

**STAYAM FASHION INSTITUTE  
NOIDA**

**LIST OF ACADEMIC CELLS**

**MEETING SCHEDULE**

S.No.	Name of the Cell	Day of Meeting	Responsibility
1	Admission Cell	Monday	To provide information about the design programmes offered by SFI and help in the counselling procedure
2	Internal Quality Assurance Cell (IQAC)	Monday	To maintain standards of quality for achieving academic excellence
3	Anti Ragging Cell	Tuesday	To create awareness about the anti-ragging activities and act among the students
4	Women Cell	Tuesday	To create awareness about social abuses against women in professional areas
5	Sports Cell	Wednesday	To inculcate the spirit of well-being and fitness through sports activities
6	Cultural Cell	Wednesday	To encourage the students for participation in various co-curricular activities at inhouse and inter-college level
7	Grievance/ Redressal Cell	Wednesday	To make students aware about grievance redressal channel and counsel them in their problems

	8 Examination Cell	Thursday	To coordinate and monitor the examinations and related activities at inhouse and inter-college level
	9 Placement Assistance Cell	Thursday	To assist the prospective students in providing the opportunities for internships and placements
	10 Alumni Cell	Thursday	To create a network of alumni and interact with them for various possibilities
	11 Library Cell	Friday	To recommend and help in procurement of relevant books and journals
	12 Publication Cell	Friday	To coordinate and execute the publishing of college magazine, faculty and student research papers, prospectus and other relevant materials

WEEKLY MEETING WITH PRINCIPAL AND HOD (IQAC COORDINATOR)  
 FORNIGHTLY MEETING WITH CHAIRPERSON OF THE INSTITUTE