

# Hawabagh Women's College, Jabalpur

## Notice

02/07/2015

**Subject :** meeting of IQAC

A meeting of the IQAC has been convened on the 10<sup>th</sup> of July 2015 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**

02/07/2015

1. Opening Prayer
2. Roll Call
3. Approval of the minutes of the meeting of the IQAC dated 14/12/2014
4. Business:
  - (i) The Principal's Report
  - (ii) Publication of College Slate
  - (iii) College Calendar
  - (iv) Purchase of books
  - (v) Canteen Repair and Renovation
  - (vi) Building Repair and Maintenance
  - (vii) Installation of Library Automation software in the College Library
  - (viii) Installation of Moodle Software for Teaching, Learning, and Evaluation
  - (ix) Installation of Server
  - (x) Fixing of wiring for in all the class rooms for running Moodle and newgenlib library software
  - (xi) Organization of training programmes for the use of Moodle & newgenlib software
  - (xii) Construction of pits for water harvesting
  - (xiii) Construction of vermin compost pits for waste management
  - (xiv) Preparation with respect to NAAC assessment
  - (xv) Plan for Research, Consultancy and Extension Activities
  - (xvi) Feedback Report
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 10<sup>th</sup> July 2015.**

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

**HWC/IQAC/10-07-15/1: Opening Prayer-** The opening prayer was offered by the Manager Dr. Shibani Chatterjee

**HWC/IQAC/10-07-15/2: Roll Call -**

The following member were present in the meeting

1. Dr. Seema Singh (Principal) – Chairman

#### **Members**

2. Dr. Shibani Chatterjee, (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/10-07-15/3: Approval of the minutes of the meeting of the IQAC dated 14/12/2014:** As no changes were suggested the minutes were approved as it is.

**HWC/IQAC/10-07-15/4: 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) Publication of College Slate

The Principal presented the college slate for the session 2015-16 which was accepted and approved by the IQAC.

(iii) College Calendar

The college calendar submitted by the Principal was accepted and approved.

(iv) Purchase of books:

The Principal informed that books worth 1,44,888/- have been purchased as instructed.

(v) Canteen Repair and Renovation:

The Principal informed that the college has undertaken the repair and renovation of college canteen building. The work is in progress and very shortly the canteen will become operative.

(vi) Building Repair and Maintenance :

The Principal informed that the repair and maintenance of the college building worth Rs. 1,00,000/- has been completed.

(vii) Installation of Library Automation Software for College Library

The Principal informed that it's a matter of proud privilege that the college has installed one of the best library software solutions available internationally, i.e., newgenlib (new generation library) library software in the college library. The work pertaining to the classification of books and bar-coding is in process.

She further submitted that six computers have been installed in the Central Library for internet surfacing by the students.

(viii) Installation of Moodle Software for Teaching, Learning, and Evaluation:

The Principal informed that it's a matter of proud privilege that the college has installed one of the best teaching technology softwares available in teaching technology, i.e., moodle software in the college.

(ix) Installation of Server :

The Principal informed that the server has been installed for the operation of newgenlib and moodle software in the college.

(x) Fixing of wiring for in all the class rooms for running Moodle and newgenlib software :

The Principal informed that wiring for the operation of Moodle, newgenlib library software and internet has been provided in all the class rooms. Fourteen class-rooms have been equipped with ICT facilities so as to enable the teachers of the various departments to use “moodle” and “newgenlib” software in teaching and learning. As and when the systems are made available, depending upon the financial resources, all the other class rooms will also be made ICT-enabled.

(xi) Organization of training programmes for the use of Moodle & newgenlib software

The members of the IQAC resolved to provide proper training to the teaching staff for the use of Moodle and newgenlib software. They suggested that proper training programmes should be organized for the purpose.

(xii) Construction of pits for water harvesting

The Principal informed that work for the construction of pits for water harvesting has been completed.

(xiii) Construction of vermi compost pits for waste management

The Principal informed that work for the construction of vermi compost pits has been completed.

(xiv) Preparation with respect to NAAC assessment: Prof. Alok

Chansoria, Steering Committee Coordinator for NAAC presented the status of NAAC preparation. He informed that the last date for online submission of the Self- Study Report to NAAC is 26<sup>th</sup> of July 2015. He ensured the members present that the report shall be submitted within time.

He further informed that instructions have been given to all the teachers that they should make all preparations for NAAC in line with the Self-Study Report.

All the members extended their best wishes for the same.

(xv) Plan for Research, Consultancy and Extension Activities :

Dr. S. Syed submitted that the teachers have been instructed to submit their proposals for organizing national seminars/ workshops and conference during the session.

Extension Activities Cell has been instructed to submit its plans for the session.

(xvi) Feedback Report

The Feedback Report was presented by the Principal. The member suggested the Principal to take necessary steps for the further improvement of academic and other activities.

**HWC/IQAC/10-07-15/5: Any other matter with the permission of the chair.**

As there was no other business the meeting was adjourned.

**HWC/IQAC/10-07-15/6: Closing Prayer**

The closing prayer was offered by the Manager Dr. Shibani Chatterjee.

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

# Hawabagh Women's College, Jabalpur

## Notice

06/12/2015

**Subject :** meeting of IQAC

A meeting of the IQAC has been convened on the 15<sup>th</sup> of December 2015 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) Dr. Shibani Chatterjee (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

06/12/2015

1. Opening Prayer
2. Roll Call
3. Approval of the minutes of the meeting of the IQAC dated 10/07/2015
4. Business:
  - (i) Canteen Repair and Renovation
  - (ii) Installation of Library Automation software in the College Library
  - (iii) Preparation with respect to NAAC assessment
  - (iv) Organization of training programmes for the use of Moodle & newgenlib software
- New Business**
  - (i) Purchase of 150 sets of wooden desks and chairs for class rooms
  - (ii) Purchase of 10 Desktop Computers.
  - (iii) Purchase of 1.5 ton AC for server room
  - (iv) Purchase of Earthworms for compost pits
  - (v) Purchase of 13 bookshelves for the different departments
  - (vi) Purchase of furniture for girls common room
  - (vii) White wash of the college building
  - (viii) Repair of windows, doors and floor
  - (ix) Repair and Maintenance of other items
  - (x) Baccalaureate Service
  - (xi) White Gift Distribution Programme
  - (xii) College Magazine
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 15<sup>th</sup> December 2015.

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

**HWC/IQAC/15-12-15/1: Opening Prayer-** The opening prayer was offered by the Manager Dr. Shibani Chatterjee

**HWC/IQAC/15-12-15/2: Roll Call -**

The following member were present in the meeting

1. Dr. Seema Singh (Principal) – Chairman

**Members**

2. Dr. Shibani Chatterjee, (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/15-12-15/3: Approval of the minutes of the meeting of the IQAC dated 10/07/2015:** As no changes were suggested the minutes were approved as it is.

**HWC/IQAC/15-12-15/4: Business:**

(i) Canteen Repair and Renovation:

The Principal informed that the repair and renovation of the College Canteen has been completed and the canteen is now operative.

(ii) Installation of Library Automation software in the College Library:

The Principal informed that the work pertaining to the classification of books and bar coding has been completed.

(iii) Preparation with respect to NAAC assessment:

Prof. Alok Chansoria presented the status report of the NAAC preparation. He informed that the college has submitted the Self-Study Report on time. He further informed that he is in contact with the NAAC and is expecting the dates of the Peer Team visit very shortly.

(iv) Organization of training programmes for the use of Moodle & newgenlib software

The Principal informed that the college has organized 3 training programmes as under

- (a) Training programme for using Moodle software
- (b) Training programme for using newgenlib library software
- (c) Training programme for the implementation of note-sheet culture in the college.

**New Business**

- (i) Purchase of 150 sets of wooden desks and chairs for class rooms
- (ii) Purchase of 10 Desktop Computers.
- (iii) Purchase of 1.5 ton AC for server room
- (iv) Purchase of Earthworms for compost pits
- (v) Purchase of 8 bookshelves for the different Departments
- (vi) Purchase of furniture for Girls Common Room

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

- (vii) White wash of the college building
- (viii) Repair of windows, doors and floor
- (ix) Repair and Maintenance of other items

The IQAC approves the proposal of the Principal for the above mentioned repair and maintenance works.

(x) Baccalaureate Service:

The IQAC instructed that Baccalaureate Service be held as soon as all the results are declared.

(xi) 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.

(xii) College Magazine :

The IQAC expressed its concerned over the non publication of college magazine for the year 2013. It instructed that the magazine for the session 2013-14 & 2014-15 be published jointly.

**HWC/IQAC/15-12-15/5: Any other matter with the permission of the chair.**

As there was no other business the meeting was adjourned.

**HWC/IQAC/15-12-15/6: Closing Prayer**

The closing prayer was offered by the Manager Dr. Shibani Chatterjee.

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