



**SIDANA**  
INSTITUTES  
AMRITSAR

# 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 24<sup>th</sup> MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) Academic Session 2020-21

Date: 17-04-2021

Time: 11.00 AM

Venue: Principal's Office

### AGENDA:

1. Approval of minutes of 23<sup>rd</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting.
3. To increase the extension activities useful to the society.
4. To encourage the faculty members for the research work.
5. To organize faculty development programme.
6. To arrange remedial teaching to raise the educational level of students.
7. Any other Issue with the special permission of the chair.

### Internal Quality Assurance Cell (IQAC) Minutes of IQAC 25<sup>th</sup> Meeting

#### 24<sup>th</sup> Meeting Dated 17.04.2021

The 24<sup>th</sup> IQAC meeting for Academic Session 2020-21 was held on 17.04.2021. 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.



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The Chairperson Dr. Jeewan Jyoti Sidana welcomed the members for the 23<sup>th</sup> meeting followed by presentation 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 23<sup>rd</sup> IQAC Meeting.

Proposed By: Mrs. Kanika Bhatia

**Resolution 1:** The 23<sup>rd</sup> IQAC meeting was held on 16-01-2020 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 24<sup>th</sup> IQAC Meeting

Proposed By: Mr. Gursewak Singh Bhullar

### Resolution 2:

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	AQAR Submission of A.Y.2020-21 and scope for Improvement	All the criterion Incharge for NAAC collected the data for AQAR criterion wise from the various sources and compiled data as per the requirements. Analysis was done by the senior faculty members as per the data templates of AQAR. Necessary documents recorded as per the need for the submission of AQAR of A.Y.2020-21
2	To Shift Academic as well as administrative activities in online.	All the requirements for shifting academic as well as administrative activities online arranged and implementation in process.
3	Improving the use of ICT in teaching, evaluation and administrative process.	Customized ERP for integrating all academic and administrative activities in the development phase as per the need and requirement of the institute.
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 increase the extension activities useful to the society.

Proposed By: Mr. DarshPreet Singh Bhullar

Seconded By: Mrs. Kanika Bhatia

**Resolution 3:** It was decided in the meeting that, there is need to increase the extension activates for the institute as well as for the welfare of society. After the rigorous discussion on this point it was decided to organize different extension activities on different topic to cater the requirements of the faculty members, society and for the institute. All the members give positive response for the same and encourage to organize different activates for the stakeholders.

## Agenda 4: To encourage the faculty members for the research work.



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**Proposed By:** Mrs. Navneet Kaur Bhangu

**Seconded By:** Mrs. Rajni Kansra

**Resolution 4:** Mrs. Navneet Kaur Bhangu suggested in the meeting that there is need to support in house faculty members to start research work on different issues of education. In the meeting members of the IQAC meeting give assurance to provide educational and financial help for the research work. It was decided in the meeting all members should start research work on major or minor projects.

**Agenda 5: To organize faculty development programme.**

**Proposed By:** Mr. B.K. Gupta

**Seconded By:** Mrs. Sannia Handa

**Resolution 5:** It is decided that there need to organize the faculty development programme for the faculty on the recent trends in education and new development in teaching learning process. It was decided in the meeting that institute will all type of help for the same.

**Agenda 5: To arrange remedial teaching to raise the educational level of students.**


**Proposed By:** Mr. P.S. Gill

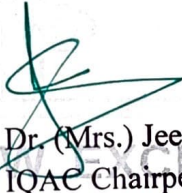
**Seconded By:** Dr. (Mrs.) Jeewan Jyoti Sidana

**Resolution 5:** Dr. (Mrs.) Jeewan Jyoti Sidana suggested that there is need to organize remedial classes on the basis of need of students so that they will perform better in the examination. Every individual has right to access quality education and resources available at the institute.

**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 July 2021. 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

  
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. Office