducted for the regular law courses. The Academy conducts all the examinations with due diligence. Apart from the regular external examination, the Academy conducts regular internal assessment of the students throughout the year. For the purpose of internal assessment, Academy has formulated internal assessment policy which defines the areas of internal assessment, the activities to be conducted for internal assessment and the criteria and parameters of evaluation. The activities for internal evaluation process include report writing of speeches of Expert Guest speakers,</p>

	field visits, etc. The Academy has developed an elaborate system of record maintenance of this evaluation.
Admission of Students	The Academy is affiliated to CCS University and approved by Bar Council of India. To follow the process Academy has its separate Admission Committee .

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	Tally software is used for the finance and accounts section.
Student Admission and Support	SIM Software 3.1.63
Examination	CCS University Meerut, U.P. Online Exam Form, Result, Notices etc. through University Website
Planning and Development	Asserts Solution IT

### 6.3 – Faculty Empowerment Strategies

#### 6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2015	Dr. Meenakshi Tomar	Re-Evaluation of Law of Evidence in Present Scenario	IPEM LAW ACADEMY	500
2016	Ms. Poonam Tyagi	An audit of 10 years of Right to Information Act, 2005: Issues Challenges	IPEM LAW ACADEMY	700
2016	Ms. Seema Yadav	Human Rights : Trends and Issues in Contemporary World	IPEM LAW ACADEMY	700
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#### 6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

2015	Workshop on Gender Sensitization	Nil	09/11/2015	09/11/2015	45	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FACULTY DEVELOPMENT PROGRAMME	15	10/11/2015	16/12/2016	07
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	16	2	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Financial Assistance, Transport Facilities, Medical Leave, Maternity Leave, Duty Leave, Gratuity, Insurance Policy, Meal System	Financial Assistance, Transport Facilities, Medical Leave, Maternity Leave, Duty Leave, Gratuity, Insurance Policy, Meal System	Fee concession, Fee Installments, Transport, Meal system, WI-FI, Library access, Sports Playground, Students Insurance, Hostel, Notes availability through website

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>The institution has a very strong mechanism for conducting internal and external audit. The institution has its own audit mechanism, an ongoing continuous process in addition to its external audits. Qualified internal Auditors from external resources are permanently appointed. A team of staff under them do a thorough check and verifications of all vouchers, supporting documents, records and books, e-statements of the transactions that are carried out in each financial year including budget estimations, utilizations, cash transactions, bank reconciliation statements, test cheque and verification of the events happened in the area of financial managements.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Rishi Kapoor and Company	Yes	Rishi Kapoor and Company
Administrative	Yes	Rishi Kapoor and Company	Yes	Rishi Kapoor and Company

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Guest Lecture 2. Internship 3. Mentorship

6.5.3 – Development programmes for support staff (at least three)

1. Training Programme for Support staff. 2. Training Programme for non-Teaching Staff. 3. Workshop on Harmony

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Legal Aid Camps 2. Legal Awareness Programmes 3. Lok Adalat Visit

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2015	ORIENTATION PROGRAMME	10/09/2015	11/09/2015	12/09/2015	75
2015	LEGAL AID CAMP	10/09/2015	18/11/2015	18/11/2015	42
2015	NLU VISIT	10/09/2015	09/04/2016	09/04/2016	38
2016	LOK ADALAT VISIT	10/09/2015	14/05/2016	14/05/2016	50

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
WORKSHOP ON	09/11/2015	09/11/2015	36	21

<b>GENDER SENSITIZATION</b>				
<b>LECTURE ON GENDER EQUITY</b>	<b>08/03/2016</b>	<b>08/03/2016</b>	<b>32</b>	<b>25</b>

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

<b>Percentage of power requirement of the University met by the renewable energy sources</b>
<b>1. Plantation in the college premises. 2. Environment Awareness Committee constituted. 3. Solar Power Panels 4. Use of LED Bulbs</b>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
<b>Physical facilities</b>	<b>Yes</b>	<b>Nil</b>
<b>Rest Rooms</b>	<b>Yes</b>	<b>Nil</b>
<b>Any other similar facility</b>	<b>Yes</b>	<b>Nil</b>

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
<b>2015</b>	<b>1</b>	<b>1</b>	<b>18/11/2015</b>	<b>1</b>	<b>LEGAL AID CAMP</b>	<b>LEGAL AWARENESS</b>	<b>42</b>
<b>2016</b>	<b>1</b>	<b>1</b>	<b>09/04/2016</b>	<b>1</b>	<b>NLU VISIT</b>	<b>COMPETITION</b>	<b>38</b>
<b>2016</b>	<b>1</b>	<b>1</b>	<b>14/05/2016</b>	<b>1</b>	<b>LOK ADALAT VISIT</b>	<b>PROCEDURAL ASPECTS</b>	<b>50</b>

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
<b>PROSPECTUS</b>	<b>22/07/2015</b>	<b>The code of conduct of the teachers is monitored according to the service conditions rules of teachers. The code of conduct for the students are published in the prospectus which is published on the website of the College.</b>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
<b>CONSTITUTIONAL DAY</b>	<b>26/11/2015</b>	<b>26/11/2015</b>	<b>40</b>

HUMAN RIGHTS DAY	10/12/2015	10/12/2015	57
GANDHI JAYANTI CELEBRATION	01/10/2015	01/10/2015	33
REPUBLIC DAY CELEBRATION	25/01/2016	25/01/2016	26
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

With a view to saving electricity and reduce the consumption of power, strict instructions have been issued to the faculty and staff for using electricity judiciously. Sensitization programs are being conducted among the staff, students and faculty for switching of the lights/fans/ACs/Computer Screens and any other electronic gadgets when not in use. Surprise checks are also conducted by the authorities from time to time to ensure compliance of the instructions given regarding the use of electricity. Additionally, low power consuming technology such LED lights have also been introduced throughout the campus. This has definitely resulted in reducing the consumption of electricity and conserving energy which happens to be a national wealth. IPEM Law Academy has implemented various Solar Energy Power projects within the campus.

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

A. MOOT COURT COMPETITION The Benefits of Participating in Moot Court Competitions provides an opportunity for students to build advocacy skills, sharpen public speaking skills, and engage in legal analysis in a variety of areas of law. Moot Court helps in the overall development of an individual as a good and proficient lawyer and participating in Moot Court Competition regularly makes a student familiar with the proceedings that take place generally in real courtrooms. B. LEGAL AID AND AWARENESS CAMP The main object of legal aid camp is to provide knowledge to student about legal aid ensure equal justice. Legal aid is necessary in developing countries so long as poor exist in the society. Due to lack of knowledge, people are not aware of their rights and thereby are troubled by the powerful and lose the benefits provided by the state.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://law.ipemgzb.ac.in/>

#### 7.3 – Institutional Distinctiveness

##### 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Vision, Mission and Objectives of the Law Academy clearly points towards providing Value Based Education based on the curriculum of the affiliating University combining it with the core values so as to produce a competent Professional and good Human being. The college which completed its 23 years of existence has a strong bonding with the local people as we have Third Generation students studying in this college. This includes student from number of minorities and marginalized section of the society. We believe in maintaining healthy environment for all its students. IPEM Law Academy provides an atmosphere that facilitates personal commitment to the educational success of students in an environment that values multiplicity and society. The Academy is very keen at facilitating personal commitment to the educational success of students and thus the Academic committee consisting of Principal / Director, senior faculty members and Examination Coordinator prepares the academic

calendar well in advance before the commencement of the session/semester. The faculty members before the commencement of semester prepare the lesson plan, and make it available to the students. So many efforts are being made for the past few years to change the Teaching - Learning environment into activity based learning. Following are the methods adopted to transform the academic environment:

- Changing the teaching methodology by encouraging the faculty to use Power Point Presentation where ever required.
- Students are encouraged to present poster and oral paper presentations.
- Counseling system. Every Faculty member is allotted 15-20 students to whom one acts as a Mentor. The Mentor identifies the academic and personal problems of his/her ward.
- The wards are encouraged to participate both in curricular and extra- curricular activities.
- Each department arranges guest lecturers periodically addressed by the eminent persons from Academic and Research Institutions.
- Eminent experts of National reputed people are invited from academic /organization /industries for seminar, workshop, conferences etc. The focus is on skill development, career oriented programs, and academia interaction and college have brought all these aspects under curriculum implementation and enrichment. The students of Law Academy College are not only guided to achieve excellence in the education but are thoroughly equipped with the knowledge of social perseverance and environmental sustainability. It lays special effort on students understanding of current environmental crisis and through its various schemes like energy conservation, waste management, rain water harvesting urges them to become eco friendly citizens. College in its endeavor to implement its curriculum incorporating its mission and vision with contemporary issues has evolved a number of best practices like Legal Awareness, Moot Court Competitions, Seminars, Workshops etc. just to name a few of them.

Provide the weblink of the institution

<https://law.ipemgzb.ac.in/about-us/>

### **8.Future Plans of Actions for Next Academic Year**

In accordance with the vision and mission, following actions have been planned by the institution :

1. To seek research grants and projects
2. To introduce new certificate courses with respect to evolving trends in legal profession
3. To conduct more development programmes for quality up gradation of teaching and administrative staff.