

Minutes of the Meeting

Internal Quality Assurance Cell (IQAC)

Meeting held on: 13rd July 2024, Saturday

Time: 10:30 AM

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

Participants:

1	Shri V.K.N Bhardwaj	Chairperson, FIMT
2	Dr. Nalini Joshi	Member, Management
3	Prof. (Dr.) Afzal Wani	Advisor-FIMT
4	Prof. (Dr.) Saroj Vyas	Director-FIMT
5	Prof. (Dr.) Shaveta Gagneja	Director-School of Law, FIMT
6	Dr. Shivani Singh	Coordinator, IQAC
7	Mr. Manish Jha	Academic Incharge, FIMT
8	Prof. (Dr.) S.P. Singh	Member
9	Mr. K.N Singh	Member
10	Dr. Suman Yadav	Member
11	Ms. Nidhi Sharma	Employer
12	Mr. Parveen Kumar	Senior Admin Officer
13	Shri Dharamveer Singh	External Member
14	Mr. Krishna Pandey	Alumni

Agendas of the Meeting:

1. Discussion on Plan of Action for Academic Year 2024-2025
2. Approval and Implementation of Annual Gender Sensitization Action Plan (2024-2025)
3. Strengthening Student Welfare Mechanisms

Agenda 1: Discussion on Plan of Action for Academic Year 2024–2025

Discussion: The committee discussed the Institutional Strategic Plan of Action for the academic year 2024-2025, with special emphasis on priority NAAC Criteria 2 (Teaching-Learning and Evaluation), 5 (Student Support and Progression), and 7 (Institutional Values and Best Practices).

The following key action points were proposed:

- **Research Facilitation:** Strengthening the research ecosystem by promoting research publications, funding opportunities, and faculty development programs.
- **Alumni Engagement:** Revamping alumni interactions through structured alumni meets, mentorship programs, resource person for seminar/workshops, and supporting Career Counselling Cell.
- **Criteria Distribution:** Rational allocation of NAAC criteria responsibilities among departments/faculty coordinators for efficient data collection and timely documentation.

Resolution: *The committee resolved that a detailed timeline and role allocation will be circulated to all concerned stakeholders for smooth implementation.*

Agenda 2: Approval and Implementation of Annual Gender Sensitization Action Plan (2024–2025)

Discussion: The IQAC discussed the need to promote gender equity, inclusivity, and safety through a structured Gender Sensitization Action Plan. The committee emphasized gender awareness programmes, women's health and hygiene initiatives, counselling and well-being support, leadership opportunities for female students, periodic gender surveys, maintenance of gender-sensitive infrastructure, and strengthening institutional support mechanisms for ensuring a safe and inclusive campus environment.

Resolution: *It was unanimously resolved to implement the Annual Gender Sensitization Action Plan for the academic session 2024–2025. The institution shall organize awareness programmes, health and hygiene initiatives, counselling and well-being activities, leadership development opportunities, surveys, and outreach programmes while ensuring the effective functioning of gender-sensitive infrastructure and institutional support mechanisms to promote a safe, inclusive, and equitable campus environment.*

Agenda 3: Strengthening Student Welfare Mechanisms

Discussion: The committee deliberated upon key aspects related to Student Welfare to improve overall campus experience and support systems.

The following action areas were identified:

- **Strengthening Alumni Recruitment Methodology:** Enhancing outreach towards alumni and engaging them more in Institutional activities like Intra & National Moot Court Competitions.

NAAC ACCREDITED



FAIRFIELD

Institute of Management & Technology

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- **Student Grievance Redressal:** Revamping grievance mechanisms by introducing digital feedback platforms, timely resolution protocols, and regular grievance committee meetings.
- **Well-being and Support Activities:** Organizing workshops and awareness sessions on mental health, stress management, legal literacy, and social inclusion.

Resolution: *It was resolved that greater outreach efforts will be made towards alumni to encourage their active participation in institutional activities; to upgrade the existing grievance redressal system by introducing a digital feedback and complaint platform, ensuring time-bound resolution protocols, and scheduling regular meetings of the grievance redressal committee; and organize a series of student-centric workshops and awareness sessions focusing on mental health, stress management, legal literacy, and social inclusion as part of the institution's commitment to holistic student development.*

Minutes recorded by:

Shivani
Dr. Shivani Singh
IQAC Coordinator

Approved by:



[Signature]
13/07/2024
Prof. (Dr.) Saroj Vyas
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