



SATYAM FASHION INSTITUTE

Affiliated to SNDT University Mumbai

Re-Accredited by NAAC with Grade 'A' CGPA 3.18

Date: 31.08.24

Notice

IQAC Cell Meeting

This is to inform all the IQAC members that a meeting is scheduled to be held on 2nd September 2024 at 11:00 am in the Conference Room. All are requested to join the meeting on given time to discuss the forthcoming agenda. The agenda of the meeting is attached herewith in Annexure I.


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

Dr. Neetu Malhotra

Vice Principal & IQAC Coordinator

Place: Noida

Dated: 31st August 2024

Distribution:

1. Chairperson
2. Principal
3. Vice Principal
4. Office
5. Cell Members



ANNEXURE I

Agenda of the meeting:

1. Approval of minutes of the previous IQAC meeting and confirmation of action items.
2. Academic planning for 2024–25 with curriculum alignment to SNDT University guidelines and NEP 2020.
3. Implementation of timetable for Academic Year 2024–25
4. Status of semester-wise teaching plan, lesson plan submission, and adherence to academic calendar (July–December 2024).
5. Planning of Orientation Programme and MISS SFI 2024 for New Batch.
6. Academic and Administrative Audit for 2022-23
7. Regular Updates on Mentor-Mentee Reports for Concerned Batches
8. Mandatory Enrollment of New Students in DigiLocker for ABC ID Creation
9. Progress update on new building construction, finalized space and seating plan for academic units, almirah provision, and resource allocation.
10. Planning and status of Academic Calendar and newsletter "Buzzing Bee"
11. NAAC criterion-wise data collection and accreditation responsibilities for 2023–24.
12. Planning of DELNET awareness sessions, e-resources utilization, and SWAYAM–NPTEL awareness among students.
13. Planning Workshops, Skill Development Activities, and Curricular/Extracurricular Programs for Students
14. Status of CHETNA courses planning and execution for leadership and communication skill development.
15. Planning of Student Council 2024–25 election process with transparent criteria.
16. Updates on faculty participation in FDPs, workshops, webinars, and research publications.
17. Planning of National Level Faculty Development Programme with focus on research orientation.
18. Finalization and review of papers for "Design Quest" publication (April–September).
19. Planning of alumni meeting for mentoring, networking, and institutional engagement.
20. Planning of HGH India 2024 exhibition and fashion exhibition participation for students.


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IQAC Cell

Minutes of the Meeting held on 2nd September 2024

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19. Planning of alumni meeting for mentoring, networking, and institutional engagement.
20. Planning of HGH India 2024 exhibition and fashion exhibition participation for students.



Name of persons present:

1. Dr. Neetu Malhotra (IQAC Coordinator & Member Secretary)
2. Dr. M. Alam (IQAC Member)
3. Ms. Priyanka Sarkar (IQAC Member)
4. Dr. Preeti Singh (IQAC Member)
5. Ms. Ishika Sharma (IQAC Member)
6. Ms. Nidhi Yadav (IQAC Member)
7. Ms. Charu Ahluwalia (IQAC Member)
8. Ms. Eashvarya Agarwal (IQAC Member)
9. Ms. Nilofar (Librarian)
10. Ms. Sandhya Chauhan (Technical Staff)
11. Ms. Himendra Gupta- (Industry Expert)
12. Ms. Aarti Bhatia (IQAC student member)
13. Ms. Ms. Anisha Makkar (IQAC student member)
14. Ms. Nidhi Rawat (IQAC student member)
15. Ms. Asheena Grover (Alumni)
16. Ms. Mahima Malik (Alumni)

Summary:

Sr. No.	Item discussed	Person responsible	Deadline (if any)
1	The minutes of the previous IQAC meeting were reviewed and approved.	IQAC Coordinator	–
2	Academic planning for 2024–25 was discussed. It was discussed in the meeting to align curriculum delivery strictly with SNTD University guidelines and NEP 2020 through structured lesson plans and outcome-based education.	Vice-Principal	-
3	Implementation of the timetable for Academic Year 2024–25 was discussed. The finalized timetable will be circulated to all departments to ensure smooth academic functioning.	Timetable Committee	-
4	The status of semester-wise teaching plans and lesson plan submission was reviewed. Faculty members were instructed to adhere strictly to the academic calendar (July–December 2024) and submit plans on time.	Vice-Principal	-



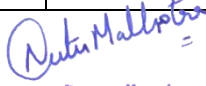
5	<p>Orientation Program and MISS SFI 2024 for the New Batch- The agenda included planning a informative orientation program for the new batch, coupled with the MISS SFI event to encourage engagement and integration. It was also discussed in the meeting that we are inviting Mr. Manish Tripathi (Fashion Designer) as the Guest of Honour for this occasion.</p>	Vice-Principal	--
6	<p>Academic and Administrative Audit (AAA) 2023-24- It was discussed in the meeting that detailed plans for the AAA process, outlining roles, responsibilities, required documentation, and timelines to ensure a thorough and seamless audit process.</p>	All teaching Staff	--
7	<p>Regular Updates on Mentor-Mentee Reports for Concerned Batches- Mentor–mentee report updates were reviewed. Faculty mentors were advised to submit regular reports and address academic and personal concerns of students proactively.</p>	Mentor Coordinators	--
8	<p>Mandatory Enrollment of new students in DigiLocker for ABC ID Creation- As discussed in the previous meeting, It is mandatory for all new students of batch (2024-25) to enroll in DigiLocker to create their ABC ID credentials. All new students have successfully enrolled in Digi Locker, with their ABC IDs now active. The enrollment process was completed within the stipulated timeline, with guidance provided through emails and campus notices.</p>	Class Coordinators	--
9	<p>Update on the Progress of New Building Construction- - The committee reviewed the progress of new building construction, space and seating plan, almirah provision, and resource allocation was reviewed. The committee resolved to monitor progress regularly for timely completion.</p>	Vice-Principal	Ongoing
10	<p>Academic calendar and newsletter ‘Buzzing Bee’- Academic Calendar and newsletter “Buzzing Bee” were discussed. For the Yearly calendar and newsletter ‘Buzzing Bee’ the design finalization, data accumulation and final proofreading will be done by the Vice</p>	Publication Cell	--
11	<p>NAAC Criterion-wise Discussion and Update An update on the NAAC accreditation process was provided, with a focus on the progress of each criterion. Necessary actions were identified to improve performance in specific areas.</p>	Vice-Principal	--



12	<p>DELNET Awareness Session & SWAYAM NPTEL Local Chapter for Students- A session will be organized to familiarize students with DELNET resources, providing guidance on accessing e-books, journals, and databases to support their academic and research needs. Additionally, plans will be implemented to introduce students to SWAYAM NPTEL, emphasizing its online courses and certifications that will enhance skills and support career development.</p>	Library Cell	--
13	<p>Skill development workshops and visits have been planned to provide students with practical exposure and enhance their proficiency in various fields. Faculty members will also focus on organizing additional curricular and extracurricular activities to engage and motivate students. A series of visits have also been scheduled to enrich students' learning experiences, including trips to the Craft Museum and Doll Museum. Furthermore, students will participate in fashion shows and visit the Silk Expo at the International Trade Expo Centre, offering them valuable exposure</p>	All faculties	--
14	<p>Planning and Execution of CHETNA Courses for Students- As discussed in the meeting, the planning and execution of Chetna courses for students aim to enhance their skills in key areas such as personal development, leadership, communication, and industry-specific knowledge. These courses will be strategically planned and integrated into the academic calendar to ensure maximum participation from students.</p>	All faculties	--
15	<p>Selection of Students for the Student Council 2024-25- The meeting deliberated on the selection process for the student council, emphasizing transparent criteria and fair evaluation to identify capable student leaders. This selection will be done by students through offline voting forms. After the received responses we will announce the final names for the designated post of students council 2024.</p>	Vice Principal	--



16	<p>Planning of International Level Faculty Development Programme: As discussed in the meeting, a one-week International Faculty Development Programme (FDP) focusing on “Use of AI Tools in Research” is proposed to be organized in the month of October. The programme will be led by the distinguished resource expert Dr. Puja Ahuja Gupta. This FDP aims to provide valuable insights into the effective use of artificial intelligence tools for research, enhancing research quality, productivity, and innovation. The programme will greatly benefit the participants as well as the faculty members of the institute by strengthening their research capabilities and keeping them updated with emerging AI-driven methodologies.</p>	Vice Principal	--
17	<p>Planning the Alumni Meeting with Office Bearers and Student Representatives- Strategies for the alumni meeting were discussed, focusing on fostering connections, mentorship programs, and exploring avenues for alumni contributions to the institution.</p>	Alumni Cell	--
18	<p>Review and Finalization of Papers for the Upcoming Issue of "Design Quest"- The publication team and editorial board reviewed the papers submitted for the forthcoming issue of <i>Design Quest</i>. After thorough evaluation, they finalized the selected papers and proceeded with their publication.</p>	Publication Cell	--
19	<p>Planning of HGH India 2024 Exhibition for Students- Planning of the HGH India 2024 exhibition were discussed in the meeting, SFI students are set to participate in the B2B Exhibition at India Expo Mart (IEMML), Greater Noida. They showcasing handcrafted products made from materials like jute, beads, and wood. These products, highlighting both functionality and artistic skill, will be available for sale and attract attention from industry professionals and trade buyers.</p>	All faculties	--
20	<p>The meeting concluded with the IQAC Coordinator thanking all members for their active participation and valuable inputs in various matters.</p>	Dr. Neetu Malhotra	--


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Vice Principal & IQAC Coordinator



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Date: 05.11.24

Notice

IQAC Cell Meeting

This is to inform all the IQAC members that a meeting is scheduled to be held on 11th November 2024 at 11:00 am in the Conference Room. All are requested to join the meeting on given time to discuss the forthcoming agenda. The agenda of the meeting is attached herewith in Annexure I.


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

Dr. Neetu Malhotra

Vice Principal & IQAC Coordinator

Place: Noida

Dated: 5th November 2024

Distribution:

1. Chairperson
2. Principal
3. Vice Principal
4. Office
5. Cell Members



ANNEXURE I

Agenda of the meeting:

1. Approval of minutes of the previous IQAC meeting and follow-up on action items.
2. Details of semester examinations and practicals, including schedule, mode of conduct, and evaluation procedures.
3. Review of completion status of AQAR 2023–24, criterion-wise data compilation
4. Planning and resource allocation for subsequent phases of new building construction and functional readiness of spaces for academic year 2025–26.
5. Review of workshops, value-added and skill-based activities, and "Earn While You Learn" initiatives for students, including entrepreneurship opportunities.
6. Progress review of CHETNA courses execution and documentation of attendance, assessments, and learning outcomes for all participating students.
7. Planning of Graduation Ceremony for Batch 2020–24 in line with SNTD University convocation guidelines.
8. Review of newsletter "Buzzing Bee" content, design finalization, data accumulation, and publication timeline for the year-end issue.
9. Status of new and renewed MOUs/collaborations with industry partners and their utilization for internships, industry visits, on-the-job training, and student projects.
10. DELNET membership renewal and promotion of SWAYAM–NPTEL Local Chapter certifications among students and faculty.
11. Review of examination related work: paper setter, paper checking, moderation, and timely mark entry on the university portal.
12. Progress review of AICTE compliance requirements, documentation standards, and reporting submissions for the 2024–25 academic year.


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IQAC Cell

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Name of persons present:

1. Dr. Neetu Malhotra (IQAC Coordinator & Member Secretary)
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Summary:

Sr. No.	Item discussed	Person responsible	Deadline (if any)
1	The minutes of the previous IQAC meeting were reviewed and approved.	IQAC Coordinator	–
2	Details of Semester Examinations and Practicals: The Examination cell discussed the schedule of semester examinations and practical assessments, including the mode of conduct, evaluation procedures, internal assessment guidelines, and compliance with SNDT University norms. The examination cell member was advised to ensure transparency and timely completion of all processes.	Examination Cell	-
3	Review of AQAR 2023–24 Completion Status: The status of AQAR 2023–24 was reviewed criterion-wise. Progress in data compilation, documentation gaps, and evidence collection were discussed. Criterion heads were instructed to submit pending data and ensure accuracy and completeness as per NAAC requirements.	IQAC Cell	-
4	Resource Allocation for New Building Construction: The meeting discussed the seating arrangements for classrooms and offices, provision of almirahs, and allocation of essential furniture and facilities in the new building to ensure functional readiness for the academic year 2025–26.	Vice Principal	-



5	<p>Review of Workshops, Skill-Based Activities, and “Earn While You Learn” Initiatives: In this meeting all the activities were reviewed workshops, value-added courses, and skill-based activities conducted for students. Discussions included strengthening entrepreneurship initiatives, enhancing industry exposure, and expanding “Earn While You Learn” opportunities to improve employability and practical learning.</p>	All faculties	-
6	<p>Progress Review of CHETNA Courses: The execution status of CHETNA courses was reviewed in detail. Documentation related to student attendance, assessments, feedback, and learning outcomes was discussed. Faculty members were advised to maintain systematic records for academic audit and accreditation purposes.</p>	CHETNA Coordinator	-
7	<p>Planning of Graduation Ceremony for Batch 2020–24: The planning of the graduation ceremony was discussed, including venue arrangements, student list verification, protocol, and coordination with SNDT University convocation guidelines. Responsibilities were assigned to ensure smooth execution of the ceremony.</p>	All faculties	-
8	<p>Review of Newsletter “Buzzing Bee”: The heads reviewed the content, design, and data compilation of the institutional newsletter “Buzzing Bee.” The publication timeline for the year-end issue was discussed, and the editorial team was instructed to complete proofreading and finalization within the stipulated timeframe.</p>	Publication Cell	-
9	<p>Status of MOUs and Industry Collaborations: The status of newly signed and renewed MOUs with industry partners was reviewed. Discussions focused on effective utilization of collaborations for internships, industry visits, live projects, on-the-job training, guest lectures, and student research initiatives.</p>	IQAC Cell	
10	<p>DELNET Membership Renewal and SWAYAM–NPTEL Promotion: The renewal status of DELNET membership was discussed. Plans were made to promote awareness and participation in SWAYAM–NPTEL Local Chapter courses and certifications among students and faculty to enhance academic and professional development.</p>	Library Cell	



11	Review of Examination-Related Academic Responsibilities: The examination cell members ensure and reviewed responsibilities related to paper setting, evaluation, moderation, and timely mark entry on the SNTD University portal. Faculty members were advised to strictly adhere to university timelines and quality standards.	Examination Cell	
12	The meeting concluded with the IQAC Coordinator thanking all members for their active participation and valuable inputs in various matters.	Dr. Neetu Malhotra	--


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Date: 04.03.25

Notice

IQAC Cell Meeting

This is to inform all the IQAC members that a meeting is scheduled to be held on 7th March 2025 at 11:30 am in the Conference Room. All are requested to join the meeting on given time to discuss the forthcoming agenda. The agenda of the meeting is attached herewith in Annexure I.


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

Dr. Neetu Malhotra
Vice Principal & IQAC Coordinator

Place: Noida

Dated: 4th March 2025

Distribution:


1. Chairperson
2. Principal
3. Vice Principal
4. Office
5. Cell Members



ANNEXURE I

Agenda of the meeting:

1. Confirmation and Approval of the Minutes of the Previous Meeting
2. Status Update on the Submission of AQAR 2023–24
3. Review of Student Feedback on Academic Quality and Institutional Infrastructure
4. Planning and Proposal for an International Conference on Professional Development
5. Comprehensive Review of Academic Progress and Syllabus Completion for the Academic Year 2024–25 Prior to Year-End Closure
6. Review of Teaching Plans, Syllabus Coverage, and Adherence to Lesson Plans for the Period January–April 2025
7. Status Review of Completion of CHETNA Courses, Certification Processes, and Documentation of Learning Outcomes for 2024–25
8. Review of the Implementation Status of “Earn While You Learn” Schemes
9. Review of the Execution and Compliance of the Graduation Ceremony for Batch 2020–24
10. Updates and Review of the Institutional Newsletter “Buzzing Bee”
11. Status Review of MOUs and Collaborations, Including Activities Conducted Under Existing MOUs (Internships, Expert Talks, and Training Programmes) During the Academic Year
12. Guidance and Promotion of SWAYAM–NPTEL Local Chapter Certification Courses
13. Update on New Book Additions to the Library and Renewal Status of DELNET Membership
14. Planning and Finalization of Paper Setter Appointments and Timely Updating of Marks on the University Portal


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IQAC Cell

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Summary:

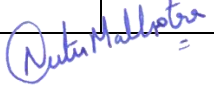
Sr. No.	Item discussed	Person responsible	Deadline (if any)
1	The meeting began with the approval of the minutes from the previous IQAC meeting, ensuring all prior discussions and decisions were accurately documented.	IQAC Coordinator	--
2	Update Regarding the Submission of AQAR 2023-24- During the meeting, the department heads reviewed the progress on completing the AQAR for 2023-24. They agreed to schedule regular meetings to monitor advancements and address any potential issues. Each designated individual will be responsible for completing the criterion-wise data template and ensuring that all necessary uploads is finalized by the established deadlines.	IQAC Cell	--
3	Students' Feedback on Academic Quality and College Infrastructure- IQAC cell will take a student feedback form for quality check of Academic quality and college infrastructure. A questionnaire of institutional survey will be made to take approval. After that it will be filled by students and data will be collected and documented. Feedback collected from students regarding academic quality and college infrastructure was reviewed.	IQAC Cell	--
4	Planning of International Conference for Professional Development: The planning of an international conference focusing on professional development was discussed with the heads. Key aspects such as theme, expert speakers, collaborations, and timelines were deliberated, and it was agreed to initiate preparatory activities.	All Faculties	--



5	<p>Overall Review of Academic Progress and Syllabus Completion for AY 2024–25: The overall academic progress and syllabus completion status for the academic year 2024–25 was reviewed in discussion with the heads. Departments were advised to ensure timely syllabus completion prior to academic year closure.</p>	Vice Principal	-
6	<p>Review of Teaching Plans and Lesson Plan Adherence (January–April 2025): Teaching plans, syllabus coverage, and adherence to lesson plans for the period January–April 2025 were reviewed in discussion with the heads. Faculty members were instructed to strictly follow approved plans and maintain records.</p>	Vice Principal	--
7	<p>Status Review of CHETNA Courses Completion and Documentation: The progress of CHETNA courses for 2024–25 was reviewed with the concerned heads. Completion status, certification, student attendance, assessment records, and learning outcomes documentation were discussed.</p>	CHETNA Coordinator	—
8	<p>Review of Implementation Status of “Earn While You Learn” Schemes: The implementation status of the “Earn While You Learn” schemes was reviewed with the heads. Student participation, assigned work, financial benefits, and learning outcomes were discussed, and suggestions for improvement were recorded.</p>		--
9	<p>Earn while you learn scheme- It was discussed that we can felicitate our students under “Earn while you learn scheme”. In this, students had an opportunity to design their products and college provide platform to these students to enhance & develop the entrepreneur skills.</p>	Vice Principal	--
10	<p>Graduation Ceremony held for batch 2020-24- Graduation ceremony held for 2018-22 batch students as per convocation guidelines of SNTD university. As well as Graduation show will plan by the department of SFI final year students to show their creativity and their collection on the day of show.</p>	Vice Principal & Principal	—



11	Newsletter ‘Buzzing Bee’- For the newsletter ‘Buzzing Bee’ the design finalization, data accumulation and final proofreading will be done by the heads.	Publication Cell	-
12	Status of MOUs and Collaborations: The status of MOUs and collaborations with industry partners was reviewed with the heads. Activities conducted under existing MOUs, including internships, expert talks, training programmes, and student projects during the academic year, were discussed.		-
13	Guidance on Swayam NPTEL Local Chapter Certification Course- In the meeting it was discussed that Library cell members will provided guidance on promoting the Swayam NPTEL Local Chapter certification course to the students and encouraging faculty to motivate students to participate in these online courses for additional learning opportunities.	Library Cell	--
14	The meeting discussed the addition of new books to the library, focusing on updating subject-specific references and incorporating faculty and student suggestions to meet academic needs. It was also agreed to renew the DELNET membership to ensure continued access to a wide range of e-resources, including e-books, journals, and databases, which support academic and research activities. The library team was assigned to finalize the new acquisitions and initiate the renewal process.	Library Cell	--
15	Planning for Paper Setter Appointments and Marks Upload: Planning related to paper setter appointments, moderation processes, and timely updating of marks on the university portal was discussed with the heads to ensure smooth conduct of examinations.	Examination Cell	-


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Dr. Neetu Malhotra
Vice Principal & IQAC Coordinator