Minutes of IQAC Meeting Date: 20th Oct. 2023

1. Action taken Report regarding minutes of previous meeting was discussed.
2. Academic and co curricular activities Calendar for the session 2023-24 has been finalized.
3. Awareness programs to empower students through lecture series on career opportunities in various fields like Defence services, journalism, Library & Inf. Science.
4. Extension lecture to guide students regarding opportunities for higher studies and career in foreign countries.
5. Various measures should be taken to avoid food wastage in hostel like display the posters in dining hall and weighing machine to weigh food wastage so that students can be motivated to avoid the habit of food wastage.
6. Awareness program on fact checking of on health and beauty rumors through Social Media.
7. To organize FDP for faculty on NEP.
8. Encourage faculty members to attend online courses on e-content development.
9. Awareness Program on Legal rights for girls.
10. To inculcate moral and ethical values in students through social outreach programs like visit to rehabilitation centers, orphans’ home, rural communities etc. etc.
11. Naming and numbering of trees in the college campus.
12. Awareness program on environmental conservation.

Following members attended the meeting

**Sr. No.    Name                                                                   Designation**

1. Dr. Rashmi Lohchab (Principal, MKJK College Rtk)                 Chairperson

2. Dr. Susheela Dhankhar, Associate Prof. of Sociology Coordinator

3. Brig  M.S. Hooda  (Retd.)                                      Nominee of Management

4. Sh. Sunit Mukherjee (Assist. Prof. , Dept of Journalism &   Nominee from Local Society

    Mass Communication and Director, Public Relation Dept.

    M.D.University Rohtak

5.  Dr. Savita Malik,( Associate Prof. & NCC Incharge)                 Member (Teacher)

6. Ms. Asha Kharb, Associate Prof. &                                    Member (Teacher)

Alumni, Horticulture & Refreshment incharge)

7. Ms. Urmila Rathee, Librarian                                                 Member (Teacher)

8. Ms. Sofiya, Assist Prof. , NSS Unit-1 Incharge                        Member (Teacher)

10. Dr. Deepika, Assistant Prof., Physics, In-Charge YRC, Anti-sexual Member (Teacher)

Harassment Cell and Admission Nodal Officer

11. Ms. Jyoti,  (Administrative Officer)                                           Member (Non-Teaching)

 12. Ms. Neha , B.Sc. (NM) 2nd Year, Roll No:1230134046               Student

13. Ms. Rakhi Dahiya, B.A. 2nd year, Roll No: 1230124281       Student

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IQAC Coordinator Principal

Dr. Susheela Dhankhar Dr. Rashmi Lohachab

Action Taken Report of the IQAC Meeting Date: 20th Oct. 2023

1. Action taken Report regarding minutes of previous meeting was discussed.

2. Academic and co curricular activities Calendar for the session 2023-24 have been finalized.

3. Awareness programms to empower students through lecture series on career opportunities in various fields like Defence Services, Journalism, Library & Inf. Science etc.

4. Action will be taken by NCC and Career Guidance & Placement Cell.

5. Extension lecture to guide students regarding opportunities for higher studies and career in foreign countries.

Action will be taken by Career Guidance & Placement Cell.

6. Various measures should be taken to avoid food wastage in hostel like display the posters in dining hall and weighing machine to weigh food wastage so that students can be motivated to avoid the habit of food wastage.

Action will be taken by Hostel Committee.

7. Program on fact checking on health and beauty rumors through Social Media.

Action will be taken by Department of Home Science and Physical Education.

8. To organize FDP for faculty on NEP.

Action will be taken by College IQAC

1. Encourage faculty members to attend online courses on e-content development.

Action will be taken by College Administration.

10. Awareness Program on Legal rights for girls.

Action will be taken by Legal Cell, Women Cell and Department of Sociology.

11. To inculcate moral and ethical values in students through social outreach programs like visit to rehabilitation centers, orphans’ home, rural communities etc.

Action will be taken by YRC, NSS, NCC and Social outreach Cells.

12. Naming and numbering of trees in the college campus.

Action will be taken by Department of Botany.

12. Awareness program on environmental conservation.

Action will be taken by Horticulture Committee.

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IQAC Coordinator Principal

Dr. Susheela Dhankhar Dr. Rashmi Lohachab

**Minutes of IQAC Meeting.**

A meeting of the IQAC was held on 16th March 2024 in the office of the Principal and following decisions have been taken unanimously:

1. Action taken report of the previous meeting was discussed.
2. All teaching staff members are suggested to attend online programs/Seminar/Workshops/FDP on NEP.
3. New Course M.A. History will be started in the new session 2024-25.
4. Proposal for programs in Computer Science/IT (According to NEP) will be sent to DGHE.
5. Scheme of green volunteers will be launched in the College.
6. In compliance with ‘Vikshit Bharat’ 2047, a proposal for workshop on Rural Entrepreneurship with SHG will be sent to Govt. and Non-Govt. agencies.
7. To visit and interact with industrialist for taking Funds under their CSR.
8. Proposal for seminar/workshop on ‘Bharatiya Gyan Parampra’ to be sent to Govt. and other agencies.
9. Short term courses to Improve IT skills of ministerial staff will be conducted in the College.
10. Special lecture for Faculty and PG students on ‘How to write Research Papers’ and Plagiarism will be organized.
11. All students should be encouraged to present Papers in the classroom on various issues.
12. Faculty should be encouraged and motivated to publish research papers in their area of interest.
13. Yoga and Meditation Program for girls will be started in the hostel.

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IQAC Coordinator Principal

Dr. Susheela Dhankhar Dr. Rashmi Lohchab

**Action Taken Report of the Meeting held on 16th March 2024**

A meeting of the IQAC was held on 16th March 2024 in the office of the Principal and following decisions have been taken unanimously:

1. Action taken report of the previous meeting was discussed.
2. All teaching staff members are suggested to attend online programs/Seminar/Workshops/FDP on NEP.

Action will be taken by all teaching staff members.

1. New Course M.A. History will be started in the new session 2024-25.

Action will be taken by The College Administration.

1. Proposal for programs in Computer Science/IT (According to NEP) will be sent to DGHE.

Action will be taken by The College Administration.

1. Scheme of green volunteers will be launched in the College.

Action will be taken by The Horticulture Committee..

1. In compliance with ‘Vikshit Bharat’ 2047, a proposal for workshop on Rural Entrepreneurship with SHG will be sent to Govt. and Non-Govt. agencies.

Action will be taken by College Administration.

1. To visit and interact with industrialist for taking Funds under their CSR.

Action will be taken by the College Administration.

1. Proposal for seminar/workshop on ‘Bharatiya Gyan Parampra’ to be sent to Govt. and other agencies.

Action will be taken by the Department of Sanskrit.

1. Short term courses to Improve IT skills of ministerial staff will be conducted in the College.

Action will be taken by The College Administration.

1. Special lecture for Faculty and PG students on ‘How to write Research Papers’ and Plagiarism will be organized.

Action will be taken by the College Library Committee.

1. All students should be encouraged to present Papers in the classroom on various issues.

Action will be taken by all teaching staff members.

1. Faculty should be encouraged and motivated to publish research papers in their area of interest.

Action will be taken by all teaching staff members.

1. Yoga and Meditation Program for girls will be started in the hostel.

Action will be taken by Hostel Committee.

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IQAC Coordinator Principal

Dr. Susheela Dhankhar Dr. Rashmi Lohchab