



SIDANA
INSTITUTES
AMRITSAR

SIDANA INSTITUTE OF EDUCATION

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

www.sidanainstitutes.com
sie.amritsar@gmail.com

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

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

Date: 16.01.2016

Time: 11.00 AM

Venue: Principal's Office

AGENDA

Agenda:

1. Approval of minutes of 1st IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To discuss about preparation of AQAR
4. To include Training and Placement Officer in IQAC
5. To purchase of new equipment for resource room developments development
6. To Up gradation of library facilities
7. Any other Issue with the special permission of the chair

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC 4th Meeting

4th Meeting Dated 16.01.2016

The 4th IQAC meeting for Academic Session 2015-16 was held on 16.01.2016. 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



SIDANA
INSTITUTES
AMRITSAR

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

www.sidanainstitutes.com
sie.amritsar@gmail.com

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 3rd 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: Ms. Rajni Kansra

Resolution:

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	To start best practices by the institute for society.	With reference the minutes of meeting policy for the best practices by the institute for the faculty members and students developed for the current session and circulate on the main notice board for the students. Copy of policy is also circulated with all the faculty members for the better understanding. The goal of this practice is to appreciate the work done by the teaching staff, non-teaching staff and students of the institute and motivate them to excel in their areas of expertise.
		With the recommendation of Dr. TR Sikka best practice by the college for the society with name "Reaching Out: Strengthening Ties with the Community" is started in the nearby villages. Also other best practices started at institute level like to make the campus eco-friendly, the college maintained ornamental gardens, herbal garden, conserve water through water harvesting and scientific biodegradable waste management through Vermi Compost pit.
2	To update website w.r.t to change in norms and standards	For accurate and updated information website is undated as per the requirement. All the upcoming events of the college, documenting and content videos uploaded on the website for community use. Further new pupations done as per the requirement of NCTE and Guru Nanak Dev University Amritsar.
3	To Conduct Environmental audit	Coordinator reported that progress of Eco-Survey tool conducted for the Environmental audit. 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



SIDANA
INSTITUTES
AMRITSAR

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

www.sidanainstitutes.com

sie.amritsar@gmail.com

		memorandum of understanding (MOU) which shall pave way for collaboration with the organization. This may be in the form of orientation, talks, workshops, etc.
4	Any other Issue with the special permission of the chair.	NIL

Agenda 3: To discuss about preparation of AQAR

Proposed By: Mr. DarshPreet Singh Bhullar

Resolution: Dr. Jeewan Jyoti Sidana explained the importance of preparation of AQAR. The AQAR would help in systematic documentation of various activities and important information related to teaching-learning process. The AQAR will be prepared for the academic year 2017-18 and same will be forwarded to the NAAC.

Agenda 4: To include Training and Placement Officer in IQAC

Proposed By: Mr. Puneet Salwan

Resolution: Mr. Puneet Salwan suggested to all the members of IQAC that Training and Placement Officer of Sidana Institute of Education should be included in the team of IQAC for getting the important information regarding Training & Placement activities. The views of TPO would be of significant help in the functioning of IQAC.

Agenda 5: To purchase of new equipment for resource room developments development

Proposed By: Mrs. Kanika Bhatia

Resolution: Mrs. Kanika Bhatia informed to committee members that there is need to purchase new equipment for the various resource center to cater the needs of the students. The committee members suggested to constitute the review committee and identify the needs and requirement and purchase the items according to the needs immediately. The suggestion of Mrs. Kanika Bhatia appreciated by the committee members.

Agenda 5: Up gradation of library facilities

Proposed By: Ms. Samridhi Mittal

Resolution: Mrs. Samridhi Mittal suggested to need to add more reading resources in the library. She further suggested to add new e-books and subscription of science-direct, general reading books and current affairs, educational journals and good reference books.

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 April 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

Khiala Khurd, Ram Tirath

Amritsar-143109, Punjab

CC:

Dr. (Mrs.) Jeewan Jyoti Sidana

IQAC Chairperson

Principal

Sidana Institute of Education

Khiala Khurd, Ram Tirath

Amritsar-143109, Punjab

1. All committee members. 2. SIE Office.