



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

Date: 15.10.2017

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. Design placement activities
4. Regarding academic and administrative audit
5. Planning of academic and research activities of the college
6. Submission of proposals for Faculty Development Programs, Conference, Seminar and Workshops.
7. Any other Issue with the special permission of the chair.

11th Meeting Dated 15.10.2017

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 <i>K Bhatia</i>
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
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 11th 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: Mrs. Kanika Bhatia

Resolution: The 9th IQAC meeting was held on 15-07-2017 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

Proposed By: Mr. Sunpreet Singh



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Resolution:

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	Discussion on Daily Class Report Preparation, Class Diary and Teaching Plan	All the faculty members of Sidana Institute of Education already started preparing daily record of academic activities, report and maintaining diary. Apart from that well prepared lesson plans presented in the meeting.
2	Discussion on Student Progression and Meter Reports.	Very effective online feedback was developed by Mrs. Kanika Bhatia and implemented in all the classrooms for effective individual feedback from the students.
3	Planning on for Extension Lectures by the faculty	With the permission of management different type of seminars were arranged in house for the betterment of all the faculty members on the different topics. All the senior faculty give presentation of different topics and now Extension Lectures became permanent feature of this institute
4	Discussion on orientation programs for Office Management & Computer Training	One week training program on the topic "Office Management & Computer Training" was organized by the expert persons in house. It gives valuable learning to all the faculty members to strengthen themselves in their field.
5	Discussion on vacant posts of teaching and non-teaching staff.	Admin Officer Mr. Guriqbal Singh explained that advertisement was given in the two leading newspapers as per the requirement of vacant posts for teaching and non-teaching staff and completed the required formalities and did the recruitment as per the need.
6	Any other Issue with the special permission of the chair.	NIL

Agenda 3: Design placement activities

Proposed By: Ms. Rajni Kansra

Resolution: The placement activities should be strengthened. The placement cell should arrange more placement sessions with the help of alumni. Seminar sessions and interactive sessions should be arranged for soft skill development and career guidance should be provided through professional agencies.

Agenda 4: Regarding academic and administrative audit

Proposed By: Mr. Suresh Kumar

Resolution: The academic and administrative audit should be conducted by appointing external agency.

Agenda 5: Planning of academic and research activities of the college

Proposed By: Dr. Amar Chawla

Resolution: In order to increase the research activity within the campus, IQAC suggested to all the faculty members to identify and make minor and major project on the current burning issues of education and apply to



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concerned body for the grant. It is further suggested by IQAC members that IQAC Cell support any type of financial assistance whosoever required for the conduct of research.


Agenda 6: Submission of proposals for Faculty Development Programs, Conference, Seminar and Workshops.


Proposed By: Ms. Samridhi Mittal

Resolution: IQAC members suggested to chalk out Faculty Development Programs, Conference, Seminar, Workshops and submit proposals for the approval from the Dean Academics. Head of the departments should submit proposals for International, National, State level and University level conferences, workshops and seminars under quality improvement program.

Agenda 7: Any other Issue with the special permission of the chair.

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

1. All committee members.
2. SIE Office.

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