



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

Monthly Report of IQAC

QF No.: 092C
Revision:01
Month: June- July 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. and HR Manager, trainings and QA.	July 2021	All reports were approved by the Principal with some suggestions for improvement. Due to the end of semester examinations the activities of NSS Unit, Sports Unit, Extension Unit, Environment Unit and Co-Curricular Committee were planned till May 2021 only.
2.	Analysis of entry level assessment test conducted for students (1 st Semester) of UG and PG departments	15 th June 2021	The test was conducted online and attempted by 103 students of UG dept. and 36 students of PG dept. The responses of the students were analysed in order to assess areas of weakness and identification of the students who require academic support. The analysis was shared with the HoDs.
3.	Conducted exit survey of 2019-21 batch	15 th July 2021	The student exit survey was conducted for the batch of 2019-21. The analysis report is attached for reference.
4.	Feedback on faculty from students of IV semester 2019-21 batch	15 th July 2021	Feedback was taken from the students of IV semester (2019-21 batch) of UG and PG departments. An analysis of the same will be done and the report will be submitted to the Principal in August 2021.
5.	Prepared the college best practices document	26-6-2021 to 2-7-2021	Two best practices successfully implanted by the college were described as per NAAC format under criterion 7 of the AQAR.
6.	Meeting with Principal regarding annual calendar	22 nd July 2021	Attended the meeting chaired by the Principal regarding preparation of annual calendar of college. It was decided that all committees and centres will prepare their respective calendars for the upcoming session from July 2021 to June

			2022. The revised research incentive scheme was also shared during the meeting.
7.	Mentoring workshop	22 nd July 2021	A workshop on student mentoring programme was organised for the faculty of the college in collaboration with MIET, Jammu. Dr Ankur Gupta and Dr Sahil Sawhney were the resource persons for the workshop. During the session they described the mentoring framework and also spoke about the need and benefits of knowing the students and development of essential skills among the teachers to become ideal mentors.
8.	Prepared policy document on building a green and sustainable campus environment.	23 rd July 2021	The policy document titled "Framework for Environmentally Sustainable and Green Campus Development" was framed as per UGC sustainability framework for HEIs. It has been submitted to the Principal for approval.
9.	Meeting with In- charge CER, Dr Nishta Rana	26 th July 2021	The data templates were checked and changes required with reference to presentation of financial data for the year 2019-20 were mailed to Dr Nishta Rana. She has been directed to prepare the data for the year 2020-21.
10.	Prepared the draft for the prescribed code of conduct for students, teachers and non-teaching staff	20 th July 2021	A draft code of conduct for students, teachers, administrative and non-teaching staff was prepared as per NAAC requirement under criterion 7 of AQAR.
11.	Meeting with Library committee	30 th July 2021	A meeting was conducted with the librarians of UG and PG departments to check and discuss the NAAC data templates and documentary evidence. Another meeting with the Principal has been scheduled on 2 nd August 2021 to resolve the certain queries pertaining to preparation of documentary evidence.

2. Review of Committees: Nil

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

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	122 responses on faculty feedback were received from the students of IV semester UG department and 33 responses from the PG department (2019-2021 batch). The students have given excellent ratings to the faculty. Analysis and action taken report will be submitted in August 2021.	-	-	-

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. Checked the NAAC data templates of HoDs UG and PG departments, CET and examination committee. Received completed criteria wise documents from AR admissions, AR Establishment and Dean Academics. 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:

- Mail was sent to the Principal, Govt. B.Ed. College Jammu on 8/7/2021 for conducting collaborative activity under MoU. No response was received.
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Prepared by: Co-ordinator IQAC <i>Ruchi</i> Date: 9-8-2021	Verified by: Ruchi Sharma <i>Ruchi</i> Date: 20/8/21	Approved by: <i>AR</i> Date: 12/8/21
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