

Minutes of Meeting

Internal Quality Assurance Cell (IQAC)

Date: July 23, 2023

Time: 11:30 AM

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

Participants:

1. Prof. (Dr.) Saroj Vyas - Chair of the Meeting
2. Prof. (Dr.) Afzal Wani - Advisor IQAC
3. Prof. (Dr.) Shaveta Gagneja - Director Law
4. Prof. (Dr.) S.P. Singh - Member IQAC
5. Prof. (Dr.) K.D. Sharma - Member IQAC
6. Dr. Manish Yadav - Associate Professor
7. Dr. Suman Yadav - Placement Incharge
8. Ms. Ipsa Saxena - Coordinator (NSS)
9. Mr. Shashikant Tiwari - Program Incharge BCA
10. Mr. Deepak Kumar - Program Incharge BBA

The meeting of the Internal Quality Assurance Cell (IQAC) of Fairfield Institute of Management and Technology (FIMT) was held on July 23, 2023, at 11:30 AM. Prof. (Dr.) Saroj Vyas, Chair of the Meeting and Dr. Shalini Kumar Coordinator of IQAC Cell FIMT welcomed all the participants and commenced the meeting with the following agenda:

Agenda 1: Progression of Subjects / Syllabus Competitions by Concerned Schools

The Chair initiated the discussion on the progression of subjects and syllabus competitions by all concerned schools of FIMT. Each program's head, including BBA, BCom, BCA, BBA-LLB, BA-LLB, BA (English) Hons, BA (Economics) Hons, BEd, BAJMC, and LLM, shared their respective status reports. The

members discussed the importance of maintaining a balanced and uniform pace in completing the concerned syllabus. After a comprehensive discussion, the following resolution was passed:

Resolution 1: All heads of departments and faculty members shall ensure the timely completion of syllabus for their respective courses. To monitor the progress, a progress report should be submitted to the IQAC by 15th August 2023.

Agenda 2: Planning of Upcoming Internal Examinations and Strategies

The Chair moved on to discuss the planning of upcoming internal examinations and strategies to ensure efficient conduct and evaluation. The Examination Cell and respective departments shared their proposed schedules. The IQAC members provided valuable inputs to streamline the process. After thorough deliberation, the following resolution was passed:

Resolution 2: The Examination Cell, in coordination with respective departments, will prepare a comprehensive examination schedule for the upcoming internal assessments. The IQAC will review and approve the schedule by 31st August 2023.

Agenda 3: Submission of Proposed and Executed Activities by Schools

The Chair urged all activities In-charges of various courses (BBA, BCom, BCA, BBA-LLB, BA-LLB, BA (English) Hons, BA (Economics) Hons, BEd, BAJMC, LLM) to submit their proposed and executed activities, including Soft skills and communication sessions by the Placement Cell of FIMT, Anti-tobacco day by the Zahanat society, Expert counselling sessions, World Food Safety Day celebration by NSS, Yoga Day celebration by the School of Education, and any other relevant events. The following resolution was passed:

Resolution 3: All activities In-charges will submit a detailed report of their proposed and executed activities to the IQAC by 10th August 2023. The IQAC will review and provide necessary support for successful execution.

Agenda 4: Overview of Preparatory Leaves by students of FIMT

The Chair through incharges advised all students of UG and PG Programmes running in FIMT Campus to share their learning experiences and provide an



overview of their preparatory leaves. Concerned students should have highlighted the significance of utilizing this time effectively for academic and research-related activities. The resolution passed during the meeting was as follows:

Resolution 4: All said students will use the preparatory leaves to work on their academic improvement plans and research initiatives, and to contribute for academic excellence. The IQAC coordinator will provide necessary guidance and support to all an individual manner if required.

Agenda 5: Commencement of Odd Semester

The Chair discussed the academic calendar and the commencement of the Odd Semester for the upcoming academic year. After considering various factors, the following resolution was passed:

Resolution 5: The Odd Semester for all courses will commence from 3rd week of August 2023. The respective heads of departments will ensure a smooth start to the new semester.

Agenda 6: Discussion on the Schedules of Practical Viva/ Major Projects/ Comprehensive Viva-Voce

The Chair initiated discussions on the schedules of Practical Viva, Major Projects, and Comprehensive Viva-Voce for different courses. Participants shared their inputs to ensure proper coordination and avoid overlapping. The resolution passed during the meeting was as follows:

Resolution 6: The Examination Cell will coordinate with department heads to establish a unified schedule for Practical Viva, Major Projects, and Comprehensive Viva-Voce. This schedule will be communicated to all students and faculty members by 20th August 2023.


Agenda 7: Planning to Develop Internal and External Skills of All Students

The Chair emphasized the importance of enhancing the internal and external skills of students for their holistic development. The IQAC discussed various initiatives and workshops to be conducted in collaboration with relevant departments. The following resolution was passed:

Resolution 7: The IQAC will collaborate with relevant departments and conduct workshops, seminars, and training sessions to develop the internal and external skills of all students. The schedule for these sessions will be prepared and shared by 15th September 2023.

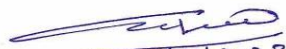
The meeting concluded with a vote of thanks to all participants for their active involvement and valuable contributions. The resolutions passed during the meeting will be communicated to the concerned stakeholders for immediate implementation. The next IQAC meeting is scheduled for 15th September 2023 to review the progress and discuss further developments.

Signature


Dr Shalini Kumar
Associate Professor
Coordinator, IQAC



Signature


23/09/2023
Prof (Dr) Saroj Vyas
Director (FIMT)
Chair head of Meeting IQAC

Minutes of the Meeting

Date: February 23, 2023

Time: 11:30 AM to 12:30 PM

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

Chaired by: Prof. (Dr.) Saroj Vyas, Director FIMT

Convened by: Dr. Shalini Kumar, Internal Quality Assurance Cell (IQAC)
FIMT

Participants:

1. Prof. (Dr.) Saroj Vyas - Chair of the Meeting
2. Prof. (Dr.) Afzal Wani - Advisor IQAC
3. Prof. (Dr.) Shaveta Gagneja - Director Law
4. Prof. (Dr.) S.P. Singh - Member IQAC
5. Prof. (Dr.) K.D. Sharma - Member IQAC
6. ~~Dr.~~ Manish Yadav - Associate Professor
7. Dr. Suman Yadav - Placement Incharge
8. Ms. Ipsa Saxena - Coordinator (NSS)
9. Mr. Shashikant Tiwari - Program Incharge BCA
10. Mr. Deepak Kumar - Program Incharge BBA

Agenda 1: Review of Latest Meeting

The meeting commenced with a review of the previous session's outcomes. The following items were discussed:

1. Progression of the 3rd unit of all UG and PG degree courses was reviewed, and the faculty members were appreciated for their efforts in ensuring a smooth academic process.
2. The successful organization of National Cancer Awareness Day, National Education Day, and activities conducted by NSS received positive feedback and commendation.
3. The National Human Rights Commission visit by the Department of Law was acknowledged as an enriching experience for the students.
4. The NSS's active participation in observing National Pollution Day and organizing the National Moot Competition by the Law department was recognized.
5. The comprehensive internal viva conducted by selected departments was discussed, and its importance in evaluating student progress was emphasized.

Agenda 2: Progression of 1st Unit in All departments

The meeting focused on the progress of the 1st unit in various departments, including BBA, BCom (Hons), BA (English) Hons, BA (Eco) Hons, Bed, BAJMC, BBALLB, and LLM. It was noted that consistent efforts were required to ensure effective teaching methodologies and timely completion of the syllabus.

Agenda 3: Educational Visit by the School of Education

The proposal for an education visit by the School of Education was discussed. The meeting highlighted the significance of such visits in enhancing practical learning and fostering a deeper understanding of educational practices. The concerned faculty members were assigned the task of finalizing the visit's details and arranging necessary permissions.

Agenda 4: One-Day National Conference by the School of Law

The School of Law proposed organizing a one-day national conference. The meeting appreciated the initiative and discussed potential themes and guest speakers for the event. Prof (Dr) Shewta Gagneja Director Law was entrusted with forming an organizing committee to plan and execute the conference successfully.

Agenda 5: Guest Lecture on International Trade by the School of Management

The School of Management proposed conducting a guest lecture on international trade. The participants acknowledged the importance of exposing students to global business trends and invited suggestions for suitable experts to deliver the lecture.

Agenda 6: Parliament Visit by the School of Journalism

The proposal for an educational visit to the parliament by the School of Journalism was discussed. The meeting recognized the value of such visits in promoting an understanding of the democratic process and journalism's role in covering parliamentary proceedings. Further arrangements and permissions for the visit will be coordinated by the concerned faculty.

Agenda 7: World Poetry Day and Water Day Competitions by the School of Humanities.

The School of Humanities proposed celebrating World Poetry Day with a self-composed poetry competition and organizing a slogan-making competition on World Water Day. The meeting appreciated the creative approach and encouraged active student participation. The faculty members in charge were asked to plan the events and ensure their successful execution.



Agenda 8: Conduction of Youth Parliament by the School of Law

The School of Law proposed conducting a Youth Parliament event. The participants recognized the significance of such activities in promoting awareness about the country's parliamentary process and democratic values. Prof. (Dr.) Shewta Gagneja Director Law was assigned the task of coordinating the event and forming a team to oversee its organization.

Agenda 9: Education Visit by the School of Information Technology

The School of Information Technology presented a proposal for an education visit. The meeting acknowledged the importance of industrial exposure for IT students and suggested identifying potential companies or institutions to visit. The concerned faculty members were asked to finalize the details and make necessary arrangements.

Conclusion:

The meeting concluded with a vote of thanks to all participants for their valuable contributions and constructive discussions. Dr. Shalini Kumer, the Coordinator IQAC, expressed gratitude to Prof. (Dr.) Saroj Vyas, the Director of FIMT, and all attendees for their active involvement. It was agreed that the action points from the meeting would be diligently followed up, and the next meeting would be scheduled and announced accordingly.

Signature

Dr, Shalini Kumar

Associate Professor

Coordinator IQAC



Signature

Prof (Dr) Saroj Vyas

Director FIMT

Head of Chair Meeting IQAC



Minutes of the Meeting

Internal Quality Assurance Cell (IQAC) Date: Nov 21, 2022 Time: 11:00 AM
to 12:30 PM Venue: Conference Hall, Wing C, FIMT, Kapashera, New Delhi.

Agenda:

1. Review of previous minutes of the IQAC meeting held
2. Improvement of academic programs and teaching-learning methodology.
3. Progress of the plan of action of various cells in the college.
4. Discussion on the National Education Policy (NEP) 2020.
5. Revival of the multidisciplinary journal named "Educator."
6. Legal aid awareness activities.
7. Reviews on different activities performed by the various schools
8. Review of activities carried out in the academic year 2021-2022.
9. Academic calendar.
10. Planning of activities in the academic year 2022-2023.
11. Planning of the Annual Quality Assurance Report (AQAR) for the academic year 2021-2022.
12. Overview of Result 2021-22

Participants:

1. Prof (Dr) Saroj Vyas - Chair of Meeting IQAC
2. Prof (Dr) Afzal Wani - Advisor IQAC
3. Prof (Dr) Shaveta Gagneja- Director Law
4. Dr Shalini Kumar Coordinator IQAC
5. Prof (Dr) S.P Singh - Member IQAC
6. Dr, Manish yadav – Associate Professor
7. Dr.Suman Yadav -Placement Incharge
8. Ms.Ipsa Saxena – NSS Coordinator
9. Mr Shashikant Tiwari – BCA Program Coordinator
10. Mr. Deepak Kumar – BBA Coordinator

Proceedings: The meeting was called to order by Prof (Dr) Saroj Vyas Director FIMT and the Chair of meeting IQAC, at 11:00 AM. She welcome all the members present and requested them to refer to the agenda for the meeting.

Agenda Item 1: Review of previous minutes of the IQAC meeting held on 02 August, 2022. The minutes of the previous meeting were reviewed, and after careful consideration, they were approved unanimously by the members.

Agenda Item 2: Improvement of academic programs and teaching-learning methodology. The members engaged in a detailed discussion on strategies to enhance the quality of academic programs and improve the teaching-learning methodology in the college. Various suggestions were put forth, including:

- Conducting faculty development programs to upgrade teaching skills and knowledge.
- Encouraging interdisciplinary collaboration among faculty members to enrich the academic experience.
- Introducing innovative teaching techniques and technologies, such as flipped classrooms and blended learning.
- Incorporating feedback mechanisms to assess the effectiveness of teaching methods and make necessary improvements.

Resolution: It was resolved that the IQAC would form a committee to study and implement the suggested strategies to improve academic programs and teaching-learning methodology. The committee would prepare an action plan and report progress in subsequent meetings.

Agenda Item 3: Progress of the plan of action of various cells in the college. The heads of various cells in the college provided updates on the progress of their respective action plans. The following cells were discussed:

- Research Cell:** The head of the Research Cell shared the progress made in promoting research activities among faculty members and students. They highlighted the increase in research publications and funded projects.
- Placement Cell:** The Placement Cell representative presented the achievements in terms of student placements, internships, and industry collaborations. They also discussed the challenges faced and the measures taken to overcome them.

c. Student Support Cell: The head of the Student Support Cell reported on the initiatives taken to support student well-being, including counselling services, mentoring programs, and academic assistance.

Resolution: The IQAC appreciated the progress made by the various cells and encouraged them to continue their efforts. It was resolved that the heads of the cells would submit a detailed report of their activities and achievements for further analysis and documentation.

Agenda Item 4: Discussion on the National Education Policy (NEP) 2020. The NEP 2020 and its implications for the college were discussed. The members shared their perspectives on the key features of the policy, including the emphasis on multidisciplinary education, flexibility in curriculum design, and the integration of technology in teaching and learning.

Resolution: To ensure effective implementation of the NEP 2020, it was resolved to form a committee comprising IQAC members and faculty representatives from different departments. The committee would study the policy in detail, identify its relevance to the college, and propose recommendations for its successful implementation.

Agenda Item 5: Revival of the FIMT New Delhi multidisciplinary journal named "Educator." The members deliberated on the revival of the multidisciplinary journal "Educator" and discussed the steps required to ensure its success. It was recognized that the journal would provide a platform for faculty members and students to showcase their research and scholarly work.

Resolution: It was resolved to constitute an editorial board for the journal "Educator." The board would comprise experts from different fields and an editor-in-chief responsible for overseeing the publication process. The members agreed to initiate the process of inviting submissions and exploring collaborations with other institutions for quality contributions.

Agenda Item 6: Legal aid awareness activities. The ongoing legal aid awareness activities conducted by the college were reviewed. The members discussed the impact of these activities and their relevance in creating legal

awareness among the college community. They emphasized the importance of continuing and expanding such initiatives.



Resolution: The IQAC resolved to continue organizing legal aid awareness activities and suggested exploring partnerships with legal organizations and experts to enhance the reach and effectiveness of these initiatives. It was decided to assign specific responsibilities to the concerned faculty members and monitor the progress regularly.

Agenda Item 7: Reviews on different activities performed by the School of Law, School of Journalism and Mass Communication, School of Humanities, School of Management, School of Commerce, and School of Education. Representatives from different schools shared updates on the activities carried out in the previous year. The achievements, challenges, and future plans were discussed, highlighting the following areas:

a. **School of Law:** The representative from the School of Law highlighted the successful organization of legal seminars, moot court competitions, and internships. They also discussed the challenges faced in terms of infrastructure and suggested measures for improvement.

b. **School of Journalism and Mass Communication:** The representative from the School of Journalism and Mass Communication reported on the media projects, industry collaborations, and student achievements. They also discussed the need for advanced equipment and industry-relevant curriculum.

c. **School of Humanities:** The representative from the School of Humanities shared updates on academic seminars, literary events, and cultural activities. They emphasized the importance of interdisciplinary collaborations and the integration of technology in humanities education.

d. **School of Management:** The representative from the School of Management discussed the initiatives taken for industry exposure, guest lectures, and skill development programs. They also highlighted the need for enhancing industry-academia partnerships.

e. **School of Commerce:** The representative from the School of Commerce presented the achievements in terms of academic performance, placements, and student-led initiatives. They discussed the challenges faced in integrating practical knowledge and suggested measures to bridge the gap.

f. School of Education: The representative from the School of Education shared updates on teacher training programs, educational research, and community engagement activities. They emphasized the importance of continuous professional development for teachers.

Resolution: The IQAC acknowledged the efforts of the different schools and suggested exploring interdisciplinary collaborations among them. The schools were encouraged to share best practices, collaborate on research projects, and organize joint events for enhanced academic and professional development.

Agenda Item 8: Review of activities carried out in the academic year 2021-2022. The activities conducted in the academic year 2021-2022 were reviewed, and their outcomes were assessed. The members identified the following areas of success:

- Implementation of outcome-based education (OBE) practices in various programs.
- Strengthening of industry-academia collaborations for skill development and internships.
- Introduction of new courses and programs in emerging areas.

Challenges faced in the implementation of certain activities were also discussed, including faculty development, infrastructure constraints, and administrative support.

Resolution: The IQAC resolved to document the outcomes of the activities systematically for future reference and analysis. The members agreed to create a repository of best practices and success stories that can be shared with the faculty and staff for knowledge sharing and replication.

Agenda Item 9: Academic calendar. The proposed academic calendar for the academic year 2022-2023 was presented and discussed. The calendar included important dates for admissions, examinations, holidays, and other academic events.

Resolution: The IQAC members provided their inputs and suggestions for modifications to the proposed academic calendar. After incorporating the necessary changes, the revised academic calendar was approved unanimously.

regarding their performance was emphasized. It was decided to establish effective communication channels to share the results and progress reports.

Conclusion: Prof (Dr) Saroj Vyas, Director and the Chair of meeting IQAC, thanked all the members for their active participation and valuable inputs. He emphasized the importance of implementing the decisions and plans discussed in the meeting to ensure continuous quality enhancement.

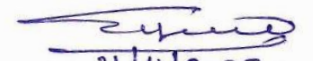
The meeting concluded at 12:30 PM.

Note: These minutes are review and approval by the IQAC members.


Dr Shalini Kumar

Coordinator IQAC FIMT




21/11/2022
Prof (Dr) Saroj Vyas

Chair of meeting IQAC FIMT
Kapashera New Delhi



Minutes of Meeting

Date: August 2, 2022

Time: 11:30 AM to 12:30 PM

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

Chaired by: Prof. (Dr.) Saroj Vyas, Director FIMT

Convened by: Dr. Shalini Vyas, New Delhi, Internal Quality Assurance Cell (IQAC)

Participants:

1. Prof. (Dr.) Saroj Vyas - Chair of the Meeting
2. Prof. (Dr.) Afzal Wani - Advisor IQAC
3. Prof. (Dr.) S.P. Singh - Member IQAC
4. Prof. (Dr.) K.D. Sharma - Member IQAC
5. ~~Mr.~~ Manish Yadav - Associate Professor
6. Dr. Suman Yadav - Placement Incharge
7. Ms. Ipsa Saxena - Coordinator (NSS)
8. Mr. Shashikant Tiwari - Program Incharge BCA
9. Mr. Deepak Kumar - Program Incharge BBA

[Signatures and dates for participants 1-9]

Agenda 1: Planning of Upcoming Academic Session

The meeting commenced at 11:30 AM, with Prof. (Dr.) Saroj Vyas, the esteemed Director of FIMT, presiding over the meeting. Dr. Shalini Vyas, the IQAC Coordinator, convened the meeting. The first item on the agenda was the planning of the upcoming academic session.

Agenda Item 10: Planning of activities in the academic year 2022-2023. The members brainstormed ideas and discussed various activities to be conducted in the upcoming academic year. The focus was on enhancing research culture, promoting student development, and ensuring quality education.

Resolution: The IQAC decided to develop a comprehensive plan of activities for the academic year 2022-2023. The plan would include faculty development programs, research conferences, student seminars, community outreach initiatives, and measures for academic support and guidance.

Agenda Item 11: Planning of the Annual Quality Assurance Report (AQAR) submission for the academic year 2021-2022. The process of preparing and submitting the AQAR for the academic year 2021-2022 was discussed. The members stressed the importance of accurate data collection, analysis, and documentation to ensure the quality of the report.

Resolution: The IQAC resolved to assign specific responsibilities to the concerned faculty members for data collection and analysis. A timeline was set for the completion of the AQAR, ensuring its submission within the specified deadline.

Agenda Item 12: Overview of Result Academic session of 2021-22

The presentation included a breakdown of pass percentages, grades distribution, and any notable achievements.

Resolution: The present members of meeting discussed the trends observed in the academic performance of students. Factors that might have influenced the results, such as changes in curriculum, teaching methodologies, or student support programs, were also discussed. The strengths and weaknesses of the academic performance were identified based on the presented data of specific subjects or areas where students excelled or faced challenges were highlighted. Strategies to address the identified weaknesses and improve the overall academic performance were discussed. The presented members suggested measures such as additional tutoring, faculty training, or student counselling programs. The importance of transparent communication with students and their parents

Discussion and Resolutions

- Prof. (Dr.) Saroj Vyas opened the discussion by stressing the significance of meticulous planning for the upcoming academic session. She highlighted the need to ensure a seamless academic environment that facilitates effective teaching and learning. All teachers representing various departments were requested to actively participate in the planning process.
- Dr. Manmohan, the head of the Economics Department, suggested that the academic calendar should include a balance between theory and practical sessions. He also proposed conducting regular faculty development programs to enhance teaching methodologies.
- Dr. Suman Yadav, representing the Management Department, emphasized the importance of aligning the curriculum with industry trends to prepare students for real-world challenges. She suggested introducing elective courses that cater to the students' diverse interests and career aspirations.
- Dr. Seema Dagar, from the Humanities Department, pointed out the need to incorporate interdisciplinary activities to foster holistic development among students. She recommended organizing seminars and workshops that encourage critical thinking and creativity.
- After thorough deliberation, it was unanimously resolved that the heads of all departments would submit their proposed academic calendars and schedules for the upcoming session to the IQAC by the specified deadline. The IQAC would then review and finalize the integrated academic calendar for the institute, taking into account the valuable inputs from all stakeholders.

Agenda 2: Inviting Activity In-charges to Submit Proposals

Discussion and Resolutions

- The second item on the agenda was to invite all the Activity In-charges from different departments, including BBA, BCom, BCA, BBA-LLB, BA-LLB, BA (English) Hons, BA (Economics) Hons, BEd, BAJMC, and LLM, to submit their proposals for conducting both academic and non-academic departmental activities.



- Ms. Geeta Dashmana, representing the Education Department, emphasized the importance of extracurricular activities in shaping a student's overall personality and fostering leadership skills. She suggested that the proposed activities should align with the institute's vision and contribute to the development of students' soft skills.
- Mr. K. N. Singh, from the IT Department, stressed the need for conducting technical workshops, hackathons, and coding competitions to enhance the technical acumen of the students.
- Dr. Shweta Gupta, representing the Commerce Department, proposed the inclusion of industry visits and internships to provide practical exposure to students and prepare them for the job market.
- It was decided that all Activity In-charges would be given a deadline to submit their proposals, detailing the activities they intend to organize, expected outcomes, and the resources required. The IQAC would assess these proposals and provide necessary guidance to ensure the successful execution of the planned activities.

Agenda 3: Overview of Results for the Academic Session 2021-22

Discussion and Resolutions

- Dr. Manmohan presented an overview of the results for the academic session 2021-22. The IQAC appreciated the efforts of the faculty and students, acknowledging the commendable results achieved in various programs.
- Dr. Suman Yadav suggested that departments with relatively lower performance should identify areas of improvement and submit plans for enhancing academic outcomes. She emphasized the need to offer additional support and resources to these departments to uplift their performance in the upcoming academic session.
- Dr. Seema Dagar proposed conducting workshops and training sessions for teachers to enhance their teaching methodologies and provide better support to students.
- It was resolved that the IQAC, in collaboration with the respective departments, would conduct a detailed analysis of the results and provide

constructive feedback to improve the overall academic performance of the institute.

Agenda 4: Planning to Develop Internal and External Skills of All Students

Discussion and Resolutions

- The final agenda item focused on planning to develop both internal (academic) and external (soft) skills of all students.
- Prof. S.P. Singh, representing the Law Department, highlighted the importance of internal skill development, such as critical thinking, problem-solving, and analytical skills, to excel in academic pursuits.
- Mr. Parveen Kumar, a Senior Administrative Officer, proposed conducting mock interviews, group discussions, and personality development sessions to enhance the students' external skills and employability.
- Dr. Shalini Vyas suggested collaborating with industry experts, training institutes, and alumni to organize skill development workshops and seminars on various subjects.
- After an extensive discussion, it was decided that the IQAC would take the lead in organizing skill development programs. Additionally, each department would be responsible for incorporating skill development modules within the existing curriculum.
- Dr. Nalini, a member from the management, suggested introducing a mentorship program where senior students could guide and support their juniors in honing their skills.
- The IQAC resolved to implement a continuous assessment and feedback mechanism to monitor and enhance students' internal and external skills throughout their academic journey.

Conclusion

The meeting concluded at 12:30 PM with a vote of thanks extended by Prof. (Dr.) Saroj Vyas. The participants expressed their enthusiasm for the implementation of the discussed resolutions to ensure a successful and enriching academic session ahead.

Action Items



1. All heads of departments to submit their proposed academic calendars for the upcoming session to the IQAC by the specified deadline.
2. Activity In-charges of various departments to submit detailed proposals for academic and non-academic activities to the IQAC, ensuring alignment with the institute's vision and objectives.
3. Departments with relatively lower academic performance to identify areas of improvement and submit plans for enhancing academic outcomes.
4. Collaboration with industry experts, training institutes, and alumni to organize skill development workshops and seminars for students.
5. Continuous assessment and feedback mechanisms to be established for monitoring and enhancing student's internal and external skills.

The IQAC would diligently follow up on the action items to drive positive outcomes for the institute and its students, fostering an environment of academic excellence and holistic development.

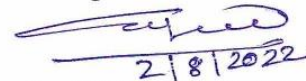
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Dr Shalini Kumar
Cordinator (IQAC) FIMT



Signature



Prof (Dr) Saroj Vyas
Director (FIMT) New Delhi
Chair of meeting, IQAC

