



SATYAM COLLEGE OF EDUCATION
(Affiliated to SNDT Women's University, Mumbai)

Minutes of meeting held on: 6th October, 2022

Agenda of the Meeting:

1. NAAC Visit related work update
2. Discussion on Building Expansion plan with special mention of Multipurpose Hall and a Science Lab.

Members Present

1. Dr. Bineeta Agrawal (Chairperson)
2. Ms. Preeti Goel (Coordinator)
3. Ms. Neha Aggarwal
4. Mr. Pradeep Gupta
5. Mr. P.N Sharma
6. Mr. Pramod Chaudhary
7. Ms. Madhu Phull
8. Ms. Vandana Verma
9. Dr. Jyotsna Kohli
10. Ms. Supriti Chauhan, Principal, DPS Gautam buddh Nagar, Noida
11. Ms. Meenakshi Zarabi, Principal, ASPAM Scottish School, Noida
12. Ms. Anjali Singh
13. Ms. Rakhi Khanduri

Minutes of Meeting/Discussion:

Agenda-01

NAAC Visit related work update

NAAC related update was taken by the Coordinator and was further discussed among the members for any suggestions.

Resolution: Speeding up of work was suggested by all the members and timeline was asked to set in for pacing up the work.

Coordinator IQAC
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Noida-201305

Principal
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Resolution:Speeding up of work was suggested by all the members and timeline was asked to set in for pacing up the work.

Agenda-02

Discussion on Building Expansion plan with special mention of Multipurpose Hall and a Science Lab.

Discussion on the need and purpose to build a multipurpose hall and Science Laboratory was initiated by the Chairperson among the members for any suggestions.

Resolution:The place was discussed where a multipurpose hall and Science Laboratory can feasibly be constructed.

Meeting ended with a vote of thanks to the chair.


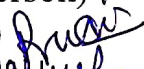
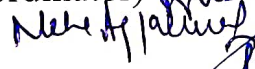
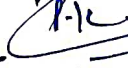



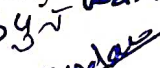
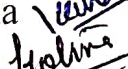

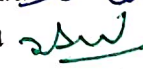
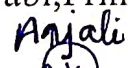



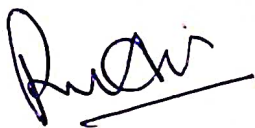
IQAC Coordinator




IQAC Chairperson

Signatures of members present:

1. Dr. Bineeta Agrawal (Chairperson) 
2. Ms. Preeti Goel (Coordinator) 
3. Ms. Neha Aggarwal 
4. Mr. Pradeep Gupta 
5. Mr. P.N Sharma 
6. Mr. Pramod Chaudhary 
7. Ms. Madhu Phull 
8. Ms. Vandana Verma 
9. Dr. Jyotsna Kohli 
10. Ms Supriti Chauhan ,Principal,DPS Gautam buddh Nagar ,Noida 
11. Ms Meenakshi Zarabi,Principal,ASPAM Scottish School,Noida 
12. Ms Anjali Singh 
13. Ms Rakhi Khanduri 



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Action Taken Report on the Meeting of IQAC held on 6.10.2022

Sr. No	Agenda Item	Resolution	Action Taken
01	NAAC Visit related work update	NAAC -cycle I related work has to be completed within stipulated time.	Faculty members and all the concerned staff submitted the completed NAAC work for further checking to the IQAC Cell till 10th October,2022.
02	Discussion on Building Expansion plan with special mention of Multipurpose Hall and a Science Lab.	The place was discussed where a multipurpose hall and Science Laboratory can feasibly be constructed.	Construction will begin from the month of April,2023 with the decision and sanction from the management.

IQAC Coordinator

IQAC Chairperson

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Minutes of the Meeting held on: 19.12.22

Agenda of the meeting:

- PAR Report to be sent
- Updates on AISHE

Members Present

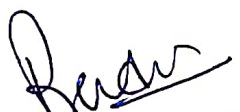
1. Dr. Bineeta Agrawal (Chairperson)
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9. Dr. Jyotsna Kohli
- 10..Ms Supriti Chauhan ,Principal,DPS Gautam buddh Nagar ,Noida
- 11.Ms Meenakshi Zarabi,Principal,ASPAM Scottish School,Noida
- 12.Ms Anjali Singh
- 13.Ms Rakhi Khanduri


Minutes of Meeting/Discussion:

Agenda Item No. 01

PAR Report to be sent

PAR report to be sent only by the end of December itself before Winter Break as discussed.


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Resolution: All the faculty members to be informed and instructed for the above.

Agenda Item No. 02

Updates on AISHE

The members of IQAC discussed and took updates on AISHE, which was under process by the department.

Resolution: Members suggested that this work should be expedited by the concerned authorities.

The meeting ended with a vote of thanks proposed by the IQAC coordinator.

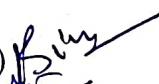
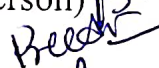
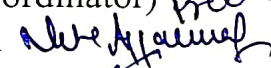
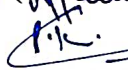
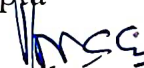

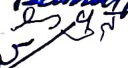

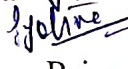


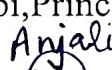



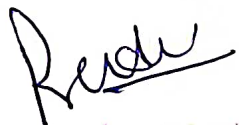
IQAC Coordinator



IQAC Chairperson

Name & Signatures of Members Present

1. Dr. Bineeta Agrawal (Chairperson) 
2. Ms. Preeti Goel (Coordinator) 
3. Ms. Neha Aggarwal 
4. Mr. Pradeep Gupta 
5. Mr. P.N Sharma 
6. Mr. Pramod Chaudhary 
7. Ms. Madhu Phull 
8. Ms. Vandana Verma 
9. Dr. Jyotsna Kohli 
10. Ms Supriti Chauhan, Principal, DPS Gautam buddh Nagar, Noida 
11. Ms Meenakshi Zarabi, Principal, ASPAM Scottish School, Noida 
12. Ms Anjali Singh 
13. Ms Rakhi Khanduri 



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Action Taken Report on the Meeting of IQAC held on 19.12.2022

Sr. No	Agenda Item	Resolution	Action Taken
01	PAR Report to be sent	All the faculty members to be informed and instructed for the above.	Faculty members started filling up the PAR report with assistance of Ms Deepti Mishra (Office Admin Staff)
02	Updates on AISHE	Members suggested that this work should be expedited by the concerned authorities.	AISHE Certificate was received on 20th January, 2023.

IQAC Coordinator

IQAC Chairperson

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Internal Quality Assurance Cell

Minutes of Meeting held on 21st February, 23 at 4.00pm

Name of the person present:

Dr. Bineeta Agrawal	Principal (SCE) & IQAC Chairperson
Ms. Preeti Goel	Industry Head & IQAC Coordinator
Ms. Neha Aggarwal	HOD (Academics)
Ms. Vandana Verma	Assistant Professor
Dr. Jyotsna Kohli	Assistant Professor
Mr. P. N. Sharma	Office Superintendent
Mr. Pramod Choudhary	Administrative officer
Ms. Meenakshi Zarabi	Principal-ASPAM Scottish School, Noida
Ms. Supriti Chauhan	Principal-Delhi Public School Expressways, Greater Noida

Minutes of Meeting (Agenda wise) :

Agenda:

- Reconstitution & Strengthening the IQAC

Resolution:

Following points were discussed for Reconstitution & Strengthening the IQAC

- (a) Unavailability of Ms. Rakhi Khanduri
- (b) Unavailability of Ms. Jyoti Mishra
- (c) Strengthening the IQAC by adding more renowned educationist
- (d) Nomination of a student for IQAC

Item No. 01 (a): Unavailability of Ms. Rakhi Khanduri


Resolution:

Resolved that due to unavailability of Ms Rakhi Khanduri, in place of her Ms. Anjali Singh, Alumna 2017-19 has been nominated from Alumni.

Item No. 01 (b): Unavailability of Ms. Jyoti Mishra

Resolution:

Resolved that due to unavailability of Ms. Jyoti Mishra (resigned from the college), no additional member will be added. As already two administrative members are present in IQAC.


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Item No. 01 (c): Strengthening the IQAC by adding renowned educationist
Resolution:

Resolved that Prof. Aarti Srivastava, Department of Higher and Professional Education, National Institute of Educational Planning and Administration (NIEPA) has been nominated from Industrialist in the IQAC.

Item No. 01 (d): Nomination of a student for IQAC
Resolution:

Resolved that Ms. Nivedita Kohli (Batch 2022-24) has been nominated as an IQAC member.

The meeting ended with a vote of thanks to everyone proposed by the IQAC coordinator.

Name and Signature of the person present:

Dr. Bineeta Agrawal, Principal (SCE) & IQAC Chairperson

Ms. Preeti Goel, Industry Head & IQAC Coordinator

Ms. Neha Aggarwal, HOD (Academics)

Ms. Vandana Verma, Assistant Professor

Dr. Jyotsna Kohli, Assistant Professor

Mr. P. N. Sharma, Office Supritendent

Mr. Pramod Choudhary, Administrative officer

Ms. Meenakshi Zarabi, Principal-ASPAM Scottish School, Noida

Ms. Supriti Chauhan, Principal-Delhi Public School Expressways, Greater Noida

Ms. Preeti Goel

Head Industry & IQAC Coordinator

Dr. Bineeta Agrawal

Principal & IQAC Chairperson

Coordinator IQAC
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Internal Quality Assurance Cell

Action Taken Report on the Meeting of IQAC held on 21st February, 23

S No	Agenda Item	Resolution	Action Taken
1	Reconstitution & the Strengthening IQAC	(a) Unavailability of Ms Rakhi Khanduri (b) Unavailability of Ms Jyoti Mishra (c) Strengthening the IQAC by adding renowned educationist (d) Nomination of a student for IQAC	Planning was implemented.
1(a)	Unavailability of Ms. Rakhi Khanduri	Resolved that due to unavailability of Ms. Rakhi Khanduri, in place of her Ms. Anjali Singh, Alumna 2017-19 has been nominated from Alumni.	Ms Anjali Singh, Alumna 2017-19 was informed and requested to be a part of IQAC.
1(b)	Unavailability of Ms. Jyoti Mishra	Resolved that due to unavailability of Ms. Jyoti Mishra (resigned from the college), no additional member will be added. As already two administrative members are present in IQAC.	No action is required.
1(c)	Strengthening the IQAC by adding renowned educationist	Resolved that Prof. Aarti Srivastava, Department of Higher and Professional Education, National Institute of Educational Planning and Administration (NIEPA) has been nominated as an Industrialist in the IQAC.	Prof. Aarti Srivastava, was informed and requested to be a part of IQAC.
1(d)	Nomination of a student for IQAC.	Resolved that Ms. Nivedita Kohli (Batch 2022-24) has been nominated as an IQAC member.	Ms. Nivedita Kohli was informed and requested to be a part of IQAC.

Ms. Preeti Goel
Head Industry & IQAC Coordinator

Coordinator IQAC
Satyam College of Ed.
C-56A/14 & 15, Sector-62,
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Dr. Binodita Agrawal
Principal & IQAC Chairperson

Principal
Satyam College of Education
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Minutes of the Meeting held on: 04.03.23

Agenda of the meeting:

- Discussion on the status of the permanent affiliation of the Institute
- Preparations for Graduation Ceremony

Members Present

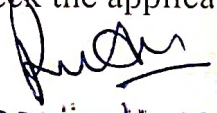
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9. Dr. Jyotsna Kohli
10. Ms Supriti Chauhan, Principal, DPS Gautam buddh Nagar ,Noida
11. Ms Meenakshi Zarabi, Principal, ASPAM Scottish School, Noida •
12. Prof. Arti Shrivastava, Department of Higher and Professional Education (NIEPA)
13. Ms. Nivedita Kohli
14. Ms. Anjali Singh

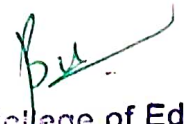
Minutes of Meeting (Agenda wise):

Agenda Item No. 01

Discussion on the status of the permanent affiliation of the Institute

Resolution: It is discussed that the Institution has applied for permanent affiliation or recognition last year. It was reported by the office that all related documents are also submitted to the SNDTW University. A follow up must be taken by the office to check the application status.


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Agenda Item No. 2

Preparations for Graduation Ceremony

The letter from University regarding the Graduation Ceremony to be held within 30 days of ceremony held at University, Mumbai was also discussed.


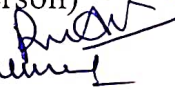
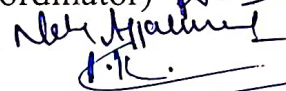

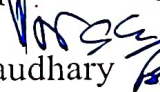
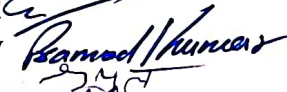


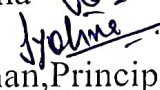


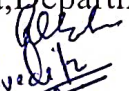
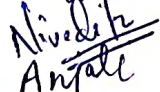
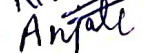
Resolution: 18th March, 2023 got finalized as the date for organizing the Graduation Ceremony. All arrangements and planning would be communicated to the concerned members.

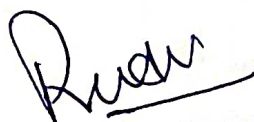
The meeting ended with a vote of thanks proposed by the IQAC coordinator.



IQAC Coordinator


IQAC Chairperson

Name & Signatures of Members Present

1. Dr. Bineeta Agrawal (Chairperson) 
2. Ms. Preeti Goel (Coordinator) 
3. Ms. Neha Aggarwal 
4. Mr. Pradeep Gupta 
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Action Taken Report on the Meeting of IQAC held on 04.03.23

Sr. No	Agenda Item	Resolution	Action Taken
01	Discussion on the status of the permanent affiliation of the Institute	A follow up must be taken by the office to check the application status. and should be communicated to the stakeholders..	Office took updations from the University regarding the present Application status of Permanent Affiliation and expected visit of the University Committee.
02	Preparations for Graduation Ceremony	All the faculty members to be informed and instructed to make the necessary arrangements.	Graduation Ceremony was organized successfully on 18th March,2023.

IQAC Coordinator

IQAC Chairperson

Coordinator IQAC
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Principal
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