



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

Monthly Report of IQAC

QF No.: 092C
Revision:01
Month: September 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., Extension Unit, Environment Unit and Co-Curricular Committee and HR Manager, Trainings and QA.	4/10/2021 to 13/10/2021	All reports were approved by the Principal with some suggestions for improvement.
2.	Conducted meeting with committee conveners and unit in- charges	6/9/2021	A meeting was held with the committee conveners and unit in-charges to discuss finalisation of activities for annual calendars and preparation of relevant QMS and NAAC documents pertaining to events/activities planned for the academic year. MoM attached for reference.
3.	Interaction with students of semester II of PG Dept. (session 2020-22)	9/9/2021	An interaction was held with the students to take feedback on teaching learning process, faculty, conduct of examinations and co-curricular activities. Prepared and submitted CRs interaction feedback to the Principal on 13/9/2021. Feedback attached for reference.
4.	Attended meeting chaired by the Principal regarding introduction of new undergraduate degree programmes and diploma courses.	13/9/2021, 23/9/2021	The meeting was chaired by the Principal to discuss the introduction of new degree programmes and diploma courses in the college. It was decided that data will be gathered on most sought after programmes by students and student admission data in courses in other colleges in Jammu, Central University and Jammu University. Suggestions given by the QA team, Dean Academics, Assistant Registrar, Controller of Examinations were noted.

5.	Attended meeting chaired by the Principal with the faculty of UG and PG departments.	14/9/2021	The meeting was chaired by the Principal to review the academic activities of semester II of 2020- ²² ₂₁ batch. Feedback was also given to the faculty regarding the suggestion given by the students of PG department in the interaction held by IQAC on 9/9/2021.
6.	Felicitation function of the engineering department by QA team	27/9/2021	In order to recognise the contribution of the staff of the engineering department in maintenance of infrastructure at MIER campus, a function was organised. The electrical, plumbing and carpentry staff were facilitated with certificates and cash incentives.

2. **Review of Committees:** Due in November 2021 as per annual calendar

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

4. **Quality Audits:** Nil

5. **Feedback:** Student feedback on faculty will be taken after the end semester examination of semester II (Batch- 2020-22)

6. NAAC Records:

S.No.	Date	Description	Committee / Centre	Remarks
1.	September 2021	Completion of data templates and preparation of documentary evidences criterion wise.	-	Compilation of NAAC documents was done from 21/9/2021 to 23/9/2021. Received completed criteria wise documents from Co-curricular Committee, Alumni and Placement Committee, HODs of UG and PG departments and the Principal. Objective evidences of Descriptive data of criteria 6 and 7 is also being prepared.

7. **Any other:** Acted as resource person for training of teaching and non-teaching staff on the topic "Work Ethics." The session was conducted on 5th October 2021.

Prepared by: Co-ordinator IQAC <i>[Signature]</i> Date: 12/10/21	Verified by: Ruchi Sharma <i>[Signature]</i> Date: 12/10/21	Approved by: <i>[Signature]</i> Date: 12/10/21
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30/10/21