



1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	<p>Checked monthly reports of:</p> <ul style="list-style-type: none"> ▪ CET ▪ CER ▪ Library Committee ▪ Examination and Evaluation Committee ▪ Leave and Attendance Committee ▪ Student Support Committee ▪ In charge Computer Lab ▪ HR Manager, Trainings and QA ▪ Infrastructure and Maintenance Committee ▪ Media and Publication Committee 	1/8/2022- 17/8/2022	All reports were approved by the Principal.
2.	Coordinated with RGNIPM Nagpur, Ministry of Commerce & Industry Government of India, IPR Training Institute for conducting Online workshop on IPR & Patents, Designs Filing at MIER College of Education Jammu.	15 th - 28 th July 2022	The workshop was conducted on 28 th July 2022. The resource person was Mr Himanshu Chandrakar, Examiner of Patents & Designs, RGNIPM, Nagpur. The students of UG and PG departments along with the faculty members of the college attended the programme.
3.	Prepared and edited proceedings of NAAC sponsored international conference which was held in May 2022	July 2022	Details of the session wise reports and conference outcomes were received from Dr Nishta Rana. The list of participants, paper presenters along with photos were prepared as per the NAAC guidelines. The proceedings have been submitted to QAO for further editing.
4.	Attended meetings chaired by the Principal regarding admissions in College	6 th , 26 th July 2022	<p>Discussion followed by strategic decisions taken pertaining to-</p> <ul style="list-style-type: none"> • Involvement of college alumni in data calling • Visit by admissions team to students of current batch of B.Ed. and B.Ed. Spl students for information and promotion of PG programmes

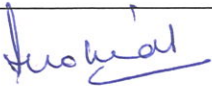
			<ul style="list-style-type: none"> Follow up on leads generated through College Dunia, Google leads and data calling of students from CBSE schools. Preparation of write up on career prospects for counselling purposes for students pursuing UG (Honours) programmes
6.	Visited ICDS office and met the Dy. Director	19-7-2022	The Principal, along with the Coordinator and HR Manager visited the ICDS office and the Dy. Director Ms Tinna Mahajan to discuss collaboration between the extension unit of the college and the social welfare department for conducting joint activities. A formal letter was sent on 25 th July 2022 to the department and their consent was received on 27 th July 2022.

2. NAAC Records:

S.No.	Date	Description	Committee / Centre	Remarks
1.	July 2022	Submission of NAAC data by Assistant Registrar Admissions and Extension Unit	AR Admissions Extension Unit	<ul style="list-style-type: none"> Data was received for 3 years 2019-2020, 2020-21 and 2021-22 for the metrics assigned to AR Admissions as per NAAC manual for autonomous colleges. Data for metric 3.6.4 - Number of students participating in extension activities during the year filled in data template by Extension Unit In charge.

5. Any other:

- Acted as resource person for training cum orientation programme organised on 30th July 2022 by Model Academy on the topic work ethics and professional code of conduct for teaching and non-teaching staff.

Prepared by: Co-ordinator IQAC Date: 17/8/2022		Verified by: Ruchi Sharma Date: 17/8/2022	Approved by: Date: 17/8/2022
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