

6.5.2 The institution reviews its teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC being the central body within the college monitors and review the teaching-learning process regularly. Based on feedback various innovative activities and reforms were introduced. The improvements based on feedback implemented are:

A) IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes:

The standard methods of teaching, learning, and evaluation which are proven over the years are being followed.

Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more.

Preparation of lesson plan for each Semester: The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester. Enriching the curriculum with guest lectures, industrial visits, and Internships

Daily lecture Record: Everyday faculty prepare and submit details of the lecture along with the topic covered on an online portal.

Evaluation of teachers by students: The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students. Director and management also monitor the feedback system and takes appropriate corrective actions.

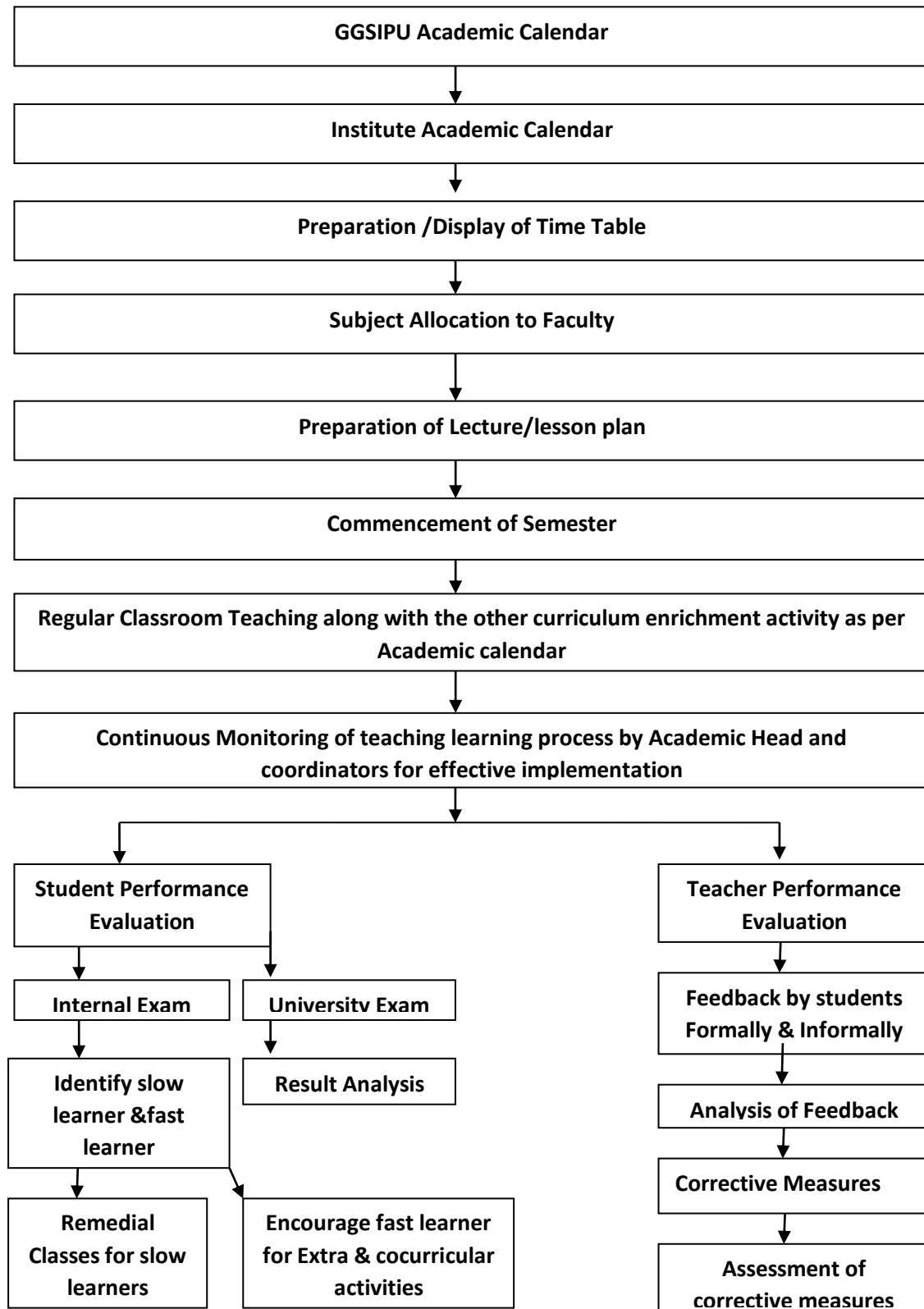
Student learning outcomes: The institute monitors the performance of the students regularly. It has specified procedure to collect and analyse data on student learning outcomes; the following points are adopted by the institute in this context:

- ❖ Regular class tests and interactions
- ❖ Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.
- ❖ Semester system of examination for all courses.
- ❖ Providing Question bank of various subjects to the students.
- ❖ Providing Lecture notes through an online portal
- ❖ Timely Redressal of students' grievances.
- ❖ At least 75% Attendance is compulsory in each semester.
- ❖ Extra classes for weak students to solve their problems.

Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system.

Students' result analysis: Institute has the provision of analysis of students' performance after the announcement of their semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement.

Flow Chart of Teaching-learning Process



11

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Academic Calendar for Academic Session: 2019-20
FOR PROGRAMME COVERED BY ORDINANCE 11

S. No.		PERIOD	
		From	To
ODD SEMESTERS			
1	Odd Semesters (First, Third, Fifth, Seventh & Ninth)	15.07.2019 (Monday)	20.12.2019 (Friday)
2	Sports Meet	10.10.2019 (Thursday)	12.10.2019 (Saturday)
3	Preparatory Leave/ Self Study Week for students	11.11.2019 (Monday)	15.11.2019 (Friday)
4	Semester End Examinations and Evaluations	w.e.f. 18.11.2019 (Monday)	
5	Winter Break	23.12.2019 (Monday)	03.01.2020 (Friday)
EVEN SEMESTERS			
1	Even Semesters (Second, Fourth, Sixth, Eighth & Tenth)	06.01.2020 (Monday)	05.06.2020 (Friday)
2	Anugoonj "2020"	06.02.2020 (Thursday)	08.02.2020 (Saturday)
3	Preparatory Leave/ Self Study Week for students	27.04.2020 (Monday)	01.05.2020 (Friday)
4	Semester End Examinations and Evaluations	w.e.f. 04.05.2020 (Monday)	
5	Summer Vacation	08.06.2020 (Monday)	17.07.2020 (Friday)

Important Notes:

- a) Commencement of First Semester for newly admitted students shall be from 1st August, 2019. Additional hours of classes shall be arranged at the level of respective University Schools of Study and affiliated colleges/institutions to complete the prescribed syllabus and to attain the prescribed hours of teaching. The first day of the commencement of the first semester may be utilized as Orientation Day for the newly admitted students.
- b) Semester End Examinations' schedule(s) for various programmes shall be notified by Controller of Examinations (O).
- c) One working day in the academic session may be utilized for a school/college/institution level festival.
- d) There shall be one class test in theory courses and as per clause 6.3 of Ordinance 11, the Academic Programme Committee shall coordinate conduct of class tests in each semester.



FAIRFIELD INSTITUTE OF MANAGEMENT & TECHNOLOGY

Campus, Near Oberoi Farm, Kapashera, New Delhi-110037, Ph.: 011-25063208/09/10/11
 Fax : 011-250 63212 Mob. : 09312352942, 09811568155 E-mail : fimtoffice@gmail.com URL : fimtindia.com

TIME TABLE B.COM (H) SESSION- 2018-21 SEMESTER- IV

DAYS	I PERIOD 09:30 AM TO 10:35AM	II PERIOD 10.35 AM TO 11.40 AM	LUNCH 11.40 AM TO 12.15 PM	III PERIOD 12:15 PM TO 01:20 PM	IV PERIOD 01:20 PM TO 02:25 PM	V PERIOD 02:25 PM TO 03:30 PM
MONDAY	FIN. MANAGEMENT	RESEARCH METHODOLOGY	LUNCH	CORPORATE ACC.	AUDITING	FINANCIAL MOD.
TUESDAY	INDIAN ECO.	FIN. MANAGEMENT		RESEARCH METHOD. LAB	FINANCIAL MOD.	CORPORATE ACC.
WEDNESDAY	FIN. MANAGEMENT	RESEARCH METHODOLOGY		INDIAN ECO.	FINANCIAL MOD.	AUDITING
THURSDAY	FIN. MANAGEMENT	INDIAN ECO.		RESEARCH METHODOLOGY	CORPORATE ACC.	AUDITING
FRIDAY	INDIAN ECO.	FIN. MANAGEMENT		AUDITING	CORPORATE ACC.	FINANCIAL MOD. LAB

B.COM 202- FIN. MANAGEMENT.- MR. AMIT KR.
 B.COM-204- AUDITING- MS. KANIKA
 B.COM-206- CORPORATE ACC.- MR. SHUBHAM
 B.COM-208- INDIAN ECONOMY - MR. MANISH

B.COM-210- FINANCIAL MODELLING - MS. SONAM
 B.COM-212- FINANCIAL MODELLING LAB- MS. SONAM
 B.COM-214- RESEARCH METHODOLOGY - MS. RENU
 B.COM-216- RESEARCH METHODOLOGY LAB- MS. RENU

DIRECTOR



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 Fax : 011-250 63212 Mob. : 09312352942, 09811568155 E-mail : fimtoffice@gmail.com URL : fimtindia.com

TIME TABLE BBA (G) SEC.-A SESSION- 2019-22 SEMESTER- II

DAYS	I PERIOD 09:30 AM TO 10:35AM	II PERIOD 10.35 AM TO 11.40 AM	LUNCH 11.40 AM TO 12.15 PM	III PERIOD 12:15 PM TO 01:20 PM	IV PERIOD 01:20 PM TO 02:25 PM	V PERIOD 02:25 PM TO 03:30 PM
MONDAY	BUSINESS COMM.	COST ACCOUNTING	LUNCH	BUSINESS ENV.	E-COMMERCE	QT & OR
TUESDAY	E-COMMERCE	COST ACCOUNTING		BUSINESS COMM.	QT & OR	BUSINESS ENV.
WEDNESDAY	BUSINESS ENV.	QT & OR		E-COMMERCE	COST ACCOUNTING	BUSINESS COMM.
THURSDAY	COST ACCOUNTING	E-COMMERCE LAB		BUSINESS ENV.	QT & OR	BUSINESS COMM.
FRIDAY	QT & OR	E-COMMERCE		BUSINESS COMM.	BUSINESS ENV.	COST ACCOUNTING

BBA 102- COST ACCOUNTING - MR. JITENDER
 BBA 104- QT & OR - MS. KIRAN YADAV
 BBA 106- E-COMMERCE - MR. RAJKUMAR

BBA 108- E-COMMERCE LAB- MR. RAJKUMAR
 BBA 110- BUSINESS COMM. - MS. SHREYA
 BBA 112- BUSINESS ENVIRONMENT - MS. KIRAN

DIRECTOR

Supporting Weblinks for Academic Calendar, IQACNews letter

<https://fimt-ggsipu.org/naac-ssr/pdf/Student-Feedback.pdf>

<http://fimt-ggsipu.org/pdf/FIMT-Academic-Calender-2019-20.pdf>

<http://fimt-ggsipu.org/pdf/Academic-Calender-2018-2019.pdf>

<http://fimt-ggsipu.org/pdf/Academic-Calender 2017-18.pdf>

<http://fimt-ggsipu.org/pdf/Newsletter-iqac-3.pdf>

<http://fimt-ggsipu.org/pdf/Newsletter-iqac-2.pdf>

<http://fimt-ggsipu.org/pdf/Newsletter-iqac-1.pdf>

Employee Portal

The screenshot shows the FIMT Employee Portal login page. The header includes the FIMT logo, NAAC accreditation status, and affiliation with GGS IP University. The main content area features a navigation menu with options like Home, About Us, FIMT Programmes, Placement, Enquiry Form, Student Support Services, Student Portal, and Contact Us. Below the menu is a large image of a classroom. The login form is titled 'FIMT EMPLOYEE PORTAL' and includes a 'Login to Employee Web Portal' link, a 'Username' field, a password field (represented by dots), and a 'LOGIN' button. Social media icons for WhatsApp, Facebook, YouTube, and Instagram are visible on the right side.

The screenshot shows the 'EMPLOYEE ATTENDANCE REGISTER' dashboard. It includes a 'Dashboard' button and a table with columns for 'COURSE ID' and 'SEMESTER'. The table contains the following data:

COURSE ID	SEMESTER
Faculty ID	58
Faculty Name	Mr. Shashank Thapar
Date	05/02/21
Work Time	9AM
Session	10:55 AM
Special Session/Remarks	55
Course	BCA
Year	1
Faculty Code	BCA-301
Register Name	MATHS
Attendance	3
Faculty Signature	
Faculty Address	Unit Maths-Completed
Faculty Email	

The dashboard also features social media icons for WhatsApp, Facebook, YouTube, and Instagram on the right side.

FIMT LECTURER'S ATTENDANCE REGISTER



FAIRFIELD
INSTITUTE OF MANAGEMENT & TECHNOLOGY

S.No	Name of the Lectur	Date & Time	Paper	Subject	Signature of the Lecture
Course :BBA(G) Semester: 2 Section: a					
1	MR. PRASHANT VATS Adjustment Class	Date. 06/02/2019 Hrs. 09:30 To 10:35Hrs. Total Time: 65 Minute	BBA(G) 106	E-Commerce Unit:2 Status : Unit Partially Completed Topic Covered:SECURITY ISSUES IN ECOMMERCE	Section: a
2	MR. RAJKUMAR GARG Assigned Class	Date. 06/02/2019 Hrs. 12:15 To 01:20Hrs. Total Time: 65 Minute	BBA(G) 106	E-Commerce Unit:2 Status : Unit Partially Completed Topic Covered:GRAPHICS: INLINE IMAGE, EXTERNAL IMAGE, BACKGROUND & BGCOLOR.	Section: A
3	MR. SUNIL KUMAR Assigned Class	Date. 06/02/2019 Hrs. 01:20 To 02:25Hrs. Total Time: 65 Minute	BBA(G) 102	Cost Accounting Unit:1 Status : Unit Completed Topic Covered:BIN CARD, STORE LEDGER, LABOUR, LABOUR TURNOVER	Section: A
4	MS. NEETIKA TIWARI Assigned Class	Date. 06/02/2019 Hrs. 10:35 To 11:40Hrs. Total Time: 65 Minute	BBA(G) 104	Quantitative Technique Unit:1 Status : Unit Partially Completed Topic Covered:STANDARD DEVIATION FOR INDIVIDUAL DISCRETE SERIES	Section: A
5	MS. SABAHAT FATIMA Assigned Class	Date. 06/02/2019 Hrs. 02:25 To 03:30Hrs. Total Time: 65 Minute	BBA(G) 110	Business Communication Unit:2 Status : Unit Partially Completed Topic Covered:IDEAOF A GLOBAL WORLD	Section: A

FIMT LECTURER'S ATTENDANCE REGISTER



FAIRFIELD
INSTITUTE OF MANAGEMENT & TECHNOLOGY

S.No	Name of the Lectur	Date & Time	Paper	Subject	Signature of the Lecture
Course :BBA(G) Semester: 2 Section: C					
10	MR. SUNIL KUMAR Assigned Class	Date. 06/02/2019 Hrs. 10:35 To 11:40Hrs. Total Time: 65 Minute	BBA(G) 102	Cost Accounting Unit:1 Status : Unit Completed Topic Covered:BIN CARD, STORE LEDGER, LABOUR, LABOUR TURNOVER	Section: C
11	MR. UDAY KHANNA Assigned Class	Date. 06/02/2019 Hrs. 09:30 To 10:35Hrs. Total Time: 65 Minute	BBA(G) 110	Business Communication Unit:1 Status : Unit Completed Topic Covered:REVISION OF UNIT1	Section: c
12	MS. MANISHA SAINI Adjustment Class	Date. 06/02/2019 Hrs. 01:20 To 02:25Hrs. Total Time: 65 Minute	BBA(G) 112	Business Environment Unit:1 Status : Unit Partially Completed Topic Covered:REVISION HTML LIST	Section: C
	MS. MANISHA SAINI Assigned Class	Date. 06/02/2019 Hrs. 02:25 To 03:30Hrs. Total Time: 65 Minute	BBA(G) 108	E-Commerce Lab Unit:1 Status : Unit Partially Completed Topic Covered:PROGRAM 3 LIST	Section: C
13	MS. NEETIKA TIWARI Assigned Class	Date. 06/02/2019 Hrs. 12:15 To 01:20Hrs. Total Time: 65 Minute	BBA(G) 104	Quantitative Technique Unit:1 Status : Unit Partially Completed Topic Covered:STANDARD DEVIATION FOR INDIVIDUAL DISCRETE SERIES	Section: C



Result Analysis

B.Com				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
B.Com	Sonia Yadav	36090188817	81.57	I
	Harshit Naresh	50590188817	80.86	Ii
	Hardik Nassa	00551488817	80.46	Iii

B.Com				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
B.Com	Shubhangi Maikhuri	52890188816	81	I
	Monika Rana	35390188816	78	Ii
	Isha Verma	51090188816	78	Ii

B.Com				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
B.Com	Neha Jain	41190188815	80	I
	Prakash Negi	50990188815	73	Ii
	Abhishek Shingal	50290188815	72	Iii
	Deepesh Aswani	00490188815	72	Iii

B.Com				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
B.Com	Shreya Jha	01190188814	80	I
	Aditi Choudhary	30190188814	80	I
	Vaani Sachdeva	30590188814	78	Ii
	Lagan Sehgal	01290188814	77	Iii
	Shubham Sharma	05190188814	77	Iii

B.Com				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
B.Com	Tanuj Marwaha	2790188813	84	I
	Sarfaraj Alam Khan	2990188813	83	Ii
	Piyush Arya	8190188813	83	Ii
	Himanshi Sharma	4490188813	81	Iii

BCA				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bca	Abhishek Sharma	04590102013	85	I
	Sonam	05290102013	81	Ii
	Garvit Manchanda	00290102013	78	Iii
	Neha Chaudhary	05890102013	78	Iii

BCA				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bca	Jatin	00390102014	88	I
	Udit Kathuria	02490102014	82	Ii
	Vivek Mudgal	01790102014	75	Iii
	Kanika Bidhuri	02790102014	75	Iii
	Anu Jain	30190102014	75	Iii

BCA				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bca	Leena Solanki	35590102015	83	I
	Pratibha Rana	01490102015	82	Ii
	Shristi Kumari	00351402015	81	Iii
	Gurneet Singh	35290102015	81	Iii

BCA				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bca	Himani Arora	01190102016	78	I
	Jyoti Sharma	01390102016	76	Ii
	Bhavya Dora	35151402016	73	Iii

BCA				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bca	Nisha Chhillar	01190102016	86	I
	Laxman Singh Bisht	01390102016	80	Ii
	Shivam Mahna	35151402016	79	Iii

BAJMC				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bajmc	Ashish Dogra	4290102413	85	I
	Shikha Solanki	4990102413	84	Ii
	Stephanie Gabriella Leene	7390102413	83	Iii

BAJMC				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bajmc	Harpreet Singh	2090102414	81	I
	Aayush Tandon	5390102414	81	I
	Heena Vachher	5590102414	75	Ii
	Shubham Yadav	1090102414	74	Iii

BAJMC				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bajmc	Meenakshi	40290102415	88	I
	Bhavuk Bhatia	41190102415	83	Ii
	Pallavi Sengar	41690102415	82	Iii

BAJMC				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bajmc	Shivanshi Srivastva	02090102416	84	I
	Amit Kumar Dubey	50251402416	83	Ii
	Amit Bhoobia	35190102416	81	Iii

BAJMC				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bajmc	Iksha Tiwari	00890102417	82	I
	Swati Sharma	50190102417	81	Ii
	Apoorva Naik	00251402417	80	Iii
	Sonal Tanwar	35351402417	80	Iii
	Vanshika Prajapati	50851402417	80	Iii

BBA				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bba	Shahnwaz Alam Khan	07690101713	81	I
	Chhavi Bansal	12690101713	80	Ii
	Vanshaj Malhotra	10690101713	80	Ii
	Kajal Kakkar	10490101713	77	Iii
	Shobha Sehrawat	01890101713	77	Iii

BBA				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bba	Kriti Sharma	01590101714	85	I
	Diksha	04490101714	85	I
	Rohit	02390101714	79	Ii
	Hitesh Gulati	04990101714	79	Ii
	Mansi Gupta	31690101714	79	Ii
	Yash Gupta	04290101714	80	Iii

BBA				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bba	Medhur Jain	53090101715	82	I
	Ankita Rawat	50990101715	81	Ii
	Ankita Dash	00651401715	80	Iii

BBA				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bba	Lovely Kumari	45590101716	81	I
	Aabha Sajwan	00190101716	80	Ii
	Simran	05490101716	80	Ii
	Srishty Malhotra	05690101716	80	Ii
	Madhvi Arora	02390101716	78	Iii

BBA				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Bba	Tanvi Rohila	04151401717	82	I
	Komal Narang	52090101717	78	Ii
	Himanshu Kumar	50851401717	77	Iii
	Sanjay Singh Boura	02790101717	77	Iii
	Mukul Rawat	35490101717	77	Iii

BALLB				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Ballb	Prachi Tomar	00190103814	78	I
	Hiteshi Kakkar	08090103814	76	Ii
	Radhika Gupta	02790103814	75	Iii
	Sahil Goel	05790103814	75	Iii
	Naman Shukla	09790103814	75	Iii
	Drishiti Teckchandani	10090103814	75	Iii
	Preet Kharbanda	30390103814	75	Iii

BALLB				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Ballb	Sia Das	12390103815	81	I
	Ria Das	09890103815	79	Ii
	Simran Kaur Lotay	12590103815	78	Iii

BBALLB				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Ballb	Mehak Sachdeva	01790103514	80	I
	Anushree Kanodia	03390103514	78	Ii
	Ankita Kalra	00290103514	77	Iii

BBALLB				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
Ballb	Simran	06790103515	92	I
	Karan Aggarwal	02990103515	91	Ii
	Martin Paul	03990103515	91	Ii
	Mayank Aggarwal	04090103515	90	Iii

BA - Economics				
S.No.	Name Of Students	Enrollment No.	Percentage	Division
BA. Economics	Bhumika Aneja	05090121617	79	I
	Neetika	06390121617	78	Ii
	Akshay	35290121617	76	Iii





S.No.	Course	Total No. of Student	Pass	Pass			Fail
				Distinction	First	Second	
1	B. Com. (2017)	70	70	18	52	0	0
2	B. Com. (2016)	86	84	9	52	23	2
3	B. Com. (2015)	39	39	1	25	13	0
4	B. Com. (2014)	30	30	6	20	4	0
5	B. Com. (2013)	52	52	16	30	6	0
1	BCA (2017)	66	50	11	37	2	16
2	BCA (2016)	63	53	2	41	10	10
3	BCA (2015)	37	37	7	27	3	0
4	BCA (2014)	35	35	5	24	6	0
5	BCA (2013)	36	36	11	19	6	0
1	BBA (2017)	198	161	7	96	58	37
2	BBA (2016)	308	264	11	133	120	44
3	BBA (2015)	213	206	14	125	67	7
4	BBA (2014)	188	182	24	103	55	6
5	BBA (2013)	125	124	7	67	50	1
1	BJMC (2017)	100	84	53	28	3	16
2	BJMC (2016)	88	88	26	62	0	0
3	BJMC (2015)	55	55	18	29	8	0
4	BJMC (2014)	37	37	3	32	2	0
5	BJMC (2013)	36	36	17	19	0	0
1	BALLB (2015)	213	176	10	148	18	37
2	BALLB (2014)	107	100	7	82	11	7
3	BALLB (2013)	104	104	23	67	14	0
4	BALLB (2012)	64	64	8	56	0	0
	BBALLB (2015)	108	87	65	22	NIL	21
1	BBALLB (2014)	55	51	3	44	4	4
	BA(ECONOMICS)2017	33	33	3	23	7	0



FIMT-School of Education

Session 2018-20

Semester - IV

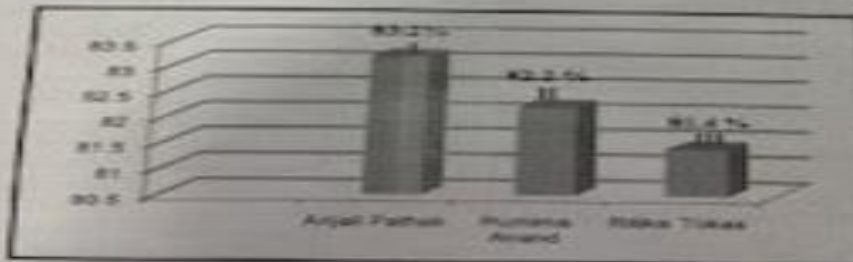
Total Students: 98

Appeared: 98

Pass: 97

Fail: 01

Percentage	Number of Students
Above 85%	-
Above 75 %	20
60 - 75 %	64
40-60 %	04
Less than 40 %	-



FIMT-SCHOOL OF EDUCATION

Session 2019-21

Semester - II

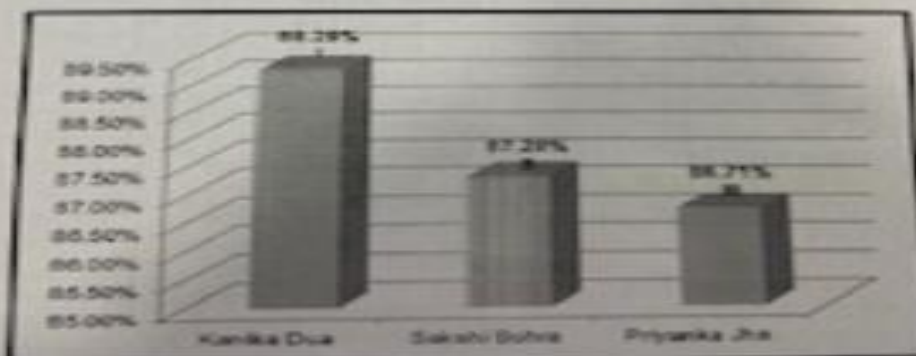
Total Students: 91

Appeared: 91

Pass: 91

Fail: 00

Percentage	Number of Students
Above 85%	13
Above 75 %	64
60 - 75 %	14
40-60 %	-
Less than 40 %	-



B) Student Mentorship Scheme introduced & implemented in the even semester of Academic session

The student Mentorship Scheme is an initiative of the institute inculcated for the overall development of the students in light of holistic improvement of knowledge enhancement and personality advancement.

Process of Program:

The mentor-mentee program includes three key members: the mentor an experienced faculty member, students, and a senior student member. The mentor roles are categorized clearly into two functions:

- 1) the career-related function incorporating advice to enhance the mentee's professional performance and development and
- 2) the psychosocial function establishes the mentor as a role model and mental support system for the mentee.

In light of the effectiveness of a mentorship program, the institute management has set guidelines to include only 40 students as a mentee under the guidance of a single mentor. The students are assigned with a single mentor for clear communication between the student body and the mentor for effective development. One senior student member is also appointed based on the academic and extra-curricular performance in the past years of enrolment to provide advice and suggestions for further improvement of the student performance, thereby the performance of the institute as a whole.

Mentor-Mentee ratio introduced & implemented students were motivated and encouraged to seek guidance from the mentor. Students participated in various activities throughout the academic session. The program is conducted on a semester basis and evaluation of the performance of students is done in a two-fold manner. The performance before the engagement in the mentor-mentee program is noted in terms of communication skills, teamwork, innovative behaviour, and personal engagement. The performance evaluation on the same set of indicators is done after the successful completion of the program in 6 months (semester end). After the completion of the program students have been identified to engage in classroom participation, enhanced focus, higher well-being, and reduced absenteeism. Hence, all the teaching staff students involved in successfully conducting the various academic and cultural event practicing decentralization and participative management.

Regular parent-teacher meeting is conducted once in a semester to enable discussion, obtaining parent feedback and taking improvement measures.

CIRCULAR

UNDER INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting regarding NAAC preparation

This is to inform all the staff members that the meeting regarding NAAC Cycle 2 will be held on 05.03.2020 i.e. on Thursday at 3:40 p.m. at C Wing multipurpose hall.

AGENDA FOR MEETING

- Forming of mentor mentee system.
- Election for class representative for the duration of Jan 2020 to July 2020.
- Formation of constitution of library committee and library feedback form.
- Assigning of responsibilities for the upcoming NAAC process of assessment for cycle 2 and appointing various criteria heads and members.
- Formation of Research committee.



Prof. (Dr.) Saroj Vyas
Director, FIMI

Copy to:

1. Management
2. Office File
3. HR
4. Website operator

NAAC ACCREDITED



FAIRFIELD Institute of Management & Technology

तेजस्वि भावपीलमस्तु
NO 9001/2011 & 1488/2012

Affiliated to GGS IP University, an 'A' Grade College by DHE, Govt. of NCT DELHI,
Approved by the Bar Council of India, NCTE and Recognised under 2(f) of UGC Act of 1956

NOTICE FOR COURSE COORDINATORS

Date: 05.03.2020

ELECTION SCHEDULE

UNDER INTERNAL QUALITY ASSURANCE CELL

This is to inform all course coordinators of FIMT, New Delhi that Institute will be conducting election for selection of class representative for the duration of Jan 2020 to July 2020. Coordinators are requested to collect the nomination forms from Director's office and provide and collect the same from interested candidates.

The election of the class representative for this semester for each course will be held as per the following schedule:

Commencement of filling of nominations	12.03.2020
Last date for filling nominations	16.03.2020
Last date for withdrawal of nomination	17.03.2020
Publication of list of eligible candidates for election	20.03.2020
Election through printed ballot	23.03.2020
Counting and declaration of results	24.03.2020

Eligibility Conditions for election of CR

Only those students shall be eligible for contesting/ proposing for the post of CR who

1. Do not have any supplementary/ back in any of the subjects of any semester / year.
 2. Have no disciplinary enquiry of action taken and pending against them.
 3. Have the potential to actively work for the overall development of the class and Institute.
 4. Have not been detained from the examination for shortage of attendance.
- ❖ Coordinators have to verify the above eligibility conditions.

Prof. (Dr.) Saroj Vyas
Director, FIMT

Copy to:
Management
Office file
HR Department
Website Operator

Handwritten signatures and dates:

- Boys 5/3/2020
- Shreya Chaudhary 5/3/2020
- Shreya 5/3/2020
- Shubh 5/3/2020
- Manish 5/3/2020
- Pranav 5/3/2020
- Harsh 5/3/2020
- Jyoti Yadav 5/3/2020