

Hawabagh Women's College, Jabalpur

Notice

02/07/2014

Subject : Meeting of the IQAC

A meeting of the IQAC has been convened on the 10th of July 2014 in the Principal's Office at 12:00 noon. The following members are requested to make it convenient to attend the meeting:

- (a) Chairperson :** Dr. Seema Singh (Principal)
- (b) Members:-**
 - (i) Rev. Mrs. Percis Peters (Manager)
 - (ii) Dr. Himani Upadhyaya
 - (iii) Dr. Bharti Shukla
 - (iv) Dr. Ashok Soni
 - (v) Dr. Sangeeta Lal
 - (vi) Dr. Shahewar Syed
- (c) External Experts :-**
 - (i) Shri Tarun Bhanot –
MLA (Jabalpur West)
 - (ii) Shri Prem Dubey –
(President, Jabalpur Chamber of Commerce and Industries)
- (d) Coordinator – Member Secretary**
Professor Alok Chansoria

Dr. Seema Singh
Principal & Chairperson IQAC

Hawabagh Women's College, Jabalpur

Agenda of the Meeting of IQAC

02/07/2014

1. Opening Prayer
2. Roll Call
3. Approval of the minutes of the meeting of the IQAC dated 17/12/2013
4. New Business:
 - (i) The Principal's Report
 - (ii) Results
 - (iii) On line registration of admission
 - (iv) Purchase of books
 - (v) Publication of College Slate
 - (vi) College Calendar
 - (vii) Publication of College Prospectus
 - (viii) Receiving of 2F and 12B certificate by the UGC
 - (ix) NAAC
 - (x) Preparation with respect to NAAC assessment
 - (xi) Plan for Research, Consultancy and Extension Activities
5. Any other matter with the permission of the chair
6. Closing Prayer

Dr. Seema Singh
Principal & Chairperson IQAC

Hawabagh Women's College, Jabalpur

Minutes of the IQAC Meeting held on 10th July 2014.

A meeting of the IQAC took place in the Principal's office at 1:30 pm.

HWC/IQAC/10-7-14/1: **Opening Prayer-** The opening prayer was offered by the Manager Rev. (Mrs.) Percis Peters

HWC/IQAC/10-7-14/2: **Roll Call -**
The following member were present in the meeting
1. Dr. Seema Singh (Principal) – Chairman

Members

2. Rev.(Mrs.) Percis Peters (Manager)
3. Dr. Himani Upadhyaya
4. Dr. Bharti Shukla
5. Dr. Ashok Soni
6. Dr. Sangeeta Lal
7. Dr. Shahewar Syed

External Experts :-

1. Shri Tarun Bhanot –
MLA (Jabalpur West)
2. Shri Prem Dubey –
(President, Jabalpur Chamber of Commerce and Industries)

Coordinator – Member Secretary

Professor Alok Chansoria

HWC/IQAC/10-7-14/3: **Approval of the minutes of the meeting of the IQAC dated 17/12/2013:** As no changes were suggested the minutes were approved as it is.

HWC/IQAC/10-7-14/4: **New Business:**

(i) **The Principal's Report :**

The report of the Principal was accepted with thanks and words of appreciation. The Principal was suggested to take necessary action on the feedback obtained from the students.

(ii) **Results:**

The Principal presented the report of the results for the session 2013-2014. It was opined that the teachers should be instructed to work more diligently to improve the results.

- (iii) On line registration of admission
It was resolved that all ICT facilities will be provided to the students in the college premises itself at the time of admission. The admission committee teachers should be instructed to properly counsel the students to choose their subject combinations depending upon their interest and ability at the time of admission.
- (iv) Purchase of books
Proposals from the teachers should be called for the purchase of books related to their subject.
- (v) Publication of College Slate
The college slate submitted by the Principal for the session 2014-2015 was accepted and approved.
- (vi) College Calendar
The college calendar submitted by the Principal was accepted and approved.
- (vii) Publication of College Prospectus
The newly published college prospectus submitted by the Principal was accepted with appreciation.
- (viii) Receiving of 2F and 12B certificate by the UGC
The 2f and 12b UGC Certificate received by the college from the UGC New Delhi dated 26/03/2014, presented by the Principal, was accepted with appreciation. The LOI was rejected by the NAAC in the absence of a proper 2f and 12b UGC Certificate.
- (ix) NAAC
As the procurement of 2f and 12b UGC Certificate has paved the way for submission of LOI afresh to the NAAC, it was resolved that the college should submit the LOI afresh with immediate effect. It was also instructed that the preparations with respect to the criteria envisaged by NAAC should begin at war footing.
- (x) Plan for Research, Consultancy and Extension Activities
The Research, Consultancy and Extension Activities Cell be instructed to submit its plans for the year.

HWC/IQAC/10-7-14/5:

Any other matter with the permission of the chair

As there was no other business the meeting was adjourned.

HWC/IQAC/10-7-14/6:

Closing Prayer

Closing Prayer was offered by the Manager, Rev.(Mrs.) Percis Peters.

**Dr. Seema Singh
Principal & Chairperson IQAC**

Hawabagh Women's College, Jabalpur

Notice

08/12/2014

Subject : meeting of IQAC

A meeting of the IQAC has been convened on the 14th of December 2014 in the Principal's Office at 12:00 noon. The following members are requested to make it convenient to attend the meeting:

(a) Chairperson : Dr. Seema Singh (Principal)

(b) Members:-

(i) Rev. Mrs. Percis Peters (Manager)

(ii) Dr. Himani Upadhyaya

(iii) Dr. Bharti Shukla

(iv) Dr. Ashok Soni

(v) Dr. Sangeeta Lal

(vi) Dr. Shahewar Syed

(c) External Experts :-

(i) Shri Tarun Bhanot –
MLA (Jabalpur West)

(ii) Shri Prem Dubey –
(President, Jabalpur Chamber of Commerce and Industries)

(d) Coordinator – Member Secretary

Professor Alok Chansoria

**Dr. Seema Singh
Principal & Chairperson IQAC**

Hawabagh Women's College, Jabalpur

Agenda of the Meeting of IQAC

08/12/2014

1. Opening Prayer
2. Roll Call
3. Approval of the minutes of the meeting of the IQAC dated 10/07/2014
4. New Business:
 - (i) Acceptance of LOI
 - (ii) Purchase of books
 - (iii) Installation of library software
 - (iv) Installation of Moodle software
 - (v) Installation of server and the fixing of wiring for operating the functions of Moodle ICT teaching software and library software.
 - (vi) Preparation with respect to NAAC
 - (vii) Repair and maintenance of the college building
 - (viii) Repair and maintenance of the college canteen
 - (ix) Purchase of Photocopy Machine
 - (x) Installation of CCTV Cameras
 - (xi) Construction of pits for water harvesting
 - (Xii) Construction of vermin compost pits for waste management
5. Any other matter with the permission of the chair
6. Closing Prayer

Dr. Seema Singh
Principal & Chairperson IQAC

Hawabagh Women's College, Jabalpur

Minutes of the IQAC Meeting held on 14th December 2014.

A meeting of the IQAC took place in the Principal's office at 1:30 pm.

HWC/IQAC/14-12-14/1: Opening Prayer- The opening prayer was offered by the Manager Rev. (Mrs.) Percis Peters

HWC/IQAC/14-12-14/2: Roll Call -

The following member were present in the meeting

1. Dr. Seema Singh (Principal) – Chairman

Members

2. Rev.(Mrs.) Percis Peters, (Manager)

3. Dr. Himani Upadhyaya

4. Dr. Bharti Shukla

5. Dr. Ashok Soni

6. Dr. Sangeeta Lal

7. Dr. Shahewar Syed

External Experts :-

1. Shri Tarun Bhanot –
MLA (Jabalpur West)

2. Shri Prem Dubey –
(President, Jabalpur Chamber of Commerce and Industries)

Coordinator – Member Secretary

Professor Alok Chansoria

HWC/IQAC/14-12-14/3: Approval of the minutes of the meeting of the IQAC dated 10/07/2014: As no changes were suggested the minutes were approved as it is.

HWC/IQAC/14-12-14/4: New Business:
(i) Acceptance of LOI:

The Principal informed that the Letter of Intent submitted by the College dated 14/07/2014 has been accepted by NAAC. The college has been instructed by NAAC to submit the IEQA Questionnaire with six month.

The information was greeted with appreciation. Commitment was made by all members present that they would give top priority to NAAC preparation.

(ii) Purchase of books:

It was resolved that the Heads of all the departments should be instructed to submit a list of books worth Rs. 10,000/- each. After receiving the list of books, tender for the same should be published in the news papers. The purchase of books should be made strictly in accordance with the procedures prescribed.

(iii) Installation of library software :

It was resolved that the best library software available should be purchased and installed in the College. Tenders to the same effect should be published in the news papers.

(iv) Installation of Moodle software:

It was resolved that the College should install Moodle software for teaching, learning and evaluation process.

(v) Installation of server and the fixing of wiring for operating the functions of Moodle ICT teaching software and library software:

The Principal submitted that for the operation of Moodle and library softwares the college needs to install a server.

It was resolved that the college should begin the process for the purchase of server.

(vi) Preparation with respect to NAAC:

Prof. Alok Chansoria, Steering Committee Coordinator, presented the status of NAAC preparation. He raised certain demands necessary for the preparation.

The demands were accepted. It was resolved that as the LOI of the college has been accepted by NAAC, now the college should begin preparation of the same at war footing.

(vii) Repair and maintenance of the college building:

It was resolved that tender for the same should be published in the News Papers.

(viii) Repair and maintenance of the college canteen:

It was resolved that tender for the same should be published in the News Papers.

(ix) Purchase of Photocopy Machine:

It was resolved that tender for the same should be published in the News Papers.

(x) Installation of CCTV Cameras:

The Principal informed that the Department of Higher Education, Govt. of Madhya Pradesh has given instructions to fix CCTV Cameras in the institution.

It was resolved that the same be installed with immediate effect.

(xi) Construction of pits for water harvesting:

It was resolved that necessary action be taken for the construction of pits for water harvesting.

(xii) Construction of vermin compost pits for waste management:

It was resolved that necessary action be taken for the construction of pits for water harvesting.

HWC/IQAC/14-12-14/5: Any other matter with the permission of the chair
As there was no other business the meeting was adjourned.

HWC/IQAC/14-12-14/6: Closing Prayer
Closing Prayer was offered by the Manager, Rev.(Mrs.) Percis Peters.

Dr. Seema Singh
Principal & Chairperson IQAC