



# Ch. Ishwar Singh Kanya Mahavidyalaya

Fatehpur-Pundri, Distt. Kaithal (Haryana) - 136026

'A' Grade NAAC Accredited

(Affiliated to Kurukshetra University, Kurukshetra)

web. : www.ciskmv.com, E-mail : ciskmv1@gmail.com Office : 83075-38629

Ref. No. CISKMV/2025/1124

Dated 31.12.2025

## Notification

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

In order to achieve the objectives of quality enhancement in a systematic manner and to ensure sustained academic excellence, the Internal Quality Assurance Cell (IQAC) of the college is hereby reconstituted for the academic session **2025-2026** with the following members:

1. **Chairperson :** Dr. Shakuntla Singla, Principal
2. **Faculty Members:**
  - Dr. Amita Rana, Associate Prof., Dept of Economics
  - Dr. Geeta Jaiswal, Associate Prof, Dept of English
  - Dr. Vinay Khurania, Assoc. Prof, Dept of Commerce
  - Dr. Reena, Assistant Prof, Dept of Hindi
  - Dr. Nidhi, Assistant Prof, Dept of Home Science
  - Sh. Vinesh Walia, Assistant Prof, Dept. of Comp. Sc.
  - Ms. Monika, Assistant Prof, Dept of Chemistry
3. **Management Representative:**
  - Sh. Rajiv Kumar, Treasurer
  - Sh. Jagdish Kwatra (Executive Member)
4. **Administrative Staff :**
  - Sh. Sanjeev, Head Clerk
  - Sh. Abhimanyu, Clerk
5. **Local Society Representatives :**
  - Ms. Aayushi, Alumni
  - Ms. Arshdeep, Student Representative
6. **Employer / Industrialist :**
  - Sh. Harinder Kotia

Stakeholder Representative
7. **IQAC Coordinator :** Dr. Vandana, Assistant Professor, Dept. of Commerce

*Vandana*  
IQAC Coordinator

*CS*  
Principal  
C.I.S.K.M.V.  
Fatehpur-Pundri (Ktl.)



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Ref. No. CISKMV/2025/262(A)

Dated 24.07.2025

Minutes of the 1st Meeting of IQAC held on 24.07.2025 at 2:30 PM in the Office of the Principal

## Members Present

### 1. Chairperson:

Dr. Amita Rana, Principal

### 2. Faculty Members:

Dr. Geeta Jaiswal, Associate Professor, Dept. of English

Dr. Vinay Khurania, Associate Professor, Dept. of Commerce

Dr. Reena, Assistant Professor, Dept. of Hindi

Dr. Nidhi, Assistant Professor, Dept. of Home Science

Sh. Vinesh Walia, Assistant Professor, Dept. of Computer Science

Ms. Monika, Assistant Professor, Dept. of Chemistry

### 3. Management Representatives:

Sh. Rajiv Kumar, Treasurer

Sh. Jagdish Kwatra (Executive Member)

### 4. Administrative Staff:

Sh. Sanjeev, Head Clerk

Sh. Abhimanyu, Clerk

### 5. Local Society Representatives:

Ms. Aayushi, Alumni

Ms. Arshdeep, Student Representative

### 6. Employer / Industrialist (Stakeholder Representative):

Sh. Harinder Kotia

### 7. IQAC Coordinator:

Dr. Vandana, Assistant Professor, Dept. of Commerce

## Agenda & Proceedings

### Agenda 1: Confirmation of Minutes of Previous Meeting (Session 2024-25)

The Coordinator of IQAC presented the minutes of the 4th meeting held during the session 2024-25. (27.01.2025)  
The members reviewed and unanimously confirmed the same.

### Agenda 2: Discussion and Finalization of College-Level Vocational Pool

Vocational courses were discussed in detail considering student interest, infrastructure, and faculty expertise. The course pool was finalized in coordination with the Admission Cell Nodal Officer and NEP Coordinator, aligning with NEP guidelines.

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Dated 24.07.2025

### Agenda 3: Preparation of Academic Calendar for Session 2025-26

The Chairperson presented departmental academic calendars, workload, timetables, and class teacher assignments. It was also decided that teachers will perform proctorial duties during free periods. All members approved and agreed to follow the university academic calendar.

### Agenda 4: Conduct of Orientation Programme

It was resolved to organize an Orientation Programme for 1st-year UG and PG students.

### Agenda 5: Promotion of Research Environment in the College

Faculty were encouraged to participate in research activities, seminars, and publications. Departments may invite experts for lectures. Students will be guided for projects and case studies. Research proposals will be invited, and necessary resources like books, journals, and e-materials will be procured.

### Action Taken Report (ATR)

### IQAC Meeting held on 24.07.2025

Agenda No.	Agenda	Action Taken
1	Confirmation of minutes of IQAC meeting (Session 2024-25)	The minutes of the previous meeting were presented and unanimously confirmed.
2	Finalization of Vocational Courses	Vocational course pool finalized as per NEP guidelines in coordination with concerned authorities.
3	Academic Calendar Preparation	Academic plans, workload, timetable, and class teacher duties implemented and approved.
4	Orientation Programme	Orientation Programme scheduled for 1st-year UG/PG students at session start.
5	Promotion of Research Environment	Faculty encouraged for research and publications; proposals invited; procurement of research resources initiated.

The meeting ended with a vote of thanks to the Chair.

Submitted for approval of minutes

*Vandana*  
Dr. Vandana (IQAC Coordinator)

Seen and Approved

*Amita*  
Dr. Amita Rana (Principal)  
Fatehpur-Pundri (Ktl.)



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Ref. No. CISKMV/2025/305(A)

Dated 06.08.2025

## INTERNAL QUALITY ASSURANCE CELL (IQAC) (2025-26) Minutes of the Meeting

Minutes of the 2nd Meeting of IQAC held on 06.08.2025 at the Office of the Principal

### Members Present

#### 1. Chairperson:

Dr. Amita Rana, Principal *Amita*

#### 2. Faculty Members:

Dr. Geeta Jaiswal, Associate Professor, Dept. of English *Geeta*

Dr. Vinay Khurania, Associate Professor, Dept. of Commerce *Vinay*

Dr. Reena, Assistant Professor, Dept. of Hindi *Reena*

Dr. Nidhi, Assistant Professor, Dept. of Home Science *Nidhi*

Sh. Vinesh Walia, Assistant Professor, Dept. of Computer Science *Vinesh*

Ms. Monika, Assistant Professor, Dept. of Chemistry *Monika*

#### 3. Management Representatives:

Sh. Rajiv Kumar, Treasurer *Rajiv Kumar*

Sh. Jagdish Kwatra (Executive Member) *Jagdish Kwatra*

#### 4. Administrative Staff:

Sh. Sanjeev, Head Clerk *Sanjeev*

Sh. Abhimanyu, Clerk *Abhimanyu*

#### 5. Local Society Representatives:

Ms. Aayushi, Alumni *Aayushi*

Ms. Arshdeep, Student Representative *Arshdeep*

#### 6. Employer / Industrialist (Stakeholder Representative):

Sh. Harinder Kotia *Harinder Kotia*

#### 7. IQAC Coordinator:

Dr. Vandana, Assistant Professor, Dept. of Commerce

### Agenda & Proceedings

#### Agenda 1: Confirmation of Minutes of Previous Meeting (24.07.2025)

The IQAC Coordinator presented the minutes of the 1st meeting held on 24th July 2025. The members reviewed the same and unanimously confirmed the minutes.

CONTD.



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Dated 06.08.2025

## Agenda 2: Discussion on Feedback Analysis from Students

The feedback collected from students regarding teaching-learning, infrastructure, and support services was discussed in detail. Suggestions and observations were noted for further improvement in academic and administrative processes.

## Agenda 3: Examination Reforms, Result Analysis, Documentation and Record Maintenance

The members discussed the need for continuous improvement in examination processes. Emphasis was laid on result analysis, proper documentation, and systematic maintenance of academic and administrative records. It was resolved to strengthen transparency and efficiency in examination-related work.

## Agenda 4: College Development Initiatives

Various developmental activities were discussed. It was proposed to undertake whitewashing of the college building, necessary repairs, furniture maintenance, and installation of a sanitary pad incinerator (destroyer) for student welfare. The members approved these proposals.

## Agenda 5: Professor Grade Files Review

The professor grade files of the following faculty members were placed before the IQAC:

- Dr. Amita Rana, Associate Professor, Department of Economics
- Dr. Vinay Khurania, Associate Professor, Department of Commerce
- Dr. Minu Singal, Associate Professor, Department of Economics

The files were thoroughly examined as per the prescribed criteria, terms, and conditions. All documents were found complete and duly verified with proper signatures.

## Agenda 6: Establishment of "Knowledge/Reading Corners" in Library

It was proposed to create reading/knowledge corners in the library to promote reading habits and provide a better academic environment for students. The proposal was appreciated and approved by all members.



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Ref. No. CISKMV/2025/305(A)

Dated 06.08.2025

## Conclusion

The meeting concluded with a vote of thanks to the Chair.

## Action Taken Report (ATR)

IQAC Meeting held on 06.08.2025

Agenda No.	Agenda	Action Taken
1	Confirmation of previous meeting minutes	Minutes of the meeting held on 24.07.2025 were reviewed and confirmed.
2	Feedback analysis from students	Feedback analyzed and key suggestions identified for improving teaching-learning and facilities.
3	Examination reforms & result analysis	Measures initiated for better documentation, result analysis, and systematic record maintenance.
4	College development	Whitewash, repair work, furniture maintenance, and installation of sanitary pad incinerator planned and initiated.
5	Professor grade files review	Files of concerned faculty verified, checked, and approved as per guidelines.
6	Library development (Reading corners)	Plan approved for establishing reading/knowledge corners in the library.

Submitted for approval of minutes

*Vandana*

Dr. Vandana (IQAC Coordinator)

Dated: 06.08.2025

Seen and Approved

*Amita*

Dr. Amita Rana (Principal)

Principal

C.I.S.K.M.V.

Fatehpur-Pundri (Kti.)



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Ref. No. CISKMV/2025/1174(A)

Dated 17.01.2026

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
(2025-26)

**Minutes of the 3rd Meeting of IQAC held on 17.01.2026 at the Office of the Principal**

## Members Present

### 1. Chairperson:

Dr. Shakuntla Singla, Principal

### 2. Faculty Members:

Dr. Amita Rana, Associate Professor, Dept. of Economics  
Dr. Geeta Jaiswal, Associate Professor, Dept. of English  
Dr. Vinay Khurania, Associate Professor, Dept. of Commerce  
Dr. Reena, Assistant Professor, Dept. of Hindi  
Dr. Nidhi, Assistant Professor, Dept. of Home Science  
Sh. Vinesh Walia, Assistant Professor, Dept. of Computer Science  
Ms. Monika, Assistant Professor, Dept. of Chemistry

### 3. Management Representatives:

Sh. Rajiv Kumar, Treasurer

Sh. Jagdish Kwatra (Executive Member)

### 4. Administrative Staff:

Sh. Sanjeev, Head Clerk

Sh. Abhimanyu, Clerk

### 5. Local Society Representatives:

Ms. Aayushi, Alumni

Ms. Arshdeep, Student Representative

### 6. Employer / Industrialist (Stakeholder Representative):

Sh. Harinder Kotia

### 7. IQAC Coordinator:

Dr. Vandana, Assistant Professor, Dept. of Commerce

## Agenda & Proceedings

### Agenda 1: Confirmation of Minutes of Previous Meeting (06.08.2025)

The IQAC Coordinator presented the minutes of the 2nd meeting held on 6th August 2025.

The members reviewed the same and unanimously confirmed the minutes.

CONTD.



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Ref. No. CISKMV/2025/1174(A)

Dated 17.01.2026

## **Agenda 2: Quality Benchmarking in Academic and Support Areas**

The members discussed the need for establishing quality benchmarks in teaching-learning processes, student support services, and institutional functioning. It was resolved to adopt measurable quality indicators and continuously monitor academic and administrative performance.

## **Agenda 3: Building Maintenance and Infrastructure Development**

The following proposals were discussed and approved for overall institutional development:

- Repair and maintenance of college building
- Whitewashing/painting of the building
- Installation of new electricity panel
- Upgradation of Wi-Fi facilities
- Replacement and proper wiring of CCTV cameras

## **Agenda 4: Scrap Disposal and Waste Management**

It was resolved to constitute a Scrap Disposal Cell for systematic disposal of obsolete materials. The disposal of old generator and Xerox machine was approved following due procedure.

## **Agenda 5: Development of Institutional Facilities**

The members approved the establishment of the following facilities:

- NSS Room
- Yoga Room
- NCC Room and NCC Office
- Strengthening of NCC Wing

These initiatives aim to enhance student engagement and institutional development.

## **Agenda 6: IQAC Documentation and Record Maintenance**

The committee emphasized maintaining proper documentation of all activities. It was resolved to ensure systematic record-keeping along with geo-tagged photographs and detailed reports for quality assurance and accreditation purposes.

## **Agenda 7: Coaching for Competitive Examinations (NET)**

It was proposed to organize special coaching classes for postgraduate students preparing for

NET and other competitive examinations. The members appreciated the initiative and approved its implementation.

CONTD.



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Ref. No. CISKMU/2025/1174(A)

Dated 17.01.2026


The meeting concluded with a vote of thanks to the Chair.

## Action Taken Report (ATR)

IQAC Meeting held on 17.01.2026


Agenda No.	Agenda	Action Taken
1	Confirmation of previous meeting minutes	Minutes of the meeting held on 06.08.2025 were reviewed and confirmed.
2	Quality benchmarking	Framework for quality benchmarks in academic and support services initiated.
3	Building maintenance	Repair work, painting, electricity panel installation, Wi-Fi upgradation, and camera wiring improvements initiated.
4	Scrap disposal	Scrap Disposal Cell constituted; process for disposal of old generator and Xerox machine initiated.
5	Institutional development facilities	NSS, Yoga, NCC rooms and office planned and setup process initiated.
6	Documentation & record maintenance	Proper documentation system implemented with geo-tagged photos and reports.
7	NET coaching classes	Planning and scheduling of NET coaching classes for PG students initiated.

Submitted for approval of minutes

  
Dr. Vandana (IQAC Coordinator)

Dated: 17.01.2026

Seen and Approved

  
Dr. Shakuntala Singla (Principal)  
Principal  
C.I.S.K.M.V.  
Fatehpur-Pundri (Kt.)



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Ref. No. CISKMV/2026/1516-A

Dated 06.05.2026

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
(2025-26)

**Minutes of the 4<sup>th</sup> Meeting of IQAC held on 06.05.2026 at the Office of the Principal**

**Members Present**

**1. Chairperson:**

Dr. Shakuntla Singla, Principal

**2. Faculty Members:**

Dr. Amita Rana, Associate Professor, Dept. of Economics

Dr. Geeta Jaiswal, Associate Professor, Dept. of English

Dr. Vinay Khurania, Associate Professor, Dept. of Commerce

Dr. Reena, Assistant Professor, Dept. of Hindi

Dr. Nidhi, Assistant Professor, Dept. of Home Science

Sh. Vinesh Walia, Assistant Professor, Dept. of Computer Science

Ms. Monika, Assistant Professor, Dept. of Chemistry

**3. Management Representatives:**

Sh. Rajiv Kumar, Treasurer

Sh. Jagdish Kwatra (Executive Member)

**4. Administrative Staff:**

Sh. Sanjeev, Head Clerk

Sh. Abhimanyu, Clerk

**5. Local Society Representatives:**

Ms. Aayushi, Alumni

Ms. Arshdeep, Student Representative

**6. Employer / Industrialist (Stakeholder Representative):**

Sh. Harinder Kotia

**7. IQAC Coordinator:**

Dr. Vandana, Assistant Professor, Dept. of Commerce

## **Agenda-wise Minutes & Action Taken Report**

**1. Confirmation of Minutes of Previous Meeting (17.01.2026)**

The IQAC Coordinator presented the minutes of the 3<sup>rd</sup> meeting held on 17.01.2026. The members reviewed the same and unanimously confirmed the minutes.

CONTD.



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Ref. No. CISKMU/2026/1516-A

Dated 06.05.2026

## 2. Academic & Administrative Audit (AAA)

- Discussion held on conducting internal and external academic audits.
- Review of departmental performance and compliance with quality standards.
- Need for proper documentation and transparency emphasized.

### Action Taken Report (ATR):

- Internal audit schedule prepared and circulated to all departments.
- Departments instructed to maintain updated records and files.
- Proposal initiated for appointment of external auditors.

## 3. NEP 2020 Implementation Review

- Review of credit-based system implementation.
- Discussion on introducing vocational and multidisciplinary courses.
- Faculty preparedness and curriculum alignment assessed.

### Action Taken Report (ATR):

- Departments initiated curriculum revision as per NEP guidelines.
- Faculty development workshops planned.
- Proposal submitted for introduction of new courses.

## 4. Strategic Planning for Session 2026-27

- Academic calendar planning discussed.
- Budget allocation and departmental requirements reviewed.
- Focus areas: research, placements, and faculty development.

### Action Taken Report (ATR):

- Draft academic calendar prepared.
- Departments submitted budget proposals.
- Targets assigned for research publications and placement improvement.

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## 5. Data Validation and Verification (DVV)

- Importance of accurate data for AISHE, NIRF, and rankings discussed.
- Need for error-free data submission emphasized.

### Action Taken Report (ATR):

- Data collection and verification process initiated.
- Central verification committee formed.
- Departments instructed to cross-check all submitted data.

## 6. Finalization of Best Practices

- Review of best practices identified by departments.
- Importance of documentation for accreditation highlighted.

### Action Taken Report (ATR):

- Departments submitted best practices for compilation.
- Documentation work in progress with supporting evidence.
- Final report under preparation by IQAC.

## 7. Any Other Item with Permission of the Chair

- Chair emphasized timely completion of assigned tasks.
- Importance of coordination and teamwork highlighted.

### Action Taken Report (ATR):

- Follow-up mechanism established through regular IQAC meetings.
- Departments directed to submit periodic progress reports.

The meeting concluded with a vote of thanks to the Chair. All members were instructed to ensure timely execution of assigned responsibilities and maintain quality standards.

*Vandana*  
Dr. Vandana  
IQAC Coordinator

*Shakuntala*  
Principal  
C.I.S.K.M.V. Dr. Shakuntala  
Fatehpur-Pundri (Kaithal) Principal & Chairperson



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Ref. No. CISKMV/2026/1516-A

Dated 6.5.26

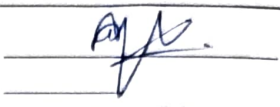
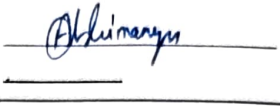
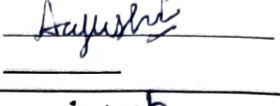
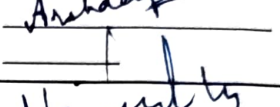
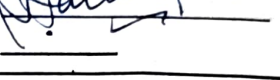
## INTERNAL QUALITY ASSURANCE CELL (IQAC) Attendance Sheet

Date: 06.05.2026

Time: 11:00 AM

Venue: Principal Office

Sr. No.	Name of Member	Designation	Category	Signature (with space)
1.	Dr. Amita Rana	Associate <del>Principal</del> Professor	Faculty <del>Coordinator</del> Member	
2.	Dr. Vandana	Assistant Professor	IQAC Coordinator	
3.	Dr. Geeta Jaiswal	Associate Professor	Faculty Member	
4.	Dr. Vinay Khurania	Associate Professor	Faculty Member	
5.	Dr. Reena	Assistant Professor	Faculty Member	
6.	Dr. Nidhi	Assistant Professor	Faculty Member	Not present
7.	Sh. Vinesh Walia	Assistant Professor	Faculty Member	
8.	Ms. Monika	Assistant Professor	Faculty Member	Not present
9.	Sh. Rajiv Kumar	Treasurer	Management Representative	
10.	Sh. Jagdish Kwatra	Executive Member	Management Representative	

Sr. No.	Name of Member	Designation	Category	Signature (with space)
11.	Sh. Sanjeev	Head Clerk	Administrative Staff	
12.	Sh. Abhimanyu	Clerk	Administrative Staff	
13.	Ms. Aayushi	Alumni	Local Society Representative	
14.	Ms. Arshdeep	Student	Student Representative	
15.	Sh. Harinder Kotia	Industrialist	Stakeholder	

Dr. Chakuntla  
Principal  
Principal  
C.I.S.K.M.V.  
Fatehpur-Pundri (Ktl.)