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SIDANA INSTITUTE OF EDUCATION

Approved by NCTE | Permanently Affiliated to Guru Nanak Dev University | Accredited by NAAC

Khiala Khurd, Ram Tirath Road, Amritsar, Punjab, 143109

THE THIRD MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) Academic Session 2015-16

Date: 20-10-2015

Time: 11.00 AM

Venue: Principal's Office

AGENDA

AGENDA:

1. Approval of minutes of 2nd IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To start best practices by the institute for society
4. To update website w.r.t. to change in norms and standards
5. Environmental audit: Reporting progress:
6. Any other Issue with the special permission of the chair.

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC 1st Meeting

3rd Meeting Dated 17-10-2015

The 3rd IQAC meeting for Academic Session 2015-16 was held on 20.10.2015. The following members attended the meeting.

#	Post Held	Name of the Members
1.	Principal as Chairperson	Dr. Jeewan Jyoti Sidana
2.	IQAC Coordinator	Mr. DarshPreet Singh Bhullar
3.	Faculty Members	Mrs. Kanika Bhatia Mrs. Pawandeep Kaur Mrs. Rupinder Kaur Ms. Harneet Kaur Ms. Rajni Kansra
4.	Management Representation	Mr. Arwinder Kumar Mr. Shashi Pal Ms. Sukhjot Kaur Mr. Puneet Salwan
5.	Connoisseur from the field of Education	Dr. TR Sikka
6.	Illustrious person from Industry	Mr. Sandeep Kaura
7.	Administrative Representative	Mr. P.S Gill Ms. Samridhi Mittal Mr. Sahipal
8.	Alumni Representative	Ms. Viney Sharma Mrs. Harpreet Singh
9.	Student Representative	Ms. Manisha Ms. Sonali

The Chairperson Dr. Jeewan Jyoti Sidana welcomed the members for the 2nd meeting followed by review presentation made by Mr. Darshpreet Singh Bhullar, Coordinator of IQAC.

The following points were discussed in the meeting

Agenda 1: Approval of minutes of 1st IQAC Meeting

Proposed By: Mr. Darshpreet Singh Bhullar

Resolution: The 1st IQAC meeting was held on 18-07-2015 at 11:00 a.m. The minutes of meeting were readout with a formal discussion with all IQAC members. These minutes of meeting of were approved by the IQAC members.

Agenda 2: Action taken report on the decisions of the previous meeting

Proposed By: Mrs. Kanika Bhatia

Resolution:

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	To overview of Admission process 2015-17	Mrs. Kanika Bhatia informed to all the IQAC members all the necessary arrangements was made and same implemented for the admission process. As per the new admission policy admission process was carried out.
2	Analysis of result 2014-15.	Analysis of result 2014-15 batch discussed by the examination in charge Mrs. Kanika Bhatia with all members. She explained all the parameters of results with comparative analysis of results with their earlier performance. She also shed light on the comparative analysis and with neighboring institutions in relation to final results declared by the university.
3	To Extend more committees for wide ranging engagement with society.	For the smooth working of institute different committee form for the quality assurance. Different coordinator of different committee assigned duties and wide range of activities assigned to different committee. It was contended that it brings more participation of the larger staff of the institution. Members agreed to the suggestion as a matter of policy.
4	To Organize International Conference.	The coordinator of IQAC informed that Two Day International Conference was organized on the topic "Quest for Excellence in Higher Education" on 17 th and 18 th October 2015 in collaboration with The Learning Community and Global Educational Research Association (GERA). In this conference more than three hundred participants from different countries take part in it and presented different research papers on different topics.
5	To conduct Workshops & interactive sessions for students and teachers	In the past three months different workshop were conducted for the students and faculty members. One weak faculty development programme was conducted






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		for the faculty members at campus.
6	Any other Issue with the special permission of the chair.	NIL

Agenda 3: To start best practices by the institute for society: -

Proposed By: Dr. TR Sikka

Resolution: Dr. TR Sikka suggested to start a practice of "Reaching Out: Strengthening Ties with the Community". It helps to cultivate a sense of social responsibility in the society member's and inspire community work that would also help in bridging gap between all. He also recommended to inculcate sensitivity and responsibility towards environment in our nearby villages, to make the campus eco-friendly, the college will maintain ornamental gardens, biodiversity through our herbal garden, conserve water through water harvesting and scientific biodegradable waste management through Vermi Compost pit

Agenda 5: To update website w.r.t to change in norms and standards

Proposed By: Mr. Shashi Pal

Resolution: Posting all upcoming events of the college, documenting and uploading of video content for community use. It is also recommended by the IQAC member to update the website as per new norms and standard of NCTE and Guru Nanak Dev University Amritsar.

Agenda 5: To Conduct Environmental audit

Proposed By: Mr. Arwinder Kumar

Resolution: Coordinator reported the progress of the conversation with Centre for Science and Education (CSE) on using their Eco-Survey tool, which started in July. This survey is to be done by students of Eco-club cell with teachers as guides. Institution is in talks with CSE team to sign a memorandum of understanding (MOU) which shall pave way for collaboration with the organization. This may be in the form of orientation, talks, workshops, etc.

Agenda 6: Any other Issue with the special permission of the chair.

IQAC Coordinator Mr. Darshpreet Singh Bhullar proposed the date for the next meeting and it was unanimously decided to be held in third week of January 2016. The meeting ended with formal vote of thanks by IQAC Chairperson Dr. (Mrs.) Jeewan Jyoti Sidana.

Mr. DarshPreet Singh Bhullar
IQAC Coordinator
Assistant Professor
Sidana Institute of Education
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Dr. (Mrs.) Jeewan Jyoti Sidana
IQAC Chairperson
Principal
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CC:

1. All committee members.
2. SIE Office.