



# 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: 5<sup>th</sup> Apr 2021

## Minutes of Meeting

The meeting started on a welcome note by Director to all core members and progress on the ongoing planning and preparations for the Peer Team Visit. As per the Agenda below mentioned points were discussed

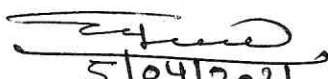
- ❖ The Director has informed all present members that documentations for all departments must be reviewed by the respective course coordinators.
- ❖ It was decided to have an Internal Audit of Documentary evidence of Advance Learner/ Slow Learner / Remedial Classes on 10<sup>th</sup> April 2021.
- ❖ As decided in the previous meeting to take student feedback for Faculty for all courses further Academic Head had asked to submit the Analysis Report by 5<sup>th</sup> April.
- ❖ Research Committee Head & Members are asked to review the previous Institutional Research Policy and submit it by 7<sup>th</sup> April for approval from the Management. Further to inculcate research culture among students it was decided to have a webinar on research guidelines for the Students.
- ❖ The Director has asked to submit the revised proposal for the Mentor mentee Scheme.

- ❖ The Director informed all the members that few IQAC members have left the organization and requested to give everyone their nomination & suggestions for adding new members in Internal Quality Assurance Cell. Names were proposed by all the present members & it was decided to make a final list after the approval from the Head of the Institution.
- ❖ Ms. Nidhi Sharma (Head Marketing & HR) briefed about the new policy for appraisal and also new promotional activity initiated by management and requested all members to participate actively.
- ❖ The IQAC coordinator asked the coordinator to give their final date for Departmental Presentation. It was decided to have the final departmental presentation as per the below Schedule confirmed by coordinators

BBA(G), BA (Eng),	5 <sup>th</sup> April 2021
Academic Head BA(Eco), LAW,BA(JMC), BCA,B.Com, B.Ed	10 <sup>th</sup> April 2021

- ❖ The Director asked Alumni In charge, Ms. Vanika Chugh, to submit the final proposal for Alumni meet to the Internal Quality Assurance Cell and Director office by 5<sup>th</sup> April 2021.

Meeting ended with a formal vote of thanks by the IQAC coordinator and it was decided to have the next meeting on 12<sup>th</sup> April 2021

  
5/04/2021  
Prof (Dr) Saroj Vyas  
Director