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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

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

THE THIRTEENTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) Academic Session 2018-19

Date: 15.04.2018

Time: 11.00 AM

Venue: Principal's Office

AGENDA

Agenda:

1. Approval of minutes of 12th IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. To discuss issues regarding rain water harvesting.
4. To introduce vocational, Skill Development and Faculty Enrichment programmes.
5. To take review of Results of previous year.
6. Implementation of revised Syllabi by the University.
7. Review of MOUs and Collaborations.
8. Provision of Teaching, learning resources.
9. Any other Issue with the special permission of the chair.

13th Meeting Dated 15.04.2018

The 13th 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. Nidhi Bhalla Ms. Chahat Maheshwari

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.



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Agenda 2: Action taken report on the decisions of the previous meeting

Proposed By: Mr. Sunpreet Singh

Resolution:

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	Updation of College Website	As per the recommendation of National Council for Teacher Education institute website updated with latest information with activities carried out last year <ul style="list-style-type: none"> - NAAC portal is also created on the website covering the following links: - LINKS- - NAAC Accreditation Certificate of Ist Cycle. - IQAC- Ams, Objectives, Function - Notification of IQAC formation - Year-wise Minutes of IQAC - Year-wise AQAR - Registration Certificate and Aims and Objectives , functions of Alumni Association - Minutes of Alumni Association - Copy of ISO certificate - Student Satisfaction Survey - Policies: - Institute Quality Policy - Energy Policy - Water Conservation Policy - Environment and Green Campus Policy - Professional Ethics Power Point presentation new website presented to the IQAC members in the meeting
2	Professional development of support staff	Three Days Training session was arranged by the head of Department for the professional development of office staff on the topic Microsoft Office, Tally, Photoshop, Coral Draw etc. software's.
3	Regarding internet Speed	Review of exiting internet speed was made by the expert and it further recommended to increase the bandwidth of the internet. LAN Network of the College is updated with new technology.
4	To review the AQAR contents and further to approve them	With the desired changes recommended by IQAC members AQAR was submitted to NAAC.
5	To conduct syllabus revision workshops for final university examinations.	Revision workshops as directed by the IQAC Cell arranged and implemented as per the need and requirement.
5	Any other Issue with the special permission of the chair.	NIL

Agenda 3: To discuss issues regarding rain water harvesting

Proposed By: Dr. Jeewan Jyoti Sidana



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Resolution: As a part of environmental awareness and imbibing responsibility, Mr. Suresh Kumar directed that the college should initiate measures towards rain water harvesting. Dr. Jeewan Jyoti Sidana, Chairman of IQAC also recommended very strongly.

Agenda 4: To introduce vocational, Skill Development and Faculty Enrichment programmes.

Proposed By: Mrs. Kanika Bhatia

Resolution: Taking in to the consideration, the need of the local community, the college should initiate vocational courses, skill development courses and faculty competency and development programmes, student mentoring and co-curricular activities and extension programs

Agenda 5: To take review of Results of previous year.

Proposed By: Ms. Rajni Kansra

Resolution: The results submitted by the departments were analyzed and discussed in the meeting. The IQAC members reviewed the result very critical and suggested some possible guideline to improve the academic status in more positive way.

Agenda 6: Implementation of revised Syllabi by the University.

Proposed By: Mr. Mandeep Singh Gill

Resolution: IQAC members directed to the Heads of the department to take note of changes in the curriculum and follow the structure accordingly. IQAC insisted to follow all feasible innovative and qualitative methods as per revised syllabus for continuous assessment.

Agenda 7: Review of MOUs and Collaborations.

Proposed By: Mr. Sunpreet Singh

Resolution: In response to the suggestions made by the previous NAAC peer team the IQAC members were suggested to establish more MOUs and collaboration for the betterment of the faculty and the students. The present situation was reviewed and appropriate suggestion have been made.

Agenda 8: Provision of Teaching, learning resources.

Proposed By: Ms. Manpreet Kaur Atwal

Resolution: IQAC members recommended to procure/ update infrastructural needs, teaching aids and educational resources for the next coming academic session. It is further suggested make all the necessary arrangement in all the resource centers to make teaching learning process effective and meaningful.

Agenda 9: 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

CC:

1. All committee members.
2. SIE Office.

Dr. (Mrs.) Jeewan Jyoti Sidana
IQAC Chairperson
Principal
Sidana Institute of Education
Khiala Khurd, Ram Tirath
Amritsar-143109, Punjab