MIER COLLEGE OF EDUCATION (AUTONOMOUS) Accredited by the NAAC with 'A+' Grade	Monthly Report of IQAC	QF No.: 092C Revision:01 Month: February 2023

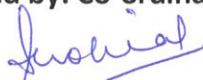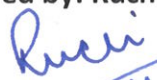## 1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Checked monthly reports for the month of January of: ▪ Examination Committee ▪ Research and Development Cell ▪ Centre for Educational Technology ▪ In- charge Computer Lab ▪ Environment Unit ▪ Extension Unit ▪ NSS Unit ▪ Leave and Attendance- UG dept. ▪ Library – PG & UG dept. ▪ Student Support Committee ▪ Infrastructure & Maintenance ▪ HR Manager, Training & QA ▪ Alumni & Placement Committee ▪ Media & Publication Committee	1/03/2023 to 16/03/2023	▪ All reports were checked and edited reports were submitted to the Principal for final approval. ▪ The group photograph activity of co-curricular committee was postponed due to non-availability of the Principal on scheduled date. New date to conduct the activity shall be decided after the completion of semester end examinations.

2. NAAC Records:

S.No.	Date	Description	Committee / Centre	Remarks
1.	February 2023	Data preparation of AQAR 2021-22 as per Teacher Education Manual	1. Research and Development Cell 2. Student Support and Co-Curricular Committee 3. Library Committee 4. Head of the departments	▪ Data templates and supporting documents of Criteria 1, 3, 4, and 5 were collated, edited and uploaded on the online NAAC portal for resubmission of the report. ▪ Data of criteria 6 and 7 was uploaded on the portal.

3. Any other:

▪ Teaching Assignment: Took UEG -102 (English Minor) classes for students of undergraduate programme as per the allotted time-table.

▪ Training/workshops on the following topics have been scheduled for the faculty as per IQAC calendar from 20th March onwards:

- Use of open educational resources in higher education

- Mapping and measurement of programme learning outcomes and course outcomes

- Consultancy in educational space

Prepared by: Co-ordinator IQAC	Verified by: Ruchi Sharma	Approved by:
Date: 16-3-2023	Date: 16/3/2023	Date: