



SATYAM FASHION INSTITUTE

Ms. Purnima

Ref. No. SFI/IQAC/2015-16/Gen/1

Date: 04.08.15

CIRCULAR

This is to inform you that the Academic Cells for the academic session 2015 – 2016 have been formed. The following members are nominated for executing the same as Cell In-charges:


1. Ms. Manjulika Gautam, Director General – Overall Management
2. Dr. Mitali C. Goswami, Principal – Chair Person

S.No.	Name of the Cell	Name of the Faculty Incharge
1.	Admission Cell	Dr. Swarnima Singh Ms. Neetu Malhotra
2.	Internal Quality Assurance Cell (IQAC)	Ms. Vandana Jaglan Ms. Madhupriya
3.	Anti Ragging Cell	Dr. Swarnima Singh Ms. Vandana Jaglan
4.	Women Cell	Dr. Swarnima Singh
5.	Extra Co-curricular/ Cultural Cell	Ms. Neetu Malhotra Ms. Madhupriya
6.	Grievance/ Redressal Cell	Ms. Purnima Sawan
7.	Examination Cell	Dr. Swarnima Singh Ms. Madhavi Sharma
8.	Placement Assistance Cell	Ms. Vandana Jaglan Ms. Neetu Malhotra
9.	Alumni Cell	Ms. Vandana Jaglan Ms. Neetu Malhotra
10.	Library Cell	Ms. Madhupriya
11.	Publication Cell	Ms. Shaifali Ms. Madhavi Sharma

All the cell in-charges are required to submit their Cell objective, Guidelines, Roles and Responsibilities along with the name of students.

Place: NOIDA

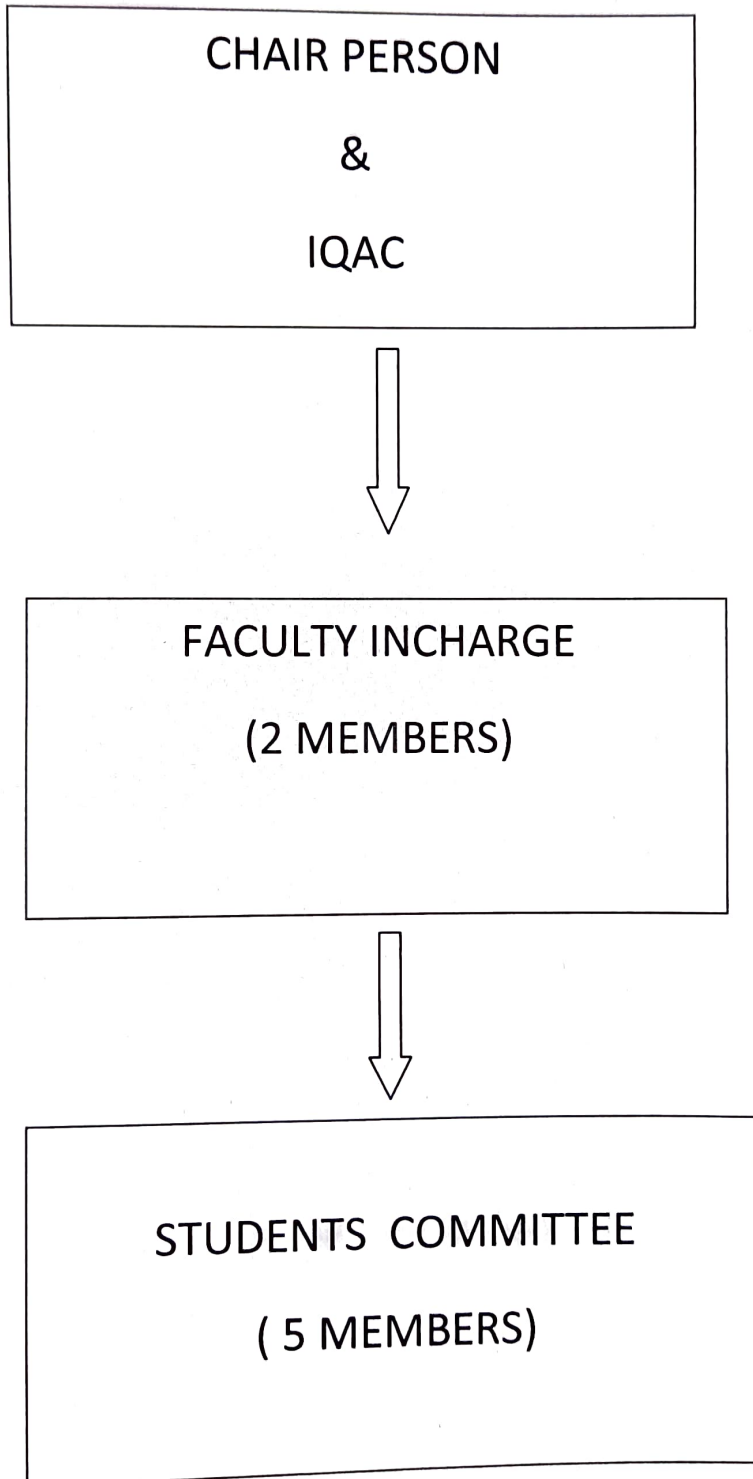
Date: 04.08.15


(Dr. Mitali C. Goswami)
Principal

Copies for distribution:

1. Director General – for information please (1)
2. Principal Office (1)
3. All Cell In-charges (7)

Structure Role of its members



GRIEVANCE CELL

INTRODUCTION

- GRIEVANCE CELL work towards realizing the goals of quality enhancement and sustenance.
- The prime task of the Grievance cell is to develop a system for conscious and consistent improvement in the performance of institutions.

Objectives of Grievance Cell

- The function of the cell is to look into the complaints lodged by any student, and judge its merit.
- To upholding the dignity of the College by ensuring strife free atmosphere in the College.
- To encouraging the Students to express their grievances.
- To advising Students of the College to respect the right and dignity of one another.
- To promote Anti-Ragging atmosphere in and outside the institution.

ROLE OF ITS MEMBERS:

- **CHAIR PERSON:** Monitoring and supervising the overall activities of grievance cell and granting approvals for each and every activity of the cell.
- **FACULTY INCHARGE:** Short listing and organising the grievance for approval which is collected and edited by students committee.
- **STUDENTS COMMITTEE:** Collection and preparing the grievance data from other students for further operation.

Grievance Cell

TARGETS

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To,
The coordinator,

Satyam Fashion Institute,
Sector 62, Noida,

Feb, 03, 2016

Subject: Complain Regarding Wi-fi

Dear Ma'am,

This is to bring to your notice that we are facing problems with the wifi connection from many days. The speed of the wifi is very slow and many times it doesn't even connect.

We request you to look into the matter and solve the problem as soon as possible.

THANKING YOU

Yours sincerely

B.D.S. Sec. A

Received by Grievance cell
Ananya Saxena
3/02/16

After the receiving of complaint
grievance cell have call the
meeting with students.

Forwarded to Satyam Saxena
(Wi-fi Incharge)



SATYAM FASHION INSTITUTE

NOIDA

Grievance Cell

Minutes of the Meeting held on 5 Feb 2016

Agenda of the meeting: Wi-fi Problem in college campus.

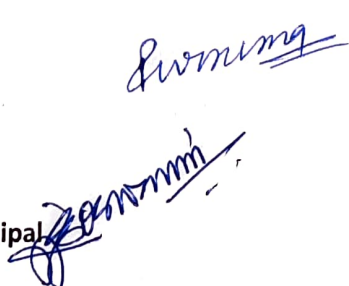
Name of persons present:

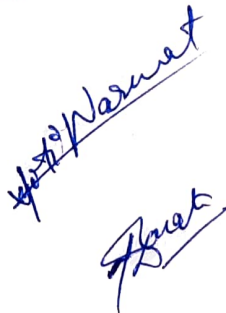
1. Dr. Sakshi Shail (Cell Incharge)
2. Ms. Purnima Sawan (Cell Incharge)
3. Shagen Crabal (Student Member)
4. Ayushi Agarwal (Student Member)
- Kriti (Student Member)
- Jyoti Narwat (Student Member)

Summary:

1. complaint was receive in written application and forwarded
2. to wi-fi Incharge.
- 3.
- 4.
- 5.

Name & signature of the persons present:

Principal 




IQAC Coordinator

Vidya Bisht	-	<u>Vidya Bisht</u>
Richa Singh	-	<u>Richa Singh</u>
Anika Singh	-	<u>Anika</u>
Shivani Bisht	-	<u>Shivani</u>
Suryanshi Tyagi	-	<u>Suryanshi</u>
Shivani	-	<u>Shivani</u>
Priyanka	-	<u>Priyanka</u>
Prachee	-	<u>Prachee</u>
Akshita	-	<u>Akshita</u>
Preet Kaur	-	<u>Preet Kaur</u>
Shivani	-	<u>Shivani</u>
Shivani	-	<u>Shivani</u>
Uzma	-	<u>Uzma</u>
Tayaba	-	<u>Tayaba</u>
Priyanka	-	<u>Priyanka</u>
Kavita	-	<u>Kavita</u>
Nishi	-	<u>Nishi</u>

Ref No. 0513/CIR./SFI

19th April 2021.

OFFICE ORDER

1. This is to inform you all Teaching Staff of Satyam Fashion Institute and Satyam College of Education that whosoever is taking Online Classes from home, can use Mobile Data on payment basis. The payment of Rs. 500/- for 60 days will be reimbursed from College on submission of bill duly signed with Principal and HOD of the concerned department.
2. Time Table of Online classes conducted to be attached.

Sneh Singh
(Sneh Singh)
Chairman.

Distribution:

1. All Staff members
2. Office File

*Received
Sneha
19/4/21*

*Princ.
19/4/2021*

19/4/21