



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

**IQAC  
Circular**

**QF No.: 092B  
No: MCE/20/02/002  
Date: 7/02/2020**

This is for the information of all concerned that a meeting of IQAC will be held on 8<sup>th</sup> February 2020 at 12.30 am in the Principal's office.

The agenda points for the meeting are as follows:

1. Conduct of spoken English workshop for students
2. Student progression and tracking through LinkedIn
3. Conduct of internal audit
4. Submission of AQAR 2018-2019 to 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



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**IQAC  
Minutes of Meeting**

**QF No.: 092B**

**No: MCE/20/02/002**

**Date: 8/02/2020**

The meeting of IQAC, chaired by the Principal, was conducted on 8<sup>th</sup> September 2020 at 12:30 am.

The agenda points of the meeting were:

1. Conduct of spoken English workshop for students
2. Student progression and tracking through LinkedIn
3. Conduct of internal audit
4. Submission of AQAR 2018-2019 to NAAC

Following decisions were taken during the meeting:

1. With regard to the conduct of spoken English classes for students, the schedule of the classes was finalised. It was decided that the students will be oriented on modules comprising the four skills- Listening, Speaking, Reading & Writing. Students will be taking part in learning through various activities like mock interviews, role plays, discussions, picture descriptions, storytelling, games etc.
2. It was decided that the LinkedIn accounts of the students will be created which will help the college to track their career and academic progress.
3. In order to evaluate the functioning of the college and check the compliance with parameters set according to the QMS, it was decided to conduct the internal audit of the college by the internal audit team.
4. The IQAC presented the status of completion of AQAR 2018-2019. It was decided to expedite the process of Data collection from the various departments and centres of the college for consolidation of AQAR 2018-19 and the online submission of the final report to 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 Dept.



## MIER College of Education

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College with Potential for Excellence status by the  
UGC Accredited by NAAC with A+ Grade

### Action Taken Report:

S.No.	Suggestion	Action Taken
1	The conduct of spoken English workshop for students	<ul style="list-style-type: none"><li>In February 2020 English communication classes were conducted for the students of M.Ed. and B.Ed. for improving communicative English skills of the students. Upcoming teachers were made aware about the necessity of English communication in teaching. The modules comprised the four skills- Listening, Speaking, Reading &amp; Writing.</li></ul>
2	Student tracking and progression through LinkedIn	<ul style="list-style-type: none"><li>LinkedIn accounts of students were created which would allow the college to track their academic and career progression. Apart from helping the student to establish social and professional network, it would also benefit the college to create a substantial database of its students.</li></ul>
3	Conduct of internal audit	<ul style="list-style-type: none"><li>The IQAC conducted the internal audit of the college on 17<sup>th</sup> and 18<sup>th</sup> February 2020. The audit examined the effectiveness of all levels of management, departments, committees and centres in their stewardship of college towards quality compliance as per the quality management system of the college. The findings of the audit were shared with the management, for taking necessary action at their end.</li></ul>
4	Submission of AQAR 2018-2019 to NAAC	<ul style="list-style-type: none"><li>As per the new NAAC guidelines, IQAC registered the college on their portal for the submission of AQARs and SSR and submitted the AQAR for the session 2018-19 on 17<sup>th</sup> March 2020.</li></ul>

**Dr. Annie Kaul**  
Coordinator

**Dr. Adit Gupta**  
Principal