



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

## Monthly Report of IQAC

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

### 1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Checked monthly reports of CET, CWS, CER, Library Committee, Examination and Evaluation Committee, Alumni and Placement Committee, Media and Publication Committee, Infrastructure and Maintenance Committee, Leave and Attendance Committee UG and PG dept., Extension Unit, Environment Unit and Co-Curricular Committee and HR Manager, Trainings and QA.	2/9/2021 to 9/9/2021	All reports were approved by the Principal with some suggestions for improvement.
2.	Analysis of feedback on faculty from students of IV semester 2019-21 batch	12/8/2021	Feedback was taken from the students of IV semester (2019-21 batch) of UG and PG departments. The analysis report was submitted to the Principal and the same was approved. Report attached for reference.
3.	Meeting with Principal regarding AQAR	9/8/2021	Meeting was held with the Principal to discuss the NAAC templates of the HoDs. The HoDs presented the data prepared by them. Clarifications were given by the Principal for doubts pertaining to data/information required for a few templates.
4.	Meeting with Principal regarding criteria 6 and 7 of AQAR	11, 12/9/2021	Criteria 6 and 7 of AQAR were discussed with Principal. Modifications suggested were incorporated in the report.
5.	Attended meeting with Chairperson regarding felicitation of Gardening Staff and other green initiatives.	16/8/2021	The meeting was chaired by the Chairperson to discuss the felicitation of the gardeners. The programme schedule was finalised. Ways for better waste management and enhancing the landscape of the college were also discussed.
6.	Felicitation function of gardening staff by QA team and Environment Unit	23/8/2021	In order to recognise the contribution of the gardening staff in enhancement and maintenance of greenery in MIER campus, a

			function was organised. The staff was facilitated with certificates and cash incentives.
7.	Preparation of annual calendars of various committees and units	23/8/2021	Meeting was held with HoDs and the committee/unit in charges to discuss the calendars, suggestions were given for activities to be included in the calendars as per NAAC guidelines. Modified calendars were received for approval.
8.	Meeting with HoDs to discuss workshops/orientations for students	31/8/2021	A meeting was conducted with the HoDs of the UG and PG departments to discuss themes/topics and dates for conducting workshops/orientations for students to enhance their academic, technical and organisational skills as per NAAC guidelines. The suggestions given by the HoDs were incorporated in the training calendar for the academic year.

## 2. Review of Committees: Nil

## 3. Visits /Observations (Classroom, Offices, Library, Corridors, etc.)

S.No.	Area / Location	Date	Observations	Remarks
1.	All floors of the college building and committee room, administrative block	19/8/2021	<ul style="list-style-type: none"> <li>Cobwebs on walls near bank, dirty tiles, dust on window sills and marks on floor tiles</li> <li>Cobwebs under the table in committee room</li> </ul>	The cleaning staff was asked to ensure proper cleanliness of floor tiles and classrooms. The campus engineer called the workers who had done the painting job to clean the surfaces with a liquid cleaner. The committee room was also cleaned. The cleaning staff was directed to clean the classrooms daily as the same is being in PG department. <i>done</i>
2.	All floors of the college building and committee room, administrative block	31/8/2021	<ul style="list-style-type: none"> <li>The floor tiles were cleaned with the liquid stain remover, however some stubborn marks are still there.</li> <li>Cobwebs were removed</li> <li>Classrooms were opened for cleaning and dusting.</li> </ul>	Cleanliness is being maintained. The staff was also advised to open the blinds in offices to let natural sunlight come in and were asked the close them while leaving.



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

S.No.	Topic	Date	Resource Person	Target Group	Remarks
1.	Qualitative Initiatives and Best Practices	27 <sup>th</sup> and 28 <sup>th</sup> August 2021	<ol style="list-style-type: none"><li>1. Dr Shyam Singh Inda, Assistant Advisor, NAAC</li><li>2. Prof Amiya Kumar Rath, Advisor, NAAC</li><li>3. Dr Krishna Kant, Principal Aggarwal P G College, Faridabad</li><li>4. Dr Lydia Fernandes, Former Dean, Mangalore University</li><li>5. Prof R G Kothari, Former Dean of Faculty of Edu and Psy, M.S. University Vadodara</li><li>6. Dr Ashwani Bhalla, Professor, SCD Govt. college, Ludhiana</li></ol>	Coordinator, IQAC	<p>NAAC sponsored seminar was organised by GHG Khalsa College of Education Ludhiana. The seminar was attended by Principals, Coordinators and Educators from different colleges across India. The sub themes deliberated upon during the seminar were:</p> <ul style="list-style-type: none"><li>• Qualitative Initiatives and Best Practices in HEIS</li><li>• Identification of Best Practices and their Sustainability</li><li>• Online A&amp;A and Methodology of RAF</li><li>• Incentives for Holistic Quality Performance</li><li>• Benchmarks in Higher Education for Quality Enhancement</li><li>• Best Practices in Research, Consultancy and Extension</li></ul>

**5. Quality Audits: Nil****6. Feedback: Nil**

### 7. NAAC Records:

S.No.	Date	Description	Committee / Centre	Remarks
1.	June-July 2021	Completion of data templates and preparation of documentary evidences criterion wise.	-	The documentation work is In-progress. Received completed criteria wise documents from Extension unit, CER, Library Committee and Accounts Dept. All other 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:

- Attended inter college online symposium organised by CWS, MIER to celebrate women equality day on the 26/8/2021
- Acted as resource person for "Adolescent Education Programme" organised by CWS, MIER for the students of Model Academy School on 12<sup>th</sup> August 2021.

<b>Prepared by: Co-ordinator IQAC</b> <i>Arshad</i> <b>Date:</b> 9/9/21	<b>Verified by: Ruchi Sharma</b> <i>Ruchi</i> <b>Date:</b> 9/9/21	<b>Approved by:</b> <i>[Signature]</i> <b>Date:</b> 15/9/21
---	---	---

*Seen @ 15/9/21*