



SATYAM FASHION INSTITUTE, NOIDA
Affiliated to SNDT Women's University, Mumbai

IQAC Cell

Minutes of the Meeting held on 20th July 2020

Agenda of the meeting:

1. Approval of minutes of last meeting.
2. Academic planning for the year 2020-21
3. Criterion wise discussion and update
4. Preparation of timetable.
5. Future Planning of Cells.
6. Planning of virtual classes for new sessions due to sudden nationwide lockdown.
7. Planning to be a part of SWAYAM NPTEL local chapter to enhance the educational quality & approach towards value addition.
8. Review of received papers for the journal "Design Quest" Vol. 3 issue no. 1
9. Online University meeting with Principal and HOD regarding online classes
10. Draft approval of Faculty appraisal
11. Planning of prospectus for upcoming new batch.
12. Planning of a year calendar and newsletter 'Buzzing Bee'.
13. Motivate faculties to enroll for FDP and Research etc.
14. Planning of MOU with Heartfulness Institute for Students
15. Live webinars organized by the institute

Name of persons present:

1. Dr. Vandana Jaglan (Chairperson -Academic Cells)
2. Dr. Neetu Malhotra (h.c) (IQAC Coordinator)
3. Dr. Sakshi Shail (IQAC Member)
4. Dr. M Alam (IQAC Member)
4. Ms. Priyanka Sarkar (IQAC Member)
6. Mr. Ujjwal Ankur (IQAC Member)
7. Ms. Megha Gupta (IQAC Member)
8. Ms. Devanshi Arora (IQAC Member)
9. Ms. Vandana Singh (IQAC Member)
10. Ms. Charu Ahluwalia (IQAC Member)
11. Mr. Manoj Kaushik (IQAC Member)
12. Ms. Shweta Rani (Librarian)
13. Ms. Neetu Sharma (Technical Staff)
14. Mr. Onkar Singh (Founding Director, Gharonda Bal Ashram)
15. Mr. Ravi Kumar Passi (Industry Expert)
16. Ms. Yashvi Gautam (IQAC student member)
17. Ms. Shreya Mathur (IQAC student member)
18. Ms. Akanksha Sharma (IQAC student member)

Summary:

Sr. No.	Item discussed	Person responsible	Deadline (if any)
1	Academic Calendar, Syllabus & Lesson Plan- Plans of the institution for the current academic year 2020-21 were discussed based on previous year's work and consequent learning. Academic calendar formation for 2020-21 was proposed to provide students faculties.	All teaching Staff	24 th July
2	Timetable – According to allotted subjects a tentative timetable has been proposed for the current semester. It was also suggested that a library & sports class should be mandatory for each day in the timetable.	Dr. Neetu Malhotra (h.c)	27th July
3	Future Planning of Cells- It was discussed & suggested to all academic cells for planning of upcoming events, orientation, competitions, seminars, and workshops etc. for the students with full planning. For documentation according to NAAC criterions activity calendar to be submitted.	All Academic cell members	--
4	Planning of virtual classes due to lockdown- It was discussed & suggested to all teaching staff to take online classes due to the sudden Covid situation. Discussion was also held for provision of E- Libraries like DEL NET.	Principal & HOD	--
5	Registration with SWAYAM as a Local Chapter Registration No, will be done ASAP for the better education Quality through online courses as per the directive of the University.	HOD & Principal	28th July
6	Review of research papers- A brief review was given by the publication cell about received papers to be published in the journal "Design Quest" for upcoming issues.	Publication cell	--
7	Online University meeting with Principal and HOD regarding online classes- It was discussed & suggested to all teaching staff, how to take online classes.and conduct virtual workshops for faculties to inform them how & which platform can be used for online teaching.	Principal & HOD	3rd August
8	Approval of Faculty appraisal report- Appraisal has been presented for discussion and then approved.	Principal & HOD	--
9	Discussed about formation, layout, and content of prospectus for upcoming new batch.	Dr. Neetu Malhotra (h.c)	--
10	It was planned to give a year calendar to the industries which will reflect the entire activities of college.	Dr. Neetu Malhotra (h.c)	--
11	It was suggested that faculties will focus on their professional development through FDPs and enroll themselves for further studies.	All Faculties	--
12	The department heads discussed an internal inspection of all departments for review of activities and resource utilization of the campus.	Principal & HOD	--

13	As the whole nation is suffering from the sudden Covid 19 pandemic, Planning of MOU with some organisation for enhancing life skills like Heartfulness Institute for Students. These sessions were very beneficial for the students to get awareness about the inner potential for better results in their studies and different approaches towards success in life.	Principal & HOD	-
14	Live webinar organized by institute- IQAC cell presented a webinar on SWAYAM NPTEL. To aware students of the design and media department for Online learning through SWAYAM. As well as organised an Awareness session on DELNET gave valuable guidance and information to the students and staff members.	IQAC Cell	-
15	The meeting concluded with the IQAC Coordinator thanking all members for their active participation and valuable inputs in various matters.	Dr. Neetu Malhotra (h.c)	-



Dr. Neetu Malhotra (h.c)
Coordinator, IQAC

IQAC Coordinator
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Principal
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Minutes of the Meeting held on 15th January 2021

Agenda of the meeting:

1. Approval for minutes of last meeting
2. Details of semester examination and practical
3. Students feedback for Academic quality and college infrastructure
4. Awareness and discussion about the Swayam Nptel Local Chapter
5. Held Alumni meetings for discussion on webinar and workshops
6. Institutional Workshop for Professional Development (FDP's & Webinar)
7. Graduation Ceremony held for batch 2016-20
8. Research Journal Design Quest and Advanced Research Journal of Design was granted an ISSN number.
9. Took membership with CII.
10. For the students session provided by DELNET to enhance the quality & accessibility
11. Planning of prospectus for upcoming new batch.
12. Planning of a year calendar and newsletter 'Buzzing Bee'.

Name of persons present:

1. Dr. Vandana Jaglan (Chairperson -Academic Cells)
2. Dr. Neetu Malhotra (h.c) (IQAC Coordinator)
3. Dr. M Alam (IQAC Member)
4. Ms. Priyanka Sarkar (IQAC Member)
5. Dr. Sakshi Shail (IQAC Member)
6. Mr. Ujjwal Ankur(IQAC Member)
7. Ms. Devanshi Arora (IQAC Member)
8. Dr. Preeti Singh (IQAC Member)
9. Ms. Vandana Singh (IQAC Member)
10. Ms. Charu Ahluwalia (IQAC Member)
11. Mr. Manoj Kaushik (IQAC Member)
12. Ms. Shweta Rani (Librarian)
13. Ms. Neetu Sharma (Technical Staff)
14. Mr. Ravi Kumar Passi (Industry Expert)
15. Ms. Shubhra (IQAC student member)
16. Ms. Riya Parashar (IQAC student member)
17. Ms. Tanvi Poddar (IQAC student member)
18. Ms. Harshita Srivastava (Alumni)

Summary:

Sr. No.	Item discussed	Person responsible	Deadline (if any)
1.	Minutes of the last meeting held in July 2020 were approved and signed by the Academic cell Chairperson.	IQAC Coordinator	--
2.	A brief planning of In-house & university theory and practical exams were described by the exam coordinator.	Dr. Sakshi Shail	As per university guidelines
3.	IQAC cell will take a student feedback form for quality check of Academic quality and college infrastructure. A questionnaire of institutional survey will be made to take approval. After that it will be filled by students and data will be collected and documented.	IQAC Cell	--
4.	It was discussed in the meeting that a new courses list was prepared for a new session (Jul- Dec.) of the Design and Media department. And explain about the Swayam courses and timeline to all students in library classes as well as the benefits of the Swayam Online course. Then share the name of students and swayam courses list to the concerned person.	Library Cell	--
5.	Alumni meetings and workshops held by alumni cell members to strengthen the alumni network and they share their experiences to the students related to the future aspects.	Alumni Cell	--
6.	It was suggested that all faculty members focus on their professional development through FDPs and enroll themselves for further studies. And they attended webinars through virtual mode to enhance their knowledge regarding different fields.	All Faculties	--
7.	Graduation ceremony held for 2016-20 batch students as per convocation guidelines of SNDT university.	Dr. Neetu Malhotra (h.c)	--
8.	The biannual research Journal, Design Quest and Advanced Research Journal of Design was granted an ISSN number. It is a path-breaking achievement for a design institute because very few design colleges publish their research journals across the country. Design Quest is now an internationally recognised publication.	Library Cell	--
8.	Took membership of the Confederation of Indian Industry (CII). This esteemed alliance will promise healthier industry relations and increased opportunities for students in the future.	Library Cell	6th April
9.	Took membership with DELNET for the E-Library utilisation for students and faculty members.	Library Cell	--
10.	Discussed about formation, layout, and content of prospectus for upcoming new batch.	Dr. Neetu Malhotra (h.c)	--
11.	It was planned to give a year calendar to the industries which will reflect the entire activities of college.	Dr. Neetu Malhotra (h.c)	--

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Minutes of the Meeting (Virtual) held on 23rd April 2021

Agenda of the meeting:

1. Approval for minutes of last meeting
2. Details of semester examination and practical.
3. Formation of Covid-19 Guidance and Counselling Cell as per university guidelines
4. Extension Cell and Institutional Social Responsibility
5. Planning of formation as per direction of University.
6. Planning of online curricular and extracurricular activities for the students.
7. Conduct virtual Craft cluster workshop for the students
8. Planning for Academic and Administrative audit 2020-21
9. Planning for paper setter name and update marks on portal
10. Planning for virtual workshops for the students to enhance their skills in various field

Name of persons present:

1. Dr. Vandana Jaglan (Chairperson -Academic Cells)
2. Dr. Neetu Malhotra (h.c) (IQAC Coordinator)
3. Dr. Sakshi Shail (IQAC Member)
4. Dr. M Alam (IQAC Member)
5. Ms. Priyanka Sarkar (IQAC Member)
6. Mr. Ujjwal Ankur (IQAC Member)
7. Ms. Devanshi Arora (IQAC Member)
8. Dr. Preeti Singh (IQAC Member)
9. Ms. Vandana Singh (IQAC Member)
10. Ms. Charu Ahluwalia (IQAC Member)
11. Mr. Manoj Kaushik (IQAC Member)
12. Ms. Shweta Rani (Librarian)
13. Ms. Neetu Sharma (Technical Staff)
14. Mr. Ravi Kumar Passi (Industry Expert)
15. Ms. Mansi Gupta (IQAC student member)
16. Ms. Riya Parashar (IQAC student member)
17. Ms. Akanksha Sharma (IQAC student member)
18. Ms. Harshita Srivastava (Alumni)

Summary:

Sr. No.	Item discussed	Person responsible	Deadline (if any)
1	Minutes of the last meeting held in January 2021 were approved and signed by the Academic cell Chairperson.	IQAC Coordinator	-
2	A brief planning of In-house & university theory and practical exams were described by the exam coordinator.	Dr. Sakshi Shail	As per university guidelines
3	As the whole nation is suffering from the sudden Covid 19 pandemic, conduction of virtual class through various e learning platforms was discussed. It was suggested that for students betterment new session classes will resume by adapting new techniques.	All faculties	-
4	Planning of formation of Covid-19 Guidance and Counseling Cell as per direction of University	HOD & Principal	-
5	Planning to motivate students to participate in Extension Cell Program and Institutional Social Responsibility	Extension Cell	--
6	Due to pandemic adverse effects faculties will focus on planning of more curricular and extracurricular activities for the students to motivate & engage them and for their better psychological development through online mode. For this a webinar series will be planned.	All faculties	-
7	Craft Cluster workshop- organised a craft cluster by very renowned artisans Mr. Khetaram and Mrs. Debu Devi for making this online craft cluster workshop a success with their constant cooperation, apart from the immense skills they imparted to our young minds.	HOD & Principal	
8	Academic and administrative audit to be conducted for all the Departments.	Office Personal	--
9	It was planned to prepare the name of the paper setter and marks uploaded on the portal by the university guideline.	HOD & Principal	-
11	A virtual workshop for the students was organized to train them for using different virtual platforms to enhance their skills in different fields.	HOD & Principal	-
12	The meeting concluded with the IQAC Coordinator thanking all members for their active participation and valuable inputs in various matters.	Dr. Neetu Malhotra (h.c)	--

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Minutes of the Meeting (Virtual) held on 16th July 2021

Agenda of the meeting:

1. Approval for minutes of last meeting
2. Details of semester examination and practical.
3. Green policies formation for eco-friendly initiatives in the institute
4. Planning to conduct a virtual International Conference for faculties and students.
5. Take membership of DELNET to enhance the quality & accessibility
6. Review of placements & internships.
7. Smart board installed in classes to improve e- learning
8. Add new Journals and E-Books in library
9. Planning for in house and University final examination through virtual mode.
10. Academic and Administrative audit 2020-21
11. Virtual workshop for faculties was organized

Name of persons present:

1. Dr. Vandana Jaglan(Chairperson -Academic Cells)
2. Dr. Neetu Malhotra (h.c) (IQAC Coordinator)
3. Dr. Sakshi Shail (IQAC Member)
4. Dr. M Alam (IQAC Member)
5. Ms. Priyanka Sarkar (IQAC Member)
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11. Mr. Manoj Kaushik (IQAC Member)
12. Ms. Shweta Rani (Librarian)
13. Ms. Neetu Sharma (Technical Staff)
14. Mr. Onkar Singh (Founding Director, Gharonda Bal Ashram)
15. Mr. Ravi Kumar Passi (Industry Expert)
16. Ms. Mansi Gupta (IQAC student member)
17. Ms. Riya Parashar (IQAC student member)
18. Ms. Akanksha Sharma (IQAC student member)

Summary:

Sr. No.	Item discussed	Person responsible	Deadline (if any)
1	Minutes of the last meeting held in April 2021 were approved and signed by the Academic cell Chairperson.	IQAC Coordinator	
2	A brief planning of In-house & university theory and practical exams were described by the exam coordinator.	Dr. Sakshi Shail	As per university guidelines
3	For the up gradation of the institute Green policies such as Water, Energy, Green and Waste have been formed. The aim of the polices were to reduce overall water consumption, a Green, clean and healthy environment aids effective learning, energy conservation and ensures that reasonable effort is made to conserve energy and an integrated waste management system for optimizing and analyzing waste.	IQAC	--
4	Planning to conduct a virtual International Conference for faculties and students in the month of December. The aim of the conference is to generate a global platform to share ideas, experiences and practices for meeting the global changes in education.	HOD & Principal	
5	Took membership with DELNET for the E-Library utilisation for students and faculty members.	Library Cell	20 th April
6	As the fashion & textile industry is badly affected due to Covid 19 pandemic, the placement cell must make more efforts towards internships & placements of students. More webinars will be planned with industry experts.	Placement cell	--
7	As the whole nation is suffering from the sudden Covid 19 pandemic, conduction of virtual class through various e learning platforms was discussed. It was suggested that for students betterment new session classes will resume by adapting new techniques. So they installed smart boards in classrooms.	All faculties	-
8	It was discussed in the meeting that upcoming semester exam (theory & Practical) in house and University will be online mode.	HOD & Principal	-
9	Add new Journals and E-Books to enrich the library for the students as well as faculties.	Library Cell	-
10	For the betterment of college an external and internal Academic and Administrative audit has been done.	Office Personal	-
11	A virtual workshop for faculties was organized to train them for using different virtual platforms to enhance their & students capabilities. The topics covered in the session were Google Site, Google Slide, Google Classroom, Google Docs, Google Calender, Google keep to name a few.	HOD & Principal	18 th May
12	Academic and Administrative Audit to be conducted by 31st July 2021.		


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ACTION TAKEN REPORT (2020-21)

Sr. No.	PLAN OF ACTION	ACTION TAKEN (at the end of year)
1	To enhance the Green initiatives in the institute	Green Initiatives were done in the campus by making policies for water, energy, green practise and waste policy also planting of more trees in the campus and outside the class rooms and celebrated environment day in the campus to instill the habit of planting more trees and save environment without the usage of plastic for this competitions were conducted among the departments for making student more environmental friendly and more interested in making the campus green for the continuous practise.
2	To enhance the institutional quality	The Audit Committee of Satyam Fashion constituted a three members committee to conduct an Academic Audit of the College. The Audit Committee was composed of the External Members. The purpose of an academic audit is to Quality management strategies in all academies and administrative aspects. The key faculty activities required to produce, assure, and regularly improve the quality of teaching and learning. Accordingly, the audit team decided to look into the prevailing situation at the College along the following aspects in the course of the audit. Quality sustains quality enhancement as reflected in the vision, organization, operations & the processes. This was ascertained by site observation and through the facts & figures about the functionary of various cells.
3	New Initiates for students training and development by CII Membership	Satyam Fashion Institute became a member of the Confederation of Indian Industry (CII) on the 6th of April 2021. This esteemed alliance is giving a platform healthier industry relations and increased opportunities for students in the future. Quality initiatives webinars were organized by CII and certificates were also provided to the students and faculty members.
4	To encourage students for participation in MOU with Heartfulness Institute	Students were engaged in the training session of the HELM -Heartfulness enabled leadership mastery session for the students to upbring the healthy lifestyle and for the discovery

		of self potential . These sessions were very beneficial for the students to get awareness about the inner potential for better results in their studies and different approaches towards success in life.
5	To promote the research culture among the students and academia	Journal ISSN Number Processing for the grant of ISSN No for the Biannually Journal of the Institute "Design Quest". This Initiative is taken to do more research initiatives to improve quality of education and research in the institute also to instill the quality of writing research papers in their graduation tenure also to promote outside research work for the upliftment of new design techniques in the academics and industry. The Journal received ISSN No.2582-855X in the month April 2021.
6	To promote the Digital platform during Covid	Addition of Smart interactive Boards, Google classroom , Googlemeets, Coordination with the university for the online examination with the MKCL Portal. Different platforms were arranged for the students during COVID for the learning with the new technology. Students were also encourage for participation in online competition, webinar and workshops for skill development.

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