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SIDANA INSTITUTE OF EDUCATION

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

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THE 23rd MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) Academic Session 2020-21

Date: 16-01-2021

Time: 11.00 AM

Venue: Principal's Office

AGENDA:

1. Approval of minutes of 22nd IQAC Meeting
2. Action taken report on the decisions of the previous meeting.
3. AQAR Submission of A.Y.2020-21 and scope for Improvement
4. To Shift Academic as well as administrative activities in online.
5. Improving the use of ICT in teaching, evaluation and administrative process.
6. Any other Issue with the special permission of the chair.

Internal Quality Assurance Cell (IQAC) Minutes of IQAC 22nd Meeting

23rd Meeting Dated 16.01.2021

The 23rd IQAC meeting for Academic Session 2020-21 was held on 16.01.2021. 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. Rajwinder Kaur Mrs. Rajni Kansra Mrs. Navneet Kaur Bhangu
4	Management Representation	Mr. B.K. Gupta Mr. P.S. Gill Ms. Manpreet Kaur
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 24th meeting followed by presentation of minutes of the previous meeting by Mr. Gursewak Singh, Coordinator of IQAC.



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The following points were discussed in the meeting

Agenda 1: Review of minutes of 22nd IQAC Meeting.

Proposed By: Mrs. Kanika Bhatia

Resolution 1: The 23th IQAC meeting was held on 17-10-2020 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 21th IQAC Meeting

Proposed By: Mr. Gursewak Singh Bhullar

Resolution 2:

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	Review of Academic Result and Action plan for improvement	Review of Academic Result of the on roll students done by the faculty members and analyzed result from all the angles and suggested corrections to the faculty members for the sessions. Action plan for improvement of new academic session was prepared and presented to the members of IQAC for further necessary suggestions if any.
2	Suggestions of for the celebration of the important days.	Mrs. Kanika Bhatia informed to members that new activities calendar prepared in which important days included for the celebration for the current session. She presented the activities calendar for the same to IQAC members.
3	Resources and Infrastructure requirement for teaching learning process.	New Resources and Infrastructure created for the session 2020-21 session students.
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: AQAR Submission of A.Y.2020-21 and scope for Improvement.

Proposed By: Mr. DarshPreet Singh Bhullar

Seconded By: Mrs. Kanika Bhatia

Resolution 3: It was decided in the meeting that, the criterion incharges for NAAC should collect the data for AQAR criterion wise from the various sources. After compilation of data, analysis will be done. The criterion wise scope of improvement will be then forwarded to the coordinator for the further necessary action. Members of IQAC appreciated the initiative and accorded approval to review of documents and records for necessary action for submission AQAR of A.Y.2020-21

Agenda 4: To Shift Academic as well as administrative activities in online.

Proposed By: Mrs. Navneet Kaur Bhangu



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Seconded By: Mrs. Rajni Kansra

Resolution 4: Mrs. Navneet Kaur Bhangu suggested in the meeting that there is need to shift Academic as well as administrative activities in online mode. For this new equipments and infrastructure required to develop. Institute has adapted remarkable change and shifted to an online platform to the fullest extent from the start of Lockdown. Even all the faculties were conducted all the classes and activities in online mode. So looking into the need of time and efforts of the staff it is decided to make it as one of the best practice of Institute which will be continue.

Agenda 5: Improving the use of ICT in teaching, evaluation and administrative process.

Proposed By: Mr. B.K. Gupta

Seconded By: Mrs. Sannia Handa

Resolution 5:

After taking rigorous review of different ERP Module, it is decided that there need to develop customized ERP Module for academic as well as administrative activities. It was decide to identify best vender for the development of ERP and make discussion with for further decisions for the same. It was decided in the meeting that institute only prefer self-designed ERP Module for integrating all academic and administrative activities.

Agenda 6: 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 April 2021. The meeting ended with formal vote of thanks to IQAC Chairperson Dr. (Mrs.) Jeewan Jyoti Sidana.

Mr. Gursewak Singh Bhullar
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Assistant Professor
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Dr. (Mrs.) Jeewan Jyoti Sidana
IQAC Chairperson
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CC:

1. All committee members
2. Office