



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

## Monthly Report of IQAC

QF No.: 092C  
Revision:  
Month: November 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>November</b> – CET, CER, Evaluation and Examination Committee, Psychology Lab, Leave and Attendance UG-PG, Library, Co-Curricular Committee and Media and Publication.	2/12/2020 to 10/12/2020	All reports were approved by the Principal and sent back to respective centers/committees.
2.	Mail sent to faculty regarding uploading of NAAC data in MIERDocs	2/11/2020	Guidelines were sent to the faculty to ensure that the data is properly uploaded under each committee/ centre folder. It was clarified that the accuracy of the data will be the responsibility of the concerned committee/centre in-charge.
3.	Email regarding feedback on online classes observations sent to faculty members	19/11/2020	Individual meetings with the Principal were held on 23rd November 2020, from 3.15 pm to 4:00 pm. Feedback was given on online classes, observations and suggestions of improvement.
4.	Emailed Circular to the HOD PG regarding open forum interaction.	20/11/2020	The interaction chaired by the Principal was held on 25 <sup>th</sup> November. MOM attached for reference. A meeting was held by the Principal with the PG Dept. faculty on 2/12/2020 to share the feedback.
5.	QA Team meeting with the Principal regarding quality manual, processes and data templates.	3/11/2020-9/11/2020	Each college process was discussed and analysed individually to include NAAC templates. Master list of documents was modified.
6.	Awareness sessions on the revisions and modifications in the QMS of the college	10/11/2020-24/11/2020	The awareness sessions were organised to make all the concerned officials of the College familiarized with the new and revised processes, master list of documents and new data formats

*Please include reports of CWS and as centre Head as Committee and inform them to send regular monthly reports*  
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			in light of changes due new NAAC guidelines. A doubt clearing session was also organised for better understanding of the processes.
7.	Meeting to discuss new strategies for college admissions	9/11/2020	Discussed key strategies to increase admissions for the new academic session. Several promotional schemes, including testimonial videos and social media posts, advertisements, incentives for staff, etc. were finalised.
8.	Students Videos for admissions	11/11/2020 – 12/11/2020	QA team recorded students' promotional videos for boosting admissions of the college
9.	Faculty meeting to discuss students' feedback based on Class Representatives interaction with IQAC	24/11/2020	The feedback regarding online teaching-learning process, faculty, activities and grievances was shared by the Principal. The faculty were asked to incorporate and adhere to the suggestions for improvement.
10.	Sent Online Exit Survey to students	26/11/2020	The college exit survey was sent to students of the final semester of UG and PG departments. This was a new initiative taken by the IQAC. The analysis will be done after receiving all the responses from the students.

## 2. Review of Committees: NIL

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

**Note:** The re-orientation of committees was done through the awareness sessions organized from 10/11/2020-24/11/2020. The review will be done from 15<sup>th</sup> December onwards. However, assistance in the form of doubt clearing sessions and one to one meeting with different faculty members were held from time to time throughout the month.

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

S.No.	Area / Location	Date	Observations	Remarks
1.	All floors	4/12/2020	Dust on skirting, UG Department.	Dr. Deepa Rana, Convener, Maintenance and Infrastructure Committee was informed about the issues related to cleanliness and was asked to ensure a spick and span look of college lecture rooms and offices. This was verified afterwards. Ms. Rana was also advised to monitor the daily cleaning process and make it more systematic by keeping Daily Cleaning Record. She was asked to issue diaries to support staff and get those authenticated daily by the floor in- charges.

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

S.No.	Topic	Date	Resource Person	Target Group	Remarks
1.	NABET Workshop	17/11/2020 5 & 6/12/2020	Quality Council of India (QCI)	QA Team	The workshop covered details of processes and documentation required for accreditation of the schools as per new NEP.

**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
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**7. NAAC Records:**

S.No.	Date	Description	Committee / Centre	Remarks
1.	6/11/2020	Checking of folders created in MIERDocs	All	Upon checking it was found that the conveners had uploaded calendars and monthly reports of the previous academic session in the folders. However, data as per the NAAC requirements is still to be uploaded. It has been decided that required drives with respective access will be mapped on individual user's system for ease of access and uploading of data.

**8. Any Other:**

- 1. Activity under MOU:** an online panel discussion on the topic “New Education Policy 2020: A Paradigm Shift for Higher Education”, was organised on 11<sup>th</sup> November 2020. Principal, Shivalik College of Education, Dr Vikram Gulati was one the panellists.
- 2. tête-à-tête** (an open forum interaction of students with College Quality Team) for the UG Department has been rescheduled to December, 2020 as the students had to appear in competitive exams.

*Seen  
P  
11/12/20*

Prepared by: Co-ordinator IQAC Date: 10/12/2020	<i>Ashish</i> 	Approved by: Date:	<i>Seen</i>  <i>11/12/20</i>
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