



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

Date: 15.01.2019

Time: 11.00 AM

Venue: Principal's Office

AGENDA

Agenda:

1. Approval of minutes of 15th IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. Any other Issue with the special permission of the chair.

16th Meeting Dated 15.01.2019

The 16th 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. 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.

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	Strengthening library and maintenance of infrastructure.	Library Committee of the institute recommend and forward - list of books to be purchased Yearly stock verification of library Condemnation of lost or damaged books . Additional books and journals in the library arranged as per the requirement according to the syllabus
2	To adopt online admission process for upcoming academic year.	Online admission process were discussed in the meeting. It was then unanimously resolved to conduct online admissions for all classes.
3	Management of Bio-waste generated in campus and Conduct of green audit for campus	Environment Policy of Clean and Green Campus. Periodical up-gradation and sustainable initiatives are taken for e-waste, liquid waste , and solid waste . As per the guidelines of IQAC Cell to strengthen the green campus activity, and to conduct the green audit of the campus
4	To enhance value added and skill-oriented activities.	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 and skill-oriented co-curricular, extracurricular programmes and activities.
5	Installation of firewall to restrict the misuse of internet facility.	Firewall for the restriction of misuse of the internet facility installed in ICT resource center.
6	Implementation of new Feedback system.	Online feedback system adopted for the next academic year. The process has been initiated by providing online feedback forms all.
5	Any other Issue with the special permission of the chair.	NIL

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Agenda 3: To plan the academic activities of the year.

Proposed By: Ms. Samridhi Mittal

Resolution: The review of online admission process and filled and vacant seats was taken. The review of feedback analysis was taken. The departmental heads were suggested to plan for curricula and co-curricular activities and also to submit proposals for workshops, seminars and conferences.

Agenda 4: To take review of results of last year and placement record.

Proposed By: Mrs. Kanika Bhatia

Resolution: The review of result analysis submitted by the head of department was taken up by the members of IQAC. Further record of placed students kept before the members of IQAC Cell and analyzed in detail to strength the placement cell.

Agenda 5: To prepare academic calendar of the year and update teacher's diary.

Proposed By: Ms. Rajni Kansra

Resolution: The academic calendar should be revised by IQAC and circulated to the departments and the teacher diary is to be updated accordingly

Agenda 6: Chalk out Perspective plan for the next year.

Proposed By: Mrs. Kanika Bhatia

Resolution: Issues related with the Perspective plan had been discussed in the meeting. The important issues and the items to be included were discussed. The IQAC committee recommended the coordinator to Chalk out the perspective plan of the college for next year.






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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
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Dr. (Mrs.) Jeewan Jyoti Sidana
IQAC Chairperson
Principal
Sidana Institute of Education
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CC:

1. All committee members.
2. SIE Office.

