



**SATYAM COLLEGE OF EDUCATION, NOIDA**  
**Minutes of meeting held on: 3rd May, 2019**

**Agenda of the Meeting:**

- Requirement of additional lift
- Biometric attendance for Students

**Members Attended:**

1. Dr. Bineeta Agrawal (Chairperson)
2. Ms. Preeti Goel (Coordinator)
3. Ms. Neha Aggarwal (Member)
4. Mr. Pradeep Gupta
5. Mr. P.N Sharma
6. Mr. Pramod Chaudhary
7. Ms. Jyoti Mishra
8. Ms. Madhu Phull
9. Ms. Anjali Singh
10. Ms. Rakhi Khanduri
11. Ms. Vandana Verma

**Minutes of Meeting/Discussion:**

- It was proposed in the meeting that there is requirement of one more lift as the existing lift posed maintenance issues at times which made accessibility to Third & Fourth Floor a challenge for all.
- Matter of biometric Attendance of students was raised and discussed in detail. Suggestions were given to install the biometric machines on the floor.

**Action Taken Report:**

- Proposal for one more lift was forwarded to management and was accepted gracefully.
- Biometric machines for students to be installed by October 2019 were decided.

Meeting ended with vote of thanks to the chair.


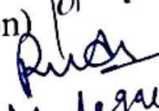



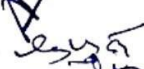
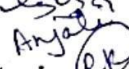



**IQAC Coordinator**



**IQAC Chairperson**

Signatures of Members present:

1. Dr. Bineeta Agrawal (Chairperson) 
2. Ms. Preeti Goel (Coordinator) 
3. Ms. Neha Aggarwal (Member) 
4. Mr. Pradeep Gupta 
5. Mr. P.N Sharma 
6. Mr. Pramod Chaudhary 
7. Ms. Jyoti Mishra 
8. Ms. Madhu Phull 
9. Ms. Anjali Singh 
10. Ms. Rakhi Khanduri 
11. Ms. Vandana Verma 



**Coordinator IQAC**  
Satyam College of Education  
C-56A/14 & 15, Sector-62,  
Noida-201305



**Principal**  
Satyam College of Education  
C-56A/14 & 15, Sector-62,  
NOIDA-201305



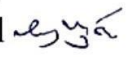
**SATYAM COLLEGE OF EDUCATION, NOIDA**

**Minutes of meeting held on: 21st October, 2019**

**Agenda of the Meeting:**

- Stage to be constructed within the premises for events of College

**Members Attended:**

1. Dr. Bineeta Agrawal (Chairperson)
2. Ms. Preeti Goel (Coordinator)
3. Ms. Neha Aggarwal (Member)
4. Mr. Pradeep Gupta
5. Mr. P.N Sharma
6. Mr. Pramod Chaudhary
7. Ms. Jyoti Mishra
8. Ms. Madhu Phull 
9. Ms. Vandana Verma
10. Dr. Yogita Goel

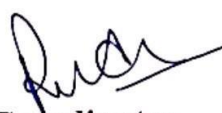
**Minutes of Meeting/Discussion:**

- Cell suggested that a permanent stage shall be constructed to organize all the events for which temporary stage was installed every time. The place was discussed where the stage can feasibly be constructed.

**Action Taken Report:**

- Construction began with the decision and sanction from the management.

Meeting ended with vote of thanks to the chair.

  
IQAC Coordinator

  
IQAC Chairperson

**Signatures of members present:**

1. Dr. Bineeta Agrawal (Chairperson) *Bineeta*
2. Ms. Preeti Goel (Coordinator) *Preeti*
3. Ms. Neha Aggarwal (Member) *Neha Aggarwal*
4. Mr. Pradeep Gupta *P.K.*
5. Mr. P.N Sharma *P.N.*
6. Mr. Pramod Chaudhary *Pramod Chaudhary*
7. Ms. Jyoti Mishra *Jyoti*
8. Ms. Madhu Phull *Madhu*
9. Ms. Vandana Verma *Vandana*
10. Dr. Yogita Goel *Yogita*

*Preeti*  
Coordinator IQAC  
Satyam College of Education  
C-56A/14 & 15, Sector-62,  
Noida-201305

*Bineeta*  
Principal  
Satyam College of Education  
C-56A/14 & 15, Sector-62,  
NOIDA-201305





**SATYAM COLLEGE OF EDUCATION, NOIDA**  
**Minutes of meeting held on: 2 December, 2019**

**Agenda of the Meeting:**

- Planning of Graduation Ceremony in College Premises

**Members Attended:**

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. Jyoti Mishra
8. Ms. Madhu Phull
9. Ms. Anjali Singh
10. Ms. Vandana Verma

**Minutes of Meeting/Discussion:**

- Cell suggested and discussed upon organizing the graduation Ceremony in College Premises for all the Departments as the stage is also ready for use. The letter from University regarding the graduation ceremony to be held within 15 days of ceremony held at University, Mumbai was also discussed and decision was taken to organize one in the coming year.

**Action Taken Report:**

- It was decided that Graduation ceremony will be held in college for the present session in February for all the departments.

Meeting ended with vote of thanks to the chair.

**IQAC Coordinator**

**IQAC Chairperson**

**Signatures of members present:**

1. Dr. Bineeta Agrawal (Chairperson) *Bineeta*
2. Ms. Preeti Goel (Coordinator) *Preeti*
3. Ms. Neha Aggarwal *Neha Aggarwal*
4. Mr. Pradeep Gupta *Pradeep*
5. Mr. P.N. Sharma *P.N. Sharma*
6. Mr. Pramod Chaudhary *Pramod Chaudhary*
7. Ms. Jyoti Mishra *Jyoti*
8. Ms. Madhu Phull *Madhu*
9. Ms. Anjali Singh *Anjali*
10. Ms. Vandana Verma *Vandana*

*Preeti*  
Coordinator IQAC  
Satyam College of Education  
C-56A/14 & 15, Sector-62,  
Noida-201305

*Bineeta*  
Principal  
Satyam College of Education  
C-56A/14 & 15, Sector-62,  
NOIDA-201305



**SATYAM COLLEGE OF EDUCATION**  
**Minutes of meeting held on: 22nd January, 2020**

**Agenda of the Meeting:**

- First Graduation Ceremony in College premises with University guidelines

**Members Attended:**

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. Jyoti Mishra
8. Ms. Madhu Phull *→ 3/2*
9. Ms. Anjali Singh
10. Ms. Rakhi Khanduri
11. Ms. Vandana Verma

**Minutes of Meeting/Discussion:**

- Committees were formed for the Graduation ceremony and responsibilities were assigned to each Principal & Head of the Departments to assign work further.
- The members decided that guidelines and procedure of convocation ceremony followed in SNDT University are to be adopted and adhered to. Band of students and procession is to be organized for the ceremony as done in University convocation ceremony.

**Action Taken Report:**

- Duty charts were prepared and displayed in the departments.
- All members were instructed about the protocols to be kept in mind and also the guidelines of University.

Meeting ended with vote of thanks to the chair



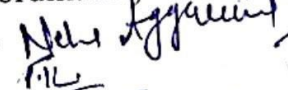
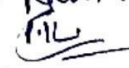
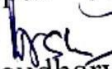

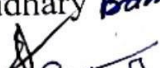
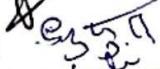
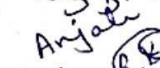





**IQAC Coordinator**




**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. Jyoti Mishra 
8. Ms. Madhu Phull 
9. Ms. Anjali Singh 
10. Ms. Rakhi Khanduri 
11. Ms. Vandana Verma 



**Coordinator IQAC**  
Satyam College of Education  
C-56A/14 & 15, Sector-62,  
Noida-201305



**Principal**  
Satyam College of Education  
C-56A/14 & 15, Sector-62,  
NOIDA-201305





**SATYAM COLLEGE OF EDUCATION**  
**Minutes of virtual meeting held on: 27th March, 2020**

**Agenda of the Meeting:**

- Online classes and work from home
- Online Simulations

**Members Attended:**

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. Jyoti Mishra
8. Ms. Madhu Phull
9. Ms.Anjali Singh
10. Ms. Vandana Verma
11. Ms. Supriti Chauhan
12. Ms. Meenakshi Zarabi

**Minutes of Meeting/Discussion:**

- Classes to be conducted online due to Pandemic and Lockdown in Nation were discussed among the members online.
- Online platform to be selected for conducting online classes was discussed upon .
- Simulations will be taken online from students as part of Internship was discussed and decided upon online mode.

### Action Taken Report:

- Various platforms were explored and Google Meet and Zoom was decided upon and all were instructed to use the same.
- Online simulations were taken up.

Meeting ended with vote of thanks to the chair.



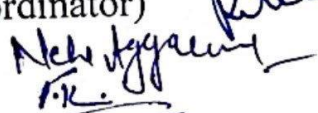
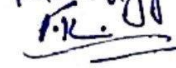
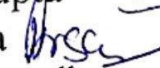



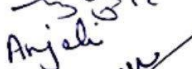

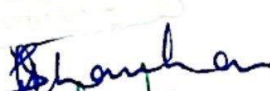



**IQAC Coordinator**



**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. Jyoti Mishra 
8. Ms. Madhu Phull 
9. Ms. Anjali Singh 
10. Ms. Vandana Verma 
11. Ms. Supriti Chauhan 
12. Ms. Meenakshi Zarabi 



Principal  
Satyam College of Education  
C-56A/14 & 15, Sector-62,  
NOIDA-201305

Principal  
Satyam College of Education  
C-56A/14 & 15, Sector-62,  
NOIDA-201305