



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

**IQAC  
Circular**

**QF No.: 092B  
No: MCE/19/09/001  
Date: 13/9/2019**

This is for the information of all concerned that a meeting of IQAC will be held on 16<sup>th</sup> September 2019 at 11.30 am in the Principal's office.

The agenda points for the meeting are as follows:


1. Induction programme for newly admitted students
2. Orientation of sub-staff
3. Creation of e-mail ids of students
4. Awareness programme for teaching and non-teaching staff on new methodology for assessment of teacher education institutions as given by NAAC

**Dr. Annie Kaul**

**IQAC Coordinator**

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1. Principal
2. Ms. Ruchi Sharma QAO
3. Mr. Pranav Gandotra HR Manager
4. HoDs PG and UG Department

 <b>MIER COLLEGE OF EDUCATION (AUTONOMOUS) Accredited by the NAAC with 'A+' Grade</b>	<b>IQAC Minutes of Meeting</b>	<b>QF No.: 092B No: MCE/19/09/001 Date: 16/9/2019</b>
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The meeting of IQAC, chaired by the Principal, was conducted on 16<sup>th</sup> September 2019 at 11:30 am.

The agenda points of the meeting were:

1. Induction programme for newly admitted students
2. Orientation of sub-staff
3. Creation of e-mail ids of students
4. Awareness programme for teaching and non-teaching staff on new methodology for assessment of teacher education institutions as given by NAAC.

Following decisions were taken during the meeting:

1. With regard to induction of newly admitted students the schedule of the orientation programme was finalised. It was decided that the students will be oriented about the IQAC and the functioning of the various college committees and centres.
2. It was decided that an orientation programme will be conducted for the drivers in which they will be oriented about the new traffic rules issued by the government.
3. It was also decided that the e-mail ids of all the newly admitted students of both UG and PG departments will be created.
4. The schedule for conducting the awareness programme on new NAAC methodology for assessment of teacher education institutions was finalised. The programme will be conducted in October 2019.



**Dr. Annie Kaul**

**IQAC Coordinator**

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1. Principal
2. Ms. Ruchi Sharma QAO
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4. HODs PG and UG Dept.



## MIER College of Education

Autonomous

College with Potential for Excellence status by the UGC  
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### Action Taken Report:

S.No.	Suggestion	Action Taken
1	The conduct of induction programme for newly admitted students.	<ul style="list-style-type: none"><li>An Induction/orientation programme for the newly admitted students regarding the college committees and centres was held by IQAC from 23rd September 2019 to 30th September 2019. The students were also oriented about the various digital initiatives undertaken by the college.</li></ul>
2	The conduct of orientation of sub-staff	<ul style="list-style-type: none"><li>An awareness programme was organised by IQAC for the sub-staff of the college comprising the drivers and security staff. The drivers were familiarised with the new traffic rules as by the Govt. ere familiarised with the new traffic rules as by the Govt.</li></ul>
3	Creation of e-mail ids of students	<ul style="list-style-type: none"><li>E-mail ids (MIER college account) of newly admitted students of both UG and PG departments were created which will be used by students for official communication and other e-services.</li></ul>
4	Awareness programme on new NAAC methodology	<ul style="list-style-type: none"><li>A three-day orientation/awareness programme was organised by IQAC on 5th, 9th and 10th October 2019 for the teaching and non-teaching staff to acquaint them about the new NAAC methodology for assessment of teacher education institutions. The programme was chaired by the Principal.</li></ul>

*Annie Kaul*

**Dr. Annie Kaul**  
Coordinator

*Adit Gupta*

**Dr. Adit Gupta**  
Principal