



SIDANA
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SIDANA INSTITUTE OF EDUCATION

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

THE FIFTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) Academic Session 2016-17

Date: 16.04.2016

Time: 11.00 AM

Venue: Principal's Office

AGENDA

Agenda:

1. Approval of minutes of 4th IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. To form coordinating committees for effective and efficient working in and outside the campus.
4. To appoint counselor at institute level for students and employees.
5. Strengthening training and placement cell.
6. Plan of Action of Academic year 2016-17.
7. Any other Issue with the special permission of the chair.

Internal Quality Assurance Cell (IQAC) Minutes of IQAC 5th Meeting

5th Meeting Dated 16.04.2016

The 4th IQAC meeting for Academic Session 2015-16 was held on 16.04.2016. 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. Nishtha Ms. Sonia Sandhu

The Chairperson Dr. Jeewan Jyoti Sidana welcomed the members for the 5th meeting followed by review presentation made by Mr. Darshpreet Singh Bhullar, Coordinator of IQAC.



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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 were approved by the IQAC members.

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

Proposed By: Mrs. Pawandeep Kaur

Resolution:

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	To discuss about preparation of AQAR	Systematic documentation of various activities were recorded and important information related to teaching-learning process for the updation of AQAR. The AQAR prepared for the academic year 2015-16 and same will be forwarded to the NAAC through Principal.
2	To include Training and Placement Officer in IQAC	Detailed information was collected from the placement cell with the due approval of Training and Placement Officer of Sidana Institute of Education. The required information forwarded to Principal for the further necessary actions. It is also instructed to TPO to attend next meetings with complete report of placement done of previous batches.
3	To purchase of new equipment for resource room developments	As per the recommendation of Welfare Committee all the required equipment for the various resource center purchased for the proper functioning of all the resource rooms. Also new teaching learning material is purchased for the new session for disseminating information in effective way. Mrs. Kanika Bhatia appreciated the timely efforts made by the management for purchasing the required items.
4	Up gradation of library facilities	Library upgradation was done different reading resources. New e-books, subscription of science-direct, general reading books and current affairs, educational journals and plenty of reference books were purchased and handed over to the librarian.
5	Any other Issue with the special permission of the chair.	Nil

Agenda 3: To form coordinating committees for effective and efficient working in and outside the campus

Proposed By: Mr. DarshPreet Singh Bhullar

Resolution: For the effective functioning of all the units in closed relations with each units there is need of general coordinating committees. This will improve the quality of good teaching, good governance, administration and effective communication between all the members. It is also suggested to develop new policy for all teaching and non teaching faculty members for effective working within and out the campus. Committee members immediately appoint Mr. P.S. Gill senior admin officer as Coordinator of coordinating committees for effective and efficient working.

Agenda 4: To appoint counselor at institute level for students and employees

Proposed By: Mrs. Navneet Kaur Bhangu

Resolution: Mrs. Navneet Kaur Bhangu recommended there is need to appoint counselor to perform the personal level counseling as well as academic counseling for teachers and students for good mental health. All the members agreed with the suggestion and recommended to the management for the appointment of counselor at institute level counselor for the academic year 2016-17.

Agenda 5: Strengthening training and placement cell

Proposed By: Mrs. Kanika Bhatia

Resolution: Mrs. Kanika Bhatia updated the placement activities with the committee for the current session. It was decided to strengthen the placement cell through career oriented training to the students. Further it was decided to organize one day workshop to spread awareness among the students. For this all members become agreed to do request to District Carrier Guidance office and key speaker for the one day work for the students.

Agenda 6: Plan of Action of Academic year 2016-17

Proposed By: Mr. DarshPreet Singh Bhullar

Resolution: The future plans of Action for next academic year


- to strengthen the ICT, to implant Lecture captivating system in the institution,
- to encourage and support students with their own video channels,
- conducting activities to promote reative skills of students
- to provide a platform to display their creativity.
- Start initiatives for an ecofriendly learning space,
- to conducting student focused academic and skills development activities.

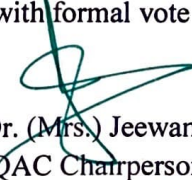
The institution plans to focus more on research and Development in the next Academic year by increasing the publications of faculty and also motivating students community to write research papers.

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 July 2016. The meeting ended with formal vote of thanks by IQAC

Chairperson Dr. (Mrs.) Jeewan Jyoti Sidana.


Mr. DarshPreet Singh Bhullar
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Assistant Professor
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Dr. (Mrs.) Jeewan Jyoti Sidana
IQAC Chairperson
Principal
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Khiala Khurd, Ram Tirath
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CC:

- All committee members.
- SIE Office.