

Hawabagh Women's College, Jabalpur

Notice

24/06/2016

Subject : meeting of IQAC

A meeting of the IQAC has been convened on the 4th of July 2016 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

24/06/2016

1. Opening Prayer
2. Roll Call
3. Approval of the minutes of the meeting of the IQAC dated 15/12/2015
4. Business:

[A] Purchase of the following items:

- (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

[B] Repair and Maintenance :

- (i) White wash of the college building
- (ii) Repair of windows, doors and floor
- (iii) Repair and Maintenance of other items
- (iv) Baccalaureate Service
- (v) White Gift Distribution Programme
- (vi) College Magazine

New Business

- (i) The Principal's Report
 - (ii) Publication of College Slate
 - (iii) College Calendar
 - (iv) Feedback Report
 - (v) NAAC Accreditation
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 04th July 2016.

A meeting of the IQAC took place in the Principal's office at 12:00 noon .

HWC/IQAC/04-07-16/1: Opening Prayer- The opening prayer was offered by the Manager Dr. Shibani Chatterjee

HWC/IQAC/04-07-16/2: 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/04-07-16/3: Approval of the minutes of the meeting of the IQAC dated 15/12/2015: As no changes were suggested the minutes were approved as it is.

HWC/IQAC/04-07-16/4: Business:

[A] Purchase of the following items:

- (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

The Principal informed that all the above mentioned purchases have been made.

[B] Repair and Maintenance :

- (i) White wash of the college building
- (ii) Repair of windows, doors and floor
- (iii) Repair and Maintenance of other items

The Principal informed that the above mentioned repair and maintenance works have been completed.

New Business

- (i) The Principal's Report
The Principal presented the report of all the activities of the institution. The members approved the report with words of appreciation for the Principal.
- (ii) Publication of College Slate
The College slate as presented by the Principal was approved by the members. It was brought to the knowledge of the members that some cells have done exceptionally well whereas certain cells have still to work hard to display their activities. The members opined that those who are not working in accordance with the standards need to be dealt with strictly.
- (iii) Academic Calendar
The Principal presented the academic calendar for the session 2016-17 which was approved by the members.
- (iv) Feedback Report
The Principal presented the feedback report which was accepted the satisfaction by the members.
- (v) NAAC Accreditation
Prof. Alok Chansoria apprised the members about the progress and developmental activities undertaken by the college with respected to NAAC accreditation. He informed that the Peer Team of the NAAC is supposed to visit the institution on the 19th, 20th and 21st of July 2016. All arrangements have been made with respect to the Peer Team Visit. He further stated that the teachers are working very hard that the college may obtain the highest grade.

The members expressed their satisfaction and conveyed their best wishes for the same.

HWC/IQAC/04-07-16/5: Any other matter with the permission of the chair.

As there was no other business the meeting was adjourned.

HWC/IQAC/04-07-16/6: Closing Prayer

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

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