



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SATYAM FASHION INSTITUTE
Name of the head of the Institution	Dr. Vandana Jaglan	
Designation	Principal	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	01204242805	
Mobile no.	9810498807	
Registered Email	director@satyamfashion.ac.in	
Alternate Email	vandana.jaglan@satyamfashion.ac.in	
Address	C-56A/ 14&15, Sector - 62, Noida	
City/Town	Noida	
State/UT	Uttar pradesh	
Pincode	201309	
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Neetu Malhotra (hc)
Phone no/Alternate Phone no.	01204242805
Mobile no.	9810550423
Registered Email	neetu.malhotra@satyamfashion.ac.in
Alternate Email	iqac.cell@satyamfashion.ac.in

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.satyamfashion.ac.in/SATYAM-AQAR-2018-19.pdf">https://www.satyamfashion.ac.in/SATYAM-AQAR-2018-19.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:  
Weblink :

<https://www.satyamfashion.ac.in/img/academic-calender/academic-calender-19-20.pdf>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.42	2017	22-Feb-2017	21-Feb-2022

### 6. Date of Establishment of IQAC

21-Nov-2017

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Uploading the data for AISHE report	30-Jan-2020 1	20

Green audit conducted for assessing the green initiatives in the campus	28-Jul-2020 2	230
Academic and Administrative Audit	24-Aug-2020 1	25
Graduation Show and Exhibition	08-Mar-2020 1	150
DELNET membership	11-Aug-2020 1	230
Registraion as Local Chapter of SWAYAM NPTEL	29-Jun-2020 1	230
Institutional Workshop for Professional Development	05-Aug-2020 7	25
<a href="#">View File</a>		

**8. Provide the list of funds 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
NIL	NIL	NIL	2020 0	0
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Students feedback taken for academic quality, college infrastructure and facilities 2. Academic and Administrative Audit (internal and External) 3. Conducting a 7 day Institutional Workshop for Professional Development for the staff members (teaching and nonteaching) 4. DELNET Membership for enhancing E

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
To Strengthen Alumnae Network by Alumni meetings and sessions by Alumni for students	Sessions by alumni on various topics for expert guidance
To impart training and placement assistance to the students from relevant industries/ designers/ manufacturing units	Enhancing skill set of students for industry and making them industry ready
To promote staff for higher education	Enrollment in PhD program my faculty members and completion of course work
To conduct professional workshop for staff development	Conducting workshop for professional development of staff members by expert
To promote the research culture among the students and academia	Writing research papers and participated in poster presentation in seminars and conferences
To strengthen the initiatives of Covid-19 Guidance and Counselling Cell and Placement Cell towards greater consolidation.	Cell formulated for providing support to students and staff members. Fee waivers and scholarships were given to the students
To enhance E-library resources for the students	Membership of DELNET platform for accessing e resources from home
To plan and construct a resource centre	Abhivyakti - An Expression was conceptualised and coconstructed as institutional resource centre for providing a creative space for students' projects
To hold Annual Graduation Show	Providing visibilty to students's collections on a larger platform where industry persons and designers visited the Graduation show
To maintain Academic Quality Online Classes using different ICT tools for internal assessment and Academic sessions for students and academic progression	Online Classes using different ICT tools for internal assessment and Academic sessions for students and Academic progression on Google classroom and Zoom platforms

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
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<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	30-Jan-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>1. Academic section: This module contains the students attendance where subject teacher and class teachers add attendance of students for the lecture through entry on attendance register and can maintain the record of attendance of the theory class or practical. The assignments are also assigned to a group of student's or the whole class by the subject teacher. The teachers take monthly attendance records and send SMS to parents who are defaulters. The performance reports are maintained for the internal assessment.</p> <p>2. HR section: In this, staff details like staff appointments, joining of staffs, salary, attendance vouchers and staff leaves are maintained by the office.</p> <p>3. Account Section: This module has payroll management which includes salary vouchers, salary slips for the staff of the institute. This module also has Fees module different ledgers of fees (programme wise). The admin can allocate to students class wise, so that students can pay fees online through payment link given on our website (instamojo).</p> <p>4. Library: KOHA software is used in the library management. This manages information about due books, books transactions details, stock and library feedback. There is also facility of DELNET and Ebooks on Saral Software for the students and staff members</p> <p>5. Admissions: Here we can manage applications for new admissions, and this we can float on our Institute's website in which students can apply</p>

online by filling the form and/ or by filling offline admission form in the office. 6. Communication: Through this SMS, Emails can be sent to the student's parents, other staff members of college and to those to whom to communicate official matters. 7. Alumni: All alumni data and information is available in this module. We have a separate Alumni Cell which works on this module. 8. Placements: The placement assistance cell records information through Job Announcement Proforma, student registration for placement and their career intent form through this module, also placement cell can directly communicate through mail to company or student for the placement drive (on/off campus). 9. Hostel: Room wise student list and details of hostel, student's attendance in hostel is available in this module. Hostel warden manages its records. 10. Examination Result: University results of students are maintained. We have an Examination Cell for maintaining internal assessment records. The office Superintendent coordinates with the university for examination related matters. All the marks are uploaded through the university online portal and its records are maintained properly. The examinations were conducted through the university portal managed by Maharashtra Knowledge Corporation Limited (MKCL).

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The syllabus framing of theory and practical courses is structured by the Board of Studies (BoS) S.N.D.T. Women's University, Mumbai. However, our Institution has a mechanism for well-planned curriculum delivery and documentation. Apart from the traditional teaching-learning methods of whiteboard and lecturing, our college emphasises curriculum delivery through practical learning and hand-on activities. An academic calendar is prepared in advance and published on the college website. Theory syllabus is taught in the classroom by chalk and talk method or LCD projector method and for that PPTs and C.D.s are prepared by the faculty. Practical courses are run in the laboratories by using various instruments, equipment, chemical, glassware, class-work material, charts, models, prototypes etc. For the specific topic excursion, study tour, field visits, guest lectures are arranged. If faculty is absent, he/she makes alternative arrangements for the completion of the syllabus. Simultaneously the

complete records of theory and practical syllabus are maintained properly. The students' attendance is recorded daily in attendance registers and in the period of pandemic, the attendance was maintained using SARAL and excel sheet as a digital record. Each department invites industry experts to deliver guest lecturers in their respective field of work. It enables students to get an insight into the real business world. The students are trained to undertake live projects and internships to supplement learning. They are also encouraged to complete their assignments on topics within the curriculum and present the same on paper or presentations with recommendations. Critical thinking is encouraged through the various debates, role-playing and class discussions. The curriculum is enhanced by conducting projects and field trips, giving insights beyond the syllabus. The college arranges an array of co-curricular activities to enrich the curriculum. Our classrooms are I.C.T. equipped, and Wi-Fi enabled. These facilities provide an interactive learning setup. The college also has a library (offline and e-library both) and subscribes to numerous journals to keep abreast of changing trends in their respective subjects. We also subscribe to E-journals, initiated with membership of D.E.L.N.E.T. The Librarian maintains a record of the students using the numerous library facilities and conducts their classes regularly to keep them updated about the books and facilities. To ensure effective curriculum delivery, every faculty member must submit a syllabus teaching plan to the Principal at the beginning of each semester. The Principal and H.O.D. Conducts regular meetings with all faculty members to ensure that the plans are being implemented. Regular interaction with Students with the Principal and HOD ensures effective communication. The responses gathered via the student feedback survey helps us to identify areas of improvement. The course coordinators take regular feedback regarding visiting faculty members and accordingly incorporate changes. The students' progress is maintained through regular tests, presentations and semester-end exams. Remedial classes and tutorials are conducted for the weaker students. The college also focuses on providing short term courses and workshops to the students to enhance the overall development of the students.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BDes	Fashion Design	02/07/2019
BDes	Textile Design	02/07/2019
BDes	Lifestyle Accessory Design	02/07/2019

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Media Writing club	04/09/2019	12
Media Production Club	04/09/2019	12
Theatre club	04/09/2019	12
Sustainable Fashion Development	14/09/2019	30
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BDes	Fashion Design	28
BDes	Textile Design	7
BDes	Lifestyle Accessories	9
PG Diploma	Fashion Design	5
BA	Mass Media	12
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Curriculum feedback is obtained from Students, Teachers, Employers, Alumni and Parents timely. The feedback collected is analysed and data is compiled either at the Department level or at the Institutional level. The feedback regarding the curriculum is taken from final year students, which are analysed at the departmental level. Based on their suggestions, activities are planned to enrich the curriculum delivery, various short-term courses, seminars, workshops, guest lectures, lecture series, project exhibitions are conducted to enrich their learning experience and perform to their maximum potential. Students are also taken for Field /Industrial visits to bridge the gap between academia and industry. In the period of pandemic, online industry lectures were arranged for the students. This practice helps make the study more practical and reduces the gap between theoretical knowledge and practical application. Teacher's feedback regarding the curriculum is also taken and analysed at the Departmental level. It is compiled and communicated to the B.O.S. members and</p>



syllabus revision committee members of the university by mail or during meetings. The principal and faculty members attended the BOS meeting as members and invitee in the month of September, 2019 for the revision of syllabus held in SNT Women's University. Feedback from parents is collected every year personally in Parents Teachers meetings offline and online, over call also. All the relevant suggestions are utilized for the betterment of the institute. Alumni feedback is collected during industry interaction/ visits and their guest lectures. Interactions with eminent alumni members are arranged regularly. This has increased awareness level of the students and helped bridge the gap between campus and corporate. Another suggestion from alumni was to increase student involvement in learning by having more students' presentations/ seminar to improve their communication skills. These suggestions are now part of all department activities in form of mock jury and group discussions. Department of Mass Media and Design invites various Alumni throughout the year for their Alumni Lecture Series on Career Opportunities. Industry feedback regarding curriculum and skills generated is taken from the companies that visit our college for placement, and suggestions are implemented wherever necessary. This feedback provides students and other stakeholders the opportunity to participate in the improvement of programs of study actively. Their performance is also reported through industry supervisors during internships and training. It thereby improves the quality of students' learning experiences and gives the Institution a 360-degree viewpoint to improve their curriculum planning and delivery as per the stakeholders' expectations.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Mass Media	60	25	18
PG Diploma	Fashion Design	40	39	14
BDes	All Specializations	120	79	50
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	66	14	12	Nil	12

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

10	10	16	5	1	5
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Mentor Mentee System in the institute is a tool for the introspection, self-exploration and self governance. It involves student's own initiative to reflect on the discussions and activities during the various pursuits. The process of penning down personal learning from class exercises and discussions is in itself a valuable device for self-awareness. This would work as an assessment and evaluation tool for self-knowledge and would further help the student develop the ability to:

- Recognize the uniqueness and expression of oneself and that of others.
- Inculcating the ability to accept self and others.
- Communicate the awareness to yourself and others.
- Monitor events in their life and make decisions for the present and future.

Students are required to write about their experiences and learnings from each activity in the Mentor-Mentee Form. Following information shall be presented as a self-report by the student:

- Personal self profile at the time of joining the Program
- the understanding of course content.
- Difficulties and obstacles in the personal development and learning the application of the subject.
- Experiences which one feel are relevant to the training for personal and professional enhancement (specifically during the training period)
- Assessment of own self as an excellent professional after the training through Self-assessment, Interventions and Self-Profiling.
- Certificates, Awards and decorations (a copy to be enclosed by the student).
- Supporting papers for all important documents to be enclosed.

The file is to be maintained Semester-wise. It will be verified by the Mentor. The mentor will provide academic, personal, career and psycho-social support and guidance services through discussion with the student along with this filled form. Student's file will be reviewed at the end of each semester and till the completion of the programme for progressive assessment. Self-assessment, analysis, synthesis, focus, exploration, honest expression, initiative and consistency are some elements that will help the students to maintain their files and enhance behavioral skills for success in life. This comprehensive system helps in developing fruitful mentor-mentee relationships.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
284	10	1 : 28

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	10	2	Nill	3

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NIL	Nill	Nill

[View File](#)

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BDes	115	II	04/04/2020	17/08/2020
BDes	115	VII	19/10/2019	21/12/2019

BDes	115	V	18/10/2019	21/12/2019
BDes	115	III	21/12/2019	21/12/2019
BDes	115	I	21/12/2019	21/12/2019
BDes	115	IV	04/04/2020	17/08/2019
BDes	115	VI	30/03/2020	11/08/2020
BDes	115	VIII	31/03/2020	17/08/2020
PG Diploma	104	I	19/11/2019	19/12/2019
PG Diploma	104	III	20/11/2019	18/12/2019
<a href="#">View File</a>				

#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution has follows well established continuous Internal Evaluation (CIE) system at the institutional level prescribed by SNDDT university. Examination committee worked under chairmanship of the Principal and make sure the proper planning and execution of examination. Continuous Assessment having weight age from 25-50 in internal marks, depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. The internal evaluation is mandatory as per program prescribed by university is strictly followed. Learning levels of students are adjudged and they are categorized into three different levels through class tests, home assignments, surprise tests, group discussions, seminars, group projects etc. End semester final Examination - written examination is held every semester end. The weight age of end semester internal examination varies from 50- 75. The students who are little slow in their grasping as compared to their counterparts are identified based on their class participation, pass percentage, classroom performance, and regularity in submission of assignments, punctuality, and personal interactions. The institute through its teachers handles it sensitively and pays required attention to learners with various paces. Revision lectures and doubt clearing classes are kept to help the students to have insight to the previously covered topics and connecting with the new topics. Parents are also kept in the loop the institute provides academic counseling through students performance report sent for mid term internal examination about their ward.

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Being an institute affiliated to SNDDT University, we follow the academic schedule provided by the university. The Institute also prepares their own academic calendar for smooth functioning of various curricular, co curricular and exam related activities which follow the timelines/guidelines and academic schedule provided by the affiliating University and monitored by IQAC. The Academic Calendar is prepared after discussion and approval by IQAC at the beginning of odd and even semester. This includes the academic activities at the college level after the Principal conduct meeting with IQAC, HODs and Coordinators, Examination Committee. Examination is conducted at the end of each semester as per the schedule and guidelines provided by the university. In the beginning of the academic session the students are apprised of academic calendar and same is displayed on notice boards at strategic locations. The Schedule of All Examinations is given in academic calendar. All students are well informed about the important dates relating to examination by the exam committee. Assignments are submitted by students as per the dates given in academic Calendar. Considering the academic calendar, each department functions according to the teaching plan prepared at the department level. The college implements all examination related activities through examination committee

constituted at college level which includes examination in-charge, teachers, administrative and support staff. The college promotes and encourages administrative staff to participate in examination related up- gradation workshops organized by the university.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.satyamfashion.ac.in/PO-PSO-CO.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
115	BDes	All Specialisation	80	80	100
104	PG Diploma	Fashion Design	18	17	95

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.satyamfashion.ac.in/iqac/Students-Survey-2019-20.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	30	Satyam Fashion Institute	0.75	0.75

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Industrial Motivation Campaign for Youth	B.Design (All Specialisations) and PG Diploma	09/01/2020
Training on Dobby Weaving	B.Design Textile Design	15/07/2019
Training on Jacquard weaving in the Industry	B.Design Textile Design	02/09/2019
Photography Workshop by Nikon	B.Design Fashion Design	08/07/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Poster Presentation	Palak Pahwa, Dr. Vandana Jaglan	International conference on Recent Trends Sustainability in Crafts and Design, IICD Jaipur	07/11/2019	Participation at International Level
Poster Presentation	Nanda Saxena, Dr. Neetu Malhotra (h.c)	International conference on Recent Trends Sustainability in Crafts and Design, IICD Jaipur	07/11/2019	Participation at International Level
Poster Presentation	Himanshi Chaudhary, Dr. Neetu Malhotra (h.c)	International conference on Recent Trends Sustainability in Crafts and Design, IICD Jaipur	07/11/2019	Participation at International Level
Poster Presentation	Shipra Sharma, Komal Sahu, Megha Gupta	International conference on Recent Trends Sustainability in Crafts and Design, IICD Jaipur	07/11/2019	Participation at International Level
Poster Presentation	Mahima Malik, Dr. Vandana Jaglan	International conference on Recent Trends Sustainability in Crafts and Design, IICD Jaipur	07/11/2019	Participation at International Level
Paper presentation	Mahima Malik, Dr. Vandana Jaglan	International conference on Recent Trends Sustainability in Crafts and Design, IICD Jaipur	07/11/2019	Participation at International Level
Lets Think Sustainable	Mahima Malik, Ayushi Malik, Somyaa Singh, Shweta Kapurwan, Payal Chaudhary	Footwear Design and Development Institute (FDDI)	20/11/2019	2nd position - Product Development
Lets Think Sustainable	Palak Pahwa, Komal Sahu, Kantha Kunika, Saloni Garg, Kulpreet Kaur	Footwear Design and Development Institute (FDDI)	20/11/2019	1st position - Product Development

Inter College Media fest, Vritika -Writing Skills Competition	Anushka Dhaka	Delhi Metropolitan Education	10/11/2019	1st position - Creative writing
Inter College Media fest, Vritika -Writing Skills Competition	Reshu Hora	Delhi Metropolitan Education	10/11/2019	2nd position - Creative writing
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	NIL	Nil	0
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	Nil
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Sustainable Eco Textiles and Eco labels	Dr. Neetu Malhotra (h.c)	Elementary Education Online	2020	0.5	Satyam Fashion Institute	Nil
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	0
<a href="#">View File</a>						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	3	Nil	Nil	Nil
Resource persons	Nil	5	Nil	Nil
Attended/Seminars/Workshops	Nil	5	Nil	3
<a href="#">View File</a>				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Industrial Motivation Campaign for Youth	Micro, Small and Medium Enterprises, Government of India	2	100
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Heartfulness Essay Event - 2019, Prize Distribution Ceremony	Guest of Honour for the ceremony	Heartfulness Education Trust	30
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
SJMC (Mass media) students article writing competition on the International Day of	Satyam Fashion Institute	Article Writing competition	2	25

Solidarity				
International Yoga Day	Heartfulness Education Trust, United Nations Information Office, Ministry of Ayush	Virtual Yoga and Meditation	5	30
SJMC (Mass media) students observed International Anti Corruption Day	Satyam Fashion Institute	Interactive Session	2	28
SJMC (Mass media) students attended the seminar as a guest of honor on "CRIME AGAINST WOMEN"	In collaboration with National Commission for Women	Seminar ( Students invited as Guest of Honour of the session)	2	8
SJMC- CSR activities	SJMC, Satyam Fashion Institute	" Literacy Campaign 2019"on the occasion of Teacher's Day	2	30
<a href="#">View File</a>				

### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Students research work and training at NITRA	7	Satyam Fashion Institute	15
Students research work and training at Alps Industries	9	Satyam Fashion Institute in collaboration with Alps Industries (free of cost)	15
Students research and range development work with Viklang Sahara Samiti	3	Satyam Fashion Institute	15
<a href="#">View File</a>			

#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant



		/research lab with contact details			
Academic	Student internship	Meriyar Co.	16/11/2019	16/01/2020	1
Academic	Student internship	Shemon International Pvt Ltd.	29/05/2019	29/07/2019	2
Academic	Student internship	Eastcore Technologies	01/05/2019	24/07/2019	1
Academic	Student internship	Oravel Stays Pvt Ltd [OYO ROOMS]	27/06/2019	30/08/2019	1
Academic	Student internship	Lifestyle International Pvt Ltd	09/05/2019	09/07/2019	4
Academic	Student internship	Li Fung Pvt Ltd	26/04/2019	26/07/2019	1
Academic	Student research and training	Alps Industries	02/09/2019	20/09/2019	9
Academic	Student research and training	NITRA	15/07/2019	30/09/2019	7

[View File](#)

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil

[View File](#)

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4000000	4360702

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Newly Added

Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	16.05.05.60	2017

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	941	1255327	33	28443	974	1283770
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	10	10823	Nil	Nil	10	10823
CD & Video	39	Nil	1	Nil	40	Nil
Digital Database	Nil	Nil	1	19470	1	19470

[View File](#)

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil

[View File](#)

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	58	1	3	2	2	1	2	10	0
Added	0	0	0	0	0	0	0	0	0
Total	58	1	3	2	2	1	2	10	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS
---------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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Youtube Channel	<a href="https://www.youtube.com/user/Satyamnoida/videos">https://www.youtube.com/user/Satyamnoida/videos</a>
Blog	<a href="https://satyamfashion.ac.in/blog/">https://satyamfashion.ac.in/blog/</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5000000	5731478	8000000	8909159

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are established systems and procedures for maintaining and utilizing physical, academic, and support facilities such as laboratory, sports complex, computer, classroom, etc. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in-house staff daily and periodically. Furthermore, care has been taken to keep the machines and all types of equipment in working condition. In case of breakdowns, standard procedure is followed to bring the equipment/machine in working condition. A supervisor is appointed to monitor and maintain the physical facilities and Housekeeping. A brief description is presented below on the maintenance and utilization of some facilities.

- Laboratories :** Each laboratory has one teacher as the lab in charge, a lab assistant and an attendant. The lab in charge is responsible for maintaining and upgrading the laboratory. Dead stock verification (Physical Verification) is carried out to verify working, nonworking, and missing equipments. Lab assistance keeps a record of the utilization of equipments, computers and other required materials for experiments.
- Library:** A Librarian with supporting staff has been appointed to maintain the central library. They focus on the availability and utilization of instructional material in the teaching and learning process. At the end of the Academic year, stock verification is done. Procurement of books as per the requirement is initiated through the library cell by inviting the requirement of the books from various departments. It is then processed for procurement.
- Sports :** The Sports Teacher of the institute looks after the sports facilities and the activities. The sports equipments are issued to the students as per the schedule of the events. If any equipments get faulty, the sports teacher submits a proposal for maintenance. Preventive maintenance measures are taken in time. Sports teacher is responsible for keeping the record of the utilisation of sports Facilities, Activities held, and Awards for the students etc. Institute has also appointed housekeeping staff and gardener to maintain the ground area.
- Class Rooms:** Class rooms are allocated to all departments along with necessary I.C.T. tools. These are utilised as per the time table of the department. The classrooms are cleaned on a daily basis monitored by the institute supervisor. Principal, HOD, Class teachers also monitors cleanliness and ensures that the cleanliness is maintained in the classrooms.
- I.T. facilities:** All departments in the institute have P.C.s, essential software and peripherals. The laboratory technicians and system administrator maintain the I.T. facilities in the institute. In case of significant maintenance issues, vendors are hired to maintain I.T. facilities.
- Electrical, Drinking water coolers, Lift etc.:** Institute has employed technicians (electrician and plumber) to keep and maintain electrical and water drinking facilities. Institute has also appointed

housekeeping staff and gardener to maintain the gardens. 7. CCTV: To maintain the internet connectivity and CCTV security system, a network and system administration team is appointed. LCD projectors, E.P.B.X. system, air conditioners are maintained with the help of external agencies. Security staff, including ladies guards under a security supervisor, is employed to safe guard the whole premises.

<https://satyamfashion.ac.in/Criterion-4.html>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee waiver to Differently-abled students, Financial assistance in terms on scholarships and concession	12	180000
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	NIL	Nil	0
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Virtual Session on International Yoga Day - Yoga at Home	20/06/2020	60	Yogacharya Vishal Sharma, HOD - International Yoga Union and Satyam Fashion Institute
Covid 19 Awareness Initiative through poster design	31/03/2020	21	Satyam Fashion Institute
Stress Management Workshop	03/02/2020	125	Heartfulness Institute
Wellness Fest	05/01/2020	30	Heartfulness Institute and Shri Ramchandra Mission
India Today Mind Rocks Youth Summit	28/09/2019	30	Galgotias University, India Today
Wellness Fest	14/09/2019	30	Heartfulness Institute and Shri Ramchandra Mission
Remedial Classes	11/01/2020	15	Faculty member, Satyam Fashion Institute

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Intent Session	Nil	40	Nil	10

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	3

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NOT CONDUCTED DUE TO COVID-19 LOCKDOWN	Nil	Nil	11	39	20

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	B. Des.	Lifestyle Accessories Design	IGNOU	Post Graduate Diploma in International Business Operation
2019	1	B. Des.	Lifestyle Accessories Design	FDDI	MBA - Fashion & Retail Merchandise

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
SET	Nil
<a href="#">View File</a>	

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Under 17 Kho-Kho Tournament by Sports Cell	Institutional	96
Republic Day Program	Institutional	48
Lohri Program	Institutional	34
Open Mic Competition by Library Cell	Institutional	100
Student Cricket Tournament by Sports Cell	Institutional	48
Carnival 2019	Institutional	130
Alumni Meet 2019	Institutional	30
Fresher's Party 2019	Institutional	85
Diwali Poojan	Institutional	60
Orientation Program 2019	Institutional	50
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### 5.3 – Student Participation and Activities

#### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Certificate of Merit - All India Essay Competition	National	Nil	1	2019016100031330	Beauty Giri
2019	Certificate of Merit - All India Essay Competition	National	Nil	1	2017016100003280	Khyati Arora
<a href="#">View File</a>						

#### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Satyam Fashion Institute is proud to say that we have a very active Student representation. The functioning of this student body is governed by the students along with faculty incharges. The student representatives is active in all kinds of cultural and academic activities and its dynamic and enthusiastic

volunteering for each and every event has been remarkable. During the Pandemic times, when everything almost came down to a stop, the members of the student body only gained momentum. We can proudly say that our student members have never been more active as in the tough times of Covid-19. The student representatives in all the academic cells seek to encourage all the students to become part of Institutional activities. We saw members encouraging each other especially the laid back ones with a one-on-one approach. The student body believes that 'each one can contribute in one way or another' and take the immense effort to inspire their batchmates to show energetic participation in the area of their specific interest at least, if not all. With every passing year the student participation grows and this year was a milestone as we all moved to and explored a virtual world, a virtual way of doing everything. We saw massive volunteering from students towards creating and curating events like webinars, alumni sessions, workshops, celebrations etc both academic and cultural events. Development and exhibition of talent is at the base of activities as such. Apart from this, students are also encouraged to become part of the different committees and cells that we run as an institute. We have a total of 13 cells that students are a part of and interact with on a day to day basis- Internal Quality Assurance Cell (IQAC), Admission Cell, Anti Ragging Cell, Women Cell /ICC, Sports Cell, Cultural Cell, Grievance/ Redressal Cell, Examination Cell, Placement Assistance Cell, Alumni Cell, Library Cell, Publication Cell, Extension Activities Cell. This year saw increased participation amongst students in all kinds of cell activities like designing posters, invites and graphics for events, organizing the events (both physical and later virtual as well), emceeing, proof reading and editing, documentation work etc.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

87

5.4.3 – Alumni contribution during the year (in Rupees) :

8700

5.4.4 – Meetings/activities organized by Alumni Association :

An alumni interaction was held during the Orientation programme of the Design department where they shared their experience and discussed about the industry requirements with the fresh students of Batch 2019-20. An Alumni Meet session was organised by Alumni Cell for interacting with the alumni on physically 01.12.2019 and virtual meets and sessions were conducted with Alumni on monthly basis during COVID-19. Our Alumni motivated the SFI students by giving special sessions on Industrial training and counselling sessions to face difficult situation during COVID-19. Various skill based and grooming sessions were conducted by distinguished alumni through virtual medium.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Satyam Fashion Institute is deeply focussed around Student development initiatives and providing a cohesive platform to both faculty and students to

raise their opinions and concerns on a neutral ground, to be heard, redressed and acted on. In the view of decentralization and nurturing a spirit of participative management, the institute has worked tirelessly in the year 2019-2020 to bring about some very fundamental and dynamic changes to its functioning, 2 of the key developments are described below. SFI has formed and restructured committees, for various purposes like Purchase committee, Finance, Planning and Development Committee, Class Review Committee, College Development Committee for a more participatory approach. Each committee has members from teaching and non-teaching staff both, for participative purposes and hence suggestions from both the ends of the spectrum are welcomed and debated upon. Cell meeting and Committee meetings are regularly held at the institute which are duly recorded and corrective action and adequate measures are thus undertaken. The institute also strives to accommodate the evolving demands of the students in every way possible and also improvises its strategies and plans of action according to the constructive feedback received from the students.

Some of the examples of the same in the last academic year would be the Upgradation of curriculum based on students recommendations. Since the imposition of the Lockdown not only was the learning mechanism revised but the Institute spontaneously adopted the E-Learning methods starting from March, to make value education possible for each and every student. The faculty made use of technological tools like Google Classrooms, Google docs, Google Slides, Google sheets and Forms. This helped to match the new normal and make classroom learning easy and accessible to every student keeping the safety and health at the highest priority. Keeping up the democratic way of management, Satyam

Fashion Institute also started the use of Saral Software for recording attendance and making all the administrative details accessible to students online. Koha Library software was used in the best possible way to decentralize the library facility for student benefit in the view of the current pandemic.

The e-library on Saral can now be readily accessed and utilized by students according to their convenience. Library and sports classed through virtual mode has been added in the time table to make connectivity with the students Another initiative has been to formulate Covid Guidance Cell as per the university guidelines for easing out the anxiety created among students. The students were also counselled for fee management by the way of instalments and waivers wherever necessary.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	As higher education directly feeds into the career of a student we believe in constantly evolving our curriculum to match the current needs of the present market. Student feedback process plays a very crucial role for us in shaping the curricula. Hence, we consider it deeply during the design and development of the academic and administrative activities in the institute. We are continuously incorporating institute-funded modules and workshops to build the students' employability quotient. Newer tools, techniques, books, softwares etc are



included in the syllabus as and when the intervention is due. With the sudden lockdown due to coronavirus pandemic made us realize that all training in curriculum development and implementation needs to be done immediately. The college established a local chapter for NPTEL so students can enroll for online courses. For promoting research culture among the students and academia, they were encouraged for participation in paper and poster presentations at national and international events.

**Examination and Evaluation**

The different departments of the institute are required to prepare their students according to the university prescribed syllabus and to appear for examinations held according to the university-recommended schedule. All examination related activities are channelized through Examination Cell after taken due approvals. All the records are kept year and semester wise properly. The faculty members are also well-oriented for conducting examinations according to the guidelines. During COVID-19 examinations have been conducted on online mode using Google forms to support the students and question bank for all the theory subjects have been given to students to keep them in track during difficult phase. The college faculty members are also a part of Central Assessment Programme (CAP) since 2015.

**Teaching and Learning**

The college has always aimed at effective curriculum delivery through a well-planned and documented teaching learning process, which has received momentum since the introduction of the Choice Based Credit System from 2015 specially for final year students in terms of electives. Teaching and lesson plans are submitted according to the academic calendar. Special lectures are organized, featuring experts from different institutions and Industry. During Covid teaching and learning skills was enhanced by using different ICT tools i.e googleclassroom, Zoom, googlemeet and brainstorming sessions was conducted to enhance their creative thinking skills. Mentoring has been done by the faculty members on phone who were unable to

	<p>learn due to connectivity problem</p>
<p>Curriculum Development</p>	<p>The faculty members are among active member of the Ad-hoc Board of Studies at the University level. Also, the principal of the college was also invited as a guest in the Curriculum revision meeting held in the University. The brain storming session was conducted for value added courses in the various specialisations of the Bachelor of Design programme. All the suggestions were well taken by the committee members. Discussion was also held on suggestive changes in the existing curriculum by all the members.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>A monthly budget has been allocated specifically to help build the SFI library. New books are added to the library every month on department wise recommendations from teachers. We have also developed an SFI e-library by collecting a large number of free e-books and saving them on Google Drive specifically for the Pandemic scenario when Physical usage of Library has been restricted. Every year new students have regular interaction classes with the Librarian where they are shown the complete working of the SFI library resource- physical as well as virtual. Inclusion of ICT tools and techniques has been done via developing an Audio-Visual lab at the campus and the infrastructure changes pertaining to that have been executed as per requirement of the facility. We also ensure that all new students are given a proper orientation for the correct usage of the above facility.</p>
<p>Industry Interaction / Collaboration</p>	<p>Industry interactions and collaborations have been strengthened in several ways. One of them being an Industry-sponsored range that was developed by the students of SFI for their graduating Design Show 2020. It gave the students an opportunity to interact and design a range with the guidance of Industry Professional by mentoring the students Online recruitment during the Covid Lockdown of 2020 was another way Satyam Fashion Institute bridged the gap between Industry and Students. It was a mutually beneficial exchange that managed by Placement Cell in a tough scenario. Various Industry sessions on virtual mode were organised to guide</p>

	students specially a series of webinars have been organised with the Alumni to guide the students related to departments of industry and their journey.
Admission of Students	SFI introduced a Earn-While-You-Learn scheme specifically targeting admissions process where students with good verbal communication skills were given a chance to drive the admissions process by mentoring the prospective students about the college activities. Specialised Photography, Interior Design, Makeup skill development classes were also provided to prospective students along with bridge courses. Numerous workshops and webinars were conducted with experts from the creative fields and the alumni. Fee waivers and Installment options were made available to convenient fee payment for students.
Human Resource Management	The recruitment process is as per the guidelines of UGC, affiliating University ie University of Mumbai and the State Government. The Institution has grant in aid as well as self financing programs thus staff recruitment is in both sections. It is a equal opportunity organisation and provides a good working environment. There is a staff induction program for new recruits so they are made aware of the Institutional ethics and ethos so development of the staff becomes easy. There are adequate welfare measures for all. A transparent mechanism exists so all are aware of their duties and responsibilities. Library, ICT and Physical Infrastructure / Instrumentation The learning resources are added.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The Vision and Mission Statement is uploaded on the institutional website. Further circulars and important notifications are uploaded on the website. Meeting with the Board members, Academic Cells Meeting and Non-teaching staff members. Minutes and Resolutions are were circulated to all concerned. There is a transparent system of planning for the key infrastructural and lab requirements in the institute which is proposed to the

management for approval. This is put up by the committee members of the institute including Principal, HOD and IQAC Coordinator, teachers and office staff who work together for the planning and execution. The Planning Board, comprising teachers, non-teaching staff, discusses financial matters regarding grants received, needs of departments so as to plan and budget. E-governance is manifested by reusing the waste paper and keeping its use to minimal.

Administration

The website displays notices before admission, and reports of recent events written by different departments. Most of the Accounts department documentation is digitally maintained, student information likewise. During pandemic, all the staff members were working from home as per the lock downs and later, the institute followed all guidelines of relaxation given by the state government. The students registration and examination, marks uploading details are recorded on universities digital website. Most of the departmental activities are recorded through excel sheets/ word document/ pdfs. All the staff members were retained with full support.

Finance and Accounts

Most of the records of the accounts department are maintained using excel, tally and Saral fee module.

Student Admission and Support

The students are registered online on the universities digital portal. The facility of Bulk SMS is utilized for sending important notification to the students. Students projects and assignments are received using email and maintained by faculty members. The updation of the record is done easily and used during the parent-teacher meet. The students were given support in terms of relaxation in attendance and remedial classes due to the internet connectivity issues.

Examination

Most of the details related to examination, marks uploading, PRN numbers, form inwarded details are managed using university digital website. Most of the departmental activities are recorded through excel sheets/ word document/ pdfs. The College has separate Examination cell with equipped ICT tools necessary for

examination purposes. All the examinations were conducted using the online system by the university.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Vandana Jaglan, Dr. Neetu Malhotra (h.c)	Gartex Texprocess	Mex Exhibitions (on official duty)	4000
2019	Dr. Vandana Jaglan, Dr. Neetu Malhotra (h.c), Ms. Megha Gupta, Dr. Sakshi Shail	Texcon 2019	FICCI (on official duty)	8000
2019	Dr. Vandana Jaglan, Dr. Neetu Malhotra (h.c), Ms. Megha Gupta	International Conference of Apparel and Home Textiles	Okhla Garment and Textile Cluster (On official duty)	6000
2019	Dr. Vandana Jaglan, Dr. Neetu Malhotra (hc), Dr. Sakshi Shail	BOS Meeting, SNTD University, Mumbai	Board of Studies	31213
2019	Dr. Vandana Jaglan, Dr. Sakshi Shail, Ms. Divi Sukhija	Central Assessment Programme (CAP)	SNTD Womens University Examination Activities	40764
2019	Dr. Vandana Jaglan, Dr. Neetu Malhotra (h.c), Ms. Megha Gupta	International conference on Recent Trends Sustainability in Crafts and Design	IICD, Jaipur	31850
2020	Dr. Vandana Jaglan, Dr. Neetu Malhotra (h.c), Ms. Megha Gupta, Mr. Ujjwal Ankur, Dr. Sakshi Shail	Re-invent Textile Business 2.0 registration fee	Sowtex	2500
2020	Dr. Vandana Jaglan, Dr. Neetu Malhotra	Creating Virtual Classroom with	Formlelo.com	1000

(h.c), Ms.  
Megha Gupta,  
Mr. Ujjwal  
Ankur, Dr.  
Sakshi Shail

Google tools -  
registration  
fee

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Online marks uploading on university portal	Online marks uploading on university portal	08/10/2019	09/10/2019	2	2
2019	Use of Saral software	Use of Saral software	07/11/2019	08/11/2019	10	2
2020	Institutional Workshop for Professional Development	Institutional Workshop for Professional Development	05/08/2020	13/08/2020	8	15

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
1-month MOOC Course on 'COOPERATIVE LEARNING PEDAGOGY' of UNESCO Chair on Open Technologies for Open Educational Resources and Open Learning	1	22/05/2020	18/06/2020	30
Faculty Development Programme on 'ADAPTATION TO	1	11/06/2020	13/06/2020	1

LEARNING THROUGH DIGITAL PLATFORMS (TOOLS TECHNIQUES)'				
Two Weeks Online National Faculty Development Program on "Designing MOOCs, Digital Skills and E-Content Development" organized by Annamalai University and Guru Angad Dev Teaching Learning Centre, a centre under PMMMNMTT, MHRD, Government of India.	1	17/08/2019	30/08/2020	15
Online knowledge series on Re-invent Textile Business 2.	5	09/05/2020	29/05/2020	7
Ten Day National Level Online Short Term Training Program on "ICT - Enabled Pedagogy for Teacher's Professional Development" organized by IQAC in Collaboration with Department of Computer Science and Applications, TARA GOVERNMENT COLLEGE(A), SANGAREDD	1	01/08/2020	10/08/2020	10
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	10	10	10

### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Conveyance for official duties, Assistance to avail loan, Periodic social gathering and gifts/ bonus on festivals, first-aid facilities, Provision of study leave, medical leave and maternity/ paternity leaves/festival bonus	Conveyance for official duties, Assistance to avail loan, Periodic social gathering and gifts/ bonus on festivals, first-aid facilities, Provision of uniforms for Class IV staff and festival bonus	first-aid facilities, Wi-fi, Provision of RO water in the campus, Student development activities

## 6.4 – Financial Management and Resource Mobilization

### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

It is a self-financed institute. All the financial records of the accounts are kept meticulously. Provision of annual balance sheets is there. All the bills and receipts are maintained. The Account officer uses all the effective tools for monitoring financial data in the institute. There are two chartered accountants in the Board of Trustees who give advises on financial matters. Also, external audits are conducted annually.

### 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
<a href="#">View File</a>		

### 6.4.3 – Total corpus fund generated

64459321

## 6.5 – Internal Quality Assurance System

### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr. M K Tyagi	Yes	Dr. Bineeta Agarwal
Administrative	No	Dr. M K Tyagi	Yes	Dr. Bineeta Agarwal

### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The institute has been conducting parent - teacher meetings for student's internal assessment and performance. The mid term assessment is sent through performance report semester wise duly signed by parents/ guardians. The queries of the parents are routed to Principal and HOD through the respective Coordinators. Any suggestion given by parents is also worked upon towards the betterment of the institute. Academic excellence awards and Scholarships are given by the management which helps to generate a healthy competition among the students and inspire them to excel in studies. Financial support to necessary students is provided through management fund in fee wavier scheme via



scholarship.

6.5.3 – Development programmes for support staff (at least three)

Staff orientation and training is done for using the university's online portal for various office related activities. Training is given to Library and office staff for library automation and office automation respectively. System administrator and concerned staff are trained on new updates on the Saral software or any other software update in the institute. Training has been given to entire staff for the NAAC criteria awareness for the organization development and improvement has been implemented as an outcome of the training.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

New value-added courses added. College canteen renovated. Resource centre developed for the entrepreneurship platform for the students. Plantation of trees for promoting green initiatives. Women Entrepreneurship development programme to promote self reliance in students. Various seminars and workshops were organized for boosting the academic outlook of faculty and students in various aspects of design. Formal structuring of IQAC Cell for enhancing quality on the institutional practices. Distribution of research journal Design Quest in Industry and University libraries for promoting the research culture among students and academia. Conducting Academic and Administrative Audit.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Institutional Workshop for Professional Development	05/08/2020	05/08/2020	13/08/2020	25
2020	Registration as Local Chapter of SWAYAM NPTEL	29/06/2020	29/06/2020	29/06/2020	230
2020	DELNET membership	11/08/2020	11/08/2020	11/08/2020	230
2020	Uploading the data for AISHE report	30/01/2020	30/01/2020	30/01/2020	20
2020	Graduation Ceremony for the batch of 2019	08/01/2020	01/02/2020	01/02/2020	70

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

## 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Equality Importance in the Design Industry by Industry Professional	08/01/2020	08/01/2020	56	6

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Environmental Consciousness and Sustainability initiative: for enhancing the Environmental Consciousness and Sustainability, Plantation of trees on the large scale has been done inside the college campus time to time. Use of solar panels. Use of LED bulb inside the campus. Maintenance of garden and various playgrounds by Playground gardener, Encouraged students and teachers for save electricity, save papers, save water, use of dust bins etc. Environmental awareness and sustainable program (single use of plastics awareness) runs by team of the college. With an aim towards making students conscious about the need for protecting the environment, a number of activities for tree plantation, Swacchh Abhiyaan, Save Water and Save Earth were organized by the college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	10
Provision for lift	Yes	20
Ramp/Rails	Yes	20

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	5	2	18/10/2019	2	Career Development Program	Rural area illiteracy	64
2019	1	1	21/10/2019	4	Tree Plantation	Awareness campaign to celebrate world env	30

ironment day. saplings were planted. Volunteers pledged to make the environment healthy pollution free

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#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	NIL

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration for National spirit	15/08/2019	15/08/2019	45
Republic Day Celebration for National spirit	26/01/2020	26/01/2020	40
Plantation in the college campus to celebrate world environment day	21/10/2019	21/09/2020	50
SJMC (Mass media) Students observed World Human Rights Day	10/12/2019	10/12/2019	32

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Green Audit was done of the campus and its facilities 2. Tree plantation inside the campus 3. Energy Conservation: a. Use of LED in Place CFL. B. Roof top solar Panel 4. Recycling of used papers is promoted 5. Effort for carbon neutrality: a. The Campus Has Declared as" No Smoking Zone". b. Burning of litter and other waste materials has been banned

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Best Practices – An Overview** 1. The conceptualization of the resource centre 'Abhivyakti' – An Expression A resource centre was developed in the college to facilitate the design education for the students and staff. It differs from a regular college library in its additional focus on projects done by the students of their specialised fields. Through this initiative, the aim of the resource centre is to create a niche in the area of design in terms of product design, home furnishings, garment designing and visual merchandising in the

college. The main objective is to focus on methods of implementing outcome-based learning, to enhance out of classroom experiences, provide insight into the research work done by the students and develop entrepreneurship skills. It also showcases the design collections of Graduating projects and craft cluster projects. The collection is mostly a display of traditional crafts, products, garments, jewellery and accessories. 'Abhivyakti' was founded to encourage the study of designs and inspire budding designers with examples of the highest standard. These were the designs for everyday life and emphasized the challenges that designers face, concerning new material, new technologies, design processes and aesthetics. Some of the designs were very artistic and truly classic and captivating. The layout of the 'Abhivyakti' was conceptualized by the final year students through a visual merchandising project (miniatures). Along with the display, artisans and craftsmen are called to take workshops for the students. After learning the craft, students do not keep the craft techniques with themselves only but they work in group under the guidance of artisans and faculties. As a result, they learn craft skills like hand painting, weaving and knitting, product development etc. Then, the products developed by the team are exhibited in the resource centre. It acts as a platform for the final year students and alumni to showcase their work to develop their entrepreneurship skills. They display the work in terms of exhibitions which is appreciated by the Industry persons and jury members who often visit the campus from time to time. In the Graduation Show, projects like Divyangjan and LGBT range got a chance to create awareness about the concept of the college. This is a remarkable step towards women empowerment as it helps them to generate a source of income for their livelihood.

2. Skill Development activities for empowering the Staff Members with new skills Skills are as essential as ones academic status. Education and skills now go hand in hand. Skills and knowledge are the driving forces of the economic growth and social development of a country. Skill development is a vital tool to empower people, to safeguard their future and for the overall development of an individual. It is an important aspect that enhances employability in todays globalization. The core objective of the program is to empower the individual, by enabling her/him to realize their full potential through a process of lifelong learning. As individuals grow, society and nations also benefit from their productivity and growth. This will involve (a) Make a quality vocational training/ short term program (b) Focus on an outcome-based approach towards quality skilling that results in better livelihoods for individuals (c) Recognise the value of on-the-job training, by making apprenticeships in actual work environments an integral part of all skill development efforts. For achieving this, the workshops organized by the college to train the technical staff members to get awareness and develop new skills. One of our peons has been trained in basic handloom weaving through a workshop conducted with the help of expert from Weaver's Service Centre. He learnt the weaving process and started assisting in lab demonstration classes. Another employee was trained in library related work where she helped the Librarian in cataloguing and other library maintenance areas. A mask making workshop was organized by the institute for the entire team of Satyam Fashion Institute where all the students, Class IV team, faculty members and staff had learned the skill to developed mask using old clothes or cotton dupatta. Because of the lockdown, there was unavailability of the fabrics which was managed by donating fabric. These were utilized in the worked conducted by our technical staff member for mask making and the prepared masks were distributed to people who cannot afford masks. It was an initiative by the organisation to promote sustainability and skill development for the entire team members.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.satyamfashion.ac.in/institutional-best-practices-2019-20.html>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institute is imparting education to women from all segments of life following its mission of Women Empowerment. It helps women to develop knowledge of design related areas and groom them for professional careers. The Vision of institute is "To aspire women from all segments of life following its mission of Women Empowerment and train women staff for skill enhancement programs to develop their skills such as Personality enrichment, Employability skill development, Entrepreneurial development, Communication skill development etc. The institute is always geared to add to the national development of the country by imparting value education to the most important segment of the society. It is visualized that the women students then could become intellectually resourceful, morally upright, socially committed and spiritually inspired with the consciousness of the dignity of womanhood and their rightful place in the society sufficiently empowered to encounter the challenges of the present day society. The institute has always strived to nurture a self-sustainable environment in the design industry for women and create a center of excellence. We believe in making overall advancement in our country by making Indian women self reliant and independent through developing entrepreneurial skills and providing them education. Also, the institute has worked upon creating sustainable practices at the work place by utilizing old fabrics, clothes, furniture and scrap material. These kinds of materials have been reused and recycled in various ways for student's projects and resource development in the institute. This activity has also helped in creating environmental consciousness among the students and staff members. The college endeavors to maintain a learning atmosphere that reinforces the ideals of professional competence and social commitment and to make them competent, self reliant, employable and service oriented with love and faith and with the futuristic perspective of social transformation, ecological, national and global consciousness. The academic programmes, co-curricular and extra-curricular activities are designed meticulously so as to reflect the vision and mission of the college, focusing on the empowerment of women and the first generation learners maintaining high academic standards to provide appropriate knowledge and skills to the students to meet the fast changing needs of the society. The institute organizes review meeting regularly in which industry people of different domains are invited to review the research works carried out by the faculty. The proximity of the college to industry in Noida creates a unique opportunity for collaboration with the industry. Students have an opportunity to develop ties with the professional design community through visits to exhibitions and fairs. During the year 2019-20, the world has seen the pandemic Covid-19 that impacted the activities in all spheres of life. Our institution stood strong as a family to support the affected students with scholarships and fee waiver to cope up with the financial circumstances. Also, staff members were trained for developing masks using old materials as the markets were shut down. The masks were then distributed to all the visitors, staff members and to the roadside workers those who could not afford it.

Provide the weblink of the institution

<https://www.satyamfashion.ac.in/igac/Institutional-Distinctiveness-2019-20.pdf>

### 8.Future Plans of Actions for Next Academic Year

The following plan action as future is proposed for the next academic session-  
1. Workshop and practical session will be conducted for students to enhance their knowledge. 2. Strengthening ICT based teaching methodologies, Google classrooms for strengthening effectiveness of teaching learning process. 3. Applying and

obtain ISSN no. for in house Journal Design Quest. 4. Increasing student enrollment with SWAYAM NPTEL Local Chapter 5. Establish Alumni Association with proper channel to develop networking with alumni paced in various industry sectors. 6. Generate Alumni fund and utilize the same for various projects in the campus. 7. Make comfortable all staff (teaching non-teaching) for using online platforms, also provide training for the same. 8. Focus on blended teaching-learning mode 9. To establish E-library in our college library collaboration with DELNET. 10. Organising interactive talk session of Industry persons and designers for guiding and motivating students. 11. Procure implements/tools for Sanitization under Standard Operating Procedures. 12. Strengthen efforts towards Mental Health Support in the changed circumstances. 13. Introduce Online/Offline Add-on Certificate/ short term Courses. 14. To conduct more webinars, seminars, workshops and conferences for students and staff under different cells activities. 15. To encourage students to do more online Diploma and Certificate courses through MOOC, SWAYAM or any other UGC Channels. 16. To encourage faculties for applying different online FDPs. 17. To Increase more sports and cultural activities on virtual mode for increases student engagement. 18. Establish in house Gymnasium for the students and staff. 19. Establish in house Salon Boutique for all staff and students 20. Renovation of existing infrastructure. 21. Signing MOUs with different organizations 22. To take membership of CII -Confederation of Indian Industry 23. More creative newsletter with focus on students participation in virtual events and activities. 24. Involving students under Earn While You Learn Scheme for the counseling and mentoring of foundation batch to choose best stream as per their creative skills