



**SATYAM FASHION INSTITUTE
NOIDA**

IQAC Cell
Minutes of the Meeting held on 8th June 2018

Agenda of the meeting:

1. Academic planning for the year 2018-19
2. Criterion wise discussion and update
3. Preparation of timetable.
4. Future Planning of Cells.
5. Review of placements & internships.
6. Planning of launch of research journal "Design Quest"

Name of persons present:

1. Dr. Mitali C Goswami (Chairperson of academic cells)
2. Dr. Vandana Jaglan (IQAC Coordinator)
3. Ms. Neetu Malhotra (IQAC Member)
4. Ms. Priyanka Sarkar (IQAC Member)
5. Dr. Sakshi Shail (IQAC Member)
6. Mr. Ujjwal Ankur (IQAC Member)
7. Ms. Purnima Sawan (IQAC Member)
8. Mr. Devdutt Dharan (IQAC Member)
9. Ms. Divi Sukhija (IQAC Member)
10. Mr. Manoj Kaushik (IQAC Member)
11. Ms. Shweta Rani (Librarian)
12. Ms. Neetu Sharma (Technical Staff)
13. Mr. Monis Shamsi (Founder & president U can Foundation)
14. Mr. Kaushik Sheel (Industry Expert)
15. Ms. Sakshi Singh (IQAC student member)
16. Ms. Mansee Raj varshney (IQAC student member)
17. Ms. Mahima Malik (IQAC student member)
18. Ms. Nikita Zutshi (Alumni)

Minutes:

| Sr. No. | Item discussed | Person responsible | Deadline (if any) |
|---------|--|--------------------|-----------------------|
| 1 | Academic Calendar, Syllabus & Lesson Plan- Plans of the institution for the current academic year 2018-19: Based on previous year's work and consequent learning. Discussed about academic calendar formation and provide to students & faculties. | All teaching Staff | 15 th June |
| 2 | Allotment of subjects- Subject's allotment discussed of UG & PG program among all faculties according to their expert area. | Principal | --- |



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| 3 | Timetable – According to allotted subjects a tentative timetable has been proposed for current semester. It was also suggested that a library & sports class should be mandatory for each day in timetable. | Ms. Neetu Malhotra | 25 th June |
| 4 | 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. | All academic cell members | July 1 st week |
| 5 | Placement and Internship- Status of placements and internships has been briefed by placement & industry Coordinators. Planning of mock interviews, portfolio classes, professional resume formation for the students will be done. | Dr. Vandana Jaglan Ms. Neetu Malhotra | -- |
| 6 | Orientation Program- A two- or three-day orientation program was proposed for upcoming new batch of UG & PG. Dates yet to be finalized. | Cultural Cell | 2 nd week of July |
| 7 | Launch of Research Journal: Publication cell briefed about all planning to launch a In house research journal. Discussed layout, editorial board, categories of paper, number of paper, size, logo etc. | Publication Cell | 4 th week of July |
| 8 | The meeting concluded with the IQAC Coordinator thanking all members for their active participation and valuable inputs in various matters. | Dr. Vandana Jaglan | |


Dr. Vandana Jaglan
IQAC Coordinator

IQAC Coordinator
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C-56A/14 & 15, Sector-62
Noida- 201309



**SATYAM FASHION INSTITUTE
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IQAC Cell

Minutes of the Meeting held on 1st October 2018

Agenda of the meeting:

1. Approval for minutes of last meeting
2. Details of Semester Examination and practical jury.
3. Student's participation in Green Fashion India 2018.
4. Planning of inter college event - Carnival 2018

Name of persons present:

1. Dr. Mitali Goswami (Chairperson of academic cells)
2. Dr. Vandana Jaglan (IQAC Coordinator)
3. Ms. Neetu Malhotra (IQAC Member)
4. Ms. Priyanka Sarkar (IQAC Member)
5. Dr. Sakshi Shail (IQAC Member)
6. Mr. Ujjwal Ankur (IQAC Member)
7. Ms. Purnima Sawan (IQAC Member)
8. Mr. Devdutt Dharan (IQAC Member)
9. Ms. Divi Sukhija (IQAC Member)
10. Mr. Manoj Kaushik (IQAC Member)
11. Ms. Shweta Rani (Librarian)
12. Ms. Neetu Sharma (Technical Staff)
13. Mr. Monis Shamsi (Founder & President You Can Foundation)
14. Mr. Vinay Agarwal (Industry Expert)
15. Ms. Sakshi Singh (IQAC student member)
16. Ms. Mansee Raj varshney (IQAC student member)
17. Ms. Mahima Malik (IQAC student member)
18. Ms. Heena Arora (IQAC student member)
19. Ms. Nikita Zutshi (Alumni)

Minutes:

| Sr. No. | Item discussed | Person responsible | Deadline (if any) |
|---------|--|---|-------------------|
| 1 | Minutes of last meeting held in June 2018 were approved and signed. | IQAC Coordinator | |
| 2 | Examination: A brief planning of In-house & University theory and practical exams was described by exam coordinator. Panel of external examiner was proposed & approval was taken for them. Faculties name were suggested and approved for the CAP. | Dr. Sakshi Shail | --- |
| 3 | Green Fashion India: Dr. Vandana & Ms. Neetu updated about Students participation in Green Fashion India 2018 organized by SOFT, Pune from 6 th to 8 th October, 2018. List of the participating students was given and responsibility of | Ms. Neetu Malhotra & Dr. Vandana Jaglan | |



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| | projects were given for the competitions. | | |
| 4 | Carnival 2018: A two day inter college event - Carnival 2018 was proposed. Duty list was distributed to entire team in coordination with cultural cell. The planning of activities and competitions to be held during the event was discussed. Event poster for announcement was discussed. | All the faculty members | -- |
| 5 | The meeting concluded with the IQAC Coordinator thanking all members for their active participation and valuable inputs in various matters. | Dr. Vandana Jaglan | |


Dr. Vandana Jaglan
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**SATYAM FASHION INSTITUTE
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IQAC Cell

Minutes of the Meeting held on 5th March 2019

Agenda of the meeting:

1. Approval for minutes of last meeting
2. Details of semester examination and practical jury
3. Planning for annual Graduation show
4. Planning for Green audit for academic year 2018-19
5. Planning for Academic and Administrative audit
6. Students feedback for Academic quality and college infrastructure

Name of persons present:

1. Dr. Mitali Goswami (Chairperson of academic cells)
2. Dr. Vandana Jaglan (IQAC Coordinator)
3. Ms. Neetu Malhotra (IQAC Member)
4. Ms. Priyanka Sarkar (IQAC Member)
5. Dr. Sakshi Shail (IQAC Member)
6. Mr. Ujjwal Ankur (IQAC Member)
7. Ms. Purnima Sawan (IQAC Member)
8. Mr. Devdutt Dharan (IQAC Member)
9. Ms. Divi Sukhija (IQAC Member)
10. Mr. Manoj Kaushik (IQAC Member)
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14. Ms. Sakshi Singh (IQAC student member)
15. Ms. Mansee Raj varshney (IQAC student member)
16. Ms. Mahima Malik (IQAC student member)

Minutes:

| Sr. No. | Item discussed | Person responsible | Deadline (if any) |
|---------|--|--------------------|-------------------|
| 1 | Minutes of last meeting held in October, 2018 were approved and signed. | IQAC Coordinator | |
| 2 | Examination: Upcoming semester exam (theory & Practical) planning for in house and University final examination has been briefed by Exam coordinator. | Dr. Sakshi Shail | |
| 3 | Planning for Exhibition and Graduation Show: Exhibition planning and preparation of annual graduating show briefed by show coordinator. Concerned faculties | Ms. Neetu Malhotra | |



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| | briefed about work progress of students for show. Date has been finalized for model trial, internal & external jury and final show. Duties were allotted to the entire team. | | |
| 4 | Planning for Green Audit: For the implementation and upgrading green practices in the institute, it was suggested by IQAC coordinator that Green audit should be conducted in the coming month. Duty of audit has given to office of Satyam Fashion Institute. | Office Personal | |
| 5 | Planning of Academic and administrative audit was suggested is to be conducted for the academic year 2018-19 and asked to department heads to planning and itinerary. | Office Personal | -- |
| 6 | Student feedback: IQAC cell will take a student feedback form for quality check of Academic quality and college infrastructure. A questionnaire will be made to taking approval. After that it will be filled by students and data will be collected and documented. | | |
| 7 | The meeting concluded with the IQAC Coordinator thanking all members for their active participation and valuable inputs in various matters. | IQAC Coordinator | |

Dr. Vandana Jaglan
IQAC Coordinator

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**SATYAM FASHION INSTITUTE
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**IQAC Cell
ACTION TAKEN REPORT (2018-19)**

| Sr. No. | PLAN OF ACTION | ACTION TAKEN (at the end of year) |
|----------------|--|---|
| 1 | To maintain academic quality in the year | Academic Calendar, Syllabus & Lesson Plan were submitted by the faculty members for better coordination during the year. Subjects were allotted to faculty members as per their competency and experience. Timetable and activity planner were made and approved semester wise. |
| 2 | To impart training and placement assistance to the students from relevant industries/ designers/ manufacturing units | Placement assistance Cell conducted career guidance session for the students and collected the career intent forms. Students were given opportunities for training and placements. |
| 3 | To promote the research culture among the students and academia | Publication Cell launched its Research Journal 'Design Quest' on 31 st August, 2018 in India International Centre, Delhi. The journal is duly verified by RNI |
| 4 | To encourage students for participation in national/ international events | Students were encouraged for participating in various conferences and competitions at national and international level. This helped students in developing their communication and presentation skills. |
| 5 | To hold the annual Graduation show and exhibition | Final years students were given the opportunity to showcase their research based collections during the annual Graduation show and Exhibition held on 25 th April, 2019. |
| 6 | To enhance the Green initiatives in the institute and plan its course of action | The institute conducted Green audit for promoting environmental consciousness in the campus. This was held in the month of April, 2019 |