 <p>MIER COLLEGE OF EDUCATION (AUTONOMOUS) Accredited by the NAAC with 'A+' Grade</p>	<p align="center">IQAC Minutes of Meeting</p>	<p>QF No.: 092B No: MCE/21/09/14 Date: 6/9/2021</p>
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A meeting of the IQAC was held on 6th September at 3:00 pm in the committee room, administration department. MIER.

Present:

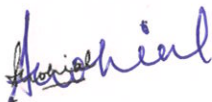
1. Members of Library Committee (Mr. Suneel Bhat & Mrs. Eesha Sharma)
2. Mrs. Suman Devi, In-Charge Extension Unit
3. Mrs. Komal Sharma, Co-Curricular Committee
4. Mrs. Ruchika Kapoor, Co- Convener, CCC
5. Mr Kuldeep Singh, In-Charge, Sport Unit
6. Ms. Ruchi Sharma, QAO
7. Mr. Pranav Gandotra , HR Manager, Trainings and QA

The following agenda points were discussed during the meeting:

1. Finalisation of the activities for each calendar
2. Preparation of relevant QMS/NAAC documents pertaining to events/activities planned for the academic year.

Following are the minutes of meeting:

1. Finalisation of the activities for each calendar:
The conveners/in-charges were apprised about the changes that need to be incorporated in the annual calendars. The new activities/events that need to be included in the calendars, keeping in view the NAAC requirements and guidelines were also discussed. Suggestions were given by the coordinator and QAO regarding planning and organisation of events, the resource persons, dates, etc.
2. Preparation of relevant QMS/NAAC documents pertaining to events/activities planned for the academic year:
The QAO discussed the formats of relevant documents pertaining to events/activities required under the QMS. She specifically discussed and showed sample circular, MOM, programme schedule and duty sheet. The conveners and in-charges were directed to prepare each document carefully and were asked to assign duties to students and increase their involvement in planning and scheduling of events.



Coordinator
IQAC

Copy to: All the members present in the meeting