



MIER College of Education (Autonomous)

College with Potential for Excellence status by the UGC

Accredited by NAAC with A+ Grade

QF No: 105B

No: MCE/21/01/01

14th January 2021

Circular

Based on the Training Needs Analysis of Faculty and Non-Teaching Staff, the following trainings / orientations are being organised in the month of January 2021 as per the schedule given below:

S.No	Training/ Orientation	Date	Time	Venue	Resource Person
For Teaching & Non-Teaching Staff					
1.	<ul style="list-style-type: none">Converting files into multiple formatsSplitting/Merging file online.Taking Screenshot using Snipping Tool	18 th Jan.2021	3-4pm	School Computer Lab	Ms. Rohini Sharma Mr. Rajan Slathia
2.	<ul style="list-style-type: none">Downloading Music, YouTube videos etc .Backup of data Offline/ OnlineAuto backup of PC Data in Google DriveAdd extensions in Google Chrome.	19 th Jan.2021	3-4pm	School Computer Lab	Ms. Rohini Sharma Mr. Rajan Slathia Mr. Pranav Gandotra
3.	<ul style="list-style-type: none">Creation of Google Forms:<ul style="list-style-type: none">i. Google form settingii. Analysing Google Sheet responses.Printing of online documents(Pdf, mark sheets, Google Forms, PPT, etc)	21 st Jan.2021	3-4pm	School Computer Lab	Ms. Rohini Sharma Mr. Rajan Slathia
For Teaching Staff					
4.	<ul style="list-style-type: none">Building Trust and Collaboration	25 th Jan.2021	3-4pm	College Auditorium	Ms. Jasleen Mohial
5.	<ul style="list-style-type: none">Online Assessment of Learning<ul style="list-style-type: none">How to Conduct an Open Book ExamOnline Proctored Examination	27 th Jan.2021 28 th Jan.2021	3-4pm	College Auditorium	Dr. Adit Gupta Dr. Mool Raj

Manager HR Trainings and QA

Copy to:

- Vice Chairperson
- Principal
- HOD PG
- HOD UG



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QF No: 105B

No: MCE/21/03/02

16th March 2021

Circular

This is for the information of the Non-Teaching Staff of the College that an orientation programme is being organised on ***Smart Financial Planning & Digital Payments*** on **19th March 2021** from **3:15 pm to 4 pm** at **College Auditorium**. Mr. Anmol Gupta, Financial Planning Expert will be the resource person of the same.

Manager HR Trainings and QA

Copy to:

- Chairperson
- Principal
- HOD PG
- HOD UG



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QF-094D

Attendance Sheet

S.NO.	NAME	Document Management			Building Trust and Collaboration	Online Assessment of Learning	
		18/1/21	19/1/21	21/1/21	25/1/21	27/1/21	28/1/21
1.	Dr. Mool Raj	MJ	MJ				
2.	Dr. Nishita Rana	Nishita	Nishita	Nishita			
3.	Dr. Bindu Dua	Bindu	Bindu	Bindu			
4.	Dr. Bharti Tandon	Bharti	Bharti	Bharti			
5.	Ms. Sayka Bano	Sayka	Sayka	Sayka			
6.	Ms. Ruchika Sharma	Ruchika	Ruchika	Ruchika			
7.	Dr. Rohnika Sharma	Rohnika	Rohnika	Rohnika			
8.	Dr. Monika Bajaj	Monika	Monika	on leave			
9.	Dr. Reeta Dwivedi	R. Dwivedi	R. Dwivedi	on leave			
10.	Mrs. Poonam Soni	Poonam	Poonam	Poonam			
11.	Mrs. Komal Sharma	on leave	on leave	on leave			
12.	Ms. Suman Gupta	Suman	Suman	Suman			
13.	Ms. Suman Devi	Suman	Suman	Suman			
14.	Ms. Arpana Koul	on leave	on leave	on leave			
15.	Mr. Kuldeep Singh	K. Singh	K. Singh	K. Singh			
16.	Mr. Chhottu Ram	Chhottu	Chhottu	Chhottu			
17.	Dr. Deepa Rana	Deepa	Deepa	Deepa			



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Date: 19th March 2021

Attendance Sheet

Orientation on: "Smart Financial Planning & Digital Payments"

S.No	Name	Signature
1.	Mr. Naveen Gupta	
2.	Ms. Meena Kaul	
3.	Ms. Eesha Gupta	
4.	Ms. Navnidhika Gupta	
5.	Mr. Rajan Slathia	
6.	Mr. Suneel Kumar Bhat	Absent
7.	Mr. Umesh Sharma	
8.	Ms. Rajni Sharma	
9.	Ms. Suchinder Chowdhary	Absent
10.	Ms. Rohini Sharma	Rohini
11.	Ms. Jyotsna Magotra	
12.	Ms. Ruchi Sharma	Ruchi
13.	Ms. Reeta Ganjoo	Reeta
14.	Ms. Nishi Gupta	Nishi
15.	Ms. Jasleen Mohial	Jasleen
16.	Mr. Sanjay Chandel	Sanjay
17.	Mr. Saurabh Sharma	Saurabh
18.	Mr. Vishal	Vishal
19.	Mr. Abhi Dabgotra	Abhi
20.	Mr. Pranav Gandotra	Pranav
21.	Mr. Govinder Singh	Govinder
22.	Mr. Sunil Kumar Bhat	Absent
23.	Mr. Pradeep Kumar Sharma	Absent
24.	Mr. Som Dub	
25.	Dr. Nishita Rana	

1. Dr. Mool Raj Sharma
2. Dr. Nishita Rana
3. Dr. Bharti

4. Dr. Bindu Dua
5. Mrs. Ruchika Sharma



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Attendance Sheet

		Document Management		
S.NO.	NAME	18/1/21	19/1/21	21/1/21
1.	Ms. Jasleen Mohial	<i>Jasleen Mohial</i>	<i>Jasleen Mohial</i>	<i>Jasleen Mohial</i>
2.	Mr. Pranav Gandotra	<i>Pranav</i>	<i>Pranav</i>	<i>Pranav</i>
3.	Mr Suneel Kumar Bhat	<i>Suneel</i>	<i>Suneel</i>	<i>Suneel</i>
4.	Ms. Eesha Sharma	<i>Eesha</i>	<i>Eesha</i>	<i>Eesha</i>
5.	Ms.Meena Kaul	<i>Meena</i>	<i>Meena</i>	
6.	Mr. Naveen Gupta	<i>Naveen</i>	<i>Naveen</i>	<i>Naveen</i>
7.	Ms. Navnidhika Sharma	<i>On leave</i>	<i>On leave</i>	<i>On leave</i>
8.	Ms. Suchinder Chowdhary	<i>Suchinder</i>	<i>Suchinder</i>	<i>Suchinder</i>
9.	Ms. Rajni Sharma	<i>Rajni</i>	<i>Rajni</i>	<i>Rajni</i>
10.				