MIER COLLEGE OF EDUCATION (Autonomous) Accredited by the NAAC with 'A+' Grade	IQAC Annual Calendar (2020-21)	QF No.:92A

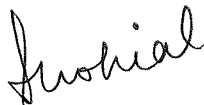| Month	Activity
July	• Compilation of Annual Quality Assurance Report (AQAR 2017-18) • Creation of master document as per new NAAC guidelines • Updating /verification of records in PI360 software • Checking of college website and other social media for updation and coverage of all events
August	• IQAC session opening meeting • Orientation on new NAAC manual (teaching/non-teaching staff) • Teachers' orientation on report writing, reflective journal writing and basic guidelines for students for making PowerPoint presentations. • Orientation of committees (goal setting and preparation of annual calendars) • Compilation and submission of Annual Quality Assurance Report (AQAR 2017-18) • Updating /verification of records in PI360 software • Checking and uploading of records as per QMS of the college on the website • Checking of college website and other social media for updation and coverage of all events
September	• Student Entry Survey * • Induction and orientation programme for students (2020-22 batch) * • Orientation of students on digital initiatives (2020-22 batch) * • Creation of students' profile in PI360 (2020-22 batch) * • Compilation of Annual Quality Assurance Report (AQAR 2019-20) • Interaction with class representatives • IQAC Standing Committee meeting (review and follow ups) • Updating /verification of records in PI360 software • Checking the status of records of NAAC as per Ready Reckoner • Checking and uploading of records as per QMS of the college on the website • Checking of college website and other social media for updation and coverage of all events
October	• Consultancy services to Shivalik College of Education, Udhampur under MOU on NAAC assessment and accreditation • Compilation of Annual Quality Assurance Report (AQAR 2019-2020) • **tête-à-tête** (an open forum interaction of students with College Quality Team) • Updating /verification of records in PI360 software • Checking the status of records of NAAC as per Ready Reckoner • Checking and uploading of records as per QMS of the college on the website • Checking of college website and other social media for updation and coverage of all events
November	• Online feedback of students on-faculty, curriculum, facilities and services) • Interaction with class representatives • Compilation and submission of Annual Quality Assurance Report (AQAR 2019-20) • Review meeting to evaluate functioning of college committees and centres • Updating /verification of records in PI360 software

	• Checking the status of records of NAAC as per Ready Reckoner • Checking and uploading of records as per QMS of the college on the website • Checking of college website and other social media for updation and coverage of all events
December	• Benchmarking of faculty on identified parameters • Feedback from teaching and non-teaching staff • Conduct of training/orientation programmes for faculty and non-teaching staff as per training calendar • Updating /verification of records in PI360 software • Checking the status of records of NAAC as per Ready Reckoner • Checking and uploading of records as per QMS of the college on the website • Checking of college website and other social media for updation and coverage of all events
January	• Verification of data submission to AISHE • Conduct of training/orientation programmes for faculty and non-teaching staff as per training calendar • Updating /verification of records in PI360 software • Checking the status of records of NAAC as per Ready Reckoner • Checking and uploading of records as per QMS of the college on the website • Checking of college website and other social media for updation and coverage of all events
February	• Social media audit • Training and orientation programme for students • Audit of college (internal) • **tête-à-tête** (an open forum interaction of students with College Quality Team) • Interaction with class representatives • Updating /verification of records in PI360 software • Checking the status of records of NAAC as per Ready Reckoner • Checking and uploading of records as per QMS of the college on the website • Checking of college website and other social media for updation and coverage of all events
March	• External Peer Team visit by NAAC for annual assessment of college* • Feedback from parents (face to face or online) • Workshop under MOU with MIET (teaching methodologies/entrepreneurship/mentoring) • Updating /verification of records in PI360 software • Checking the status of records of NAAC as per Ready Reckoner • Checking and uploading of records as per QMS of the college on the website • Checking of college website and other social media for updation and coverage of all events
April	• National level sponsored seminar • Collaborative activity/workshop with Govt. College of Education, Jammu under MOU • Review meeting to evaluate functioning of college committees and centres • Updating /verification of records in PI360 software • Interaction with class representatives • Checking the status of records of NAAC as per Ready Reckoner

	• Checking and uploading of records as per QMS of the college on the website • Checking of college website and other social media for updation and coverage of all events
May	• Benchmarking of students on identified parameters • Student Exit Survey • Conduct of training/orientation programmes for faculty and non-teaching staff as per training calendar • IQAC Standing Committee meeting (review and follow ups) • IQAC session closing meeting • Updating /verification of records in PI360 software • Checking the status of records of NAAC as per Ready Reckoner • Checking and uploading of records as per QMS of the college on the website • Checking of college website and other social media for updation and coverage of all events

*(subject to start of session)

Note:

1. Online classes will be monitored by college quality team.
2. Meetings will be held with committees for upcoming events /functions to check readiness and preparedness. (Will incorporate in the calendar when we get the activities calendar of the college)
3. Feedback on teaching practice will depend on the pandemic situation.
4. Errors and bugs, if any, in the performance of PI360 software will be reported as and when they occur.

Coordinator

IQAC

Principal