



SIDANA
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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

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

Date: 15.10.2016

Time: 11.00 AM

Venue: Principal's Office

AGENDA

Agenda:

1. Approval of minutes of 6th IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. To discuss about workshops/seminar and Seminars and conference to be conducted in session 2016-17.
4. To discuss about the updates of AQAR.
5. To discuss use of social media effectively to create awareness and marketing about the activities and new initiatives.
6. Any other Issue with the special permission of the chair.

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC 6th Meeting

7th Meeting Dated 15.10.2016

The 7th IQAC meeting for Academic Session 2016-17 was held on 15.10.2016. 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 7th 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 6st IQAC Meeting

Proposed By: Mr. Darshpreet Singh Bhullar



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Resolution: The 6th IQAC meeting was held on 16-07-2016 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 previousmeeting

Proposed By: Mrs. Kanika Bhatia

Resolution:

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	To conduct Faculty Development Programme	One weak Faculty Development Programme arranged for the faculty members of the institute. Institute on different themes day wise for the overall development. The FDP Committee consisting of the IQAC chairman, IQAC Coordinator, The Strategic Plan Director and the Chief Administrative officer given instruction to attend faculty development programme at different university time to time. Study leave and finical assistance is provided to the faculty members by the institute
2	To take note of the report of the Academic Audit for the year 2017-2018.	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.
3	To celebrate National and International Days.	List of different activities with reference to national and international importance prepared and assigned duties to all the faculty members for the celebration with the approval of principal. Further it is decided that we will celebrate by organizing Speech on the day, declamation of the theme, poem recitation and other activities on the themes related to days.
4	To evaluate the reports of the Institutes for better improvement.	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.
5	Any other Issue with the special permission of the chair.	Nil

Agenda 3: To discuss about workshops, orientation programmes, seminars to be conducted in session 2016-17.

Proposed By: Mrs. Pawandeep Kaur

Resolution: Mrs. Pawandeep Kaur suggested there is need to learn research-based strategic learning and teaching practices for faculty members and pupil teachers. For this practical workshops should be arranged in house for the faculty members and pupil teachers. With this Learn all empower themselves for the latest recent trends in education system and gain access to what colleagues from across the nation are doing to ensure student success.



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Agenda 4: To discuss about the updates of AQAR.

Proposed By: Mr. DarshPreet Singh Bhullar

Resolution:

Agenda 5: To discuss use of social media effectively to create awareness and marketing about the activities and new initiatives.

Proposed By: Ms. Rajni Kansra

Resolution:-Brand awareness is crucial if you want your institute to stand out in a highly competitive atmosphere. One way to boost your brand awareness is by harnessing the power of social media. All the members agreed with suggestions and give instruction to upload required information on the different social media

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 2017. 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
Sidana Institute of Education
Khiala Khurd, Ram Tirath
Amritsar-143109, Punjab

Dr. (Mrs.) Jeewan Jyoti Sidana

Dr. (Mrs.) Jeewan Jyoti Sidana
IQAC Chairperson
Principal
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CC:

1. All committee members.
2. SIE Office.

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