



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

Satyam Fashion Institute

- Name of the Head of the institution

Dr. Vandana Jaglan

- Designation

Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

0120-4242805

- Mobile No:

9810498807

- Registered e-mail

director@satyamfashion.ac.in

- Alternate e-mail

vandana.jaglan@satyamfashion.ac.in

- Address

C-56 A / 14 and 15, Sector 62

- City/Town

Noida

- State/UT

Uttar Pradesh

- Pin Code

201309

2.Institutional status

- Affiliated / Constitution Colleges

Affiliated

- Type of Institution

Women

- Location

Urban

- Financial Status **Self-financing**
- Name of the Affiliating University **Smt. Nathibai Damodar Thackersey Women's University**
- Name of the IQAC Coordinator **Dr. Neetu Malhotra**
- Phone No. **9810550423**
- Alternate phone No. **0120-4540130**
- Mobile **9810550423**
- IQAC e-mail address **neetu.malhotra@satyamfashion.ac.in**
- Alternate e-mail address **iqac.cell@satyamfashion.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://www.satyamfashion.ac.in/AQAR-2021-2022.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.satyamfashion.ac.in/img/academic-calender/academic-calender-22-23.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.42	2017	22/02/2017	21/02/2022
Cycle 2	A	3.18	2023	24/01/2023	23/01/2028

6. Date of Establishment of IQAC

21/11/2017

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Assessment and Accreditation through NAAC for the 2nd Cycle

Academic and Administrative Audit (AAA) of the institute

Certificate/ value added programmes in consultation with the affiliating university

Entrepreneurial development through training of the students

Proposal for Masters programme in the institute

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>To prepare for the Assessment and Accreditation through NAAC for the 2nd Cycle - IIQA Submission and other procedural requirements</p>	<p>SFI has successfully conducted the NAAC Accreditation & assessment of NAAC Cycle visit on 20th & 21st January 2023 and successfully awarded the prestigious 'A' Grade with a commendable CGPA of 3.18 by the National Assessment and Accreditation Council (NAAC) in its Cycle 2. This remarkable achievement is an example of the unwavering dedication and excellence demonstrated by our institution. The NAAC accreditation is a highly recognized and respected evaluation process that assesses the overall quality and performance of educational institutions in India. The 'A' Grade signifies that Satyam Fashion Institute has demonstrated exceptional standards in various key areas, including teaching methodologies, learning, infrastructure, research, governance, student support services, and more.</p>
<p>To focus on the Entrepreneurial development through training of the students and provide them the facilities related to exhibitions, competitions, display opportunities etc.</p>	<p>To give a platform to the students for earning during their learning in the Campus. Satyam Fashion Institute has been regularly facilitating our students an 'Earn While You Learn' scheme. This programme gives to the student's hands on experience and confidence thereby preparing them better for taking up jobs in future. SFI felicitated 23 students with prize money for their excellent work during the academic year</p>

	<p>2022-23 in the areas like graphic designing, handling social media, photography, display and exhibition activities during college events etc. Learning by doing' and 'earning by learning' is one of the most important pillars of future career development.</p>
<p>To strengthen the Satyam Fashion Institute Alumni Association (SFIAA) by enhanced networking and meetings among the stakeholders</p>	<p>The SFI- Alumni Association organizes numerous programmes and provides significant support to our students. The Association provides students with increased opportunities for growth and holistic development by expanding their skill set through interactive workshops and activities held throughout the year. Every year, the institution conducts an Alumni Annual Meeting to enhance interaction among Management, faculty members, and alumni. The alumni organization is consistently active in ensuring attendance at meetings and providing alumni with updates on their job advancements as well as career opportunities. As well as organized an award ceremony event for its Alumni's and honored them with the prestigious awards and certificates. Satyam fashion institute believes in staying in touch with its alumni with an aim to guide and motivate them.</p>
<p>To conduct the Academic and Administrative Audit (AAA) of the institute for further scope for improvement</p>	<p>Satyam Fashion Institute formulated the Audit Committee - a three-member committee to perform an Academic and Administrative Audit of the college. The Audit Committee was</p>

composed of the External Members and representatives from the university. The goal of an academic audit is to urge departments or programmes to examine their working system. It was conducted on 29th August, 2023. The audit team made a close scrutiny and analyzed the working style of the SFI team. The team also interacted with all the sections of teaching and non-teaching staff, Vice Principal and management of the institution. The team visited the all campus area including hostel, gym, library, all departments and labs. The interaction provided first-hand information about the working of different departments of the institution.

To promote the Craft Cluster work in collaboration with Artisans

To felicitate Noida Haat Authorities for giving wonderful opportunity to the SFI students for craft cluster project Satyam Fashion Institute invited artisans on 29th October, 2022. A Craft Bazaar was held to train the students, display and sell their handmade products. SFI students were trained through them and the artisans imparted their knowledge and skills to our students. It was a great opportunity for students of Satyam Fashion Institute to learn from those artisans who have been working for the upliftment of crafts for the past many years. Learning the skills directly from the artisans always gives a different exposure and it is a life time Opportunity.

<p>To work on additional certificate/ value added programmes in consultation with the affiliating university under Centre for Holistic Education, Training and Novel Advancements (CHETNA)</p>	<p>Satyam Fashion Institute implemented Value Added Courses for the academic year 2022-2023. The matter was discussed in the Academic meeting which has been approved for the academic and overall career growth of the students. These courses were added for guiding and motivating the students to enhance their growth and professional development. The Value Added Courses for the academic year 2022- 2023 were- 1. Usha International Workshop 2. Aagaaz-Theatre Workshop As per the SNTD University Guidelines, SFI introduced 4 Chetna programmes for the students. The names of the programme are as follows: 1. Craft Based Design Products 2. Digital Illustration for Fashion Industry 3. Sustainable Fashion & Lifestyle accessories 4. Product Photography</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
CDC	04/03/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Satyam Fashion Institute
• Name of the Head of the institution	Dr. Vandana Jaglan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0120-4242805
• Mobile No:	9810498807
• Registered e-mail	director@satyamfashion.ac.in
• Alternate e-mail	vandana.jaglan@satyamfashion.ac.in
• Address	C-56 A / 14 and 15, Sector 62
• City/Town	Noida
• State/UT	Uttar Pradesh
• Pin Code	201309
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	Smt. Nathibai Damodar Thackersey Women's University
• Name of the IQAC Coordinator	Dr. Neetu Malhotra

• Phone No.	9810550423				
• Alternate phone No.	0120-4540130				
• Mobile	9810550423				
• IQAC e-mail address	neetu.malhotra@satyamfashion.ac.in				
• Alternate e-mail address	iqac.cell@satyamfashion.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.satyamfashion.ac.in/AQAR-2021-2022.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.satyamfashion.ac.in/img/academic-calender/academic-calender-22-23.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.42	2017	22/02/2017	21/02/2022
Cycle 2	A	3.18	2023	24/01/2023	23/01/2028
6.Date of Establishment of IQAC			21/11/2017		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			3		

<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Assessment and Accreditation through NAAC for the 2nd Cycle		
Academic and Administrative Audit (AAA) of the institute		
Certificate/ value added programmes in consultation with the affiliating university		
Entrepreneurial development through training of the students		
Proposal for Masters programme in the institute		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>To prepare for the Assessment and Accreditation through NAAC for the 2nd Cycle - IIQA Submission and other procedural requirements</p>	<p>SFI has successfully conducted the NAAC Accreditation & assessment of NAAC Cycle visit on 20th & 21st January 2023 and successfully awarded the prestigious 'A' Grade with a commendable CGPA of 3.18 by the National Assessment and Accreditation Council (NAAC) in its Cycle 2. This remarkable achievement is an example of the unwavering dedication and excellence demonstrated by our institution. The NAAC accreditation is a highly recognized and respected evaluation process that assesses the overall quality and performance of educational institutions in India. The 'A' Grade signifies that Satyam Fashion Institute has demonstrated exceptional standards in various key areas, including teaching methodologies, learning, infrastructure, research, governance, student support services, and more.</p>
<p>To focus on the Entrepreneurial development through training of the students and provide them the facilities related to exhibitions, competitions, display opportunities etc.</p>	<p>To give a platform to the students for earning during their learning in the Campus. Satyam Fashion Institute has been regularly facilitating our students an 'Earn While You Learn' scheme. This programme gives to the student's hands on experience and confidence thereby preparing them better for taking up jobs in future. SFI felicitated 23 students with prize money for their excellent work during the</p>

	<p>academic year 2022-23 in the areas like graphic designing, handling social media, photography, display and exhibition activities during college events etc. Learning by doing' and 'earning by learning' is one of the most important pillars of future career development.</p>
<p>To strengthen the Satyam Fashion Institute Alumni Association (SFIAA) by enhanced networking and meetings among the stakeholders</p>	<p>The SFI- Alumni Association organizes numerous programmes and provides significant support to our students. The Association provides students with increased opportunities for growth and holistic development by expanding their skill set through interactive workshops and activities held throughout the year. Every year, the institution conducts an Alumni Annual Meeting to enhance interaction among Management, faculty members, and alumni. The alumni organization is consistently active in ensuring attendance at meetings and providing alumni with updates on their job advancements as well as career opportunities. As well as organized an award ceremony event for its Alumni's and honored them with the prestigious awards and certificates. Satyam fashion institute believes in staying in touch with its alumni with an aim to guide and motivate them.</p>
<p>To conduct the Academic and Administrative Audit (AAA) of the institute for further scope</p>	<p>Satyam Fashion Institute formulated the Audit Committee - a three-member committee to</p>

<p>for improvement</p>	<p>perform an Academic and Administrative Audit of the college. The Audit Committee was composed of the External Members and representatives from the university. The goal of an academic audit is to urge departments or programmes to examine their working system. It was conducted on 29th August, 2023. The audit team made a close scrutiny and analyzed the working style of the SFI team. The team also interacted with all the sections of teaching and non-teaching staff, Vice Principal and management of the institution. The team visited the all campus area including hostel, gym, library, all departments and labs. The interaction provided first-hand information about the working of different departments of the institution.</p>
<p>To promote the Craft Cluster work in collaboration with Artisans</p>	<p>To felicitate Noida Haat Authorities for giving wonderful opportunity to the SFI students for craft cluster project Satyam Fashion Institute invited artisans on 29th October, 2022. A Craft Bazaar was held to train the students, display and sell their handmade products. SFI students were trained through them and the artisans imparted their knowledge and skills to our students. It was a great opportunity for students of Satyam Fashion Institute to learn from those artisans who have been working for the upliftment of crafts for the</p>

	<p>past many years. Learning the skills directly from the artisans always gives a different exposure and it is a life time Opportunity.</p>
<p>To work on additional certificate/ value added programmes in consultation with the affiliating university under Centre for Holistic Education, Training and Novel Advancements (CHETNA)</p>	<p>Satyam Fashion Institute implemented Value Added Courses for the academic year 2022-2023. The matter was discussed in the Academic meeting which has been approved for the academic and overall career growth of the students. These courses were added for guiding and motivating the students to enhance their growth and professional development. The Value Added Courses for the academic year 2022- 2023 were- 1. Usha International Workshop 2. Aagaaz-Theatre Workshop As per the SNTD University Guidelines, SFI introduced 4 Chetna programmes for the students. The names of the programme are as follows: 1. Craft Based Design Products 2. Digital Illustration for Fashion Industry 3. Sustainable Fashion & Lifestyle accessories 4. Product Photography</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<p>• Name of the statutory body</p>	
<p>Name</p>	<p>Date of meeting(s)</p>
<p>CDC</p>	<p>04/03/2022</p>
<p>14. Whether institutional data submitted to AISHE</p>	

Year	Date of Submission
2022-23	14/02/2024

15. Multidisciplinary / interdisciplinary

The Vision of National Education Policy, to provide high quality education to develop human resources in our nation as global citizens, is well taken by the Institute. Meetings among the team members were initiated on the key principles of NEP such as diversity for all curriculum and pedagogy with research and innovations in teaching and learning focusing on the practical approach towards design. MOU'S with industry have been done for the training of the students for project work which will be beneficial for hands on experience .Certificate from the institute as well as company will be provided to the students which will help them for employment opportunities Academic programmes are redesigned to include Multidisciplinary /Interdisciplinary courses as electives. All programmes are designed in such a way that students get maximum flexibility to choose and learn and gain practical exposure from other streams i.e. Fashion, textile, lifestyle and fashion communication .Institute is proactively working towards implementation of the suggestions given in the NEP Satyam Fashion Institute provides an intellectual platform to its students, researchers, academicians and industry professionals for publishing their findings and innovations in Design Quest an Advanced Research Journal on Design by SFI. The bi-annual journal Design Quest and Advanced Research Journal of Design is the first and foremost feather in the institution's cap. The Journal is interdisciplinary and covers a wide range of designs and areas intending to all spheres of life. The authors submit their original research and review papers related to various aspects of design, its history, cross-cultural influences, industrial scenario, new product developments, processes, design methodologies and other inter disciplinary areas. The Journal is registered from the Office of Registrar of Newspaper for India with RNI No. UPENG/2018/76546. It has also got the International Standard Serial Number (ISSN) 2582-855X. Scholars from across India and outside are writing for several issues of the Journal. It is excelling day by day.

16. Academic bank of credits (ABC):

One of the provisions of the National Education Policy 2020 (NEP 2020) is the introduction of the Academic Bank of Credit (ABC). This scheme will allow students of undergraduate and postgraduate

degree courses to exit the course and enter within a stipulated period. As an affiliated college, we are still waiting for its implementation guidelines from our university and its execution for our courses will be done accordingly. In terms of academic flexibility, there is an elective system as per the curriculum provided to the students in the final year of all Under Graduate programmes.

17.Skill development:

For the transaction of knowledge, focus at SFI are given for the skill development of students as well as staff members for this various activities have been done in the campus Training to the students were given to learn different craft cluster skills from artisans and skills learned from the artisans used to develop the products and garments for the exhibition. For the outcome based curriculum ,we send our students for internship and cluster training program where they learn different craft skills of India and proper documentation consists of products, videos , pictures and exhibition through Craft Baazar which institutes organizes every year to promote entrepreneurship and employment opportunities to students. Those students who cannot go out of state due to family reasons training for craft cluster is provided to them with Noida Haat team members and their so many artisans comes to showcase there creative craft skills every month .Planning of MOU with Noida Haat is being initiated for the entrepreneurship platform for our students and Reward to the Artisans was given to the Artisans by Institute to provide training to our students so that Artisans also get recognition for their craft skills. Training to the artisans were also given by the team members to give them inputs for the new designs and forecast knowledge for the products. To implement the skill development , training were given to the fourth class workers regarding Computer skills and Paytm App during Covid so that they can transit money via online mode Workshop in the various fields are arranged for students ie Exploring different materials and the prepared products after learning skills from the industrial professionals are utilized to sell at the exhibition to provide them employment opportunities. Recycled products were prepared by the students from best out of waste during Covid Pandemic focusing on Green Environment and exhibition for the same was done on virtual platform to make students more creative in enhancing their skills during tough phase of pandemic. Industrial training are also given to the students and planning has been done to increase the duration to provide them university certification, focusing on the NEP guidelines. For Research

approach planning has been done to implement more research based paper by students focusing on the skills used in the specialization for both design and media courses.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Programmes including webinars and seminars are offered to encourage Hindi learners also. For this Hindi Diwas was also celebrated also the faculty focuses on both the languages Hindi and English as students come from different states and major strength of students are comfortable in bilingual learning mode. In terms of transacting Indian Knowledge among the students, various research based projects are given right from the foundation year like History of Art, Art Appreciation, Design process, Craft cluster studies, Industry research and Design collections etc. These kind of projects provide ample opportunities to learn and apply knowledge from different parts of India like a North Indian student learning the craft and practices of South or Western Indian and disseminating it through their research projects or design presentations.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

SFI has implemented outcome-based education for both Design and Media Programs with clearly stated Programme Outcomes, Programme Specific Outcomes and course outcomes. All courses as provided by the University are designed with outcomes and focusing on Bloom's Taxonomy Remembering, Understanding, Applying, Analyzing, Evaluating and Creating. For the transaction of knowledge Earn while you are learning policy have been developed in the campus in which students are preparing the products and garments using the institute resources and materials and exhibit the prepared products and garments through national and international platform i.e HGH INDIA Exhibition, SOWTEX Mill Meet and various design shows. Research based Project based on Sustainable approach have been added in the curriculum and innovative Project on Bioplastics and Denim have been done and showcased during the show. Research paper and posters have been presented by the SFI Students. Students have also focusing on the quality based education based on moral and ethical values for this they have worked on the collection based on Divyangjan and Old age people in collaboration with the NGOs and students have presented their collection with documentation and real life role models. It was highly appreciated by the media and industry professionals. To implement the NEP Policy, the college is also making certain policies for the employment opportunities for students and for

the transaction of knowledge after selling of the products and garments Institute shares the part of the profit with the students. By these students with different skills. Students prepares the so that student contribute proactively to economic, environmental and social well-being of the nation. An International Conference was also organized by the Institute to promote and disseminate the Sustainable design practices among scholars and practitioners. The Theme of the International Virtual Conference was based on "Reflections on Holistic, Multi-Disciplinary and Futuristic Aspects of Higher Education on 11th December, 21 in alignment with NEP 2020. Scholars from the field present their papers on the sub-theme: "Sustainability in Design Practices". The Course Objectives (COs) are also aligned to the PO-PSO philosophy. All course syllabus have been designed with due consideration to women empowerment and social needs at large so as to apply the spirit of NEP

20.Distance education/online education:

Due to Covid -19 pandemic, educational institutions in the country has increasingly involved in using the digital platforms for engaging classes, conducting conferences and meetings. Keeping aside the negative impact of lack of face to face learning, online education has broken the geographical barriers creating interaction of experts and students from distant geographies. Opening up of the economy including that of educational institutions has paved the way of adopting hybrid mode of education combing online and offline resources. This can be considered as the new normal, which is envisaged in New Education Policy as well. Due to the experience gained during the closure period of Covid-19, access to online resources by educators and students will not be a constraint anymore. training were given to the fourth class workers regarding Computer skills and Paytm App during Covid so that they can transit money via online mode. Faculties are encouraged to value added courses at SFI for both Design and Media Programs which promotes the blended learning system of learning. Lectures by designers, Industry Persons, Alumni and Academicians were given to the students during COVID . Counselling sessions were arranged to motivate students for dealing the crucial phase of COVID and SFI team were successful in arranging different Academic cell activities via online mode during pandemic i.e. Sports Competition, Online Internship Trainings, Lectures by Professions, Craft Cluster workshop by Artisans, Orientation Program for Fresher's in which talent hunt ,live walk , styling competition were arranged for students and the entire activities were done by senior batch

which enables them to do the teamwork and motivates them to showcase their skills and talent via online mode. The college is also working on launching online and self paced courses with key industry oriented organisations for increasing employability.

Extended Profile

1.Programme

1.1

6

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

335

Number of students during the year

File Description	Documents
Data Template	View File

2.2

132

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

46

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

14

Number of full time teachers during the year

File Description	Documents
Data Template	View File
3.2	14
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	11
Total number of Classrooms and Seminar halls	
4.2	24115324.25
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	60
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Our institution is committed to deliver an efficacious program of studies to our students. As an affiliated college. Institute follows the syllabus framing of theory and practical courses are structured by the Board of Studies (BoS) S.N.D.T. Women's University, Mumbai and ensures effective curriculum delivery through a well-planned and documented process. The parent university updates the syllabus periodically through BoS for UG and PG Courses. Our Mechanism well-planned curriculum delivery and documentation. The academic calendar is prepared before the commencement of the academic year and published on the college website/ notice boards. As a design institute, we focused on experiential learning of the students. 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. Institute is a member of D.E.L.N.E.Tso wemotivated students to use the numerous library facilities and take advantage. The Principal and Vice Principal conduct regular meetings with all faculty members to ensure that the plans are being implemented. Institute also conducts a feedback survey and the responses gathered via the student feedback survey helps us to identify areas of improvement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.satyamfashion.ac.in/1.2.1-syllabus.html

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As an affiliated college, the institute complies with the academic calendar provided by SNTD Women's University. Based on this academic calendar, the college formulates the academic calendar/ Calendar of Events which includes the dates of commencement, completion of syllabus, schedule of internal exam, schedule of final semester exam, holidays, review of semester, departmental meeting etc. As per the academic calendar and regulations of the University, the timetable is formulated by timetable committee with the approval from Vice Principal and Principal. It is announced to all the faculty members and students before commencement of the semester through notice boards and website. For the implementation of the Internal Assessment Process, Examination cell is also formed at the college level which monitors the overall internal assessment process. Continuous Internal Assessment review is taken by the Vice Principal and Principal regularly by review of class activities. In addition, Academic Administrative Audit (AAA) is conducted annually to improve the quality of education and teaching-learning process in compliance with IQAC meetings. To prepare the students for both academia and employability, students are motivated to attend regular seminars, workshops and career counseling sessions which are organized by the institute as well as other institutes.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.satyamfashion.ac.in/img/academic-calender/academic-calender-22-23.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

224

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

152

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Educational institutions are a very important part of the social fabric of any nation. As colleges nourish the future of the forthcoming generations of our country, the curriculum of some regular courses at SFI tries to address issues related to Environment, Sustainability and Professional Ethics.

Gender:

Being a women's institute, gender equality and equivalent prospects for women are crucial to our identity. The curriculum of this institute is designed to provide opportunities for the progress of the students and the female staff. For maintaining a

cordial and secured environment within the campus and among the staff and students the Women cell, ICC and Anti- ragging cells actively take initiatives.

Environmental Awareness & Sustainability:

Sensitivity towards our mother nature is inculcated in students as a daily practice. And, for that reason, Environment study is a compulsory subject of the curriculum in the initial semester. In addition to that, SFI celebrates World Environment day, or Earth Day with full enthusiasm.

Human Values and Professional Ethics:

SFI make sure that no violation of human rights incidents takes place within the premises. SFI is stringent about the guidelines and in this direction, professional ethics are taught to students for their overall holistic growth.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

69

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://satyamfashion.ac.in/1.4.1(22-23).html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

220

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

132

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

At SFI, we believe in systematic hand-holding for not just the slow learners but for advanced learners as well. This is primarily to assess their academic needs and further to measure in what direction we must prepare ourselves to improve students' performance. This institution constantly evaluates the learning levels of the students, right after the admission. The main objective of any educational institution is to strive for excellence. And, this is achieved by identifying the respective learning levels of the students who especially come from diverse socio-cultural, economical and educational backgrounds. Based on these criterions, we at SFI take every possible measure to evaluate the learning stages of the students. When it comes to quarterly assessment of the learning levels of the students, it is done by the respective faculties in the classrooms during lectures and through conducting class tests, quiz and group discussion. The institution follows bi-annual internal examinations policy for each semester. The scores are given as per the university norms of evaluation, and are shared with the students in the class. Once the results are obtained from the University, a systematic result analysis is performed by the examination cell internally for future reference and improvements.

File Description	Documents
Link for additional Information	https://www.satyamfashion.ac.in/workshops.html
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
324	18

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential learning: It is made effective in four stages by applying the mode of sensing, watching (observation), thinking and doing (practical laboratory works supporting each theoretical learning with field study mode). Experiential learning is an engaged learning process whereby students "learn by doing" and by reflecting on the experience. Projects as part of the syllabus are given to students to conduct experiments in the practical classes. They are guided to carry out the internships in industries in the field of design and media. These trainings and industrial visits are conducted as a part of industry-institute interaction. Exhibitions are being organised to showcase their skills in the work done in assignments/ projects for enhancing their learning experiences. **Participative learning:** Group discussions among students are conducted by all departments of the institution as a part of participative learning, practised as and when found required. Students are motivated to participate in Quiz Competitions, Paper Presentation, Technical Seminars and Online Certification Courses to get the participative learning environment. Student development programs and workshops are conducted to enhance the learning capabilities of the students by inviting artisans, industry experts and senior academicians. In addition students are encouraged to participate in SWAYAM/NPTEL online courses. Participative learning, problem solving strategies and learning experiences of the students are also developed through their active participation in extra-curricular activities. The college encourages faculty members to use the latest pedagogical teaching technology including audio-visual teaching aids.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.satyamfashion.ac.in/students-projects.html

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All the faculty members of Satyam Fashion Institute reach out to the students through various technological mediums and channels. This became a new practice during pandemic period by staying connected to the students with the use of digital mediums. Although the pandemic has been less effective, we are using hybrid mode for ensuring the maximum utilisation of outside resources and to connect with experts/ academicians/ industrialists etc. outside the institute. College uses Information and Communication technology (ICT) in education to support, enhance, and optimise the delivery of education. Teachers have been encouraged to intensively use ICT enabled tools including online resources for effective teaching and learning process. All the classrooms are ICT enabled: Projectors, computer/ laptops/ tablet systems are used. You- Tube, E- mails, whatsapp group, Zoom and Google classrooms, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. Well-equipped computer lab is encouraged to meet the learning demands of the students. Special lectures and technical talks are also arranged by inviting experts from time to time. Our students are using the resources from the National Programme on Technology Enhanced Learning (NPTEL) to enhance the learning experience. Apart from that our library is a member of DELNET and also provides access to computers and online journals freely available in the institutional domain. Wi-Fi facility is also available in the campus and hostel for the students and staff.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.satyamfashion.ac.in/naac/22-23/2.3.2/2.3.2.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

61

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institute is offering both Undergraduate Degree Programs and Post Graduate Diploma Program. For all the programs, the college has a robust, transparent and systematic Continuous Internal Evaluation (CIE) System to assess students' progress as per the university guidelines. The Examination Committee/ Cell coordinates for all the internal examinations (mid-term test and other internal assignments) of the college. The institute prepares its own academic calendar well before the semester commences based on the University's Academic Calendar. The detailed academic calendar is prepared before the start of the semester, which includes tentative dates of internal assessment, final semester examination, Internal assessments. This is duly signed by the college authorities - Examination Coordinator, Vice Principal and Principal. Internal practical tests are conducted at appropriate time with respect to the calendar of examinations fixed by the SNTD Women's University. Date sheets and notifications of internal

assessment are circulated in the classrooms as well as displayed on the notice boards. The students need to qualify the internal exams as part of internal assessment to appear in their University Final Examinations. The answer sheets/ assessed works are shown to the students and necessary suggestions are given by the faculty members to individual students so that they can do better in the final examinations.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.satyamfashion.ac.in/academic-calender.html

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Continuous Internal Evaluation (CIE) is done to assess students' progress in a fair manner. It consists of Internal Assessment and University examination. Since Our College is affiliated to SNDT Women's University, we follow the rules and regulations prescribed by the parent University, although we also have created a mechanism for redressal of student's grievances related to academic matters.

At the Institute level, an examination cell, consisting of The Principal (Chief Superintendent of Examinations), Vice Principal, Exam coordinator and other teaching and nonteaching staff as members, is constituted to deal with examination related grievances. Grievances raised by students are effectively communicated to the University for needful actions wherever required. The responses for the grievances from the University are communicated to the students immediately.

Mid term internal examinations are conducted according to the academic calendar prepared by the college. Final semester examination date sheet is also communicated to the students timely. Most of the grievances related to the examination are received in terms of the errors in their results like marks of the internal assessment, attendance sheets, error in the name details etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the convener examination committee. Each and every superintendent and staff members concerned are instructed for due care and cooperation for the quick disposal of student grievances at their respective quarters.

The close and continuous communication is maintained with the university authorities for speedy disposal of queries, explanations and doubts if any.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1vyOgnATojHqtNBqbiE5SBGWuD4mYEidE/view?usp=drive link

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme outcomes (POs) provide knowledge, skill, abilities and attitudes that students acquire during the period of their graduate and postgraduate courses. Our college offers different programmes in Design and Media with unique and well-defined outcomes by the university. The vision and mission of the institution emphasise on promoting value education for women through motivated trained faculty to prepare the students to accept the challenges of globalisation. The College has a proper mechanism of communicating the learning outcomes of the Programs and Courses as stated in the syllabus, which includes following; Hard Copy of syllabi and Course/Programme Outcomes are available in the respective departments as well as in the library for ready reference to the teachers and students. Teachers always discuss the syllabus of their respective courses in their introductory classes to make students aware of the objectives of the programmes and subjects. These outcomes are published on the website also. The faculty members take due care to incorporate these required outcomes in the classroom activities so the students are able to learn the requisite skill set and outlook.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.satyamfashion.ac.in/iqac/PO-PSO-CO/B.%20Des-Program-(PO-PSO-COs)-converted.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through an approved lesson plan. The Principal in coordination with the Vice Principal and faculty members monitors the execution of the assigned syllabus and its timely completion. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination. The efficiency and effectiveness of the process of attainment of POs and COs is monitored, assessed, and improved by taking inputs from the discussion/suggestion/decision taken in the meetings of the Department. The college has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment includes the following; Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessments are defined and used. The evaluation is done by adjoining the marks acquired by the students to their corresponding Course Outcomes. Besides, weightage for the end semester Examination (written examination /practical examination) depending upon course type is also used for the process. The following method is used to assess course outcomes. Course attainment levels are defined based on prior performance and are expressed as a proportion of students achieving a target score. Theory subjects:

1. Internal Evaluation (weightage 25-75%)
2. External Evaluation (weightage 50-50%)

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://satyamfashion.ac.in/naac/22-23/2.6.2/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

68

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://satyamfashion.ac.in/naac/22-23/2.6.3/2.6.3.1.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://satyamfashion.ac.in/1.4.1\(22-23\).html](https://satyamfashion.ac.in/1.4.1(22-23).html)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

41

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Satyam Fashion Institute has hosted regular extension activities for engagement of faculty, students and staff to reach out the community for their well-rounded development and continuous progress through several activities. These activities help the students to become aware of the prevailing socio-political and cultural issues, thereby allowing them to work towards societal growth. College tries to take an active role in the upliftment of the nearby locality. We are actively performing in many events and activities like awareness programs. We organised a newspaper reading session for our ground staff to understand the importance of daily news on National Education Day. We hold food drive to motivate our students towards food donation instead of wasting it. A workshop was given to the institute's ground staff on basic

body measurement techniques on the International Girl Child Day. The institute takes pride to state that we took initiative to get our class IV helper enrolled for the 10th standard examination under National Institute of Open Schooling (NIOS). Our faculty guided and taught her throughout the year in her studies and she cleared the exams. Extension Cell of Satyam Fashion Institute conducts regular extension activities like Tree Plantation Drive, Donation drive, Mask making and distribution, poster making, Literacy Campaign for underprivileged children to sensitise the students with the current issues being faced in the society and to generate creative approaches to solving them by applying their learning to move the society ahead.

File Description	Documents
Paste link for additional information	https://www.satyamfashion.ac.in/naac/22-23/3.3.1/3.3.1.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

406

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

34

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Since its establishment, Satyam Fashion Institute has tried to augment its well-lit and well-ventilated infrastructure continuously. The College ensures that the teaching-learning process is maintained at an optimal level by providing adequate infrastructural facilities according to its vision and mission. The facilities for teaching learning are as follows:-

1. Classrooms- well equipped ICT enabled, spacious and well ventilated 8 classrooms (1 smart classroom), complete air conditioning and power back up etc.
2. Laboratories- The laboratories of the College including pattern making lab, garment construction lab, draping lab, textile design lab, lifestyle accessories lab, audio- visual lab and computer lab enabled with ICT, have advanced tools, instruments and equipment with the latest and licensed software.
3. Each floor of the college is installed with adequate fire safety devices, especially in the Laboratories which are high risk areas.
4. Institute has computing equipment, projectors, desktops, laptops, printers, photocopy machines, internet connections, wi-fi etc.

5. Library- The institution has an automated Central Library using KOHA, e-library through DELNET facility. It also has an e-learning and browsing centre.

6. Apart from that institute have adequate Staff rooms, Toilets (male, Female & divyangjanfriendly), Academic office, Administrative office, examination cell, counsellor's room and account office, adequate ramps and lifts etc.

7. Resource centre for displaying the student's work, Medical room, gymnasium, hostel and mess for outstation students, Parlour and boutique facility are also provided by the institution.

8. To ensure protection for students and staff, the entire campus is under the surveillance of CCTV cameras

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.satyamfashion.ac.in/facilities.html

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institute has thrust for the holistic development of the students and thus we created both infrastructural and instructional facilities to bring about all-round development for the students including games, sports and extra-curricular activities. The college has made positive efforts to impart adequate facilities for sports, indoor and outdoor games, gymnastics and yoga to our students. The institution utilises its resources to provide an environment to its students where they are encouraged to be nourished in sports and extracurricular activities along with curricular schedule.

1. Students are trained in sports under the guidance of a qualified and specialized Physical Educational Instructor.

2. Court/ground for Basketball, Volleyball, badminton and khokho to conduct matches for outdoor sports.

3. Dedicated spaces for Indoor sport for table tennis, Chess and Carom Board

4. The institute also has a indoor gymnasium facility for both staff and students. The Gym is equipped with one electronic treadmill, one exercise cycles, dumbbells and plates, yoga mats, stepper, stretching tube, twister machine, kettle bell, manual, bench-press, resistance tube, cross trainer, medicine ball, steel curl bar, wall mounting chin up bar and exercise air ball.

5. Many entertaining events are arranged as part of cultural activities to exhibit the talent of the students in music, dance, band, etc. with uniqueness and magnanimity. Institute nurture the students to be proactive in organizing cultural events and annual events like Triptych (Design show), Ignite (Media Fest), participation in Couture Runway Week (CRW), celebration of national festivals etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.satyamfashion.ac.in/facilities.html

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://satyamfashion.ac.in/naac/22-23/4.1.3/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3666820

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Satyam Fashion Institute Library is a knowledge centre evolved into being an enabler in teaching, learning and research at the institute. SFI Library has been fully automated since 2017; initially with inhouse server operated KOHA. Now the software has migrated to the cloud to make all the library operations computerized and for remote login access to the library.

The Web OPAC (Online Public Access Catalog) can be accessed from anywhere with the mobile. Separate system has been installed for catalogue search in the library. Library also provides access to hundreds of e-books available through SARAL software with a single sign-on facility. 8 computer systems are available for the students to avail browsing facilities.

The Library provides a fully air conditioned learning space for the students, staff and faculty members. There is an additional reading hall for around 50 occupants with internet facilities. It has a total collection of over 2123 volumes of books specifically focused on the subjects offered by the institute and reference sources such as encyclopaedia, dictionaries, manuals and handbooks etc. Library subscribes to over 20 Printed Journals and magazines. Most of the journals are peer reviewed and fall under the UGC carelist.

The Library also has institutional membership with DELNET

(Developing Library Network) and has access to the holdings of around 4500+ Libraries catalogue. Approximately 79 lakhs full text documents including e-books, e-articles & e-journals. Nearly 30 e-books, 1 lakh list of Journals 5000 plus full text e-journals and 1 lakh Thesis/Dissertation also can be accessed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.satyamfashion.ac.in/library.html

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3,17,101

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

76

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

SFI has updated its IT infrastructure facilities with time and need. The college has adequate IT facilities for strengthening and supporting the teaching and learning process. Our campus is upgraded with all the necessary IT facilities.

A dedicated internet connectivity through leased line of bandwidth 60 MBPS is installed in the campus. The campus is Wi-Fi enabled to promote digital flow. The College is highly committed to adopt digital practices in all office and student-related work. Teachers and students are provided all facilities and administrative assistance in the conduct of online teaching-learning. IQAC collaborates with various departments to organize as well as attend online workshops, seminars, webinars and talks of eminent designers and industry persons.

Security - The campus is CCTV enabled. It makes screening easier on special days like College fests, annual functions etc. to avoid any scuffles and untoward incidents in the campus. Payment of bills and fee submission etc. can all be made through digital payment options. The Administration is always in touch with the non-teaching staff all the time during office hours through official virtual meetings, wherever required.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1jkgfJuG4bipsFcHeEoigZ9fy15i4GGhF/view?usp=drive_link

4.3.2 - Number of Computers

64

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution **B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

156.15

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college maintains a policy of sustained and constant improvement in maintaining and utilizing the infrastructure. A properly instituted channel and procedure through accounts section of the college is used for reimbursing the bill of each department:

1. **Laboratory:** Each laboratory has one teacher as the lab incharge and a lab assistant. A proper budget is proposed at the time of requirement by the respective lab. New purchases as per the syllabus semester wise are regularly done and records are kept in the respective dead stock registers.

2. **Library:** A Librarian with supporting staff has been appointed to maintain the library. The renewals of subscriptions of various e-journals and magazines is also done regularly. The stock verification is done as a part of regular maintenance at the end of the Academic year. Procurement of books as per the requirement is initiated through the library cell by inviting the requirement of the books from various departments.

3. **Sports complex:** The Sports incharge of the institute looks after the sports facilities and the activities. The playground is cleaned and maintained regularly. The sports teacher is responsible for keeping the record of the utilisation of sports Facilities etc. Institute has also appointed housekeeping staff and gardener to maintain the ground area.

4. **Computers:** Before commencement of the semester, all the computers and related equipments are checked.

5. **Classrooms:** Classrooms are allocated to all departments along with necessary ICT tools. The classrooms are cleaned on a daily basis and monitored by the institute supervisor.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.satyamfashion.ac.in/facilities.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

64

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://satyamfashion.ac.in/naac/22-23/5.1.3/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

64

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

64

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

44

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

9

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Satyam Fashion Institute are actively involves students in different decision-making processes, some of them have been described below. The institute encourages students to have a class representative for every semester and every batch. The functioning of this student body is governed by the students along with faculty in charge. These representatives act as a bridge between the faculty, Principal, Vice Principal and students. However, it always works in order to achieve all round development of the students and the society through IQAC, Alumni Association, Publication cell, extension cell, sports cell, cultural cell and Various Bodies of the college. The students are also encouraged to become part of the different committees and cells that we run as an institute. SFI have 13 active cells where students have their active participation:

1. Internal Quality Assurance Cell (IQAC)
2. Admission Cell
3. Anti Ragging Cell
4. Women Cell /ICC
5. Sports Cell
6. Cultural Cell
7. Grievance/ Redressal Cell

8. Examination Cell

9. Placement Assistance Cell

10. Alumni Cell

11. Library Cell

12. Publication Cell

13. Extension Activities

Cell Funds for such activities are provided by the Institute as per the budgets and requirements. The representatives participate in cells/committee meetings, deliberations and decision-making process and bring the much-needed students' perspective to the work in hand. They are assigned special tasks during cocurricular, extra- curricular and sports activities.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/15uVabygCvNy_WR6mbaELG4tefGsK1YEM/view?usp=drive_link
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

55

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of Satyam Fashion Institute (SFI-AA) was formally registered on 7th January, 2022. There is a registered Alumni Association with 6 office bearers:

1. President
2. Vice- President
3. Secretary
4. Joint Secretary
5. Treasurer
6. Joint Treasurer

The academic excellence with a vibrant future of our alumnispeaks volumes about the heights that SFI has reached. The Satyam Fashion Institute Alumni Association (SFIAA) acts to organize various programmes and offers extensive support to students. An established Alumni cell is also here to strengthen the association with its alumni and to expand opportunities for current batch students to draw support and inspiration from former students. SFIAA facilitates better opportunities for growth and holistic development of the students by enhancing their skills set through means of interactive sessions and activities conducted round the year. By the efforts of Alumni Association, a Theater workshop "AAGHAZ" was conducted with Mr. Rahul Khanna. SFIAA has organized

alumni meets, students' mentorship programmes and other interactive events. The college also felicitates its distinguished alumni on special events. SFIAA also plans to buy a sanitary napkins vending machine for the students. Every year, the college hosts an Alumni Annual Meeting to encourage interaction among management, faculty members, and alumni. They also extend their support for campus placements and summer training. The alumni funds are used for alumni related activities like the alumni meet. The alumni association is always active to ensure participation in meetings and furnish updates of information of alumni regarding their career progress.

File Description	Documents
Paste link for additional information	https://www.satyamfashion.ac.in/alumni.htm <u>1</u>
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision - The college works effectively towards becoming a top design and media institute and to be recognized as a leader in defining quality education by enabling an all-inclusive environment and impart academic, and a career-oriented education to ensure skillful and suitable employment opportunities.

Mission - An effective participation from all the stakeholders plays a pivotal role in fulfilling the mission of the college that is empowering women through education. We produce the professionals emphasising a two way teaching-learning process, which aims to nurture a self-sustainable environment in the design and media industry for women and create a centre of excellence by making them self-reliant.

With the vision of "empowering Women", Satyam Fashion Institute aims to achieve this vision through everyday governance. The College encourages participative governance through duly constituted Governing body, College Development Committee, Advisory and Academic Review Committee.

For policy matters, and advising, there is a College Development Committee and other industry associates. The leadership of the college sets the direction for IQAC to work towards achieving the institution mission and vision and maintains a transparent and interactive environment. The stakeholders are encouraged to participate in the decision making process. Faculty members actively participate in various institutional committees and professional bodies and contribute in decision making to achieve goals set as per the perspective plan of five years. Faculty members show leadership qualities and contribute for smooth execution of all the academic and administrative activities.

File Description	Documents
Paste link for additional information	https://www.satyamfashion.ac.in/about.html
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The management has a participative management system with collective decision-making involving Chairperson, Principal and Vice Principal. The Institute has developed a well-defined decentralised system to follow the university guidelines for conducting the Internal Assessments as well as end-Semester Examinations. The Examination Cell Incharge under the advice of the Vice Principal & Principal executes the process in close coordination to the faculty members. There is a defined system of administration for all official duties -

1. Semester-wise and Department-wise students' enrolments, Marks uploading of mid term internal assessments (Theory and Practical) and end semester Practical, Examination Form fillup (Regular and Backlog), Scrutiny and Review process are carried out by the academic office of the Institute. The requirement for setting question papers are informed to the Principal, Vice Principal and Exam coordinator by the University which is sent for distribution amongst the faculty members confidentially. End-Semester Paper

checking is carried out by individual tagged teachers.

2. Defined structures, role and responsibilities of all the academic cell, committee, accounts departments etc. for the smooth functioning of the academic and administrative activities.

Vice Principal and Principal meet regularly with teaching and nonteaching members to look at key issues regarding system development, implementation and improvement. The curriculum of all courses is revisited on a regular basis for improvement in order to keep pace with other institutions, university guidelines and to meet the changing requirements of the industry.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/17cv2Y9E03p0D0rClYurt0ZTsEKnx7/view?usp=drive_link
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

SFI believes in hard work and excellence in all dimensions in the way in which the staff and the students get opportunities to learn new skills, meet the global changes. The Institution has well defined perspective plan and policies formulated with the active participation of faculty members, Vice Principal, Principal, Chairperson and other management authorities. The strategic plan and action plan are structured in such a way that the quality policy is driven and implemented at every stage of the process in a decentralised manner.

The policy of the institution is in alignment with the affiliating University SNTD and the UGC. The college level policies are framed and implemented by the IQAC under the supervision of the Vice Principal, Principal and Chairperson. The college has an adequate infrastructural augmentation according to the changing needs. In accordance with the vision of the University, our aim is to provide "quality education" to women by creating opportunities for higher education with professional intent regardless of social or economic background.

To achieve this motto, a well-planned perspective plan has been

successfully implemented in the institute criterionwise, keeping in mind the following points:

1. Student support and progression
2. Introduction of certificate courses
3. The academic and industry linkages
4. Internships and projects
5. Implementation of National Education policy (NEP) 2020 Various tasks as per requirement are allocated to the respective departments and academic cell incharge in order to achieve the desired outcome. At the end of the session, the AcademicAdministrative Audit is conducted for further improvements.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute is a self financed institute run by Satyam Charitable Trust and affiliated by SNTD University, Mumbai. The college has formed the College Development Committee. Functioning of the institution is carried out with the help of guidelines provided by the governing body where the policies and procedures are formed under the guidance of the Vice Principal, Principal and Chairperson.

The Governing Body looks into administrative and financial matters. The institute is dedicated to develop intellectual excellence and quality driven policies. The Governing Body, IQAC, all the academic cells work together efficiently to maintain a healthy, vibrant, welcoming and inclusive environment. The institute rejects and condemns all forms of harassment, wrongful discrimination and disrespect. All the faculty members are deputed as class coordinator to ensure effective teaching-learning and

mentoring of the students. The librarian supervises the functioning of the library.

The Principal is the chief executive and academic officer of the college. She along with the Vice Principal hold the key responsibilities to the administration, organization of teaching and extra-curricular activities in the college. The role of the IQAC coordinator is to streamline, enhance and give direction to quality initiatives and maintain proper records. Faculty participation in governance promotes diverse ideas, shared responsibility, collaboration, collegiality, and institutional excellence. All the administrative and academic activities are carried out through a well-defined organogram being practised at the institutional level.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1uuckKTK985mjxhmRtLaTDrDSYjgfnBQe/view?usp=drive_link
Link to Organogram of the Institution webpage	https://satyamfashion.ac.in/Organogram.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Progress of an organization depends on the well-being of its employees. Institution offers welfare schemes for the benefits of the employees. Following welfare schemes are available for teaching and non teaching staff:

- During the COVID-19 pandemic, the college installed hand sanitizer dispensers in college premises. Also, it helped to provide isolation facility to the Class IV employees.
- The Institute has a performance appraisal system for incremental analysis of the salaries
- Provision of Medical leave and Earned Leave (applicable to eligible staff) Maternity leave (applicable to eligible staff)
- Advance payment to staff member to meet their emergencies
- Summer and winter vacation to both teaching and non-teaching staff
- Free uniforms for class IV employees
- The College encourages and motivates Teaching Staff for Orientation / Refresher / Short Term Courses as part of faculty development activities
- The College always encourages & motivates Teaching Staff for their Doctoral, Post Doctoral Studies & the Non-Teaching Staff for pursuing higher studies in order to upgrade their qualification.
- Financial support for teaching faculties to attend conferences, workshops
- Conveyance for official duties
- Periodic social gatherings
- Gifts/ bonus on festivals
- First-aid facilities
- Birthday cake and bouquet for teaching & non teaching staff members at department level
- Gymnasium facility, Yoga sessions, Boutique facility and a beauty parlour
- Free health check-up camps are organized for the staff members.
- The College provides infrastructural facilities viz. Computers, Laptops, Desktops, Printers and Scanners to all the departments for smooth functioning of day-to-day academic activities and for personal research of the Faculty members.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1JaSeudrGk3y9GhRfFGM7RZDk-ZQLLBg2/view?usp=drive_link
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

9

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Quality teaching is imperative for improving student outcomes and achievements. The organization has a well designed performance appraisal system. It is executed with the help of self Appraisal Reports which gives quantitative assessment of the faculty

members. A systematic and effective Performance Appraisal System of the Institute provides teaching and non-teaching staff with eloquent appraisals that encourages professional learning and growth. Appraisal System for performance review of the faculty members is conducted by the management of the Institute on the basis of following criteria:

1. A structured "Self- Appraisal Form" is given to each faculty member for evaluation. The Principal & Vice Principal gives their remarks on the performance of the faculty member.
2. Performance Appraisal form for Non-Teaching staff is based on the qualitative and quantitative responses towards performance parameters.
3. Performance Review is conducted at the end of an academic year. Wherever, there is scope for improvement, it is communicated to the concerned faculty/staff through the Vice Principal and Principal.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1f4ByVeokiMdU2PdtZ6R1hwMqseGn0Fxy/view?usp=drive_link
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal-external audits are conducted in the institute regularly as per norms, and are bound to execute on time. All the financial records of the accounts are kept meticulously. Provision of annual balance sheets is there. All the bills and receipts are maintained properly. The Account officer uses all the effective tools for monitoring financial data in the institute. There are two chartered accountants (CA) in the Board of Trustees who advise on financial matters. This leaves no scope for mispending or misuse of valuable resources. Institute conducts auditing by appointing an external auditor who conducts external auditing each year. The external auditing involves performing procedures to obtain evidence about the amounts and disclosures in the financial

statements. The financial audit of our institute was done during financial year 2021-22.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/14gPaXDGPDXAWcZly6Cradle0g9Mh3ujs/view?usp=drive_link
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Being a self-financed institute, fee collection is the only major source of revenue/income generation/ circulation for the institute. The College receives funds from admission fees, tuition fees and hostel fees. The college authorities works on the requirements from all departments and approve the budget according to the needs and requirements of the departments. This is done by taking into consideration the annual intake of students, infrastructure development, students, Salaries, other recurring expenses and promotions and latest technologies etc.

For purchase, a minimum of three quotations are called from vendors. Comparative statement is prepared with cost, quality and specification details. A large number of students have been given fee waiver/ scholarships by management during the year as per decided norm according to merit and humble financial background.

The fee waiver given is borne by the management to encourage the economically weaker and meritorious students to pursue their studies. Our initiatives for resource mobilization and its optimal utilization puts in the forefront the quality of education being provided and overall growth of students, as the primary and fundamental objective. The utilization of funds on every aspect was monitored by Vice Principal, Principal and CDC committee and management body for appropriate utilization.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1JrBntaIVYRYSbh5LrWvkNx5wbigg6x00/view?usp=drive_link
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) of the institute plays a vital role in ensuring quality of education through various quality enhancement measures and monitoring mechanisms in the teaching learning process of all the departments. IQAC was started in the year 2017 to monitor the quality of services being provided by the institution to its stakeholders. An IQAC committee is formed and approved by the governing body to take care of Quality assurance strategies and processes. Under the aegis of IQAC, the Exam Coordinator prepared Academic Calendar semester wise and uploaded on the institutional website. The IQAC has taken the following initiatives towards realizing goals of quality enhancement and catalytic improvement in the performance of the Institute. The IQAC has taken initiatives to organize the following activities:

- All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research
- Teachers are encouraged to participate in CAP (Central assessment program) in external examination evaluation processes at the university level
- Preparation of the Academic Calendar and college Prospectus
- Uploading college information on AISHE portal

- Green Audit from an external agency and other eco-friendly activities
- Year-on-year Academic Administrative Audit (AAA) from external members
- Promotion to ICT in the academic process of the institution.
- Preparation of the AQAR & Coordination with NAAC
- E-governance practices
- Organisation of workshops, seminars and other extracurricular activities
- Fire mock drill and other safety measures
- Annual Report
- Publication of journals and newsletters
- National/ International Conference, seminars

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1h_mjLS5rTQUaWO-mdHPVtdrFuCd_WeZf/view?usp=drive_link
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college has a functional IQAC. The Institute reviews its teaching learning process at the end of semester as well as during the session by conducting review meetings through IQAC. Course outcome and program outcome of each subject are used to bring objectivity and strategize the course of teaching and learning for every topic. The faculties go through the syllabus and ensure that all the registered students fulfill the prerequisites of the course. Institutional reviews and implementation of teaching learning reforms are:

- The Academic and Administrative Audit Committee suggests required measures to be taken to reform academic matters and records their implementation.
- The IQAC has outlined a detailed feedback mechanism for the teaching and non-teaching staff along with the student, alumni and parents to cater to the specific necessity on the basis of students' potentials and other required improvements.
- It also directs the respective departments to introduce

value added, short term and career oriented certificate courses.

- AQAR is prepared and submitted for each academic session following proper guidelines provided by NAAC wherein all the details of academic and administrative activities is filled criterionwise.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1BSaLI-B5j4TsuTTArQw0U4Ntlq4GOPRU/view?usp=drive_link
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://satyamfashion.ac.in/naac/22-23/2.6.3/2.6.3.1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Being a responsible leading women's institute, SFI knows that

gender equity promotes a balanced development and equitable society. Our vision rests on creating a safe space for our girl students by providing a gender sensitive and empowering education.

Various steps have been taken by the institute in order to ensure that women staff within the campus have as much liberty and rights as their male peers. The institute has a dedicated Women's Cell and Internal Complaints Committee (ICC) under the IQAC cell and the college plays a critical role in fostering gender sensitivity in the campus. The institute has a separate girl's hostel with internet facility in each room, canteen with mess, CCTV cameras and common room. The college also formed a Grievance Redressal and Anti- Ragging Cells to address the issue of discrimination, ragging and other grievances.

1. CCTV cameras installed all over the campus to track the activity of students thus ensuring their safety inside the campus.

2. A resident lady warden in the hostel is employed. Suggestion/complaint boxes are made available at defined locations for the students and employees to drop in their cause of concern in the form of a written complaint.

3. Adequate security forces are available in the college 24/7 in the whole campus.

4. Mandatory ID cards are provided to faculty and Students.

5. Visitor's log book maintained at the security gates.

6. The College celebrates International Women's Day with relevant and contemporary themes and organizes other relevant sessions.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1ahyIuu-B1_rnr-vqfG2Rphm5Se8eG5t3U/view?usp=drive_link
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.satyamfashion.ac.in/naac/22-23/7.1.1/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institute has taken conscious efforts to enhance and nurture the eco-friendly environment and always strives for a sustainable environment in the campus. The environment of the Institute is eco-friendly. The institute is conscious of its activities generating waste and ensures that all the waste is used and disposed responsibly. A dedicated team of gardeners and housekeeping staff take care of lawns, gardens, plantation, maintenance, etc.

1. Solid waste management: The institute has an effective mechanism for waste management. The vegetable waste and leftover waste from the hostel and canteen is segregated into two categories in suitable bins viz biodegradable and nonbiodegradable waste. The biodegradable waste is dumped into the pit and converted into manure with the help of vermi-compost, which is used later as fertiliser to plants in the campus. Paper waste is utilized by the students for craft work, paper mache and rest is systematically recycled. Non-Biodegradable solid waste is handed over to the municipal approved landfill site. Hazardous Waste of oil from Diesel Generator sets is sold to authorized recyclers.

2. Liquid waste: Grey water and Black water generated is discharged to the municipality's sewer line through a line of network which gets treated by authority at zone level.

3. E-waste: With the consent of E-Waste Committee the Discarded electronic devices such as old desktops, printers, mobiles & machines to be sold to authorise recycler vendors. We organised an E-Waste Awareness Campaign by collaborating with Namo e-waste management company, an organisation that collects and recycles e-

waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.satyamfashion.ac.in/naac/22-23/7.1.3/7.1.3.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

As a responsible educational institution, SFI has demographic diversity as the students vary from different socio-economic backgrounds and come from diverse regions. Diversity is also seen in the parent stakeholders whose occupations range from farmers, postmaster, service class to low level business persons and doctors etc. With respect to the distinctiveness of every student, we try to inculcate the equal environment among all the members of the institution by giving space to each and every stakeholder to participate, explore, enhance and attain their full potential, ultimately making the campus an equitable place.

The institute provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like International Women's day, Yoga day, National Girl Child Day, also promote tolerance and harmony. National festivals like Independence Day and Republic Day are celebrated every year with full vigour. Students organize the teachers' day every year in the College campus to felicitate the teachers. Various other activities like holi & diwali celebrations, and Christmas day are also celebrated by the students.

SFI strictly follows the reservation policies laid out by the Government of India for admissions of students and appointments of teaching and non-teaching staff.

Fees Concession is also given to poor income background students after document verification. Apart from that Scholarships are offered by the institution to the meritorious and financially weaker students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Institution is committed to inculcate the constitutional values among its stakeholders to promote an environment of unity in diversity. Ethical practices and responsible behaviour expected from the staff and students are conveyed in the induction programme. Our institution takes all possible initiatives by conducting several events and programmes for strengthening the students, teaching and non-teaching staff to become more responsible citizens of the country by sensitizing them to the constitution of the country. As more responsible citizens of the country the students are motivated to take part in several activities of the college.

The college also motivates students by celebrating Constitution Day, celebrated on 26th January by highlighting the importance of Indian Constitutional values, duties and responsibilities of citizens. The Flag hosting with National anthem followed by distribution of sweets is the regular practice of the programme.

Environmental Studies as a compulsory subject constitutes the part of curricular teaching and evaluation to sensitize the students on the concept of ecosystem and environment. The college celebrates World Environment Day where the students are sensitized to adopt green practices, conservation of natural resources. Faculty gave various assignments to the students for their better understanding and responsibilities towards the global environment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National festivals inculcate a patriotic environment in which students come together with similar sentiments showing national unity, humanism and their cultural values. The institution believes in the equality of all cultures and traditions as it is noticeable that students belonging to different caste, religion, regions are studying without any intolerance or discrimination. The institute has a tradition of celebrating the Republic Day and Independence Day with full vigour and enthusiasm. The Constitution Day celebration is another national event which infuses spirit and devotion to the Constitution of our Nation, in commemoration of the adoption of the constitution of India in 1950. Various competitions are organized on the occasion of Gandhi Jayanti, National Handloom Day, Diwali, Holi, Basant Panchmi, Vshwakarma Divas, Hindi Divas etc. Cultural Cell of the college under IQAC organises and manages these events and activities with active participation from the student representatives. Faculty of the institute are also actively participating in planning for these events. All the events are recorded properly and are documented in the annual report of the college. These celebrations help in promoting and nurturing team spirit and preservation of our cultural and social value system.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. ENVIRONMENTAL AND SOCIAL CONSCIOUSNESS

We as a community can support environmental conservation in a number of ways. Reducing consumption at the source and recycling the materials are the most noteworthy approaches. In order to develop a socially and ecologically conscious workplace culture, our institution upholds the ideals of social and environmental consciousness and seeks to instill these values in the minds of students, staff, and other college stakeholders.

2. ENTREPRENEURIAL AND SKILL DEVELOPMENT PRACTICES

The institution organizes skill development and entrepreneurship programmes to help students develop their potential by educating them on the several facets of industry and entrepreneurship that they would need to establish their own businesses or jobs. In order to address this, the institute took the initiative and implemented important programmes like Earn While You Learn opportunities, expert lectures and workshops etc. to provide students with the skills they need to regularly engage in productive and entrepreneurial endeavours.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Institute is celebrating more than one and half decade of its meaningful contribution in the promotion of higher education for women with a focus on their sustainable growth through positive industrial tie-ups, faculty expertise and media relationships. The motto of the affiliating university is well-aligned with the vision and mission of the institute i.e. Empowering Women through Education. In the year 2021-22, the institute strived further to add value to its overall vision of Women Empowerment. Many MoUs were signed with various industries, DELNET, Heartfulness Education Trust etc. The students were motivated to attend numerous webinars on various beyond syllabus topics and participated in events and competitions on extra-curricular activities. For promoting research culture, the institute is proudly publishing a biannual research journal entitled 'Design Quest- an Advanced Research Journal on Design' since 2018. The journal is interdisciplinary and will be covering a wide range of design areas intending to all spheres of life. Entrepreneurial and skill development programs are being organised regularly in our institute to nurture the talent of students by enlightening them on various aspects of industrial activity required for setting up their job or start ups. As per the product development policy, the products developed by the students are given various platforms by the institute in the form of exhibition, product selling as well as display in 'Abhivyakti' resource centre. The institute also initiated 'Earn While You Learn' scheme for the students to strengthen their skill sets into various work areas of college development activities.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Our institution is committed to deliver an efficacious program of studies to our students. As an affiliated college, Institute follows the syllabus framing of theory and practical courses are structured by the Board of Studies (BoS) S.N.D.T. Women's University, Mumbai and ensures effective curriculum delivery through a well-planned and documented process. The parent university updates the syllabus periodically through BoS for UG and PG Courses. Our Mechanism well-planned curriculum delivery and documentation. The academic calendar is prepared before the commencement of the academic year and published on the college website/ notice boards. As a design institute, we focused on experiential learning of the students. 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. Institute is a member of D.E.L.N.E. To we motivated students to use the numerous library facilities and take advantage. The Principal and Vice Principal conduct regular meetings with all faculty members to ensure that the plans are being implemented. Institute also conducts a feedback survey and the responses gathered via the student feedback survey helps us to identify areas of improvement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.satyamfashion.ac.in/1.2.1-syllabus.html

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As an affiliated college, the institute complies with the academic calendar provided by SNTD Women's University. Based on this academic calendar, the college formulates the academic

calendar/ Calendar of Events which includes the dates of commencement, completion of syllabus, schedule of internal exam, schedule of final semester exam, holidays, review of semester, departmental meeting etc. As per the academic calendar and regulations of the University, the timetable is formulated by timetable committee with the approval from Vice Principal and Principal. It is announced to all the faculty members and students before commencement of the semester through notice boards and website. For the implementation of the Internal Assessment Process, Examination cell is also formed at the college level which monitors the overall internal assessment process. Continuous Internal Assessment review is taken by the Vice Principal and Principal regularly by review of class activities. In addition, Academic Administrative Audit (AAA) is conducted annually to improve the quality of education and teaching-learning process in compliance with IQAC meetings. To prepare the students for both academia and employability, students are motivated to attend regular seminars, workshops and career counseling sessions which are organized by the institute as well as other institutes.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.satyamfashion.ac.in/img/academic-calender/academic-calender-22-23.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

224

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

152

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Educational institutions are a very important part of the social fabric of any nation. As colleges nourish the future of the forthcoming generations of our country, the curriculum of some regular courses at SFI tries to address issues related to Environment, Sustainability and Professional Ethics.

Gender:

Being a women's institute, gender equality and equivalent prospects for women are crucial to our identity. The curriculum of this institute is designed to provide opportunities for the progress of the students and the female staff. For maintaining a cordial and secured environment within the campus and among the staff and students the Women cell, ICC and Anti-ragging cells actively take initiatives.

Environmental Awareness & Sustainability:

Sensitivity towards our mother nature is inculcated in students as a daily practice. And, for that reason, Environment study is a compulsory subject of the curriculum in the initial semester. In addition to that, SFI celebrates World Environment day, or Earth Day with full enthusiasm.

Human Values and Professional Ethics:

SFI make sure that no violation of human rights incidents takes place within the premises. SFI is stringent about the guidelines and in this direction, professional ethics are taught to students for their overall holistic growth.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

69

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://satyamfashion.ac.in/1.4.1(22-23).html
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
220	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

132

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

At SFI, we believe in systematic hand-holding for not just the slow learners but for advanced learners as well. This is primarily to assess their academic needs and further to measure in what direction we must prepare ourselves to improve students' performance. This institution constantly evaluates the learning levels of the students, right after the admission. The main objective of any educational institution is to strive for excellence. And, this is achieved by identifying the respective learning levels of the students who especially come from diverse socio-cultural, economical and educational backgrounds. Based on these criterions, we at SFI take every possible measure to evaluate the learning stages of the students. When it comes to quarterly assessment of the learning levels of the students, it is done by the respective faculties in the classrooms during lectures and through conducting class tests, quiz and group discussion. The institution follows bi-annual internal examinations policy for each semester. The scores are given as per the university norms of evaluation, and are shared with the students in the class. Once the results are obtained from the University, a systematic result analysis is performed by the examination cell internally for future reference and improvements.

File Description	Documents
Link for additional Information	https://www.satyamfashion.ac.in/workshops.html
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
324	18

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential learning: It is made effective in four stages by applying the mode of sensing, watching (observation), thinking and doing (practical laboratory works supporting each theoretical learning with field study mode). Experiential learning is an engaged learning process whereby students "learn by doing" and by reflecting on the experience. Projects as part of the syllabus are given to students to conduct experiments in the practical classes. They are guided to carry out the internships in industries in the field of design and media. These trainings and industrial visits are conducted as a part of industry-institute interaction. Exhibitions are being organised to showcase their skills in the work done in assignments/projects for enhancing their learning experiences.

Participative learning: Group discussions among students are conducted by all departments of the institution as a part of participative learning, practised as and when found required. Students are motivated to participate in Quiz Competitions, Paper Presentation, Technical Seminars and Online Certification Courses to get the participative learning environment. Student development programs and workshops are conducted to enhance the learning capabilities of the students by inviting artisans, industry experts and senior academicians. In addition students are encouraged to participate in SWAYAM/NPTEL online courses. Participative learning, problem solving strategies and learning

experiences of the students are also developed through their active participation in extra-curricular activities. The college encourages faculty members to use the latest pedagogical teaching technology including audio-visual teaching aids.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.satyamfashion.ac.in/students-projects.html

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All the faculty members of Satyam Fashion Institute reach out to the students through various technological mediums and channels. This became a new practice during pandemic period by staying connected to the students with the use of digital mediums. Although the pandemic has been less effective, we are using hybrid mode for ensuring the maximum utilisation of outside resources and to connect with experts/ academicians/ industrialists etc. outside the institute. College uses Information and Communication technology (ICT) in education to support, enhance, and optimise the delivery of education. Teachers have been encouraged to intensively use ICT enabled tools including online resources for effective teaching and learning process. All the classrooms are ICT enabled: Projectors, computer/ laptops/ tablet systems are used. YouTube, E- mails, whatsapp group, Zoom and Google classrooms, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. Well-equipped computer lab is encouraged to meet the learning demands of the students. Special lectures and technical talks are also arranged by inviting experts from time to time. Our students are using the resources from the National Programme on Technology Enhanced Learning (NPTEL) to enhance the learning experience. Apart from that our library is a member of DELNET and also provides access to computers and online journals freely available in the institutional domain. Wi-Fi facility is also available in the campus and hostel for the students and staff.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.satyamfashion.ac.in/naac/22-23/2.3.2/2.3.2.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

61

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institute is offering both Undergraduate Degree Programs and Post Graduate Diploma Program. For all the programs, the college has a robust, transparent and systematic Continuous Internal Evaluation (CIE) System to assess students' progress as per the university guidelines. The Examination Committee/ Cell coordinates for all the internal examinations (mid-term test and other internal assignments) of the college. The institute prepares its own academic calendar well before the semester commences based on the University's Academic Calendar. The detailed academic calendar is prepared before the start of the semester, which includes tentative dates of internal assessment, final semester examination, Internal assessments. This is duly signed by the college authorities - Examination Coordinator, Vice Principal and Principal. Internal practical tests are conducted at appropriate time with respect to the calendar of examinations fixed by the SNDT Women's University.

Date sheets and notifications of internal assessment are circulated in the classrooms as well as displayed on the notice boards. The students need to qualify the internal exams as part of internal assessment to appear in their University Final Examinations. The answer sheets/ assessed works are shown to the students and necessary suggestions are given by the faculty members to individual students so that they can do better in the final examinations.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.satyamfashion.ac.in/academic-calender.html

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Continuous Internal Evaluation (CIE) is done to assess students' progress in a fair manner. It consists of Internal Assessment and University examination. Since Our College is affiliated to SNTD Women's University, we follow the rules and regulations prescribed by the parent University, although we also have created a mechanism for redressal of student's grievances related to academic matters.

At the Institute level, an examination cell, consisting of The Principal (Chief Superintendent of Examinations), Vice Principal, Exam coordinator and other teaching and nonteaching staff as members, is constituted to deal with examination related grievances. Grievances raised by students are effectively communicated to the University for needful actions wherever required. The responses for the grievances from the University are communicated to the students immediately.

Mid term internal examinations are conducted according to the academic calendar prepared by the college. Final semester examination date sheet is also communicated to the students timely. Most of the grievances related to the examination are received in terms of the errors in their results like marks of the internal assessment, attendance sheets, error in the name details etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the convener examination committee. Each and every superintendent and staff members concerned are instructed for due care and cooperation

for the quick disposal of student grievances at their respective quarters. The close and continuous communication is maintained with the university authorities for speedy disposal of queries, explanations and doubts if any.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1vy0gnATo_jHgtNBqbiE5SBGWuD4mYEidE/view?usp=drive_link

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme outcomes (POs) provide knowledge, skill, abilities and attitudes that students acquire during the period of their graduate and postgraduate courses. Our college offers different programmes in Design and Media with unique and well-defined outcomes by the university. The vision and mission of the institution emphasise on promoting value education for women through motivated trained faculty to prepare the students to accept the challenges of globalisation. The College has a proper mechanism of communicating the learning outcomes of the Programs and Courses as stated in the syllabus, which includes following; Hard Copy of syllabi and Course/Programme Outcomes are available in the respective departments as well as in the library for ready reference to the teachers and students. Teachers always discuss the syllabus of their respective courses in their introductory classes to make students aware of the objectives of the programmes and subjects. These outcomes are published on the website also. The faculty members take due care to incorporate these required outcomes in the classroom activities so the students are able to learn the requisite skill set and outlook.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.satyamfashion.ac.in/igac/PO-P SO-CO/B.%20Des-Program-(PO-PSO-COs)-converted.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through an approved lesson plan. The Principal in coordination with the Vice Principal and faculty members monitors the execution of the assigned syllabus and its timely completion. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination. The efficiency and effectiveness of the process of attainment of POs and COs is monitored, assessed, and improved by taking inputs from the discussion/suggestion/decision taken in the meetings of the Department. The college has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment includes the following; Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessments are defined and used. The evaluation is done by adjoining the marks acquired by the students to their corresponding Course Outcomes. Besides, weightage for the end semester Examination (written examination /practical examination) depending upon course type is also used for the process. The following method is used to assess course outcomes. Course attainment levels are defined based on prior performance and are expressed as a proportion of students achieving a target score. Theory subjects:

1. Internal Evaluation (weightage 25-75%)
2. External Evaluation (weightage 50-50%)

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://satyamfashion.ac.in/naac/22-23/2.6.2/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

68

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://satyamfashion.ac.in/naac/22-23/2.6.3/2.6.3.1.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://satyamfashion.ac.in/1.4.1\(22-23\).html](https://satyamfashion.ac.in/1.4.1(22-23).html)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

41

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities**3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**

Satyam Fashion Institute has hosted regular extension activities for engagement of faculty, students and staff to reach out the community for their well-rounded development and continuous progress through several activities. These activities help the students to become aware of the prevailing socio-political and cultural issues, thereby allowing them to work towards societal growth. College tries to take an active role in the upliftment of the nearby locality. We are actively performing in many events and activities like awareness programs. We organised a newspaper reading session for our ground staff to understand the importance of daily news on

National Education Day. We hold food drive to motivate our students towards food donation instead of wasting it. A workshop was given to the institute's ground staff on basic body measurement techniques on the International Girl Child Day. The institute takes pride to state that we took initiative to get our class IV helper enrolled for the 10th standard examination under National Institute of Open Schooling (NIOS). Our faculty guided and taught her throughout the year in her studies and she cleared the exams. Extension Cell of Satyam Fashion Institute conducts regular extension activities like Tree Plantation Drive, Donation drive, Mask making and distribution, poster making, Literacy Campaign for underprivileged children to sensitise the students with the current issues being faced in the society and to generate creative approaches to solving them by applying their learning to move the society ahead.

File Description	Documents
Paste link for additional information	https://www.satyamfashion.ac.in/naac/22-23/3.3.1/3.3.1.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

406

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

34

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Since its establishment, Satyam Fashion Institute has tried to augment its well-lit and well-ventilated infrastructure continuously. The College ensures that the teaching-learning process is maintained at an optimal level by providing adequate infrastructural facilities according to its vision and mission. The facilities for teaching learning are as follows:-

1. Classrooms- well equipped ICT enabled, spacious and well ventilated 8 classrooms (1 smart classroom), complete air conditioning and power back up etc.

2. Laboratories- The laboratories of the College including

pattern making lab, garment construction lab, draping lab, textile design lab, lifestyle accessories lab, audio-visual lab and computer lab enabled with ICT, have advanced tools, instruments and equipment with the latest and licensed software.

3. Each floor of the college is installed with adequate fire safety devices, especially in the Laboratories which are high risk areas.

4. Institute has computing equipment, projectors, desktops, laptops, printers, photocopy machines, internet connections, wi-fi etc.

5. Library- The institution has an automated Central Library using KOHA, e-library through DELNET facility. It also has an e-learning and browsing centre.

6. Apart from that institute have adequate Staff rooms, Toilets (male, Female & divyangjanfriendly), Academic office, Administrative office, examination cell, counsellor's room and account office, adequate ramps and lifts etc.

7. Resource centre for displaying the student's work, Medical room, gymnasium, hostel and mess for outstation students, Parlour and boutique facility are also provided by the institution.

8. To ensure protection for students and staff, the entire campus is under the surveillance of CCTV cameras

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.satyamfashion.ac.in/facilities.html

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institute has thrust for the holistic development of the students and thus we created both infrastructural and

instructional facilities to bring about all-round development for the students including games, sports and extra-curricular activities. The college has made positive efforts to impart adequate facilities for sports, indoor and outdoor games, gymnastics and yoga to our students. The institution utilises its resources to provide an environment to its students where they are encouraged to be nourished in sports and extracurricular activities along with curricular schedule.

1. Students are trained in sports under the guidance of a qualified and specialized Physical Educational Instructor.
2. Court/ground for Basketball, Volleyball, badminton and khokho to conduct matches for outdoor sports.
3. Dedicated spaces for Indoor sport for table tennis, Chess and Carom Board
4. The institute also has a indoor gymnasium facility for both staff and students. The Gym is equipped with one electronic treadmill, one exercise cycles, dumbbells and plates, yoga mats, stepper, stretching tube, twister machine, kettle bell, manual, bench-press, resistance tube, cross trainer, medicine ball, steel curl bar, wall mounting chin up bar and exercise air ball.
5. Many entertaining events are arranged as part of cultural activities to exhibit the talent of the students in music, dance, band, etc. with uniqueness and magnanimity. Institute nurture the students to be proactive in organizing cultural events and annual events like Triptych (Design show), Ignite (Media Fest), participation in Couture Runway Week (CRW), celebration of national festivals etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.satyamfashion.ac.in/facilities.html

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://satyamfashion.ac.in/naac/22-23/4.1.3/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

3666820

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Satyam Fashion Institute Library is a knowledge centre evolved into being an enabler in teaching, learning and research at the institute. SFI Library has been fully automated since 2017; initially with inhouse server operated KOHA. Now the software has migrated to the cloud to make all the library operations computerized and for remote login access to the library.

The Web OPAC (Online Public Access Catalog) can be accessed

from anywhere with the mobile. Separate system has been installed for catalogue search in the library. Library also provides access to hundreds of e-books available through SARAL software with a single sign-on facility. 8 computer systems are available for the students to avail browsing facilities.

The Library provides a fully air conditioned learning space for the students, staff and faculty members. There is an additional reading hall for around 50 occupants with internet facilities. It has a total collection of over 2123 volumes of books specifically focused on the subjects offered by the institute and reference sources such as encyclopaedia, dictionaries, manuals and handbooks etc. Library subscribes to over 20 Printed Journals and magazines. Most of the journals are peer reviewed and fall under the UGC carelist.

The Library also has institutional membership with DELNET (Developing Library Network) and has access to the holdings of around 4500+ Libraries catalogue. Approximately 79 lakhs full text documents including e-books, e-articles & e-journals. Nearly 30 e-books, 1 lakh list of Journals 5000 plus full text e-journals and 1 lakh Thesis/Dissertation also can be accessed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.satyamfashion.ac.in/library.html

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****3,17,101**

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****76**

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

SFI has updated its IT infrastructure facilities with time and need. The college has adequate IT facilities for strengthening and supporting the teaching and learning process. Our campus is upgraded with all the necessary IT facilities.

A dedicated internet connectivity through leased line of bandwidth 60 MBPS is installed in the campus. The campus is Wi-Fi enabled to promote digital flow. The College is highly committed to adopt digital practices in all office and student-related work. Teachers and students are provided all facilities and administrative assistance in the conduct of online teaching-learning. IQAC collaborates with various departments to organize as well as attend online workshops, seminars, webinars and talks of eminent designers and industry persons.

Security - The campus is CCTV enabled. It makes screening easier on special days like College fests, annual functions etc. to avoid any scuffles and untoward incidents in the campus. Payment of bills and fee submission etc. can all be made through digital payment options. The Administration is always in touch with the non-teaching staff all the time during office hours through official virtual meetings, wherever required.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1jkgfJuG4bipsFcHeEoigZ9fy15i4GGhF/view?usp=drive_link

4.3.2 - Number of Computers

64

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

156.15

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college maintains a policy of sustained and constant improvement in maintaining and utilizing the infrastructure. A properly instituted channel and procedure through accounts section of the college is used for reimbursing the bill of each department:

1. **Laboratory:** Each laboratory has one teacher as the lab incharge and a lab assistant. A proper budget is proposed at the time of requirement by the respective lab. New purchases as per the syllabus semester wise are regularly done and records are kept in the respective dead stock registers.

2. **Library:** A Librarian with supporting staff has been appointed to maintain the library. The renewals of subscriptions of various e-journals and magazines is also done regularly. The stock verification is done as a part of regular maintenance at the end of the Academic year. Procurement of books as per the requirement is initiated through the library cell by inviting the requirement of the books from various departments.

3. **Sports complex:** The Sports incharge of the institute looks after the sports facilities and the activities. The playground is cleaned and maintained regularly. The sports teacher is responsible for keeping the record of the utilisation of sports Facilities etc. Institute has also appointed housekeeping staff and gardener to maintain the ground area.

4. **Computers:** Before commencement of the semester, all the computers and related equipments are checked.

5. Classrooms: Classrooms are allocated to all departments along with necessary ICT tools. The classrooms are cleaned on a daily basis and monitored by the institute supervisor.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.satyamfashion.ac.in/facilities.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

64

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	https://satyamfashion.ac.in/naac/22-23/5.1.3/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
64	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
64	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent	B. Any 3 of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

44

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

9

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Satyam Fashion Institute are actively involves students in different decision-making processes, some of them have been described below. The institute encourages students to have a class representative for every semester and every batch. The functioning of this student body is governed by the students along with faculty in charge. These representatives act as a bridge between the faculty, Principal, Vice Principal and students. However, it always works in order to achieve all round development of the students and the society through IQAC, Alumni Association, Publication cell, extension cell, sports cell, cultural cell and Various Bodies of the college. The students are also encouraged to become part of the different committees and cells that we run as an institute. SFI have 13 active cells where students have their active participation:

1. Internal Quality Assurance Cell (IQAC)

2. Admission Cell

3. Anti Ragging Cell

4. Women Cell /ICC

5. Sports Cell

6. Cultural Cell

7. Grievance/ Redressal Cell

8. Examination Cell

9. Placement Assistance Cell

10. Alumni Cell

11. Library Cell

12. Publication Cell

13. Extension Activities

Cell Funds for such activities are provided by the Institute as

per the budgets and requirements. The representatives participate in cells/committee meetings, deliberations and decision-making process and bring the much-needed students' perspective to the work in hand. They are assigned special tasks during cocurricular, extra- curricular and sports activities.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/15uVabygCvNy_WR6mbaELG4tefGsK1YEM/view?usp=drive_link
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

55

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of Satyam Fashion Institute (SFI-AA) was formally registered on 7th January, 2022. There is a registered Alumni Association with 6 office bearers:

1. President
2. Vice- President
3. Secretary
4. Joint Secretary
5. Treasurer
6. Joint Treasurer

The academic excellence with a vibrant future of our alumnispeaks volumes about the heights that SFI has reached. The Satyam Fashion Institute Alumni Association (SFIAA) acts to organize various programmes and offers extensive support to students. An established Alumni cell is also here to strengthen the association with its alumni and to expand opportunities for current batch students to draw support and inspiration from former students. SFIAA facilitates better opportunities for growth and holistic development of the students by enhancing their skills set through means of interactive sessions and activities conducted round the year. By the efforts of Alumni Association, a Theater workshop "AAGHAZ" was conducted with Mr. Rahul Khanna. SFIAA has organized alumni meets, students' mentorship programmes and other interactive events. The college also felicitates its distinguished alumni on special events. SFIAA also plans to buy a sanitary napkins vending machine for the students. Every year, the college hosts an Alumni Annual Meeting to encourage interaction among management, faculty members, and alumni. They also extend their support for campus placements and summer training. The alumni funds are used for alumni related activities like the alumni meet. The alumni association is always active to ensure participation in meetings and furnish updates of information of alumni regarding their career progress.

File Description	Documents
Paste link for additional information	https://www.satyamfashion.ac.in/alumni.html
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Vision - The college works effectively towards becoming a top design and media institute and to be recognized as a leader in defining quality education by enabling an all-inclusive environment and impart academic, and a career-oriented education to ensure skillful and suitable employment opportunities.</p> <p>Mission - An effective participation from all the stakeholders plays a pivotal role in fulfilling the mission of the college that is empowering women through education. We produce the professionals emphasising a two way teaching-learning process, which aims to nurture a self-sustainable environment in the design and media industry for women and create a centre of excellence by making them self-reliant.</p> <p>With the vision of "empowering Women", Satyam Fashion Institute aims to achieve this vision through everyday governance. The College encourages participative governance through duly constituted Governing body, College Development Committee, Advisory and Academic Review Committee.</p> <p>For policy matters, and advising, there is a College Development Committee and other industry associates. The leadership of the college sets the direction for IQAC to work towards achieving the institution mission and vision and maintains a transparent and interactive environment. The stakeholders are encouraged to participate in the decision making process. Faculty members actively participate in various institutional committees and professional bodies and contribute in decision making to achieve goals set as per the perspective plan of five years. Faculty members show leadership qualities and contribute for smooth execution of all the academic and administrative activities.</p>	

File Description	Documents
Paste link for additional information	https://www.satyamfashion.ac.in/about.htm 1
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The management has a participative management system with collective decision-making involving Chairperson, Principal and Vice Principal. The Institute has developed a well-defined decentralised system to follow the university guidelines for conducting the Internal Assessments as well as end-Semester Examinations. The Examination Cell Incharge under the advice of the Vice Principal & Principal executes the process in close coordination to the faculty members. There is a defined system of administration for all official duties -

1. Semester-wise and Department-wise students' enrolments, Marks uploading of mid term internal assessments (Theory and Practical) and end semester Practical, Examination Form fillup (Regular and Backlog), Scrutiny and Review process are carried out by the academic office of the Institute. The requirement for setting question papers are informed to the Principal, Vice Principal and Exam coordinator by the University which is sent for distribution amongst the faculty members confidentially. End-Semester Paper checking is carried out by individual tagged teachers.

2. Defined structures, role and responsibilities of all the academic cell, committee, accounts departments etc. for the smooth functioning of the academic and administrative activities.

Vice Principal and Principal meet regularly with teaching and nonteaching members to look at key issues regarding system development, implementation and improvement. The curriculum of all courses is revisited on a regular basis for improvement in order to keep pace with other institutions, university guidelines and to meet the changing requirements of the industry.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/17cv2Y9E03p0D0rClYurt0ZTsEKnXc0x7/view?usp=drive_link
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

SFI believes in hard work and excellence in all dimensions in the way in which the staff and the students get opportunities to learn new skills, meet the global changes. The Institution has well defined perspective plan and policies formulated with the active participation of faculty members, Vice Principal, Principal, Chairperson and other management authorities. The strategic plan and action plan are structured in such a way that the quality policy is driven and implemented at every stage of the process in a decentralised manner.

The policy of the institution is in alignment with the affiliating University SNTD and the UGC. The college level policies are framed and implemented by the IQAC under the supervision of the Vice Principal, Principal and Chairperson. The college has an adequate infrastructural augmentation according to the changing needs. In accordance with the vision of the University, our aim is to provide "quality education" to women by creating opportunities for higher education with professional intent regardless of social or economic background.

To achieve this motto, a well-planned perspective plan has been successfully implemented in the institute criterionwise, keeping in mind the following points:

1. Student support and progression
2. Introduction of certificate courses
3. The academic and industry linkages
4. Internships and projects

5. Implementation of National Education policy (NEP) 2020
Various tasks as per requirement are allocated to the respective departments and academic cell incharge in order to achieve the desired outcome. At the end of the session, the AcademicAdministrative Audit is conducted for further improvements.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute is a self financed institute run by Satyam Charitable Trust and affiliated by SNDT University, Mumbai. The college has formed the College Development Committee. Functioning of the institution is carried out with the help of guidelines provided by the governing body where the policies and procedures are formed under the guidance of the Vice Principal, Principal and Chairperson.

The Governing Body looks into administrative and financial matters. The institute is dedicated to develop intellectual excellence and quality driven policies. The Governing Body, IQAC, all the academic cells work together efficiently to maintain a healthy, vibrant, welcoming and inclusive environment. The institute rejects and condemns all forms of harassment, wrongful discrimination and disrespect. All the faculty members are deputed as class coordinator to ensure effective teaching-learning and mentoring of the students. The librarian supervises the functioning of the library.

The Principal is the chief executive and academic officer of the college. She along with the Vice Principal hold the key responsibilities to the administration, organization of teaching and extra-curricular activities in the college. The role of the IQAC coordinator is to streamline, enhance and give direction to quality initiatives and maintain proper records. Faculty participation in governance promotes diverse ideas, shared responsibility, collaboration, collegiality, and

institutional excellence. All the administrative and academic activities are carried out through a well-defined organogram being practised at the institutional level.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1uuckKTK985mjxhmRtLaTDrDSYjgfnBQe/view?usp=drive_link
Link to Organogram of the Institution webpage	https://satyamfashion.ac.in/Organogram.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Progress of an organization depends on the well-being of its employees. Institution offers welfare schemes for the benefits of the employees. Following welfare schemes are available for teaching and non-teaching staff:

- During the COVID-19 pandemic, the college installed hand sanitizer dispensers in college premises. Also, it helped to provide isolation facility to the Class IV employees.
- The Institute has a performance appraisal system for

incremental analysis of the salaries

- Provision of Medical leave and Earned Leave (applicable to eligible staff) Maternity leave (applicable to eligible staff)
- Advance payment to staff member to meet their emergencies
- Summer and winter vacation to both teaching and non-teaching staff
- Free uniforms for class IV employees
- The College encourages and motivates Teaching Staff for Orientation / Refresher / Short Term Courses as part of faculty development activities
- The College always encourages & motivates Teaching Staff for their Doctoral, Post Doctoral Studies & the Non-Teaching Staff for pursuing higher studies in order to upgrade their qualification.
- Financial support for teaching faculties to attend conferences, workshops
- Conveyance for official duties
- Periodic social gatherings
- Gifts/ bonus on festivals
- First-aid facilities
- Birthday cake and bouquet for teaching & non teaching staff members at department level
- Gymnasium facility, Yoga sessions, Boutique facility and a beauty parlour
- Free health check-up camps are organized for the staff members.
- The College provides infrastructural facilities viz. Computers, Laptops, Desktops, Printers and Scanners to all the departments for smooth functioning of day-to-day academic activities and for personal research of the Faculty members.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1JaSeudrGk3y9GhRfFGM7RZDk-ZQLLBq2/view?usp=drive link
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend

conferences/workshops and towards membership fee of professional bodies during the year

9

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

7

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Quality teaching is imperative for improving student outcomes and achievements. The organization has a well designed performance appraisal system. It is executed with the help of self Appraisal Reports which gives quantitative assessment of the faculty members. A systematic and effective Performance Appraisal System of the Institute provides teaching and non-teaching staff with eloquent appraisals that encourages professional learning and growth. Appraisal System for performance review of the faculty members is conducted by the management of the Institute on the basis of following criteria:

1. A structured "Self- Appraisal Form" is given to each faculty member for evaluation. The Principal & Vice Principal gives their remarks on the performance of the faculty member.
2. Performance Appraisal form for Non-Teaching staff is based on the qualitative and quantitative responses towards performance parameters.
3. Performance Review is conducted at the end of an academic year. Wherever, there is scope for improvement, it is communicated to the concerned faculty/staff through the Vice Principal and Principal.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1f4ByVeokIMdU2PdtZ6R1hwMqseGn0Fxy/view?usp=drive_link
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal-external audits are conducted in the institute regularly as per norms, and are bound to execute on time. All the financial records of the accounts are kept meticulously. Provision of annual balance sheets is there. All the bills and receipts are maintained properly. The Account officer uses all the effective tools for monitoring financial data in the institute. There are two chartered accountants (CA) in the Board of Trustees who advise on financial matters. This leaves no scope for misspending or misuse of valuable resources. Institute conducts auditing by appointing an external auditor who conducts external auditing each year. The external auditing involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The financial audit of our institute was done during financial year 2021-22.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/14qPaXDGPDxAWcZly6Cradle0g9Mh3ujs/view?usp=drive_link
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Being a self-financed institute, fee collection is the only major source of revenue/income generation/ circulation for the institute. The College receives funds from admission fees, tuition fees and hostel fees. The college authorities works on the requirements from all departments and approve the budget according to the needs and requirements of the departments. This is done by taking into consideration the annual intake of students, infrastructure development, students, Salaries, other recurring expenses and promotions and latest technologies etc.

For purchase, a minimum of three quotations are called from vendors. Comparative statement is prepared with cost, quality and specification details. A large number of students have been given fee waiver/ scholarships by management during the year as per decided norm according to merit and humble financial background. The fee waiver given is borne by the management to encourage the economically weaker and meritorious students to pursue their studies. Our initiatives for resource mobilization and its optimal utilization puts in the forefront the quality of education being provided and overall growth of students, as the primary and fundamental objective. The utilization of funds on every aspect was monitored by Vice Principal, Principal and CDC committee and management body for appropriate utilization.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1JrBntaIVYRYSbh5LrWvkNx5wbigg6x00/view?usp=drive_link
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) of the institute plays a vital role in ensuring quality of education through various quality enhancement measures and monitoring mechanisms in the teaching learning process of all the departments. IQAC was started in the year 2017 to monitor the quality of services being provided by the institution to its stakeholders. An IQAC committee is formed and approved by the governing body to take care of Quality assurance strategies and processes. Under the aegis of IQAC, the Exam Coordinator prepared Academic Calendar semester wise and uploaded on the institutional website. The IQAC has taken the following initiatives towards realizing goals of quality enhancement and catalytic improvement in the performance of the Institute. The IQAC has taken initiatives to organize the following activities:

- All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research
- Teachers are encouraged to participate in CAP (Central assessment program) in external examination evaluation processes at the university level
- Preparation of the Academic Calendar and college Prospectus
- Uploading college information on AISHE portal
- Green Audit from an external agency and other eco-friendly activities
- Year-on-year Academic Administrative Audit (AAA) from external members
- Promotion to ICT in the academic process of the institution.
- Preparation of the AQAR & Coordination with NAAC
- E-governance practices
- Organisation of workshops, seminars and other extracurricular activities
- Fire mock drill and other safety measures
- Annual Report
- Publication of journals and newsletters
- National/ International Conference, seminars

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1h_mjLS5rTQUaWO-mdHPVtdrFuCd_WeZf/view?usp=drive_link
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college has a functional IQAC. The Institute reviews its teaching learning process at the end of semester as well as during the session by conducting review meetings through IQAC. Course outcome and program outcome of each subject are used to bring objectivity and strategize the course of teaching and learning for every topic. The faculties go through the syllabus and ensure that all the registered students fulfill the prerequisites of the course. Institutional reviews and implementation of teaching learning reforms are:

- The Academic and Administrative Audit Committee suggests required measures to be taken to reform academic matters and records their implementation.
- The IQAC has outlined a detailed feedback mechanism for the teaching and non-teaching staff along with the student, alumni and parents to cater to the specific necessity on the basis of students' potentials and other required improvements.
- It also directs the respective departments to introduce value added, short term and career oriented certificate courses.
- AQAR is prepared and submitted for each academic session following proper guidelines provided by NAAC wherein all the details of academic and administrative activities is filled criterionwise.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1BSaLI-B5j4TsuTTArQw0U4Nt1q4GOPRU/view?usp=drive_link
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://satyamfashion.ac.in/naac/22-23/2.6.3/2.6.3.1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Being a responsible leading women's institute, SFI knows that gender equity promotes a balanced development and equitable society. Our vision rests on creating a safe space for our girl students by providing a gender sensitive and empowering education.

Various steps have been taken by the institute in order to ensure that women staff within the campus have as much liberty and rights as their male peers. The institute has a dedicated Women's Cell and Internal Complaints Committee (ICC) under the IQAC cell and the college plays a critical role in fostering gender sensitivity in the campus. The institute has a separate girl's hostel with internet facility in each room, canteen with mess, CCTV cameras and common room. The college also formed a Grievance Redressal and Anti- Ragging Cells to address the issue of discrimination, ragging and other grievances.

1. CCTV cameras installed all over the campus to track the activity of students thus ensuring their safety inside the campus.
2. A resident lady warden in the hostel is employed. Suggestion/complaint boxes are made available at defined locations for the students and employees to drop in their cause of concern in the form of a written complaint.
3. Adequate security forces are available in the college 24/7 in the whole campus.
4. Mandatory ID cards are provided to faculty and Students.
5. Visitor's log book maintained at the security gates.
6. The College celebrates International Women's Day with relevant and contemporary themes and organizes other relevant sessions.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1ahyIuu-B_lrn-r-vqfG2Rphm5Se8eG5t3U/view?usp=drive_link
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.satyamfashion.ac.in/naac/22-23/7.1.1/7.1.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy

A. 4 or All of the above

conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institute has taken conscious efforts to enhance and nurture the eco-friendly environment and always strives for a sustainable environment in the campus. The environment of the Institute is eco-friendly. The institute is conscious of its activities generating waste and ensures that all the waste is used and disposed responsibly. A dedicated team of gardeners and housekeeping staff take care of lawns, gardens, plantation, maintenance, etc.

1. Solid waste management: The institute has an effective mechanism for waste management. The vegetable waste and leftover waste from the hostel and canteen is segregated into two categories in suitable bins viz biodegradable and nonbiodegradable waste. The biodegradable waste is dumped into the pit and converted into manure with the help of vermi-compost, which is used later as fertiliser to plants in the campus. Paper waste is utilized by the students for craft work, paper mache and rest is systematically recycled. Non-Biodegradable solid waste is handed over to the municipal approved landfill site. Hazardous Waste of oil from Diesel Generator sets is sold to authorized recyclers.

2. Liquid waste: Grey water and Black water generated is discharged to the municipality's sewer line through a line of network which gets treated by authority at zone level.

3. E-waste: With the consent of E-Waste Committee the Discarded electronic devices such as old desktops, printers, mobiles & machines to be sold to authorised recycler vendors. We organised an E-Waste Awareness Campaign by collaborating with Namo e-

waste management company, an organisation that collects and recycles e-waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.satyamfashion.ac.in/naac/22-23/7.1.3/7.1.3.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

As a responsible educational institution, SFI has demographic diversity as the students vary from different socio-economic backgrounds and come from diverse regions. Diversity is also seen in the parent stakeholders whose occupations range from farmers, postmaster, service class to low level business persons and doctors etc. With respect to the distinctiveness of every student, we try to inculcate the equal environment among all the members of the institution by giving space to each and every stakeholder to participate, explore, enhance and attain their full potential, ultimately making the campus an equitable place.

The institute provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like International Women's day, Yoga day, National Girl Child Day, also promote tolerance and harmony. National festivals like Independence Day and Republic Day are celebrated every year with full vigour. Students organize the teachers' day every year in the College campus to felicitate the teachers. Various other activities like holi & diwali celebrations, and Christmas day are also celebrated by the students.

SFI strictly follows the reservation policies laid out by the Government of India for admissions of students and appointments of teaching and non-teaching staff.

Fees Concession is also given to poor income background students after document verification. Apart from that Scholarships are offered by the institution to the meritorious and financially weaker students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Institution is committed to inculcate the constitutional values among its stakeholders to promote an environment of unity in diversity. Ethical practices and responsible behaviour expected from the staff and students are conveyed in the induction programme. Our institution takes all possible initiatives by conducting several events and programmes for strengthening the students, teaching and non-teaching staff to become more responsible citizens of the country by sensitizing them to the constitution of the country. As more responsible citizens of the country the students are motivated to take part in several activities of the college.

The college also motivates students by celebrating Constitution Day, celebrated on 26th January by highlighting the importance of Indian Constitutional values, duties and responsibilities of citizens. The Flag hosting with National anthem followed by distribution of sweets is the regular practice of the programme.

Environmental Studies as a compulsory subject constitutes the part of curricular teaching and evaluation to sensitize the students on the concept of ecosystem and environment. The college celebrates World Environment Day where the students are sensitized to adopt green practices, conservation of natural resources. Faculty gave various assignments to the students for their better understanding and responsibilities towards the global environment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National festivals inculcate a patriotic environment in which students come together with similar sentiments showing national unity, humanism and their cultural values. The institution believes in the equality of all cultures and traditions as it is noticeable that students belonging to different caste, religion, regions are studying without any intolerance or discrimination. The institute has a tradition of celebrating the Republic Day and Independence Day with full vigour and enthusiasm. The Constitution Day celebration is another

national event which infuses spirit and devotion to the Constitution of our Nation, in commemoration of the adoption of the constitution of India in 1950. Various competitions are organized on the occasion of Gandhi Jayanti, National Handloom Day, Diwali, Holi, Basant Panchmi, Vshwakarma Divas, Hindi Divas etc. Cultural Cell of the college under IQAC organises and manages these events and activities with active participation from the student representatives. Faculty of the institute are also also actively participating in planning for these events. All the events are recorded properly and are documented in the annual report of the college. These celebrations help in promoting and nurturing team spirit and preservation of our cultural and social value system.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. ENVIRONMENTAL AND SOCIAL CONSCIOUSNESS

We as a community can support environmental conservation in a number of ways. Reducing consumption at the source and recycling the materials are the most noteworthy approaches. In order to develop a socially and ecologically conscious workplace culture, our institution upholds the ideals of social and environmental consciousness and seeks to instill these values in the minds of students, staff, and other college stakeholders.

2. ENTREPRENEURIAL AND SKILL DEVELOPMENT PRACTICES

The institution organizes skill development and entrepreneurship programmes to help students develop their potential by educating them on the several facets of industry and entrepreneurship that they would need to establish their

own businesses or jobs. In order to address this, the institute took the initiative and implemented important programmes like Earn While You Learn opportunities, expert lectures and workshops etc. to provide students with the skills they need to regularly engage in productive and entrepreneurial endeavours.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Institute is celebrating more than one and half decade of its meaningful contribution in the promotion of higher education for women with a focus on their sustainable growth through positive industrial tie-ups, faculty expertise and media relationships. The motto of the affiliating university is well-aligned with the vision and mission of the institute i.e. Empowering Women through Education. In the year 2021-22, the institute strived further to add value to its overall vision of Women Empowerment. Many MoUs were signed with various industries, DELNET, Heartfulness Education Trust etc. The students were motivated to attend numerous webinars on various beyond syllabus topics and participated in events and competitions on extra-curricular activities. For promoting research culture, the institute is proudly publishing a biannual research journal entitled 'Design Quest- an Advanced Research Journal on Design' since 2018. The journal is interdisciplinary and will be covering a wide range of design areas intending to all spheres of life. Entrepreneurial and skill development programs are being organised regularly in our institute to nurture the talent of students by enlightening them on various aspects of industrial activity required for setting up their job or start ups. As per the product development policy, the products developed by the students are given various platforms by the institute in the form of exhibition, product selling as well as display in 'Abhivyakti' resource centre. The institute also initiated 'Earn While You Learn' scheme for the students to strengthen their skill sets into various work areas of college development activities.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

As part of the perspective plan of the college, the following points are delineated for action plan in the upcoming year: 1. To prepare for the Assessment and Accreditation through NAAC for the 2nd Cycle - IIQA Submission and other procedural requirements 2. To excel in the quality accreditation process by NAAC 3. To develop relevant MoU with Key organisations for the skill development and certification courses for the students 4. To focus on the Entrepreneurial development through training of the students and provide them the facilities related to exhibitions, competitions, display opportunities etc. 5. To strengthen the Satyam Fashion Institute Alumni Association (SFIAA) by enhanced networking and meetings among the stakeholders 6. To strengthen the Faculty Development activities through encouraging them for attending and participating in the relevant programmes which can be further utilized to guide the students and team 7. To provide better gender sensitivity facilities to the students and staff such as: counselling, safety & security 8. To design an integrated waste management system for optimizing and analysing waste. It will be based on the concept that all aspects of waste management are analysed together. 9. To develop a safe and sound working environmental performance. 10. To conduct the Academic and Administrative Audit (AAA) of the institute for further scope for improvement 11. To organise and conduct staff training activities for their professional development 12. To work on additional certificate/ value added programmes in consultation with the affiliating university under Centre for Holistic Education, Training and Novel Advancements (CHETNA)