



**SIDANA**  
INSTITUTES  
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# SIDANA INSTITUTE OF EDUCATION

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www.sidanainstitutes.com  
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Khiala Khurd, Ram Tirath Road, Amritsar, Punjab, 143109

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

Date: 15.10.2018

Time: 11.00 AM

Venue: Principal's Office

### AGENDA

#### Agenda:

1. Approval of minutes of 12<sup>th</sup> IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. Strengthening library and maintenance of infrastructure.
4. To adopt online admission process for upcoming academic year.
5. Management of Bio-waste generated in campus and Conduct of green audit for campus.
6. To enhance value added and skill-oriented activities.
7. Installation of firewall to restrict the misuse of internet facility.
8. Implementation of new Feedback system.
9. Any other Issue with the special permission of the chair.

#### 15<sup>th</sup> Meeting Dated 15.10.2018

The 14<sup>th</sup> 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 11<sup>th</sup> 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 9<sup>th</sup> IQAC Meeting

Proposed By: Mrs. Kanika Bhatia

**Resolution:** The 9<sup>th</sup> 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	To promote student centric activities and providing health insurance to the students.	Inter departmental activities and workshop for the students was arranged. With regards to student support- institute authorities decided to get all students insured through getting insurance policy for the students. Quotations called from different insurance companies called for necessary action
2	Introduction of student enrichment and faculty development programmes.	In view of the inculcation of values among the trainees, institute planned and conducted workshops of different themes which are as under: Life-Skill oriented, Value added, Co-curricular and extension programme for the students and development programmes for the staff arranged.
3	Regarding Health and Counseling Cell, Grievance Redressal cell, Slow and Advanced learners.	Appointment of professional Counselor for the student and stakeholders. Additional suggestion boxes on campus for Grievance redressal cell installed. As per the recommendation of IQAC Cell screening test was conducted for the identification slow and advanced learners.
4	To discuss issues of Environmental audit.	Institute has a special concerned on the preservation and protection of environment therefore it has is Environment Policy of Clean and Green Campus. Periodical up-gradation and sustainable initiatives are taken. Internal Quality Assurance Cell directed to conduct Environmental audit of the campus done and take steps towards e-waste, Bio waste and chemical waste management.
5	To establish the Wi-Fi and CCTV surveillance systems on the campus.	Upgradation of the campus to Wi-Fi and also to establish CCTV network for all buildings and provided Walkie-Talkie surveillance on the campus.
6	To manage e-waste and Bio-waste on the campus	Environment Policy of Clean and Green Campus. Periodical up-gradation and sustainable initiatives are taken for e-waste, liquid waste, and solid waste
5	Any other Issue with the special permission of the chair.	NIL

**Agenda 3: Strengthening library and maintenance of infrastructure.**

**Proposed By:** Ms. Sarbjeet Kaur

**Resolution:** Ms. Sarbjeet Kaur suggested to provide additional books and journals in the library. Further, she also suggested to pay special attention for maintenance of infrastructure, equipment and other facilities in the campus.

**Agenda 4: To adopt online admission process for upcoming academic year.**

**Proposed By:** Mr. Sunpreet Singh



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**Resolution:** The issues related with online admission process were discussed in the meeting. It was then unanimously resolved to conduct online admissions for all classes. The task was assigned to the IQAC coordinator for further action.

**Agenda 5:** Management of Bio-waste generated in campus and Conduct of green audit for campus

**Proposed By:** Ms. Rajni Kansra

**Resolution:** IQAC members stressed upon the importance and need of the bio-waste management and suggested to take appropriate steps for the same. The IQAC unanimously recommended to strengthen the green campus activity and to conduct the green audit of the campus.

**Agenda 6:** To enhance value added and skill-oriented activities.

**Proposed By:** Ms. Manpreet Kaur Atwal

**Resolution:** The IQAC proposed to initiate and enhance value added and skill-oriented co-curricular, extracurricular programmes and activities.

**Agenda 7:** Installation of firewall to restrict the misuse of internet facility.

**Proposed By:** Dr. Amar Chawla

**Resolution:** It has been observed that the internet facility is misused by some students and others in the college campus. Some students are wasting time on social media and other than educational sites. Hence the IQAC members suggested to install firewall for the restriction of misuse of the internet facility.

**Agenda 8:** Implementation of new Feedback system.

**Proposed By:** Mrs. Kanika Bhatia

**Resolution:** The feedback system of the college will be switched offline to online from the next academic year. The process has been initiated by providing online feedback forms for the alumni in the first step. Further, the online forms for the teacher's evaluation by the students, feedback on curriculum and campus feedback will be made available. The feedback will be reviewed and analyzed by External Peer and the outcomes will be submitted to IQAC.

**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.

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**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.