**Minutes of the IQAC meeting held on 28th Feb. 2022**

A meeting of the IQAC was held in the office of the Principal on 28-02-2022 and following decisions have been taken unanimously:

1. Action taken report regarding minutes of previous meeting was discussed.
2. It has been decided to invite eminent social reformer for Extension lectures on Social Ethics and Values so that students may be aware and sensitized about socio – cultural and constitutional obligations: values, rights, duties and responsibilities of citizens.
3. Social outreach Programs, field visits and other activities will be organized to create awareness regarding various social problems in rural community.
4. It has been decided that best practices should be identified in the beginning of every session so that planning and implementation may be done accordingly.
5. A committee will be constituted monitoring environmental issues and peruse green audit of the college campus.
6. A committee will be constituted to monitor adherence to the code of conduct and organize periodic programs in this regard.
7. A tour for students and staff will be organized to visit corporate sectors.
8. Demographic survey should be conducted by Social Outreach Cell in the adopted village i.e. Kheri Sadh so that the problems and issues can be identified and planning may be made to eradicate.
9. Videos about specific programs, activities and issues like mental health, social inclusiveness, constitutional values and gender equality etc.
10. Extension lectures and training programs for digital learning will be organized in the College Campus.
11. Health check up camp will be organized in the college.
12. A group of students as social citizen volunteers will be formed for care of old and sick persons in slums and rural areas.
13. Provision for rain water harvesting will be made in the Institution.
14. To seek employment opportunities the Institution should Approach to Youth Centre for skill Development, media houses, district employment office and Industrial sectors for internship and placement of students.
15. Lectures, group discussion and awareness program should be organized on environmental issues like food waste management, e-waste management and about adopting of plants by students and faculty members in their community.
16. The Institution Should approach district administration for funds and grants from CSR.
17. Alumni will be inspired and motivated for their active participation in college development.
18. Training should be organized regarding environmental issues like terrace farming, organic farming and food waste management etc.
19. Student and staff should be motivated to adopt the practice about pool system, free vehicle day, no single use plastic etc.

The meeting was attended by following members:

**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 Communi. and Director, Public Relation Dept.

    M.D.University Rohtak

5. Dr. Santosh Mudgil                                                                      Stakeholder

      Principal (Retd) VAK Mahavidyalaya Bahadurgarh

6. Mr.Dr. S.K. Aggarwal (Industrialist)                                                     Industrialist

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

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

Alumni, Horticulture & Refreshment incharge)

09. Dr. Seema, Associate Prof.

     (Bursar, RUSA Nodal Officer, MIS Portal In charge)              Member (Teacher)

10. Dr. Dhanpati Siwach, Associate Prof                                 Member (Teacher) (YRC Unit 1

in-charge)

11.  Ms. Suman Jatain, Associate Prof.                                                 Member (Teacher)

       UGC, Tutorial & Grievance Redressal Incharge

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

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

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

Harassment Cell and Admission Nodal Officer

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

16. Ms. Parvesh, Social Worker                                                      Alumn

17. Annu Rana Student

18. Kirti Student

**Action Taken Report of the IQAC meeting held on 28th Feb. 2022**

A meeting of the IQAC was held in the office of the Principal on 28-02-2022 and following decisions have been taken unanimously:

1. Action taken report regarding minutes of previous meeting was discussed.
2. It has been decided to invite eminent social reformer for Extension lectures on Social Ethics and Values so that students may be aware and sensitized about socio – cultural and constitutional obligations: values, rights, duties and responsibilities of citizens.

Action to be taken by NSS, NCC, Women Cell and Department of Social Sciences

1. Social outreach Programs, field visits and other activities will be organized to create awareness regarding various social problems in rural community.

Action to be taken by Social Outreach Cell.

1. It has been decided that best practices should be identified in the beginning of every session so that planning and implementation may be done accordingly.

Action to be taken by IQAC

1. A committee will be constituted monitoring environmental issues and peruse green audit of the college campus.
2. A committee will be constituted to monitor adherence to the code of conduct and organize periodic programs in this regard.

Action to be taken by all Mentors in Mentor-Mentee Class.

1. A tour for students and staff will be organized to visit corporate sectors.

Action to be taken by all Departments.

1. Demographic survey should be conducted by Social Outreach Cell in the adopted village i.e. Kheri Sadh so that the problems and issues can be identified and planning may be made to eradicate.

Action to be taken by Social Outreach Cell.

1. Videos about specific programs, activities and issues like mental health, social inclusiveness, constitutional values and gender equality etc. should be shared/shown to the students.
2. Health check up camp will be organized in the college.

Action to be taken by YRC.

1. A group of students as social citizen volunteers will be formed for care of old and sick persons in slums and rural areas.

Action to be taken by NSS, NCC and YRC.

1. Provision for rain water harvesting will be made in the Institution.

A committee will be constituted for the purpose.

1. To seek employment opportunities the Institution should Approach to Youth Centre for skill Development, media houses, district employment office and Industrial sectors for internship and placement of students.

Action to be taken by Career Guidance and Placement Cell.

1. Lectures, group discussion and awareness program should be organized on environmental issues like food waste management, e-waste management and about adopting of plants by students and faculty members in their community.

Action to be taken by all Departments.

1. The Institution Should approach district administration for funds and grants from CSR.

A committee will be constituted for the purpose.

1. Alumni will be inspired and motivated for their active participation in college development.

Action to be taken by all Departments.

1. Training should be organized regarding environmental issues like terrace farming, organic farming and food waste management etc.

Action to be taken by Department of Botany and Horticulture Department.

1. Student and staff should be motivated to adopt the practice about pool system, free vehicle day, no single use plastic etc.

Action to be taken by all faculty members.

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IQAC Coordinator Principal

Dr. Susheela Dhankhar Dr. Rashmi Lohachab