

## THE NINETEENTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Session 2019-20

Date: 19-10-2019

Time: 11.00 AM

Venue: ONLINE-VIRTUAL MEETING

### AGENDA

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#### THIS MEETING OF IQAC WAS CONDUCTED ON-LINE

1. Approval of minutes of 18<sup>th</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting.
3. To organize online International Webinar on The Impact of Covid-19 on the Mental Health of College Youth.
4. To Conduct Computer Literacy Weak for online teaching and E Content Development.
5. To start Students Mentoring
6. To conduct orientation programme to increase the use of Library
7. Any other Issue with the special permission of the chair

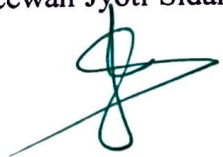
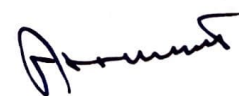
#### Internal Quality Assurance Cell (IQAC) Minutes of IQAC 19<sup>th</sup> Meeting

#### 19<sup>th</sup> Meeting Dated 18.04.2020

The 19<sup>th</sup> IQAC meeting for Academic Session 2019-20 was held on 19.10.2019 The following members attended the meeting.

S.No	Designation & Affiliation	Name
1	Principal as Chairperson	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 Representation	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. Sannia Handa
9	Student Representative	Two Students representative, one each from First & Second Year with tenure of 2 years.

The Chairperson Dr. Jeewan Jyoti Sidana welcomed the members for the 5<sup>th</sup> meeting followed by presentation



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of minutes of the previous meeting by Mr. Gursewak Singh, Coordinator of IQAC.

The following points were discussed in the meeting

**Agenda 1: Review of minutes of 1<sup>st</sup> IQAC Meeting.**

**Proposed By:** Ms. Samridhi Mittal

**Resolution 1:** The 18<sup>th</sup> IQAC meeting was held on 18-01-2020 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 7th IQAC Meeting**

**Proposed By:** Mr. Gursewak Singh Bhullar

**Resolution:**

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	To strengthen the Placement Cell and Review on the placement made by Placement Cell	Mrs. Kanika Bhatia and Navneet Kaur Bhangu jointly holding responsibility of TPO. Upto date data of placement was submitted before IQAC for their discussion and comments. 2. Draft Revised Policy on Placement is placed before the Members for their discussion and concurrence..
2	Self-Appraisal Report from all the faculty members.	Members were informed that Faculty members have submitted their duly filled Self-Appraisal Report to the Principal who is their Reporting Officer for her observation and assessment. 2. These Appraisal Reports alongwith the assessment of the Reporting Officers , suggestions and recommendation were forwarded to the Chairman, Managing Committee for the further necessary action.
3	To analyze faculty positions and requirement for new academic session commencing from effect April 2020.	Mr. Guriqbal Singh worked out faculty positions and presented before IQAC .These are as per the norms and standard of National Council for Teacher Education and Guru Nanak Dev University Amritsar .
4	To conduct Student Satisfaction Survey	Student Satisfaction Survey was conducted and data was analysis statistically. Report of SSS submitted to IQAC through Principal
5	Any other Issue with the special permission of the chair.	Nil

Above action taken report is noted by all the IQAC Members.

**Agenda 3:**To organize online International Webinar on The Impact of Covid-19 on the Mental Health of College Youth.

**Proposed By:** Mr. DarshPreet Singh Bhullar

**Secoded By:** Mrs. Kanika Bhatia

**Resolution:** It was decided to organize the International Webinar on the theme "The Impact of Covid-19 on the Mental Health of College Youth." Members of IQAC appreciated the initiative and accorded approval to organize International Webinar at a convenient date.Following faculty members were assigned duty-



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Convenor -Mr. DarshPreet Singh Bhullar

Webinar Coordinator - Mrs. Kanika Bhatia

**Agenda 4: To Conduct Computer Literacy Week for online teaching and E Content Development.**

**Proposed By:** Mr. Gursewak Singh Bhullar

**Resolution:** IQAC Coordinator suggested to plan On-line "Computer Literacy Week" to cope up the online teaching and e content development. During COVID 19- Lockdown Period .Sevices of an expert may be hired if required . The objective of this workshop being that all staff members to get acquainted with basics of online teaching and for the development of E Content. It received very warm response from all the IQAC members for this proposal.

**Agenda 5: To start Students Mentoring**

**Proposed By:** Dr. (Mrs.) Jeewan Jyoti Sidana

**Resolution:** IQAC Chairperson Dr. Jeewan Jyoti Sidana emphasized the need to strengthen the existing Mentor/Mentee system by providing additional support:

1. Mentor/Mentee Interaction schedule- to record the interaction and the remedies/suggestions for further reference.
2. Restricted the number of mentee to the Mentor .Mentee will remain with Mentor through out the year and Mentor will maintain cumulative progress record of Mentee.
3. Every Mentor teacher will have 10 students. Five from first year and five from second year
4. The Mentor will maintain record of attendance, professional skills and competencies, attitude and behavior and lastly, class performance and academic progress of each student.
5. She further mentioned that the teachers will take up mentoring as a serious mission to help the students to reach their full potential and professional growth

**Agenda 6: To conduct orientation programme to increase the use of Library**

**Proposed By:** Mrs. Harneet Kaur

**Resolution:** Mrs. Harneet Kaur suggested that institute should organize" Orientation Programme on Use Of Library Resources" . This will generate an understanding to accept library as a friend .

This programmewill develop and interest among the students how to effectively use library resource for their academic pursuits and better understanding of crucial concepts .

Librarian and senior faculty members share with students about different online resources and database available at library for the students.

**Agenda 7: 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 2020. The meeting ended with formal vote of thanks to 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

CC:

1. All committee members
2. Office

Dr. (Mrs.) Jeewan Jyoti Sidana

IQAC Chairperson

Principal

Sidana Institute of Education

Khiala Khurd, Ram Tirath

Amritsar-143109, Punjab