



SIDANA
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AMRITSAR

SIDANA INSTITUTE OF EDUCATION

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

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

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

Date: 16.07.2016

Time: 11.00 AM

Venue: Principal's Office

AGENDA

Agenda:

1. Approval of minutes of 5th IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. To conduct Faculty Development Programme.
4. To take note of the report of the Academic Audit for the year 2016-2017.
5. To celebrate National and International Days.
6. Evaluate the reports of the Institutes.
7. Any other Issue with the special permission of the chair.

Internal Quality Assurance Cell (IQAC) Minutes of IQAC 6th Meeting

6th Meeting Dated 16.07.2016

The 6th IQAC meeting for Academic Session 2015-16 was held on 16.07.2016. 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.

The following points were discussed in the meeting

Agenda 1: Approval of minutes of 5st IQAC Meeting

Proposed By: Mr. Darshpreet Singh Bhullar

Resolution: The 5th IQAC meeting was held on 14-04-2016 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 form coordinating committees for effective and efficient working in and outside the campus	Mr. P.S. Gill Senior Admin Officer of Sidana Institute of Education nominated to head the Coordination Ccommittee. as per the guide lines of IQAC. Mr. P.S. Gill is performing duty as Coordinator of Coordinating committee. For the effective functioning of all the units started working in closed relations with each units. Within the action of this committee there is improvement in all aspect of institute like teaching, good governance, administration and effective communication between all the members. New policy for all teaching and non teaching faculty members for effective working within and out the campus framed.
2	To appoint counselor at institute level for students and employees	Appointment of counselor was made on the institute level to perform academic counseling and personal counseling for teachers and students for good mental health. Now the counselling cell is working effectively as per the requirement of the institute.
3	Strengthening training and placement cell	Mrs. Kanika Bhatia updated the placement activities with the committee for the current session. The placement cell started career oriented training to the students. One day workshop organized to spread awareness among the students. For this District Carrier Guidance office give information in details and share plenty of avenues for the placement.
4	Plan of Action of Academic year 2016-17	With the planning committee's recommendations the plan of action for current academic year started to strengthen all the points. Mr. P.S. Gill Admin Officer of Sidana Institute of Education coordinating committee performing duty as chairman for the plan of actions for the current academic session. The work is started to strengthen the ICT cell, implemented lecture capturing system. Initiatives for an ecofriendly learning space is started. Remaining activities are in process.
5	Any other Issue with the special permission of the chair.	Nil

Agenda 3: To conduct Faculty Development Programme

Proposed By: Mr. DarshPreet Singh Bhullar






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Resolution: The chairperson of the IQAC told that Faculty Development Programme should be regular feature of the institute. Institute should organize Faculty Development Programme on different theme for the overall development. The FDP Committee consisting of the IQAC chairman, IQAC Coordinator, The Strategic Plan Director and the Chief Administrative officer were asked to find a new theme or rework on the existing theme, to make it more creative and conduct immediately for all the faculty members.

Agenda 3: To take note of the report of the Academic Audit for the year 2017-2018.

Proposed By: Mr. DarshPreet Singh Bhullar

Resolution: The report of the Academic Audit for the year 2017-18 was presented before the IQAC members in the meeting. It was noted that the Auditors need more training and briefing before the next exercise, as more standardization of the process is required.

Agenda 3: To celebrate National and International Days.

Proposed By: Mr. DarshPreet Singh Bhullar

Resolution: As our institute producing teachers for the nation and nation builders should be aware and sensible citizen. For disseminating knowledge among them institute should celebrate days having importance at National and International level. We can organize Speech, declamation, poem recitation on the themes related to days. There are number of activates for the different days.

Agenda 3: To evaluate the reports of the Institutes for better improvement.

Proposed By: Mr. DarshPreet Singh Bhullar

Resolution: There is internal mechanism of collecting feedback from students, teachers and administrative staff of the institute for the quality improvement of systems. Different reports and feedback Performa to be evaluated from all the aspects. After the report detailed analysis should be done for the improvement for future. All the members assigned duty to Mrs. Kanika Bhatia for the evaluation of different reports and feedback performa.

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

Resolution: 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 October 2016. The meeting ended with formal vote of thanks by IQAC Chairperson Dr. (Mrs.) Jeewan Jyoti Sidana.

Darshpreet Singh

Mr. DarshPreet Singh Bhullar
IQAC Coordinator
Assistant Professor
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Dr. (Mrs.) Jeewan Jyoti Sidana
Dr. (Mrs.) Jeewan Jyoti Sidana
IQAC Chairperson
Principal
Sidana Institute of Education
Khiala Khurd, Ram Tirath
Amritsar-143109, Punjab

CC:

1. All committee members.
2. SIE Office.