



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

Monthly Report of IQAC

QF No.: 092C
Revision:01
Month: April and May 2021

1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Checked monthly reports of CET, CER, CWS, Library Committee, Examination Committee, Environment Unit, Extension Unit, Co-Curricular Committee, Alumni and Placement Committee, Student Support Committee, Media and Publication Committee, Leave and Attendance Committee UG and PG dept.	3 rd May-14 th May 2021	All reports were approved by the Principal with some suggestions for improvement.
2.	Social Media Audit	12 th April 2021	The social media pages of the college on Facebook, Instagram, Twitter and LinkedIn were checked according to the checklist prepared for audit purposes. The report was shared with the Principal.
3.	Entry level assessment test was conducted for students (1 st Semester) of UG and PG departments	24 th April 2021	The test which was conducted online, was attempted by 103 students of UG dept. and 36 students of PG dept. An analysis of the student responses will be done in order to assess areas of weakness, and identification of the students who require academic support.
4.	Analysis of student entry survey	26 th April 2021	An analysis report of student entry survey was prepared and submitted to the Principal. Report attached for reference.
5.	Feedback on curriculum from students of IV semester	28 th -29 th April 2021	Feedback was taken from the students of IV semester of UG and PG departments. An analysis of the same was done and report was prepared. Report attached for reference.
6.	Preparation of descriptive responses of Criteria I and II of AQAR	May 2021	The responses/answers to descriptive metrics of criteria I and II were written. Criterion I responses were sent to the Dean Academics on 18 th May for feedback. No modifications were suggested. Criterion II responses were mailed to the HoDs on

			22 nd May. Online meeting will be conducted with the HoDs to discuss the criterion in detail on 19 th June 2021.
7.	Checked NAAC data templates sent by Centre Head, CER	29 th May 2021	The data templates were checked and changes required with reference to presentation of financial data for the year 2019-20 were mailed to Dr Nishta Rana. She has been directed to prepare the data for the year 2020-21.

- Note:** a) No activities were conducted by sports unit in April and May 2021 as the activities were planned till the month of March 2021.
b) 7 days NSS camp scheduled to be held from 15th April 2021 could not be held due to Covid lockdown restrictions.

2. Review of Committees: Nil

3. Visits /Observations (Classroom, Offices, Library, Corridors, etc.) – A round of the college was taken to ensure that the guidelines issued for maintaining social distancing and masks are being followed and to check college upkeep and cleanliness.

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

5. Quality Audits: Nil

6. Feedback:

Stakeholders	Feedback	Action Taken	Status	Effectiveness Verified
Students - a) Curriculum	170 responses on curriculum were received from the students of IV semester (2019-2021 batch). Suggestions: A few students were not satisfied with the lack of availability of multiple copies/volumes of the books prescribed in the curriculum in the library. Feedback analysis report was prepared and uploaded on the college website.	Feedback has been shared with the Principal for necessary action.	-	-

7. NAAC Records:

S.No.	Date	Description	Committee / Centre	Remarks
1.	-	-	-	The documentation work is In-progress. All process owners have been given deadlines to complete qualitative data along with preparation of documentary evidence. Descriptive data is also being prepared.

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 April:
 1. B.Ed. – Semester IV, 25 students, 9/4/2021 to 30/4/2021
 2. M.Ed. and MA Education: Semester IV, 5/4/21 to 23/4/21
- Contacted the Principal, Govt. B.Ed. College Jammu for conducting collaborative activity under MoU. No definitive response received. Activity could not be conducted due to Covid lockdown.

Prepared by: Co-ordinator IQAC <i>Ruchi Sharma</i> Date: <i>8/7/21</i>	Verified by: Ruchi Sharma <i>Ruchi Sharma</i> Date: <i>8/7/21</i>	Approved by: <i>[Signature]</i> Date: <i>9/7/21</i>
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9/7/21