



आर्य कन्या महाविद्यालय, शाहाबाद मारकण्डा  
**ARYA KANYA MAHAVIDYALYA**  
(A Premier Multifaculty Post Graduate Girls Institution Affiliated to KUK)  
SHAHABAD MARKANDA, DISTT KURUKSHETRA (HARYANA)

Ref. No. 1220/IQAC/AKM/2024/19068

Date 19 December, 2024

## Proceeding of the Second Meeting of IQAC (2024-2025)

2<sup>nd</sup> meeting of the IQAC was held on 19.12.2024 at 11:30 a.m. in the office of the principal of the college under the Chairmanship of Dr. (Mrs.) Aarti Trehan, Principal Arya Kanya Mahavidyalaya, Shahabad Markanda. The following members were present in the meeting:

### Chairman:

Dr. (Mrs.) Aarti Trehan Principal (Offg.) aartitrehan218@gmail.com *Aarti*

### Co-ordinator:

Dr. Poonam Siwatch Associate Professor siwatchpoonam@gmail.com *Poonam*

### Members From Managing Committee:

Sh. Ram Lal Gupta President 46ramlalbansal@gmail.com *Ram Lal*

Sh. Vishnu Bhagwan Gupta Treasurer (AKMV Shahabad) vishnugarg04@gmail.com *Vishnu*

### Members From Faculty:

Dr. Hema Sukhija Assistant Professor mathsdeptakmv2223@gmail.com *Hema*

Dr. Priyanka Singh Assistant Professor drpsinghakmv2017@gmail.com *Priyanka*

Dr. Rajinder Kaur Librarian rajinder18gill@gmail.com *Rajinder*

Ms. Yogita Sahni Assistant Professor yogitasahni25@gmail.com *Yogita*

Mrs. Anuradha Assistant Professor anuchadha02@gmail.com *Anuradha*

Mrs. Surbhi Assistant Professor surbhichhabra5555@gmail.com *Surbhi*

Mrs. Parwinder Kaur Assistant Professor parwinder.k20@gmail.com *Parwinder*

Ms. Diksha Assistant Professor dikshamanocha2442@gmail.com *Diksha*

### Member From Administration:

Mr. Rajesh Kumar Anand Dy. Supdt. anandrajesh660@gmail.com *Rajesh*

Mr. Balvinder Kumar Secretary balvinderpaul1995@gmail.com *Balvinder*

### Member from Industry:

Sh. Anshul Bansal Industrialist ar\_bansal27@yahoo.com *Anshul*

### Member From Local Society:

Dr. Raghbir Singh Ghuman Principal drsghumman@gmail.com *Raghbir*

Sr. C.S.G.M  
College of Education,  
Shahabad Markanda



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**Member From Student:**

Riya Sharma

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*Riyashaem*

*Sart*  
Dr. (Mrs.) Aarti Trehan  
Principal (Offg.)  
Principal (offg.)  
Arya Kanya Mahavidyalaya  
Shahabad Markanda

## Agenda of 2<sup>nd</sup> IQAC Meeting

1. Action taken report of 1<sup>st</sup> IQAC meeting of session 2024-2025.
2. Information regarding Performance Audit.
3. Discussion on observations by audit team.
4. Organization of One Day National Level Seminar by IQAC.
5. Information regarding submission of Proposal of National Level Seminar by Dept. of English.
6. Regarding utilization of third and final installment of RUSA.
7. Organization of Alumni Meet.
8. Organization of Convocation and Annual Prize Distribution Function.
9. Information regarding Feedback of teaching faculty from students for odd sem. 2024-2025.



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**Minutes of 2<sup>nd</sup> IQAC Meeting (held on 19.12.2024): -**

At the onset of the meeting, Dr. Aarti Trehan, Chairman, IQAC, Arya Kanya Mahavidyalaya, Shahabad (M.), formally welcomed all the members of IQAC. Dr. Poonam Siwatch, Co-ordinator IQAC, presented the Action Taken Report of last meeting and after that discussion on other points of agenda held.

**Discussion on Agenda**

**1. Action Taken Report**

a.) Proposal for One Day Online National Level Seminar on “Strengthening Quality in Higher Educational Institution – Insights from Accreditation Process and Quality Assurance System” sent to DGHE, Panchkula Haryana on 7 October 2024 and approved on 8 November 2024 vide letter no 17008/43 – 2023 NPE (2). The seminar is scheduled to be held on 18 January 2025.

b.) Online One Day National Workshop on “Research Paper writing using AI Tools” was organised by Research and Development Cell on 9 Nov 2024. 165 participants participated in this workshop enthusiastically from different states of country. Proposal of National Level Seminar on “Indian Knowledge System, Harmonizing Culture, Philosophy, Science and Economic Thought” sent by Department of English on 11 October 2024 to DGHE, Panchkula, Haryana.

c.) Notice had been issued to all the faculty member and are advised to publish 2 papers in journals/ Book Chapter per session.

d.) Field visits were organized for the students by

- Dept. of Punjabi, Darohar, Library, Kurukshetra University, Kurukshetra.
- Dept. of Zoology, Pipli Zoo
- Science Department & BCA - Morni Hills.
- Dept of Commerce, Dehradun - Industry visit by Entrepreneurship club
- Department of History, History Museum, Chandigarh

e.) Activity regarding IIC organized in first quarter



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- Workshop on “Innovative solutions in Physics-An Instrumentation workshop” by Department of Physics (CV Raman Association) & Institution Innovation cell on 22 October 2024 by Rajan Narang of Vinayak Industries.
  - GAMA and IIC organized “Trash to Treasure: Innovation Challenge” on 15 October 2024.
  - Department of Fine Art and IIC Organized on exhibition, on the eve of Diwali, of different decoration items like diyas, torans, handmade flowers, pots etc. on 27 October 2024.
- f.) IDP upgradation under process
- g.) Website upgradation under process.
- h.) All the teachers who have not earlier attended FDP on NEP 2020 by KUK, were advised to register in this FDP. Moreover all teacher were advised to attend at least one PDP/FDP per session for self-growth & improvement.
- i.) Online teacher training was carried out on “How to download salary slip on ERP portal” on 5 Dec 2024. Teachers were guided through the process of downloading the salary slip, to mark internal assessment and to mark attendance of students. Also other issues of teachers regarding ERP were resolved.
2. Three days Performance Audit of college was conducted by Principal Accountant General (Audit), Haryana from 27<sup>th</sup> Nov, 2024 to 29<sup>th</sup> Nov, 2024
3. Discussion held regarding the issues raised by audit team regarding college academics, ICT infrastructure, Utilization Certificates of government grants, Fire Fighting equipments, Research, placement, accounts details.
4. Information regarding conducting One Day Online National Level Seminar on “Strengthening Quality in Higher Educational Institution – Insights from Accreditation Process and Quality Assurance System” to be conducted on 18<sup>th</sup> Jan, 2025 by IQAC.
5. Proposal of National Level Seminar titled “Indian Knowledge System : Harmonizing Culture, Philosophy, Science and Economic Thought” by Department of English sent to DGHE Panchkula, Haryana.
6. House was informed about the equipments that have been purchased from third instalment of RUSA like Interactive Panels, Printers, Digital podium, Laptops, Photostat machines, Kiosk for Library, AC, N-computing server with 40 monitor units to establish two computer labs etc.
7. Information regarding Alumni meet to be conducted on 3<sup>rd</sup> January, 2024.



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8. Information regarding Convocation and Annual Prize distribution function to be organized on 4<sup>th</sup> Jan, 2024.
9. Discussion was held regarding collection analysis and report submission of teacher feedback by all HODs for the odd semester of 2024-2025.

### Suggestions

1. To take steps for Vermicomposting project.
2. To register Unnat Bharat Abhiyan (Govt. Scheme)
3. Steps for research paper publication.

### Decisions Taken

1. Plan of Vermicomposting to be finalized.
2. To register for Unnat Bharat Abhiyan.
3. Teachers to be instructed to publish at least 2 paper per session.
4. Teachers to be instructed to attend at least 2 FDP/PDP per session.
5. Seminar on "Indian Knowledge System: Harmonizing Culture, Philosophy, Science and Economic Thought" on 22 March, 2025 finalized.
6. Preparation and submission of AQAR 2023-2024.
7. NAAC Accreditation under Binary Process.
8. To conduct AAA for session 2023-2024
9. Value added and skill enhancement courses in even semester.
10. IDP.
11. MOUs.

  
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Principal (Offg.)  
Principal (offg.)  
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Shahabad Markanda