**Minutes of IQAC Meeting**

Meeting of IQAC was Held on 15th October 2022 in the Office of the Principal and the following decisions have been taken unanimously:

1. Action taken Report regarding minutes of previous meeting was discussed.
2. Academic and co curricular activities Calendar for the session 2022-23 has been finalized.
3. A series of Lectures on ‘Career options for students’ will be organized.
4. Road safety training programs in the College Campus in collaboration with R.T.O will be organized.
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. To approach district pollution board to conduct Extension Lectures to create awareness regarding environment issues.
7. Counselling of care takers / family members of aged people regarding care /health /hygiene will be organized through Social Outreach Programs in adopted village.
8. To approach NGOs for e- waste disposal.
9. More lectures will be organized on Social Ethical values.
10. Health Check up camps will be organized in the College Campus as well as in adopted village (Kheri Saadh) in collaboration with Distt. CMO Office.
11. Blood Donation Camp will be organized.
12. Lectures on Cyber Crime will be organized.
13. Alumni Forum will be framed.

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. Dr. Sanket Vij  (Dean, Faculty of Comm. & Mgt,                  Nominee from Local Society

    BPSM University, Khanpur kalan)

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

    Mass Communi. and Director, Public Relation Dept.

    M.D.University Rohtak

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

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

Alumni, Horticulture & Refreshment incharge)

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

9. 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. Naincy , B.Sc. (NM) 2nd Year                                           Student

13. Ms. Neha, B.A. 2nd year Student

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IQAC Coordinator Principal

Dr. Susheela Dhankhar Dr. Rashmi Lohachab

**Action Taken Report of IQAC Meeting held on 15th Oct. 2022**

1. A series of Lectures on ‘Career options for students’ will be organized.

Action will be taken by Career Guidance & Placement Cell.

1. Road safety training programs in the College Campus in collaboration with R.T.O will be organized.

Action will be taken by YRC and NCC.

1. To approach district pollution board to conduct Extension Lectures to create awareness regarding environment issues.

Action will be taken by the Department of Geography, NSS, NCC and YRC.

1. Counselling of care takers / family members of aged people regarding care /health /hygiene will be organized through Social Outreach Programs in adopted village.

Action will be taken by NSS, YRC and University Social Outreach Cell

1. To approach NGOs for e- waste disposal.

Action will be taken by e-waste Committee.

1. More lectures will be organized on Social Ethical values.

Action will be taken by All Cells and Departments.

1. Health Check up camps will be organized in the College Campus as well as in adopted village (Kheri Saadh) in collaboration with Distt. CMO Office.

Action will be taken by YRC and University Social Outreach Cell

1. Blood Donation Camp will be organized.

Action will be taken by YRC and NCC.

1. Lectures on Cyber Crime will be organized.

Action will be taken by Women Cell and Legal Literacy Cell.

1. Alumni Forum will be framed.

Action will be taken by Alumni Committee.

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IQAC Coordinator Principal

Dr. Susheela Dhankhar Dr. Rashmi Lohachab