



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

Monthly Report of IQAC

QF No.: 092C
Revision:
Month: August'2020

1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Prepared new guidelines for entry level assessment procedure for newly admitted students as per NAAC requirement.	10-08-2020	Approved by Principal Sir
2.	Opening meeting of IQAC	11-8-2020	The following agenda points were discussed: <ol style="list-style-type: none">1. Finalisation of new IQAC calendar2. New quality initiatives3. Orientation of the concerned staff (teaching and non-teaching) on the new NAAC manual4. Orientation of new college committees (goal setting and preparation of annual calendars)
3.	Framed sample entry survey for newly admitted students	12-8-2020	Submitted to the Principal for approval
4.	Framed sample exit survey for students	19-8-2020	Submitted to college QA Team for review and feedback
5.	Observed Online classes UG Deptt Mr. Kuldeep Singh, B.Ed SPL, Semester III Mrs. Suman Gupta, Semester III, Section B Mrs. Arpana Koul, Semester III/ Section C Mrs. Suman Devi Semester III, Section B Mr. Chottu Ram, B.Ed. SPL, Semester III	6/8/2020 6,14/8/2020 14/8/2020 17/8/2020 18/8/2020	Observations and suggestions of improvement submitted to the Principal

	Mrs. Deepa Rana, Semester III, Section C PG Deptt Mrs. Bindu Dua (M.Ed), Semester III	18/8/2020 20/8/2020	
6.	Checked monthly reports of centres and committees of the college	8/9/2020- 9/9/2020	
7.	AQAR for 2017-2018 under compilation		Not submitted in August as per calendar deadline, revised target 21 st September 2020
8.	Meeting of QA Team (Ms. Ruchi, Mr. Pranav and Ms Jasleen)	14-8-2020 (12:20-12:45 pm)	An on spot meeting was held. Quality formats, calendar of committees and centres and quality initiatives were discussed.

2. Review of Committees:

S.No.	Name of the Committee	Date	NC / Corrective Action	Remarks
1.	Library (UG&PG)	19-8-2020	-	-
2.	Co-Curricular	20-8-2020	-	-
3.	Student Support Services	21-8-2020	-	-
4.	Examination & Evaluation Committee	21-8-2020	-	-
5.	Alumni & Placement	24-8-2020	-	-
6.	Hostel	24-8-2020	-	-
7.	Infrastructure & Maintenance	25-8-2020	-	-
8.	Grievance Redressal	25-8-2020	-	-

Note: The new committees were oriented on the processes, roles and responsibilities and preparation of records as per QMS and NAAC requirements.

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

S.No.	Area / Location	Date	Observations	Remarks
1.	All floors, corridors, offices, libraries, toilets	10-8-2020	Since Mrs. Shaheen was on leave, Mr. Shoukat Ali was on duty in her absence. Cleanliness was not up to mark as it had rained the previous day.	The cleaning staff was asked to ensure that the dusting is done properly.
2.	All floors, corridors, offices, libraries, toilets	18-8-2020	The toilets did not look spick and span even though they had been cleaned. Cobwebs were seen at some nooks and corners.	The cleaning staff was asked to maintain high standards of cleanliness.

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

S.No.	Topic	Date	Resource Person	Target Group	Remarks
1.	Happy Classrooms	1/8/2020	Ms. Jasleen Mohial	Teachers –Model Academy	Effectively conducted
2.	Orientation on creation of NAAC records	19 th -25 th August 2020	Ms. Jasleen Mohial Mr. Pranav Gandotra	Teaching Staff MIER College	The staff was oriented on person/dept. wise responsibility of data generation and creation of records.
3.	Authentic School Leadership	16/8/2020	Dr. B.L. Handoo, IECS	Ms. Jasleen Mohial	Attendee
4.	Inclusive Leadership for Post Pandemic Scenario	25/8/2020	Mr. G Balasubramanian, former Director Academics, CBSE	Ms. Jasleen Mohial	Attendee

5. Quality Audits: NIL

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

6. Feedback: NIL

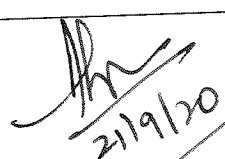
Stakeholders	Complaints / Suggestions	Action Taken	Status	Effectiveness Verified

7. **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. Since the new college website is under construction, records as and when generated shall be uploaded on the website.

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

8. Any Other:

1. Teachers' orientation on report writing, reflective journal writing and basic guidelines for students for making PowerPoint presentations will be taken up in September, however the formats were mailed to both the HoDs for the review and feedback on 31st August 2020.

Prepared by: Co-ordinator IQAC Date: 21/9/2020	Approved by:  Date: 21/9/20
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