

Annual Quality Assurance Report (AQAR) of the IQAC

Dated : 24-07-2015

Name of the college: Hawabagh Women's College

Year of the report: 2014-2015

Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).

1. The meeting of the IQAC was held on the 10/07/2014 to decide the plan of action chalked out for the session.
The major plans are being reported here as under:
 - (i) The Principal presented the report prepared after the perusal of the feedback forms collected from the students. It was resolved that a proper action taking plan will be prepared on the report.
 - (ii) 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) It was unanimously resolved that the college will be providing all facilities to the students for online registration during admissions in the college campus itself free of cost. A temporary ICT enabled admission room be established for the purpose.
 - (iv) Proposals from the teachers should be called for the purchase of books related to their subject.
 - (v) The admission committee teachers be instructed to properly counsel the students to choose their subject combinations depending upon their interest and ability.
 - (vi) The college slate submitted by the Principal for the session 2014-2015 was accepted and approved.
 - (vii) The college calendar submitted by the Principal was accepted and approved.
 - (viii) The college prospectus submitted by the Principal was accepted with appreciation.
 - (ix) 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. As the LOI was rejected by NAAC in the absence of a proper 2f and 12b UGC certificate, the procurement of this certificate has paved the way for submission of LOI afresh to the NAAC.
 - (x) Decision was taken to submit LOI afresh along with all the required documents.
 - (xi) Preparation with respect to the criteria envisaged by NAAC should be made at war footing.
 - (xii) The teachers should be instructed by the Principal to submit their proposals for organizing national seminars/workshops and conference during the session.

- (xiii) The Research, Consultancy and Extension Activities Cell be instructed to submit its plans for the year.
2. The meeting of the IQAC was held on the 14/12/2014. The following major decisions were taken in the meeting:
- (i) Installation of newgenlib library software in the college.
 - (ii) Installation of Moodle software in the college.
 - (iii) Installation of server for the operation of newgenlib and moodle software in the college.
 - (iv) Installation of wiring in all the class rooms for the operation of newgenlib and moodle software in the college.
 - (v) Repair and maintenance of the college canteen.
 - (vi) Repair and maintenance of the college building.
 - (vii) Purchase of books.
 - (viii) Purchase of Photocopy Machine.

Section B: Details in respect of the following (attach separate sheet).

1. Activities reflecting the goals and objects of the college

Goals or objectives:

- (i) The college aims at the overall development of the students; to make them gracious, educated men and women of insight, ready to take leadership in the cut-throat competitive world today.
- (ii) The students after receiving education are instructed to spread the flame of knowledge, wisdom, understanding, concern, power, maturity and love to all and to share all the wonderful gifts which God has so lavishly given to human beings. The goal is reflected in the college motto “**Send Out Thy Light**” which is a prayer as well as a challenge. The words have been culled from Psalm 43 of the Holy Bible.
- (iii) The college works tirelessly to produce able students who would satisfactorily meet out the challenges lying before them.

2. New academic programmes initiated (UG & PG)

None

3. Innovations in curricular design and transactions

None 2014-15

4. Inter-disciplinary programmes started

The recommendations of the Institutional Research Committee has been accepted by the college. Accordingly, instructions have been given that as a measure of Interdisciplinary Research Programme all teachers should be apprised of every research article/activity/programme undertaken by any faculty member. For the purpose meeting of the faculty members could be held as and when required.

5. **Examinations reforms implemented**

The following examination reforms were introduced by the university:

- (i) The examination forms were instructed to be submitted online.
- (ii) The practical marks were instructed to be submitted online.

Both the reforms were implemented by the college with immediate effect.

6. **Candidates qualified: NET/SLET/Gate etc.**

Dr. Ragini Singh, Asst. Professor, Education cleared NET -2015

7. **Initiative towards faculty development programme**

- (i) A five day National Workshop was organized by the college on the subject: *Library Automation cum Teachers Training workshop*, dated 27th, 28th, 29th, 30th and 31st of March 2015. Shri Kumar from Hyderabad was present on the occasion as the Principal Trainer. As *newgenlib* software has been installed in the college recently, the programme has proved to be very useful for the teachers.
- (ii) A one day Seminar cum staff development programme was organized by the college in collaboration with the JETKING Company on the subject: *Computer Hardware and Networking Counseling* dated 30th of April 2015. All teachers participated in the programme. They were benefited by the deliberations of the seminar.
- (iii) A two days faculty development programme was organized for training the teaching staff on the use of Moodle software.
- (iv) Dr. Seema Singh, Dr. Ruchika Yadu, Dr. Anita Upadhyay and Mr. Sachin George attendant the Refresher courses organized by the Academic Staff College UGC RDVV, Jabalpur.

8. **Total number of seminars/workshops conducted-**

Nine (9)

9. **Research projects**

(a) **Ongoing:**

Heads	Financial Allocation	Utilization
Dr. Ruchika Yadu Title of the Project Studies on Secondary Fungal Infections in Immunocompromised Patients and Enzymatic Profile of Some Yeast Pathogens	1,50,000	85000
Dr. Himani Upadhyaya Title of the Project Construction of a Standardized Scale for Measuring Sanskrit Achievement for 13-17 Year Old Students 2015.	1,35,000	
Dr. A.K. Shrivastava- Title of the Project Ichthyological Fauna of Hiran River Sihora M.P. – 2015	1,45,000	

(b) Completed:

S.No.	Name of the Principal Investigator	Title of the Major Project	Funding Agency
1.	Dr. Mritunjay Kumar (Dept. of Economics)	Impact of Rural Skills on Rural Development of Tribal and Non Tribal Areas of Madhya Pradesh”	MPCST Project Code No. RP: Socio-02/08, Endt. No. 1474/CST/ R&D /2009, dated 27-2-2009 (Report Submitted-2015)
2.	Dr. Himani Upadhyaya (Dept. of Education)	‘A Longitudinal Study of Conservation Ability of 12 Years Old Boys & Girls within a Span of Three Years in Rural & Urban Areas of Jabalpur District”	UGC No. F-5-65/2007(HRP), dated 13-March-2010

10. New collaborative research programmes

1	Shri Manish Mishra (Dept. of English)	A Critical Study of the Concept of Sublimity in <i>Ramcharita Manas</i> (Interdisciplinary Research)
2	Shri Shiv Mishra (Dept. of English)	Rural Life in the Fiction of Thomas Hardy and Munshi Premchand: A Comparative Study (Interdisciplinary Research)

Besides, all research activities of the teachers of the college pursuing research programme are undertaken in collaboration with the respective departments of the subject concerned in the university as only the University Teaching Departments of the university have been recognized by the university as Research Centers.

11. Research grants received from various agencies

Kindly refer to 9(a) above

12. Details of research scholars

1	Shri Manish Mishra (Dept. of English)	A Critical Study of the Concept of Sublimity in <i>Ramcharita Manas</i> (Interdisciplinary Research)
2	Shri Shiv Mishra (Dept. of English)	Rural Life in the Fiction of Thomas Hardy and Munshi Premchand: A Comparative Study (Interdisciplinary Research)
3.	Mr. Ajay Patel (Dept. of Geography)	सोयाबीन उद्योग के विकास की चुनौतियों का भौगोलिक अध्ययन (मध्यप्रदेश में) (औद्योगिक)

4.	Mr. Santosh Puri (Dept. of Economics)	Opening of Life Insurance Sector and Its Impact on Life Insurance Corporation in Jabalpur Division (Life Insurance Sector)
5.	Mr. Abhinav Saikhedkar	Computer Vision in Traffic Management System (Image Processing)
6.	Ms. Bhakti Thakur (Dept. of Commerce)	A Critical Study of Non-performing Assets of State Bank of India with Special Reference to Jabalpur Division. (Finance)
7.	Mrs. Bhawana Sharma (Dept. of Education)	Influence of Family Background, Domestic Violence and Adjustment Ability on Academic Achievement of High School Students. (Education)
8.	Mrs. Preeti Amol Parkhi (Dept. of Education)	उच्च माध्यमिक स्तर के विद्यार्थियों के बौद्धिक स्तर एवं उनके व्यक्तित्व शीलगुणों का उनकी भग्नाशा एवं शैक्षिक चिन्ता पर प्रभाव (शिक्षा मनोविज्ञान)
9.	Mrs. Joyeeta Ghosh (Dept. of Education)	विभिन्न परिवेश एवं शिक्षण माध्यमों में अध्ययनरत् किशोर छात्र-छात्राओं की स्वसामर्थ, आत्मसम्मान एवं कल्याण की भावना का उनके समायोजन की क्षमता पर प्रभाव (शिक्षा मनोविज्ञान)
10.	Mrs. Radha Gupta (Dept. of Education)	अनाथ एवं सनाथ बालकों की मनोसामजिक समस्याओं का उनके अधिगम व्यवहार एवं समायोजन क्षमता पर प्रभाव (Hindi Methodology)
11.	Dr. Aradhana Upadhyay	प्राथमिक स्तर के विद्यार्थियों हेतु पर्यावरणीय मॉड्यूल का निर्माण एवं उसका उनके पर्यावरणीय जागरूकता एवं व्यवहार पर प्रभाव (शिक्षा तकनीक)

13. Citation index of research faculty members and impact factors

Impact factor – The articles of Prof. Alok Chansoria and Asst. Professor Dr. S. Syed, Department of English, have been published in :

- Research Journal of Social and Life Sciences (ISSN No.-0973-3914) which has an impact factor of 1.776.
- Research Link (ISSN No. -0973-1628) which has an impact factor of 1.8007.

The articles of Dr. Himani Upadhyaya, Asst. Professor, Department of Education, have been published in:

- Research Link (ISSN No. -0973-1628) which has an impact factor of 1.8007.
- Global Journal of Multidisciplinary Studies (ISSN No.-2348-0459) which has an impact factor of 2.839

14. Honors/Awards to the faculty: National and International

- (i) Professor Alok Chansoria was honored with a certificate by the UGC-Academic Staff College (Accredited as Performer (score 63) by NAAC, All India Rank V) Rani Durgavati Vishwavidyalaya, Jabalpur for earning an excellent feedback from the participants for his subject proficiency and command over the class.
- (ii) Dr. Ruchika Yadu has been awarded the degree of Ph.D. in Biotechnology on the title - Studies on Opportunistic Fungi in Tuberculosis Patients with Special Reference to Serology and Proteomics.
- (iii) Dr. Asha Shrivastava has been awarded the degree of Ph.D. in Education on the title - हिन्दी लोक साहित्य में शैक्षिक मूल्यों का अध्ययन।
- (iii) Dr. Sangeeta Sinha has been awarded the degree of Ph.D. in Education on the title - महिला सशक्तीकरण में शिक्षण संस्थाओं की भूमिका का अध्ययन (स्कूल एवं महाविद्यालय में अध्ययनरत् छात्राओं के संदर्भ में)।

15. Internal resources generated

A branded computer has been donated by the outgoing students of M.Ed. course (Alumni) costing Rs. 26500/-

16. Details of departments getting assistance/ recognition under SAP, COSIST(ASST)/DST,FIST, and other programmes

None

17. Community Services

- (i) NSS camp was organized by the college from 25th march to 3rd of April 2015 at Bhatoli and Jilehari village district Jabalpur. 100 students of the college joined the camp and participated in the social service activities of the camp. It was a great success.
- (ii) A one day Seminar was organized by the College on the subject: *Anti-Crackers* dated 16th October 2014 to mark the importance of environment friendly Diwali and discourage the use of crackers. Shri Shailjakant Misra (IPS), Former DGP and renowned orator and motivator of the country was the Chief Guest and delivered the key-note address on the occasion. This was followed by a discussion. Hundreds of students participated in the question and answer session. The response was highly encouraging.
- (iii) A one day Seminar was organized by the College on the subject: *Our Social Responsibilities* dated 24th March 2015. Shri Shailjakant Misra (IPS), Former DGP and renowned orator and motivator of the country was the Chief Guest and delivered the key-note address on the occasion. It was followed by a discussion. Hundreds of student participated in the question and answer session. The response was marvelous.

- (iv) The College organized a **Rally on Anti Crackers Campaign** on 20th October 2014. Shri Harinarayanchari Misra, S.P. Jabalpur flagged off the rally organized under the leadership of Shri Shailjakant Misra (IPS), Former DGP, renowned orator and motivator of the country. The rally, besides college students, was also joined by the students of the adjacent schools like Johnson English medium and Johnson Hindi medium school. The purpose behind the rally was to make the students as well as the citizens aware of the hazards of bursting the crackers during Diwali celebration and to motivate them to celebrate cracker free Diwali. The participation was welcoming and the message to celebrate cracker free Diwali was communicated by the display of placards, slogans and posters during the campaign. The rally terminated into a public meeting which was addressed by the dignitaries present.

18. Teachers and officers newly recruited

The College strictly in adherence to the provisions of Statute 28 conducted interviews for the vacant posts in different subjects on the 13th, 14th and 15th of May 2015. The list of the 24 teachers so appointed is given as under:

Faculty	Department	Name
Arts	English	(1) Mr. Shiv Mishra
		(2) Mr. Manish Mishra
	Sociology	Dr. Mamta Mohan
	Geography	Dr. Anita Upadhaya
Science	Biotechnology	Dr. Ruchika Yadu
	Microbiology	Mrs. Ekta John
	Bio-chemistry	Ms. Jyoti Singh Puttey
	Chemistry	Ms. Shameem Akhtar
	Mathematics	Vandana Tiwari
	Computer Science	(1) Ms. Nidhi Dubey
		(2) Deepak Salil Bharos
Commerce	Zoology	Neha Vamney
	Commerce	Dr. Sudish Patel
		Praveen Swami
		Sonal Khare
		Bhakti Thakur
Education		Lily Elsiba Chako
	Education	Dr. Rashmi Gupta
		Mrs. Bhawna Sharma

		Mrs. Radha Gupta
		Mrs. Joyeeta Ghosh
		Dr. Ragini Singh
		Dr. Sangeeta Sinha
		Mrs. Shilpa Paul

19. Teaching – Non-teaching staff ratio

54 (teaching) and 33 (non teaching) = 1 : 1.63

20. Improvements in the library services

One of the best library software solutions available internationally, i.e., newgenlib (new generation library) software has been installed in the College library. The work pertaining to the classification of books and bar-coding of books too has also been completed.

21. New books/ journals subscribed and their value

Library holdings	2014-2015	
	Number	Total Cost
Text books	467	1,41,508
Reference Books	5	3380
Journals/	15	4170

22. Courses in which student assessment of teachers is introduced and the action taken on student feedback

Student assessment of teachers exists in all the courses of the college. Actions based on the students' feedback are conveyed to the teachers.

23. Feedback from stake holders

Feedback from the stake holders too is received from equal sincerity and action taken accordingly.

24. Unit cost of education

- (a) including the salary component Rs. 21931/-
 (b) excluding the salary component Rs. 8775/-

25. Computerization of administration and the process of admissions and examinations results, issue of certificates

Administration is provided with computerized facilities. The process of admission is computerized. Provision, for the online registration and reporting of the details of admission of the students to the department of Higher Education, Government

of M.P. through its portal: www.e-pravesh.nic.in, is granted by the college in its premises free of cost.

The university too, from the session 2014-15, has introduced the process of receiving practical marks of the students online in its portal established for the purpose. Accordingly, the college has sent the practical marks of the students in this portal online.

The result of the examination and the issue of certificate falls in the domain of the affiliating university.

26. Increase in the infrastructural facilities

- (i) It's a matter of proud privilege that the college has installed one of the best teaching technology software available, i.e., moodle software in the college. It's going to be operative very shortly. Besides, one of the best library software solutions available internationally, i.e., newgenlib (new generation library) software has been installed in the college library. The work pertaining to the classification of books and bar-coding has been completed.
- (ii) Six computers have been installed in the Central Library for internet surfacing by the students.
- (iii) 14 Class rooms have been provided with ICT facilities.
- (iv) Wiring for the operation of Moodle, newgenlib and internet has been provided in all the class rooms. As and when the systems are made available, depending upon the financial resources, all the other class rooms will also become ICT-enabled.
- (v) 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) Installation of CCTV Cameras.

27. Technology upgradation

Kindly refer to 26 above.

28. Computer and internet access and training to teachers, non-teaching staff and students

Computers have been provided in all the departments alongwith internet accessibility. The office staff has also been provided with computer and internet accessibility.

29. Financial aid to students

All students belonging to the ST, SC and OBC communities receive financial assistance from the State Government. This assistance includes tuition fees and examination fees. Selective students of the minority community are also provided financial assistance from the State Government. Minority students receive scholarship from Students Christian Movement of India (SCMI).

Besides, the students are also provided scholarships given as under:

S.No.	Type of financial aids (scholarships)	Number	Amount. (Rs.)
1.	Zillah Leelawati Soule Scholarship is granted to B.Sc. I,II,III year students obtaining highest marks in the respective university examination.	03	3000=00
2	Smt. Mrinamoyee Memorial Scholarship is granted to B.A. I year student obtaining highest marks in the respective university examination.	01	1000=00
3.	Lucile Colony Scholarship is granted to a student who has graduated from the college itself and then continues her studies in the college and obtains highest marks in the respective university examination.	01	1000=00
4.	Alley Thomas Scholarship is granted to B.Com. III year student obtaining highest marks in the university examination.	01	1000=00
5.	Management Scholarship is granted to BBA and BCA III year students obtaining highest marks in their respective university examination.	02	2000=00

30. Activities and support from the Alumni Association

The alumni association of the college assists the college in its extension activities, admission processes, cultural programmes, etc.

It has donated a computer in the M.Ed. class-room.

The college has recently decided to get the alumni association registered under Registrar Firms and Societies Act of the State Government. It has applied for the same to the State Govt. Elections to the association are also scheduled to be held on 25-7-2015 of this month. The institution hopes that after a duly elected alumni association, the activities of the association will gear up with the speed required.

31. Activities and support from the Parent-Teacher Association

Feedback of the parent teacher meeting conducted on **30/06/2015** was collected from the Parent-Teacher Cell. Suggestions were given by the parents on the improvement of quality of teaching and learning process.

32. Health Services

- (i) Emergency care facility – college has a tie-up with Bhandari Hospital Jabalpur
- (ii) Ambulance – The college has a van which is used for the purpose. The city of Jabalpur has 108 ambulance facility too.
- (iii) The college has a mini health centre in the Home Science department.

33. Performance in sports activities

- (i) **Women Basketball** – Riya Choudhary - B.Com. I sem. was selected for the Jabalpur District team and participated in the Divisional level tournament organized by Govt. Home Science College, Jabalpur and represented the Jabalpur Division in the State level tournament organized by A.P.S. Vishwavidhyalya Rewa. She also represented the R.D.V.V., Jabalpur in the Zonal tournament organized by Banasthali Vidyapith, Vanasthali Rajasthan.
- (ii) **Chess** – Ashish Mishra – M.Com –III Sem. participated in the District level competition organized by Hitkarni Mahila Mahavidhyalaya, Jabalpur
- (iii) **Women Hockey** – Reena Pandit – B.Sc. I sem. represented the RDVV, Jabalpur at the State level tournament organized by A.P.S. University Rewa.
- (iv) **Women Kabaddi** – Priya Darshni Swami – B.Com. III sem. was selected for the Jabalpur District team and participated in the Divisional level tournament organized by Govt. Kanya College Ranjhi, Jabalpur and represented the Jabalpur Division in the State level tournament organized by Govt. College, Hoshangabad.
- (v) **B.Ed. Badminton** - Preeti Jain & Sharin Mallik participated in the intercollegiate competition and secured I- Position.
- (vi) **B.Ed. Carom** - Jaspreet Kaur Siddhu participated in the intercollegiate competition and secured II- Position.
- (vii) **Men Hockey** – Vinod Pal – B.Com. I sem. & Prashant Naidu – B.Com. I sem. were selected in the Jabalpur District team and participated in the Divisional level tournament organized by RDVV, Jabalpur and represented the Jabalpur Division in the State level tournament organized by APS Vishwavidhyalaya, Rewa. They also represented the R.D.V.V., Jabalpur in the Zonal tournament organized by Barkatuallah University Bhopal.
- (viii) **Women Handball** – Shraya Upadhyaya – B.Com. II Semester was selected in the RDVV Handball team and represented the university in the West Zone inter-university competition held at AGM, University, Nagpur, Maharashtra.

34. Incentives to outstanding sports persons

Extra classes are held for the outstanding sports persons.
They are given awards and certificates in the Baccalaureate Service.

35. Student achievement and awards

The list of the meritorious students of the year could not be prepared due to the late conduction of university examinations, which are still being conducted. As soon as the results are out the list shall be released.

36. Activities of the Guidance and Counseling unit

There is a well defined Counseling Cell in the college. Besides, the teachers of the college also provide academic counseling to the students at the time of admission. Relying upon the interest of the students and their ability/capacity, as assessed by the teachers, the students are suggested by the teachers to opt for the subject of their study. As members of different committees and cells teachers give personal attention and counseling to the students for their overall development. Few examples of the areas of counseling provided by the teachers are given as under–

- (a) Academic and career counseling
- (b) Counseling to promote cultural talents through Cultural Cell
- (c) Counseling to promote sports skills through Sports Cell
- (d) Counseling of community work through N.S.S. unit
- (e) Carrier counseling is provided by the Placement and Employment Cell.

Coaching classes were conducted by the college for providing assistance to the students for their preparation for the competitive examinations. Often experts from outside are also invited for delivering lectures on specific topics.

37. Placement services provided to the students

The institution has a structured mechanism for career guidance in the name of Placement and Employment Cell. The activities of this cell for promoting self-employment or seeking job opportunities are given as under:

- (i) Interaction with industrial and commercial organizations regarding identification of areas for employment.
- (ii) Conducting lectures on employment opportunities.
- (iii) Counseling students for employment opportunities.
- (iv) Suggesting future course of study to students interested in higher studies.
- (v) Subscription of employment related newspapers and journals.

The list of employers who conducted campus and the programmes conducted during the year are given as under:

Campus selection

Wipro Campus Drive Hawabagh Women's College, Jabalpur
(Caroline devin Jones)

Besides, the students were also sent to other educational institutions to participate in the open campus selections of those institutions. The list of such programmes is

given as under:

Report of Placement Cell

	DATE	PURPOSE	VENUE	NO. OF PERSONS
1	19th July 2010	Training & Placements Officer`s Meet Jabalpur	Gyan Ganga Group of Institutions (GGIT) Near Shah Nala ,Tilwaraghat Road, Bargi Hills, Jabalpur, (M.P.)	1
2	8th April 2011	TCS-BPO OPEN CAMPUS RECRUITMENT DRIVE	Training & Placement Cell Gyan Ganga Group of Institutions Jabalpur (M.P.)	10
3	9th April 2011	TCS-BPO OPEN CAMPUS RECRUITMENT DRIVE	Training & Placement Cell Gyan Ganga Group of Institutions Jabalpur (M.P.)	7
4	17th June 2011	PATNI COMPUTERS OPEN CAMPUS RECRUITMENT DRIVE	Training & Placement Cell Gyan Ganga Group of Institutions Jabalpur (M.P.)	12
5	28th June 2013	amdoc (multinational company) OPEN CAMPUS RECRUITMENT DRIVE	Training & Placement Cell Gyan Ganga Group of Institutions Jabalpur (M.P.)	15
6	18/02/2013	Wipro Campus Drive	Hawabagh Women's College, Jabalpur (Caroline devin Jones)	200
7	16th Jan. 2013	IGATE-PATNI OPEN CAMPUS RECRUITMENT DRIVE	Training & Placement Cell Gyan Ganga Group of Institutions Jabalpur (MP)	11
8	08 June 2013	COLLABERA Open Campus Recruitment Drive	Training & Placement Cell Gyan Ganga Group of Institutions Jabalpur (MP).	10
9	28th June 2013	amdoc (multinational company) OPEN CAMPUS RECRUITMENT DRIVE	Training & Placement Cell Gyan Ganga Group of Institutions Jabalpur (MP)	9

38. Good practices of the institution

The college has begun conducting green audit of its campus and facilities from the year 2015.

Green Audit is conducted as under:

- (i) The total carbon foot print produced by the various equipments like, computers, A.Cs., fans, photocopy machines, ovens, Refrigerator, projector, incubator, pH meter, gel electrophoresis, centrifuge, magnetic stirrer, vortex mixture, spectrophotometer, etc. in the college is calculated to be-

19878730.8 kg CO₂ per year.

The formula of carbon footprint convert kWh electricity to kg CO₂, under which the above figure is calculated is given as under :

Energy Source (kWh)	Conversion factor (kg CO ₂ /kWh)
Electricity	0.523
Natural gas	0.185
Burning oil (for heating)	0.245

(Taken from DECC's "Tool for calculation of CO₂ emissions from organizations")

E.g. If 1000 kWh units of electricity was consumed, then-

1000 kWh x 0.23 = 523 kg CO₂ was produced.

- (ii) The sequestration capacity of the trees and plants which exist in the college premises is calculated to be -
21117.74 kg

The method used for calculation of sequestration of trees and plants is given as under :

(a) Cylindrical Volume (m³)

Cylindrical volume = (dbh)² x Tree height (m) X Factor (0.00007854)

As suggested by Jain and Sharma (2012)

(b) Dry Weight of Above Ground Biomass

DWAGB = 0.25 (dbh) X Tree height (m)

As suggested by Ahmed et al. (2009)

(c) Carbon storage (kg)

Carbon storage = 50% DWAGB

As suggested by MAC. Dickens (1997)

(d) CO₂ sequestration (kg)

CO₂ sequestration = Carbon storage X 3.67

As suggested by MAC Dickens (1997)

Besides, the college has undertaken the following initiatives to make the campus eco-friendly:

(i) Energy conservation:

- Application of energy saving techniques, like, instructing the teaching and non-teaching staff and the students to ensure that the lights and fans are switched off after the last period gets over.
- Air-conditioners of the Principal's and the Manager's room are used economically switched off as soon as they leave the room.
- Lights and electronic systems of the auditorium are put off immediately after the Chapel is over.
- The night watchmen are instructed to put off the outdoor lights with the breaking of dawn.

(ii) Water Harvesting:

The construction of water harvesting system is under progress.

(iii) Efforts for Carbon neutrality:

The college has organized a lecture by expert on carbon neutrality so as to make the students aware of the hazards of carbon emissions. In order to sequester the amount of carbon released by an individual the students are promoted to undertake tree plantations.

(iv) Plantation:

Plantation is a regular feature in the college. Tree Plantation programme was organized in the college on 26/08/2014. A number of trees of different kinds were planted in the college campus on this occasion.

In addition to this the college has also initiated the following good practices:

- (i) The Department of Higher Education Government of M.P. introduced the Online Registration for the all students seeking admission in college in any course of study. Under this process, the students were supposed to get themselves registered online through private agencies which use to charge an amount to the extent of Rs. 100 per student. The matter was brought before the IQAC which immediately took very significant action by providing the facility for online registration in the college itself, free of cost. A separate room, well equipped with 10 computers and ICT expert teachers, has been established for the purpose. Students have been enormously benefitted by this establishment as of now they do not have to bother about their problem of registration.
- (ii) The college has atomized its library this year. For the purpose, one of the best library software solutions **newgenlib** available in the country has now been installed in the college library. A 10 days training programme was conducted by the college to train the teachers to use this software. Mr Kumar, from Hyderabad, was called for the training. The students are being trained by the teachers and the library staff to use the software. Once this process is over, students, the majority of which belong to the lowest rung of social ladder, will be exposed to the latest technology available in this field.
- (iii) Similarly, the college has installed **moodle** software for teaching, learning and evaluation processes this year. It is the latest teaching technology available globally. This is a major step of the college towards quality assurance, enrichment and enhancement. The college conducted a seven days teacher training programme for the purpose. Teachers are working day and night to prepare material for their lesson plans, lectures, etc. accordingly. After they gain experience in the use of this software, the quality of teaching, research and evaluation will increase manifolds.
- (iv) The college has declared that the note sheet system shall be compulsory from the year 2015. All demands and communication by the faculty will be entertained only through note-sheets. One day workshop was organized by the college to train the teaching and non-teaching staff for the purpose. Prof. Kamlesh Mishra, Director Academic College, R.D.V.V., Jabalpur was invited as the Principal Trainer on the occasion.

- (v) The college re-constituted the IQAC in the month of July 2014 as per the UGC guidelines. All powers related to planning, quality assurance, quality enhancement, etc. have been granted to this committee. All communication from the UGC, affiliated university and the State Government will now be taken care of by the IQAC. The proper functioning of the IQAC has created a very positive impact on the functioning of the college.
- (vi) Add on course of Spoken English has been introduced from the year 2014. A specific lecture of Spoken English has been fixed for all the students after the chapel on every Friday and Saturday.
- (vii) The college has approved the grants of Rs. 5000/- as seed money to the teachers who are pursuing Ph. D. Course and have been registered as research scholars by the university.
- (viii) The college has approved an amount of Rs. 300/- for the teachers to attend seminars/ conferences/ workshops etc. outside the college and to gain thereby the latest information and knowledge available and related to their respective areas of study and research.
- (ix) The college has installed CCTV cameras in all the common areas of the buildings including 7 classrooms in which the university examinations are conducted and also in the college library. The control room is set in the Manager's chamber, which is adjacent to the Principal's room, from where the Manager and the Principal keep a watch over all the activities of the college.
- (x) The IQAC has been restructured to include the names of the external members to the cell in accordance with the instructions as provided by the UGC.
- (xi) 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.
- (xii) Wiring and cabling for the operation of the aforesaid softwares have been fixed in all the class-rooms of the college and whenever the financial resources are made available the college plans to equip all the remaining class-rooms with ICT facilities.

39. Linkage developed with National/International, academic /research bodies

As the university is the only Research Centre in the District and the college is affiliated to it, the college is naturally linked with all the University Teaching Departments of the affiliating university who extends all necessary support and guidance to the college. Besides, the departments have been instructed to collaborate with the other academic and other bodies for academic purposes. The list of which is provided in the evaluative report of the departments published in the College website: www.hawabagh.com

Section C: Outcomes achieved by the end of the year (attach separate sheet if required).

The outcome of all the activities as described above has been encouraging. After the decision of the college to go for NAAC assessment, the college has taken a number of steps in agreement with the provisions described in the NAAC manual. The whole concept and outlook of the college administration and activities have virtually changed. If the same pace of quality enhancement and development is maintained then the day is not far when the college will be enlisted as one of the best multi-faculty colleges of the country.

The Principal's Report and the Report of the Steering Committee Coordinator, NAAC, submitted to the Governing Body, describing the activities and achievement of the session is being placed herewith. The reader will excuse us for the repetitions of the events, which may have occurred in the Report:

Principal's Report

1. Admissions**2. Results****3. NAAC:**

The Letter of Intent (LoI) resubmitted by the college dated 14/7/2014 was accepted by the NAAC and accordingly, the College has been found eligible to undergo further process of Assessment and Accreditation by NAAC.

4. Seminars and workshops:

- (i) A one day Seminar was organized by the College on the subject: *Anti-Crackers* dated 16th October 2014 to mark the importance of environment friendly Diwali and discourage the use of crackers. Shri Shailjakant Misra (IPS), Former DGP and renowned orator and motivator of the country was the Chief Guest and delivered the key-note address on the occasion. This was followed by a discussion. Hundreds of students participated in the question and answer session. The response was highly encouraging.
- (ii) A two days National Seminar was organized by the College on the subject: *Wild Life Conservation and Management in the 21st Century* dated 11th and 12th February 2015. Hon'ble Vice Chancellor Shri K.N. Singh Yadava was the Chief Guest of the function which was presided by Shri Tarun Bhanot, M.L.A. Jabalpur, Paschim, Vidhan Sabha, M.P. Shri J.S. Chouhan, Conservator and Field Director Kanha National Park, Mandla (M.P.) delivered the keynote address on the occasion. Dr. Magan Singh Awasya, Registrar, R.D.V.V. Jabalpur M.P. was the Chief Guest of the Valedictory Function which was presided over by Dr. Alok Mishra, Hon'ble Member of the Governing Body of the College. Shri Deepesh Mishra, Deputy Registrar, R.D.V.V. Jabalpur M.P was the Guest of Honour on the occasion. The seminar was a grand success.
- (iii) A two days National Seminar was organized by the College on the subject: *Foreign Direct Investment in Indian Retail Sector: Problems and Prospects* dated 21 and 22nd of February 2014. Hon'ble Vice Chancellor

Shri K.N. Singh Yadava was the Chief Guest of the function which was presided by Shri Tarun Bhanot, M.L.A. Jabalpur, Paschim, Vidhan Sabha, M.P. Prof. J.K.Jain from Dr. Hari Singh Gour Central University Sagar, delivered the keynote address. Shri A.K. Kapoor, Senior Vice-President, Narmada Gelatine Factory, Jabalpur and Dr. R.S. Suhane, Dean Faculty of Commerce, R.D.V.V., Jabalpur were the Guest of Honour on the occasion. Additional Director Higher Education Dr. M.K.Mishra was the Chief Guest of the Valedictory Function which was presided over by Prof. M.S. Nigam former Dean Bundelkhand University Jhansi. The seminar was a grand success.

- (iv) A one day Seminar was organized by the College on the subject: *Women and Law* dated 20th March 2015 to mark the importance of International Women's Day. Prof. Divya Chansoria, Head and Dean Faculty of Law R.D.V.V., Jabalpur was the Chief Guest and delivered the key-note address on the occasion. It was followed by a discussion. Hundreds of student participated in the question and answer session. The function was applauded by all.
- (v) A one day Seminar was organized by the College on the subject: *Our Social Responsibilities* dated 24th March 2015. Shri Shailjakant Misra (IPS), Former DGP and renowned orator and motivator of the country was the Chief Guest and delivered the key-note address on the occasion. It was followed by a discussion. Hundreds of student participated in the question and answer session. The response was marvelous.
- (vi) A five day National Workshop was organized by the College on the subject: *Library Automation cum Teachers Training workshop*, dated 27th, 28th, 29th, 30th and 31st of March 2015. Shri Kumar from Hyderabad was present on the occasion as the Principal Trainer. As *newgenlib* software has been installed in the College recently, the programme has proved to be very useful for the teachers.
- (vii) A one day Seminar was organized by the College in collaboration with the JETKING Company on the subject: *Computer Hardware and Networking Counseling* dated 30th of April 2015. The participation of students was excellent. They were benefited by the deliberations of the seminar.
- (viii) A one day Seminar was organized by the College on the subject: *Concepts of Management* dated 2nd May 2015. Dr. H.N. Mishra, from D.N. Jain College, Jabalpur was the Chief Guest and delivered the key-note address on the occasion. The seminar was followed by a discussion. Hundreds of students participated in the open session. The function was applauded by all.
- (xi) A one day Seminar was organized by the College on the subject: *Entrepreneurship Development* dated 11th of May 2015. Shri Prem Dubey, National Council Member ASSOCHAM & Chairman Jabalpur Chamber of Commerce and Industries was the Chief Guest of the function and delivered the Key-note address. Shri Arun Pandey, Patron, Vivechana Rang Mandala Jabalpur was the Guest of Honour. It was followed by

discussion. Hundreds of student participated in the discussion wholeheartedly and their response was overwhelming.

5. College Programmes

- (i) On the occasion of Hindi Divas the College organized a *Kavi Sammelan* in the College Campus on 24th September 2014. Shri Magan Singh Awasya, Registrar, Rani Durgavati Vishwavidyalaya, Jabalpur was the Chief Guest on the occasion. All the guests appreciated the performances.
- (ii) The College organized a **Rally on Anti Crackers Campaign** on 20th October 2014. Shri Harinarayanchari Misra, S.P. Jabalpur flagged off the rally organized under the leadership of Shri Shailjakant Misra (IPS), Former DGP, renowned orator and motivator of the country. The rally, besides college students, was also joined by the students of the adjacent schools like Johnson English medium and Johnson Hindi medium school. The purpose behind the rally was to make the students as well as the citizens aware of the hazards of bursting the crackers during Diwali celebration and to motivate them to celebrate cracker free Diwali. The participation was welcoming and the message to celebrate cracker free Diwali was communicated by the display of placards, slogans and posters during the campaign. The rally terminated into a public meeting which was addressed by the dignitaries present.
- (iii) A one week *Judo Karate* Training programme was organized by the College, dated 18 to 25th of March 2015. Sixty students participated in the training. Shri Nafees was the Principal Trainer on the occasion.
- (iv) The College celebrated the “International Water Day” on the 26th of March 2015. A seminar was organized on the occasion followed by the poster competition. A lot of students participated in the celebrations.
- (v) The College participated in the Inter Collegiate youth festival organized by the Rani Durgavati Vishwavidyalaya, Jabalpur and secured the following awards:

Western song	-	I
Hindi Group song	-	III
Mime	-	I
Skit	-	III

Besides, the College hosted the Inter Collegiate Skit, Mime and Mimicry competition.

The College also stood first in Mime in the District level Mime competition organized by the Rotary Club, Jabalpur

6. NSS Report :

The NSS camp was organized by the college from 25th march to 3rd of April 2015 at Bhatoli and Jilehari village district Jabalpur. 100 students of the college joined the camp and participated in the social service activities of the camp. It was a great success.

7. Inspections:

- (i) The College successfully presented itself before the inspection conducted by the Additional Director, Higher Education on behalf of the Govt. of Madhya Pradesh.
- (ii) The College also presented itself before the inspection committee constituted by Rani Durgavati Vishwavidyalaya, Jabalpur for B.Ed. Inspection.
- (iii) The College also presented itself before the inspection committee constituted by the NCTE, Delhi for B.Ed. and M.Ed. inspection.
- (iv) That during the University inspection for B.Ed. courses it was pointed out that the College does not have the required number of teachers appointed under statute 28 (College Code). That due to this the name of the College was not send as affiliated to the department of Higher Education, Govt. of Madhya Pradesh by the university against which the College filed a W.P. 6614/2015. The Hon'ble High Court passed an order in favour of the College and consequently, the name of the College was included in the list of colleges approved for B.Ed. & M.Ed. counseling.

8. Interview of candidates under Statute 28 (College Code) :

The College strictly in adherence to the provisions of Statute 28 conducted interviews for the vacant posts in different subjects on the 13th, 14th and 15th of May 2015.

9. Examination Centre:

- (i) It's a proud privilege for the College that it was selected for UPSC examination Centre by the Govt. of India and successfully conducted the UPSC examination.
- (ii) Besides, the College has also been selected as the centre for examination by different departments of the Govt. and Banks.
- (iii) Besides the centre for university examination of regular students of the College, the College has also been declared as the major centre for university examination of private students.

10. MOODLE Software, Library Automation, Canteen Renovation:

It's a matter of proud privilege that the college has installed one of the best teaching technology software available, i.e., moodle software in the College. It's going to be operative very shortly. Besides, one of the best library software solutions available internationally, i.e., newgenlib (new generation library) software has been installed in the College library. The work pertaining to the classification of books and bar-coding of books is in progress.

It's again a matter of pleasure that the College has under taken the repair and renovation of college canteen building. The work is in progress and very shortly the canteen will become operative.

Regards,

Dr. Seema Singh

Date: 23.05.2015

NAAC Report

After a long period of incessant struggle and untiring efforts, this august body would be satisfied to learn that the College has been granted the IEQA status (Internal Eligibility for Quality Assurance) by the NAAC. Now as per the instructions given by NAAC, the College has to positively submit its SSR (Self Study Report) online on the institutional website one month prior (i.e. before 26 July 2015) to submission of the final document (under intimation to NAAC by letter/email) and retain the same till the Peer Team Visit is over. The date for final submission of the SSR to NAAC in five (5) hard copies (printed form) and one soft copy (CD) shall be submitted before the 26th August 2015. It is important to mention that the College had submitted its LoI to NAAC dated 19/07/2013, which was rejected by the NAAC due to the reasons quoted as under:

- College has not submitted UGC 2f & 12b Certificate & recent Grants release letter from UGC (XI/XII plan).
- College has not submitted Latest Affiliation Letter from Affiliating University indicating the Courses run by the College.

That it is important to mention that as the UGC 2f and 12b certificate was missing in the college records the college submitted an application for procurement of the same to the UGC New Delhi dated 30/12/2013. The College finally received the 2f & 12 b certificate from the UGC New Delhi dated 26 march 2014. The College also got received the latest affiliation letter from affiliating University indicating the courses run by the College.

After the fulfillment of the above mentioned requirements, the college again submitted the LoI dated 14/07/2014 which was accepted by NAAC and six months time was granted to the College to fill the IEQA (Institutional Eligibility for Quality Assessment) questionnaire. The College submitted the IEQA questionnaire on 27/02/2015 which was accepted by the NAAC and the College was granted the IEQA status.

Needless to mention, that way back in the year 2006, the College did submit the SSR but the matter could not proceed any further, because, unfortunately, the format provided by NAAC for writing the SSR changed by the time the college submitted the SSR. Although, the NAAC did not reject the SSR so submitted, but instructed, that the College should submit the SSR in accordance with the new format prescribed.

When I went through the new SSR, I realized that the preparations we have made for NAAC accreditation are not sufficient enough to secure for us a reasonable grade in accordance with the new SSR, and therefore, I submitted my suggestions to the College authorities concerned. Since then, the College has undertaken a lot of steps for quality initiative, sustenance and enhancement. Some of such actions are described as under:

1. Installation of transformer.
2. Installation of newgenlib library software.

3. Installation of server for the operation of MOODLE software in teaching technology.
4. Preparation of College slate in accordance with the NAAC requirements.
5. Constitution of IQAC (Internal Quality Assurance Cell).
6. Appointment of teachers under Statute 28 (College Code) of the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973.
7. Repair and renovation of College Canteen.
8. Repair and renovation of Girls Common Room.
9. Installation of LCD projectors along with screens and computers in 14 classrooms and in College Auditorium and Seminar Hall to enrich the learning experiences of the students by providing them with State-of-the-Art educational technologies.
10. Collaboration of the college with other higher educational institutions, departments and industries.
11. Conduction of a number of national and local level seminars and workshops.
12. Conduction of a number of programmes related to extension activities.
13. Creation of the College website : www.hawabaghcollege.org
14. Installation of Wifi and broad band internet connections which is open to the use of both the teachers and the students.
15. Wiring for the operation of Moodle, newgenlib and internet has been provided in all the class rooms. As and when the systems are made available, depending upon the financial resources, all the other class rooms will also become ICT-enabled.
16. Installation of CCTV Cameras.

Works under process:

1. Construction of vermi-compost pit is under process.
2. Landscaping of the College premises is under process.
3. Construction of water harvesting system shall be undertaken very shortly depending upon the financial resources.

I shall be failing in my duty if I do not appreciate the support and cooperation of the Manager, Rev. (Mrs.) Percis Peters who is not only taking remarkable interest in all the activities of the institution pertaining to NAAC accreditation but is personally monitoring them.

The College is working very hard and is making its best efforts with respect to the requirements necessary for securing a good grade by NAAC. I am sure to submit the SSR within the stipulated time.

Regards,

Prof. Alok Chansoria
Steering Committee Co-ordinator NAAC
Hawabagh Women's College, Jabalpur

Section D: Plans of the college for the next year

The college plans to undertake the following initiatives in the coming year, besides its regular activities:

- (i) Preparations for NAAC peer team visit at war footing so that the college should give its best performance before the peer team members.
- (ii) Introduction of new subject combinations at UG level.
- (iii) Organization of at least 05 national conferences/workshops/seminars for research/academic purposes.
- (iv) Ensuring that the departments are using the ICT teaching, learning and evaluation mechanism introduced this year to its optimum.
- (v) Holding regular inspection for the activities as mentioned in (iv) above and its evaluation throughout the year.
- (vi) Promotion of research activities.
- (vii) Conduction of more health related programmes.
- (viii) Conduction of regular cleanliness drive in the college campus.
- (ix) Organization of campus selection programme.
- (x) Collaboration with more number of institutions.

Professor Alok Chansoria
Coordinator IQAC

Dr. Seema Singh
Chairperson IQAC