

NAAC ACCREDITED



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FAIRFIELD Institute of Management & Technology

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

Date: 03.03.2020

CIRCULAR -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.

Prof. (Dr.) Saroj Vyas
Director, FIMT

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04.03.2020

CIRCULAR - REGARDING NAAC PREPARATION

UNDER FIMT INTERNAL QUALITY ASSURANCE CELL (IQAC)

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, FIMT

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MINUTES OF MEETING Meeting regarding NAAC preparation

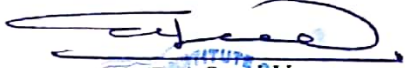
Date: 05.03.2020

The NAAC committee will be visiting our organization by the end of February 2021. Before that, the submission of the report has to be submitted 6 months prior to the visit. In addition to that, regarding the same, a meeting has been held on 05.03.2020 from 3:45 p.m. to 04:45 p.m. The agenda of the meeting was to form a Mentor & Mentee system, to conduct CR Elections and to orient the faculty members about the different NAAC criteria. In this particular meeting, all the members were congregated at 3:45 p.m. and henceforth the meeting started. In the meeting Prof. (Dr.) Saroj Vyas, Director, FIMT addressed all the members about her visit to GGSIP University recently, about the same and hence, shared the measures to be taken for the best possible work from each faculty for NAAC preparation.

The glance of the meeting:

1. The meeting was started at 3:45 p.m. where the faculty members shared their experience about the visit to Sophia College for participation in a Two Days Workshop on the different criteria of NAAC.
2. Various criteria heads were formed and assigned responsibilities by Prof. (Dr.) Saroj Vyas.
3. The doubts of the Criteria's Heads were discussed and cleared by NAAC members.
4. The objectives of the Research Committee were discussed, along with that Prof. (Dr.) Saroj Vyas welcomed the other interested faculty members for the same.
5. Course Coordinators were given responsibility to make announcement for the Nominations of CR Elections in respective classrooms.
6. Prof. (Dr.) Saroj Vyas motivated and guided faculty members for Research Publications.
7. The responsibility of monthly Newsletter was assigned to Ms. Shikha Mehmi. She was also instructed to form her new team for motivating students to write articles for the same.
8. Alumni Meet Members were also asked about their work progress for conducting the upcoming meet.

The Criteria were discussed by the NAAC members and the relevant roles and responsibilities have been assigned to the members who were present in this meeting. Until the next meeting, everyone has due time to make proper data and submit it to Prof. (Dr.) Saroj Vyas in the next meeting.


Prof. (Dr.) Saroj Vyas
Director, FIMT

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