**Circular-1**

All the staff of M.J. College are hereby informed that a meeting is going to be scheduled on 05/07/2017 At 1:00 Pm  in the Conference Room. The meeting will be presided by the Principal.

Agenda

* Commencement of new session
* A seminar on GST
* Youth Skill day celebration
* Orientation by TISS
* Independence Day Celebration
* Eye check up Camp
* Hindi-Diwas celebration
* Women’s Right awareness Program
* Workshop on occupation by TISS
* Session On Civil Law Awareness
* Any other matter with the permission of the Principal.

**By order**

**Principal**

**Name of Faculty** **Signature**

**Meeting-1**

A meeting was scheduled on 05/07/2017 at 1:00 pm in the Conference Room. It was presided by the Principal.

**Members Present** **Signature**

**Minutes**

* On 6/7/2017 IQAC meeting was scheduled where there were discussions on commencement of the session:2017-18, renewal of affiliation, approval for starting new courses, appointment of faculty, review of AQAR and activities and events that will be conducted during the session.
* A Seminar on GST was conducted on 15/7/2017 where CA Praveen Bafna & CA Divya Ratnani were invited to deliver lecture on the emerging trends of GST and make the students aware about its significance and scope.
* On 15/7/2017 on the occasion of Youth skill Day a program was also conducted under the banner of The Lions Club Pinnacle which emphasizes students for skill development to get better job opportunities in life.
* On 28/7/2017 Orientation by TISS was conducted in the college premises. It was lead by Mr. Bhuleshwar Dubey. This session basically focused on how students should groom themselves for the interview.
* On 15/8/2017 Independence Day was celebrated in the college premises with pomp and glory.
* On 28/8/2017 am Eye Checkup camp was also conducted by The Lions Club Pinnacle where free eye check up facility was provided to all the students and faculty including the visitors.
* On 14/9/2017 Hindi Diwas was celebrated with great zeal and enthusiasm. Essay, Painting and Rangoli competitions’ were organized in which students participated in great number.
* A Women Right Awareness program was conducted in the college in which Shri Digvijay Singh, Smt. Suresha Choubey (ASP), Shri Saurabh Chaudhary(Adv) were invited to enlighten the students and faculty regarding the women Rights.
* Another Workshop for occupation was conducted by TISS in the college on 6/10/2017 where students were taught the skills to increase their employability and how to outshine in the crowd with enhanced personality. The program was lead by Mr. Shrinivas.
* On 14/10/2017 a session on Civil Law was conducted in the college. The speakers were Shri Digvijay Singh and Smt. Garima Sharma.

**Circular-2**

All the staff of M.J. College are hereby informed that a meeting is going to be scheduled on 06/11/2017 At 1:00 Pm  in the Conference Room. The meeting will be presided by the Principal.

Agenda

* Review of the minutes of the Last meeting
* National Achievement Survey
* Workshop on Personality Development
* Workshop on Swachhata Abhiyaan
* Personality Development Program
* Vivekananda Jatyanti
* Campus Placement
* Faculty Development Program
* Mehandi, Rangoli And Cooking Competition
* Republic Day
* Annual Sports Day
* Annual Day
* National Deworming Day
* Parenting Today
* Conference on Transgender Equality
* Any other matter with the permission of Principal.

**By order**

**Principal**

**Name of Faculty** **Signature**

**Meeting-2**

A meeting was scheduled on 06/11/2017 at 1:00 pm in the Conference Room. It was presided by the Principal.

**Members Present** **Signature**

**Minutes**

* A program on National Achievement Survey was conducted in the college on 8/11/2017. The speakers were Smt. Manjulata Pashine, Smt. Neelam Dubey, and SHri hemant Kumar Sahu.
* A Workshop on Personality Development program was conducted on 21/11/17 by Dainik Bhaskar Group. The program was presided by Shri Nair and Shri Ashish Kumar.
* On 24/11/2017 A program on Swachhata Abhiyan was conducted by Nagar Nigam Bhilai to make the students and civilians aware about the responsibilities to make our surrounding Green and clean.
* On 4/12/2017 a Personality Development Program was conducted in the college. The speaker was Shri Sarvesh Kumar Singh. He effectively motivated the students with his inspirational words.
* Vivekananda Jayanti was celebrated in the college on 12/1/18 with zeal. The Principal of the college addressed the ceremony and appealed the students to come forth for serving the nation.
* On this occasion Campus Placement was also conducted by Antrix Life Science New Delhi where Shri Desh Deepak Singh conducted the placement Program.
* On 16th and 17th of Jan 2018 a two day Faculty Development program on “Workshop on Thesis Writing” was conducted in the college where the Speaker Dr. P.K. Shrivastav, Principal Army Institute of Higher Education addressed the gathering with his valuable words and shared the techniques of writing effective thesis.
* On 25/1/18 Mehandi, Rangoli And cooking competition was conducted by The Lions Club Pinnacle in the college to nurture the budding talent of the college in which many students ensured their participation and startled all with their talent.
* On 26/1/18 Republic day was celebrated with great enthusiasm. The principal of the college addressed the gathering and appealed everyone to honor the Constitution.
* On 27/1/19 Annual sports day was celebrated in the College. Smt. Suresh Choubey (ASP Durg) was invited as the chief guest. In her speech she motivated the students to indulge in sports to adopt it as a career.
* Annual Day of this college was held on 29/1/18. In this Program Shri Chand Sundarani, Shri Devendra Yadav and Smt. Suresha Choubey were invited as the Chief Guest.Colorful and vibrant cultural programs were presented by students of various Departments.
* National Deworming Day was observed on 9/2/2018 in the college. Students were given dosage of Albendazole Tablets to create awareness amongst them.
* On 10/2/2018 A seminar on Parenting Today was held in college premises in which the parents were given tips of parenting to deal with the generation gap to have better compatibility with children.
* On 21/2/2018 A conference on ‘Transgender Equality’ was held at the college premises. The speakers were Mrs Vidya Rajput, Mrs Ravina Bahira, Mrs Pooja Coudhary and Mrs Sonu Gupta. This conference highlights the issues that transgender face in our society and the measures to enforce their rights.

**Circular-3**

All the staff of M.J. College are hereby informed that a meeting is going to be scheduled on 05/03/2018 At 1:00 Pm in the Conference Room. The meeting will be presided by the Principal.

Agenda

* Review of the minutes of the last meeting
* Workshop on Computer Science
* International Women’s day
* Worlds Environment Day
* Alumni Meet
* International Yoga Day
* Any other matter with the permission of Principal

**By order**

**Principal**

**Name of Faculty** **Signature**

**Meeting-3**

A meeting was scheduled on 05/03/2018 at 1:00 pm in the Conference Room. It was presided by the Principal.

**Members Present** **Signature**

**Minutes**

* A two days workshop on Computer Science “ Emerging trends in computer science” was conducted in the college on 5th and 6th of March 2018 in which Dr Santosh, Dr S S Ghosh and Dr Sanchay Kumar were the Guest Speakers who provided thorough information about the various content in which many students and faculty participated.
* On 8/3/2018 International Women’s Day was celebrated in the college. Lectures were were delivered by Faculty and Principal regarding the present scenario of women in the society and how it can be improved.
* On 5/6/2018 World Environment day was celebrated in the college. On this day pleadge was taken by Faculty and students to prevent the environment from exploitation.
* On 21/6/2018 International Yoga day was celebrated in the college premises in which a large number of students and faculty participated with zeal.