



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

B-21, Qutab Institutional Area, New Delhi-110016

Phone : 0091-11-39147200, 39147201, 39147202

Fax : 0091-11-39147214, Website : www.iift.edu



No.Reg.Off/05(1)/2020

30<sup>th</sup> March, 2021

**OFFICE ORDER**

The Director has kindly nominated Dr. Gautam Dutta, Professor as Director of Internal Quality Assurance Cell (IQAC) with immediate effect. He may co-opt two more faculty members in the IQAC.

Dr. Nitin Seth will assist Director (IQAC) till he takes over his duties completely. The administrative clarifications, if any may be forwarded by IQAC to Ms. Neha Kaamra, Administrative Coordinator.

This issues with the approval of the Competent Authority.

  
(Dr. P.K. Gupta)  
Registrar

Dr. Gautam Dutta, Professor

**Copy to:**

1. Dean (Academics)
2. All Chairpersons/Heads of Divisions/Centres/Departments
3. Dr. Nitin Seth, Professor
4. Ms. Neha Kaamra, Administrative Coordinator
5. Hindi Officer- for issuance of order in Hindi
6. PS to Director: for information of Director



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**INDIAN INSTITUTE OF FOREIGN TRADE**

**MINUTES OF THE 11<sup>TH</sup> MEETING OF THE INTERNAL QUALITY ASSURANCE  
CELL (IQAC)**

HELD ON 12<sup>nd</sup> oct, 2020 (3.30 PM, BOARD ROOM, IIFT)

**PRESENT:**

Dr. Nitin Seth, Director IQAC

In the Chair

Dr. Gautam Dutta

Member

Dr. M. Venkatesan

Member

Dr. Saikat Banceerjee

Member

Dr. Sanjay Rastogi

Member

Shri. Gaurav Gulati

Member

Shri Balasubramanian S

Member

Shri. Kushal Roy

External Member

Shri. Sanjib Asthana

External Member

The members of IQAC met for their tenth meeting on 14<sup>th</sup> January 2020 from 3.30 p.m. onwards in Board Room at IIFT Delhi.

Following points were discussed and recorded in the meeting:

- i. The members deliberated that the process of incentive claim should be visible to the concerned faculty claiming the incentive. Computer center along with Director IQAC suggested that the same can be implemented at the time a faculty is submitting the claim and tracking progress can be implemented.
- ii. Based on the queries and suggestions from different faculty members the modifications incentive scheme for research were recommended.

Dr. Nitin Seth, Director IQAC



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**INDIAN INSTITUTE OF FOREIGN TRADE**

**MINUTES OF THE 11<sup>TH</sup> MEETING OF THE INTERNAL QUALITY ASSURANCE  
CELL (IQAC)**

HELD ON 4<sup>TH</sup> September 2020 (3.30 PM, BOARD ROOM, IIFT)

**PRESENT:**

Dr. Nitin Seth, Director IQAC	In the Chair
Dr. Gautam Dutta	Member
Dr. M. Venkatesan	Member
Dr. Saikat Baneerjee	Member
Dr. Sanjay Rastogi	Member
Shri. Gaurav Gulati	Member
Shri Balasubramanian S	Member
Shri. Kushal Roy	External Member
Shri. Sanjib Asthana	External Member

The members of IQAC met for their tenth meeting on 4<sup>th</sup> September 2020 from 3.30 p.m. onwards in Board Room at IIFT Delhi.

Following points were discussed and recorded in the meeting:

- i. The members have deliberated on the issues raised towards the operationalization of research incentive policy; subsequently suitable refinements were recommended.
- ii. After the research incentive policy was introduced, it was also felt that the contribution of faculty towards research is important while the delivery to the students/society is also equally important. Subsequently, it has been decided to incorporate the teaching feedback while processing the research incentive payments to a faculty.

  
Dr. Nitin Seth, Director IQAC





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No.Admn.10(33)/98

16<sup>th</sup> October, 2020

**OFFICE ORDER**

The Competent Authority has approved the following amendments in the "Policy on Incentives for Research Publications at IIFT" circulated vide Office Order No.Admn.10(33)/98 dated 8<sup>th</sup> January, 2018.

- i. With effect from 1<sup>st</sup> January, 2021, the condition that IIFT author must be the first/corresponding author is removed and all other conditions will remain the same i.e. incentives (proportional to number of authors) may be made to all IIFT faculty only depending on the category of Journals subject to IIFT affiliation being mentioned in the papers against the author who is claiming the amount.
- ii. Claim date by a faculty for research incentive will be considered as final and latest ABDC journal listing available at that time will be considered. Date of sanction/availability of ABDC or equivalent journal list on the website will be considered final and the same will be considered while processing any claim by the faculty.

*Illustration: In case a faculty claims based on acceptance mail (As per current incentive policy, he/she needs to give an undertaking) and let's say the journal is ABDC "C" category listed, when the paper appears as published, the journal is also re-ranked by ABDC and placed now in "B" category. In such a case, no new claim for sanction of additional amount will be entertained as he/she has already claimed the amount based on the acceptance mail.*

- iii. A faculty is eligible to claim for the incentive amount for a research publication only either in the year it is accepted or when it is published. The faculty must claim within 6 months from the publication/acceptance date. Late submission of claim by the faculty, will be subject to approval of Director. Any such applicant must seek approval from the Director stating the reasons for late submission of the claim after obtaining approval from IQAC.
- iv. As a part of regular review of the research incentives towards publication in quality journals, the UGC and Scopus listed journals will be discontinued for processing of payments w.e.f. 1.1.2021. However, Institute would continue to process payments for ABDC "C" listed journals @INR 50,000 (Rupees Fifty Thousand only) per paper as per Policy on Incentives for Research Publications.




v. In case the faculty submits his/her claim based on acceptance letter, he/she must submit the same along with declaration that:

(a) He/she is one or sole author of the paper and the paper has IIFT affiliation; and

b) He/she will submit the published paper as it is available on the website which should be within one year from claim date.

In case of papers not published even after one year from the date of claim, no further claims towards research incentives of the faculty will be processed till he/she submits the published paper/first page of the website. In case of delay in submission of Publication, he/she also needs to apply immediately to IQAC stating the reasons (with complete correspondence), else financial recovery process will be initiated for the amount claimed by the faculty.

This issues with the approval of the Competent Authority.

  
(Dr. P.K. Gupta)  
Registrar

To All Faculty Members

**Copy to:**

1. Director, IQAC
2. PS to Director: for information of Director