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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 AICTE BCI & NCTE Recognised under 2(f) of UGC Act of 1956



Minutes of the Meeting

Internal Quality Assurance Cell (IQAC)

Meeting held on: 14th June 2025, Saturday

Time: 11:30 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
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	Dr. Malvika	Member
10	Dr. Suman Yadav	Member
11	Ms. Nidhi Sharma	Employer
12	Mr. Noor Ul Amin Naqash	Senior Admin Officer
13	Ms. Ritu Kashyap	External Member
14	Mr. Krishna Pandey	Alumni

Agendas of the Meeting:

1. Strategy Planning for the Upcoming Semester (2024-2025)
2. Strategy to Analyze Student Results at the University Level
3. Launch of NEP 2020-aligned Certificate Course on "AI and the Indian Legal System"
4. Commencement of B.Tech Course at FIMT -Discussion on Facilities, Faculty, and Compliance with AICTE Guidelines



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Agenda 1: Strategy Planning for the Upcoming Semester (2024-2025)

Discussion: IQAC reviewed academic and administrative goals for the upcoming semester. Focus was placed on improving teaching quality, student engagement, and continuous evaluation.

Resolution: *It was resolved that departments will prepare semester-wise academic plans including innovative pedagogies, industry lectures, and continuous assessment schedules.*

Agenda 2: Strategy to Analyze Student Results at the University Level

Discussion: The committee discussed the need for structured analysis of university results across departments to identify learning gaps, failure trends, and performance benchmarks.

Resolution: *It was resolved that program in charges will collect, compare, and analyze university results program-wise. Reports will be shared with respective departments to develop targeted academic interventions such as remedial classes, tutorial sessions, and syllabus coverage tracking.*

Agenda 3: Launch of NEP 2020-aligned Certificate Course on AI and the Indian Legal System

Discussion: The proposal to start a 30-hour certificate course on "AI and the Indian Legal System" under NEP 2020 guidelines was discussed. The course aims to foster interdisciplinary learning and equip students with legal and ethical perspectives on emerging technologies. Action plan for organising other certificate courses was also discussed.

Resolution: *It was resolved that the certificate course will be launched in the upcoming semester. The program will follow NEP 2020 guidelines and be offered on an open elective basis for interested students.*

Agenda 4: Commencement of B.Tech Course at FIMT -Discussion on Facilities, Faculty, and Compliance with AICTE Guidelines

Discussion: The committee discussed the upcoming launch of the B.Tech course at FIMT and emphasized the need for meticulous planning and preparedness in line with AICTE guidelines. It was observed that proper infrastructure such as smart classrooms, fully equipped laboratories, and ICT-enabled facilities must be ensured before the commencement of the program. The



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importance of maintaining cleanliness in classrooms, washrooms, and common areas was highlighted, and faculty members were advised to remain vigilant in reporting maintenance issues promptly.

In addition, the committee emphasized adherence to AICTE norms related to faculty-student ratios, lab setups, faculty qualifications, and the implementation of academic and administrative processes such as mentor-mentee systems, internships, and induction programs. Members agreed on the necessity of forming technical societies in line with AICTE's model curriculum and NEP 2020.

Resolution: *It was resolved that the institution will proceed with full readiness for the launch of the B.Tech course. All concerned departments were directed to ensure that infrastructure and laboratory requirements are fulfilled in compliance with AICTE norms. The institution will initiate the appointment and orientation of qualified technical faculty and lab assistants. A detailed guideline document for B.Tech faculty on maintenance, conduct, and reporting protocols will be circulated.*

The committee also resolved to constitute the required technical clubs and student societies like MANAV – The Robotics Club, TIFRAC – The Computing Club, INNOVATE-The Blue Community and VIKAS – The Developer Society under faculty mentorship for B.Tech students and to begin preparations for organizing an induction program for the first batch. Furthermore, IQAC will monitor the progress of infrastructure setup, compliance documentation, and policy implementation.

Minutes recorded by:

Shivani

Dr. Shivani Singh
IQAC Coordinator



Approved by:

[Signature]
14/06/2025

Prof. (Dr.) Saroj Vyas
Director, FIMT New Delhi



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