



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

Monthly Report of IQAC

QF No.: 092C
Revision:01
Month: October 2022

1. Details of the Activities

| S.No. | Name of the Activity | Date | Remarks |
|-------|--|----------------------------------|--|
| 1. | Checked monthly reports for the month of September of: <ul style="list-style-type: none">▪ CET▪ CER▪ Library Committee▪ Examination and Evaluation Committee▪ Leave and Attendance Committee▪ Student Support Committee▪ Infrastructure and Maintenance Committee▪ Media and Publication Committee▪ Alumni and Placement Committee▪ In charge Computer Lab▪ HR Manager, Trainings and QA▪ Co-curricular Committee | 1/11/2022- 14/11/2022 | All reports were approved by the Principal. |
| 2. | Student Induction Programme | 12th to 14th October 2022 | The College organized a three-day induction programme for its incoming B.A Honors in Psychology, Political Science and English students from 12th to 14th October 2022. A number of interactive sessions were organized for the students. They were also orientated regarding course curriculum, centres & committees. A "motivational cum sharing of experiences" session was also held by illustrious alumni of the College. |
| 3. | Conducted training of non-teaching staff on professional ethics | 20 th October 2022 | During the session conducted by Mr Pranav Gandotra and Ms Jasleen Mohial, the staff was oriented about work ethics and qualities of professional employees. The session was presided by Dr Renu Gupta, Chairperson MIER. |

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| 4. | Conducted staff induction programme of newly recruited staff of MIER College and Model Academy School | 12 th and 18 th October 2022 | The newly recruited staff was oriented about the vision, mission, core values, and the management team. They were apprised about employee expectations and a brief introduction about the leave and service rules was also given. |
| 5. | Submitted NAAC sponsored international conference proceedings | 28 th October 2022 | The soft copy of conference proceedings were sent to the Director, NAAC |

2. NAAC Records:

| S.No. | Date | Description | Committee / Centre | Remarks |
|-------|--------------|---|--|--|
| 1. | October 2022 | Preparation and submission of NAAC data | <ul style="list-style-type: none"> Library Committee HOD UG Dept. Extension Unit NSS Unit AR | <ul style="list-style-type: none"> Data of the quantitative metrics (templates) were received and verified by the Principal. The preparation of descriptive metrics is in progress. |

5. Any other: Took UEG -102 (English Minor) classes for students of undergraduate programme as per the allotted time-table

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| Prepared by: Co-ordinator IQAC Date: 14/11/2022 | Verified by: Ruchi Sharma Date: 14/11/2022 | Approved by: Date: 14/11/2022 |
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Seen
11/12/22