



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution	INDIAN INSTITUTE OF FOREIGN TRADE
• Name of the Head of the institution	Dr Manoj Pant
• Designation	Vice Chancellor
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01139147200
• Mobile no	9836189550
• Registered e-mail	diroffice@iift.ac.in
• Alternate e-mail address	head_kol@iift.edu
• City/Town	New Delhi
• State/UT	Delhi
• Pin Code	110016
2.Institutional status	
• University	Deemed
• Type of Institution	Co-education
• Location	Urban
• Name of the IQAC Co-ordinator/Director	Dr. Sanjay Rastogi

- Phone no./Alternate phone no 01139147200
- Mobile 9212627939
- IQAC e-mail address directoriqac@iift.edu
- Alternate Email address srastogi@iift.edu

3. Website address (Web link of the AQAR (Previous Academic Year)) <https://www.iift.ac.in/iift/docs/NAAC/AQAR/2020-21.pdf>

4. Whether Academic Calendar prepared during the year? Yes

- if yes, whether it is uploaded in the Institutional website Web link: https://www.iift.ac.in/iift/docs/LatestUpdates/MBAIB_2123_B.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	85.25	2005	20/05/2005	19/05/2010
Cycle 2	A	3.53	2015	03/03/2015	02/03/2020

6. Date of Establishment of IQAC 05/04/2004

7. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Autonomous body under the Ministry of Commerce & Industry GOI	N/A	N/A	N/A	N/A

8. Whether composition of IQAC as per latest NAAC guidelines Yes

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year 03

- The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website. (Please upload, minutes of meetings and action taken report) **Yes**

- (Please upload, minutes of meetings and action taken report) [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

1. Helped in developing parity in scheduling intra campus courses in different trimester of MBA program.
2. Provided inputs on rationalization of cross campus tabulation of question papers for MBA programs (Full time)
3. Playing a key role in establishment of Export Assistance Cell (EAC) in West Bengal and Northeast Region of India.
4. Provided inputs on upgrading journal publication standard of the institute through adequate incentivization and policy support thereof.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Data to be entered Negotiate with top global universities to offer joint w/tuning PG	Time Bound follow up action to draw more global university initiated
Negotiations with UTAH university for joint MA eco programmes in progress	Introduction of integrated MBA program in new Kakinada campus got a formal shape
Conduct workshop for faculty to develop and rationalize AOL	Workshop conducted across both the campuses (Delhi and Kolkata) and brought out draft AOL across courses and measurement matrices
Enhancing interdivision operational efficiency	Input provided for basis of work division creation across campuses and ensured accountability and responsibility of the division
Empower the heads of the division for developing time based work plan	Role of divisional heads is redefined and circulated
Streamlining of the Exam evaluation system	The existing software were updated, and evaluation components were made time bound
Establishing link between Institution and different state governments	More emphasis was placed to make each division of IIFT collaborating and communicating with different state government in the matter of export enhancements from respective states
Streamlining IT Infrastructure for the both campuses including Kakinada	Classrooms were made fully digital with initiation of smart board introduction
COVID 19 resistance programme in campus	Ensured vaccination drive in both the campuses for stakeholders as well as campus neighborhood people.
Measures for Environmental Protection	Sensitization of faculty for using vehicle on share basis, upgrading the ponds located in

	Kolkata campus with plantation of more trees, Solid waste minimization and efficient disposal of the same across campuses
Continue with international conference EIITF as per schedule	7th EIITF Conference was successfully organised on hybrid mode in Dec, 2021 with worldwide participation
Align the salient points of new education policy	Provided inputs to the committee looking after the streamlining process of NEP with IIFT course curriculum
Streamline online education programmes	Announced department of online education
New faculty recruitment and Internal Promotion policy	Committee has been formed to work into faculty sustainability and future requirements with support of external experts in the field. Inputs provided to upgrade Internal Promotion Scheme.

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning? No

15. Whether institutional data submitted to AISHE

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Nil	Nil
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15. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	08/01/2022

16.Multidisciplinary / interdisciplinary

All the post graduate programs of the institutions are multidisciplinary in nature. The course curriculum of MBA program integrates behavioural sciences, information technology and sustainability aspects in various management courses. Courses like digital marketing, behavioural finance, Ethics and governance effectively weave the multidisciplinary aspects in the MBA Curriculum. Even in MA Economics program the curriculum focuses on trade finance, financial modelling etc. moving away from the traditional economic courses only.

17.Academic bank of credits (ABC):

Under Process

18.Skill development:

The institute conducts several short term skill development programs apart from the post graduate and diploma programs through its MDP division. The targeted audiences range from budding entrepreneurs to top level executives of companies and policy makers. Most of the skill Development programmes are focussed on export related processes, procedures and policy measures. Skill development programmes are also conducted for Armed Service Personnel, SC,ST and minority community people.

19.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

1. To perform the role of a Advisory System in the process of OL Management: To be updated on OL policy matters (The Act, Rules, Presidential Orders & Annual Programme, Parliamentary Reports & OMs by GOI) & appraise the Authorities concerned of its implications in applications in the processes across the institute as OL Section in charge, constant clarifications to Centre/Departmental Heads/ Coordinators; suggesting check points in systems and suitable suggestions for their effective functioning. Inputs to OL Inspection committees in the event of Inspection of Institute, Centre, prior additional follow-up and briefing to Institute Head etc.

2.Inspections & liaison:

Compilation of data for Ministry & Parliamentary Inspection

Compliance reports of inspections - HQs / Offices

(Activities: Data input, necessary coordination with Ministry/MHA, As a OL representative in case of inspections; follow up action & compliance reports)

3. OL MEETINGS:

Data Input for OL committees and other high level meetings of the Ministries; Organizing OLIC Meetings & Data input for OLIC; TOLIC meetings.

(Activities: Issue of notice, suggesting agenda points, preparation of minutes in bilingual, follow up action for the progressive use of Hindi. Data compilation, inter-action with Depts/Offices, clarifications, slides preparation, meeting, draft minutes, discussions preparation of minutes, follow up action; TOLIC: As a nodal office of TOLIC (3) Delhi prepared & Reviewed of half yearly report of 08 institutes, attending meeting, follow up, preparation of presentation on behalf of IIFT)

4. Training Coordination & maintaining data base as roster; Regular courses, correspondence, software / typing training: Coordination with Ministry of Home Affairs, Action plan: department wise maintained w.r.t working knowledge / proficiency / level of training to be imparted.

5. IMPLEMENTATION / COORDINATION / Ministry Correspondence & Report Compilation & Translations: Strive to bring about Continuous improvement in the system of OL Implementation across organization/institute, by review mechanisms and suggesting suitable modifications to the incentives schemes / suggesting newer schemes for the progressive use of Hindi in the organization/institute; Monitoring and processing of incentive schemes. Office orders & Ministry correspondence / Advertisements & Press Releases / Annual Report /MoU/ Minutes / web site updates in Hindi etc.

6. Streamlining OL Compliance: Other than all above, streamlining the complete processes of OL Management to ensure OL policy of GoI. Compilation, inspection and review of reports, follow up action on communications received from MHA, MoC, Regional Implementation Office, Action on framing Policy for Incentive Schemes and processing of entries received, etc. among many other functions.

7. Translation support: To provide time bound translations of various documents including section 3(3) of OL Act, Office

Orders, Circulars, Memos, Press Releases, Dept. Correspondence, Annual Report, Web content, RTI replies, Financial Committee, Board of Management, Academic Counsel, Agenda and Minutes of meetings etc.

8. Reports and Replies: To compile various OL reports and prepare replies. Compiling periodic reports w.r.t. CPOL, MHA, MoC, TOLIC (quarterly/half yearly/annual reports).

9. Annual Program: Ensure targets of Annual Program issued by Dept. of OL, MHA, GoI are achieved. Organizing Hindi Month/Fortnight, Hindi Day & World Hindi Day training programs/quarterly workshops, Seminars & special lecture etc.

10. Conducting OL meetings and organizing OL events: Organize OLIC meetings, issue notice, prepare agenda and minutes as per GoI guidelines.

11. Maintaining Hindi Library: To procure and maintain Hindi Library for Hindi books and periodicals as per GoI policy.

12. Publication of Hindi Magazine: To publish 'YAGYA' annual Hindi magazine. Inviting messages, reports, articles, poems and other materials timely, editing, proof reading and printing.

20. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

The vision of IIFT is to be an academic Centre of Excellence in international business research, training, and education and the mission is to create and foster a learning environment that enables participants to be leaders in international business with sensitivity to society. The programme learning goals are developed based on the broad contours of the vision and mission of IIFT. The goals revolve around learning decision making skills in the global business context, developing critical and analytical thinking when faced with complex business situations, providing solutions in the context of corporate governance issues within an ethical framework, developing the ability to work effectively in teams, managing conflicts and able to identify and apply management principles in solving problems related to social sector issues. These goals enable participants to develop vital skills that can facilitate them in becoming leaders in international business eventually.

Measurement Methodology

The Assurance of Learning (AOL) measurement is carried out across all core courses taught in the respective programmes. Hence, the measurement is carried out on the entire batch of students in the respective programmes and does not use sampling. The learning goals for effective communication skills are measured using research project dissertation reports for written communication skills and viva voce for oral communication skills. The learning goal for social responsibility is measured using assessments from NGO attachments. Measurement of both these learning goals involves multiple scorers. The remaining learning goals are scored by a single faculty member who is the course coordinator for the respective core course.

The process is fully transparent and well documented. The Hand Book of Information for each of the programme lays down not only the rules and regulations of the programmes but also the course structure and academic calendar. The detailed course outline at the beginning of every trimester keeps the student well informed. The faculty are also permitted to prepare a detailed course book for their courses. Thus the complete continuous process ensures the contemporariness of curriculum and also its effective implementation to achieve the programme objectives.

21.Distance education/online education:

Centre for Distance and Online Education

Overview

The distance can never be an obstacle to learning. Explore and enhance your knowledge through our Online and Distance Learning! The Distance and Online mode of learning will provide opportunities to the participants who would like to expand their field of interest, gain knowledge, learn conveniently while in a job at a reasonable cost, and develop their skill to equip themselves in their career and to benefit all sections of society through education without bias.

The courses are designed to impart the same knowledge shared through the regular mode to the learners to feel the same as they learn in the college. The courses are handled by expert teaching faculty with excellent materials and contact hours. There is a continuous assessment to assess and value the knowledge shared and received. The whole learning aims at upgrading the knowledge and skill of the learners through quality education using modern technologies and methodologies.

The CDOE division offers online programmes to both working executives and aspiring professionals.

Executive Education: IIFT Executive Education programmes have been designed to effectively spread quality management education among practicing managers, across all levels. These programmes equip experienced professionals with powerful knowledge, tools and resources to tackle the most complex business challenges of today in the area of International Business, Finance, Marketing and Strategy.

Management Development Programmes (MDPs): The Centre offers MDPs, spreading across the entire spectrum of functional areas in the International Trade & Logistics, Finance, Import-Export Management and International Business domain.

Extended Profile

1.Programme

1.1
Number of programmes offered during the year: 02

File Description	Documents
Data Template	No File Uploaded

1.2
Number of departments offering academic programmes: 02

2.Student

2.1
Number of students during the year: 943

File Description	Documents
Data Template	No File Uploaded

2.2
Number of outgoing / final year students during the year: 432

File Description	Documents
Data Template	No File Uploaded

2.3	943
Number of students appeared in the University examination during the year	
File Description	Documents
Data Template	No File Uploaded
2.4	19
Number of revaluation applications during the year	
3.Academic	
3.1	111
Number of courses in all Programmes during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	61
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.3	120
Number of sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1	34356
Number of eligible applications received for admissions to all the Programmes during the year	
File Description	Documents
Data Template	No File Uploaded

4.2	426
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	No File Uploaded
4.3	32
Total number of classrooms and seminar halls	
4.4	300
Total number of computers in the campus for academic purpose	
4.5	5933.03
Total expenditure excluding salary during the year (INR in lakhs)	
Part B	
CURRICULAR ASPECTS	
1.1 - Curriculum Design and Development	
1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the University	
<p>The learning experiences for different programmes at IIFT are designed and delivered keeping in mind the management fundamentals, international management, and specialized skill areas specific to different programmes. These learning experiences are linked to the learning goals for each programme. IIFT faculty is grouped under seven subject related Discipline Groups and all decisions related to academic inputs in a particular programme are taken by these groups, which are then approved by Board of Studies (BoS) of the respected division</p> <p>Each division has a Board of Studies (BoS) which largely comprises of internal faculty and has two external members. The role of the board of studies is to examine curriculum review changes, sequencing of courses, alignment of course credits with regulatory requirements and referrals made by the discipline groups.</p> <p>Decisions taken in the board of studies are then referred to the</p>	

Director/Academic council chaired by the Director of the institute who serves as Chairman of the Board of Studies for granting approval to the decisions made at the level of board of studies.

File Description	Documents
Upload relevant supporting document	No File Uploaded

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

02

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

1.1.3 - Total number of courses having focus on employability/ entrepreneurship/ skill development offered by the University during the year

1.1.3.1 - Number of courses having focus on employability/ entrepreneurship/ skill development during the year

111

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced of the total number of courses across all programs offered during the year

24

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

1.2.2 - Number of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented during the year

02

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

IIFT conducts curriculum review of its programme on a regular basis once in two years. Also undertakes such review whenever required as per need. In the process, the Director constitutes a core committee headed by a Senior Professor which includes the Dept. Heads / Programme Directors. The core committee will conduct internal meetings with every department to ascertain content and pedagogical changes required based on their past experiences on meeting the objectives of the courses and also the programme outcomes. Each of the departments will conduct their internal meetings in revising the courses of their respective departments indicating the changes in contents, credits and pedagogy. The broad contours of the review will take into account the AICTE/UGC guidelines in vogue. The template for each of the courses will be circulated to the course coordinators to design their courses. The course coordinators are given liberty to design the lecture plans for the indicated course structure. In order to enhance, effectiveness of curriculum, the faculty integrates cases, term papers, projects and invited lectures (upto 30% of the Course Credit) in their respective courses. The curriculum also integrates experiential learning through port visits, attachment with NGOs, summer project and Research Project. In application based courses, curriculum effectiveness is brought by introducing simulation and workshops.

File Description	Documents
Upload relevant supporting document	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

05

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File
1.3.3 - Total number of students enrolled in the courses under 1.3.2 above	
1.3.3.1 - Number of students enrolled in value-added courses imparting transferable and life skills offered during the year	
421	
File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File
1.3.4 - Number of students undertaking field projects / research projects / internships during the year	
421	
File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded
1.4 - Feedback System	
1.4.1 - Structured feedback for design and review of syllabus – semester wise / is received from Students Teachers Employers Alumni	<ul style="list-style-type: none"> All 4 of the above
File Description	Documents
Upload relevant supporting document	View File
1.4.2 - Feedback processes of the institution may be classified as follows	<ul style="list-style-type: none"> Feedback collected, analysed and action taken and feedback available on website

File Description	Documents
Upload relevant supporting document	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Demand Ratio

2.1.1.1 - Number of seats available during the year

691

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.1.2 - Total number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the year (Excluding Supernumerary Seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

204

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

The institute organizes special programs for the students both for advance learner & slow learners. There are special Industry lectures organized by IMF, Place Com to give them industry exposure. Special soft skill sessions are organized for slow learners to make them industry ready. The students interact with alumni/ alumnae for getting industry reports. Institute provide special software and databases like Bloomberg terminal, CMIE database, for real time data which is necessary for their Industry related projects and assignments.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link For Additional Information	Nil

2.2.2 - Student - Full time teacher ratio during the year

Number of Students	Number of Teachers
943	61

File Description	Documents
Upload relevant supporting document	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences

The institute organizes workshop, simulation-based classes & case studies to enhance the learning experience of the students. Workshops are organized by companies like Dun & Bradstreet, KPMG, MCX etc. Licensed Case studies from Harvard Business School developed by Harvard Business Publishing, IVY league, ECCH etc. are taught in the class to give the students a real life feeling. Different simulations are used in different courses which help the student to generate different scenario and accordingly take a decision.

File Description	Documents
Upload relevant supporting document	No File Uploaded

2.3.2 - Teachers use ICT enabled tools including online resources for effective teaching and learning processes during the year

At Indian Institute of Foreign Trade, by understanding the benefits of incorporating ICT tools in the teaching process, the faculty members have been using the ICT tools such as Digital Pen & Pad, WEB 2.0 through WiKi Blogs, Animated Simulation Models (ASM), Animated Polls & Surveys, Demonstrative Videos (DVID), Digitized Caselets and Macro-Spreadsheets, Creation of Intuitive Courseware besides using the ICT tools like Internet, Projector,

AVs, Presentations, etc. Demonstration Pedagogy to ensure the learner's engagement: Data Analytics & Simulation Lab (DASL): An exclusive DASL is used for advance courses like Data Science. Animated Polls & Surveys: The Institute's faculty members have been using the modernized ICT tool, "Animated Polls & Surveys" while teaching to engage students in the learning process. Direct Access Tunneling Environment (DATE): The Institute has also set up Virtual Private Network (VPN) and Direct Access Tunneling Environment (DATE) for faculty members, research scholars and students to access various research journals and databases remotely that the Institute has subscribed to In-house developed ICT Tool: The Institute has a fully integrated in-house developed platform, "Campus360" (<https://campus360.iift.ac.in>) that provides convergence facility to the faculty with the students and the programme office, especially to the faculty and students interaction. Campus360 has included with simple yet powerful in-house developed ICT tools namely, "Disserteach", "Synergy" and "MeU" to achieve mentorship, Asynchronous Learning and Collaboration respectively.

File Description	Documents
Upload relevant supporting document	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues during the year

2.3.3.1 - Number of mentors

61

File Description	Documents
Upload relevant supporting document	View File

2.4 - Teacher Profile and Quality

2.4.1 - Total Number of full time teachers against sanctioned posts during the year

61

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

2.4.2 - Total Number of full time teachers with Ph.D./D.M/M.Ch./D.N.B

Superspeciality/D.Sc./D’Lit. during the year

59

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

2.4.3 - Total teaching experience of full time teachers in the same institution during the year**2.4.3.1 - Total experience of full-time teachers**

612

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

2.4.4 - Total number of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the year

05

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.5 - Evaluation Process and Reforms**2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

90

2.5.1.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the year

90

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.5.2 - Total number of student complaints/grievances about evaluation against total number appeared in the examinations during the year

0

File Description	Documents
Upload relevant supporting document	View File

2.5.3 - IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution

IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution. Online Assignments, Cases and Quizzes: The online quiz portal, "SeventhSense" of Campus360 also enables the students to compare their performances for improving their learning and helps them to identify their SWOTs diligently. Uploading of Internal Marks: The faculty members of the Institute also update the scores and performances of the students in the "Internal Marks Dashboard" of Campus360 on a regular basis to enable the students to provide early indications of the performance of students. Since IIFT believes in relative grading, the in-house developed platform, Campus360 also provides a "Grading" facility for the faculty members to grade their students at the end of every course and also to convert the scores of Internal and External components into a letter grade such as A, B, C, D and F. GPA, CGPA & DGPs: The Institute's in-house developed system, "Smart Examination Cell & Result Enabling Tools" (SECRET) which is a part of Campus360 which enables the Examination Cell of the Institute not only to calculate GPAs, CGPA, Percentage and DGPs but also to generate the final grade sheets of the students along with the digital transcripts.

File Description	Documents
Upload relevant supporting document	No File Uploaded

2.5.4 - Status of automation of Examination division along with approved Examination Manual	A. 100% automation of entire division & implementation of Examination Management System (EMS)
File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded
2.6 - Student Performance and Learning Outcomes	
2.6.1 - The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents	
<p>IIFT conducts curriculum review of its programme on a regular basis once in two years. The Director constitutes a core committee headed by a Senior Professor which includes the Dept. Heads / Programme Directors. The committee will conduct internal meetings with every department to ascertain content and pedagogical changes required based on their past experiences on meeting the objectives of the courses and also the programme outcomes. The broad contours of the review will take into account the AICTE/UGC guidelines in vogue. The Programme Office prepares a detailed course outline for each trimester / semester. When the course is getting administered midterm feedback of the course is taken from the students. Based on this, the faculties are allowed to make required corrections in pedagogy. The course effectiveness is measured both in terms of end term feedback and programme learning objectives. In order to enhance, effectiveness of curriculum, the faculty integrates cases, term papers, projects and invited lectures in their respective courses. The curriculum also integrates experiential learning through port visits, SAPs, summer project and Research Project. The Hand Book of Information lays down not only the rules and regulations of the programmes but also the course structure and academic calendar.</p>	
File Description	Documents
Upload relevant supporting document	No File Uploaded
2.6.2 - Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution during the year	

The programme learning goals are developed based on the broad contours of the vision and mission of IIFT. These goals enable participants to develop vital skills that can facilitate them in becoming leaders in international business eventually. The Assurance of Learning (AOL) measurement is carried out across all core courses taught in the respective programmes. The learning goals for effective communication skills are measured using research project dissertation reports for written communication skills and viva voice for oral communication skills. The learning goal for social responsibility is measured using assessments from NGO attachments. These changes reflect the innovations and gradual understanding developed about the AOL process as well as attempts made to develop a better and effective AOL system at IIFT. With time faculty involvement in the process became more and more considerable. As a result, in 2021-22 reporting cycle the number of learning goals defined and measured was equal across all programmes. This can also be attributed to the support given by professional staff in assisting faculty to complete reporting their AOL results in time.

File Description	Documents
Upload relevant supporting document	No File Uploaded

2.6.3 - Number of students passed during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

432

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a web link)

<http://naac.iift.ac.in/202122/sss/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented

The Institute has a Policy on Incentives for Research Publications. The objectives of IIFT's incentive policy are:

1. To foster a research culture at IIFT.
2. To ensure integration of research outputs with the curricula through teaching-learning process, wherever applicable.
3. To effectively disseminate IIFT's research output for greater visibility amongst all stakeholders.

Faculty are incentivized in monetary terms for their research papers published in internationally recognized and globally accepted top journals. Publication of such papers in the key criteria for rewarding the academic research at IIFT. In order to identify top quality journals like existing FT50, ABCD, ABS and AMS criteria of ranking is adopted. There are guidelines set out and circulated among faculty to encourage them have their researchwork published in the International Journals of repute. The policy is put out on Institute's website and any amendment made is brought to their notice. Publications of research work in such journals is also a very prominent criteria in the Internal Promotion Scheme of the Institute. In recent years a number of faculty members have been promoted on the strength of such research publications to their credit.

Link: campus360.iift.ac.in/wn_pub_facselect.asp

File Description	Documents
Upload relevant supporting document	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research (amount INR in Lakhs)

NIL

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.1.3 - Number of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the year

NIL

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.1.4 - Number of JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the year

21

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.1.5 - Institution has the following facilities to support research
Central Instrumentation Centre Animal House/Green House Museum Media laboratory/Studios Business Lab Research/Statistical Databases Moot court Theatre Art Gallery

B. Any 3 of the above

File Description	Documents
Upload relevant supporting document	View File

3.1.6 - Number of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies during the year

1

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the year (INR in Lakhs)

NIL

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.2.2 - Grants for research projects sponsored by the government agencies during the year (INR in Lakhs)

5

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.2.3 - Number of research projects per teacher funded by government and non-government agencies during the year

7

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

The Institute has a robust and vibrant system to promote

innovations, creation, and transfer of knowledge. IIFT takes pride in having a dedicated Research Division to promote Research and Innovations in contemporary issues concerning International Trade and Business. The Research Division of the Institute is also responsible for conducting PHD programmes in Management and in Economics. We have Centre for WTO Studies, Centre for Regional Trade and Centre for International Trade and Business on our rolls. These are the dedicated centres that promote innovations and provide information and strategic support to the Government of India for promoting exports and bringing about import substitution. Entrepreneurship forms the core of our all academic programmes. Entrepreneurship courses are covered in almost all long and short- duration programmes. The Institute keeps inviting eminent and successful entrepreneurs for delivering lectures on entrepreneurship so that our students benefit from their experience and expertise. It has carved a niche itself by exposing its students to community service to sensitize them towards their social responsibilities under SAP (Social Awareness Programme) full-time students are attached to some selected NGOs and they are required to undergo some mandatory programmes under them. IIFT has set up an Export Clinics and a CeNEST (a dedicated centre for the exclusive development of north-eastern regions of India) in its premises for the benefit of exporters and importers alike. These Cells are the one-stop shop for them to gain information/support to take their ventures further.

File Description	Documents
Upload relevant supporting document	No File Uploaded

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

22

3.3.2.1 - Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year wise during the year

22

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.3.3 - Number of awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year

3.3.3.1 - Total number of awards / recognitions received for research/innovations won by institution/teachers/research scholars/students year wise during the year

10

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.4 - Research Publications and Awards

3.4.1 - The institution ensures implementation of its stated Code of Ethics for research

3.4.1.1 - The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following

1. Inclusion of research ethics in the research methodology course work
2. Presence of institutional Ethics committees (Animal, chemical, bio-ethics etc)
3. Plagiarism check
4. Research Advisory Committee

A. All of the above

File Description	Documents
Upload relevant supporting document	View File

3.4.2 - The institution provides incentives to teachers who receive state, national and international recognitions/awards Commendation and monetary incentive at a University function Commendation and medal at a University function Certificate of honor Announcement in the Newsletter /

D. Any 1 of the above

website	
File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded
3.4.3 - Number of Patents published/awarded during the year	
3.4.3.1 - Total number of Patents published/awarded year wise during the year	
1	
File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded
3.4.4 - Number of Ph.D's awarded per teacher during the year	
3.4.4.1 - How many Ph.D's are awarded during the year	
8	
File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded
3.4.5 - Number of research papers per teacher in the Journals notified on UGC website during the year	
107	
File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded
3.4.6 - Number of books and chapters in edited volumes published per teacher during the year	
3.4.6.1 - Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings during the year	

27

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.4.7 - E-content is developed by teachers For e-PG-Pathshala For CEC (Under Graduate) For SWAYAM For other MOOCs platform For NPTEL/NMEICT/any other Government Initiatives For Institutional LMS

D. Any 2 of the above

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

3.4.8 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

Scopus	Web of Science
63	39

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	No File Uploaded

3.4.9 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

Scopus	Web of Science
1	1

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy

Since its inception, IIFT has striven to develop itself into an institution of excellence in education and research keeping in mind the contemporary and future needs of India of the highest standard in international trade and business. With the innovations in its curriculum and research, the institution has gained a reputation globally. In addition to offering formal postgraduate and doctoral degree programs, the institute actively encourages faculty and all other academic staff to undertake sponsored research and consultancy projects in order to strengthen the research profile of the institute. Research and consultancy is carried out in several areas related to international trade like trade policy, multilateral trade agreements, WTO issues etc. Apart from sectoral studies in energy, health, environment, manufacturing, telecommunication, etc. These projects are very important for maintaining external and global linkages and are also a source of revenue for the institute.

File Description	Documents
Upload relevant supporting document	View File

3.5.2 - Revenue generated from consultancy and corporate training during the year (INR in Lakhs)

3.5.2.1 - Total amount generated from consultancy and corporate training during the year (INR in lakhs)

243.93

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the year

As a part of the MBA curriculum, every student should take up an assignment with an NGO which should be for a minimum period of ten days. The students are assigned an NGO by the institute. However, the students are free to select the NGO and inform the institute. During the attachment, the students are free to pick up mutually beneficial assignments to exhibit their managerial talents along with the volunteering field work. The attachment may be executed by the students at any point of time in the first year. A report based on the attachment duly endorsed by the NGO should be prepared by the student and submitted to the institute for evaluation. The evaluation is done by panel consisting of member from NGO as well as a faculty member.

File Description	Documents
Upload relevant supporting document	View File

3.6.2 - Number of awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the year

3.6.2.1 - Total number of awards and recognition received for extension activities from Government / Government recognised bodies during the year

0

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

3.6.3 - Number of extension and outreach programs conducted by the institution including those through NSS/NCC/Red cross/YRC during the year(including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

30

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.6.4 - Total number of students participating in extension activities listed at 3.6.3 above during the year

421

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year

3.7.1.1 - Total number of Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year

53

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.7.2 - Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the year

8

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc.

The institute provides state of the art infrastructure and facilities for Teaching Learning process. All the classrooms are fitted with latest LCD projector, LAN connection in the computer, wi-fi for the participants, microphone & good sound system with soundproof wall. Some of the classrooms are fitted with Video Conference facilities (dedicated lease line between two campuses) in which students across both the campuses can attend any lectures. VC facilities also used for organizing lectures given by Professor residing in other countries. We also have a well-equipped computer lab which are used by the students for lab-based classes. Institute provides Bloomberg Terminal, PROWESS database, PROQUEST, EBSCO, Science Direct, INDIA STAT, EUROMONIOR, EMERALD and many other databases to the faculty members as well as students. It also provides different computing softwares like SAS, EVIEWS, STRATA etc., which are used by the students as well as faculty members for teaching, learning & research process. Both the campuses are fully wi-fi enabled in which students can access the internet from each and every corner of the campus. The institute has state of the art MDP classrooms used exclusively for organizing MDP sessions. The faculty members use Campus 360 (in-house software developed by the Computer Centre of IIFT) for conducting online quizzes, taking online attendance, uploading course materials, assignments, Research projects etc. The students can also upload their assignments in C360 for evaluation. It also helps the students and faculties to interact with each other by sending comments after evaluation.

File Description	Documents
Upload relevant supporting document	No File Uploaded

4.1.2 - The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)

The institute has both indoor & outdoor sport facilities. It has well equipped gymnasium in both the campuses. Yoga is compulsory for the students at the first trimester itself. It has a badminton court, volleyball court, basketball court in both the campuses.

Among the indoor games, the students enjoy playing carrom, table tennis etc. They also have a common room for watching TV and

reading story books. The institute has state of the art Auditorium in both the campuses and an Open-Air theatre which are used by the students for organizing different cultural & social activities.

File Description	Documents
Upload relevant supporting document	No File Uploaded

4.1.3 - Availability of general campus facilities and overall ambience

Virtual Class Room:

IIFT conducts online sessions on a real time basis using broadband facility using web-conferencing tools such as MS Teams, MS Lync, Webex, Google Meet, Zoom, etc for lecture delivery on real time basis. Under this, faculty and students spread across the country connect to a virtual class room on a scheduled date and time.

Library:

The Foreign Trade Library is a knowledge bank in the field of Management, Foreign Trade and WTO related issues. It continued with its endeavour to add to its collection specialized publications, reports, Databases, e-Journals, Print Journals, Articles etc. and get itself updated regularly. The library has also installed 12 Bloomberg terminals in the Library.

Hostel:

Hostel life is the most important part of one's journey at IIFT. There is a separate mess facility at C9, and seating space for all students.

Computer Facilities

Recognising the importance of technology in education, IIFT's Computer Centre has implemented latest state of the art IT infrastructure. IIFT uses IT to provide a competitive advantage in its core areas of education and research. The Computer Centre aims at providing 99 per cent uptime including ensuring server uptime, data recovery and backup, facilitating storage management, hardware, network operations.

File Description	Documents
Upload relevant supporting document	No File Uploaded

4.1.4 - Total expenditure excluding salary for infrastructure augmentation during the year (INR in Lakhs)

317.34

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS) and has digitisation facility

Name of the ILMS software

Nature of automation (fully or partially)

Version

Year of automation

Libsys Software

Fully

10

2015

File Description	Documents
Upload relevant supporting document	No File Uploaded

4.2.2 - Institution has subscription for e-Library resources Library has regular subscription for the following: e – journals e-books e-ShodhSindhu Shodhganga Databases

A. Any 4 or all of the above

File Description	Documents
Upload relevant supporting document	No File Uploaded

4.2.3 - Annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year (INR in Lakhs)

247.44

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

4.2.4 - Number of usage of library by teachers and students per day (foot falls and login data for online access)

85

File Description	Documents
Upload relevant supporting document	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Number of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities during the year**

38

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

4.3.2 - Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility

The Institute has a robust and vibrant IT policy. The policy aims at providing uninterrupted services to all stakeholders .viz. faculty, officers. staff and students. IIFT IT infrastructure includes centralised data centre (HCI server infrastructure), Wi-Fi campus, learning management system, web services and email services. During the lockdown due to Covid pandemic, classes were held on-line for students across all programmes. Secured Wi-Fi access has been provided to all users in the campus using CISCO equipment. The Wi- Fi network supports 802.11n standards. Over 1,500 users have access to this network.

Today, IIFT can boast of having one the best IT infrastructure in

the league of leading business schools as we spend heavily on our IT set-up. Recently the institute has completely revamped its IT infrastructure by investing nearly Rs. 10.5 crore and it was the complete revamping of its IT Infrastructure to achieve the following:

- Own Data Centre with Hyper Converged Infrastructure. Catering to all the crucial IT services of the Institute
- Upgrading the Campus Network to provide 10 Gbps backbone and 1 Gbps connectivity to end users on LAN.
- Launching of two Virtual Classrooms, each one at both Delhi & Kolkata campuses to conduct online classes
- Installation of Video conferencing equipment for offices of Institute's Senior Management All the faculty members and Senior Officers of the Institute have been provided with laptops with latest configuration. These laptops are replaced every 4 year as per the policy of the Government of India

File Description	Documents
Upload relevant supporting document	No File Uploaded

4.3.3 - Student - Computer ratio during the year

Number of students	Number of Computers available to students for academic purposes
943	300

4.3.4 - Available bandwidth of internet connection in the Institution (Leased line) • 250 MBPS - 500 MBPS

File Description	Documents
Upload relevant supporting document	No File Uploaded

4.3.5 - Institution has the following Facilities for e-content development Media centre Audio visual centre Lecture Capturing System(LCS) Mixing equipment's and softwares for editing B. Any 3 of the above

File Description	Documents
Upload relevant supporting document	No File Uploaded
Upload the data template	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Total expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the year

5215.37

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institute has Annual Maintenance Contract (AMC) for maintaining its computers and different equipments. Maintenance of classrooms are monitored by Academic Administration department. There is a Library Committee which meet regular intervals for facilitating the smooth running of the library activities. Allocation of classes to different classrooms are maintained by the Academic Administration department. Timeslots to computer labs, Bloomberg terminal are done by the computer centre in consultation with the Academic Admin. office and student body. Timeslots to Gymnasium are maintained by the student body.

<https://www.iift.ac.in/iift/docs/rti/9.pdf>

File Description	Documents
Upload relevant supporting document	View File

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Total number of students benefited by scholarships and free ships provided by the institution, Government and non-government agencies (NGOs) during the year (other than the students receiving scholarships under the government schemes for reserved categories)

28

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

5.1.2 - Total number of students benefited by career counselling and guidance for competitive examinations offered by the Institution during the year

390

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

5.1.3 - Following Capacity development and skills enhancement initiatives are taken by the institution Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) Awareness of trends in technology

A. All of the above

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

5.1.4 - The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organisation wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

• All of the above

File Description	Documents
Upload relevant supporting document	View File

5.2 - Student Progression

5.2.1 - Number of students qualifying in state/ national/ international level examinations during the year (eg:NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations)

5.2.1.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

5.2.2 - Total number of placement of outgoing students during the year

390

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

5.2.3 - Number of recently graduated students who have progressed to higher education (previous graduating batch) during the year

0

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter -university/state/national/international events (award for a team event should be counted as one) during the year

3

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

5.3.2 - Presence of Student Council and its activities for institutional development and student welfare

IIFT has an active student council which works for the development as well as for the wellbeing of the students. The council comprises many bodies such as International Management Forum, Placement Committee, Alumni Relations Committee (ARC) Students Clubs, Melange - Cultural Committee and Sports Committee.

The various activities of all the bodies are provided in the uploaded document section of this point.

File Description	Documents
Upload relevant supporting document	View File

5.3.3 - Number of sports and cultural events / competitions organised by the institution during the year

19

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services during the year

IIFT has over 50,000 alumni spread across 30 countries, and the Division of Alumni Affairs (DAA) is engaged in developing a strong and active network of these cherished former students. IIFT graduates have achieved success in diverse fields and hold positions of responsibility and influence as distinguished corporate leaders, pioneering entrepreneurs, eminent academicians, and inspirational leaders. The focus of the division is to offer a

platform for the alumni to connect with their alma mater and contribute to enhancing the legacy of IIFT.

The detailed information about the section are provided in the uploaded document section of this point.

File Description	Documents
Upload relevant supporting document	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload relevant supporting document	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance

IIFT's Vision: To be an internationally acknowledged and networked Institution in delivering globally competitive business education and research for individuals, corporate bodies, government organizations and society.

IIFT's Mission: To globally strengthen, sustain and professionalize business knowledge through creative research and teaching, highlighting the significance of learning, and by collaborating with organizations, institutions and universities both within India and beyond the national boundaries.

The detailed discussion on this topic are provided in the uploaded document section of this point.

File Description	Documents
Upload relevant supporting document	View File

6.1.2 - The effective leadership is reflected in various institutional practices such as decentralization and participative management

Vice-Chancellor being Head of the institution plays a crucial role in managing the administrative as well as academic activities of IIFT and providing necessary directions/guidance. Vice-Chancellor is also acting as Chairman, Board of Management (BOM). The guidelines/instructions of Government/UGC are implemented scrupulously. As a head of the institution the leadership functions are well defined and detailed.

The key roles of the leader in various practices of the institute are discussed in detail in the uploaded document section of this point.

File Description	Documents
Upload relevant supporting document	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed

The Indian Institute of Foreign Trade was established in 1963 and in the year 2002 the Institute was awarded the status of a 'Deemed to be a University' to award Master's and PhD degrees.

Subsequently in 2006, the Institute added a second campus in Kolkata, which helped the Institute to expand its reach and activities. In addition, a series of research centres were opened with dedicated staff to carry out research for the external sector. Such initiatives of IIFT, helped the Institute to focus on quality research and superior teaching, justifying its position as a national Institution. To accomplish the Institute's objectives, each division and centre drafted their charter which was translated into objectives and action plans. The Strategic Plan document collates and presents the goals, strategies and performance indicators of each division and centre. These indicators, in turn, have been translated into operating details for each of the functional divisions in terms of priorities, alignment of resources, implementation plan, reporting system and measurement of progress. During the last 5 years in particular new centres, divisions and departments were added besides consolidation of executive programmes which; called for updates in the strategy document.

The strategic plan has been prepared after detailed consultation

with various groups and reflects the expectations and roadmap for scaling new heights of excellence. This document will help IIFT to continuously introspect, benchmark and innovate, a process that is imperatively necessary for continuous growth of the Institute

File Description	Documents
Upload relevant supporting document	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

IIFT has an organizational chart which has a distinctive structure to take care of academic and administrative activities. The institute, apart from the Director's office, Dean's Office and Registrar's office, has been divided broadly in two divisions: General Administration and Academic administration, Specialized centres and Library. Each of the above divisions has separate administrative set up with an officer in-charge apart from dedicated support staff. In addition, the administration of the institute is headed by the Registrar.

The detailed structure & activities of each division along with its supporting documents are provided in the Documents uploaded section of this point

File Description	Documents
Upload relevant supporting document	View File

6.2.3 - Institution Implements e-governance in its areas of operations

<p>6.2.3.1 - e-governance is implemented covering following areas of operation</p> <ul style="list-style-type: none"> 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination 	<p>A. All of the above</p>
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File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

Annual Performance Appraisal Report (APAR)

Another measure to assess faculty is by means of the APAR submitted at the end of every academic cycle. The objective of the APAR is to highlight faculty member's role and performance for the past year and it also summarizes the expectations from the faculty for future development. The reporting authority reviews the nature and quality of work faculty performed annually based on the parameters such as knowledge of sphere of work, analytical ability, initiative taken, ability to inspire and motivate, supervisory ability, inter-personal relations, and teamwork.

Feedback received from students are further considered and incorporated in decision making process for continuous improvement.

The APAR cell appraises and evaluates the staff accordance to which the staff takes on the training for further skill development. The internal promotions are as per the standard code of promotion & policies. The institute on regular intervals also trains its supporting staff to make them informed stakeholders.

Administrative staff members are oriented on all the official procedures like noting, drafting and filing etc. Staff is nominated for external

File Description	Documents
Upload relevant supporting document	No File Uploaded

6.3.2 - Total number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

4

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

6.3.3 - Number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the year

14

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

6.3.4 - Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the year(Professional Development Programmes, Orientation / Induction Programmes Refresher Course, Short Term Course)

6

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

6.4 - Financial Management and Resource Mobilization**6.4.1 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

The Institute was set up by the Government of India and for almost three decades the Institute was fully funded by the Indian Government. Currently the Institution is self-financed through the revenue generated from the operational activities except for select Capital Expenditure for which the Government provide non-plan grants. The main sources of revenues are fees received from students, hostel fees, Income from executing research projects conducted by IIFT for various organisations, Income from Management Development programmes and Executive Management programmes.

The institute also generates income from its investments. The main expenditures are incurred for running and maintaining the academic programmes of the institute which include Staff salary, General overheads, General maintenance, Library and Database etc. The excess of income over expenditure is built into a corpus as a cushion to take care of the contingencies.

Ministry of Commerce & Industry bears the total Capital and Operational Expenditure of the Centre for WTO Studies, Centre for Regional Trade (CRT), Centre for Trade and Investment Law (CTIL).

The Institute also receives project specific financial assistance from DoC like grant-in-aid for Centre for Trade Facilitation & Logistics (CTFL) and from North Eastern Council for Centre for North Eastern Studies (CeNEST) through lump-sum support and activity-based financing.

File Description	Documents
Upload relevant supporting document	No File Uploaded

6.4.2 - Funds / Grants received from government bodies during the year for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)

2100

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

6.4.3 - Funds / Grants received from non-government bodies, individuals, philanthropists during the year for development and maintenance of infrastructure (not covered under Criteria III and V)(INR in Lakhs)

0

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

6.4.4 - Institution conducts internal and external financial audits regularly

Quarterly Internal Audit is conducted by auditors /CA firms appointed by the organization. The Internal Audit is entrusted with the job of checking the payments, approvals, compliance of rules and regulations (purchase procedures, compliance of GeM/GFR rules, tender procedures etc). Proper deduction of income tax, timely deposit of TDS, GST etc are checked by internal auditors.

The Audit party also checks whether accounting standards have been followed for true and fair disclosure of financial statements, the budgetary compliances. Overall compliance and proper record keeping and compliance of accounting standards by the Institute is also finally checked by the statutory auditor every year. The

deviations if any are reported to the Management in the Independent Auditor report or the observations /deviations in the accounts found out in the audit are discussed and sorted out with the Management before preparation of Final accounts. The Financials were prepared by the Institute under the supervision and guidance of Internal Auditors/Statutory Auditors.

The Audit by the Audit wing of the Department of Commerce closely examines the compliance of GFR, utilization of sanctioned grant etc. Audit paras raised during the period of Audit is sent to management by the IAW of the Department of Commerce. The clarifications/reply are given for the audit paras raised by Audit party and it is formally sent to the Audit wing with a request for dropping the paras.

File Description	Documents
Upload relevant supporting document	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals

In 2021, the institute achieved the AACSB accreditation and conducted workshop on AOL in collaboration of AACSB expertise. The workshop was specifically designed to orient faculty on AOL and professional staff. Faculty and professional staff attended the workshops using the video conferencing facility. There was further refinement to the learning goals, learning objectives and rubrics subsequently with reduction in the number of programmes and based on the suggestions received from the mentor in 2021.

The detailed discussion on strategies are provided in the Documents uploaded section of this point .

File Description	Documents
Upload relevant supporting document	View File

6.5.2 - Institution has adopted the following for Quality assurance Academic Administrative Audit (AAA) and follow up action taken Conferences, Seminars, Workshops on quality conducted

B. Any 4 of the above

Collaborative quality initiatives with other institution(s) Orientation programme on quality issues for teachers and students Participation in NIRF Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

6.5.3 - Incremental improvements made for the preceding during the year with regard to quality (in case of first cycle) Post accreditation quality initiatives(second and subsequent cycles)

1. Conduct workshop for Faculty to develop and rationalize AOL
2. Started Export centres i.e. Export Assistance Cell (EAC) in WB & North East region of India
3. Recruited faculty members as per the requirements
4. Upgradeing Journal Publicaiton Standard of the Institute through adequate incentivization &policy support thereof

File Description	Documents
Upload relevant supporting document	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

IIFT believes in promoting student diversity in all Degree and Diploma programmes. The Admission policy clearly states that equal opportunity will be given to all candidates as per the government of India guidelines.

IIFT promotes gender diversity in the admission policy, and it pays special attention to admitting female candidates (candidates are given two marks on this parameter) in the degree and diploma programmes. Ten per cent of seats are reserved for foreign nationals and NRI's and admission is granted based on GMAT score.

File Description	Documents
Upload relevant supporting document	View File
Annual gender sensitization action plan(s)	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common rooms d. Daycare Centre e. Any other relevant information	An active committee for prevention of Sexual Harassment

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	B. Any 3 of the above
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File Description	Documents
Upload relevant supporting document	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

a) LIQUID WASTE MANAGEMENT:

It is Package Modular Type Sewage Treatment Plant (STP) of having a capacity of 110 M3/day. The total sewage is treated in a Biological Treatment Plant based on high efficiency modified aerobic activated sludge system using extended aeration process. Treated sewage from the Biological Treatment Plant & Tertiary treatment is being kept low in BOD (less than 15 mg/lit.) and meet the requirements of the State Pollution Control Board and the same can be used for landscaping and other purpose.

b) WASTE RECYCLING SYSTEM:

Sludge generated from the proposed biological treatment will be stored in Sludge Holding Tank. Supernatant liquid from SHT will be fed to Equalisation Tank during lean inflow. Rest of the

stabilized sludge is dewatered through Fitter-press. The dried sludge is utilized as fertilizer for landscape, gardening or periodically disposed off through solid handling system.

c) SOLID WASTE MANAGEMENT:

The institute has arranged a garbage vat from Kolkata Municipal Corporation for solid waste material management with vehicular movement for collection of garbage

File Description	Documents
Upload relevant supporting document	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above
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File Description	Documents
Upload relevant supporting document	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	A. Any 4 or All of the above
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File Description	Documents
Upload relevant supporting document	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the	A. Any 4 or all of the above
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following:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

File Description	Documents
Upload relevant supporting document	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment Ramps/lifts for easy access to classrooms and centres. Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software,mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

A. Any 4 or all of the above

File Description	Documents
Upload relevant supporting document	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words)

IIFT makes serious endeavours to maintain an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. The efforts are put to make the institute environment inclusive:

Professors while taking classes ensure that classroom discussions are to the expected level of respectability to all and encouraging all to participant through cross-cultural communications

In IIFT students are coming from different parts of India with

different caste creeds and social identities. The senior International Management Forum (IIFT's Student Body), under the able direction of the professors, acts as a conduit to make the new incoming batch of students to understand and practice full participation of all students without the dominance of any particular group. IIFT considers that classroom homogeneity and participation of all students are extremely useful for effective learning of management lessons.

IIFT invites great personalities of our society to deliver lectures on the importance of tolerance. and harmony to sensitise the students about the importance of maintaining the same through their life as managers.

The Admission policy clearly states that equal opportunity along with Gender equality will be given to all candidates as per the government of India guidelines. Ten per cent of seats are reserved for foreign nationals and NRI's and admission is granted based on GMAT score.

File Description	Documents
Upload relevant supporting document	No File Uploaded

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

IIFT regularly conducts activities to generate awareness drives for employees and students to inculcate values for being responsible citizens. Some of the regularly conducted activities are Vigilance Awareness Week, Anti-Terrorism Day oath taking, Formation of Internal Complaints Committee for POSH Act, Anti Ragging Committee/Squad, Equal Opportunities Cell/Committee for disabled students, contribution towards Armed Forces Flag Day/PM Relief Fund/CM Relief Fund, contribution of 1 day salary to dependents of deceased employees of IIFT, Swachhata Abhiyan, Fitness activities, Yoga and games, compulsory exposure for students to work with various empanelled NGOs, tree plantation, blood donations drives, Awareness of Flag Code, etc. Also, as mandated by various statutes and laws, there are various other committees like Library Committee, Hostel & Mess Committee, Placement Committee, Contract Committee, Discrimination against SC/ST Committee, Grievance Redressal Committee, RTI Rules of IIFT, etc. for looking into the issues of students and employees promptly. Their course curriculum compulsorily includes a course on Corporate Governance & Ethics and they have to participate in

various social awareness programmes which is also a compulsory course as part of their curriculum. The students of IIFT are provided a platform through "Koshish - The Social Awareness Cell of IIFT", to make their contribution towards creating a shared value to the society. The growing importance attached to ethics and sustainability has now become increasingly pertinent for the managers to share the same values.

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on Code of Conduct are organized

All of the above

File Description	Documents
Upload relevant supporting document	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

IIFT regularly celebrate national and international commemorative days, events, festivals like Republic Day, Independence Day, Saraswatti Puja, Holi, Dipawali, International Yoga Day, Swachh Bharat Abhiyan Day, IIFT Foundation Day, Vishwakarma Puja, etc. maintaining pandemic protocols. In addition, various other activities like Health Checkup camps, Eye Check-up camps, Covid vaccination drives are conducted for the welfare of students, faculties and employees. A formal email and announcement is made before conducting these events for mass awareness. In few cases, small committees are formed in collaboration with faculties, employees and students who can form a team and manage the activities in a smooth way. Prasad, sweets and free lunch is provided to all the students, faculties and staff. The respective budget is appropriated for each activity and the bills/vouchers are accounted and audited properly.

Students take an active part in organising the Independence Day and Republic Day celebrations. On both these days, our national flag is hoisted with full honour and the national anthem is sung

by all the attendees. Besides, students in coordination with faculties and staff conduct various students event like Vivaan, TedX events wherein, students from all the leading IIMs/IITs are invited to participate in the event. IIFT takes pride in organising all the important national events irrespective of any bias towards caste, creed or religion.

File Description	Documents
Upload relevant supporting document	View File

7.2 - Best Practices

7.2.1 - Describe one best practice successfully implemented by the Institution as per NAAC format provided in the Manual

Title : Certification Matrix for Exports

Context:

Compliances of country requests are important for a successful export transactions. In order to comply with the importing country requirement, exporters need to get their products tested and certified by the designated agencies. Though big companies may take the help of consultants, the MSMEs suffer. In this context, IIFT has developed a certification matrix for major products of interest to the exports of the state using digital tools.

Objectives:

1. To provide product-country specific compliance requests get one place
2. To disseminate the complete details of such compliance requirement modified by the importing countries.
3. To highlight the cost of compliances to prepare the exporters to account for such costs in their pricing.
4. To help the MSMEs and agencies to know the compliances
5. To create areplicable certification matrix

The Practice:

The certification matrix which is web based application can be

accessed by all such exporters to get the strategic information at any place of their convened. It is available through the website 'Silpa Sathi', operated by the WBIDC.

Obstacles & Strategies adopted:

Being self-financed Institution, IIFT could not fund the initiative. Hence, a project was conceptualized and put forth to the WBICD which has funded it as it will be useful for the MSMSs in the state. It is replicable with lesser cost once developed.

Impact:

The certification costs would help the exporters in taking proper pricing decisions and branding their products for quality.

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Since its inception, the IIFT has developed a distinctive mission with a focus in international business that is elaborated through its vision, values and strategies. IIFT is held in high regard by all stakeholder groups nation-wide for its distinctive, strong position achieved. The institute has achieved its AACSB accreditation as well in 2021.

The mission carries through to programs and courses as well as intellectual contributions. The school has been pursuing its mission and executing its strategy for 2019-24 with apparent success and it is in the process of leveraging its entrepreneurial drive further with ongoing expansions in terms of campus space and subsequent planned growth in student numbers.

In addition to teaching and providing policy input, IIFT has been increasingly aiming at high-quality scholarship, particularly in mission-driven research domains. The IIFT has adopted quality rankings of publication outlets and systematically monitors and supports research output, resulting in a noticeable move from quantity to quality in research.

IIFT's engagement with the business community includes extensive executive education programs, in-company projects for students and faculty, NGO Activity etc. Three specialized centers, fully funded by the Ministry of Commerce and Industry, Government of India, provide input for policy making by government and provide

capacity- building for various organizations in South Asia on WTO and Regional Trade Agreement related matters. The Export Assistance Cell at IIFT Kolkata provides handholding support to the exporters of the North Eastern states in international trade and business.

7.3.2 - Plan of action for the next academic year

1. To increase alumni and industry interaction of students through structured programs
2. To motivate faculty members for increased publications in A and B category journals.
3. To get three crown international accreditation from AMBA, EQUIS. AACSB Accreditation already received.
4. To promote FT and PT PhD enrollments in Economics and Management separately.