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SIDANA INSTITUTE OF EDUCATION

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

THE TENTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) Academic Session 2017-18

Date: 15.07.2017

Time: 11.00 AM

Venue: Principal's Office

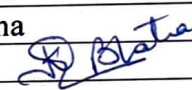
AGENDA

Agenda:

1. Approval of minutes of 8th IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. Discussion on Daily Class Report Preparation, Class Diary and Teaching Plan
4. Discussion on Student Progression and Meter Reports.
5. Discussion on for in-house Expert Lectures & Seminar.
6. Discussion on orientation programs for Office Management & Computer Training
7. Discussion on vacant posts of teaching and non-teaching staff.
8. Any other Issue with the special permission of the chair.

9th Meeting Dated 15.04.2017

The 10th IQAC meeting for Academic Session 2017-18 was held on 15.07.2017. The following members attended the meeting.

#	Post Held	Name of the Members
1.	Principal as Chairman	Dr. Jeewan Jyoti Sidana
2.	IQAC Coordinator	Mrs. Kanika Bhatia 
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 10th 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 9th IQAC Meeting

Proposed By: Ms. Rajni Kansra

Resolution: The 9th IQAC meeting was held on 15-04-2017 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.



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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	Discussing the role of IQAC and planning of its future activities.	Internal Quality Assurance Cell starts working as per the direction and guidelines of Coordinator Mrs. Kanika Bhatia. The following activities are planned by the IQAC Cell <ul style="list-style-type: none"> • Preparation of Academic Calendar • Revise guidelines of Mentor-mentee • Inviting proposals from the faculty members for conduct of academic activities such as seminar, workshop excursion, etc. • Planning schedule for extension activities • Review of Feedback and placed to Principal for further action. Briefly 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.
2	Discussion on Plan of action and outcome	A well-designed action plan developed by the concerned team to track and realize intutional goals and presented to the IQAC members for the implementation in the department. Key points emerged out of discussion recorded and documented
3	To construct new Admission committee for the new session 2017-18	New admission committee for the new session i.e. 2017-18 for strengthen admission framed and presented the names of the members picked for the admission committee. The main responsibility to the committee was given to Mr. Gursewak Singh Bhullar for the smooth conduct. New admission committee for the new session i.e. 2017-18 started working and doing satisfactory work for the admission.
4	Discussion on introduction of skill based courses	Different types of skill based courses framed as per the need of students for the future and same are started within the campus along with the regular study of students to enhance more piratical knowledge
5	Any other Issue with the special permission of the chair.	NIL

Agenda 3: Discussion on Daily Class Report Preparation, Class Diary and Teaching Plan

Proposed By: Ms. Manpreet Kaur Atwal

Resolution: Writing diary is a good habit for teachers as well as for students too. A teacher diary is a diary where a teacher records what happens in his/her class and what he/she teaches on a particular day, in a particular class, subject and period. It includes activities done by teacher and students. In addition, He/ She also records what he/she assigns to students as homework or classwork. Teacher diaries are used as development tools. It is also recommended that teaching plan will be prepared by the teachers for ongoing classes.

Agenda 4: Discussion on Student Progression and Meter Reports.

Proposed By: Mrs. Kanika Bhatia

Resolution: Mrs. Kanika Bhatia suggested that there is dire need to develop the effective feedback mechanism. Mentee mentor feedback procedure helps to solve the problem of individual level as well for group. This helps in professional development all type of learners. Effective feedback always support in effective learnings and always suggest better improvement in student progression.

Agenda 5: Discussion on for in-house Expert Lectures & Seminar.

Proposed By: Dr. Swaraj Grover

Resolution: Dr. Swaraj Grover suggested that seminars give us intensive exposure to a topic through presentations and discussions led by multiple experts on different topics. Seminars are an ideal opportunity for people who want to study a topic in depth, but don't enjoy reading or have the time to take classes. She further also suggested to IQAC members that there is need to organize expert talk with the field experts to promote research and disseminate new knowledge to the all the faculty members.

Agenda 6: Discussion on orientation programs for Office Management & Computer Training

Proposed By: Mrs. Kanika Bhatia

Resolution: Mrs. Kanika Bhatia suggested that to make official work more effective and upto the mark, we have to organize one week training program on the topic "Office Management & Computer Training". It will strengthen the capabilities of all the non teaching faculty members to cope up with currents requirements of the official work.

Agenda 6: Discussion on vacant posts of teaching and non-teaching staff.

Proposed By: Dr. Jeewan Jyoti Sidana

Resolution: All the faculty members suggested to the concerned persons to check the faculty requirement as per the NCTE, State Government & Affiliating body for the required posts. It further directed to Admin Officer Mr. Guriqbal Singh to do the needful and give advertisement in the two leading newspapers for the vacant posts of teaching and non-teaching staff.

Agenda 8: Any other Issue with the special permission of the chair.

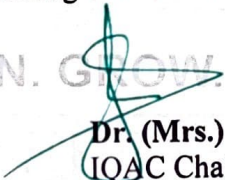
Resolution: IQAC Coordinator Mrs. Kanika Bhatia proposed the date for the next meeting and it was unanimously decided to be held in third week of April 2017. The meeting ended with formal vote of thanks by IQAC Chairperson Dr.

(Mrs.) Jeewan Jyoti Sidana



Mrs. Kanika Bhatia
IQAC Coordinator
Assistant Professor
Sidana Institute of Education
Khiala Khurd, Ram Tirath
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LEARN. GROW. EXCEL



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.