



भारतीय विदेश व्यापार संस्थान
मानित विश्वविद्यालय
INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED TO BE UNIVERSITY)



(AN AUTONOMOUS INSTITUTION OF MINISTRY OF COMMERCE & INDUSTRY)

बी-21, कुतुब इन्स्टीट्यूशनल एरिया नई दिल्ली-110016
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Phone : 0091-11-39147200, 39147201, 39147202
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No. Reg. Off/ 09/2017

19 September, 2017

OFFICE ORDER

The Director of IIFT and The Chairman of Internal Quality Assurance Cell (IQAC) has nominated the following members of IQAC for the year 2015-16, which will continue till further orders.

1. Dr. Satinder Bhatia, Professor - Director IQAC
2. Dr. Gautam Dutta, Associate Professor - Member
3. Dr. M. Venkatesan, Associate Professor - Member
4. Dr. Sheeba Kapil, Associate Professor - Member
5. Dr. Nitin Seth, Associate Professor - Member
6. Shri. Gaurav Gulati - Member
7. Shri. Kushal Roy - External Member
8. Shri. Saniib Asthana - External Member


(Dr. P.K. Gupta)
Registrar

Copy to:

1. All Chairpersons/ Head of the Divisions/ Departments
2. Head (Kolkata Centre)
3. PS to Director - for information of Director



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**MINUTES OF THE 01ST MEETING OF THE INTERNAL QUALITY ASSURANCE
CELL (IQAC)**

HELD ON 4TH MAY, 2015 (3.00 PM, BOARD ROOM, IIFT)

PRESENT:

Dr. Rakesh Mohan Joshi. Director IQAC	In the Chair
Dr. Satinder Bhatia	Member
Dr. M. Venkatesan	Member
Dr. Jaydeep Mukherjee	Member
Shri. Desh Raj	Member
Shri. Rituraj Juneja	External Member
Shri. Siraj Chowdhury	External Member

MEMBER ABSENT:

Dr. Mridula Savitri Mishra	Given leave of absence
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The members of newly formed IQAC met to set the agenda and evaluate past activities of IQAC Cell on 4th May, 2015 from 3.00 p.m. onwards in Board Room at IIFT Delhi. Following points were discussed and recorded in the meeting:

- All members of IQAC have appreciated the successful completion of NAAC accreditation which led to 'A' grading for the institute.
- Director, IQAC proposed to assign one member of IQAC to evaluate the functioning of each division of IIFT.
- The meeting discussed the process of awarding Research Project at IIFT and status of Research publications. It has been unanimously agreed that The Director, IQAC will send necessary recommendation note to The Director, IIFT for streamlining the award of Research Project.
- The members expressed concerns on the lack of punctuality by the faculty members in engaging their assigned class. The Director, IQAC suggested that she will get a command from the Director to all faculty to do the time schedule.

The meeting ended with an agreement to discuss in depth issues related to MDP and Research Division in its next meeting.

Dr. Rakesh Mohan Joshi, Director IQAC



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**MINUTES OF THE 02ND MEETING OF THE INTERNAL QUALITY ASSURANCE
CELL (IQAC)**

HELD ON 10TH AUGUST, 2015 (4.00 PM, BOARD ROOM, IIFT)

PRESENT:

Dr. Rakesh Mohan Joshi, Director IQAC	In the Chair
Dr. Satinder Bhatia	Member
Dr. M. Venkatesan	Member
Dr. Jaydeep Mukherjee	Member
Dr. Mridula Savitri Mishra	Member
Shri. Desh Raj	Member
Shri. Rituraj Juneja	External Member
Shri. Siraj Chowdhury	External Member

The members of IQAC met on 10th August, 2015 from 4.00 p.m. onwards in Board Room at IIFT Delhi.
Following points were discussed and recorded in the meeting:

- The members of IQAC discussed the process of Research Project and agreed to recommendations of Research Division that the faculty who prepares the project proposal, will be the Project Leader. The Project Leader will prepare the team for further approval. In case of unsolicited projects, the Chairperson of Research Division, with the approval of Director, IQAC will nominate the project leader & team.
- The members of IQAC proposed that IIFT should take up MDP's beyond trade procedures & documentations. It has been also suggested to pursue possibilities of repeat training programmes on big corporates.
- The members of IQAC expressed concerns of excessive course credits for some of the core courses in MBA programmes. They also suggested to introduce new core courses in the light of changes in Business Landscape.
- The members have again insisted that IIFT should strengthen its online Library Resources including Trade Data bases.

The meeting ended with a vote of thanks to the chair

Dr. Rakesh Mohan Joshi, Director IQAC



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Action taken on Academic Administrative audit

Members of IQAC met the chairmanship of The Director and The Chairman of IQAC on 08th March, 2016 and discussed the academic administrative audit report pertains to academic year 2015-16 at 10:30 a.m. All members were present.

The following points regarding the audit were noted for action.

1. The IQAC team recommended setting up of 'Incubation Cell' in line with NAAC recommendation, in the next AY itself.
2. The IQAC team recommended initiative of full course review of MBA (IB) curriculum which should revisit the course credits & introduction of possible course electives.
3. The IQAC team recommended that effort should be made by the Research Division to improve publication of Policy Research Programme.
4. It is strongly recommended that the completion of PhD reports by the Research Scholar should be properly assessed to ensure timely completion of the work.
5. The members of IQAC has recommended strengthening the library database with subscription of Bloomberg Terminal.

Dr. Rakesh Mohan Joshi, Director IQAC