Notice

Internal Quality Assurance Cell (IQAC) meeting is being scheduled on 17th July 2022 at 11 am in C-Wing Conference Room. All the Heads of Academic Programme and Person In-Charge of various activities are requested to be present for the meeting.

Agenda of the Meeting:

1. Review the status of initiatives and activities carried out by various departments of the institutions.
2. Improve the Academic Programme and the Teaching-Learning Methodologies.
3. Progress and Plan of action for various Cells of the institution.
5. Revival of Multidisciplinary Journal “Educator”.
6. Promotion of Research Culture.
7. Legal Aid Awareness activities.
8. Any other topic with the permission of Chair.

IQAC Coordinator
Internal Quality Assurance Cell (IQAC)
Minutes of IQAC Meeting

A meeting of the IQAC of the FIMT was held on 17th July 2022 at 11 AM in the Conference Room of the Institute to review the status of various initiatives and activities being carried out for better outcome of the academic programmes and student benefit, creating opportunities for more visible inclusion of the placements and interdisciplinary approach of the NEP 2020. All Heads of Academic Programmes and Persons In-Charge of their activities were invited to attend the meeting. The following members attended the meeting:

1. Prof. (Dr) Afzal Wani (in Chair).
2. Prof. (Dr) S.P. Singh
3. Dr. Shalini Kumar
4. Mr. Manish Jha
5. Dr. Manmohan Chaudhary
6. Dr. Suman Yadav
7. Dr. Shikha Dutt
8. Ms. Aarti Yadav
9. Ms. Ipsa Saxena
10. Mr. Shahikant Tiwari
11. Ms. Anupriya Anil
12. Mr. Deepak Kumar
13. Ms. Dimple Sehrawat
14. Mr. Ashu

In the meeting the various related issues were discussed and the following decisions were taken:

1) Effective Curriculum Delivery, all the subject teachers shall prepare one ideal teaching module based on any one unit of the respective assigned papers including introduction, substantive materials with references, analysis of materials, conclusion and select questions with model answers.
2) All the subject teachers in the college shall evaluate the syllabi of the allocated papers and prepare their recommendations and suggestions that can be forwarded to GGSIPU for consideration.
3) Each teacher of the college shall get prepared one video talk/lesson of 15-20 minutes duration on any topic of his choice which task may be accomplished with the help of the staff of the School of Mass Communication (BA(JMC). The videos will be uploaded on the college website.

4) The Mentor-Mentee Program shall be strengthened by putting newly admitted under mentorship from the very first day at College. The mentors will not only look into the grievances expressed to them, but also adopt an approach of suggesting them tasks fruitful for them in overall personality and professional development. The placement Cell shall also work with mentors and try be in touch with parents of the students as supportive members for placement opportunities. For removal of difficulties and further planning there shall be open sessions by concerned Faculty members about conducting the Mentor-Mentee program effectively. Records should be maintained as per the policy of the Institute.

5) The legal Aid Team shall prepare a list of forthcoming activities for the next six months and display it on the college website through Internal Quality Assurance Cell.

6) An initiative shall be taken for providing competitive coaching facility to students aspiring for judicial services competitive exams being held every year in almost all the states of the country. The mode of selecting the students and preparation of the schedule shall be determined by the team of Faculty members selected for the purpose.

7) Revival of the publication of FIMT Law Journal, Issue 1, 2022, was noted and appreciated.

8) Publication of the "Educator" shall be revived for which initiatives will be taken by Dr. Shalini Kumar, Dr. Mannmohan Chaudhary and Ms. Dimple Sehrawat.

9) Efforts will be made to avail CSR funding from various undertakings and business houses for conducting various activities for the students of college and common people through social outreach programmes. The Placement Cell of the college may take the initiative in this regard associating other Faculty members/ officers to assist them.

10) Exemplary efforts shall be made for strengthening the placement drive of the college by making the placement cell broad based through association of mentors from industry and profession, and association of parents of students, as mentioned above.

11) Alumni association will be given due attention by assigning the task to a team of teachers with the policy of Alumni for Hand Holding of the younger students.

12) Education Department shall prepare a project on "child Psychology challenges focusing on NEP 2020."

13) Department of Information Technology shall prepare a proposal on the "use of digital technology for better public health advancement".

14) All the teachers shall promote research culture by publishing at least one paper in a semester.
15) In the coming academic session each department shall make efforts for conducting one conference/Seminar annually.

16) Concerning the multidisciplinary approach of NEP 2020, each school of study shall identify the areas and submit proposals for bridge courses and Add on Programmes.

17) The teachers of Economics may prepare a working paper on the current issues in the field of economics and make it available in the library for all teachers and students to promote research in this context.

18) For the above a ‘Task Flower’ shall be prepared by the Internal Quality Assurance Cell and shared with the concerned all faculty members of the college for necessary actions.

19) The next meeting will be held to examine the status after about two weeks of the circulation of the minutes.

20) Meeting ended with the formal vote of Thanks to the Chair.

Dr Shalini Kumar
IQAC Coordinator

CC:
1. Hon’ble Chairman (For Information)
2. All committee members
3. Office
4. IT Department for website upload
5. All concerned

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Notice

A meeting is being scheduled on 26th Feb 2022 with all members In-charge of various committee/activities, for the progress of ongoing Academic session 2021-22 at 1:30PM in Conference Hall Wing C.

Agenda of the Meeting:

1. Progress and plan of Actions for even semester
2. General Instructions on Code of Conduct during physical classes
3. Assigning new responsibilities.
4. Any other topic with the permission of chair.

IQAC Coordinator
Internal Quality Assurance Cell (IQAC)
Minutes of Meeting

A meeting for all the committee In-Charges was held on 26th February 2022 at 1:30 pm in the conference room. With the objective to understand and assess the committee activities and to plan the line of action that are algin with parameters of the inspecting agency. All the In-Charges of various Programmes were invites to attend the meeting. The following members were present in the meeting:

1. Prof. (Dr.) S.P. Singh (in Chair)
2. Dr. Shalini Kumar
3. Dr. Suman Yadav
4. Dr. Manmohan
5. Dr. Shweta Gupta
6. Mr. Manish Jha
7. Ms. Shikha Dutt Sharma
8. Ms Ipsa Saxena
9. Ms. Renu

Prof. (Dr.) S.P. Singh Chaired the meeting and started with welcoming everyone and briefed them about the agenda and the purpose of this meeting. The following issues were discussed during the meeting:

- Starting with the Training and placement Cell’s In-Charge Dr. Suman Yadav, with the zeal to train our institute students for professional skill the cell has already conducted two training sessions. While in the case of placement the in-charge have found that only handful of students are interested or opting for placement. For which she proposed that career counselling to motivate the students must be undertaken. She also proposed that the cell should have members form all the departments which would not only give insight about the needs of the students and recruiters but help in effective functioning of the cell.

- Dr. Suman Yadav also brought the idea of Higher Education cell to the table. This cell would work on how to clear the entrance or other exams in which a student needs to excel for their further studies.

- Dr. Manmohan the in-charge of Research Committee, was of the same view that there should be representation from each department the research committee as well. As each discipline have their own methodology and research methods. In-charge felt that there is a need to inspire faculties and students in the area of research hence she proposed the concept of best faculty and student researcher.
Monthly or quarterly a report from the faculties about their publications would be collected.

Topics and roadmap for the FDP was discussed, Research methodology was found be the topic of interest among the members.

As for the academic committee, Mr. Manish Jha briefed about the change that have been made in various format be it the unit completion, or the feedback form. He shared that in the previous feedback survey 90% of the responses received was positive.

The topic of discussion was the Add on programmes, the process of documentation was highlighted by Dr. Shalini IQAC coordinator. It was identified that there is a need to develop SOP for Add on programmes. Also, the courses offered can be generic or course specific in nature. The members in the meeting were of view that these courses should be optional and students must be given options of various programmes to choose from.

Dr. Shweta Gupta, the In-charge of examination committee discussed the post- Internal examination process. For the post- internal examination process the in-charge proposed to show answer script to the students or a discussion session on common observation with the students. Member in chair, asked the examination committee to prepare the result analysis after each result declaration by the university.

For the Discipline committee, Ms. Ilsa Saxena was asked to focus more on preventive methods for discipline. Suggestion for limiting the entry of students post lunch and making wearing ID card compulsory in the campus were proposed by the members.

Ms. Renu Alumni association in-charge discussed various initiatives that are being taken by the association. Among which in May’2022 the association is planning to hold alumni trade fair to promote their businesses. And providing free advertisement space in the institution newspaper.

Prepared By
IQAC Coordinator

Director
Notice

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 27th Nov 2021 for the review of NAAC Peer Team Visit cycle 2 Accreditation & Assessment process at 11.30 AM in Room No 105 of B-wing.

Agenda of the Meeting:

2. Suggestions & recommendations for the observations made by Peer Team
3. Discussion on promoting research culture and proposal for upcoming Academic session.
4. Assigning new responsibilities
5. Any other topic with permission of chair.

IQAC Coordinator
Minutes of Meeting - Internal Quality Assurance Cell

Internal Quality Assurance Cell (IQAC) meeting was held on 27th Nov 2021 which was chaired by Executive Director to discuss the observations and suggestions made by Peer team members during the cycle 2 Accreditation & Assessment process.

Members Present:
Prof. (Dr) S.P. Singh
Dr. Shweta Gupta
Dr. Suman Yadav
Mr. Manish Jha
Ms. Renu
Mr. Madhavendra

In this meeting observations & suggestions of NAAC peer team visit were discussed in length with the members with the purpose of rectifying the weaknesses and improvements to be made. New responsibilities were assigned to the In-charge of various committee which is as mentioned below:

<table>
<thead>
<tr>
<th>NAAC criteria wise Responsibilities and In-charge</th>
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<tbody>
<tr>
<td><strong>Responsibility</strong></td>
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<tr>
<td>E-Mail Id</td>
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<td>Standard procedure</td>
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<td>Criteria wise Documentation</td>
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<td>Higher Education</td>
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**Criterion I: Curricular Aspects**

- 1.1 Curriculum Planning and Implementation
- 1.2 Academic Flexibility
- 1.3 Curriculum Enrichment
- 1.4 Feedback System

**Mr. Manish Jha**

**Criterion II: Teaching Learning and Evaluation**

- 2.1 Student Enrolment and Profile
- 2.2 Catering to Student Diversity
- 2.3 Teaching-Learning Process
- 2.4 Teacher Profile and Quality
- 2.5 Evaluation Process and Reforms
- 2.6 Student Performance and Learning Outcomes
- 2.7 Student Satisfaction Survey

**Prof. Saroj Vyas / Dr Shalini**

**Criterion III: Research, Innovations and Extension**

- 3.1 *Promotion of Research and Facilities
- 3.2 Resource Mobilization for Research
- 3.3 Innovation Ecosystem
- 3.4 Research Publications and Awards
- 3.6 Extension Activities
- 3.7 Collaboration

**Dr Mannmohan / Dr Manish Yadav / Mr kshitij**

**Criterion IV: Infrastructure and Learning Resources**

- 4.1 Physical Facilities
- 4.2 Library as a Learning Resource
- 4.3 IT Infrastructure
- 4.4 Maintenance of Campus Infrastructure

**Mr. Madhvendra**

**Criterion V: Student Support and Progression**

- 5.1 Student Support
- 5.2 Student Progression

**Dr Suman Yadav / Ms. Garima Bora/Ms Parul**
<table>
<thead>
<tr>
<th>Criterion VI: Governance, Leadership and Management</th>
<th>5.3 Student Participation and Activities</th>
<th>5.4 Alumni Engagement</th>
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<td></td>
<td>6.1 Institutional Vision and Leadership</td>
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<td>6.2 Strategy Development and Deployment</td>
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<td>6.3 Faculty Empowerment Strategies</td>
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<td>6.4 Financial Management and Resource Mobilization</td>
<td>Executive Director / Director</td>
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<td>6.5 Internal Quality Assurance System (IQAS)</td>
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<td>Criterion VII: Institutional Values and Best Practices</td>
<td>7.1 Institutional Values and Social Responsibilities</td>
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<td>7.2 Best Practices</td>
<td>Dr Shweta Gupta/ Ms. Shikha Dutt</td>
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<td>7.3 Institutional Distinctiveness</td>
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Meeting ended with a formal vote of thanks by the IQAC coordinator and all members were asked to submit the report by 30th Nov 2021.

IQAC Coordinator

Director

Executive Director
Notice

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 1st Oct 2021 for the preparation of NAAC Peer Team Visit for the cycle 2 Accreditation and Assessment process at 1:00 pm at C-Wing Conference Room.

Agenda of the meeting:

1. Review minutes of previous meeting held on
2. Appraise the members about the status of action taken on previous minutes of meeting.
4. Parents Teacher Meeting Preparation.
5. Review of departmental PPTs.
6. Discussion on Extension Activity

Director
Prof (Dr) Saroj Vyas
Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

In reference to the NAAC Accreditation and Assessment cycle 2 Peer Team Visit preparation; a meeting was held on 01.10.2021 at C wing Conference Room.

The following members were present during the meeting:

1. Prof. (Dr.) Saroj Vyas (In Chair)
2. Prof. (Dr.) S P Singh
3. Dr. Shalini Kumar, IQAC Coordinator
4. Dr. Shweta Gupta
5. Dr. Suman Yadav
6. Dr. Manmohan
7. Mr. Shashikant Tiwari
8. Ms. Ipsa Saxena
9. Ms. Garima Bora
10. Ms. Aarti Singh
11. Ms. Geeta Dashmana
12. Ms. Shikha Sharma

The meeting started on a welcome note by Director to all Faculty members and briefing about the entire journey of preparation and successful approval of SSR (Self Study Report) with the continuous support of the core Team Members.

The Following points were discussed during the meeting:

1. Review minutes of previous meeting:
   As no comments were received, the minutes were confirmed in the original form.

2. Appraise the members about the status of action taken on previous minutes of meeting.
   The Director congratulated the present members about the successful ongoing extension activity organised by FIMT for Covid-19 Vaccination drive.

1. Proposal for the upcoming conferences by the Research Committee
   The process of collection of proposal is in process, as reported by the committee In-Charge.
2. Career Enhancement and Promotion of Research culture by enrolment in various Faculties and students were enrolled in MOOC in the field of their interest, also they were asked to write research paper and enrol themselves in various FDPs.

3. Preparation for NAAC Cycle 2 Team Visit.
   Provision of weekly departmental meeting with the IQAC for monitoring progress is taking place. Documents pertaining to Mentor- Mentee scheme has been verified and submitted.

   To enhance the record management for the activity and academic work, all faculties shall prepare a sample for a report. In the next meeting the final format for the documentation shall be discussed.

4. Parents Teacher Meeting Preparation.
   All the Programme In-Charges shall prepare a proposal for Parents Teacher meetings along with the agenda and proposed date.

5. Review of departmental PPTs.
   Improvement in the existing departmental PPTs were suggested by the members. Final date for presentation shall be decided by the administration.

6. Discussion on Extension activities.
   With the successful ongoing extension activities, proposal and schedule for the activities in the upcoming academics session shall be prepared by all the Programme In-Charges. The schedule shall be submitted to IAQC by 15.10.2021

Dr Shalini Kumar
IQAC Coordinator

Director
21/12/2022