



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

Monthly Report of IQAC

QF No.: 092C
Revision:01
Month: October 2021

1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Checked monthly reports of CET, 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., Hostel Committee and HR Manager, Trainings and QA.	28/10/2021 to 10/11/2021	All reports were approved by the Principal. There were no activities organised by NSS, Sports Extension and Environment Units and Co-Curricular Committee in the month of October 2021 due to term end examinations of semester II.
2.	Conducted meetings with joint action team formed under MoU signed with St. Christopher's College, Chennai to discuss and plan the collaborative activity	1/10/2021 and 21/10/21	The meetings were conducted to discuss the planning and organisation of the collaborative activity. It was decided that the college will share two of its best practices with Christopher's College, related to research and benchmarking of faculty. The resources persons, date and time of conducting the activity were also finalised.
3.	Orientation session on "Work Ethics"	5/10/2021	IQAC conducted an Orientation session on "Work Ethics" for the teaching and non-teaching staff of the college. The session covered a variety of topics namely - creating your own definition of ethics and ethical behaviour, maintaining and supporting good ethics and creating an environment of openness and transparency
4.	Attended meeting of alumni association as special invitee	28/10/21	The following agenda points were discussed during the meeting: 1. To involve alumni in: Curriculum design and development for teacher education programme, undertaking motivational sessions for existing students, placement of students 2. Creation of Alumni Fund 3. Organisation of Alumni meet. The suggestions given by the members were duly noted by the Convener, Alumni and Placement Committee and the QA team.

5.	Attended meeting chaired by the Principal regarding creation of alumni database and organisation of alumni meet	29/10/21	The meeting was chaired by the Principal to discuss the process and the initiatives to be taken to create and expand alumni database. Suggestions given by the Principal, Joint Director, QA team, Convener, Alumni and Placement Committee, HoD PG were noted. It was decided to organise the alumni meet on 24 th December 2021.
----	---	----------	---

2. **Review of Committees:** Due on 26th, 29th and 30th November 2021 as per annual calendar

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

S.No.	Area / Location	Date	Observations	Remarks
1.	All floors of the college building and committee room, administrative block	18/10/2021	<ul style="list-style-type: none"> Cleanliness is being maintained. Classrooms were opened for cleaning and dusting. Cobwebs near water coolers (PG Dept.) 	The cleaning staff was asked to ensure proper cleanliness of floor tiles, furniture and classrooms. Mr. Mandeep was assigned the duty to remove the cobwebs.

4. **NAAC Records:**

S.No.	Date	Description	Committee / Centre	Remarks
1.	October 2021	Completion of data templates and preparation of documentary evidences criterion wise.	-	All data templates have been completed. Data of completed metrics is being uploaded on the college website.

5. **Any other:**

- Attended training session on emotional intelligence. The session was conducted by Dr Meghna Goswami, visiting faculty, IIM Jammu.
- Attended meeting hosted by "NoPaperForms" on 18-10-21. The company offers a centralized platform to scale admissions through lead generation and management.
- The induction programme for the new batch of students could not be organised as the session did not start in October 2021.

Prepared by: Co-ordinator IQAC <i>Anshul</i>	Verified by: Ruchi Sharma <i>Ruchi</i>	Approved by: <i>[Signature]</i>
Date: 11-11-2021	Date: 11-11-2021	Date: 29/11/21