



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

Monthly Report of IQAC

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

1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Checked monthly reports of all committees and centres	5/3/2021 to 15/3/2021	All reports were approved by the Principal with some suggestions for improvement.
2.	Attended advisory committee meeting of CWS	13/2/2021	The Director of the centre, Mrs. Rupa Gupta presented the report for the previous academic sessions of CWS. Suggestions and ideas shared by the expert members for further improvement and working of the centre were duly noted.
3.	Open forum interaction with the students of IV semester of UG department was conducted.	19/2/2021	The open forum interaction of students with the Principal was held with the students of the UG department. During the interaction, feedback was taken from the students on various parameters. MOM attached for reference.
4.	Checked faculty research /workshops / trainings data on PI360	24 th /25 th /2/2021	Monthly Check of PI360 was done. The faculty members were informed about the discrepancies found and were asked to rectify the same.
5.	Held meeting with HoDs and conveners of extension, environment and sports units	22/2/2021	The activities to be included in calendar were discussed. The conveners were asked to prepare a draft calendar based on the suggested activities as per NAAC guidelines. The final calendar of environment, extension and sports units have been approved by the Principal.
6.	Prepared and circulated schedule of induction programme for newly admitted students regarding the college committees and centres.	26/2/2021	The students will be oriented about the all the committees, units and centres, their functions and composition from 3 rd to 5 th March.

7.	Attended quarterly review meetings of various centres and committees.	22 nd - 26 th /2/2021	The meetings were chaired by the Principal. During the meetings, the conveners apprised the members present about the functioning of the committees/centres/units in the last semester, progress of the activities in the current semester and action plan for conducting activities for the next session.
8.	Compiled and submitted AQAR for the session 2019-2020	19/2/2021	The AQAR was accepted by NAAC on 22/2/2021.

2. **Review of Committees:** Quarterly review meetings of all centres and committees were conducted by the Principal.

S.No.	Name of the Committee	Date	NC / Corrective Action	Remarks
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3. **Visits /Observations (Classroom, Offices, Library, Corridors, etc.) –15/2/2021**

- a. A round of the college was taken to ensure that the guidelines issued for maintaining social distancing and masks are being followed by both the staff and students. Canteen and sports ground were also visited. Students who were found violating the norms were advised to adhere to the rules for their own safety and that of others as well.

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

S.No.	Topic	Date	Resource Person	Target Group	Remarks
1.	NAAC Varta-Outcome based education in quality assurance	19/2/2021	Prof. Amiya Kumar Rath	Jasleen Mohial	The resource person shed light on the fundamentals of OBE and its importance towards achieving excellence and quality in education.

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	All the folders were checked. Library comm., internal examination UG dept., HoD PG, CER and CET have uploaded some of the NAAC data templates for 2019-2020 session. Others have been asked to expedite the process at their end.

8. Any Other: A two-week workshop on communication skills is being held for M.Ed. students (IV semester) by Ms. Maneka Khanna. (From 25th February to March 12, 2021.)

Prepared by: Co-ordinator IQAC <i>Shubhal</i> Date: 15-3-2021	Verified by: Ruchi Sharma <i>Ruchi</i> 15-3-21 Date:	Approved by: <i>[Signature]</i> Date: 15/3/21
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19/3/21