



SIDANA
INSTITUTES
AMRITSAR

SIDANA INSTITUTE OF EDUCATION

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

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

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

Date: 15.01.2017

Time: 11.00 AM

Venue: Principal's Office

AGENDA

Agenda:

1. Approval of minutes of 8th IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. Welcoming all Members & Appointment of new Members of Internal Quality Assurance Cell for the tenure of two years.
4. Discussing the role of IQAC and planning of its future activities.
5. Discussion on Plan of action and outcome
6. To construct new Admission committee for the new session 2017-18
7. Discussion on introduction of skill based courses
8. Any other Issue with the special permission of the chair.

8th Meeting Dated 15.01.2017

The 8th IQAC meeting for Academic Session 2017-18 was held on 15.01.2017. The following members attended the meeting.

#	Post Held	Name of the Members
1.	Principal as Chairman	Dr. Jeewan Jyoti Sidana
2.	IQAC Coordinator	Mr. Darshpreet Singh Bhullar
3.	Faculty Members	Mrs. Rajbir Kaur Bal Mr. Sunpreet Singh Ms. Sarbjeet Kaur Mrs. Rajwinder Kaur Ms. Rajni Kansra
4.	Management Representation	Mr. Puneet Salwan Mr. Mandeep Singh Gill Ms. Manpreet Kaur Atwal Ms. Samridhi Mittal
5.	Connoisseur from the field of Education	Dr. Amar Chawla Dr. Swaraj Grover Prof I S Suri
6.	Illustrious person from Industry	Mr. Suresh Kumar
7.	Administrative Representative	Ms. Manpreet Kaur Atwal
8.	Alumni Representative	Ms. Sonali Oberi Ms. Harpreet Kaur
9.	Student Representative	Ms. Arshdeep Kaur Ms. Shabnam

The Chairperson Dr. Jeewan Jyoti Sidana welcomed the members for the 8th meeting followed by review presentation made by Mrs. Kanika Bhatia, Coordinator of IQAC.

The following points were discussed in the meeting

Agenda 1: Approval of minutes of 8th IQAC Meeting

Proposed By: Ms. Manpreet Kaur Atwal

Resolution: The 8th IQAC meeting was held on 14-01-2017 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



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Proposed By: Mrs. Kanika Bhatia

Resolution:

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	To make necessary measures for improving the quality of lesson planning and teaching models of the students.	Five day workshop was organized on "Quality improvement of lesson planning." In this all types lesson planning were discussed along: Formulation of instructional objectives Formulation of content specific objectives Drawing out of learning outcomes Effective use of ICT Interactive teaching Reflective teaching Backboard sum-up Evaluation and feedback
2	To discuss about the training programme for faculty and administrative staff	Detailed discussion was done on the Training Programme for faculty and administrative staff. -Road-map of academic activities finalized -Roadmap of administrative of schedule and activities planned -Proper and timely financial budgeting and expenditure record It was in house training arranged and implemented successfully with the help of expert faculty members in the field of ICT, Effective Communication and Administrative writing. In this all the faculty members, Administrative staff and no teaching faculty members take part in this programme.
3	To identify the best practices in the institute.	Faculty held its meeting to workout review all activities performed in the past and evaluate its input and output to declare which one could be termed as the best activity of the year.
4	To prepare action plan for year 207-18.	With the help of Principal of the institute and senior faculty members action plan is prepared in the light of present scenario for the effective outcomes for the session 2017-18
5	Any other Issue with the special permission of the chair.	NIL

Agenda 3: Welcoming all Members & Appointment of new Members of Internal Quality Assurance Cell for the tenure of two years.

Proposed By: Mr. DarshPreet Singh Bhullar

Resolution: The Chairperson Dr. (Mrs.) Jeewan Jyoti Sidana welcomed all the newly members for the 1st meeting and assigned the duty as IQAC Coordinator to Mrs. Kanika Bhatia. The Chairperson Dr. (Mrs.) Jeewan Jyoti Sidana felicitated all the new members.

Agenda 4: Discussing the role of IQAC and planning of its future activities.

Proposed By: Mrs. Kanika Bhatia



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Resolution: IQAC Coordinator Mrs. Kanika Bhatia briefly introduced all the members and discussed their role and responsibilities. A brief discussion was done with the important role to be played by IQAC for the overall growth of the institution. She discussed strengths and weaknesses of the institute so that rigorous discussions and decisions are made for the betterment of the institute.

Agenda 5: Discussion on Plan of action and outcome

Proposed By: Mr. Sunpreet Singh

Resolution: Mr. Sunpreet Singh suggested that a well-designed action plan can make it easier for us to track and realize intuitional goals. An action plan is a document that lays out the tasks you need to complete in order to accomplish your goal. It divides the process of reaching the goal into actionable tasks based on a timeline. In addition, an action plan can make it easier for you to monitor progress, allowing you to keep your projects on schedule and within budget.

Agenda 6: To construct new Admission committee for the new session 2017-18

Proposed By: Mr. Mandeep Singh Gill

Resolution: Mr. Mandeep Singh Gill suggested to construct new admission committee for the new session i.e. 2017-18 for strengthen admission. A college admissions committee is a group of people who work together to make decisions about the right and deserving candidate. He further suggested that only expert members are taken who knows all the norms and conditions of all the bodies for the admission of students.

Agenda 6: Discussion on introduction of skill based courses

Proposed By: Ms. Samridhi Mittal

Resolution: Ms. Samridhi Mittal suggested that with today's digitally savvy and social-media oriented generation, there is a dire need for different skill development programme for each and every society member. In present scenario skill based courses holds a great significance in defining the future of education and therefore, universities prefer skill-based learning and knowledge-oriented teaching. The concept of knowledge-based learning aims to develop an understanding of the theoretical concepts in a linear framework of delivering facts; however, the skill-based learning methodology is more of practical learning.

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 April 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

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.