



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

## Monthly Report of IQAC

QF No.: 092C  
Revision:01  
Month: December 2020

### 1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Checked monthly reports of committees and centres for the month of <b>December</b> – CET,CWS, CER, Evaluation and Examination Committee, Psychology Lab, Leave and Attendance UG-PG, Library, Hostel committee and Media and Publication.	4/1/2021 to 10/1/2021	All reports were approved by the Principal and sent back to respective centers/committees.
2.	Modified faculty peer feedback form.	3/12/2020	Behavioural, managerial, functional and teaching parameters along with the scale were revised.
3.	Online feedback forms were sent to different stakeholders namely students, teaching and non-teaching staff and alumni.	3,4,9/12/2020	Suggestions/complaints details given below under section 6.
4.	QA Team meeting with the Principal to discuss completion of college website and uploading of data.	1/12/2020-9/12/2020	Section wise analysis of website was done. Decisions were taken regarding-1. Editing of testimonials. 2. Changes in font size, colour and text in some sections of the website 3. Resolution and size of photos. 4. Uploading of information under grievance redressal, syllabus, minutes of meetings and reports of centres and committees. Instructions were emailed to website developer to make certain changes. Review of the rest of the sections is in progress.
5.	Prepared and circulated schedule of review of committees and centres	14/12/2020	The review was conducted from 16 <sup>th</sup> to 18 <sup>th</sup> December. Details given below under section 2.

6.	Prepared schedule of trainings for the staff (Faculty, nonteaching and sub staff).	14/12/2020	The training areas were identified from the training needs analysis form. The training areas include research skills, interpersonal skills, teaching-learning and evaluation and computer skills. The trainings will be held in January and February 2021. The tentative calendar has been submitted to the Principal for suggestions and approval.
7.	Attended advisory committee meetings of CET and CER	21,22/12/2020	Suggestions and ideas shared by the expert members for further improvement and working of the centres were duly noted.
7.	Conducted the 1 <sup>st</sup> advisory committee meeting of IQAC for the session 2020-21.	23/12/2020	The meeting was attended by all the members of the advisory committee. The coordinator presented the IQAC report for the session 2019-20. Minutes of the meeting are attached for reference.
8.	AQAR for 2019-2020 under compilation		Will be submitted by end of January 2021.

## 2. Review of Committees:

S.No.	Name of the Committee	Date	NC / Corrective Action	Remarks
1.	<ul style="list-style-type: none"> <li>a) Co-curricular Committee</li> <li>b) Environment and Extension Units</li> </ul>	16/12/2020	NIL	<ol style="list-style-type: none"> <li>1. Clarification was given on certain doubts pertaining to the process of the committee and new NAAC formats.</li> <li>2. The convener was asked to ensure that the new calendar is made keeping in view the guidelines given by NAAC.</li> <li>3. The in charges were also apprised about the lack of participation by students in some events and were asked to ensure maximum participation of students in all calendar events/activities.</li> </ol>

2.	<ul style="list-style-type: none"> <li>a) Internal Examination Committee</li> <li>b) Media and Publication</li> <li>c) Library</li> </ul>	17/12/2020	NIL	<ul style="list-style-type: none"> <li>1. The process owners are aware of the process. A few doubts related to NAAC formats were clarified.</li> <li>2. The conveners of the internal examination committee were asked to maintain objective evidence of complaints received regarding examinations.</li> <li>3. The Librarians were asked to download the N-List usage report from the service provider.</li> </ul>
3.	<ul style="list-style-type: none"> <li>a) NSS Unit</li> <li>b) Incharge, Sports Unit</li> <li>c) Centre for Women Studies</li> </ul>	18/12/2020	NIL	<ul style="list-style-type: none"> <li>1. The in charge of the sports unit was asked to ensure that students participate in virtual events and the faculty should also participate in events like yoga session.</li> <li>2. The NSS unit in charge was advised to plan different and novel community activities for the new session.</li> <li>3. The CWS is in the process of publishing a table calendar featuring prominent women achievers of J&amp;K. A few activities like guest lecture have been rescheduled. They were also asked to undertake a research study and plan community outreach activities in the new session.</li> </ul>

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

**NOTE:** Meeting was held with Dr. Deepa Rana, Convener, Maintenance and Infrastructure Committee regarding streamlining of the process by ensuring that all information is communicated in writing and responsibilities are given to the floor in charges. She was also asked to verify that duties are being done and to get the diaries, issued to the support staff, signed by the floor in- charges.

**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) Faculty	The students have given excellent ratings to the faculty, ranging between 100% to 55.56%. Some of the suggestions/complaints are: <ol style="list-style-type: none"> <li>1. The students feel that the teachers should avoid talking about personal issues of students during teaching especially in front of whole class.</li> <li>2. They also suggested that the teachers should nominate or select the students who are shy or hesitant for different activities instead of just relying on the information provided by the CR .</li> </ol>	Feedback has been shared with the Principal for necessary action.	-	-
Faculty- a) Curriculum	The faculty's overall satisfaction rate with the curriculum ranges between highly satisfied (53.33%) and somewhat satisfied (46.67%). Some of the suggestions given are: <ol style="list-style-type: none"> <li>1. The faulty is of the opinion that the theory and practical aspect of the curriculum should be balanced in all semesters of B.Ed. course.</li> <li>2. They also feel that the no. of lessons in group teaching and resource room teaching should be reduced and curriculum should not be frequently modified.</li> </ol>		-	-
b) Peer	The top three faculty members in the PG Dept. as per the peer ratings are: <ol style="list-style-type: none"> <li>1. Dr. Adit Gupta</li> <li>2. Dr. Mool Raj</li> <li>3. Dr. Nishta Rana</li> </ol> In the UG Dept. as per the peer ratings, Dr Monika Bajaj, Mrs. Poonam Soni and Mr. Chottu Ram were highest rated.		-	-
Employees	The overall satisfaction level of the employees with the college is 70.59%. The following suggestions/complaints were received from the employees: <ol style="list-style-type: none"> <li>1. Laptops should be provided to teaching staff.</li> <li>2. Picnics should be organised for the employees.</li> <li>3. Rewards and recognition for work and achievements should be given to employees.</li> <li>4. The teaching staff feels that the research publication process is tedious.</li> <li>5. The increments of employees should not be stopped.</li> </ol>		-	-

Exit Survey- Students of 2018- 2020 batch	<p>The students felt their overall experience in the college was truly enriching and met their expectations. 90.06% of the students feel that their expectations from the college have been fulfilled. Some of the suggestions given by the students are:</p> <ol style="list-style-type: none"> <li>1. The students suggested that the syllabus of B.Ed. Special Education should be more practical rather than theoretical.</li> <li>2. The students feel certain infrastructural facilities like computer labs, library, canteen and playground can be further improved.</li> <li>3. State and National level competition opportunities should be provided to the students.</li> <li>4. PhD programme should be started.</li> <li>5. More placement opportunities should be created for the students.</li> </ol>			New Initiative (Taken first time)
Alumni	<p>The overall rating of the alumni based on their experience in the college ranges between highly satisfactory (56.13%) and satisfactory (43.87%). The following suggestions were given by the Alumni:</p> <ol style="list-style-type: none"> <li>1. Wi-Fi facility should be provided to the students.</li> <li>1. Changes in curriculum should be made to keep abreast with current trends in education and global standards.</li> <li>2. Establishing more linkages with industry and other professional organizations.</li> <li>3. More placement opportunities should be provided to students.</li> <li>4. M.Ed. Spl programme should be started.</li> <li>5. Teaching Practice should also be done in CBSE schools.</li> <li>6. Opportunities should be provided to students of B.Ed. Spl education to teach students with intellectual disabilities.</li> </ol>			

**7. NAAC Records:**

S.No.	Date	Description	Committee / Centre	Remarks
1.	24/12/2020	Checking of folders created in MIERDocs	All	The required drives with respective access were mapped on individual user's system for ease of access and uploading of data. Upon checking it was found that a few Conveners/Heads had uploaded calendars and monthly reports of the previous academic session in the folders. Uploading of Data templates as per the NAAC requirements will be started in the month of January 2021.

**8. Any Other:**

- 1. Consultancy Service:** Provided consultancy services to Gandhi Faiz-e-Aam College, Shahjahanpur, U.P. Reviewed the SSR reported to be submitted by the college to NAAC. Modifications were suggested and mailed to the Coordinator of IQAC of the college.
- 2. tête-à-tête** (an open forum interaction of students with College Quality Team) for the UG Department could not be held due to administrative engagements and has been rescheduled to 4<sup>th</sup> week of January 2021.

<b>Prepared by: Co-ordinator IQAC</b> <i>[Signature]</i> <b>Date: 14/01/2021</b>	<b>Verified by: Ruchi Sharma</b> <i>[Signature]</i> <b>Date: 14/01/2021</b>	<b>Approved by:</b> <i>[Signature]</i> <b>Date: 14/1/21.</b>
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