 MIER COLLEGE OF EDUCATION (AUTONOMOUS) Accredited by the NAAC with 'A+' Grade	IQAC Minutes of Meeting	QF No.: 092B No: MCE/21/11/16 Date: 18/11/2021
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The open forum interaction of students with College Quality Team was held online with the students of 3rd semester of the UG and PG department on 18/11/2021, from 1:15 pm to 2:00 pm.

Attendance details:

1. UG department: 77 students
2. PG department: 32 students

The agenda points of the session were:

1. Feedback on academics
2. Faculty feedback
3. Conduct of examination/evaluation
4. Conduct of activities
5. Grievances, if any

Following are the minutes of meeting and the feedback received from the students:

1. Academics:

- The students appreciated the efforts of the college in conducting regular online classes. They were satisfied with the manner in which support is being provided to the students in accessing online lectures and study material through Google Drive. They were also satisfied with the flow of information within the respective departments and felt that important announcements are always communicated in time.

Issues and concerns:

- **Field work/internships for Students of B.ED Special programme:** the students of B.Ed. Special programme had requested for visits to NGOs and special schools where they can gain for first-hand experience and exposure to students with special needs. They were informed by the Principal that due to the COVID restrictions these visits could not be arranged. However, he assured the students that practical sessions will be arranged for them and they will also be given opportunities to work as interns in the inclusive wing (school for special students) of Model Academy School.

2. Faculty feedback:

- The faculty provides necessary support during and after the classes. They are accessible in and out of the classrooms.

- Faculty is cooperative and sensitive to the needs of the students. Presentation material and teaching content is relevant and up-to-date.
- **Issues and concerns: Nil**

3. Conduct of Examination/Evaluation:

- The students commended the college for accepting the students' request for conducting the semester end examinations through the online mode.
- Overall, they were satisfied with the assessment and evaluation process.

Issues and concerns:

- **Declaration of result:** the students had enquired about the delay in declaration of semester 1 and 2 results. They were apprised by the Principal that since the COE was assigned the task of making modifications in the mark sheets as required by Jammu University for issuance of degree of students from 2016 batch onwards, there has been a delay in declaration of results. He assured the students that the process shall be expedited.

4. Conduct of Activities:

- Activities are being conducted as per calendar.
- Prior information is given regarding the activities.
- Online rehearsal / practice time is given.
- Classes are not missed for activities.

Issues and concerns:

- **Outdoor sports activities:** the students requested that outdoor sports activities should be organised. They were informed that indoor sports events like carom and chess shall be organised instead of outdoor events due to restrictions on large gatherings at events in educational institutions.

5. Any other grievances/ suggestions: the students had the following grievances/suggestions:

- Students should be given prior information about the various documents to be submitted to the administrative department.
- Orientation programmes should be organised for CTET and UGC NET.
- More placement opportunities should be provided especially for students of B.Ed. Special programme.
- Dispensary should be made operational since the college has reopened for offline classes.
- Canteen menu should be modified to include eatables like oats and fresh sandwiches and juice. Rates of eatables should also be reviewed.
- Lift should be made operational for the use of students.
- Wi-Fi facilities should be checked to improve connectivity.
- Duration of lunch break should be increased.
- College festivals, picnics and educational trips should be organised.

- Decision should be taken regarding issuing of uniform to students.
- Provision for parking space outside the college gate should be made.
- M.Ed. special and Ph.D. Programmes should be started.

6. Overall, the students are highly satisfied with the way the online classes, examinations and various activities have been conducted in comparison to other colleges of education.

Decision Taken: A meeting will be conducted with the HoDs, concerned administrative staff and other members to discuss the feedback given by the students. A plan of action will be chalked out to resolve the issues/grievances raised and subsequently an action taken report will be prepared.



Jasleen Mohial

Coordinator IQAC

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1. Principal
2. Ms. Ruchi Sharma QAO
3. Mr. Pranav Gandotra HR Manager



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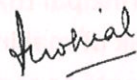
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Action Taken Report: Open Forum Interaction with Students of UG and PG Departments (18-11-2021)

S.No	Suggestion/Issue	Action Taken
1	Field work/internships for Students of B.ED Special programme: the students of B.Ed. Special programme had requested for visits to NGOs and special schools where they can gain first-hand experience and exposure to students with special needs.	<ul style="list-style-type: none">▪ The students were informed by the Principal that due to the COVID restrictions these visits could not be arranged. However, he assured the students that practical sessions will be arranged for them and they will also be given opportunities to work as interns in the inclusive wing (school for special students) of Model Academy School.
2	Declaration of result: the students were concerned about the delay in declaration of semester 1 and 2 results.	<ul style="list-style-type: none">▪ They were apprised by the Principal that since the COE was assigned the task of making modifications in the mark sheets as required by Jammu University for issuance of degree of students from 2016 batch onwards, there has been a delay in declaration of results. He assured the students that the process shall be expedited.
3	Outdoor sports activities: the students had requested that outdoor sports activities should be organised.	<ul style="list-style-type: none">▪ The students were informed that indoor sports events like carom and chess shall be organised instead of outdoor events due to restrictions on large gatherings at events in educational institutions.
4	Wi-Fi facilities should be checked to improve connectivity: The students had complained about connectivity issues.	<ul style="list-style-type: none">▪ All issues concerning internet connectivity were resolved by the systems manager, Mr. Sanjay Chandel. Report attached for reference.

5	Lift should be made operational for the use of students	<ul style="list-style-type: none"> The lift was made operational for use by the students.
6	More placement opportunities should be provided especially for students of B.Ed. Special programme	<ul style="list-style-type: none"> Placement related activities have been incorporated in the calendar of Placement and Alumni Committee.
7	Orientation programmes should be organised for CTET and UGC NET	<ul style="list-style-type: none"> Orientation Programmes on UGC NET and CTET have been scheduled for the students in the annual training calendar.
8	Students had suggested that they should be given prior information about the various documents to be submitted to the administrative department.	<ul style="list-style-type: none"> A list of important documents required for various academic and administrative purposes shall be prepared and circulated to all students for their reference and use.
9	Dispensary should be made operational since the college has reopened for offline classes.	<ul style="list-style-type: none"> Basic First aid provision has been made available to the students, however dispensary could not be made fully functional due to discontinuation of offline classes.
10	Canteen menu should be modified to include eatables likes oats and fresh sandwiches and juice. Rates of eatables should also be reviewed.	<ul style="list-style-type: none"> The quality of the food items was checked by the student support committee. New rate list is in the process of being finalised which will also include different and fresh food items.



Ms. Jasleen Mohial

**Coordinator
IQAC**



Dr Adit Gupta

Principal



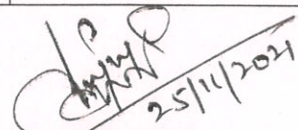
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Action Taken Report: Checking of Wi-Fi facilities provided to the Students of UG & PG Departments

S.No	Suggestion/Issue	Action Taken
1	Wi-Fi Operations: Wi-Fi facilities should be checked to improve connectivity	<ul style="list-style-type: none">■ I visited B.Ed Spl classroom on 22-11-2021 & 25-11-2021 to address the Wi-Fi issue being faced by the students. I guided the students and demonstrated the steps to connect to the Wi-Fi. The students confirmed that they were able to use the Wi-Fi.■ I, Mr Naresh Kumar, along with PG HoD Dr. Mool Raj Sharma visited the conference room on 23-11-2021 to address the Wi-Fi issue being faced by the PG students. We demonstrated the steps to the students to connect to the Wi-Fi.■ I visited B. Ed sections A & B on 25-11-2021 to address the Wi-Fi issue faced by the students in the presence of Asstt. Prof. Chhotu Ram and Asstt. Prof. Komal Sharma. I demonstrated the steps and guided students to connect to the Wi-Fi efficiently. I reset password for few student's logins to get them connected to the Wi-Fi. The students confirmed that they were now able to use Wi-Fi.■ I have also noted in my schedule to check and confirm with the students about Wi-Fi operations on a weekly basis.


Sanjay Chandel
25/11/2021

Dated: - 25-11-2021

System Manager

Copy to: -

Dr Adit Gupta, Director

Ms. Ruchi Sharma, IQAC QAD

Ms. Jasleen Mohial, IQAC

Mr. Pranav Gandotra, HR Manager