



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/05/2018

23<sup>rd</sup> May, 2019

**OFFICE ORDER**

The Director has kindly nominated Dr. Sheeba Kapil, Professor as Director of Internal Quality Assurance Cell (IQAC) with immediate effect.

  
(Dr. P.K. Gupta)  
Registrar

1. Dr. Satinder Bhatia, CP (EMPD)
2. Dr. Sheeba Kapil, Professor

**Copy to:**

1. Dean, Administration (Academics)
2. All Chairpersons / Heads of Divisions/Departments
3. Head (Kolkata Centre)
4. PS to Director : for information of Director



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**INDIAN INSTITUTE OF FOREIGN TRADE**

**MINUTES OF THE 09<sup>TH</sup> MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**HELD ON 6<sup>TH</sup> AUGUST, 2019 (4.00 PM, BOARD ROOM, IIFT)**

**PRESENT:**

Dr. Sheeba Kapil, Director

In the Chair

Dr. Gautam Dutta

Member

Dr. M. Venkatesan

Member

Dr. Jacqueline Symss

Member

Dr. Nitin Seth

Member

Shri. Gaurav Gulati

Member

Shri. Kushal Roy

External Member

Shri. Sanjib Asthana

External Member

The members of IQAC met for their ninth meeting on 06<sup>th</sup> August, 2019 from 4.00 p.m. onwards in Board Room at IIFT Delhi.

Following points were discussed and recorded in the meeting:

- i. The members welcomed new Director of IQAC, Dr. Sheeba Kapil and Member Dr. Jacqueline Symss.
- ii. The members have deliberated upon shortage of faculty and conducting interviews for faculties under IPS. It is recommended that the recruitment would be expedite in view of the commencement of new academic session.

The meeting ended with a vote of thanks to the chair.

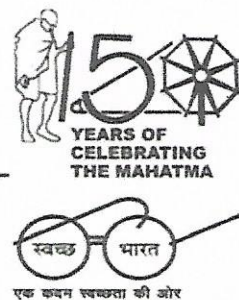
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*sd/-*  
Dr. Sheeba Kapil, Director IQAC





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**MINUTES OF THE 10<sup>TH</sup> MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**HELD ON 14<sup>TH</sup> JANUARY, 2020 (3.30 PM, BOARD ROOM, IIFT)**

**PRESENT:**

Dr. Sheeba Kapil, Director	In the Chair
Dr. Gautam Dutta	Member
Dr. M. Venkatesan	Member
Dr. Jacqueline Symss	Member
Dr. Nitin Seth	Member
Shri. Gaurav Gulati	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:

- The members have deliberated the idea of opening another campus in Kakinada, Andhra Pradesh and suggested that the institute should not move further unless both faculty and financial resources are ascertained.
- The meeting discussed work norm and incentives for publication to improve international research publications the criteria of using ABDC, ABS, SCOPUS indices is recommended by IQAC for devising and incentive plan.
- The members have also recommended IIFT to revisit the policy on admission in MBA full time programme to ensure fair gender representation and weightage of overall academic performance since schooling and academic diversity.

The meeting ended with a vote of thanks to the chair.

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Dr. Sheeba Kapil, 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 06<sup>th</sup> August, 2019 and 14<sup>th</sup> January, 2020 respectively where they have discussed the academic administrative audit report pertains to academic year 2019-20. All members were present.

The following points regarding the audit were noted for action.

1. The IQAC team deliberated upon shortage of faculty and conducting interviews for faculties under IPS. It is recommended that the recruitment would be expedite in view of the commencement of new academic session.
2. As a result, second set of IPS conducted & 04 new faculty recruited for IIFT Kolkata.

  
Dr. Sheeba Kapil, Director IQAC