



# ipem

## LAW ACADEMY

Ref. No. 4073/~~XIX~~-3/2014-15

Date: 19-6-2014

**Sh. B.S. Ponnudiraj**  
Assistant Adviser  
National Assessment and  
Accreditation Council,  
P.O. Box No. 1075, Nagarbhavi,  
Bangalore-560072

**Sub: SSR-IPEM Law Academy-Track ID-UPCOGN-19666.**

Dear Sir,

This is in reference to your letter No. NAAC/NR/BSP/PI/Cycle-1/UPCOGN-19666 dated 22-5-2014, we are submitting the Accreditation Fee (including Service Tax@12.36%) vide demand draft No. 350122 for Rs. 3,37,080/- dated 05-5-2014, the Statement of Compliance, Five hard bound Copies of SSR and one copy in CD.

Please acknowledge receipt of all above.

We propose three slots of dates for Peer Team Visit as under:

15-9-2014, 22-9-2014, 13-10-2014

Thanking you,

Yours Sincerely,

(Dr. Chitra Singh)

**Principal**

Principal

**IPEM Law Academy**  
A-13/1, South Side, G.T. Road  
Industrial Area, NH-24  
Ghaziabad-201010

Approved by Bar Council of India, New Delhi & affiliated to CCS University, Meerut for BA.LL.B (5 yrs.), LL.B (3 yrs.)

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

Phone: 0120-4174500 • E-mail : info@ipemgzb.ac.in • Website : www.ipemgzb.ac.in

## B. Profile of the Affiliated /Constituent College

1. Name and address of the college:

**I.P.E.M. Law Academy**

**A-13/1, SSGT Road Industrial Area, Bypass, NH-24, Ghaziabad**

**City: Ghaziabad**

**Pin: 201010**

**State: Uttar Pradesh**

**Website: www. I.P.E.M.gzb.ac.in**

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Mrs. Dr. Chitra Singh	O:0120-4174500 R:	9910491472	0120-4174500	I.P.E.M.law@I.P.E.M.gzb.ac.in
Vice Principal		O: R:			
Steering Committee Co-ordinator	Ms. Seema Yadav	O: 0120-4174500 R: 9990048429	9990048429	0120-4174500	I.P.E.M.law@I.P.E.M.gzb.ac.in

3. Status of the of Institution :

Affiliated College

Constituent College

Any other (specify) Self Finance

√
-
Self Finance

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

b. By shift

i. Regular

ii. Day

iii. Evening

5. Is it a recognized minority institution?

Yes

No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Source of funding:

Government

Grant-in-aid

Self-financing

Any other

7. a. Date of establishment of the college: 01/07/2005 (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

**Ch. Charan Singh University, Meerut**

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	In Process	
ii. 12 (B)	In Process	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/clause	Recognition/Approval details Institution/Department/ Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	<b>Bar Council of India</b>	D:371/2005 BCI: D:1475/2012/L E:Mtg:7 <sup>th</sup> July 2012	Upto June 2014	In process for further extension
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes  No

If yes, has the College applied for availing the autonomous status?

Yes  No

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes  No

If yes, date of recognition: .....x..... (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes  No

If yes, Name of the agency .....x..... and

Date of recognition: .....x..... (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	2000 Sq. mts.
Built up area in sq. mts.	3307.5 Sq.mts

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

•  Auditorium/seminar complex with infrastructural facilities

• Sports facilities

\* play ground

\* swimming pool

\* gymnasium

• Hostel

\* Boys' hostel

i. Number of hostels - one

ii. Number of inmates -136

iii. Facilities (mention available facilities) - **water cooler with aqua guard, air cooler, fans**  
**and**

**Toilets.**

\* Girls' hostel

i. Number of hostels -

**one**

ii. Number of inmates -

**68**

iii. Facilities (mention available facilities) - **water cooler with aqua guard, air cooler, fans**

\* Working women's hostel

i. Number of inmates

ii. Facilities (mention available facilities)

• Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise)

• Cafeteria --

• Health centre -

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance:

**Firstaid facilities with**

**par**

**time doctor.**

Health centre staff -

Qualified doctor Full time  Part-time

Qualified Nurse Full time  Part-time

• Facilities like banking, post office, book shops - Available near the Institute

• Transport facilities to cater to the needs of students and staff:

**The Institute is situated**

**at**

**National highway-24 in**

**the**

**City. Local conveyance available**

• Animal house **No**

• Biological waste disposal **No**

- Generator or other facility for management/regulation of electricity and voltage  
- **Generators are available**
- Solid waste management facility Yes
- Waste water management Yes
- Water harvesting Yes

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/approved Student strength	No. of students admitted
1	Under-Graduate	(i) B.A.LL.B	5 year	Plus 2 with 45% marks	Hindi & English	120	120
		(ii) LL.B	3 year	Graduate with 45% marks	Hindi & English	180	180
2	Post-Graduate	---	---	---	---	---	---
3	Integrated Programmes P G	---	---	---	---	---	---
4	Ph.D.	---	---	---	---	---	---
5	M.Phil.	---	---	---	---	---	---
6	Ph. D.	---	---	---	---	---	---
7	Certificate courses	---	---	---	---	---	---
8	UG Diploma	---	---	---	---	---	---
9	PG Diploma	---	---	---	---	---	---
10	Any Other (specify and provide details)	---	---	---	---	---	---

13. Does the college offer self-financed Programmes?

Yes  No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	1
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15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science	---	---	---
Arts	---	---	---
Commerce	---	---	---
Any Other not covered above	LL.B 3yr LL.B 5yr	---	---

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

a. annual system	01
b. semester system	01
c. trimester system	--

17. Number of Programmes with

a. Choice Based Credit System	---
b. Inter/Multidisciplinary Approach	---
c. Any other ( specify and provide details)	--

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes  No

If yes,

a. Year of Introduction of the programme(s) 01/07/2005 and number of

Manual for Self-Study - Affiliated Colleges

batches that completed the programme

- b. NCTE recognition details (if applicable)

Notification No.: .....N.A.....

Date: **N.A** (dd/mm/yyyy)

Validity: **NA**

- c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes  No

19. Does the college offer UG or PG programme in Physical Education?

Yes  No

If yes,

- a. Year of Introduction of the programme(s).....X..... (dd/mm/yyyy) and number of batches that completed the programme

- b. NCTE recognition details (if applicable)

Notification No.: .....X.....

Date: .....X..... (dd/mm/yyyy)

Validity:.....Y

- c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes  No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruited</i>	---	---	---	01	06	09	05	01	01	01
<i>Yet to recruit</i>	---	---	---	---	---	---	---	---	---	---

Positions	Teaching faculty									
Sanctioned by the Management/society or other authorized bodies <i>Recruited</i>	---	---	---	01	06	09	05	01	01	01
<i>Yet to recruit</i>	---	---	---	---	---	---	---	---	---	---

\*M-Male \*F-Female

## 21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	---	---	---	01	---	01	02
M.Phil.	---	---	---	---	---	---	---
PG	---	---	---	01	06	09	16
Temporary teachers							
Ph.D.	---	---	---	---	---	---	---
M.Phil.	---	---	---	---	---	---	---
PG	---	---	---	---	---	---	---
Part-time teachers							
Ph.D.	---	---	---	---	---	---	---
M.Phil.	---	---	---	---	---	---	---
PG	---	---	---	---	03	01	04

## 22. Number of Visiting Faculty /Guest Faculty engaged with the College.

04

## 23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	2010-11 Year 1		2011-12 Year 2		2012-13 Year 3		2013-14 Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	15	06	33	07	25	08	59	03
ST	---	---	---	---	---	---	---	---
OBC	26	08	31	06	29	06	151	12
General	145	50	170	85	232	91	398	35
Others	---	---	---	---	---	---	---	---

Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	400	---	---	---	400
Students from other states of India	258	---	---	---	258
NRI students	---	---	---	---	---
Foreign students	01	---	---	---	01
Total	659	---	---	---	659

25. Dropout rate in UG and PG (average of the last two batches)

UG  PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled )

(a) including the salary component

(b) excluding the salary component

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes  No

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes  No

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes  No

28. Provide Teacher-student ratio for each of the programme/course offered –

**LL.B**

**1:41**

B.A.LL.B

1:40

29. Is the college applying for Accreditation : Cycle 1  Cycle 2  Cycle 3  Cycle 4
- Re-Assessment:   
*(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)*
30. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)  
 Cycle 1: .....x..... (dd/mm/yyyy) Accreditation Outcome/Result.....  
 Cycle 2: .....x..... (dd/mm/yyyy) Accreditation Outcome/Result.....  
 Cycle 3: .....x..... (dd/mm/yyyy) Accreditation Outcome/Result.....  
 \* *Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.*
31. Number of working days during the last academic year. -2012-13 - 291 days
32. Number of teaching days during the last academic year - 2012-13 - 201 days  
*(Teaching days means days on which lectures were engaged excluding the examination days)*
33. Date of establishment of Internal Quality Assurance Cell (IQAC)  
 IQAC 01/09/2012
34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.  
 AQAR (i) .....X..... (dd/mm/yyyy)  
 AQAR (ii) .....X..... (dd/mm/yyyy)  
 AQAR (iii) .....X..... (dd/mm/yyyy)  
 AQAR (iv) .....X..... (dd/mm/yyyy)
35. Any other relevant data (not covered above) the college would like to include.  
 (Do not include explanatory/descriptive information)
- Examination & other co-curricular  
 Activities - 90 days.**



### C. Criteria-Wise Inputs

#### Criterion I Curricular Aspects:

The LLB (3 Year) programme approved by Bar Council of India, New Delhi and affiliated to CCS University, Meerut was started in I.P.E.M. Law Academy in the year 2005 as full time LL.B three year programme with an intake of 180 Students and in the year 2012 B.A.LL.B (5 year) course with an intake of 120 Students was started. Today the total sanctioned Students intake is 300. The Institute follows the curricular design as prescribed by the CCS University Meerut and Bar Council of India, New Delhi. The theory and practical parts of the course is run as per University and BCI rules, flexibility in choice exists only in optional papers.

The I.P.E.M. Law Academy has an inbuilt feedback mechanism through which students feedback on curricular is collected and analysis. Regular teaching and conduct of classes is done in a disciplined Students centered learning Environment with emphasis on soft skills besides academic. The I.P.E.M. Law Academy is proud of its more than 90% results and placement of students in government and private sectors.

**Criterion II Teaching Learning & Evaluation:** The Law classes LLB (3 year) & B.A.LL.B (5 year) course aims at preparing effective Lawyers and advisors capable of responding to the changing needs of the modern Indian society, Business Houses and Industries / Companies. The I.P.E.M. Law Academy has all full time Faculty, visiting Faculty as well as per BCI Norms /CCS University norms. I.P.E.M. Law Academy follows a Students centric approach with lectures, Moot Court proceedings/practice, Legal Aid, Clinic, Legal Aid Camps etc. The Students to LL.B (3 year) & B.A.LL.B (5 year) programmes are admitted on merit basis as per rules prescribed by CCS University Meerut. Self study presentations, Seminars, Quizzes, Moot Court practices are organized for both the programmes. Remedial coaching is held for the weak and disadvantaged students after they are admitted to the I.P.E.M. Law Academy. The students are properly trained through DHP/PPT which is the need of the time. The

guest lectures are delivered at times by the renowned and experienced lawyers/judges. The students and Faculty members are encouraged to participate in National Seminars/conferences. Regular assessment of Students progress through unit tests and assignments prepared by them is done by the Faculty members. Pre-university examination is conducted to assess the capabilities of students. Environment for learning and evaluation of the students is always available to LL.B (3 years) & B.A.LL.B (5 year) programmes.

**Criterion III Research, Consultancy Extension:** Out of 16 teachers in both the programmes, one Faculty member is holding Ph.D. degree, three members are NET qualified and 4 members are registered for Ph.D. degree. Hence, most of the Faculty members are carrying their research work and have written and presented papers in number of seminars/conferences. Their research papers have also been accepted and published in various Journals of the National repute. The faculty members who are registered for pursuing Ph. D. degree are encouraged for research and further study by giving study leave and adjustment in teaching schedule. The extension work of I.P.E.M. Law Academy includes mainly legal Aid Camp in Villages, Legal aid clinic for poors, community development programmes, Blood Donation Camps etc.

**Criterion IV Infrastructure & Learning Resources:** I.P.E.M. Law Academy has a good building and other infrastructure facilities as per requirement of BCI and CCS University Meerut. I.P.E.M. Law Academy has excellent spacious and well equipped classrooms fitted with OHP/ LCD etc. The Institute has legal Aid Clinic, spacious Moot Court, Information & communication technology Laboratory, well stock of Books and Journals & a Reading Room. The Institute has a multipurpose hall, Cafeteria, medical facilities and hostel for Boys & Girls separately. The Institute has good sports facilities for various types of games and sports for Law students.

**Criterion V Students support & progression:** Ever since, the I.P.E.M. Law Academy

has had more than 85% results in all the batches that have passed out till date in the University Examinations. The Institute aims at preparing effective Lawyers capable of responding to the present day needs of the Indian Society, Business houses, Industries/Companies. The Institute has an Alumni Association which was formed in the year 2010 with the objectives to provide opportunities for personal and professional growth of its members. Academic and professional counseling is provided with the help of Alumni Association and practicing Lawyers.

**Criterion VI Governance & Leadership :** Various Committees and cells have been formed for smooth functioning of the Institute. Proper Academic Calendar is prepared in advance along with the Teaching time-table. Recruitment and filling of vacancies are done as per CCS University, State Govt. and BCI rules. There is an inbuilt mechanism to check the work efficiency of the teaching & non-teaching staff. The Institute has developed its own MIS for smooth functioning. The teaching and non-teaching Staff are governed by the principles of participation and transparency. The Goals and objectives are discussed and deployed at all levels to ensure contribution of each individuals of the institute.

**Criterion VII Innovative Practices:** The Institute focuses on the special efforts which impact its academic excellence. I.P.E.M. Law Academy keeps vigil on the Changing educational, social and market demands. The Centre strives to promote value based education social justice and social responsibilities. The I.P.E.M. Law Academy has an internal Quality Assurance Cell for enhancing academic excellence.

## CRITERION I: CURRICULAR ASPECTS

### 1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

- **The Vision, mission and the objectives of I.P.E.M. Law Academy are as follows:-**

- **Vision:**

To produce professionals who would pioneer the future revolution.

- **Mission:**

1. To create an environment for professional education.
2. To stimulate the academic environment of Legal education for promotion of quality teaching- learning process.
3. To provide quality related consultancy/Legal Services to Economically weaker Section of the Society.
4. Optimization of time as exhaustible resource.

- **Objectives:**

**I.P.E.M. Law Academy has the following objectives:**

1. Excellence is never accidental; it is a deliberate directional phenomenon.
2. I.P.E.M. Law Academy is anxious to contribute the National Development.
3. To foster Global Competencies among the students.
4. To make the students able for self sustenance.

**The vision, mission and objectives of the Institute are communicated to the Students, teachers, staff and other stakeholders through Institute's prospectus and news letter of I.P.E.M. Law Academy which is issued half yearly.**

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

**Though the curriculum is developed by the Chaudhary Charan Singh University Meerut with the help of Board of Studies of Law Department as per Instructions of the Bar Council of India. The Institute gets prepared the Time-Table and also the Academic calendar by the staff and instructs for effective implementation of the curriculum as per rules prescribed by University and BCI.**

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

- **The University sends the details of curriculum every year and wide publicity**

is issued by the University regarding curriculum and for improving teaching practices.

- 1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

**Though the initiatives are taken by the Institute and suggestion are sent to Board of Studies of CCS University but the sole right for any change in the curriculum is of Chaudhary Charan Singh University and the Bar Council of India. However, effective curriculum delivery and transaction on the curriculum is provided by the University.**

- 1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

**The Board of Studies of the Law department of the University interact with beneficiaries for effective operationalization of the Curriculum.**

- 1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

**Though, the Board of studies of the Law department of CCS University is fully authorized for any change or for the development in the curriculum after getting student feedback, teacher feedback, stokeholder feedback suggestions. Suggestions are sent to Board of studies by the faculty members of the Institute.**

- 1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university)by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

**The Institute has never developed the curriculum of any Law course. It is the sole right of CCS University, Meerut.**

- 1.1.8 How does institution anlayse/ensure that the stated objectives of curriculum are achieved in the course of implementation?

**The curriculum is prepared by the University through its Board of studies as per directions of Bar Council of India which definitely bears enough thrust on**

**national issues like Society, education, environment, ICT etc.**

## 1.2 Academic Flexibility

- 1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

**The I.P.E.M. Law Academy provides for adequate flexibility and scope in the operational curriculum for providing varied learning experiences to the Law students both in the campus and in the field by offering computer Awareness. The Institute attempts to provide experience to the Law students through:-**

- Essay writing competitions
- Debates
- Legal Aid Camps in rural areas
- Moot Court practice
- Client counseling session
- Group Discussions
- Mock Trial
- Legal Awareness Camp
- Extempore

- 1.2.2 Does the institution offer programmes that facilitate twinning / dual degree? If 'yes', give details.

- Yes B.A.LL.B

- 1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability

- Range of Core / Elective options offered by the University and those opted by the college
- Choice Based Credit System and range of subject options
- Courses offered in modular form
- Credit transfer and accumulation facility
- Lateral and vertical mobility within and across programmes and courses
- Enrichment courses
- The Institute provide for adequate flexibility an scope in the operational curriculum for providing varied learning experience to the Law students both in the campus (Moot Court) and the Legal Aid Camps.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

- **The I.P.E.M. Law Academy is a self-financed Institute and affiliated to CCS University, Meerut. The course contents or the syllabus of the course is the same as prescribed to other Colleges / Institutes which are Government or Grant-in Aid College. The admission process and teacher qualification also the same as for Government / Grant-in Aid Colleges. The Fee structure is for self financed Institutions is differ from Government / Grant-in Aid Colleges.**

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

**The Institute provides additional skill oriented programmes for the benefit of Law Students. These programmes are:**

1. Organising Legal Aid Camps
2. Organising Seminar / workshops
3. Organising Moot Court Programmes
4. Organising Visit to various courts
5. Organising Visit to Police station to know their working
6. Organising visit of Lok Adalats
7. Tihar Jail Visit

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

**The University does not provide any flexibility of combining the conventional face to face and distance mode of education for Law Students to choose the courses.**

### 1.3 Curriculum Enrichment

- 1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

**The Institute always make efforts to supplement the University's curriculum to ensure that the academic programmes and Institutions goals and objectives are integrated and for this Court Visits, Moot Court practices & Legal Aid Camps are organized to watch the trial proceedings of various cases.**

- 1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

- **To make the programme for catering the need of dynamic employment market, efforts are made by the faculty members to modify & enrich and organize the curriculum and suggestions are sent to the Board of Studies of CCS University, Meerut.**

- 1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

- **The issues asked in the question are already included in the syllabus/curriculum prescribed by CCS University. As far as integration of ICT is concerned, I.P.E.M. Law Academy provides ICT facilities to the Law students. Library has computer system installed with internet accession facilities.**

- 1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- moral and ethical values
- employable and life skills
- better career options
- community orientation

**To ensure the holistic development of students, the institute organizes Value added enrichment programming at times in the Institute. Legal Aid Camps are organized by the Institute for those who belongs to socio-economically**

**back or for those who are illiterate. Students are encouraged to help them.**

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

**The CCS University in consultation with Bar Council of India can change the curriculum. The Institute has not right to change the curriculum. However, feedback from stakeholders is collected to enrich the curriculum.**

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

**The Institute tries to monitor the curriculum at its level best and evaluate the quality of its enrichment by collecting the feedback from stakeholders.**

#### 1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

**The curriculum of LLB programme is designed and developed by the Board of Studies of the Law of CCS University with the directions of Bar Council of India. The Institution sends its suggestions only which are received form students and stakeholders.**

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

**Though the feedback is obtained from student and the stakeholders formally and the same is sent to University with the request to introduce changes but it is totally depend on the Board of Studies of the University for enrichment of curriculum.**

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

**The Institute has introduced B.A.LL.B programme w.e.f. 2012-13 academic session with due permission of CCS University and the Bar Council of India.**

Any other relevant information regarding curricular aspects which the college would like to include. Nil

## **CRITERION II: TEACHING-LEARNING AND EVALUATION**

### **2.1 Student Enrolment and Profile**

2.1.1 How does the college ensure publicity and transparency in the admission process?

- **Wide Publicity is given for admissions in newspapers, Pamphlets and the Transparency in Admission process by preparing merit list by the University. The list is displayed on the website of Colleges their after. The Admission process is completed as per the directions of CCS University, Meerut.**

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

**As stated above at point No. 2.1.1 the admission are done on merit basis only as per rules prescribed by CCS University Meerut first, the University announces the date of registration & after that a combined merit list is prepared by the University & Admissions are done by the Colleges as per directions of the University.**

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

As per norms prescribed by CCS University, for admission to LLB (3 years) course minimum 45% marks at UG/PG level for General and OBC category and 40% marks for SC/ST students and for admission to B.A.LL.B (5 year) course 45% marks for General & OBC category, 40% marks for SC/ST category at plus two level are compulsory for admission. The students anxious for admission are required to get themselves registered for both the programmes first and then a merit list is prepared by the University. The admissions are done as per merit list.

- 2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

An admission committee is formed for admissions every year at Institute level which review the admission process and students profiles annually and the short comings observed are removed to ensure transparency in admissions and then suggestion are sent to the University to improve the process.

- 2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- \* SC/ST
- \* OBC
- \* Women
- \* Differently abled
- \* Economically weaker sections
- \* Minority community
- \* Any other

The Rules and instructions prescribed by CCS University are strictly followed and reservation is provided to scheduled caste, scheduled tribe, backward classes and physically handicapped candidates.



- 2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Programmes	Number of Applications	Number of students admitted	Demand Ratio
UG LL.B. (3 year)			
1. 2010-11	155	101	3:2
2. 2011-12	211	152	4:3
3. 2012-13	227	180	5:4
4. 2013-14	321	180	6:4
UG B.A.LL.B (5 year)			
1. 2012-13	266	120	5:2
2. 2013-14	311	120	5:2
Any Other	NIL	NIL	

## 2.2 Catering to Diverse Needs of Students

- 2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

**The Institute caters to the needs of differently abled students. The institute has made provision for physically handicapped students by making slabs for wheel chairs to reach the class-rooms.**

- 2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

**The students needs in terms of knowledge and skills are assessed before commencement of programme. The students are admitted to the programme on merit. Group discussions are held at the time of their admission.**

- 2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.

**Remedial classes are held for those students to bridge the knowledge gap of the admitted students to enable them to cope with the programme.**

- 2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

**The Institute motivates the staff and students on the issues like gender , inclusion, environment etc by organizing Seminars, workshops Debates, Essay completion etc.**

- 2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

**The institute identifies and responds to the special educational / learning needs of the learners. Special classes are organized by inviting renowned professors / Senior Advocates to deliver guest lectures on the critical / burning topics. Lectures are delivered by the visiting faculty members having specialization on the subject matter.**

- 2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow Reversionary & extra class learners, economically weaker sections etc.)?

**The Institute collects, analyses and uses the data and information on the academic performance of students belong to various categories like-disadvantaged Section of the Society, physically challenged, slow-Learners, economically weaker sections etc. The students belong to the above categories are helped by the Institution. Remedial classes are arranged for those students and then Institute collects, analyses and uses the data throughout the**

**programme duration.**

### 2.3 Teaching Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

- The Institute organizes the teaching & learning plan in the beginning of an Academic session. The Academic Calendar for whole of the session is prepared by the Admission Committee. Time-Table and lecture plan is also prepared and lecture plan covering the prescribed syllabus. Accordingly, the University also plans and declares the dates of examinations. The evaluation work is completed within the prescribed schedule by organizing session tests & Pre-University Examinations.

2.3.2 How does IQAC contribute to improve the teaching -learning process?

- An IQAC has been constituted in the Institute on 27/06/2012 in which educationists/senior advocates from outside have been put on the internal quality Assurance Cell to suggest for improving teaching- learning Process. The following are the IQAC members of the Institute:-
  1. Col. (Dr.) A.S. Malhotra Chairman
  2. Mr. G.C. Agarwal
  3. Mr. Ajay Chaudhary
  4. Mr. M.C. Paul
  5. Ms. Poonam Tyagi
  6. Ms. Seema Yadav
  7. Mr. Urmila Jatav
  8. Dr. Chitra Singh Principal (Co-ordinator)

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

- The students are trained in the class rooms, Legal Aid Camps, Moot Court and at various advocates chambers and they are encouraged not only to answer the questions but also to question the answers. The students are motivated for participatory learning activities and skill development. We have made arrangements for inter-active learning, collaborative learning with other

**Institutions like-Integrated Institute of Law, Royal College of Law and Kamkus College of Law, Ghaziabad.**

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

- **Generally, Lecture method is used, but overhead projectors are also used in the classrooms to make the teaching more effective. Debates, Questionnaire Method Argumentation on Different topics, all this help the students to transform them into lifelong learners & innovators.**

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

- **Moot Court, Enhanced Learning National Mission on Education through Information and communication technology are available in the institute and are used by the faculty members for effective teaching. Over head projectors and Power Point Presentation facilities are available in the Institute which are used by the faculty for effective teaching.**

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- **The Institute exposes the students and faculty for Advanced Level knowledge and skills by organising seminars and workshops on advance level topics from time to time. Expert Lectures are organized for the benefit of students & faculty.**

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

- **A number of students have been benefitted on the academic personal and**

**psycho-social support and guidance services provided by the efforts of the faculty members of the Institute. A workshop on "Women Empowerment" was recently organized on 08-3-2014.**

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

- **The faculty members of I.P.E.M. Law Academy adopted various innovative teaching approaches/ methods during the last four or five years and the Institute also provided new ways and technology for Class teaching to Law students. Provision to make use of ICT for teaching of Law students. ICT laboratory was established in the Institute. The faculty members were also given training for class room teaching through OHP / PPT a big change in the students learning has been noted.**

2.3.9 How are library resources used to augment the teaching-learning process?

- **The text books/ Journals available in the Institute's Library are issued to the students as per rules of the Library. Internet facilities are also available in the Institute's Library to access the text books, reference books & AIR.**

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

- **The faculty members of the Institute easily complete the curriculum with in the planned time table and Academic Calender prepared by the faculty members. If there is any problem to complete the curriculum, the same is completed by taking extra classes. Normally the curriculum is easily completed in time framed for the purpose.**

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

- **The Institute easily monitor and evaluate the quality of teaching learning by**

getting feedback from the students and stakeholders. The students learning is evaluated by sessional tests & Pre-University Examinations.

#### 2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

- The Institute elaborates on the strategies prescribed by the University / State Govt. in planning and Management of its faculty members to meet the changing requirements of the Curriculum.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>Permanent teachers</b>							
D.Sc./D.Litt.							
Ph.D.				01	---	01	02
M.Phil.							
LLM				01	01	07	09
<b>Temporary teachers</b>							
Ph.D.							
M.Phil.							
PG							
<b>Part-time teachers</b>							
Ph.D.							
M.Phil.							
PG				02	03	08	13

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

- The Institute Cope with growing demand / Scarcity of qualified senior faculty to teach new programees/ modern areas of study being introduced by inviting visiting faculty for the programme. Senior Advocates / Judges are invited to deliver lectures on the topics.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

- The details on staff development programs during the last four years elaborating on the strategies adopted by the Institute in enhancing the teacher quality is given below:-

**a) Nomination to staff development programmes**

<b>Academic Staff Development Programmes</b>	<b>Number of faculty nominated</b>
Refresher courses	NIL
HRD programmes	NIL
Orientation programmes	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / winter schools, workshops, etc.	NIL

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- ❖ Teaching learning methods/approaches
- ❖ Handling new curriculum
- ❖ Content/knowledge management
- ❖ Selection, development and use of enrichment materials
- ❖ Assessment
- ❖ Cross cutting issues
- ❖ Audio Visual Aids/multimedia
- ❖ OER's
- ❖ Teaching learning material development, selection and use

- The Institute organized the following training programmes to empower and enable the use of various teaching & learning methods and technology for improved teaching:

1. Audio Visual Aids Management
2. Teaching learning material development, selection and use

3. **Organizing Moot Court's Activities.**

4. **Organising Legal Aid Camps.**

c) Percentage of faculty

- \* invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies 32%
- \* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies 19%
- \* presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies 75%

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

**The teachers are encouraged for their research work and for academic publication sanctioning them. Study leave or adjustment in time tables. The teachers are allowed for attending the orientation Programmes or Refresher courses conducted by the institutions/ Universities authorized by University Grants Commission.**

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

**Though, the efforts are made at the Institute's Level for excellence in teaching. The Institute's Management is continuously trying to form the Culture & Environment in that direction and we have achieved targeted goal to some extent. None of our teachers has received award at National or International level as yet.**

2.4.6 Has the Institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

The Feedback from students on a prescribed format is taken to evaluate the teachers. Feedback from external peers and stakeholders is also obtained and the report of evaluation is put up before the Management with the recommendation of HOD/ Principal of the Law Institute.

## 2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The stakeholders are well aware about the evaluation process and whatever short comings are found that have been reformed and removed as early as possible to satisfy the stake holders.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

I.P.E.M. Law Academy has adopted various evaluation reforms like:

- (a) Continuous assessment and evaluation of the students is done through one pre-university examination.
- (b) Assignments in each paper are given to complete.
- (c) Legal aid camps and Moot Court practice.
- (d) University Examinations.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The Institute ensures effectively implementing of the evaluation reforms after analyzing the results of students and teacher concerned.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

The details on the formative and summative evaluation approaches are adopted to measure the achievements of the Law students. The students are sent to leading lawyers for practice. The additional classes are conducted for the slow

learners.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The faculty of the institute monitor and communicate the progress and performances of students throughout the duration of the course. The performance of the students are analysed and communicated well in time to them and they are advised and assisted to improve properly where they are lacking. And by adopting the process, we have made overall improvement.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

We have made significant improvements in ensuring rigor and transparency in the internal Assessment and we have assigned weightages for the overall development of students.

2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

The faculty members of the institute use the assessment evaluation as an indicator for evaluating student performance, achievement of learning, objectives and planning:

1. Class tests are held from time to time.
2. Students are attached with Senior advocates
3. Legal aid Camps are organized.
4. Moot Court proceedings.

- 2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

**There is a Grievance Redressal Cell which entertains the problems of students with reference to evaluation. The problems which can be redressed at institute's level, are redressed at the institute and remaining problems are forwarded to the University to redress them as soon as possible.**

## **2.6 Student performance and Learning Outcomes**

- 2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

**The performance and learning outcomes are properly put before the faculty members. The staff and students are made aware of these.**

- 2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

**The teaching learning and assessment strategies are governed by the University teaching, learning and assessment process. Time-table and Academic Calendar is prepared in the beginning of the academic session. Sessional tests and pre-university examination tests are conducted from time to time.**

- 2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

**To enhance the social and economic relevance various measures/ initiatives are taken by the Institute. The Institute organizes Legal Aids Camps for the poors. Camps are organized to aware the people about their Rights and Responsibilities.**

- 2.6.4 How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

**The Institute collects data and analyses the students learning out comes and then use it for future planning to overcoming barriers of learning. Suitable planning is made keeping in mind those barriers so that students learning outcomes could be received better.**

- 2.6.5 How does the institution monitor and ensure the achievement of learning outcomes.

**As already explained at point No. 2.6.1 to 2.6.4 the Institute monitor and ensure the achievement of learning outcomes by encouraging the faculty members and students by suitably rewarding them for their outcomes.**

- 2.6.6 What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

**There is Law graduation programme (LL.B. 3 year) in the Institute which had been started in the year 2005. B.A. LL.B. Programme was started w.e.f. July 2012. The regular Classes are held as per CCS University norms and as per time-table & Academic Calendar prepared at the beginning of the session.**

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

### CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

#### 3.1 Promotion of Research

- 3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

**The Institution does not have the recognized research centre of CCS University.**

- 3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

**There is no Research Committee to monitor and address the issues of research because the Institution is not a approved Research Centre by the University.**

- 3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- autonomy to the principal investigator
- timely availability or release of resources
- adequate infrastructure and human resources
- time-off, reduced teaching load, special leave etc. to teachers
- support in terms of technology and information needs
- facilitate timely auditing and submission of utilization certificate to the funding authorities
- any other

**Through the Institute is not an approved Research Centre, the institute inspires faculty members for doing research and give them of its facilities for attending Seminars and conferences.**

- 3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

**The Institute has made several efforts for developing research Culture and the aptitude among students. The institute provide them various research**

**Journals.** The Institute has developed the following instructional and other material for enhancing the quality of teaching & research

Self instructional print material	11
Non- print material	04
CD Roms	25
Question Bank	48
OHP Slides	52

- 3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

**As already stated, the Institute is not an approved research centre so the faculty involvement in active research is not so much. There is no research scholar in the institute.**

- 3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

**The Law Academy organizes workshops, training programme, sensitization programmes from time to time for the benefit of students and staff members. The following programmes were organized by the institute during 2011-12, 2012-13 and 2013-14 academic session:-**

1. Legal Aid Camps
2. Voting Awareness Camps
3. Workshops organized during the last three/four years
4. Seminars organized

- 3.1.7 Provide details of prioritised research areas and the expertise available with the institution.

**Though, the Institute is not an approved research center by CCS University, Meerut, the details of the prioritized research areas are as under and the expertise is also available in the Institution:**

1. Constitutional studies
2. Environmental Law
3. Public Interest Litigation

## 4. IPC

## 5. CPC

- 3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

**Professors of eminence are invited in the Institute to deliver lectures on the topics at times and to interact with the teachers and students.**

- 3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

**The faculty members are encouraged to start research work. They are given the study leave for doing their research work. Adjustment in their teaching schedule or time-table is done and they are allowed to complete their research work.**

- 3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

**The details of the initiatives taken up by the Institution are transferred to the Community and also to the students by creating awareness among them.**

### 3.2 Resource Mobilization for Research

- 3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

**The details of major heads of expenditure, financial allocation and actual utilization during 2012-13 are given below:**

1. Library books & Journals	Rs. 2,50,000/-
2. Repair and Maintenance Computers	Rs. 2,00,000/-
4. Seminar & Conferences	Rs. 50,000/-
4. Printing of Journal.	Rs. 75,000/-

- 3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

**Though, there is no provision in the Institution to provide financial help to the faculty for research, the leave are given to the faculty members as and when the faculty members apply for that.**

- 3.2.3 What are the financial provisions made available to support student research projects by students?

**The Institute made available CDs and OHP slides secretarial assistance to support the staff for research work. Students also support the Research project.**

- 3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

**There is only the Law department in the institute and the Co- ordination among the staff is always available. The institute does not face any challenges in organizing interdisciplinary research.**

- 3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

**The management and the Principal always analyses the outcome of research activities of the Institution and ensure the optimal use of various equipments and research activities by its staff and students.**

- 3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

NIL

- 3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total grant		Total grant received till date
				Sanctioned	Received	
Minor projects						
Major projects						
Interdisciplinary projects						
Industry sponsored				NIL		
Students' research projects						
Any other (specify)						

NIL

### 3.3 Research Facilities

- 3.3.1 What are the research facilities available to the students and research scholars within the campus?

**The Institute's Library is well stocked with research Journals and the Books. The Research Journals and the Books are added every year for the students and staff members. There are e-Journals & Internet facilities in the Library. The research facilities are available for staff and students.**

- 3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

**The Institute make strategies as per its resources available for planning upgrading and creating infrastructural facilities for research activities of the staff and students.**

- 3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/ facilities created during the last four years.

**The Institute does not receive any grant or finances from industry or from any Govt./beneficiary Agency for developing research facilities.**

- 3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

**NIL**

- 3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

**The following Journals / Magazines are subscribed to the institute's library for the benefit of research scholars.**

1. IR Supreme Court Weekly
2. All India Reporter
3. Allahabad Journal
4. Apex Decision (Delhi High Court)
5. Apex Decision (Supreme Court)
6. Corporate Law Advisor

7. Corporate Law Cases
8. Criminal Law Journal
9. Indian Bar Review
10. Journal of the Indian Law Institute
11. Journal of Constt. & Parlla Studies
12. Judgements today
13. Lucknow Law Times
14. Suprem Court Cases
15. Supreme Court Cases (Criminal)
16. Supreme Court Criminal Rulings

3.3.6 What are the collaborative research facilities developed/created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

The following facilities have been developed created by the institute for research purposes:

1. Computers with internet facilities.
2. Library with research journals and internet facilities.
3. Legal Aid Clinic.
4. Moot Court with latest Instruments.

### 3.4 Research Publications and Awards

- 3.4.1 Highlight the major research achievements of the staff and students in terms of
- \* Patents obtained and filed (process and product)
  - \* Original research contributing to product improvement
  - \* Research studies or surveys benefiting the community or improving the services
  - \* Research inputs contributing to new initiatives and social development

The details of major research achievements of the staff are:

1. About nine students have been awarded LL.D. Degree under the supervision of our faculty members.
2. Six students have submitted thesis for award of LL.D. Degree under the supervision of our faculty members.

**The major research achievements of the staff and students in terms of research studies or surveys are for benefiting the community and improving the services. Research inputs are contributing to new initiatives and social development.**

- 3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

**The institute publishes half yearly a Journal in partnership with institute of Professional Excellence & Management. There is an additional board of the Journal and publication policies are well defined.**

- 3.4.3 Give details of publications by the faculty and students:

- \* Publication per faculty
- \* Number of papers published by faculty and students in peer reviewed journals (national / international)
- \* Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- \* Monographs
- \* Chapter in Books
- \* Books Edited
- \* Books with ISBN/ISSN numbers with details of publishers
- \* Citation Index
- \* SNIP
- \* SJR
- \* Impact factor
- \* h-index

**The details of publications by the faculty and students are noted below:**

- 1. Unity of religion under the constitution of India.**
- 2. Shodh Patrika Research Magazine.**
- 3. Women Empower in India.**

3.4.4 Provide details (if any) of

- \* research awards received by the faculty
- \* recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally
- \* incentives given to faculty for receiving state, national and international recognitions for research contributions.

(a) NIL

(b) NIL

(c) NIL

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

**The systems and strategies are well defined for establishing institute-industry interface.**

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

**There is a well stated policy of the Institute to promote consultancy free of Cost. The Institute adopts free social service to the rural and socially backward society. The institute organizes legal Aid Camps in rural and backward areas and help them in legal matters free of cost.**

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

**The institute encourages the staff to utilize their expertise by organizing the Seminars. Legal Aid Camps and Moot Court proceedings through which consultancy services are given to economically backward community.**

- 3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

**The consultancy services are provided to the economically weaker section. No revenue is generated by the institution through consultancy services.**

- 3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

N.A.

### **3.6 Extension Activities and Institutional Social Responsibility (ISR)**

- 3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

**The institute promotes institution neighborhood-community network from time to time and engages the students for contributing towards good citizenship, service orientation and holistic development.**

- 3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

**The more to attempt to cover, more is people's curiosity to discover. The emphasis on involvement in social movements / activities of students is the main of the Institute which promote the citizenship roles of students.**

- 3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

**The Institute solicits stakeholder's perception by the overall performance and quality of students. The law students are trained in such a manner that they can give the better services to the community / society.**

- 3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The Managing Committee of the Institute keeps in mind while prepares the Annual Budget of the Institute. The Institute plans and organizes its extension and outreach programmes as per budgetary allocation. The budgetary allocation during the Last four years was as under:-

BUDGETORY ALLOCATION	YEAR			
	2014-15	2013-14	2012-13	2011-12
Seminar Exp.	37,000/-	32,700/-	30000	27,000/-
Sports Exp.	15,000/-	12,000/-	10,000/-	10,000/-
Students welfare	7,500/-	6,000/-	5,000/-	4,000/-
Advertisement	5,21,100/-	5,20,000/-	5,00,000/-	4,75,000/-
Computer Running Exp.	5,08,000/-	5,02,200/-	5,00,000/-	4,47,000/-
Electricity & Power	4,30,000/-	4,25,000/-	4,10,000/-	4,00,000/-
Annual Function	35,000/-	30,000/-	26,000/-	22,000/-
Affiliation Exp.	3,00,000/-	40,000/-	3,05,000/-	40,000/-
Library books & Journals	2,95,000/-	2,04,000/-	2,80,000/-	2,60,000/-
Newspapers & Magazines	7,000/-	6,500	6,000	6,250/-
Legal & Professional	70,000/-	69,000/-	68,000/-	67,000/-
Rent, Rates & Taxes	75,000/-	70,000/-	68,000/-	65,000/-
Postage & Telegram	25,000/-	24,000/-	22,000/-	20,000/-
Printing & Stationery	70,000/-	65,000/-	62,000/-	60,000/-
Legal Aid Camp, Moot Court Expenses	55,000/-	50,000/-	45,000/-	40,000/-
Repair & Maintenance	10,25,000/-	10,00,000/-	9,50,000/-	9,00,000/-
Telephone exp.	70,000/-	68,000/-	66,000/-	64,000/-
Travelling & Conveyance	1,68,000/-	1,64,000/-	1,62,000/-	1,60,000/-
Vehicle Running & Maint.	1,70,000/-	1,68,000/-	1,66,000/-	1,64,000/-
Furniture	75,000/-	70,000/-	68,000/-	65,000/-
Equipments Repair	25,000/-	20,000/	15,000/-	15,000/-

- 3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The Institute promotes the participation of students and faculty in extension activities like Legal Aid Camps & Court Visits etc. Proper notifications are issued by the office of the Principal from time to time and these are circulated among the students and faculty members to confirm their participation in the extension activities. One of the faculty member alongwith the few students are entrusted to complete the work and on completion, they are asked to submit a report on that.

- 3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The details of extension work surveys done undertaken by the Institute during the last years i.e 2012-13 & 2013-14 are given as under:

Legal Aid Camp at Pilkhuwa on 23-12-2012.

Legal Aid Camp at Roza Jalalpur on 19-01-2013.

Legal Aid Camp at Chhapurala Village on 22-11-2013.

Legal Aid Camp

Patiala House Court Visit, Delhi on 19-10-2012.

Ghaziabad Distt. Courts Visit on 11-11-2012.

Ghaziabad Distt. Courts Visit on 07-03-2013, 15-03-2013, 22-03-2013

Ghaziabad Distt. Court Visit on 26-10-2013

Lok Adalat Visit on 19-01-2014.

Vijay Nagar Thana Visit on 02-12-2012.

Tihar Jail Delhi Visit on 17-01-2014.

- 3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

**To some extent, the objectives put to achieve through extension activities are achieved by the Institute and it left its academic learning experience and values on students. The students gain experience by attending the legal aid camps & by attending the various courts proceedings.**

- 3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

**The Institute organizes legal Aid Camps in rural areas to help them in legal matters and advises them about merit and demerits about any issue through this, the Institute ensures the involvement of the Community in its outreach activities and contributes to the community development.**

- 3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

**The Institute bags some time for constructive relationship with other institutions of the locality for working on various outreach and extension activities.**

- 3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

**The Institute has received the award from Rotary Club Ghaziabad for extension activities or contributions to the Social / Community Development during last years.**

### 3.7 Collaboration

- 3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

**The Institute Collaborates and interacts and with other Institutes for research activities. Seminars / Conferences are organized in which staff and students are invited for presenting their research papers and interaction.**

- 3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

**Though the MoUs / Collaborative arrangements have not been made as yet by the Institution, but arrangements are made at times with the Institutions / other Universities for the development of the Institution. The students are encouraged to think out of the box and emerge on top of any given situation. Interaction with senior advocates forms various walks of life gives students a glimpse of situation in the real world and helps them develop holistically into future law profession.**

- 3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

**Up- gradation of academic facilities, students and staff support, infrastructure facilities of the Institution are the integral parts of the Institute towards developing its interaction with the Industry - Institution - Community. The**

Institute's strategy has always been to scale-up the Law education and growth of Law students. The interactions with the community and Law professionals have contributed to the Institute on up gradation of academic facilities viz linking of Library with Internet and its computerization.

For enriching the Law students with the latest updates of the supreme Court/High Court rulings, Guest Lectures are organized. Internship and on the job training by arranging linkages with Lawyers and renowned Senior Law Professionals/Law firms is provided to the Law students. MoU and agreements are executed for faculty exchange and for Professional development of our Law students.

Free Legal Aid Camps are organized in backward areas to get the people aware about their rights and duties. IPEM Journal and IPEM News letter is published half yearly in the month of June and December every year. The Journal which is printed by IPEM is registered with Registrar, News Papers, Govt. of India New Delhi.

- 3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

The Institute has organized several National Seminars / Conferences in which a number of Senior Law professionals, Eminent scholars have contributed some of them are:

1. Jurist Prof. (Dr.) Avtar Singh
2. Chief Judicial Magistrate Mr. Piyush Pandey
3. Mr. M.C. Verma Retd I.A.S.
4. Justice Altamus Kabir
5. Justic Sahay from High Court Allahabad
6. Mr. Sinha, Chairman Bar Council of India
7. Vice Chandler of National Law University, Delhi
8. Vice Chandler of National Law University, Jodhpur
9. Justice Vishnu Chand Gupta, District Judge, Ghaziabd
10. Mr. D.D. Ojha, Chief Judicial Magistrate, Ghaziabad

- 3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -
- a) Curriculum development/enrichment
  - b) Internship/ On-the-job training
  - c) Summer placement
  - d) Faculty exchange and professional development
  - e) Research
  - f) Consultancy
  - g) Extension
  - h) Publication
  - i) Student Placement
  - j) Twinning programmes
  - k) Introduction of new courses
  - l) Student exchange
  - m) Any other

**The Institute has established linkages which have actually resulted out the activities and have enhanced on the job training, professional development consultancy and extension activities.**

- 3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations. Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

**The faculty of the Institute prepare plans in the beginning of academic session. Academic Calendar is prepared every year for the initiatives to be implemented the efforts are made for implementing the initiatives of linkages as per plan.**

#### CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The Institute invites requirements and suggestions from faculty members and also from stakeholders for creation and enhancement of infrastructure that facilitate effective teaching and learning. These requirements are passed by the managing committee in its meeting keeping in view the sources available to procure them. Annual budget is prepared and passed in the Finance Committee meeting then it is finally approved by the Managing Committee in its meeting.

4.1.2 Detail the facilities available for

- a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.
- b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

a) The Institute has an independent building for curricular and Co-curricular Activities:-

Principal office	(1)
General office	(1)
Faculty/Staff Room with research cubicles	(2)
Computerized Library	(1)
Reading Room	(1)
Computer Libratory	(1)
Class Rooms	(16)

Moot Court	(1)
Legal Aid Clinic	(1)
Common Room for Boys	(1)
Common Room for Girls	(1)
Sports Room	(1)
Cafeteria	(1)
Auditorium	(1)
Medical Aid Room	(1)
Toilet for Boys	(2)
Toilet for Girls	(2)
Toilet for Staff (Ladies)	(1)
Toilet for Staff (Gents)	(1)

b) These are extra-curricular activities like: Outdoor and Indoor Games Auditorium, Cultural Activities Public Speaking Language Laboratory, Yoga, Health and hygiene etc. The above activities are held from time to time as per schedule.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

The available infrastructure is in the line with its Academic Growth and is optimally utilized. The Time-Table and academic calendar are prepared and planned in every academic session. The Master plan of the Institution indicating the existing physical infrastructure is enclose. The receipt and payment accounts of the last year & Budget for the next financial year is enclosed.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

**The available infrastructure facilities in the Institute are as per norms of CCS University and Bar Council of India, New Delhi which easily meet the requirements of students.**

4.1.5 Give details on the residential facility and various provisions available within them:

- Hostel Facility - Accommodation available
- Recreational facilities, gymnasium, yoga center, etc.
- Computer facility including access to internet in hostel
- Facilities for medical emergencies
- Library facility in the hostels
- Internet and Wi-Fi facility
- Recreational facility-common room with audio-visual equipments
- Available residential facility for the staff and occupancy Constant supply of safe drinking water
- Security

**The following various provisions are available in the Institute:**

1. Boys Hostel with accommodation available for 136 students
2. Girls Hostel with accommodation available for 69 students
3. Recreational facilities like-indoor and outdoor games, yoga facilities.
4. Computer with Internet facilities.
5. Medical facilities in emergency.
6. Library with reading room facilities.
7. Internet and wi-fi facility.
8. Separate common room for boys and girls with audio-visual equipments.
9. Security services.

- 4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

**There is a dispensing in the Campus for staff and students of the Institute for health care. A qualified doctor attends the Dispensary twice in a week and on call in case of emergency.**

- 4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

**The following facilities are also available in the Campus like- (1) Internal Quality Assurance Cell, (2) Grievance Redressal Cell (3) Woman's Cell, Counseling & Career Guidance, (4) Placement Cell (5) Health Centre, (6) Canteen, (7) Recreation space for staff & students, (8) safe drinking water, (9) auditorium.**

## 4.2 Library as a Learning Resource

- 4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

**There is a Library Committee in the Institute and its meetings are held twice in a year. The composition of Library Committee is as under:**

1. Mr. Anupam Goel	Chairperson
2. Col. (Dr.) A.S. Malhotra	Director General
3. Dr. Chitra Singh	Principal
4. Mrs. Urmila Jatav	Faculty Member
5. Ms. Seema Yadav	Faculty Member
6. Mr. Ranjit Dhir	Librarian

**The Committee decides to procure books and Journals as per requirements and also as per norms of University and Bar Council of India.**

## 4.2.2 Provide details of the following:

* Total area of the library (in Sq. Mts.)	129 Sq.mts.
* Total seating capacity	60
* Working hours (on working days, on holidays, before examination days, during examination days, during vacation)	9 A.M to 5 P.M
* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)	
<b>Total Area of the Library</b>	<b>195 Sq.Mts.</b>
<b>Total Seating Capacity</b>	<b>60</b>
<b>Working hours</b>	<b>9:00 AM to 5:00 PM on all working days</b>
<b>Lay out of Library</b>	<b>Enclosed</b>
<b>Reading Carrels</b>	<b>65 Sq.mts</b>
<b>Lounge area</b>	<b>16.25 Sq mts.</b>
<b>Varandha</b>	<b>2.5 mts. width</b>
<b>IT Zone for accessing</b>	<b>computers</b>

## 4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Library holdings	2010-11		2011-12		2012-13		2013-14	
	No. of Books	Total Cost in Rs.	No. of Books	Total Cost in Rs.	No. of Books	Total Cost in Rs.	No. of Books	Total Cost in Rs.
Text books	153	45,092/-	527	1,01,402/-	484	1,29,850/-	1020	2,17,474/-
Reference Books	---	---	---	---	381		---	---
Journals/Periodicals	---	---	17	65,917/-	17	65,917/-	17	65,917/-
e-resources								
Any other (specify)								

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

* OPAC	Available
* Electronic Resource Management package for e-journals	Available
* Federated searching tools to search articles in multiple databases	Available
* Library Website	No
* In-house/remote access to e-publications	No
* Library automation	Yes
* Total number of computers for public access	60
* Total numbers of printers for public access	03
* Internet band width/ speed    □ 2mbps   □ 10 mbps   □ 1 gb (GB) 10mbps	
* Institutional Repository	Available
* Content management system for e-learning	Available
* Participation in Resource sharing networks/consortia (like Inflibnet)	LAN, Wifi

4.2.5 Provide details on the following items:

* Average number of walk-ins	30
* Average number of books issued/returned	25
* Ratio of library books to students enrolled	1:3
* Average number of books added during last three years	200
* Average number of login to opac (OPAC)	
* Average number of login to e-resources	
* Average number of e-resources downloaded/printed	
* Number of information literacy trainings organized	
* Details of "weeding out" of books and other materials	NIL

4.2.6 Give details of the specialized services provided by the library

* Manuscripts	NIL
* Reference	Available
* Reprography	Available
* ILL (Inter Library Loan Service)	Available

* Information deployment and notification (Information Deployment and Notification)	YES
* Download	YES
* Printing	YES
* Reading list/ Bibliography compilation	YES
* In-house/remote access to e-resources	YES
* User Orientation and awareness	YES
* Assistance in searching Databases	YES
* INFLIBNET/IUC facilities	YES

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

**The Library staff provide books & Journals to the students and staff as and when they need it. They provide them the magazine periodicals as per rules of the Library. They support them in accessing the books even after the office hours or on Holidays and Sundays. There are book bank facilities also for the poor and meritorious students.**

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

**Though we do not offer Library facilities to the Visually Challenged students but we offer facilities to the physically challenged students.**

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

**The feedback is taken from its users on a prescribed format and after collecting it from users, the feedback is analysed by the Head of the Institution and after analysing the same is sent to the Managing Committee of the Institute for improvement in the Library services.**

### 4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system)
- Computer-student ratio 1:3
- Stand alone facility Available
- LAN facility Available
- Licensed software Available
- Number of nodes/ computers with Internet facility Available
- Any other ---

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

**The computers and internet facilities are available to the students and staff in the Campus.**

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

**The management of the Institute always try to improve the IT facilities on the Campus and every year, a big amount is kept for upgrading IT facilities in the Institute.**

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

**The Provision made in the Annual Budget for procurement, upgradation, development, maintenance of the Computers and their accessories, is given yearwise as follows:**

2014-15	Rs. 5,08000/-
2013-14	Rs. 5,02200/-
2012-13	Rs. 5,00,000/-
2011-12	Rs. 4,75,000/-

- 4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

**ICT resources are optimally used for computer aided teaching through OHP & PPT and also for learning materials by the staff and students of the institute.**

- 4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

**The class rooms are ICT enabled; overhead projectors are used in class teaching. Teaching & Learning activities are mostly completed through Power Point presentation.**

- 4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

**The institution has network connectivity to all the departments like- Staffroom, Library, Office etc.**

#### 4.4 Maintenance of Campus Facilities

- 4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities ( substantiate your statements by providing details of budget allocated during last four years)?

**The Institution ensure optimal allocation of funds and its utilization for maintenance and up keep of the following facilities:-**

S. N.	Items	2014-15	2013-14	2012-13	2011-12
a.	Building	10,25,000/-	10,00,000/-	9,50,000/-	9,00,000/-
b.	Furniture Rep.	75,000/-	70,000/-	68,000/-	65,000/-
c.	Equipment Rep.	25,000/-	20,000/-	15,000/-	15,000/-
d.	Computers	5,08,000/-	5,02,200/-	5,00,000/-	4,75,000/-
e.	Vehicles Rep.	1,70,000/-	1,68,000/-	1,66,000/-	1,64,000/-
f.	Any other Misc.	1,00,000/-	75,000/-	70,000/-	65,000/-

- 4.4.2 What are the institutional mechanisms for maintenance and upkeep of the Infrastructure, facilities and equipment of the college?

**The Institute engage experts, mechanics for the maintenance and upkeep of the infrastructure, equipments and make provision in the annual budget of the Institute after getting it approved by Finance Committee and then the managing committee of the institute.**

- 4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

**The institute execute a contract with the firm for annual maintenance of equipments and instruments and these are kept ready for use of the students every time.**

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment( voltage fluctuations, constant supply of water etc.)?

The management of the institute keep every step taken for location, upkeep and maintenance of sensitive equipment like computers, constant supply of water, stabilizer for control of voltage fluctuations, fire safety equipments etc.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include. Nil

## CRITERION V: STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The institute publish its updated prospectus containing the rules of admission, procedure of admissions, different dates regarding admissions like- the date of submission of filled up admission forms, the date of disclosure of merit list, the last date of admission the different committees constituted by the Principal of the institute, rules regarding discipline of the Institute, regular attendance requirements. The institute ensure its commitment and accountability by getting a written under taking from the admitted student that he has gone through and adhered to the rules and regulations as prescribed in the prospectus.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The scholarships and reimbursement of fees to deserving students is paid by the social welfare office of UP Govt. on the recommendation by the Principal of the institute. the following amount was disbursed among the students by

the social welfare department of UP during the previous years:

Year	No. of students	Amount of scholarship
2013-14	19	Rs. 5,00,130/-
2012-13	14	Rs. 3,46,780/-
2011-12	13	Rs. 2,80,890/-
2010-11	14	Rs. 2,82,880/-

5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

**About 30% of students receive financial assistance from U.P. State Govt. The U.P. State Govt helps the students every year by reimbursing the fee and also pay them scholarship.**

5.1.4 What are the specific support services/facilities available for

- ✓ Students from SC/ST, OBC and economically weaker sections **Yes**
- ✓ Students with physical disabilities **Yes**
- ✓ Overseas students **No**
- ✓ Students to participate in various competitions/National and International **Yes**
- ✓ Medical assistance to students: health centre, health insurance etc.
- ✓ Medical assistance is provided to students. **Yes**
- ✓ Organizing coaching classes for competitive exams **Yes**
- ✓ Skill development (spoken English, computer literacy, etc.) **Yes**
- ✓ Support for "slow learners" **Yes**
- ✓ Exposures of students to other institution of higher learning/corporate/business house etc. **Yes**
- ✓ Publication of student magazines **Yes**

**The support services/facilities are provided by the Institute and U.P. State Govt. to:-**

- ✓ **Students from SC/ST, OBC and economically weaker sections**
- ✓ **Students with physical disabilities**

- ✓ Students to participate in various competitions/National and International
- ✓ Medical assistance to students: health centre, health insurance etc.
- ✓ Medical assistance is provided to students in Institute's dispensary.
- ✓ Skill development (spoken English, computer literacy, etc.,)
- ✓ Support for "slow learners"
- ✓ Publication of student magazines/news letter/journal

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

Efforts are made by the institution to facilitate entrepreneurial skills among the students and by the efforts about 50 to 60 percent students get placement and do their own business / profession. The Institute focus envelopment of global employability among the students and also help individuals in their mid career.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- \* additional academic support, flexibility in examinations
- \* special dietary requirements, sports uniform and materials
- \* any other

The Institute have made strategies and policies which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz Competitions, debate and discussions, Cultural activities etc.

- 5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

**The faculty members give support and guidance to the students for the Competitive examinations and for the state services and Civil Services.**

- 5.1.8 What type of counseling services are made available to the students( academic, personal, career, psycho-social etc.)

**Counseling services are made available to the students which include, academic, personal, career and social.**

- 5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

**The Institute have a structured mechanism for career guidance and placement of students, There is career guidance and Placement Cell. The Placement & Guidance Cell always remain in touch with Associations of Ghaziabad, Greater Noida and Delhi and the students are placed with the leading advocates and other companies / firms. The Placement Cell is provided with personnel and ICT facilities.**

- 5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

**There is a Student Grievances Redressal Cell and grievances of the students are redressed. The following grievances of the students have been redressed during last years:**

- a. **The Moot Court has been improved and developed as per requirement of the students and as per norms of Bar Council of India.**
- b. **Legal Aid Clinic has been developed for the students.**
- c. **Library facilities have been made available even on Sundays too along with working days.**

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

**There is a Proctorial Board and Women Cell in the Institute to check and resolve the issues pertaining to sexual harassment and stern action is taken in these matters. The Management of the Institute is very much strict in the matter.**

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

**There is an Anti-Ragging Committee which control ragging in and around the campus. There is no instance has been reported during the last 7 or 8 years or we can say since the inception of Institute.**

5.1.13 Enumerate the welfare schemes made available to students by the institution.

**The Institute has made available various welfare schemes for the benefit of students:**

- a. Rebate in admission fee to the meritorious students and the students who have higher percentage in the qualifying examination.**
- b. Medical facilities and free medical check-up.**
- c. Tutorial Remedial classes.**
- d. Canteen facilities.**
- e. Hostel facilities.**

Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

**There is an Alumni Association in the Institute and its Annual General Meeting is held in the month of January every year. The Alumni Association assist the institute in holding the workshops and in holding the Legal Aid in the rural / deprived areas.**

## 5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

The percentage of Students progressing to higher education / employment during last years is given below:

Student progression	Year	Year	Year	Year
	2013 %	2012 %	2011 %	2010 %
UG to PG	25	21	27	23
PG to M.Phil.	01	.75	.65	01
PG to Ph.D.	01	1.5	.80	.70
Employed				
• Campus selection	03	01	02	01
• Other than campus recruitment	70	74	69	74

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The pass percentage and competition rate of LL.B students during last four years has been as under:

Class	Pass percentage year wise			
	2010	2011	2012	2013
LL.B				
Distinction	---	---	---	---
I Div.	09	07	11	09
II Div.	77	32	54	58
Total appeared	88	54	91	68
Total passed	86	39	65	67

- 5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

**The Institution facilitate the students for higher learning and for employment through faculty members and through Placement Cell.**

- 5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

**The Management of the Institute make arrangement for special classes / remedial classes / tutorials for those students who are on the verge of failure and want to drop out.**

#### **Student Participation and Activities**

- 5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

**Various Sports or games, cultural, other extracurricular and co-curricular activities are organized in the Institute in every academic year and an Academic Calendar is prepared in the beginning of the every Academic year.**

- 5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

**Though Games & Sports, Co-curricular, extra - curricular activities etc are organized at the Institute level and our students also participate at University / State level but our student have not achieved any rank as yet.**

- 5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

**The Institute collect data and feedback from its students and stakeholders and after analyzing the data / feedback, the management try to improve the performance and quality of the Institutional provisions.**

- 5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.

**The Institute involve and encourage students to publish the materials through Institute's magazine which is published half yearly.**

- 5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

**The Institute does not have any student Council.**

- 5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

**The following academic and administrative bodies which have student representatives on them:**

- 1. Editorial Board**
- 2. Sports Committee**
- 3. Proctorial Board**
- 4. Grievance Redressal Cell**

- 5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

**The Institute have the record of Alumni and former faculty of the Institution with their mobile numbers and e-mail address. They are contacted as and when needed.**

Any other relevant information regarding Student Support and Progression which the college would like to include.

## CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

- (a) **The Institute's stated vision and mission is to understand the nature, purpose and philosophy of Legal education to make them enable to understand and help them grow according their abilities and provide them the facility to utilize resource for their betterment of the Society.**
- (b) **The vision of the legal education is to shower the essence of legal education setting the innovative standards in the area of Legal education and thus.**
- (c) **The mission of the Institute is to create an environment learning legal education filled with resource fullness enabling our students for becoming an example in the area of legal Education. It would remain a focused endeavor of the Institution to educate our students with skills to the respective field.**

What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

**The Management and the Principal of the Institute ensure that responsibilities are defined and communicated to the faculty members and other staff of the Institution through 74rganizational chart assigning responsibilities to different committees.**

What is the involvement of the leadership in ensuring :

- the policy statements and action plans for fulfillment of the stated mission
- formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis ,research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

**The Management of the Institute ensure the policy statements and action plans for fulfillment of the stated mission, formulation of action plans for all operations and incorporation of the same into the institutional strategic plan interaction with stakeholders, proper support for policy and planning through need analysis research inputs and consultations with the stakeholders, Champion organizational change through an organizational chart.**

What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

**Regular meetings are held to monitor and evaluate policies and plans for effective implementation and improvement.**

Give details of the academic leadership provided to the faculty by the top management?

**The Management of the institute identifies the barriers by checking the performance of students. If, it is not upto the mark or going down in any areas, the top management is to find out the barriers.**

How does the college groom leadership at various levels?

**Dr. Chitra Singh, Principal of the Institute provides valid information to Col. (Dr.) A.S. Malhotra, Director General of I.P.E.M. Group of Institutions collected through feedback and personal contacts the Director General forwards the same with his remarks to the top Management.**

How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

**The top management after observing the report by the Principal and recommendation or suggestions made by the Director General delegate authority and provide operational autonomy to the head of the Institution and work towards decentralized governance system.**

Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

**The Management encourage and support involvement of staff to various working committees of the Institute for improvement of effectiveness and efficiency of the institutional process. The Director General is a whole time**

**Executive of the I.P.E.M. Group of Institutions to provide requisite leadership to the system. He ensures that all provisions, Rules & Regulations of the University and Bar Council of India are followed by the Institute.**

**6.2 Strategy Development and Deployment**

**6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

**The Institute have a formally stated quality policy and it is developed, driven, deployed & reviewed in weekly meetings.**

**6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.**

**The I.P.E.M. Law Academy have perspective plan for development. The Management of the Institute emphasizes that besides academic, the soft skills and communication ability are some of the thrust areas & hence students are motivated to prepare themselves accordingly to meet the challenges.**

**6.2.3 Describe the internal organizational structure and decision making processes.**

**The internal organizational structures and decision making processes of IPERM Law Academy is downward. The suggestions are taken from the students, staff and also from the stake holders. The top Management discussed.**

**The internal organizational structure and decision making processes of IPERM Law Academy is downward. The suggestions are taken from the students, staff and also from the stake-holders. The Top Management discussed the matters in the Advisory Board Meetings and then firm decisions are taken. The Top Management Communicate about the decisions so taken to the students and staff members to implement accordingly.**

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following.

- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

**Teaching & Learning:** IPEM Law Academy arranges various activities to improve teaching & Learning process by organising Guest Lectures by eminent scholars and by inviting scholars of other Institutions. Lectures are delivered through OHP and PPT. The Institute has provided equipments for the class rooms for teaching through OHP & PPT.

**Research & Development:** the Institute has its Research Journal named as "IPEM Journal" which is published in June & December every year. The Research papers and Articles of faculty members and students are published to encourage Research & Development.

**Community engagement:** The Institute has established a Legal Aid Clinic for the Community awareness about their legal Rights and duties and to provide free legal aid to economically and socially backward people.

**Human Resource Management:** The Institute manages, being a Self-finance Institution, Human Resource at its own as per requirement and as per rules of Ch. Charan Singh university and U.P. State Govt.

**Industry interaction:** Courts and Industrial visits are organised for time to time for the Law students. Courts visit for LL.B and B.A.,LL.B students to Legal expertise and share the practical working knowledge of court proceedings.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

**The Head of the Institution ensure about the information through feedback and personal contacts and make the same available for the Management and Stakeholders to review the activities of the Institute.**

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

**The Management encourages and support involvement of staff in various working committees of the Institute for improvement of effectiveness and efficiency of Institutional process.**

- 6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

**The Managing Committee pass resolutions every year for the betterment of the Institute and the same are implemented as per directions given by the Management. The faculty members and the staff following the decision taken in the Managing Committee Meetings.**

- 6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

**Chaudhary Charan Singh University have not yet accorded the status of autonomy to any affiliated college. The Institute has not made any effort for autonomy.**

- 6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

**The Institute has made a Grievance Redressal Cell to ensure that complaints are properly attended and ensure that these are properly resolved. This promotes better stake holders relationship.**

- 6.2.10 During the last four years, had there been any instances of court cases filed by and against the Institute? Provide details on the issues and decisions of the courts on these?

**There is no instance of court case filled by any against the Institute since inception of the Institute.**

- 6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

**The Institute have a mechanism for analyzing student feedback on institutional performance and the management properly responded to the**

outcome. Steps have been taken to improve the short comings noticed or analyzed after receive the feedback.

#### 6.2.11 Faculty Empowerment Strategies

- 6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

**The management of the Institute make efforts to enhance the professional development of the teaching and non teaching staff of the Institute. Seminars are organized, Senior advocates and Professor are invited to deliver Lectures and to organize workshops to enhance the professional development of the teaching and non-teaching staff.**

- 6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

**The Institution for faculty improvement adopts strategies. The teachers are motivated to attend training programmes, refresher courses and other programmes. These programmes are also organized in the Institute's campus for the benefit of our staff and students.**

- 6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

**Performance Appraisal system of the staff to evaluate and ensure that information on various activities is appropriately taken, is considered every year. Feedback is taken from the students and stakeholders regularly.**

- 6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The over all result of Performance Appraisal Report helps the top management of the Institute in taking the major decisions and the Management of the Institute communicate all this to the appropriate stakeholders for the betterment and further development of the Institute.

- 6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

**The following welfare schemes are available in the institute:**

1. Group insurance
2. Medical facilities
3. EPF

- 6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

The institute has adopted various measures for attracting and retaining the eminent faculty for the benefit of our institute's students.

## **6.4 Financial Management and Resource Mobilization**

- 6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

For the effective and efficient use of available financial resources, the management use to make Budgets and adopt mechanism to control empenses and appropriate use of the funds available.

- 6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

**The management of the institute get the accounts audited every year by the Chartered Accountants after appointing them in its meeting on year to year basis and their suggestions are accepted and enforced to rectify our shortcomings.**

- 6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

**The sources of funds / receipts of the institution are only the fees from students as prescribed by the University. The accounts of the institute are finalized every year. The income and expenditure statement of academic and administrative activities are enclosed.**

- 6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

**There is no provision for securing additional funds and utilization of the same.**

## **6.5 Internal Quality Assurance System (IQAS)**

### **6.5.1 Internal Quality Assurance Cell (IQAC)**

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

- b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?
- c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.
- d. How do students and alumni contribute to the effective functioning of the IQAC?
- e. How does the IQAC communicate and engage staff from different constituents of the institution?

- (a) **Internal Quality Assurance Cell (IQAC):** The Institution has established an Internal Quality Assurance Cell (IQAC) and the suggestions of the IQAC are implemented for the quality assurance of the institute in Academic and administrative matters.
- (b) The decisions taken by the IQAC are mostly approved by the Management and are also implemented.
- (c) The IQAC have external members also who have vast experience in Education and the Authority or Management of the Institute implement their suggestion on cent percent basis.
- (d) The students and Alumni also contribute and assist the internal quality assurance cell by giving suggestions about new teaching aids, about the present day requirements.
- (e) There is MIS system in the Institute. The staff are communicated about the different constituents of the institution well in time and very systematically.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

The Institute have its own separate frame work for quality assurance of the academic and administrative activities. The Time-table and Academic Calender are prepared for the every academic session.

- 6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

**The Institute makes provision for the staff for attending the Seminars/ Conferences to maintain for quality assurance and on the basis, the staff contribute that knowledge for quality assurance.**

- 6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

**The Institute undertake academic audit and also the other external review of the academic provisions and outcomes which are received through academic audit and also from external review, are analysed and then put before the Managing Committee for taking action & after that try to improve them as per decisions taken by the management.**

- 6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

**Internal Quality Assurance Cell try to align with the requirements of the relevant external quality assurance agencies/ regulatory authorities. IQAC suggest to procure that status as is required by regulatory authorities.**

- 6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

**There is a mechanisms in the institute to continuously review the teaching learning process. A monthly meeting with the Executive Director is convened in which the faculty members participate and describe their working of teaching learning process and also about the difficulties in performing their teaching- learning process.**

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

**There is Management information System in the Institute through which the Management of the Institute easily communicate its quality assurance policies, mechanism and outcomes to the various internal and external stakeholders.**

### **CRITERIA VII: INNOVATIONS AND BEST PRACTICES**

#### **7.1 Environment Consciousness**

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

**The ethics, Values and principles of our Founder Dr. B.S. Goel, Executive Director of the Institute has been the constant guiding light for the Institute who always provides a unique ambience to pursue academics of the highest order. He always gave importance to keep the environment much healthy for the academic purposes. The major programmes and activities of the Institute are :**

- i. LL.B 3 year programme**
- ii. BALL.B 5 year programme**

**A unique feature of the Law Course at I.P.E.M. Law Academy has been the regular input from the nearby areas due to healthy learning environment.**

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- \* Energy conservation
- \* Use of renewable energy
- \* Water harvesting
- \* Check dam construction
- \* Efforts for Carbon neutrality
- \* Plantation

- \* Hazardous waste management
- \* e-waste management

The Management of the Institute has made arrangements for energy conservation. The class rooms, administrative block, moot court and multipurpose hall have been so designed for conservation the energy. Arrangement for water harvesting have been made Lawns have been properly developed, Plantation has properly been done. The arrangements have been done for waste management also.

## 7.2 Innovations

- 7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

Innovations have been introduced during the last four, five year which have created a positive impact on the functioning of the Institute. The course curriculum has been so designed by the Bar Council of India and Chaudhary Charan Singh University Meerut keeping in view the present day requirements. To facilitate the issues on National or International matters, Moot Court and Legal Aid Clinic have been established in the Institute Campus. The Institute is poised to touch greater heights by giving adequate thrust and impetus to its training and consulting agenda.

## 7.3 Best Practices

- 7.3.1 Elaborate on any two best practices as per the annexed format (see page .. ) which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

**I.P.E.M. Law Academy is all set to start its operations from Under-graduate to Post-graduate Course and research activities too and also in the process of establishing a new big Campus. At I.P.E.M. Law Academy too activities are oriented towards creating opportunities for students to discover, explore and**

learn-not just within the confines of their curriculum but way beyond the defined scope of structured academics. Our students are encouraged to expand their horizons, enrich their thinking and grow outward to become true Lawyers of National and International fame.

## Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department **Law Department**
2. Year of Establishment **July 2005**
3. Names of Programmes / Courses offered **UG- B.A.LL.B (5 year) & LL.B (3 year)**
4. Names of Interdisciplinary courses and the departments/units involved **UG- B.A.LL.B (5 year) & LL.B (3 year)**
5. Annual/ semester/choice based credit system (programme wise) **B.A.LL.B- Semester system & LL.B Annual System**
6. Participation of the department in the courses offered by other departments  
**Not applicable.**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.  
**Nil**
8. Details of courses/programmes discontinued (if any) with reasons **Nil**
9. Number of Teaching posts

	sanctioned	Filled
Professors		
Associate Professors	<b>01 Principal</b>	<b>01 Principal</b>
Asst. Professors	<b>17</b>	<b>17</b>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. Etc.,)

S. N.	Name	Qual.	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Dr. Chitra Singh	LL.M, LL.D	Principal (Full Time)	Constitution of	42 yrs	10
2	Ms. Seema Yadav	LL.M, NET (LAW)	Asst. Prof (Full Time)	Contract Act, Arbitration	8 yrs	---
3	Dr. Aparna Sofi	LL.M, Ph.D	Asst. Prof (Full Time)	Jurisprudence, Admin Law, International Law & Moot Court, Human Rights	5 yrs	01
4	Ms. Nidhi Sharma	LL.M, Ph.D (Pur.)	Asst. Prof (Full Time)	On leave	3 yrs	---
5	Ms. Urmila Jatav	LL.M, NET, (LAW)	Asst. Prof (Full Time)	Labour Law, Law of Evidence	5 yrs	---
6	Ms. Hadiya Khan	LL.M	Asst. Prof (Full Time)	Contract Act, Moh. Law, Legal Language & Drafting & Pleading	10 months	---
7	Ms. Subhani Joshi	LL.M	Asst. Prof (Full Time)	Environmental Law, Hindu Law & Law of Torts	1 year	---
8	Mr. Roopesh Kumar	LL.M	Asst. Prof (Full Time)	Law of Torts, Company Law & Land Law	4.5 yrs	---
9	Mr. Vikash Kumar	LL.M, M.A. (Hist.)	Asst. Prof (Full Time)	IPR	1 year	---
10	Mr. Manoj Singh	LL.M, NET (LAW)	Asst. Prof (Full Time)	Legal History, Women Law	1 year	---
11	Mr. Navneet Kanshal	LL.M, PG.Dip. in Tax Law	Asst. Prof (Full Time)	Company Law Taxation CRPC	3 yrs	---

12	Mr. Vishal Chaturvedi	LL.M	Asst. Prof (Full Time)	Drafting & Pleading Criminology	1 year	---
13	Mr. G.C. Agarwal	LL.M	Visiting Faculty	IPC, Professional Ethics & CRPC	15 yrs	---
14	Ms. Neeraj Nagar	LL.M	Visiting Faculty	IPC, CRPC	1 year	---
15	Mr. S.K. Bhat	LL.M	Visiting Faculty	Criminology	7 yrs	---
16	Ms. Asha Singh	LL.M, M.A (Eng.)	Asst. Prof (Full Time)	English	3 yrs	---
17	Ms. Poonam Tyagi	LL.M, M.A. (Hindi)	Asst. Prof (Full Time)	Constitution of India, TPA & Hindi	10 month	---
18	Ms. Priya	M.A. (Pol Sci.) M.Phil	Asst. Prof (Full Time)	Pol. Science	1 year	---
19	Mr. Bandna Kumari	M.A. (Hist.) M.Ed. M.Phil	Asst. Prof. Inter Dis. (Full Time)	History	3 yrs	---
20	Mr. M.C. Paul	M.Com, (Eco.) LL.M	Asst. Prof. (Full Time)	Taxation, Economic	40 yrs	---
21	Ms. Barkha Manchanda	M.A. (Socio.) NET (Socio.)	Visiting Faculty	Sociology, Pol. Science	2 yrs	---

## 11. List of senior visiting faculty

1. Mr. G.C. Agarwal - Sr. Advocate
2. Mr. Ajay Chaudhary - Sr. Advocate
3. Mr. S.K. Bhat - Sr. Advocate

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty 20%

13. Student -Teacher Ratio (programme wise) LL.B 1:41  
B.A.,LL.B 1:40

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled
- |  |                             |             |
|--|-----------------------------|-------------|
|  | <b>Technical Staff</b>      | <b>: 02</b> |
|  | <b>Administrative Staff</b> | <b>: 12</b> |
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.:**Ph.D-2**  
: **PG-19**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received **Nil**
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received **Nil**
18. Research Centre /facility recognized by the University **Nil**
19. Publications:
- \* a) Publication per faculty **List enclosed**
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students **List enclosed**
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs ---
  - \* Chapter in Books ---
  - \* Books Edited ---
  - \* Books with ISBN/ISSN numbers with details of publishers ---
  - \* Citation Index ---
  - \* SNIP ---
  - \* SJR ---
  - \* Impact factor ---
  - \* h-index ---
20. Areas of consultancy and income generated **Free legal aid advice**

21. Faculty as members in

1. **Dr. Chitra Singh is the life Member of Indian Law Institute, New Delhi.**
2. **Dr. Chitra Singh is the Chairman & Member of research degree committee of various Universities.**

a) National committees b) International Committees c) Editorial Boards....

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies  
**100% under practicing advocate in the court**

23. Awards/ Recognitions received by faculty and students

**Dr. Chitra Singh won many prizes**

24. List of eminent academicians and scientists/ visitors to the department

**List enclosed**

25. Seminars/ Conferences/Workshops organized & the source of funding

a)National **The Institute organized two seminars & various**

**workshops**

b)International **Nil**

26. Student profile programme/course wise: (2012-13)

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>B.A.,LL.B</b>	<b>172</b>	<b>120</b>			<b>The course was started in July 2012</b>
<b>LL.B</b>	<b>209</b>	<b>180</b>			

\*M=Male F=Female

## 27. Diversity of Students (2013-14)

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
<b>B.A.,LL.B</b>	<b>72.84</b>	<b>23</b>	<b>4.16</b>
<b>LL.B</b>	<b>63</b>	<b>37</b>	<b>---</b>

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? **Nil**

## 29. Student progression

Student progression	Against % enrolled
UG to PG	<b>17</b>
PG to M.Phil.	<b>---</b>
PG to Ph.D.	<b>---</b>
Ph.D. to Post-Doctoral	<b>---</b>
Employed	
• Campus selection	<b>02</b>
• Other than campus recruitment	<b>39</b>
Entrepreneurship/Self-employment	<b>42</b>

## 30. Details of Infrastructural facilities

- a) Library **Big Library**
- b) Internet facilities for Staff & Students **Available**
- c) Class rooms with ICT facility **Class rooms & ICT facilities are available**
- d) Laboratories **IT Lab, Legal Aid Clinic & Moot Court are available**

31. Number of students receiving financial assistance from college, university, government or other agencies **The students receive financial assistance from Samau Kalian Vibhag, U.P.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts **as per details given in SSR**

Teaching methods adopted to improve student learning

Teaching through Black Board, OHP, & PPT

Participation in Institutional Social Responsibility (ISR) and Extension activities

The Institute organizes legal aid camps, & social activities.

SWOC analysis of the department and Future plans

The SWOC analysis of the department and Future plans are enclosed on a separate sheet.

A. Academic Activities other than the weekly regular teaching in the IPEM Law Academy (which is generally followed by all the Colleges)

*Chitra Sen*

Principal  
IPEM Law Academy  
A-13/1, South Side, G.T. Road  
Industrial Area, NH-24  
Ghaziabad-201010

We hold Extra Classes on Saturdays and Sundays in addition to the regular weekly classes for better understanding of the subjects. These are done through Guest Lectures, Practising Advocate's Guest Lectures, Moot Court Competitions and Seminars etc. regularly from time to time as per the schedule shown at the beginning of the year. Inter-Collegiate programs are also organized frequently in the IPEM Law Academy for Law students and Faculty members to keep everyone updated.

B. Other than the Academic Activities

The Communication Skill classes are specially organized by the benefit of Law Students to develop their Non-Verbal as well as Verbal communication skills which would help them in Court proceedings & in Law Firms/Professions. The Court Visits are regularly arranged as per academic schedule in nearby Courts of District, Sessions, Munsif, Civil Judge, Tehsil Patwari, Panchayat, etc. in Ghaziabad, Meerut, Saharanpur, Sonapat, Deewara etc. for practical exposure of the Law students. Further, we will focus on practical exposure of the Students and also to participate in the Social Responsibility, Legal Awareness Programs etc.

## Format for Presentation of Practice

### 1. Title of the Practice-Innovations in Teaching of Law Subjects

### 2. Goal

The Goal of this practice of innovation is to apprise the Students about the working in various Courts and to make them aware of the Laws, so that they may prove to be good Lawyers/Advocates. For this we have divided this Practice in the following parts:-

#### A. Academic Activities other than the Weekly regular teaching in the IPEM Law Academy (which are not normally followed by other Law Colleges)

We hold Extra Classes on Saturdays, Sundays and Holidays, in addition to the regular weekly classes for better teaching & learning of the Law subjects. These are done through Subject Experts, Practicing Advocates, Guest Lectures, Moot Court Competitions and Seminars quite regularly from time to time as per the Schedule drawn at the beginning of the year. Inter-Collegiate programs are also organized frequently in the IPEM Law Academy for Law Students and Faculty members, to keep everyone updated.

#### B. Other than the Academic Activities:

The Communication Skill classes are specially organized for the benefit of Law Students to develop both their Non-Verbal as well as Verbal communication skills which could help them in Court proceedings & in Law Forms/Professions. The Court Visits are also regularly arranged as per academic schedule in nearby Courts eg, NOIDA, Bulandshahar, Ghaziabad, Delhi-Patiala House, Tees Hazari, Karkardooma, Rohini, Saket, Dwarka etc. for practical exposure to the Law students.

Further for still better practical exposure of the Students and also to participate in the Social Responsibilities; Legal Awareness Camps are

organized in Rural Areas, Slum Areas and also in Resident Welfare Associations (RWAs) in and around Ghaziabad. The Law Academy also has a well established Legal Aid Clinic which provides free service for legal awareness & guidance of the litigants of needy people from nearby areas.

### 3. The Context

**Innovations in Teaching of Law Subject and Innovations in the Working of the IPEM Law Academy has been decided by the Management as under:-**

(a) **At Individual Level for Faculty and Students:** Each topic to be covered in the curriculum has been divided into ten Sub-topics and each Sub-topic is assigned to an individual student to prepare for presentation and explain action of the same to his/her fellow student. The Faculty act as facilitators for smooth conduct of the discussion and supplement the topic with relevant practical examples from the Indian context. This improves the Student's Research. Presentation and Orating abilities, Builds their Confidence and also enables better Comprehension of the Subject matter and boosts their Overall Performance grades. Faculty members also act as Brand Ambassadors of the IPEM Law Academy. This requires a Workshop, on what IPEM Law Academy stands for, as a Brand and what is its Vision, Mission and Short/Long term Goals.

(b) **Innovations in IPEM Law Academy:** The Institute has developed the following Cells for improvement in teaching/learning process:

1. **Brand Management Cell**
2. **Communication Cell**
3. **By-annual News Letter**

In addition to the above, IPEM Law Academy is constantly promoting knowledge for Law students through strengthening of the Legal Aid

Clinic, Moot Court practices and by inviting Judges of District & High Courts and Leading Lawyers.

4. **The Practice:**

The innovations in teaching Practice and innovations in Law Academy have proved very beneficial to the Students, Staff and the Society. It has enthused all the Faculty members for research and to write Papers/Articles on regular basis with the help of the Students and exposed them to Research and enables them to understand its importance. This has also substantiated the Law Academy's claim as a Law Knowledge hub and provided it consistent exposure in National Journals and Seminars, Workshops on legal aspects, Research and Analytical Tools Techniques for Faculty and Students have been very fruitful. Workshops on Legal subjects for particular field of Court practices. The Students are guided towards the right direction so that they can achieve the knowledge of their subjects. The Faculty and Students are trained in constructive On-line Net working so that they can use it more productively for the benefit of IPEM Law Academy. The aim of the IPEM Law Academy is to bring the IPEM Brand to academicians and to strengthen the visibility of the Academy. The objective of the Practice is to give Practical exposure commensurate with theoretical knowledge. The IPEM Law Academy has introduced the following Practices to improve and to give it a Brand name:-

1. Faculty Development Programmes (FDPs).
2. Skill Development Programmes (SDPs)
3. Inter- action with Students
4. Audio Visual Aids
5. Assignments & Presentations
6. Use of Multimedia Tools
7. Showing Live Court Proceedings

## 8. Organization of Different Academics &amp; Social/Cultural Events.

5. **Evidence of Success**

This Practice has been very successful as evident from the following achievements:-

- (a) Mr. Vikram (B.A.,LL.B III Sem), Ms. Divya Sharma (B.A.,LL.B. I Sem) and Mr. Subham (B.A.,LL.B. III Sem) won the prizes in Extempore Speech Competition held on 11-10-2013.
- (b) Ms. Divya Sharma (B.A.,LL.B I Sem), Ms. Supriya Shukla (B.A.,LL.B I Sem), and Mr. Manvendra Singh Gurjar (LL.B I) won the prizes in Debate Competition held on 27-9-2013.
- (c) Some of the Students have been selected as Public Prosecutors in District Courts.

IPEM Law Academy is successfully running Law Course for the benefit of those Students, who wish to make their career in different dimensions of Legal field and it is also providing in-depth knowledge to understand the requirement of active Law in the Society.

6. **Problems Encountered and Resources Required:**

Though, IPEM Law Academy, being a Self Financed Institution, is doing its best for the up-gradation of Law teaching & learning process but there are a few problems which are being faced, eg:-

- a. Financial Problems to Organize National Seminars/Conferences at National & International Level.
- b. Faculty Development-Minor & Major Research Projects also face financial assistance problems.
- c. Arrangements of Books & Journals and Costly equipments.
- d. Financial Problems in Participation of Faculty Members in National and International Seminars/Conferences.

The IPEM Law Academy has applied for Registration under Sections 2(f) & of the UGC, 12(B) to receive Grants under XII Plan period. The Chaudhary Charan Singh University has forwarded our Application to the U.G.C, New Delhi.

7. **Notes (Optional)**

In view of the above, IPEM Law Academy is putting its best efforts to give best Academic environment of Teaching & Learning to all the Law students and is committed to provide all this regularly in future also.

**Contact Details**

Name of the Principal

Name of the Institution

City

Pin Code

Accredited Status

Work Phone

Website

E-mail

Mobile

Dr. Chitra Singh

IPEM Law Academy

Ghaziabad

201010

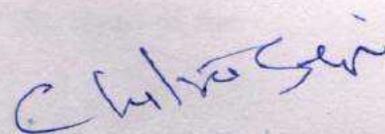
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IPEM Law Academy  
A-13/1, South Side, G.T. Road  
Industrial Area, NH-24  
Ghaziabad-201010

### Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the Institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in the SSR during the peer team visit.

  
(Dr. Chitra Singh)

Signature of the Head of the

Principal  
IPEM Law Academy  
A-13/1, South Side, G.T. Road  
Industrial Area, NH-24  
Ghaziabad-201010

With seal:

Institution

Place: Ghaziabad

Date: 15-5-2014

### Post-accreditation Initiatives

If the college has already undergone the accreditation process by NAAC, please highlight the significant quality sustenance and enhancement measures undertaken during the last four years. The narrative may not exceed five pages.

**The Institute is Applying for accreditation for the first time**