



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

Monthly Report of IQAC

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

1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Checked monthly reports of all committees and centres	30/3/2021 to 7/4/2021	All reports were approved by the Principal with some suggestions for improvement.
2.	Conducted an induction programme for newly admitted students of UG and PG departments regarding the college committees and centres.	3 rd to 5 th March 2021	The students were oriented about the all the committees, units and centres, their functions and composition. The induction programme was attended by approximately 102 students.
3.	Attended quarterly review meetings of CWS, Examination and Evaluation Committee, Infrastructure and Maintenance Committee, Hostel Committee, Media and Publication Committee and Alumni and Placement Committee	1 st , 3 rd , 4 th and 8 th March 2021	The meetings were chaired by the Principal. During the meetings, the conveners apprised the members present about the functioning of the committees/centres in the last semester and progress of the activities in the current semester. Guidelines for effective functioning of the committees/centre were also given by the Principal.
4.	Conducted orientation of students of IV semester of PG and UG departments regarding the grievance redressal committee	12/3/2021	The students were oriented about the committee, its composition and the process of grievance redressal.
5.	Anti-ragging helpline numbers and posters were posted on the noticeboards of UG and PG departments	16/3/2021	To fulfil the anti-ragging guidelines of both UGC and NAAC, helpline numbers of the members of the anti-ragging committee were posted on the notice boards along with anti-ragging posters.
6.	Attended staff meeting regarding the format, writing skills and timely submission of monthly reports	22/3/2021	The meeting was chaired by the Principal. He issued directives pertaining to the timely submission of monthly reports to IQAC. It was decided that the IQAC coordinator will submit all checked reports to the Principal on the 7 th of every month. He also advised the members present to check the format,

			alignment and grammatical errors before submitting the reports.
7.	Interaction with Parents	28/3/2021	The Principal held an online interactive session with the parents of the students of IV semester of UG and PG departments. Feedback was taken on academics/ online teaching learning, faculty, conduct of examinations and co-curricular activities. The suggestions, queries and grievances of the parents were also addressed by the Principal. MoM attached for reference.
8.	Re-framed grievance redressal regulations	31/3/2021	In pursuance of the University Grants Commission guidelines for grievance redressal, the College Student Grievance Redressal Policy was re-framed. Mr. B.L. Bhat was consulted for framing the college regulations. The same will be presented before the statutory body for approval.

2. Review of Committees: Nil

S.No.	Name of the Committee	Date	NC / Corrective Action	Remarks
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3. **Visits /Observations (Classroom, Offices, Library, Corridors, etc.)** – a new checklist was provided to the convener of infrastructure and maintenance committee Dr. Deepa Rana for effective monitoring and supervision of activities related to college upkeep and cleanliness.

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

S.No.	Topic	Date	Resource Person	Target Group	Remarks
1.	Smart Financial Planning and Digital payments	19/3/2021	Mr. Anmol Gupta Financial Planning Expert	Non- Teaching Staff No. of participants- 30	The resource person acquainted the staff with the various aspects of financial planning, its importance and different instruments of financial planning. He also talked about digital payments and transfer of money via unified payments interface.
2.	Work Ethics and Etiquettes	22/3/2021	Mr. Pranav Gandotra	Sub-Staff	The orientation session aimed to instill strong work ethics among the sub staff. The sub themes included

			No. of Participants-30	were: punctuality, team work, dedication towards work, responsibility and effective work output. Basic work etiquettes related to formal greetings, attire and grooming and talking on mobile phones were also covered during the orientation.
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5. Quality Audits: Nil

6. Feedback: NIL

7. NAAC Records:

S.No.	Date	Description	Committee / Centre	Remarks
1.	-	-	-	The documentation work is In-progress

8. **Any other:** Communication skills workshops are being held for the students of UG and PG departments by Mrs. Maneka Khanna. The following groups have been taken up in March:

1. B.Ed. Spl Education: Semester IV, 16/3/21 to 19/3/21, continued after exam break from 25/3/21 to 8/4/21
2. M.Ed. and MA Education: Semester I, 17/3/21 to 2/4/21

Prepared by: Co-ordinator IQAC <i>Arshad</i>	Verified by: Ruchi Sharma <i>Ruchi</i>	Approved by: <i>[Signature]</i>
Date: 6-4-2021	Date: 6/4/21	Date: 6/4/21

Meanwhile kindly send me the copy
 ↳ the grievance redressal committee I can go through it

we need to specify the work done every month in NAAC (ie AQAAR) we can make a monthly calendar to get people criteria wise to complete their tasks

@ 14/4