



**SATYAM FASHION INSTITUTE
NOIDA**

IQAC Cell

Minutes of the Meeting held on 26th August 2019

Agenda of the meeting:

1. Approval of minutes of last meeting.
2. Academic planning for the year 2019-20
3. Criterion wise discussion and update
4. Preparation of timetable.
5. Future Planning of Cells.
6. Review of placements & internships.
7. Review of received papers for the journal "Design Quest" Vol. 2 issue no. 1
8. Proposed name of faculties for BOS membership, CAP, and university Paper setting
9. Planning of preparing students for upcoming intercollegiate competitions, conferences etc.
10. Planning of inter college event - Carnival 2019

Name of persons present:

1. Dr. Vandana Jaglan (Chairperson - Academic Cells)
2. Dr. Neetu Malhotra (h.c) (IQAC Coordinator)
3. Dr. M Alam (IQAC Member)
4. Ms. Priyanka Sarkar (IQAC Member)
5. Dr. Sakshi Shail (IQAC Member)
6. Mr. Ujjwal Ankur (IQAC Member)
7. Ms. Purnima Sawan (IQAC Member)
8. Mr. Devdutt Dharan (IQAC Member)
9. Ms. Megha gupta (IQAC Member)
10. Ms. Divi Sukhija (Faculty)
11. Mr. Manoj Kaushik (IQAC Member)
12. Ms. Shweta Rani (Librarian)
13. Ms. Neetu Sharma (Technical Staff)
14. Ms. Sudarshana (Chairman, Gharonda Bal Ashram)
15. Mr. Sonia Jetleey (Industry Expert)
16. Ms. Saloni Garg (IQAC student member)
17. Ms. Summayiya Ansari (IQAC student member)
18. Ms. Charu Batra (IQAC student member)
19. Ms. Ruchi Verma (Alumni)



Summary:

Sr. No.	Item discussed	Person responsible	Deadline (if any)
1	Academic Calendar, Syllabus & Lesson Plan- Plans of the institution for the current academic year 2019-20 were discussed based on previous year's work and consequent learning. Academic calendar formation for 2019-20 was proposed to provide students & faculties.	All teaching Staff	28 th August
2	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.	Dr. Neetu Malhotra (h.c)	31 st August
3	Future Planning of Cells- It was discussed & suggested to all academic cells for planning of upcoming events, orientation, competitions, seminars, and workshops etc. for the students with full planning. For documentation according to NAAC criterions activity calendar to be submitted.	All Academic cell members	--
4	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. The details of 2018-19 internships was submitted along with details of jury conducted.	Dr. Vandana Jaglan Dr. Neetu Malhotra (h.c)	--
5	Review of research papers- A brief review was given by publication cell about received papers to be published in journal "Design Quest" for upcoming issue.	Publication cell	--
6	Names were suggested for CAP, paper setting & BOS members as given below. BOS members- Dr. Vandana Jaglan, Dr. Neetu Malhotra, Dr. Sakshi Shail CAP- Dr. Sakshi Shail & Ms. Divi Sukhija Paper setting- Dr. Sakshi Shail The members will be attending upcoming BOS meeting for the academic year 2019-20. Planning of jury of university exams for current semester where list of external & internal examiners is to be finalized.	Principal & HOD	10th September
7	Selection of the students will be done who will present paper/ poster in upcoming international conference organized by IICD, Jaipur. As research supervisors, the name of faculties were finalized for the conference.	Dr. Vandana Jaglan, Dr. Neetu Malhotra (h.c) & Ms. Megha Gupta	15 th October



	Abstract and paper submitted by students were reviewed.		
8	A two day inter college event - Carnival 2019 was proposed. Duty list was distributed to entire team in coordination with cultural cell.	All the faculty members	18 th November
9	The department heads discussed about an internal inspection of all departments for review of activities and resource utilization of the campus.	Principal & HOD	--
10	The meeting concluded with the IQAC Coordinator thanking all members for their active participation and valuable inputs in various matters.	Dr. Neetu Malhotra (h.c)	--

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

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**SATYAM FASHION INSTITUTE
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IQAC Cell

Minutes of the Meeting held on 8th January 2020

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 2020 and Sport event
4. Planning for Green audit for academic year 2019-20
5. Students feedback for Academic quality and college infrastructure
6. Motivate faculties to enroll for FDP, Research etc.
7. Strengthen Alumnae Network by Alumni meetings and sessions by Alumni for students
8. Planning of Graduation Ceremony for batch 2015-19 to be held in the month of February, 2020.
9. Planning of prospectus for upcoming new batch.
10. Planning of a year calendar and news letter 'Buzzing Bee'.

Name of persons present:

1. Dr. Vandana Jaglan (Chairperson -Academic Cells)
2. Dr. Neetu Malhotra (h.c) (IQAC Coordinator)
3. Dr. M Alam (IQAC Member)
4. Ms. Priyanka Sarkar (IQAC Member)
5. Dr. Sakshi Shail (IQAC Member)
6. Mr. Ujjwal Ankur (IQAC Member)
7. Ms. Purnima Sawan (IQAC Member)
8. Mr. Devdutt Dharan (IQAC Member)
9. Ms. Megha gupta(IQAC Member)
10. Ms. Divi Sukhija (Faculty)
11. Mr. Manoj Kaushik (IQAC Member)
12. Ms. Shweta Rani (Librarian)
13. Ms. Neetu Sharma (Technical Staff)
14. Mr. Ravi K Passi (Industry Expert)
15. Ms. Muskan khandelwal (IQAC student member)
16. Ms. Charu Batra (IQAC student member)
17. Ms. Summayiya Ansari (IQAC student member)
18. Ms. Ruchi Verma (Alumni)




Summary:

Sr. No.	Item discussed	Person responsible	Deadline (if any)
1.	Minutes of last meeting held in August 2019 were approved and signed by Academic cell Chairperson.	IQAC Coordinator	--
2.	Upcoming semester exam (theory & Practical) planning for in house and University final examination has been briefed 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	As per university guidelines
3.	Exhibition planning and preparation of annual graduating show Triptych 2020 briefed by show coordinator. Concerned faculties briefed about work progress of students for the show. Date has been finalized for model trial, internal & external jury and final show. Duties were allotted to the entire team.	Dr. Neetu Malhotra (h.c)	10 th February
4.	Planning for Inter-college sports competition was proposed	Sports Cell	To be held in last week of January
5.	For the up gradation of the institute a Green audit suggested by Principal for the year 2019-20. Duty of audit has given to office of Satyam Fashion Institute & Administrative office.	Office Personal	--
6.	IQAC cell will take a student feedback form for quality check of Academic quality and college infrastructure. A questionnaire of institutional survey will be made to taking approval. After that it will be filled by students and data will be collected and documented.	IQAC Cell	--
7.	It was suggested that faculties will focus on their professional development through FDPs and enrolled themselves for further studies.	All Faculties	--
8.	Alumni Cell needs focus on strengthen Alumnae Network by Alumni meetings and session by for students	Alumni Cell	--
9.	Discussed about a Graduation ceremony for 2015-19 batch students as per convocation guidelines of SNDT university. The planning for the event schedule to be submitted with duty allotment sheet	Dr. Neetu Malhotra (h.c)	21 st January
10.	Discussed about formation, layout, and content of prospectus for upcoming new batch.	Dr. Neetu Malhotra (h.c)	--
11.	It was planned to give a year calendar to the industries which will reflect entire activities of college.	Dr. Neetu Malhotra (h.c)	--


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**SATYAM FASHION INSTITUTE
NOIDA**

IQAC Cell

Minutes of the Meeting (Virtual) held on 25th April 2020

Agenda of the meeting:

1. Approval for minutes of last meeting
2. Details of semester examination and practical jury.
3. Planning of virtual classes for new session due to sudden nationwide lockdown.
4. Planning to take membership of DELNET to enhance the quality & accessibility
5. Planning to be a part of SWAYAM NPTEL local chapter to enhance the educational quality & approach towards value addition.
6. Formation of Covid-19 Guidance and Counselling Cell as per university guidelines
7. Extension Cell and Institutional Social Responsibility
8. Planning of formation of as per direction of University.
9. Planning of online curricular and extra-curricular activities for the students.
10. Planning to conduct virtual workshop for faculties to aware them how to & which platform can be used for online teaching.
11. Planning for Academic and Administrative audit 2019-20


Name of persons present:

1. Dr. Vandana Jaglan (Chairperson -Academic Cells)
2. Dr. Neetu Malhotra (h.c) (IQAC Coordinator)
3. Dr. M Alam (IQAC Member)
4. Ms. Priyanka Sarkar (IQAC Member)
5. Dr. Sakshi Shail (IQAC Member)
6. Mr. Ujjwal Ankur (IQAC Member)
7. Ms. Purnima Sawan (IQAC Member)
8. Mr. Devdutt Dharan (IQAC Member)
9. Ms. Megha gupta(IQAC Member)
10. Ms. Divi Sukhija (Faculty)
11. Mr. Manoj Kaushik (IQAC Member)
12. Ms. Shweta Rani (Librarian)
13. Ms. Neetu Sharma (Technical Staff)
14. Mr. Rajiv Bansal (Industry Expert)
15. Ms. Muskan khandelwal (IQAC student member)
16. Ms. Saloni Garg (IQAC student member)
17. Ms. Charu Batra (IQAC student member)



Summary :

Sr. No.	Item discussed	Person responsible	Deadline (if any)
1	Minutes of last meeting held in January 2020 were approved and signed by Academic cell Chairperson.	IQAC Coordinator	
2	A brief planning of In-house & university theory and practical exams were described by exam coordinator.	Dr. Sakshi Shail	As per university guidelines
3	As whole nation is suffering from sudden Covid 19 pandemic, conduction of virtual class through various e learning platform was discussed. It was suggested that for students betterment new session classes will resume by adapting new techniques.	All faculties	30 th April
4	Will be focus on taking membership with DELNET for the E-Library utilisation for students and faculty members.	Library Cell	20 th April
5	Registration with SWAYAM as a Local Chapter Registration No. will be done ASAP for the better education Quality	HOD & Principal	20 th May
6	As fashion & textile industry badly affected due to Covid 19 pandemic, placement cell must do more efforts towards internships & placements of students. More webinar will be planned with industry experts.	Placement cell	--
7	Planning to motivate students to participate in Extension Cell Program and Institutional Social Responsibility	Extension Cell	--
8	Planning of formation of Covid-19 Guidance and Counseling Cell as per direction of University	HOD & Principal	-
9	Due to pandemic adverse effects faculties will focus on planning of more curricular and extra-curricular activities for the students to motivate & engage them and for their better psychological development through online mode. For this a webinar series will be planned.	All faculties	15 th June
10	A virtual workshop for faculties will be organized to train them for using different virtual platform to enhance their & students capabilities.	HOD & Principal	18 th May
11	Academic and administrative audit was suggested by Principal and asked to HOD to planning and itinerary.	Office Personal	7 th July
12	The meeting concluded with the IQAC Coordinator thanking all members for their active participation and valuable inputs in various matters.	Dr. Neetu Malhotra (h.c)	--


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IQAC Cell
ACTION TAKEN REPORT (2019-20)

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 sessions 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 asked and reviewed received paper from various authors associated with different design institute for Research Journal 'Design Quest' Vol 2 & issue 1.
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 year students were given the opportunity to showcase their research based collections during the Annual Graduation Show and Exhibition held on 8 th March, 2020.
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 on 28 th July 2020
7	To hold the Graduation Ceremony for batch 2015-19	Degree distributed among pass out students in Graduation ceremony conducted in campus on 1 st February 2020. The degrees were conferred by

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		Mr. Ravi K. Passi, Chairman, export promotion Council of Handicrafts as the Chief Guest.
8	To enhance the institutional quality	For the betterment of college an external and internal Academic and Administrative audit has been done on 24 th August 2020.
9	To maintain and follow all safety measures and guidelines due to Covid19 pandemic	As whole nation was suffering from sudden pandemic due to Covid 19, institute followed all the guidelines circulate by Govt. and university. Covid-19 Guidance and Counseling Cell was formed to keep discipline and provide counseling for any grievances among all the students and faculties.
10.	To provide quality education during pandemic	Various virtual workshop and sessions were conducted for faculties and students to learn various e learning platform, expert lectures and alumni sessions. Also various webinars were organized for the students for their psychological stability as well to enhance their academic learning.
11	To increase e learning resources and motivate students to use them	As new addition in e library membership of DELNET was taken for equipped library so that students can access the books virtually to enhance their knowledge. The institutional e-library was also initiated on Saral software. The classes were conducted using Google classroom and zoom platforms.
12	To be a part of local chapter on SWAYAM MOOC portal	Satyam Fashion Institute has become the part of SWAYAM, NPTEL. A workshop was organized for the students to make them understand about working of SWAYAM. Also students were motivated to opt & register themselves for various subjects related to their field.

Neetu

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