	MIER COLLEGE OF EDUCATION (AUTONOMOUS) Accredited by the NAAC with 'A+' Grade	Monthly Report of IQAC	QF No.: 092C Revision: Month: October 2020

1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Submission of AQAR 2017-2018	13/10/2020	Has been successfully submitted
2.	Checking of updation of records on PI360. Emailed a circular to faculty members regarding regular updating of research/staff development records on PI360	13/10/2020 15/10/2020	Certain discrepancies were observed, and feedback given to faculty to complete in a week. Records were updated by the faculty as per the suggestions given.
3.	Checked monthly reports of committees and centres for the months of **August and September** – CET, CER, Evaluation and Examination, Psychology Lab, Leave and Attendance UG-PG, Library and Media and Publication. Checked monthly reports of committees and centres for the month of **October**–CER, Leave and Attendance UG-PG, Library, Evaluation and Examination.	14/10/2020 3/11/2020 to 6/11/2020	All reports were approved by the Principal and sent back to respective centres/committees.
4.	Prepared reconstitution of IQAC notification	16/10/2020	Copies sent to all members.
5.	Emailed Circular to class representatives of UG and PG departments regarding monthly meeting with CRs.	16/10/2020	Interaction with class representatives of UG and PG Dept. on 17/10/2020. Prepared and submitted CRs interaction feedback to the Principal on 21/10/2020. Feedback attached for reference.
6.	College entry and exit survey prepared by QA team and sent to the Principal for approval.	19/10/2020	The Principal suggested some changes to make it simpler. Review of both the surveys as per the suggestions given by the Principal was done on 22/10/2020.

	Review of reflective journal and report writing for final implementation during the internship process.	22/10/2020	The surveys, report writing and reflective journal formats were approved by the Principal on 27/10/2020
7.	Prepared Faculty feedback on online teaching and learning and submitted to the Principal for approval.	20/10/2020	Approved and survey sent to the faculty for collecting their responses online on 22/10/2020.
8.	QA Team meeting with the Principal to discuss completion of college website and uploading of data.	20/10/2020	Section wise analysis of website was done. Decisions were taken regarding-1. Testimonials to be uploaded. 2. Changing the photos of certain staff members. 3. Copies of MOUs to be uploaded. 4. Organisational chart to be changed. Instructions were emailed to website developer to make some design changes. Review of the rest of the sections is in progress.
9.	Submission of new quality initiatives proposed by IQAC as per new NAAC guidelines.	21/10/2020	Approved by the Principal and Attached for reference.
10.	Prepared and submitted training needs analysis (by HR manager) to the Principal	21/10/2020	Approved by the Principal. Training needs calendar will be prepared for activities as per analysis and NAAC requirements.
11.	QA Team meeting with the Principal for incorporation of NAAC formats and other requirements in QMS.	27/10/2020-28/10/2020	Each college process was discussed and analysed individually to include NAAC templates. Master list of documents was modified. Person wise responsibility for data generation and process owner was fixed.
12.	Observation of online classes Mr. Kuldeep Singh B.Ed spl, Semester III Dr Bharti Tandon, MAE	28/10/2020	Submitted to the principal for further action. Reports attached for reference.
13.	AQAR for 2019-2020 under compilation	Daily	Completed till Criteria 4

2. Review of Committees: NIL

S.No.	Name of the Committee	Date	NC / Corrective Action	Remarks

Note: Mail was sent to different committees and centers on 21/10/2020 to remind them to commence the generation/creation of the NAAC records. Some changes are being made in the master list of documents to incorporate NAAC data templates, the review of different committees will be done once the changes are communicated to different committees and centres.

Visits /Observations (Classroom, Offices, Library, Corridors, etc.) -NIL

S.No.	Area / Location	Date	Observations	Remarks
1.	All floors	19/10/2020	Cobwebs in window panes and dust on skirting .	Mr. Abhishek and Mr. Mandeep were told to maintain a spick and span look of college lecture rooms and offices. This was verified afterwards.

Since Teachers have joined the college, the members of the maintenance committee should taken ownership of cleanliness in the college.

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

S.No.	Topic	Date	Resource Person	Target Group	Remarks
1.	How to be a positive person and teacher. Organised by CWS.	31/10/2020	Mr. Vikrant Mahajan	Faculty and students of UG and PG departments.	Attendee

4. Quality Audits: NIL

Type of Audit	Date	Corrective Action / Non Conformance	Action Taken	Remarks

5. Feedback: 22/10/2020

Stakeholders	Complaints / Suggestions	Action Taken	Status	Effectiveness Verified
Faculty feedback on online teaching and learning	1. The students especially in the far flung areas face internet connectivity issues. 2. Student's involvement and engagement has improved over the course of time as they are getting comfortable with the online mode of teaching and learning. 3. The faculty perception of online teaching has become more favourable. 4. The faculty was of the opinion that the assessment procedure can be made more standardised by including time limit in Google Forms.	Feedback has been shared with the Principal for necessary action.	-	-

6. NAAC Records: The checking of NAAC records as per ready reckoner has been made a monthly feature in the new calendar. IQAC shall check every month how much data has been generated or records created by every committee and centre. Checking scheduled on **6/11/2020**.

S.No.	Date	Description	Committee / Centre	Remarks
	-	-	-	-

7. **Any Other**:
   1. **Storage of NAAC data**: As per the directions of the Principal, it has been decided that NAAC related data which will be prepared and uploaded by the faculty, will be stored in our internal server as well on the cloud(internet) for easy access and retrieval.
   2. **Consultancy Services:** Consultancy services to Shivalik College of Education, Udhampur under MOU on NAAC assessment and accreditation could not be provided in the month of October due to lack of availability of time on the part of Shivalik college, rescheduled to November, after Diwali.
   3. **tête-à-tête** (an open forum interaction of students with College Quality Team) which according to the IQAC calendar was scheduled to be held in the month of October has been rescheduled to November, 2020. (after Diwali)

Prepared by: Co-ordinator IQAC Date: 9/11/2020	Approved by: Date: