



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

Date: 15.01.2018

Time: 11.00 AM

Venue: Principal's Office

AGENDA

Agenda:

1. Approval of minutes of 11th IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. Updation of College Website
4. Professional development of support staff
5. Regarding internet Speed
6. To review the AQAR contents and further to approve them
7. To conduct syllabus revision workshops for final university examinations.
8. Any other Issue with the special permission of the chair.

12th Meeting Dated 15.01.2018

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 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 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



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Proposed By: Mr. Sunpreet Singh

Resolution:

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	Review and Design placement activities	Placement Record of the previous year was reviewed and a general consensus emerged to re-cast and modify placement initiative. Institute to start contacting the organization and develop its own record of vacancy status in the neighborhood and periphery schools New design was developed by the coordinator of IQAC Cell to strengthened placement drives. The placement cell arranged more placement sessions with the help of alumni. Interactive sessions were arranged for soft skill development and career guidance was provided through professional agencies.
2	Regarding academic and administrative audit	For the academic and administrative audit, Principal of the institute made a communication to couple of NGOs which are actively working in the field of education to conduct Academic and administrative audit of the institution. It was finally conducted by SERSD an external agency appointed and outcome report presented to the IQAC members.
3	Planning of academic and research activities of the college	Research & Academic activities was identified for the growth and development of the institute. Applications for minor and major project was moved to the concerned bodies for the approval of grants.
4	Submission of proposals for Faculty Development Programs, Conference, Seminar and Workshops.	Successfully Faculty Development Programs was organized within the campus with the help of expert faculty of the university. Conference, Seminar, Workshops lineup for the future activates.
5	Any other Issue with the special permission of the chair.	NIL

Agenda 3: Updation of College Website

Proposed By: Mr. Mandeep Singh Gill

Resolution: As per the recommendation of National Council for Teacher Education institute website need to be updated. This is also need of time and keeping pace with changes in college activities and also reviewing the website of other colleges, IQAC unanimously recommended to update the college website immediately.

Agenda 4: Professional development of support staff

Proposed By: Mrs. Kanika Bhatia

Resolution: The office staff is associated with use of Microsoft Office, Tally, Photoshop, Coral Draw etc. softwares. It is necessary to give hands on training for the staff. Hence IQAC recommended organizing workshops for the administrative staff. Further IQAC also recommended conducting workshop for support staff on handing of the computers and other equipments etc.

Agenda 5: Regarding internet Speed

Proposed By: Mrs. Rajwinder Kaur



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Resolution: The present internet speed is not sufficient for the college. So it is necessary to increase the speed of internet and to upgrade the LAN Network of the College.

Agenda 6: To review the AQAR contents and further to approve them

Proposed By: Mrs. Kanika Bhatia

Resolution: The content of AQAR 2018-19 of the college was presented in the meeting. After thorough discussion some changes were suggested by the members and then the AQAR was approved. Further it was suggested to submit it to NAAC immediately.

Agenda 7: To conduct syllabus revision workshops for final university examinations.

Proposed By: Mrs. Kanika Bhatia

Resolution: IQAC recommended the heads of the department to apply for the syllabus revision workshops and directed the faculty to participate in the syllabus revision workshops conducted by the Head of Department. It is further suggested that if any remedial teaching required then arrange as per the need.

Agenda 8: 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
IQAC Coordinator
Assistant Professor
Sidana Institute of Education
Khiala Khurd, Ram Tirath
Amritsar-143109, Punjab

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.

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