

Minutes of the Meeting

Internal Quality Assurance Cell (IQAC)

Meeting held on: 8th August, 2024, Thursday

Time: 02:30 PM

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

Participants:

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

Agendas of the Meeting:

1. Placement and Career Data of Passing Out Students (2024 Batch)
2. Proposed Programs for Academic Year 2024-25
3. Planning of Upcoming Examinations and Internal Continuous Evaluation (ICE)
4. Submission of Proposed Activities by Departments
5. Discussion on Organizing Intra and National Moot Court Competitions
6. Establishing SC/ST Cell as per UGC Guidelines

Agenda 1: Placement and Career Data of Passing Out Students (2024 Batch)

Discussion: The data regarding placement and career progression of students graduating in 2024 from various courses was collected and presented to the committee. The members reviewed the trends and appreciated the efforts of the Career Counselling Cell in compiling the data.

Resolution: *It was resolved that the Career Counselling Cell will continue updating this database regularly and further strengthen industry-academia linkages to improve placement outcomes. Alumni who are well-placed will be engaged for mentoring current batches.*

Agenda 2: Proposed Programs for Academic Year 2024–25

Discussion: Two major academic programs were proposed for the upcoming academic session:

- A **Faculty Development Programme (FDP)** on “Research Methodology and Academic Writing”.
- An **International Conference** on “Sustainability and Global Challenges: Interdisciplinary Approach to Achieving SDG Goal 9 through Inclusive & Sustainable Industrialization & Innovation.”

Resolution: *The Committee resolved to approve both programs and initiate the planning process. Relevant coordinators were assigned responsibilities to prepare the detailed schedule, budget, and collaborations by the next meeting.*

Agenda 3: Planning of Upcoming Examinations and Internal Continuous Evaluation (ICE)

Discussion: The members discussed the need for systematic planning of the forthcoming semester-end examinations and continuous internal assessments.

Resolution: *It was resolved that departments will finalize and share examination calendars and it was further agreed to adopt blended evaluation methods such as presentations, MCQs, open-book tests, and assignments for a holistic evaluation process.*

Agenda 4: Submission of Proposed Activities by Departments

Discussion: The committee invited all departments and cells to submit their list of proposed activities for the academic session 2024–25 to facilitate coordinated planning and avoid duplication of efforts.

NAAC ACCREDITED



FAIRFIELD

Institute of Management & Technology

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Resolution: *It was resolved that all departments must submit their proposed activities in the prescribed format by the end of the current month. A consolidated academic calendar will be prepared thereafter.*

Agenda 5: Discussion on Organizing Intra and National Moot Court Competitions

Discussion: Members deliberated on the planning, sponsorship, collaboration and logistics involved in organizing the Intra and National Moot Court Competitions.

Resolution: *It was resolved to organize both events during the academic year 2024–25, with detailed planning to begin immediately. Faculty coordinators were directed to identify external judges, themes, and potential partner institutions/law firms for collaboration.*

Agenda 6: Establishing SC/ST Cell as per UGC Guidelines

Discussion: The committee deliberated on the urgent need to establish a dedicated SC/ST Cell at the institution, as mandated by the University Grants Commission (UGC) and in alignment with the principles of equality, social justice, and inclusion as laid out in the Constitution of India. The members noted that such a cell would act as a mechanism to prevent discrimination, address grievances of SC/ST students and staff, and promote equal opportunities in education and employment within the institution.

Resolution: *It was unanimously resolved that the SC/ST Cell will be formally established at the institution with immediate effect. The institution shall notify the formation of the Cell through an official circular, outlining its objectives, structure, and functioning.*

Minutes recorded by:

Shivani

Dr. Shivani Singh
IQAC Coordinator



Approved by:

Saroj Vyas
8/08/2024

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