



MIER COLLEGE OF EDUCATION
(AUTONOMOUS)
Accredited by the NAAC with 'A+' Grade

Monthly Report of IQAC

QF No.: 092C
Revision:01
Month: January 2021

1. Details of the Activities

| S.No. | Name of the Activity | Date | Remarks |
|-------|--|-----------------------|---|
| 1. | Checked monthly reports of committees and centres for the month of December – CET, CWS, CER, Psychology Lab, Leave and Attendance UG-PG, Library, Hostel Committee and Media and Publication. | 5/2/2021 to 10/2/2021 | All reports were approved by the Principal with some suggestions for improvement. |
| 2. | Prepared and circulated schedule of review of committees and centres | 6/1/2021 | The review was conducted from 11 th to 15 th January. Details are given under section 2 of this report. |
| 3. | Attended Library Committee Meeting | 12/1/2021 | Mr. Suneel Bhat presented an action taken report on the issues raised in the last meeting. Agenda points were discussed in detail and suggestions for further improvement of the committee were duly noted by the convener. |
| 4. | Training Calendar for teaching and non-teaching staff was prepared keeping in view the NAAC guidelines and identified training needs of Staff. | 13/1/2021 | The calendar was approved by the Principal on 14/1/2021 and trainings scheduled for the month have been conducted. Only one training session in calendar to be taken by the Principal could not be done and would be taken up in the month of February. |
| 5. | Meeting with HoDs of UG and PG departments to discuss academic calendars and training areas for students. | 22/1/2021 | It was decided to frame the academic calendar training calendar for students for the new session keeping in view the guidelines and requirements of NAAC for teacher education institutions. |
| 6. | Updating of records under IQAC in the new college website | 22/1/2021 | Records pertaining to activities conducted by IQAC for the sessions 2019-2020 and 2020-2021 were uploaded on the new college website. |

→ What about other committees?

→ monthly report of HR trainings should be attached to be shared

| | | | |
|----|--|--------------------------------|--|
| 7. | Observed Online classes UG Deptt: a. Mrs. Suman Devi, Semester IV, Section B Topic- Introduction to Analytical Thinking (Course 405) | 27/1/2021 11:00 am-11:30 am | 1. Generic examples were given. 2. information was presented in paragraphs instead of bulleted sentences in the presentation. The report has been presented to the Principal for further action. |
| | b. Dr Rohnika Sharma, Semester IV, Section C, Topic- Introduction to inclusion, need and importance of inclusion. (Course 403) | 27/1/2021 12:00 pm-12.40 pm | 1. Explanation was simple and coherent. 2. Relevant examples were given to elaborate the concepts. 3. Multilingual approach was used for teaching for the benefit of the students. The report has been presented to the Principal for further action. |
| 8. | Attended Staff Meeting regarding opening of college for students as per Govt Notification. | | The Principal issued guidelines regarding post opening of the college and instructed staff and sub staff to adhere strictly to the SOPs issued by the Govt and the college. |
| 9. | Compiled AQAR for the session 2019-2021 | | Sent to the Principal for review and approval on 11/2/2021 |

2. Review of Committees:

| S.No. | Name of the Committee | Date | NC / Corrective Action | Remarks |
|-------|--|-----------|------------------------|---|
| 1. | Leave and attendance committee PG Department UG Department convener was on leave (Scheduled on Feb 15, 2021) | 11/1/2021 | NIL | 1. The convener was asked to make the following changes: <ul style="list-style-type: none"> In the MOM, the decisions taken during the meeting should be written. The attendees of the meeting should sign the relevant documents. (Circular, MOM) The leave applications should be signed by the HoD. |

What about monthly report?

| | | | | |
|----|---|-----------|-----|--|
| | | | | <ul style="list-style-type: none"> The QF number was missing on the Undertaking Form and the Convener was advised to properly check all documents for QF nos. |
| 2. | <p>a) Infrastructure and Maintenance</p> <p>b) Alumni and Placement</p> | 12/1/2021 | NIL | <ol style="list-style-type: none"> The process owner is aware of the process. Convener was oriented regarding maintenance of stock register such as Index page to be arranged in alphabetical order and how to make entries in the stock register etc. In the maintenance register the date of rectification should also be mentioned. <ol style="list-style-type: none"> The alumni and placement convener was asked to prepare a calendar as per the guidelines of NAAC and was advised to organize more activities such as interactive sessions with the alumni, Alumni Meet, increase the number of placement drives in the new session and establish liaison with recruiters. |
| 3. | <p>a) Student Support Services</p> <p>b) Guidance and Counselling</p> | 13/1/2021 | NIL | <ol style="list-style-type: none"> The convener of student support services was aware of the process and responsibilities. She was oriented to upload documents in the MIERDOCS folder. The new approved <u>monthly report</u> format for guidance and counselling has been given to the in charge for using it henceforth. Ms. Navnidhika was briefed about preparation of calendar, teaching plans, examination and evaluation, and results records. |
| 4. | CER | 15/1/2021 | | <ol style="list-style-type: none"> The process owner is aware of the process. The records are being maintained. The convener was asked to prepare and upload NAAC documents in MIERDOCS. |

monthly report?

monthly report

He needs to follow up the registration of Alumni association

monthly report

3. Visits /Observations (Classroom, Offices, Library, Corridors, etc.) – 28/01/2021 and 5/2/2021

- a. The sub staff was informed about the opening of the college and directed to clean the college building and be geared up for opening of the college.
- b. After opening of the college for the students, a round of the college was taken to ensure that the guidelines issued for maintaining social distancing, use of sanitizers and masks, and other regulations are being followed by both the staff and students. Canteen and sports ground were also visited.

4. Training/orientation/Workshops Details (Students, Teaching, Non-Teaching and Sub Staff):

| S.No. | Topic | Date | Resource Person | Target Group | Remarks |
|-------|---|-------------------------|---|---|---|
| 1. | Document Management Areas Covered a. Converting files into multiple formats b. Taking Screenshots using snipping tool c. Downloading videos and music from You Tube and other social sites d. Back up of Data (Online & Offline) e. Auto back up of PC data through Google Drive f. Creation of Google Forms, setting and analysing Google sheets g. Printing of online documents | 18, 19 and 21/1/2021 | 1. Mrs. Rohini Sharma 2. Mr. Rajan Slathia 3. Mr. Pranav Gandotra | Teaching staff-17 Non-teaching Staff-9 | Effectively conducted with evaluation of skills of trainees at the end of training sessions |

5. Quality Audits: NIL

6. Feedback: NIL

7. NAAC Records:

| S.No. | Date | Description | Committee / Centre | Remarks |
|-------|----------|---|--------------------|---|
| 1. | 5/2/2021 | Checking of folders created in MIERDOCS | All | Uploading of Data templates as per the NAAC requirements has started. Mail was sent to all faculty members and in charges to complete the process of creating and uploading of records for the session 2019-2020 by 5 th March 2021. |

8. Any Other:

1. tête-à-tête (an open forum interaction of students with College Quality Team) for the UG Department could not be held due to administrative engagements and has been scheduled for 19th February 2021.

| | | |
|--|---|-----------------------|
| Prepared by: Co-ordinator IQAC Date: 12/02/2021 | Verified by: Ruchi Sharma Date: 12/02/2021 | Approved by: Date: |
|--|---|-----------------------|

Seen
12/2/21