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# FAIRFIELD

## Institute of Management & Technology

Affiliated to GGSIP University & an 'A' Grade College by DHE, Govt. of NCT Delhi  
Approved by BCI & NCTE Recognised under 2(f) of UGC Act of 1956



### MINUTES OF THE MEETING -IQAC

Date: 23-11-2023

Time: 11: 00 AM onwards

Venue: Dean office, Wing B, Fairfield Institute of Management and Technology (FIMT)

Chaired by: Prof (Dr.) M. Afzal Wani

Agenda: Execution of 'IDEATHON'

Participants

1. Prof. M. Afzal Wani, Advisor FIMT
2. Prof.(Dr.) S.P.Singh, Member, IQAC
3. Dr. Shivani Singh, IQAC Coordinator
4. Dr. Kanika Mittal, IQAC Member
5. Dr. Suman, Placement Officer
6. Mr. Manish Jha, Academic In-charge
7. Ms. Minoo Kantha, Program -Incharge, English Department
8. Dr. Hitesh- Program Incharge, Economics Department
9. Ms. Ipsa – Program Incharge- B. Com(H)
10. Ms. Parul Bhatia- Program-Incharge BAJMC
11. Ms. Barkha- Program Incharge- Law
12. Ms. Shalu- Program Incharge- Law



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### Minutes of the Meeting:

Prof.(Dr.) S.P Singh ,Member IQAC, addressed everyone present and gave a broader vision on the concept of IDEATHON, Sir encouraged everyone to work informally with the students but perform well on the formal platform.

An introductory note on IDEATHON was given by Prof. (Dr.) Wani wherein, he explained the term and its significance in this day and age. Afterwards, Dr. Kanika explained to all present the recent registration of FIMT- IIC by Ministry of HRD. She further explained the agenda of establishing the Institute Innovation Club.

Prof. (Dr.) Wani, then, discussed the ideas individually with every program-in charge. Ms. Meenu Kantha, Program In-charge of English department suggested the idea of impact of contribution of poetry in recent years. Prof. Wani added that the same idea can be further utilised to spread awareness and folklore can also be used for such campaigning.

Ms. Hitesh, Program-in charge BA.ECO(H) discussed the idea of Group discussion Prof. Wani added that the department can pitch in the idea related to the working of the theories.

Ms. Ipsa, Program In-charge, B.COM(H) shared the idea like organising Shark Tank, which was highly appreciated by all.

Ms. Parul from BAJMC department pitched in the idea of Digital Content Creator. Prof. Wani introduced the idea of legal journalism and how to make own career in Journalism.

Dr. Suman Yadav, faculty coordinator of Placement Cell was of the view that first and foremost we as an Institute need to have fearless atmosphere for the students, faculty members should conduct informal meetings with the students so that they become comfortable before the execution of the actual event.



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# 15

ENTREPRENEURSHIP  
CONTINUING  
A PROUD  
TRADITION  
COMMITMENT

Prof. Wani added further that the Law Department should also apprise other departments about the legal requirements for start-ups.

Dr.Mamta from Education department pitched in the idea of quality thinking and better focus for the students.

Ms. Barkha and Ms. Shalu from the Law department shared idea of intersection of Intellectual Property Rights with Information Technology and assist students in case they apply for patent.

Finally, Prof (Dr.) Wani suggested that we should have certain prize or prize money for the student winners. And suggested that the judges panel should comprise of faculty members of all the fields.

### Action Taken:

FIMT is to apply for the IIC registration under the MHRD. Dr. Kanika was appointed as the faculty convenor for organizing the Ideathon. Student induction shall be organized shortly.

Chaired by:

Prof.(Dr.) S.P.Singh  
Member, IQAC

Minutes Recorded by  
Dr. Shivani Singh  
IQAC Coordinator



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### Minutes of the Meeting - Internal Quality Assurance Cell (IQAC)

Meeting held on: February 3, 2024, Saturday

Time: 12:30 PM

Venue: Fairfield Institute of Management and Technology (FIMT), Kapashera, New Delhi

#### Participants:

1. Prof. (Dr.) Saroj Vyas - Chair of the Meeting
2. Prof. (Dr.) Afzal Wani - Advisor FIMT
3. Prof. (Dr.) Shaveta Gagneja - Director Law
4. Prof. (Dr.) S.P. Singh - Member IQAC
5. Dr. Shivani Singh – Coordinator IQAC
6. Mr. Manish Jha – Academic Incharge
7. Dr. Suman Yadav - Placement Incharge
8. Ms. Ipsa Saxena – Coordinator (NSS)
9. Mr. Shashikant Tiwari - Program Incharge BCA
10. Dr. Kanika Mittal – Member IQAC, Program Incharge BBA



वन्दे शक्ति



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### Agenda 1: Faculty Development

**Discussion:** The importance of Faculty development was highlighted, focusing on organizing workshops and training sessions to update teaching skills and subject knowledge.

**Resolution:** A series of workshops and training programs will be scheduled throughout the year. The faculty development committee will draft a detailed plan by February 20, 2024.

### Agenda 2: Student Support

**Discussion:** Effective student counseling and career guidance services were identified as crucial for student development. Dates for the placement drive were discussed. New policy for students Reimbursement was taken into consideration

**Resolution:** Draft for the reimbursement policy will be submitted by February 15, 2024 by Mr. Manish Jha and to be implemented from 1.04.2024. Placement for Management and Law shall 13<sup>th</sup> April 2024 and 17<sup>th</sup> May, 2024 for the Law Department. Placement officer Dr. Suman shall submit the name of companies for the placement by 1<sup>st</sup> April 2024.

### Agenda 3: Research Promotion

**Discussion:** Encouraging faculty and students to engage in research activities and publish their findings was deemed essential for academic growth. Publications of Hand books were deemed necessary. Study material for the upcoming certificate courses need to be prepared

**Resolution:** Research Publications for LL.M. students to be made mandatory and Saturdays shall be dedicated only for the research work. Handbooks to be published by 1.05.2024. Department heads and Program In charges will finalize the



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Chair of meeting

Prof Dr. Saroj Vyas

Director, FIMT New Delhi

Minutes recorded by:

Dr. Shivani Singh

IQAC Coordinator



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Date: 2/4/2024

### Minutes of meeting

**Main Agenda: Planning and Execution of Upcoming Activities of the month of April 2024 at FIMT Campus**

**Date: 1st April 2024 (Monday)**

**Time: 3:45 PM**

**Location: C Wing Basement, Fairfield Institute of Management and Technology, Kapashera, New Delhi**

**Chaired by: Prof. (Dr.) Saroj Vyas, Director and chairperson of meeting**

#### **Welcome and Introduction**

Prof. (Dr.) Saroj Vyas welcomed all teaching staff and expressed gratitude for their dedication and hard work. She emphasized the importance of collaboration and creativity in planning and executing successful events.

#### **Discussion on NCC Vandey Shakthi event (Agenda 1)**

The meeting commenced with a detailed discussion on the upcoming NCC Vandey Shakthi event scheduled to be held on 9th April 2024 at the grounds of FIMT Kapashera. Prof (Dr) Saroj Vyas welcomed all teaching staff and emphasized the importance of their suggestions to make the event more successful. Ideas were exchanged to enhance student participation, ensure smooth coordination, and promote the event effectively. Strategies included social media promotion, inviting guest speakers, and organizing engaging activities.

#### **Planning for Farewell Events (Agenda 2)**

The agenda then shifted to planning for the farewell events for final semester students, scheduled for 19th January 2024 for Non-Law Students and 20th January



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2024 for Law Students. Prof. (Dr.) Vyas allocated duties to both teaching and non-teaching staff to ensure the success of these events. Suggestions were invited to make the farewells memorable and meaningful for the graduating students.

### Organization of Internal Examinations (Agenda 3)

Mr. Manish Kumar was invited to share his strategy for conducting the upcoming internal examinations for 2nd, 4th, 6th, and 8th semester students of various UG and PG courses. Mr. Manish Kumar highlighted the role and significance of student assignments and advised stopping students from uploading assignments during exam periods. It was decided that all teaching staff would accept student assignments in hard copy form and keep the best five assignments as per their records. Prof. (Dr.) Saroj Vyas assured to conduct a separate meeting to further discuss the examination arrangements.

### Overall Strategy for Upcoming Events

Prof. (Dr.) Saroj Vyas sought suggestions from all teaching staff and discussed strategies for the upcoming events. Duties were assigned to all teaching staff to ensure the success of the events. A mandatory dress code for all teaching staff involved in the events was announced to maintain a professional and cohesive appearance.

### Arrangements for LLB Students' Farewell

Prof. (Dr.) Saroj Vyas advised Mr. Manish Yadav and Dr. Shivani Singh to make necessary arrangements for the successful conduction of the upcoming LLB students' farewell. Detailed discussions were held regarding venue decoration, refreshments, and entertainment for the farewell event.

### Departmental Picnics

In a bid to strengthen bonds among students and create memorable experiences,



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Prof. (Dr.) Vyas instructed all program in charges to arrange picnics for their departmental students before the farewell events.

### Conclusion

The meeting concluded with a sense of enthusiasm and commitment to making the upcoming events a grand success. Prof. (Dr.) Saroj Vyas thanked all attendees for their valuable contributions and closed the meeting at 6:30 PM. The meeting laid a solid foundation for the planning and execution of the upcoming activities at FIMT Kapashera, New Delhi, reflecting the institute's dedication to providing holistic education and memorable experiences for its students.

Minutes Prepared by

3/4/2024  
Prof (Dr.) K.D Sharma (SOH)

Approved by

3/4/2024  
Prof (Dr.) Saroj Vyas  
Director and Chairperson of meeting



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Faculty Meeting

Dated 1/4/2024

Dr.  
Rajna Singh  
MAMTA

Signature  
Mamta  
Mamta

Department  
B-ED  
EDUCATION

Sonam  
Paul Bhatia

Sonam  
Paul

Management  
BA - JMC

5. Dr. Kanika

Kanika

Management  
Management -  
BA Economics

6. Ms. Nikita

Nikita

Management  
LAW  
Law

7. Dr. Hiteez

Hiteez

Law

8. Anjali Vats

Anjali

School of Law

9. Barkha Vats

Barkha

School of Law

10. Shalu Shrivastava

Shalu

School of Journalism

11. Malvika Sharma

Malvika

Management

12. Ms. Meidula Thakur

Meidula

School of Law

13. Ms. Swati Pandita

Swati

School of Law

14. Ms. Sushma

Sushma

School of Management

15. Manish Jha

Manish

School of Management

16. Ms. Alushi

Alushi

School of Law

17. Ms. Sachin Gupta

Sachin

School of Management

18. Intsar Ali

Intsar

School of Law

19. Azam Khalid

Azam

School of Law

20. Tanishka Bhatt

Tanishka

School of Management

21. Uma Khary

Uma

School of Law

22. Aarti Yadav

Aarti

BED [Education]

23. Bharti

Bharti

BED (Education)

24. Dr. NISHA

Nisha

School of Management

25. Dr. Sonia

Sonia

IT

26. Mr. Pooje Kaushik

Pooje

School of Law

27. Ms. Rekha Pawar

Rekha

F.T. Dept.

28. Ms. Nisha Sehrawat

Nisha



29. Ms. Aarna Joshi

Aarna

30. Mr. Prashant Sejwal

Prashant

31. Mr. Vinod

Vinod

2

FACULTY NAME.

SIGNATURE

DEPARTMENT.

- 32. Jonmejoy Tamuly,
- 33. Dr. Manish K Yadav
- 34. Shashi Kant Tiwari
- 35. Dr. Shivani Singh
- 36. Prof. (Mrs) K.D. Sharma
- 37. Shruya Bhardwaj
- 38. Aranya Lamba
- 39. Minoo Kartha
- 40. Vinita
- 41. Kamika Gulia
- 42. Kamaldeep Singh
- 43. JAS KUMAR
- 44. Deepak Kantaris
- 45. Jitender Yadav
- 46. Dr. Sakshi Jangra
- 47. Litanika Gulati
- 48. Dr. Suman Yadav
- 49. Ms. Deepika
- 50. i

*[Handwritten signatures corresponding to the faculty names]*

Journalism and  
Mass Communication  
FIMT-School of Law (SOL)  
FIMT-School of IT  
FIMT-School of Law  
School of Humanities  
School of Humanities  
School of Humanities and  
Social Sciences  
BA-ENG(H) SOHSS  
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Social Sciences  
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### IQAC MINUTES OF THE MEETING

Date: 02-04-2024

Time: 3: 30 PM onwards

Venue: Multipurpose Hall, Wing-A, Fairfield Institute of Management and Technology (FIMT)

Chaired by: Prof (Dr.) Shaveta Gagneja, Director FIMT-School of Law

Agenda: To understand the NAAC Criteria by all the faculty members for the smooth collection of the data

#### Participants

1. Prof. M. Afzal Wani, Advisor FIMT
2. Prof.(Dr.) S.P.Singh, Member, IQAC
3. Prof.(Dr.) Shaveta Gagneja, Director, FIMT School of Law
4. Dr. Shivani Singh, IQAC Coordinator
5. Dr. Kanika Mittal, IQAC Member
6. Dr. Suman, Placement Officer
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12. Ms. Barkha- Program Incharge- Law
13. Ms. Shalu- Program Incharge- Law
14. Ms. Viniti
15. Ms. Shreya
16. Ms. Ananya
17. Ms. Dipika



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18. Dr. Malvika
19. Ms. Arushi
20. Mr. Pushkar
21. Ms. Saakshi
22. Dr. Madhu

### MINUTES OF THE MEETING

The meeting was chaired by Prof. (Dr.) S.P. Singh. During the session, the Internal Quality Assurance Cell (IQAC) organized an extensive presentation to help faculty members understand the significance of the following NAAC criteria:

1. Curricular Aspects
2. Teaching, Learning, and Evaluation
3. Research, Innovation, and Extensions
4. Infrastructure and Learning Resources

Dr. Shivani Singh, the IQAC Coordinator, delivered the presentation. Faculty members were encouraged to provide their suggestions regarding data collection for the upcoming Annual Quality Assurance Report (AQAR) submission for the academic year 2023-2024. Additionally, Prof. (Dr.) S.P. Singh addressed the challenges faced in the previous year.

#### Action Taken:

Following Nodal officers for each criteria were appointed for the smooth collection of the Data.

1. Criterion 1- Director, FIMT School of Law
2. Criterion 2- Director, FIMT
3. Criterion 3- Dr. Kanika Mittal and Mr. Shashikant Tiwari



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4. Criterion 4- Dr. Shivani Singh
5. Criterion 5- Dr. Suman Yadav & Ms. Dipika
6. Criterion 6- Ms. Shreya and Ms. Ananya
7. Criterion 7- Ms. Saakshi and Ms. Arushi

Chaired by:

Prof. (Dr.) Shaveta Gagneja

Director- FIMT School of Law

Minutes Recorded by

Dr. Kanika Mittal

IQAC Member



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