



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. Admn. 3(1)/2022

04.04.2022

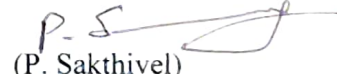
**OFFICE ORDER**

In continuation of Office Order of even number dated 10.02.22, the Internal Quality Assurance Cell (IQAC) is re-constituted as under:-

1. Dr. Sanjay Rastogi, Professor - Director
  2. Dr. Nitin Seth, Professor
  3. Prof. D. K. Lobiyal, former Director, IQAC, JNU
- } External Advisors

The Director, IQAC will be assisted by Dr. Saikat Banerjee from Kolkata Campus. Ms. Neha Kaamra, Administrative Coordinator will continue to provide the internal assistance to Director, IQAC.

This issues with the approval of the Competent Authority.

  
(P. Sakhivel)  
SAO (Estt.)

1. Dr. Sanjay Rastogi, Professor & Head (GSM) - IIFT Delhi
2. Dr. Nitin Seth, Professor
3. Dr. Saikat Banerjee, Professor & Head (GSM) - IIFT Kolkata
4. Prof. D. K. Lobiyal, Former Director, IQAC, JNU

**Copy to:**

1. Dean
2. Head, CDOE
3. All Heads of Divisions/ Centres/ Departments
4. Head, Kolkata Centre
5. Head, Computer Centre
6. Ms. Neha Kaamra, Administrative Coordinator
7. ES to Vice-Chancellor - for information of VC
8. PA to Registrar - for information of Registrar
9. Hindi Officer - for issuance of order in Hindi
10. Personal file of the persons concerned
11. Guard file



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


10.02.2022

**OFFICE ORDER**

The Vice-Chancellor has nominated Dr. Nitin Seth, Professor as Director of Internal Quality Assurance Cell (IQAC) in place of Dr. Gautam Dutta with immediate effect. He will be assisted by Dr. Sanjay Rastogi, Professor in Delhi and by Dr. Saikat Banerjee, Professor from Kolkata Campus.

Ms. Neha Kaamra, Administrative Coordinator will provide the internal assistance to Director, IQAC and external assistance will be provided by Prof. D.K. Lobiyal, Former Director, IQAC, JNU.

This issues with the approval of the Competent Authority.

  
(Dr. P. K. Gupta)  
Registrar

1. Dr. Nitin Seth, Professor
2. Dr. Sanjay Rastogi, Professor & Head (GSM) - IIFT Delhi
3. Dr. Saiket Banerjee, Professor & Head (GSM) - IIFT Kolkata
4. Dr. Gaufam Dutta, Professor
5. Prof. D. K. Lobiyal, Former Director, IQAC, JNU

**Copy to:**

1. Dean
2. Head, CDOE
3. All Heads of Divisions/ Centres/ Departments
4. Head, Kolkata Centre
5. Head, Computer Centre
6. Ms. Neha Kaamra, Administrative Coordinator
7. ES to Vice-Chancellor - for information of VC
8. Hindi Officer - for issuance of order in Hindi



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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

## **Sub: NAAC Accreditation & AQAR of the Institute**

### **Minutes of the meeting**

Under the chairmanship of Prof S Bhatia, Dean IIFT , a MS team based meeting was held on 21<sup>st</sup> April, 2021 to discuss and expedite the process of NAAC accreditation and AQAR submission.

The meeting was attended by the following faculty and officials of IIFT

Prof K. Rangarajan, Prof Nitin Seth, Prof Jayanta Kumar Seal, Prof Niti Nandini Chatnani, Prof Ashish Gupta, Mr Balasubramanian S, Mr Bhuwan Chandra. Ms Neha Kaamra, Prof Gautam Dutta

The following action points were agreed on the meeting for NAAC Accreditation & AQAR submission of the Institute and accordingly responsibilities were given in the following way

- A) The letter seeking extension for AQAR submission to NAAC : Mr Bhuwan Chandra  
DR (Acad) will prepare a draft letter for such time extension to be sent from Director Office and take the approval of Director and follow up the status.
- B) The data collection as per excel format within 5<sup>th</sup> May, 2021 : Mr Bhuwan Chandra  
DR (Acad) will send mails to the concerned division heads of both Academic and Administrative Divisions of both Delhi and Kolkata. He will also be following it up through his office for timely collection of Data from the concerned divisions.
- C) The upload of the minutes of meeting of AQAC to NAAC website for the past five years: Prof Nitin Seth  
Prof. Nitin Seth will contact all the past Directors of IQAC for the required MOMs of previous years since 2015 to be uploaded in the website.
- D) As it is a huge task it has been agreed that the Director, IQAC may seek the approval of Director for constituting a Core Committee which will include faculty and admin staff. The administrative activities related to the complete process will be monitored by DR (Acad) and his team.

As per point D above, the following Core Committee is proposed along with this MoM for approval of the Director.

1. Prof Venkateshan
2. Prof Ashish Gupta
3. Prof Naman Sharma

4. Mr. Bhuwan Chandra, DR Academics
5. One SO level officer to work along with DR (Acad)
6. Mr Balasubramanian, ASM
7. Mr Hirde, officer accreditation/ranking
8. Ms Neha Kaamra, Administrative Coordinator, Registrar Office

The above core committee will be working along with IQAC Department.

On approval of the MoM and the core committee, Director, IQAC will prepare a detailed schedule of data collection completion which will be used by the DR (Acad) for follow up.

Submitted for kind approval



**Prof Gautam Dutta**

**Director IQAC**

Date: 14 May, 2021

**Sub: Minutes of Meeting for NAAC Accreditation and AQAR of the Institute**

A meeting was convened on 14.05.21 at 11 a.m. through MS Team regarding NAAC Accreditation and AQAR of the Institute and was attended by the following members:

- Dr. K. Rangarajan, Centre-Head, IIFT Kolkata
- Dr. Nitin Seth, Professor, IIFT Delhi
- Dr. M. Venkatesan, Professor, IIFT
- Dr Niti Nandini Chatnani, Professor, IIFT
- Dr Jayanta Kumar Seal, IIFT
- Dr. Jacqueline Symss, Professor, IIFT
- Shri Kishor Hirde, Officer, Accreditation/ Ranking, IIFT
- Shri C.S. Balasubramanian, Assistant System Manager, IIFT
- Mr Bhuwan Chandra, Dr Registrar, Academic
- Dr. Ashish Gupta, Assistant Professor, IIFT
- Ms. Neha Kaamra
- Dr. Gautam Dutta, Director (IQAC) and Convenor

Dr Gautam Dutta made a ppt presentation on the requirements in respect of **a)** Selection and approval of NAAC Criterion Heads, **b)** formation of GA, PEO's, PO's, PSO's, CO's and approval from Academic Council, **c)** IQAC MoM till date and approval from Academic Council and **d)** Academic, Finance & Administrative Audits and placing of audit records in the institutional website.

Committee members discussed on the above and following decisions were taken:

- a) The criterion head will be as under for which notification will be made by Registrar with approval of Director. **Action: Ms. Neha Kaamra** to follow up.

Criterion	Name of the Criterion	In charge Division
Criterion I	Curricular Aspects	Office of the Dean Academic *
Criterion II	Teaching-Learning and Evaluation	Office of the Dean Academic *
Criterion III	Research, Innovations and Extension	Office of the Dean Academic *
Criterion IV	Infrastructure and Learning Resources	Office of the Registrar *
Criterion V	Student Support and Progression	CRPD Division
Criterion VI	Governance, Leadership and Management	Office of the Director *
Criterion VII	Institutional Values and Best Practices	Office of the Director *

\*The respective offices may nominate a person for the concerned criterion

b) Requirement of formation of Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcome (PSOs), Course Outcomes (COs) and approval from Academic Council were deliberated at length in the meeting. The members have decided that IIFT has already developed PEO, PO and PSO under AACSB core courses. Also, we are already evaluating CO through AOL. Hence, the same will be used for the purpose of NAAC.

**Action: Mr. Kishor Hirde and Ms. Neha Kaamra** will make the transfer from AACSB format to NAAC template.

c) i) IQAC MoM till date and approval from Academic Council.

**Action: Prof. Nitin Seth** to take up the matter of availability of previous years MOM with Dean Academic for possible solution.

ii) Regarding current year (2021-22), letter will be sent to different divisions to submit their respective MOM in respect of faculty meeting/staff meeting/anti-ragging committee meeting / planning committee meeting /exam committee meeting /internal committee meeting / finance committee meeting of both campuses to IQAC for approval and uploading the same in the NAAC website. **Action: Prof. Ashish Gupta and Ms. N. Kaamra** to take it forward.

d) Regarding periodic Academic, Finance & Administrative Audits and placing of audit records in the institutional website, IQAC cell to convene a meeting with Director, Registrar and Dean to decide on the matter. **Action: IQAC cell.**

The meeting further discussed on the present data collection efforts using the excel templates. The following decisions were arrived at:

- Now the excel templates are ready and will be used for data collection. Prof. K. Rangarajan, Prof. Ashish Gupta, Mr. Balasubramanian, Mr. Bhuwan Chandra and Mr. Kishor Hirde will meet again on 17<sup>th</sup> May 2021 (Monday) to understand the availability of existing data in the AACSB format and finalise the gaps for which mails to be sent to the divisions/departments.

**Action: Mr Kishor Hirde** to facilitate.

- **Mr. Balasubramanian** to create the NAAC webpage in IIFT website.



Dr. Gautam Dutta  
Director- IQAC

Date: 28 August 2021

**Sub: Minutes of the Review Meeting for NAAC Accreditation of the Institute**

A meeting was convened on 28.08.21 at 5:30 p.m. under the Chairmanship of Professor Rakesh Mohan Joshi. Dean, IIFT through MS Team to review the obstacles in the compilation of data for NAAC Accreditation of the Institute and it was attended by the following members:

- Dr. K. Rangarajan, Centre-Head, IIFT Kolkata
- Dr. M. Venkatesan, Professor, IIFT
- Dr Jayanta Kumar Seal, Professor, IIFT
- Mr Bhuwan Chandra, Dy. Registrar (Academic), IIFT
- Shri Kishor Hirde, (Officer, Accreditations & Rankings), IIFT
- Shri C.S. Balasubramanian, Assistant System Manager, IIFT
- Dr. Gautam Dutta, Director (IQAC) and Convenor

The meeting took up the matter pertaining to filling up of qualitative data part for the completion of NAAC formalities. Additionally, the meeting also reviewed the quantitative data collection of both the campuses of IIFT.

In respect to the above, the following points were discussed, and action points formulated to complete the process of NAAC submission in a timely manner:

1. Dean, IIFT specifically looked into the 32 forms, one by one, required to fill-up under 7 broad criteria of AAQR submission and requirement of academic /administrative support to complete the job. The members present in the meeting deliberated the requirements and expertise of the IIFT faculty/administration for each of the 32 forms. After deliberations, divided the work amongst faculty and administration for completing the work in a timely manner.
2. Dy. Register- Academics needs to break up the work of filling up 32 forms for NAAC, in accordance with the Faculty/Administration support required for completion of the work and mail them to Dean IIFT for circulation. **Action: Mr. Bhuwan Chandra preferably by 29.08.2021**
3. Dean IIFT has kindly agreed to mail to the concerned faculty/administration with a request to complete the work by 3<sup>rd</sup> September 2021. **Action: Dean's Office**



4. IIFT, Delhi Campus need to speed up the quantitative data collection and for that requisite follow-up must be made. **Action: Dr. M. Venkatesan, Mr. Bhuwan Chandra and Mr. Balasubramanian.**
5. Since the AACSB team will be visiting IIFT during the 2<sup>nd</sup> week of September 2021 and considering that Mr. Kishore Hirde to continue to do NAAC work without stoppage, Dean IIFT assured in the meeting to intervene and provide the necessary manpower support to Mr. Kishore from the administration. **Action: Dean's Office.**
6. Dean, IIFT took stock of the work done so far for NAAC AAQR submission and balance work. Noted the information required to be collated are voluminous and to be subjected to validation for their accuracy. Accordingly, the Dean IIFT will update the Vice-Chancellor, IIFT next week and discuss about a realistic time frame for NAAC/AAQR submission. It was felt to allow the Committee time up to 30th September to complete the task. **Action: Dean**
7. It is proposed to have the next meeting in the presence of the Vice-Chancellor after the AACSB Virtual Visit scheduled in the first week of September 2021

At the end of the meeting, Dr. Gautam Dutta, Director-IQAC, thanked Dr. K. Rangarajan for his active support in completing Qualitative Report Preparation for AAQR. Director-IQAC also expressed thanks to Dean, IIFT for making himself available every time for NAAC purpose and expressed gratitude to the other colleagues who were present in the meeting.

Dr. Gautam Dutta  
Director-IQAC