



SIDANA
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SIDANA INSTITUTE OF EDUCATION

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Khiala Khurd, Ram Tirath Road, Amritsar, Punjab, 143109

THE SEVENTEENTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) Academic Session 2019-20

Minutes of Meeting of IQAC 01 held on 20-04-2019

(The New Internal Quality Assurance Cell (IQAC) for the tenure of two years was made with members as follows.)

Academic Session 2019-20

Date: 20-04-2019

Time: 11.00 AM

Venue: Principal's Office

AGENDA

Agenda:

1. Welcoming all Members & Appointment of new Members of Internal Quality Assurance Cell for the tenure of two years.
2. Discussing the role of IQAC and planning of its future activities.
3. Preparation for Second Cycle of NAAC.
4. Special efforts to be made for Placement of students.
5. Improving the use of ICT in every aspect.
6. E Content development by starting YouTube Channel.
7. Extension activities for social cause.
8. Add on Courses for skill development of students.
9. Any other Issue with the special permission of the chair.

#	Designation	Name
1.	Principal as Chairman	Dr. (Mrs.) Jeewan Jyoti Sidana
2.	IQAC Coordinator	Mr. Gursewak Singh Bhullar
3.	Faculty Members	Mrs. Kanika Bhatia Mr. Darshpreet Singh Bhullar Mrs. Pawandeep Kaur Mrs. Harneet Kaur Mrs. Navneet Kaur Bhangu
4.	Management Representatives	Mr. B.K. Gupta Mr. P.S. Gill Ms. Samridhi Mittal
5.	Connoisseur from the field of Education	Dr. Anita Bhalla Dr. Prabhjot Kaur
6.	Illustrious person from Industry	Mr. Vijay Sharma
7.	Administrative Representative	Mr. Guriqbal Singh
8.	Alumni Representative	Ms. Shivangi Mahajan Mrs. SanniaHanda
9.	Student Representative	Mr. Sahil Kumar Ms. Sonali Mahajan

Agenda 1: Welcoming all Members & Appointment of new Members of Internal Quality Assurance Cell for the tenure of two years.

Proposed By: Mr. B. K. Gupta

Seconded By: Dr. (Mrs.) Jeewan Jyoti Sidana



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Resolution: The Chairperson Dr. (Mrs.) Jeewan Jyoti Sidana welcomed all the newly members for the 1st meeting and assigned the duty as IQAC Coordinator to Mr. Gursewak Singh Bhullar. The Chairperson Dr. (Mrs.) Jeewan Jyoti Sidana felicitated all the new members.

Agenda 2: Discussing the role of IQAC and planning of its future activities.

Proposed By: Mr. Gursewak Singh Bhullar

Seconded By: Mr. Guriqbal Singh

Resolution: IQAC Coordinator Mr. Gursewak Singh Bhullar briefly introduced all the members and discussed their role and responsibilities. A brief discussion was done with the important role to be played by IQAC for the overall growth of the institution. He discussed strengths and weaknesses of the institute so that rigorous discussions and decisions are made for the betterment of the institute. List of activities to be carried out for the future was prepared and Mr. Gursewak Singh and Mr. Guriqbal Singh were given the responsibility to finalise their dates.

Agenda 3: Preparation for Second Cycle of NAAC

Proposed By: Mr. Darshpreet Singh Bhullar

Seconded By: Dr. (Mrs.) Jeewan Jyoti Sidana

Resolution: Mr. Darshpreet Singh Bhullar informed that NAAC Accreditation of the institution was done in the year 2015. So, the second cycle was required to be carried out in 2020. A brief NAAC Peer team committee's norms and NAAC Institutional Manual for self-study report for teacher education institutions presented in front of all the members of IQAC. A rigorous discussion is made on suggestions and recommendations given by IQAC members to start Preparation for Second Cycle of NAAC process as soon as possible. Unanimously all the members assigned duty as NAAC coordinator to Mr. Darshpreet Singh Bhullar

Agenda 4: Special efforts to be made for Placement of students.

Proposed By: Dr. Anita Bhalla

Seconded By: Ms. Samridhi Mittal

Resolution: As a quality initiative it is proposed to develop a "Campus Placement Cell" which will give platform to students for on campus and off campus placements by developing links with the institutions dealing in education sector. Along with this, this cell will prepare the soft skills and teaching skills of students with in-house and outsourced resources.

Agenda 5: Improving the use of ICT in every aspect.

Proposed By: Mrs. Kanika Bhatia

Seconded By: Mr. P.S. Gill, Ms. Samridhi Mittal

Resolution: Understanding the important role being played by ICT, starting from admission enquiry upto attendance, account, library and every other aspect, it was decided to go for customized software solutions. As per the requirement of the institution a new LMS and ERP module to be developed and teaching and non-teaching faculty to be trained for the same for effective integration of all academic and administrative activities.

Agenda 6: E Content development by starting YouTube Channel.

Proposed By: Mrs. Pawandeep Kaur

Seconded By: Mr. B.K. Gupta, Ms. Shivangi Mahajan

Resolution: In the present scenario e-content is need of students to access variety of content on different platform. It was decided that YouTube Channel of Sidana Institute of Education to be started and E content prepared by faculty members of the college to be uploaded on the channel regularly. Ms. Shivangi Mahajan suggested that to facilitate the alumni of the institution, E content for CTET and PSTET to be developed and uploaded.

Agenda 7: Extension activities for social cause.

Proposed By: Mrs. Navneet Kaur Bhangu

Seconded By: Mrs. Harneet Kaur, Mrs. SanniaHanda



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Resolution: To meet the social cause, a large number of extension activities to create awareness regarding various social issues and educating the people "how to come out of it" were planned and the faculty members were given the responsibility to carry out them effectively.

Agenda 8: Add on Courses for skill development of students

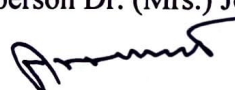
Proposed By: Mr. Vijay Sharma

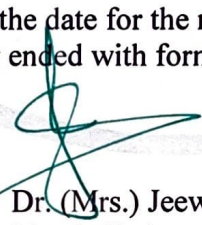
Seconded By: Mr. Guriqbal Singh

Resolution: Add-on courses help all individuals to become skilled & specialized task mangers. This would lead to increased students efficiency and productivity. Students who do such add on courses are able to accomplish various tasks more effectively and better productivity. Various sources of Add-on courses were discussed and Mr. Guriqbal Singh was given the responsibility to finalise the list and give guidelines to the students for the same.

Agenda 9: Any other Issue with the special permission of the chair

IQAC Coordinator Mr. Gursewak Singh Bhullar proposed the date for the next meeting and it was unanimously decided to be held in third week of July 2019. The meeting ended with formal vote of thanks by IQAC Chairperson Dr. (Mrs.) Jeewan Jyoti Sidana.


Mr. Gursewak Singh Bhullar
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
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CC:

1. All committee members
2. Office

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