

Hawabagh Women's College, Jabalpur

Notice

02/07/2012

Subject : meeting of IQAC

A meeting of the IQAC has been convened on the 10th of July 2012 in the Principal's Office at 11:30 am. The following members are requested to make it convenient to attend the meeting:

(a) Chairperson : Mrs. Sunita Rodgers (Principal)

(b) Members:-

(i) Mrs. U. Lawrence (Manager)

(ii) Dr. Himani Upadhyaya

(iii) Dr. Bharti Shukla

(iv) Dr. Seema Singh

(v) Dr. Ashok Soni

(vi) Dr. Shahewar Syed

(c) Coordinator - Member Secretary

Professor Alok Chansoria

**Mrs. Sunita Rodgers
Principal & Chairperson IQAC**

Hawabagh Women's College, Jabalpur

Agenda of the Meeting of IQAC

02/07/2012

1. Opening Prayer
2. Roll Call
3. Approval of the minutes of the meeting of the IQAC dated 09/12/2011
4. Business:
 - (i) Purchase of Books
 - (ii) Purchase of D.F. Prism
 - (iii) Purchase of Vortey Mixure, D.O. Meter, PH Electrode, Camera Lucida
 - (iv) Purchase of 5 Computers
 - (v) Purchase of 1 Laptop
 - (vi) Purchase of Laser Printer
 - (vii) Purchase of 5 No. UPS
 - (viii) Installation of Inter-com
 - (ix) Purchase of 2 Digital Photocopier (UGC-ENT Entry Services)
 - (x) Purchase of 2 Computers & Software (UGC- ENT)
 - (xi) Purchase of 2 Projector with Screen (UGC-ENT)
 - (xii) Purchase of Tables & 20 Chairs
 - (xiii) Purchase of Steel Office Book Case- Biotechnology
 - (xiv) Purchase of Wooden Table Teak & Wooden Benches Teak
 - (xv) Purchase of Double-door Refrigerator & Photoelectric Calorimeter:
5. New Business
 - (i) Purchase of Books
 - (ii) Purchase of Digital pH Meter Model Mt-VI Digital
 - (iii) Purchase of Wi/Fi device
 - (iv) Purchase of One Panasonic fax machine
6. Online Admission of students
7. Principal's Report
8. College Calendar
9. College Slate
10. Any other matter with the permission of the chair
11. Closing Prayer

Mrs. Sunita Rodgers
Principal & Chairperson IQAC

Hawabagh Women's College, Jabalpur

Minutes of the IQAC Meeting held on 10th July 2012.

A meeting of the IQAC took place in the Principal's office at 11:30 am.

HWC/IQAC/10-07-12/1: Opening Prayer-

The opening prayer was offered by the Manager Rev. Mrs. U. Lawrence

HWC/IQAC/10-07-12/2: Roll Call -

The following member were present in the meeting

1. Mrs. S. Rodgers (Principal) – Chairman

Members

2. Mrs. U. Lawrence (Manager)

3. Dr. Himani Upadhyaya

4. Dr. Bharti Shukla

5. Dr. Ashok Soni

6. Dr. Seema Singh

7. Dr. Shahewar Syed

Coordinator – Member Secretary

Professor Alok Chansoria

HWC/IQAC/10-07-12/3: Approval of the minutes of the meeting of the IQAC dated 09/12/2011 :

As no changes were suggested the minutes were approved as it is.

HWC/IQAC/10-07-12/4: Business:

(i) Purchase of Books:

The Principal informed that books worth Rs. 175060/- have been purchased as instructed.

(ii) Purchase of D.F. Prism:

The Principal informed that D.F. Prism worth Rs. 32732/- has been purchased as instructed.

(iii) Purchase of Vortey Mixure, D.O. Meter, PH Electrode, Camera Lucida :

The Principal informed that Vortey Mixure, D.O. Meter, PH Electrode, Camera Lucida worth Rs. 17221/- has been purchased as instructed.

(iv) Purchase of 5 Computers from XI Plan Additional Grant NCR and purchase of 2 Computers & Software from UGC- ENT :

The Principal informed that the 5 Computers worth Rs. 182228/- has been purchase under the NRC Scheme of the XI Plan Grant of the UGC and 2 Computers & Software worth Rs. 61784/- has been purchased under the Entry in Services Scheme of the XI Plan Grant of the UGC.

(v) Purchase of 1 laptop :

The Principal informed that 1 laptop worth Rs. 41500/- has been purchased as instructed under the NRC Scheme of the XI Plan Grant of the UGC.

(vi) Purchase of Laser Printer :

The Principal informed that Laser Printer worth Rs. 7450/- has been purchased under the NRC Scheme of the XI Plan Grant of the UGC.

(vii) Purchase of 5 No. UPS :

The Principal informed that 5 No. UPS worth Rs. 6250/- has been purchased under the NRC Scheme of the XI Plan Grant of the UGC.

(viii) Installation of Inter-com :

The Principal informed that Inter Com has been installed in the college. Total expenditure has been worth Rs. 30437/-. The payment has been made from the grant received by the UGC.

(ix) Purchase of 2 Digital Photocopier under UGC- Entry into Services Scheme:

The Principal informed that 2 Digital Photocopier worth Rs. 72400/- has been purchased under the Entry in Services Scheme of the XI Plan Grant of the UGC.

(x) Purchase of 2 Projector with Screen under UGC- Entry into Services Scheme:

The Principal informed that 2 Projector worth Rs. **55836**/- has been purchased under the Entry in Services Scheme of the XI Plan Grant of the UGC.

(xi) Purchase of Tables & 20 Chairs :

The Principal informed that Tables & 20 Chairs worth Rs. 10000/- has been purchased under the Entry in Services Scheme of the XI Plan Grant of the UGC.

(xii) Purchase of Steel Office Book Case- Biotechnology:

The Principal informed that Steel Office Book Case worth Rs. 38420/- has been purchased as instructed

(xiii) Purchase of teak wood table & benches:

The Principal informed that teak wood table & benches worth Rs. 67719/- has been purchased as instructed.

(xiv) Purchase of Double-door Refrigerator & Photo Calorimeter :

The Principal informed that Double-door Refrigerator & Photoelectric Calorimeter worth Rs. 24611/- has been purchased as instructed.

HWC/IQAC/10-07-12/5: New Business

- (i) Purchase of Books
- (ii) Purchase of Digital pH Meter Model Mt-VI Digital
- (iii) Purchase of Wi/Fi device
- (iv) Purchase of One Panasonic fax machine

It was resolved that purchase of the above items be made as per rules

HWC/IQAC/10-07-12/6: Online Admission of students

The Principal informed that as per the instructions given by the department of Higher Education Govt. of Madhya Pradesh and Rani Durgavati Vishwavidyalaya, Jabalpur, the College has successfully accomplished the task of online admission of students.

HWC/IQAC/10-07-12/7: Principal's Report

The Principal presented the report which was accepted with a note of appreciation.

HWC/IQAC/10-07-12/8: Academic Calendar

The academic calendar for the session 2012-13, as proposed by the Department of Higher Education, Government of Madhya Pradesh is accepted as it is.

HWC/IQAC/10-07-12/9: College Slate

The Principal presented the college slate for the session 2012-13 which was unanimously accepted.

HWC/IQAC/10-07-12/10: Any other matter with the permission of the chair

As there was no other business the meeting was adjourned.

HWC/IQAC/10-07-12/11: Closing Prayer

Closing Prayer was offered by the Manager, Mrs. U. Lawrance.

**Mrs. Sunita Rodgers
Principal & Chairperson IQAC**

Hawabagh Women's College, Jabalpur

Notice

02/12/2012

Subject : meeting of IQAC

A meeting of the IQAC has been convened on the 15th of December 2012 in the Principal's Office at 11:30 am. The following members are requested to make it convenient to attend the meeting:

(a) Chairperson : Mrs. Sunita Rodgers (Principal)

(b) Members:-

(i) Mrs. U. Lawrence (Manager)

(ii) Dr. Himani Upadhyaya

(iii) Dr. Bharti Shukla

(iv) Dr. Seema Singh

(v) Dr. Ashok Soni

(vi) Dr. Shahewar Syed

(c) Coordinator – Member Secretary

Professor Alok Chansoria

**Mrs. Sunita Rodgers
Principal & Chairperson IQAC**

Hawabagh Women's College, Jabalpur

Agenda of the Meeting of IQAC

02/12/2012

1. Opening Prayer
2. Roll Call
3. Approval of the minutes of the meeting of the IQAC dated 10/07/2012
4. Business:
 - (i) Purchase of Books
 - (ii) Purchase of Digital pH Meter Model Mt-VI Digital
 - (iii) Purchase of Wi/Fi device
 - (iv) Purchase of One Panasonic fax machine
 - (v) Repair and Maintenance
5. New Business
 - (i) Printing of College Prospectus
 - (ii) Printing of College Magazine
 - (iii) Baccalaureate Service
 - (iv) White Gift Distribution Programme
 - (v) Purchase of 10 Plastic molded Chairs for Seminar Rooms
6. Any other matter with the permission of the chair
7. Closing Prayer

**Mrs. Sunita Rodgers
Principal & Chairperson IQAC**

Hawabagh Women's College, Jabalpur

Minutes of the IQAC Meeting held on 15th December 2012.

A meeting of the IQAC took place in the Principal's office at 11:30 am.

- HWC/IQAC/15-12-12/1: Opening Prayer-**
The opening prayer was offered by the Manager Rev. Mrs. U. Lawrence
- HWC/IQAC/15-12-12/2: Roll Call -**
The following member were present in the meeting
1. Mrs. S. Rodgers (Principal) – Chairman
Members
2. Mrs.U. Lawrence (Manager)
3. Dr. Himani Upadhyaya
4. Dr. Bharti Shukla
5. Dr. Ashok Soni
6. Dr. Seema Singh
7. Dr. Shahewar Syed
- Coordinator – Member Secretary**
Professor Alok Chansoria
- HWC/IQAC/15-12-12/3: Approval of the minutes of the meeting of the IQAC dated 10/07/2012 :**
As no changes were suggested the minutes were approved as it is.
- HWC/IQAC/15-12-12/4: Business:**
- (i) Purchase of Books:
The Principal informed that books worth Rs. 19288/- have been purchased from Modern Book House as instructed.
- (ii) Purchase of Digital pH Meter Model Mt-VI Digital:
The Principal informed that Digital pH Meter Model Mt-VI Digital Photo-electric Calorimeter with filter worth Rs. 22148/-has been purchased from Narmada Biotech as instructed.
- (iii) Purchase of Wi/Fi device:
The Principal informed that Purchase of Wi/Fi device with two screens worth Rs. 37200/- has been purchased from Shahej India, Cos and Commissioning as instructed.

(iv) Purchase of One Panasonic fax machine:

The Principal informed that Purchase of one Panasonic fax machine worth Rs. 4500/- has been purchased from Mark Computer as instructed.

(v) Repair and Maintenance:

- Repair of water cooler and replacement of compressor - Rs. 11360/-
- Payment to R/B Constructions for the repairs to windows and ventilators in Arts & Sc. Dept. - Rs. 19450/-
- Payment to Deepa Electricals for the replacement of unserviceable wires - Rs. 4000/-
- Payment to Shubham Kumar for the repair of drainage near cycle stand- Rs. 13400/-
- Rewinding of compressor of the water machine in the Education Department – Rs. 5000/-

HWC/IQAC/15-12-12/5: New Business:

(i) Printing of College Prospectus:

It was resolved that Prof. Alok Chansoria and Dr. S. Syed be appointed as the Editors of the College Prospectus.

(ii) Printing of College Magazine:

It was resolved that Dr. Bharti Shukla be appointed as the Editor of the College Magazine along with Dr. S. Singh, Dr. S. Syed, Kanchan Saigal, Ms. Manisha Basal and Mr. Abhinav Saikhedkar as members.

(iii) Baccalaureate Service:

It was submitted by the Principal that due to the delay in the declaration of University results the college is not able to organize the Baccalaureate Service in accordance with the college schedule. It was resolved that as soon as the results for the session are declared the college should organized the Baccalaureate Service.

(iv) White Gift Distribution Programme

It was resolved that the White Gift Programme should be organized as per the college schedule, i.e., before the Christmas vacation.

(v) Purchase of 10 Plastic molded Chairs for Seminar Rooms

It was resolved that purchase of 10 Plastic chairs be made as per rules.

HWC/IQAC/15-12-12/6:

Any other matter with the permission of the chair

As there was no other business the meeting was adjourned.

HWC/IQAC/15-12-12/7:

Closing Prayer

Closing Prayer was offered by the Manager, Mrs. U. Lawrance .

**Mrs. Sunita Rodgers
Principal & Chairperson IQAC**