

Centre for Internal Quality Assurance (2019-20)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 05-06-2018	Copy of the notification: View
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1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Dr. Pooja Lakhanpal	Professor	Behavioral Sciences	02-03-2021	31-03-2021

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	4	DIRECTOR	08-01-2019	08-01-2019	View

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	Quality Maintained
2	Continuous improvement	Ensured
3	Identification of the key areas in which the HEI should maintain quality	Teaching Aids
4	Dissemination of information on quality assurance	Adhered to
5	Mechanisms for interaction and obtaining feedback	Electronically
6	Measures for qualitative improvement	Continuosus Appraisal
7	Ensuring Implementation of its recommendations through regular monitoring	Yes, Done
8	Ensuring Participation of stakeholders	Yes, Done
9	Preparation of Programme Project Report and Information regarding any new programmes launched	Yes
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	Yes

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
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1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	No	-
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	View
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	No	-
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	No	-
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	No	-

1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

Following is the mechanism implemented in the ODL programmes- 1. Online interactive faculty session with the participants to handle their queries related to the assignments, projects etc. 2. Use of digital writing pad to ensure proper understanding of the concerned subject area by the respective faculty. 3. Engagement of participants through quizzes, case studies and presentations.

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	Indian Institute of Foreign Trade, New Delhi	07-08-2019	37

1.8 Mention the duration, credits and eligibility of programmes offered:

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	PG Diploma	EXECUTIVE POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS	15 Months	66	1. Minimum 50% marks in graduation 2. Minimum 5 years work experience and 3 years work experience for Non-Engineering and Engineering background respectively.

1.9 Describe the details of in-semester and end semester assessments/examinations conducted

with the actions taken to ensure sanctity of the examinations:

Sr No	Objective	Yes/No
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	No
3	Whether building and grounds of the examination centre are clean and in good condition	Yes
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes
8	Whether the provision of drinking water is made for learners	Yes
9	Whether adequate parking is available near the examination centre	Yes
10	Whether facilities for Persons with Disabilities are available	Yes

1.10 Total Students enrolled and fees during Academic Session 2019-20:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	PG Diploma	EXECUTIVE POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS	37	510000
2	July	PG Diploma	EXECUTIVE POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS	37	510000
			Total	74	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2019-20:

Number of programmes recognized from July, 2019 academic session and a copy of the UGC recognition letter:	
Number of programmes: 1	Copy of the UGC recognition letter: View
Number of programmes recognized from January, 2020 academic session and a copy of the UGC recognition letter:	
Number of programmes: 1	Copy of the UGC recognition letter: View

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	PG Diploma	EXECUTIVE POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS	15 Months	21-01-2019	F.1-1/2018(CPP-I/DU) dated 19.6.2018	1	33	4	0	37

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: Indian Institute of Foreign Trade, New Delhi

Address of College/institute where LSC is established: B-21, Qutab Institutional Area, New Delhi-110016

Name of HEI to which College/institute is affiliated (where LSC is established): Indian Institute of Foreign Trade, New Delhi

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. PARUL SINGH (Ph.D) and Contact: 9899186620

Programmes offered: EXECUTIVE POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS

Total enrolled student: 37

No. of Counsellors: 11

Sr No	Counsellor Name	Qualification	Contact Details
1	SATINDER BHATIA	Ph.D	011-39147200
2	D. SUNITHA RAJU	Ph.D	011-39147200
3	SASWATI TRIPATHI	Ph.D	6290544545
4	RANAJAY BHATTACHARYA	Ph.D	9830085704
5	M. VENKATESAN	Ph.D	011-39147200
6	V.R SARADHI	Ph.D	011-39147200
7	GAUTAM DUTTA	Ph.D	9874602482
8	K. RANGA RAJAN	Ph.D	9836189550
9	RAVI SHANKER	Ph.D	011-39147200
10	PRATEEK MAHESHWARI	Ph.D	011-39147200
11	A.R SINGLA	Ph.D	011-39147200

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	PG Diploma	EXECUTIVE POST GRADUATE DIPLOMA IN	37	35	35	AWAIT	AWAIT

			INTERNATIONAL BUSINESS					
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Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes https://tedu.iift.ac.in/iift/index.php
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	No
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
9	Information regarding any new programmes launched and those proposed for the next two years	Yes
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	No
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes
14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	Yes

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sanctity of examinations, including the following:

- i) No. of examination centres inspected during conduct of exam.
- ii) No. of cases of unfair means reported.

iii) Disciplinary action taken.

iv) Detail of observer of the examination centres appointed by HEI and its reports.

i) The HEI had deputed the staff and faculty for monitoring of the examinations. The invigilators assigned to each examination room maintained a strict vigil. There was only examination centre. ii) No case of unfair means was reported. There were staff members and faculty to observe the conduct of examinations.

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - VI of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-VI of the Regulations. In addition, the faculty details shall be provided in the following format:

1. EXECUTIVE POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS Academic Session: July Level: PG Diploma No. of Fulltime Dedicated Faculty: 11					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	SATINDER BHATIA (PROFESSOR)	Regular	07/08/2019	Teaching: 300 Months Industrial: 0 Months	224331
2	D. SUNITHA RAJU (PROFESSOR)	Regular	07/08/2019	Teaching: 240 Months Industrial: 60 Months	224331
3	SASWATI TRIPATHI (PROFESSOR)	Regular	07/08/2019	Teaching: 300 Months Industrial: 60 Months	224331
4	PRATEEK MAHESWARI (ASSISTANT PROFESSOR)	Regular	07/08/2019	Teaching: 108 Months Industrial: 18 Months	143115
5	M. VENKATESAN (PROFESSOR)	Regular	07/08/2019	Teaching: 108 Months Industrial: 168 Months	224331
6	RANAJAY BHATTACHARYA (PROFESSOR)	Regular	07/08/2019	Teaching: 156 Months Industrial: 192 Months	224331
7	V. R SARADHI (PROFESSOR)	Regular	07/08/2019	Teaching: 324 Months Industrial: 0 Months	224331
8	A.R SINGLA (ASSOCIATE PROFESSOR)	Regular	07/08/2019	Teaching: 228 Months Industrial: 24 Months	196836
9	GAUTAM DUTTA (PROFESSOR)	Regular	07/08/2019	Teaching: 312 Months Industrial: 156 Months	224331
10	K. RANGARAJAN (PROFESSOR)	Regular	07/08/2019	Teaching: 300 Months Industrial: 48 Months	224331
11	RAVI SHANKER (PROFESSOR)	Regular	07/08/2019	Teaching: 240 Months Industrial: 0 Months	224331

Part - 6: Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

The HEI complied with the guidelines of learning material in multiple media, human resource, curriculum and pedagogy to the extent possible.

Part - 7: Compliance status of 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

Guidelines on preparation of SLM were followed as far as possible. The HEI shall endeavor to all the guidelines in the next programmes to be conducted.

Part - 8: Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - IX of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

The programme project report in form of proposal for starting a new programme was put up to the regulatory bodies of the institute. It spelt out the broad objective of the programme which correlate with mission and objectives of the HEI.

Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

The HEI has a dedicated division named as Executive Management Programmes Division (EMPD) to cater to the requirement of the learners.

Part - 10: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

The HEI has a grievance redressal system for addressing the grievance of the employees as well as students. The details of the grievance committee has been put up on the website of the institute.

Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card	Yes
2	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner	Yes
3	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at	Yes

	least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	No
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	No
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	No
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	No
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

Part - 11.2: Observer Report

View

Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '7' to '17' below	Yes
4	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning, and the other terms and conditions of such payment	No
5	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
6	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	No
7	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where	No

	so specified by the Higher Educational Institution	
8	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
9	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test	Yes
10	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or part time or visiting or contractual basis	Yes
11	Pay and other emoluments payable for each category of teachers and other employees	Yes
12	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
13	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
14	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

During the academic year, learners were exposed to best contemporary practices of learning area of International Trade and Business. A study tour was organized for the participants to some countries in Europe.

ii) Give Best Practices of Institution

The Institute is a leading name in the training of International Trade and Business. While MBA(Full Time) remains the core programme of the institute, students of the EPGDIB programme were given equal opportunity of learning. They were taught by the best names in business.

iii) Any other Information

The EPGDIB programme was designed to cater to the needs of the working professional for honing their managerial skills. The programme was hugely in demand and benefited the stake-holder all across.

Part - 14: Plan of Institution for next year

The Institute has robust mechanism of continuous improvement. We don't shy away from admitting the short-comings that we might have experienced during the currency of the programme. Our team of faculty looked into the programme in holistic manner and tried to remove the bottle-necks.

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL) Regulations, 2017 and its amendments.

Signature of the Director:

Signature of the Registrar:

Name of the Director: DR. MANOJ PANT

Name of the Registrar: DR. P.K GUPTA

Seal of the Director:

Seal of the Registrar:

Date of the Director: 31-03-2021

Date of the Registrar: 31-03-2021