**Circular-1**

All the staff of M.J. College are hereby informed that a meeting is going to be scheduled on 05/07/2018 At 1:00 Pm  in the Conference Room. The meeting will be presided by the Principal.

Agenda

* Commencement of new session.
* Induction cum orientation program
* Dengue Awareness Program
* Independence Day celebration
* Rakshabandhan Celebrations
* Clay Modelling Workshop & Ganesh Chaturthi Celebration
* Hindi Diwas Celebration
* Surgical Strike Day
* Review of the minutes of the last meeting
* Blood Donation Camp
* Gandhi Jayanti Celebration
* SVEEP(Systematic Voters’ Electoral Education Program)
* Any other matter with the permission of the Principal

 By order

 Principal

**Name of Faculty** Signature

**Meeting-1**

A meeting was scheduled on 06/07/2018 at 1:00 pm in the Conference Room. It was presided by the Principal.

**Members Present** **Signature**

**Minutes**

* On 6/7/2018 IQAC meeting was scheduled where there were discussions on commencement of the session:2018-19, renewal of affiliation, approval for starting new courses like M.Ed, BSc/BA B.Ed, appointment of faculty, review of AQAR and activities and events that will be conducted during the session.
* On 1/08/2018 Induction cum orientation program will be held in which Dr. Sarvesh Jain will be invited to address the gathering and motivate the newly admitted students.
* On 10/8/2018 Dengue Awareness Program is going to be conducted in Radhika Nagar Temple area where faculty and students will aware local people about the symptoms and prevention.
* On 15/8/2019 Independence Day will be celebrated in the college premises with pomp and glory.
* On 25/8/2018 Rakshabandhan will be celebrated by tying Rakhis to the Traffic Police at Nehru Nagar Square and pray for the long-life of traffic police.
* To inculcate the spirit of art and craft, workshop on Clay Modelling-” Maati ke Ganesh” will be organized on 4th and 5th of September 2018. It will be lead by Shri Rajendra Surganiya (Clay Modelling Artist) who will minutely explain the art and opportunities associated with career in clay modeling.
* Subsequent to the event on 10/9/2018 A display on Eco-Friendly Ganesh will be organized by the college to explore the hidden talent of students. Students with great creativity will be awarded.
* Considering the impact of Dengue spreading as epidemic another Dengue Awareness Campaign will be conducted on 8/9/18 in Nehru Nagar & Kohka Area to educate and make people aware about the disease.
* On 14/9/18 Hindi Diwas will be celebrated in the college. In this event a Debate competition will be conducted by Lioness club Bhilai. The outshining performers will be felicitated.
* On 30/9/2018 Surgical Strike Day will be celebrated. In this events patriotic song competition and speech Competition will be conducted to enlighten the spirit of patriotism
* On 1/10/2018 A blood Donation camp will be conducted by Lioness Club Bhilai in which people will participate in this noble cause.
* On 2/10/2018 Gandhi Jayanti will be celebrated in the college. In this this events 4 skits will be presented by the students of various departments depicting the life sketch and teachings of Mahatma Gandhi.
* On 8/10/2018 an oath taking ceremony for Electoral Awareness by Principal of the college will be held.
* On 10/10/18 A workshop on the working mechanism of VVPAT machine will be demonstrated by Dr. S.k. Jha (Associate Professor Science College Bhilai). He will be appealing the students and faculty to trust the device and participate actively in the voting process.
* During 11th to 31st of October 2018 Electoral Awareness Program will be conducted in which activities like Skits, Slogan, Poster, Debate, Rangoli competition will be organized.

**Circular-2**

All the staff of M.J. College are hereby informed that a meeting is going to be scheduled on 05/11/2018 At 1:00 Pm  in the Conference Room. The meeting will be presided by the Principal.

Agenda

* Constitution Day Celebration
* World Aids Day
* Cleanliness drive
* NSS Camp
* Community Camp
* National youth day celebration
* Makar Sankranti celebration
* National Girls Day
* Republic Day
* Annual sports day
* Annual Function
* To conduct a Seminar on Law & Order
* Any other matter with the permission of the Principal

 By order

 Principal

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

Meeting-2

A meeting was scheduled on 06/11/2018 at 1:00 pm in the Conference Room. It was presided by the Principal.

**Members Present** **Signature**

**Minutes**

* On 14/11/2018 & 16/11/2018 Human Chain formation for the awareness of voters will be the greatest attraction. Students will assemble in Sector-5 along with faculty incharge .
* On 26/11/2018 Constitution Day will be celebrated where the Preamble of the constitution will be recited by The Principal. Both Faculty and students will re-learn their duties and rights mentioned in the constitution.
* On 1/12/18 World Aids Day will be celebrated. Poster and Rangoli competitions will be organised. In this event Shri Asim Sehgal (Wellness Coach) will be invited who will provide information regarding fitness and good Health.
* On 7/12/2018 A Cleanliness Drive - “M.J. Mission Clean” will be inaugurated  by Commissioner Shri S.K. Sundarani at the College premises where several steps will be taken to make the city green and clean were adopted.
* From 11/12/18 to 17/12/18 a seven days NSS camp will be held at Bodegaon where various activities like art, sports, constructing drainage etc. will be conducted by the students  to educate and aware the villagers.
* On 9/01/2019 a Community Camp will be organised at Dev Baloda were competition like essay writing, painting and sports are going to be conducted under the able supervision of Principal and faculty of Education Department.
* On 12/1/19 National Youth Day will be celebrated on the birth anniversary of Swami Vivekananda with great enthusiasm and zeal. The Principal of the college will address the gathering and motivate the youth to come forward for the growth and development of the Nation.
* On 15/1/19 the festive occasion of Makar Sankranti will be celebrated in the form of “Patang Utsav”. Kite flying Competition will be organized where students will participate in great numbers.
* On 24/1/19 National Girl Day will be celebrated in the college Premises. The Director of the college will motivate the students with her inspirational words.
* On 26/1/19 Republic Day will be celebrated in the college with great enthusiasm. It will commence with hoisting the flag along with the Principal’s Speech. Students of various departments will participate in the cultural activities
* On 30th & 31st of January 2019 Annual Sports Day will be held. Shri Lalit Verma (Sports Officer, Hemchand Yadav Vishwavidyalaya) will be invited as the Chief Guest. Various Sports like Khokho, kabaddi, Volleyball, Race etc will be played with passion by the students. C.G. Women Basketball team is also going to be invited to showcase their talent.
* On 8/2/2019 Annual Function will be held at M.J. College portraying the theme of Women Empowerment. Colorful activities of various departments will adorn the occasion which a very powerful social message.
* On 16/2/19 -A Law and order awareness program “Durgun Rahit Bharat” will be organised where several issues of day to day law and order will be discussed to educate and make the common people aware about the law.

**Circular-3**

All the staff of M.J. College are hereby informed that a meeting is going to be scheduled on 05/03/2019 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
* International women’s day
* Seminar on Language as Career.
* Health Checkup camp
* Holi Celebration
* International Earth Day
* International Yoga day
* Any other matter with the permission of the Principal

 By order

 Principal

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

**Meeting-3**

A meeting was scheduled on 06/03/2019 at 1:00 pm in the Conference Room. It was presided by the Principal.

**Members Present**  **Signature**

**Minutes**

* On 8/3/19 International Women's Day will be celebrated in the college to project the significance of women in the society. Several issues faced by women both at home and workplace will be highlighted during this event.
* On 15/3/19 A one day seminar on “ Language and career” will be conducted in the college promoting the significance of Language in today's context as an emerging career option. With the advent in science and technology, the interest in Language has depleted due to which communication has affected. This session is an attempt to protect promote and strengthen the Language.
* On 16/2019 A health Checkup  Camp will be organised by Zinota Polyclinic in the college offering free Bone Mineral Density Test for staff by Dr. Suhas Gulab Rao Kamdi (Surgeon)
* On 19th march 2019 Holi celebration will be done at Arpan School where faculty of the college will play colours with differently abled children.
* On 31/3/19 A mock drill for fire safety will be conducted at college premises educating the faculty and children about the usage of Fire extinguishers and precautionary steps to be taken to prevent accidents due to fire.
* Another health Check up camp will be organised on 3/4/19 by College at Zinota Polyclinic  where Lipid Profile test, Blood Sugar Test will be done by Dr Parth Sthpak ( Cardiologist).
* As a part of Social Responsibility on 12/4/19 Kanya Bhoj will be organised on the occasion of Chaitra Navratri  by the college at Arpan School where meal will be provided to the differently abled children.
* On 22/4/2019  International Earth Day will be celebrated in the college campus. The shattered trees of the college garden will be supported signifying the perseverance of Mother Earth.
* On 21/6/2019 International Yoga Day will be celebrated with keen interest at the college premises. Staff and students will do yoga in the presence of Yoga Instructor.

The benefits of yoga will be explained to lead a healthy & blissful life.