AQAR 2020-21

Other Relevant Information

7.2.1

Best Practice II-

MOVING TOWARDS EFFECTIVE PAPERLESS OFFICE

INTRODUCTION

Hans Raj Mahila Maha Vidyalaya. Jalandhar has always been a pioneer in bringing into practice the innovative technologies that substantially contribute to sustainability of the planet. Administrative work is done on papers and kept in paper files generally, as is the practice with many institutions. Institution went a step ahead by gradually replacing the office paperwork with technology which is not only efficient but also less cumbersome and environment friendly**. On one hand we have recycled the used papers, where ever it is inevitable to use papers, on the other hand tried to replace the paper with electronic image or file where ever it is possible to do so.**

In the light of climate change and our resolve to reduce the use of paper as it leads to felling of lesser number of trees, we at HMV decided to reduce the paper usage gradually and in phases. **The idea was floated in IQAC meeting and approved by the members. It was decided to carry the practice out in phases.** It was initially difficult as shifting from manual files and hand written documents to e files and formatted documents required an intense training of the staff. We shifted the paper to e content in parts and kept on training our staff as per the needs.

OBJECTIVES

- **To enhance the efficiency of the office.**
- **To save paper and gradually move towards paperless office**
- **To replace the paper files with e-files that make storage not only compact and easy, but also**
- **provide greater mobility to office in terms of place and time.**
- **To be able to move ahead with world class institutions in terms of technology**.

THE PRACTICE:
PHASES OF SHIFTING FROM PAPER TO e-CONTENT

All practices adopted in various phases are continued and in 2020-21 HMV took another step ahead by pioneering in HMVMIS system

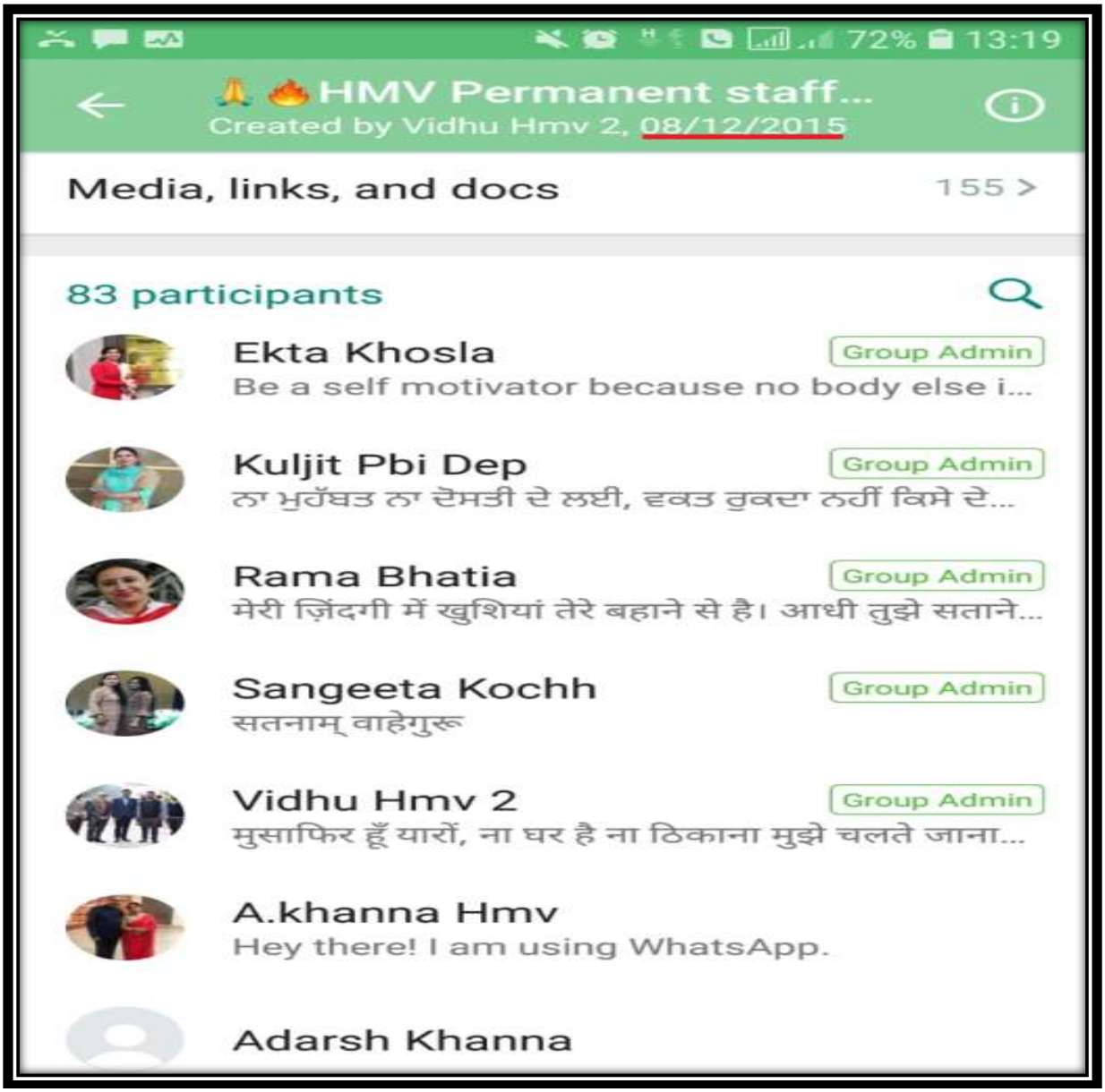
AN Insight into Paperless practices adopted since 2015 till date…….

STEPS TAKEN TO MAKE GOOD BETER AND BETTER THE BEST……..

PHASE I

SENDING MESSAGE THROUGH WHAT's APP

DATED 08-12-2015

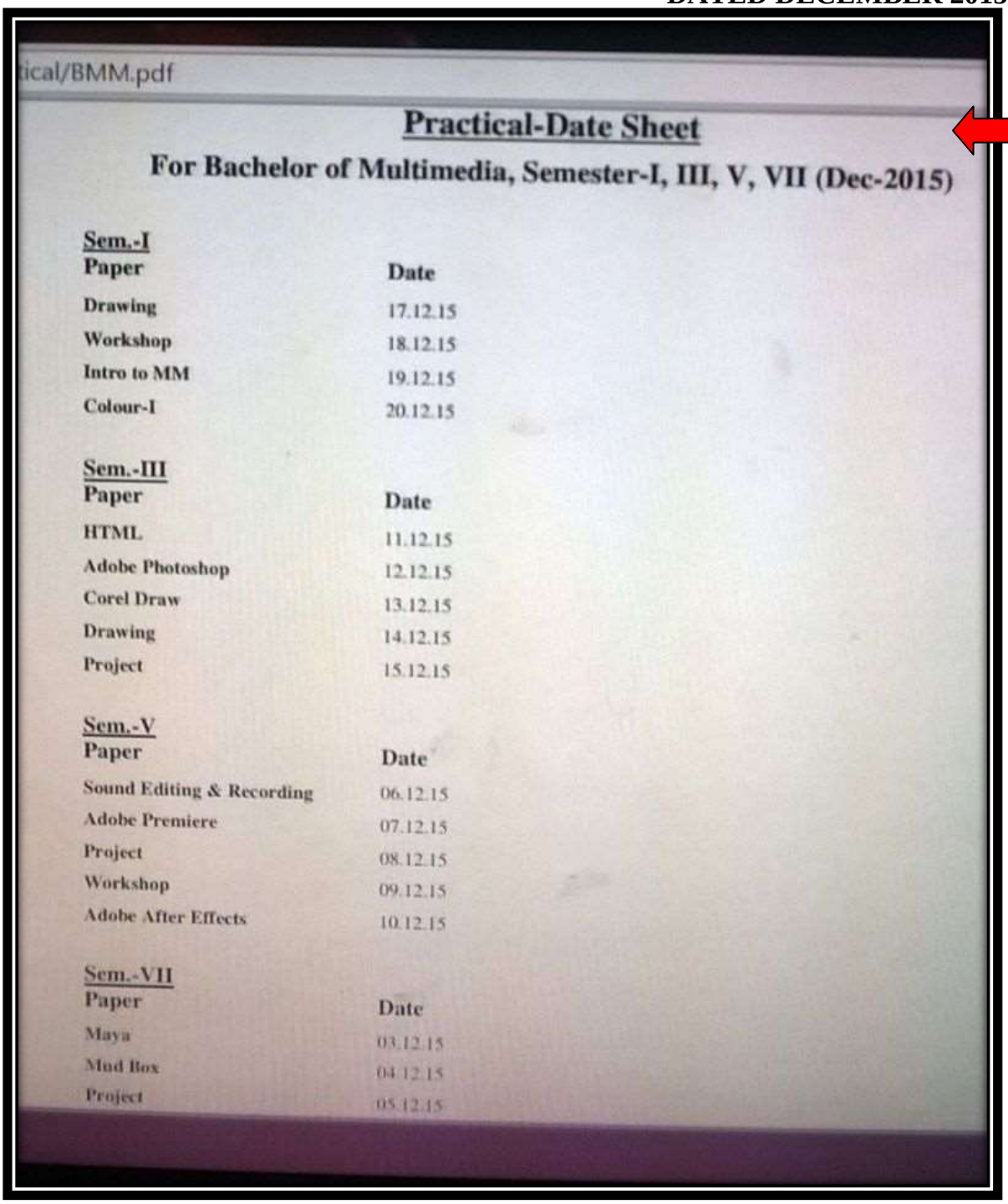


The paperless office started with sending notices through Whats app on 08.12.2015, as people werecomfortable in using that technology and found it easier to use.What's app was the easiest medium to start the digitalization process as everyone could handle its technology effectively.

PHASE II

Online Date Sheet

DATED DECEMBER 2015



tical/BMM.pdf

Practical-Date Sheet

For Bachelor of Multimedia, Semester-I, III, V, VII (Dec-2015)

Sem.-I

Paper	Date
Drawing	17.12.15
Workshop	18.12.15
Intro to MM	19.12.15
Colour-I	20.12.15

Sem.-III

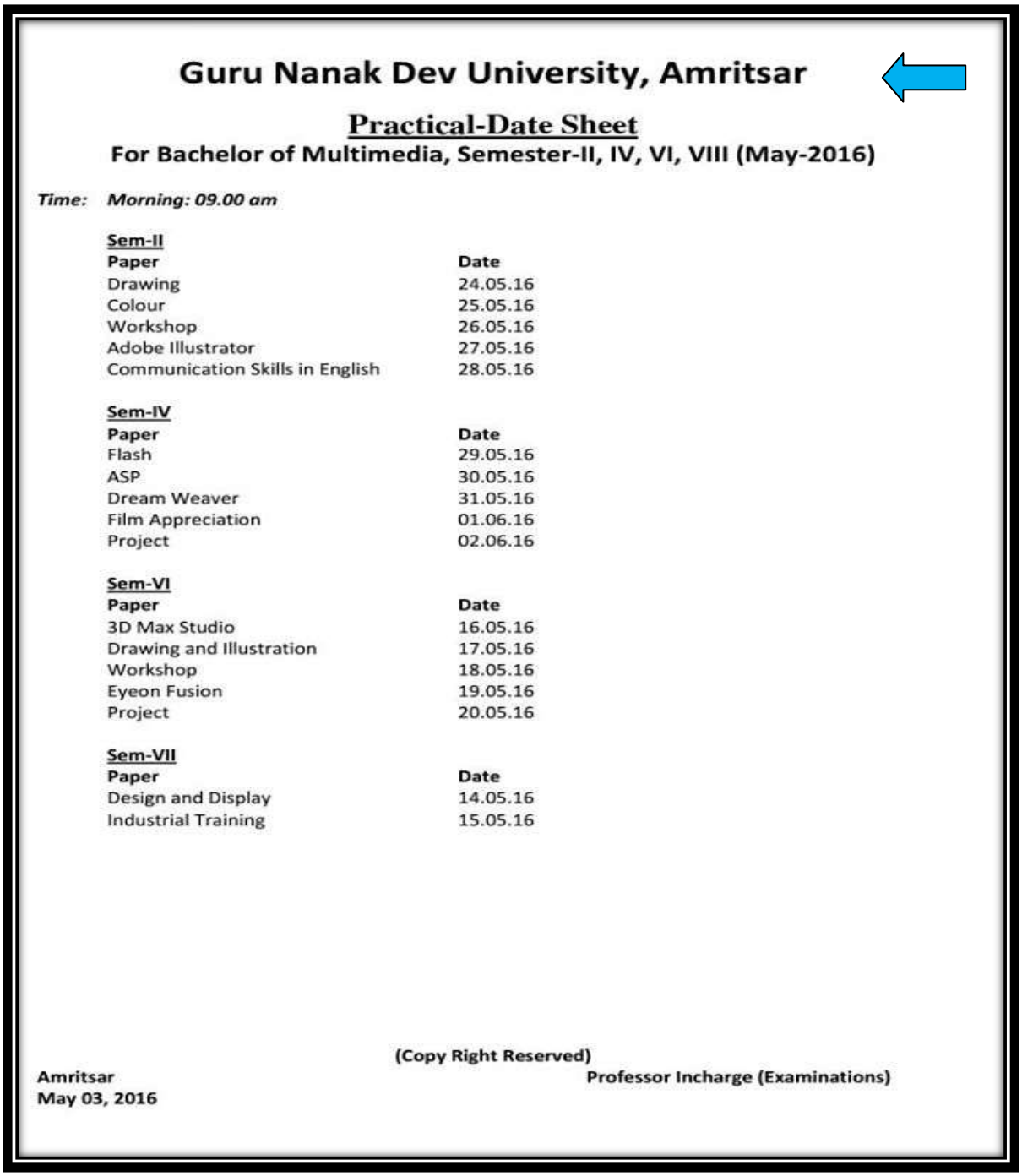
Paper	Date
HTML	11.12.15
Adobe Photoshop	12.12.15
Corel Draw	13.12.15
Drawing	14.12.15
Project	15.12.15

Sem.-V

Paper	Date
Sound Editing & Recording	06.12.15
Adobe Premiere	07.12.15
Project	08.12.15
Workshop	09.12.15
Adobe After Effects	10.12.15

Sem.-VII

Paper	Date
Maya	03.12.15
Mud Box	04.12.15
Project	05.12.15



Guru Nanak Dev University, Amritsar

Practical-Date Sheet

For Bachelor of Multimedia, Semester-II, IV, VI, VIII (May-2016)

Time: ***Morning: 09.00 am***

Sem-II

Paper	Date
Drawing	24.05.16
Colour	25.05.16
Workshop	26.05.16
Adobe Illustrator	27.05.16
Communication Skills in English	28.05.16

Sem-IV

Paper	Date
Flash	29.05.16
ASP	30.05.16
Dream Weaver	31.05.16
Film Appreciation	01.06.16
Project	02.06.16

Sem-VI

Paper	Date
3D Max Studio	16.05.16
Drawing and Illustration	17.05.16
Workshop	18.05.16
Eyeon Fusion	19.05.16
Project	20.05.16

Sem-VII

Paper	Date
Design and Display	14.05.16
Industrial Training	15.05.16

(Copy Right Reserved)

Professor Incharge (Examinations)

Amritsar
May 03, 2016

https://www.facebook.com/hmvcollege/photos/a.274614696012023/672178689588953/?type=3&theaterhttps://www.facebook.com/a2zpapers/photos/a.1612519912403511/1612519835736852/?type=3&theater

The Date sheet was posted on facebook page of the college by the Multimedia department.

PHASE III
TRAINING OF NON-TEACHING STAFF

Two-day Workshop on "MS Office – A Revolution in Administrative Work"

DATED 23-12-2015

The Internal Quality Assurance Cell (IQAC) of Hans Raj Mahila Maha Vidyalaya, Jalandhar organized two-day workshop on the theme **"MS Office – A Revolution in Administrative Work"** to enhance the skills of non-teaching staff of the college including library staff on December 23, 2015. The resource person of the workshop was Ms. Urvashi Mishra, Asst. Prof. in Computer Science. 21 members of non-teaching staff attended this workshop in which various components of MS Office like MS Word, MS Excel, MS Access and MS PowerPoint were introduced. On the first day, the resource person explained the concepts of creating documents, tables and graphs in MS Word. She also discussed about the facilities of spell-checker, grammar-checker, thesaurus, password protection and mail merge in the same.

The second day of the workshop focused upon the concepts of creating PowerPoint presentations, applying animations, inserting sound, video etc. The staff was also explained the concept of creating tables, databases and retrieving data in MS Access. Principal Dr. Rekha Kalia Bhardwaj motivated the staff to be techno-savvy and appreciated the efforts of IQAC Cell.

PHASE IV

LAUNCH OF HMV NEWS MOBILE APP

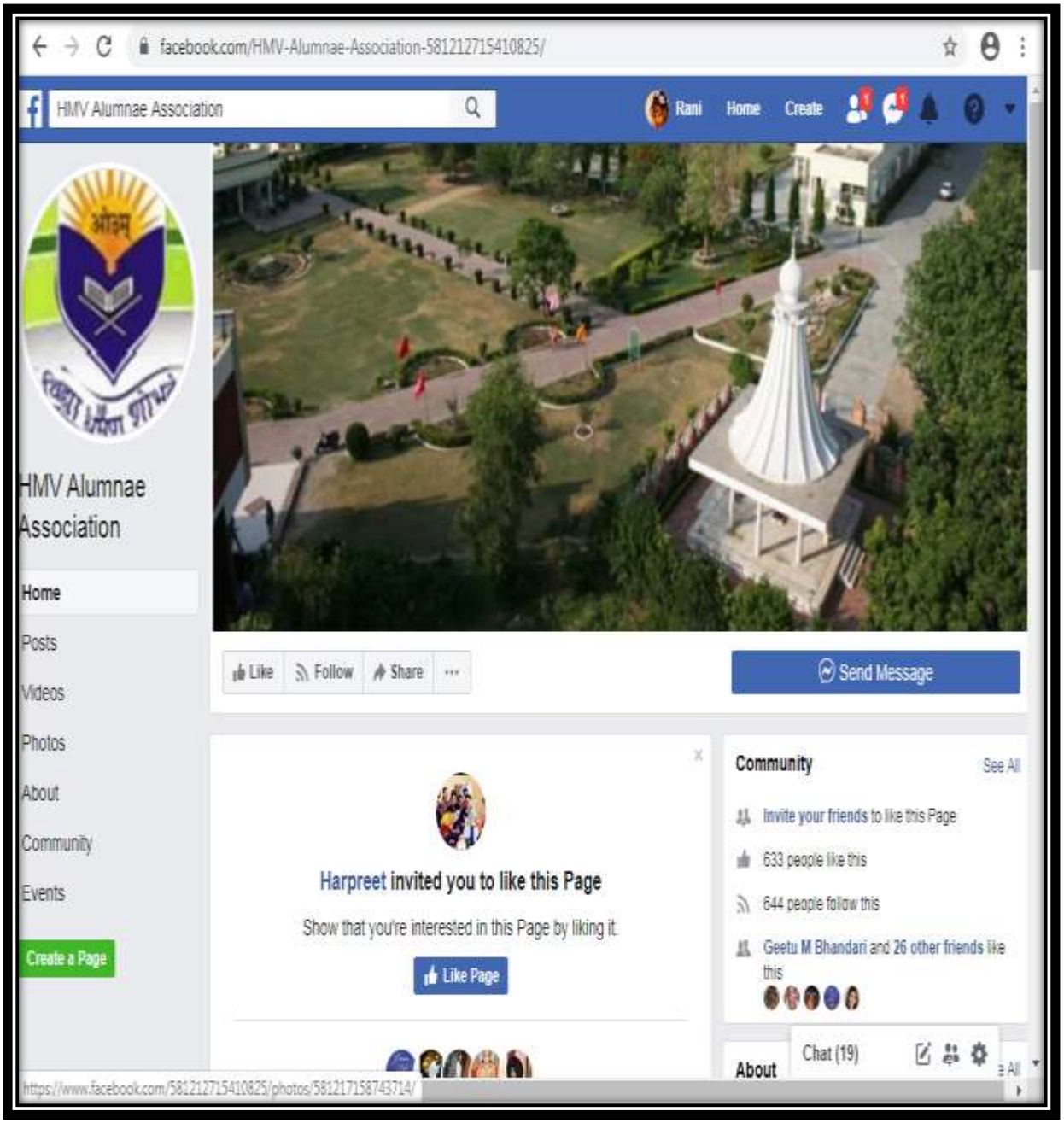
DATED 14-09-2016

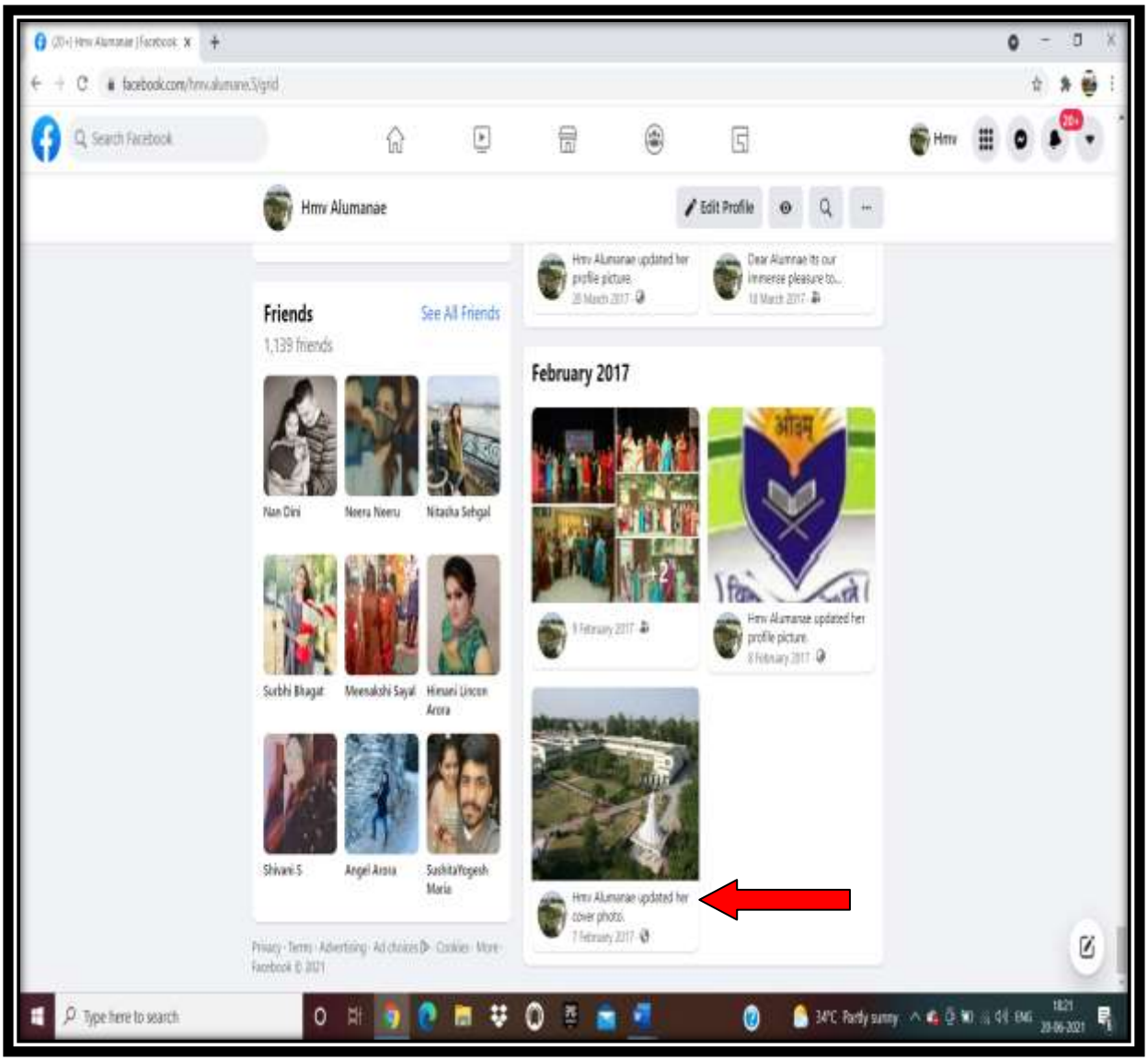
Taking a step forward in the direction of globalization, Hans Raj Mahila Maha Vidyalaya launched its own Mobile App, HMV News Mobile App. The App was launched by Vice President DAV College Managing Committee, New Delhi Dr. S.S. Khanna, Mr. Surendra Seth, Member Local Committee and Principal Prof. Dr. Mrs. Ajay Sareen. Speaking on the occasion, Dr. S.S. Khanna said that DAV always strives to provide value based education strongly rooted in Indian Culture and yet matching up with the growing needs of technology and globalization. Principal Dr. Mrs. Ajay Sareen said that it is a milestone in making the institution technology friendly and will go a long way in spreading the message of women empowerment and education. She congratulated the Multimedia department whose efforts helped in building the app. On this occasion, Mr. Jagjit Bhatia, Coordinator Multimedia department said that this application will act as a one-stop destination for all the information relating to HMV**. The launch of HMV News Mobile App made every information accessible anytime anywhere i.e. the record of all activities, guest lectures, results and position of students in the university examinations, information about institution and departments. It lead to reduction in use of paper as record was made available in e-format.**

PHASE V

ALUMNAE ASSOCIATION FACEBOOK PAGE

DATED 07-02-2017





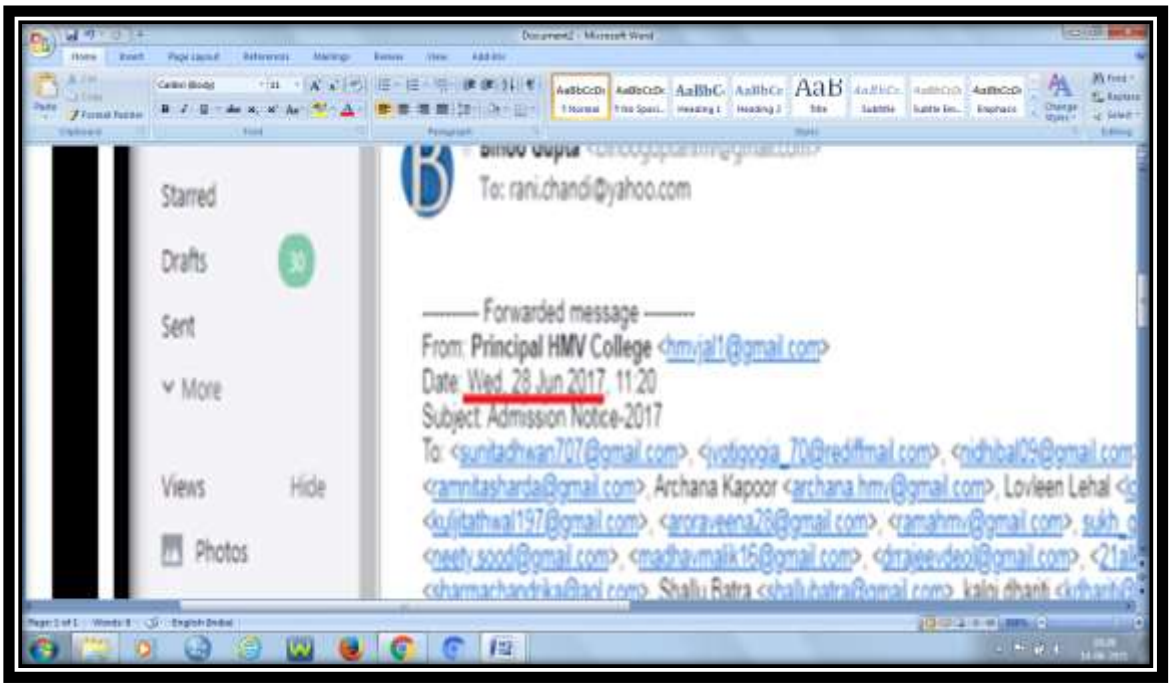
The facebook page was used as effective medium to convey the college events to alumnae, sending invitation for ALUMNAE MEET-PUNARMILAN and posting the coverage of the event. E- invitation and correspondence with alumnae reduced the usage of paper.

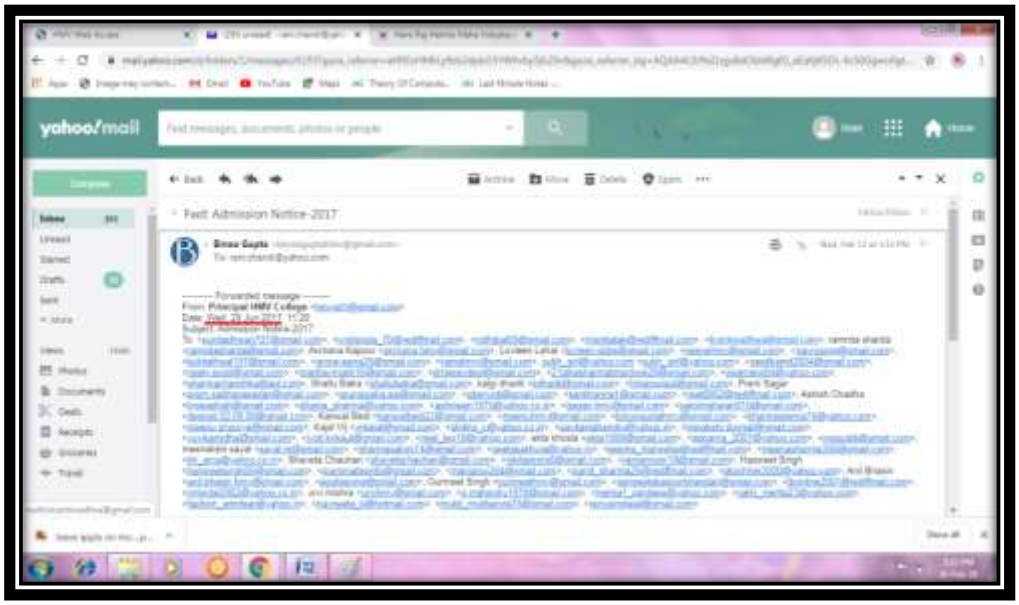
PHASE VI

GOING DIGITAL FOR SENDING NOTICES IN 2017 THROUGH

E-MAIL

DATED 28-06-2017

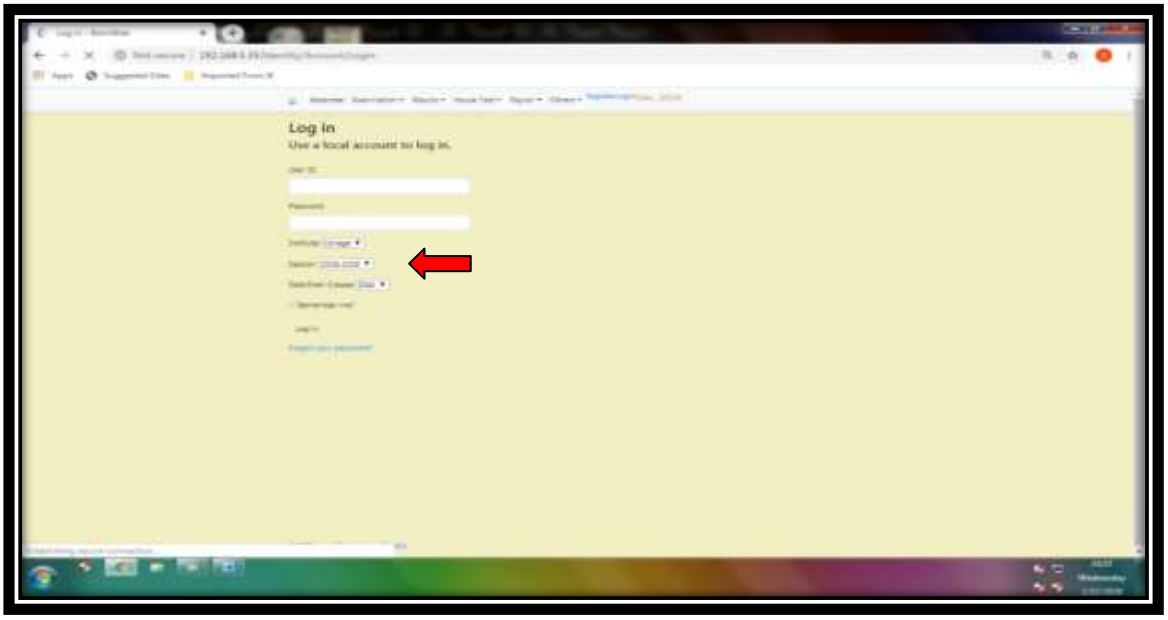


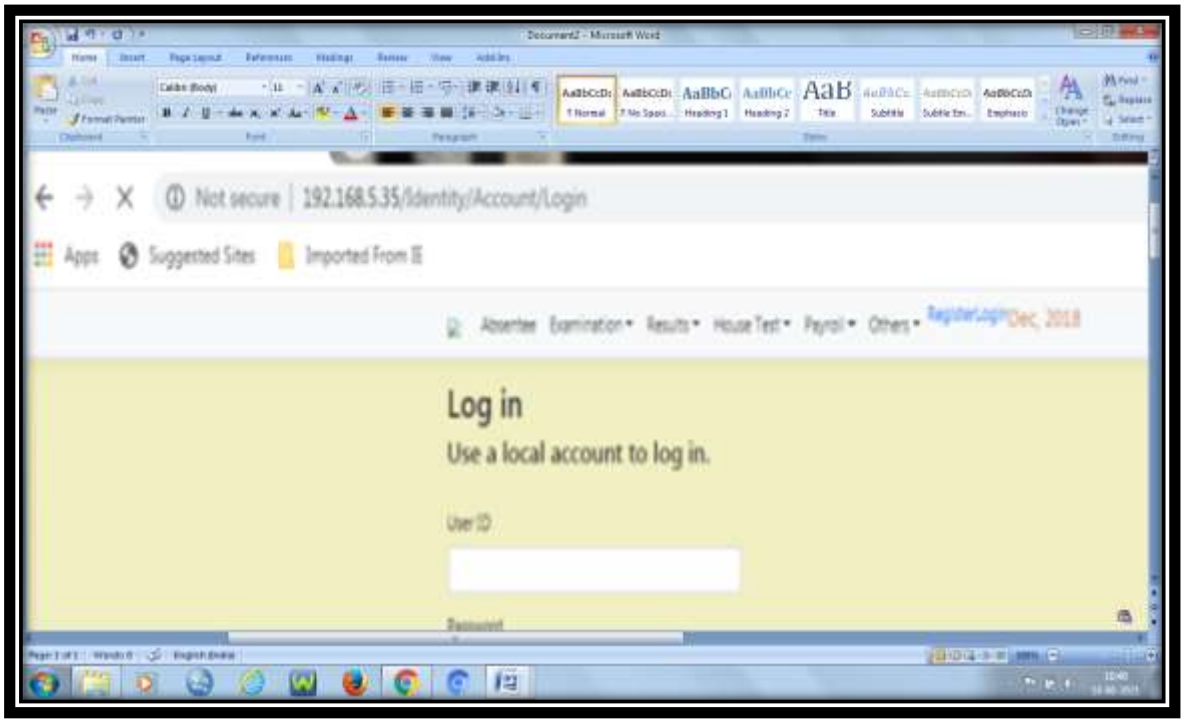


PHASE VII

ONLINE ABSENTEE FILING OF STUDENTS THROUGH COMPUTER SYSTEM

DATED JULY 2017

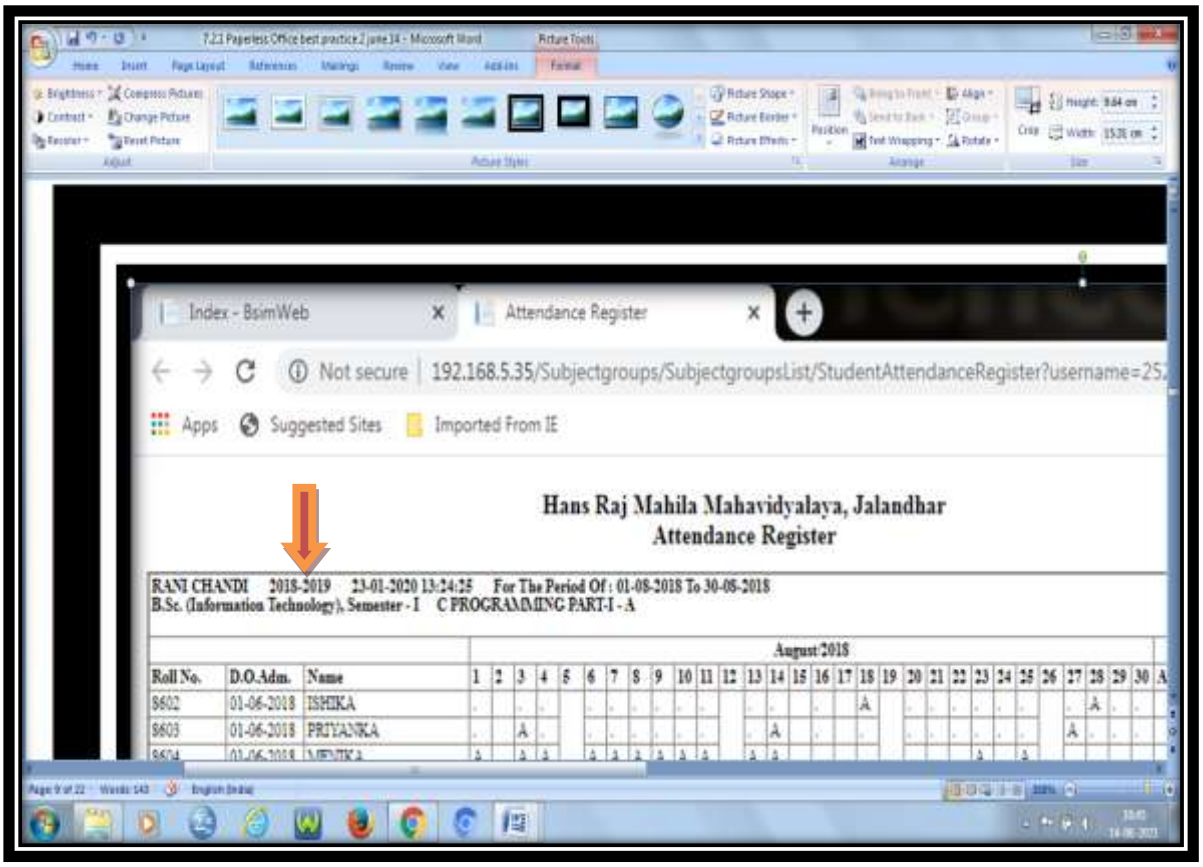


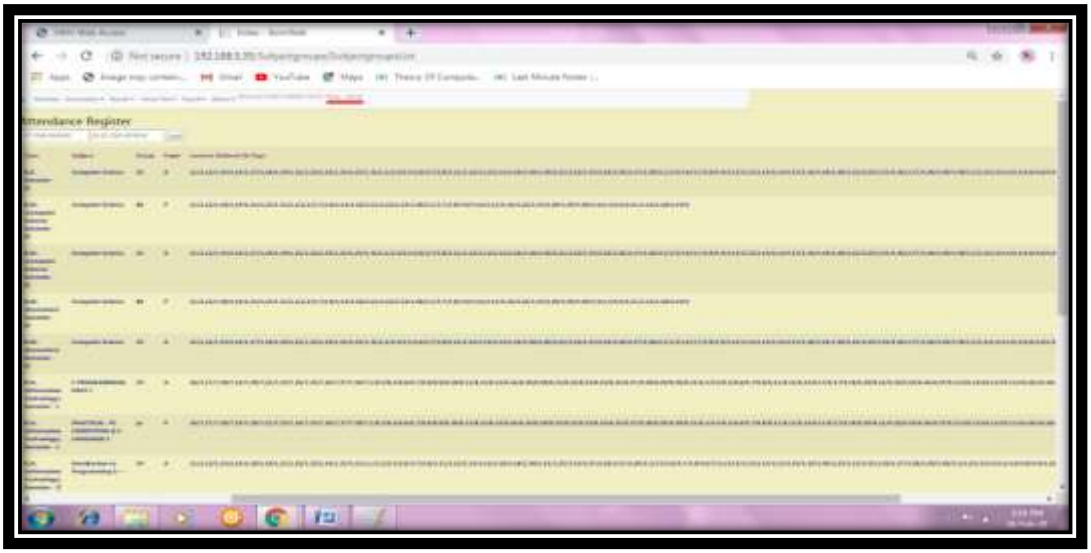


We shifted the attendance of the students to online attendance with effect from July 2017.

ONLINE ATTENDANCE RECORD OF STUDENTS THROUGH COMPUTER SYSTEM

DATED 01-08-2018





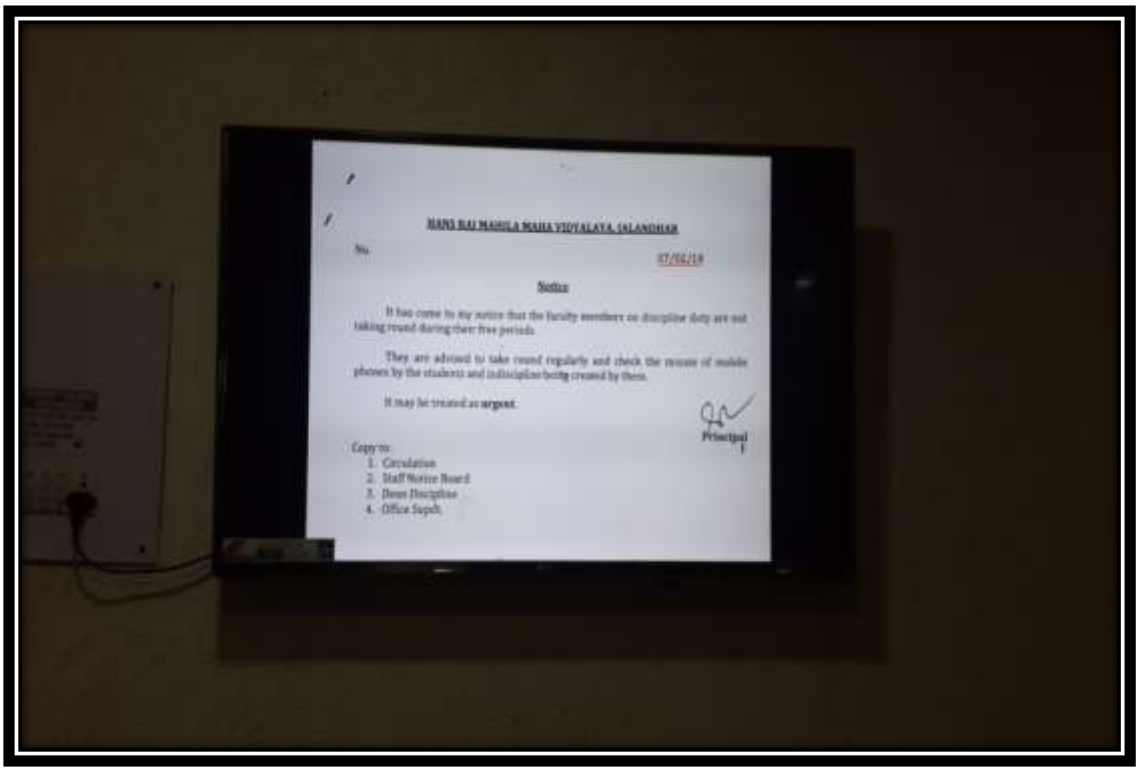
PHASE VIII

DIGITAL NOTICE BOARD INAUGURATED AT HMV

DATED 11-1-2018

Hans Raj Mahila Maha Vidyalaya inaugurated "Digital Notice" on the occasion of New Year. It was inaugurated by Chairman, Local Managing Committee Justice (Retd.) Sh. N. K. Sud. Principal Prof. Dr. Mrs. Ajay Sareen welcomed him with bouquet of flowers. On this occasion, **Justice (Retd.) Sud said that he always feel proud to be a part of this institution. He seeked the blessings of almighty for the success of the institution in the New Year. He said that starting of Digital Notice is appreciable. It will save a lot of paper and trees will also be saved. Principal Dr. Sareen said that digital notice will save lot of papers. The trees are being cut with great speed for making papers. It is a small contribution of HMV towards saving environment. Moreover, today's era is digital era. We should be technically strong.** On this occasion, members of Teaching & Non-teaching staff members were present.

Launch of Digital Notice Board led to reduction in use of paper for circulars. It helped not only in quick and effective delivery of circulars in the campus via screens fixed in each department and staff room, but also led to effective utilization of manpower deployed for the circulars on other official task.



RANI BAI MAHILA MAHA VIDYALAYA, JALANDHAR

No. 07/02/18

Notice

It has come to my notice that the faculty members on discipline duty are not taking round during their free periods.

They are advised to take round regularly and check the misuse of mobile phones by the students and indiscipline being created by them.

It may be treated as **urgent**.

Principal

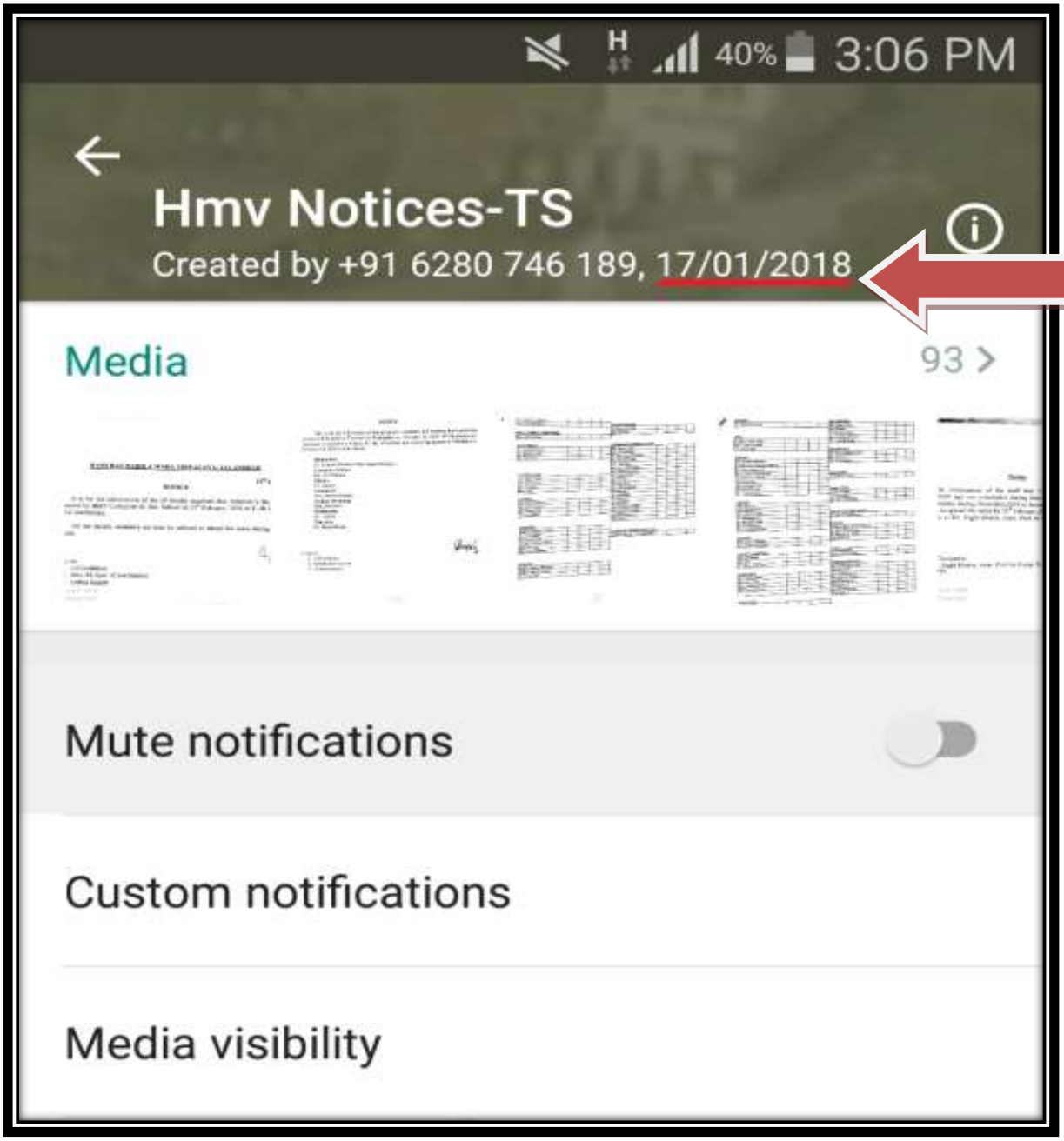
Copy to:
1. Circulation
2. Staff Notice Board
3. Dean Discipline
4. Office Supdt.

http://hmvnews.blogspot.com/2018/01/digital-notice-inaugurated-at-hmv.html

PHASE IX

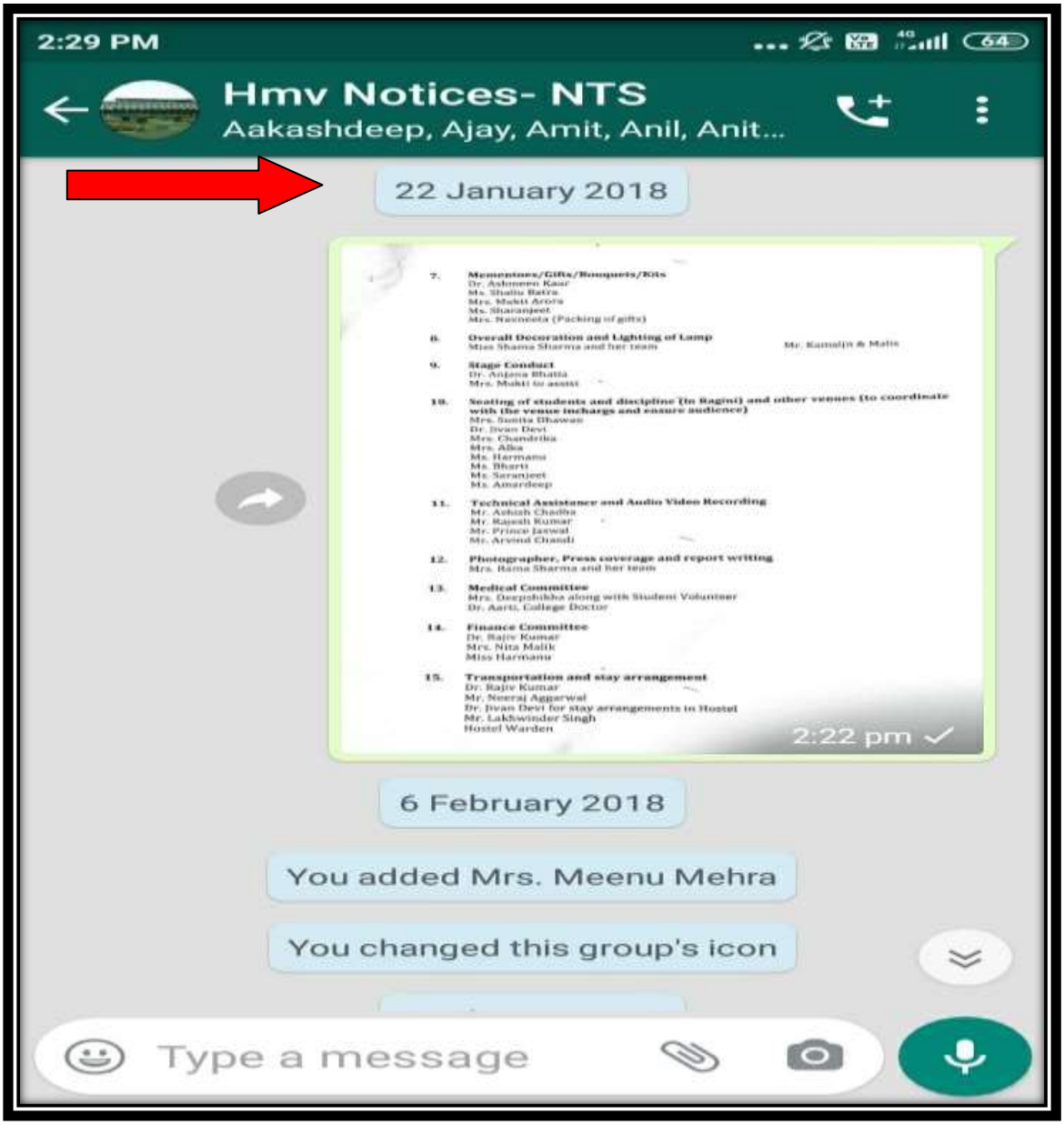
SENDING NOTICES THROUGH WHATS APP FOR TEACHING STAFF

DATED 17-01-2018



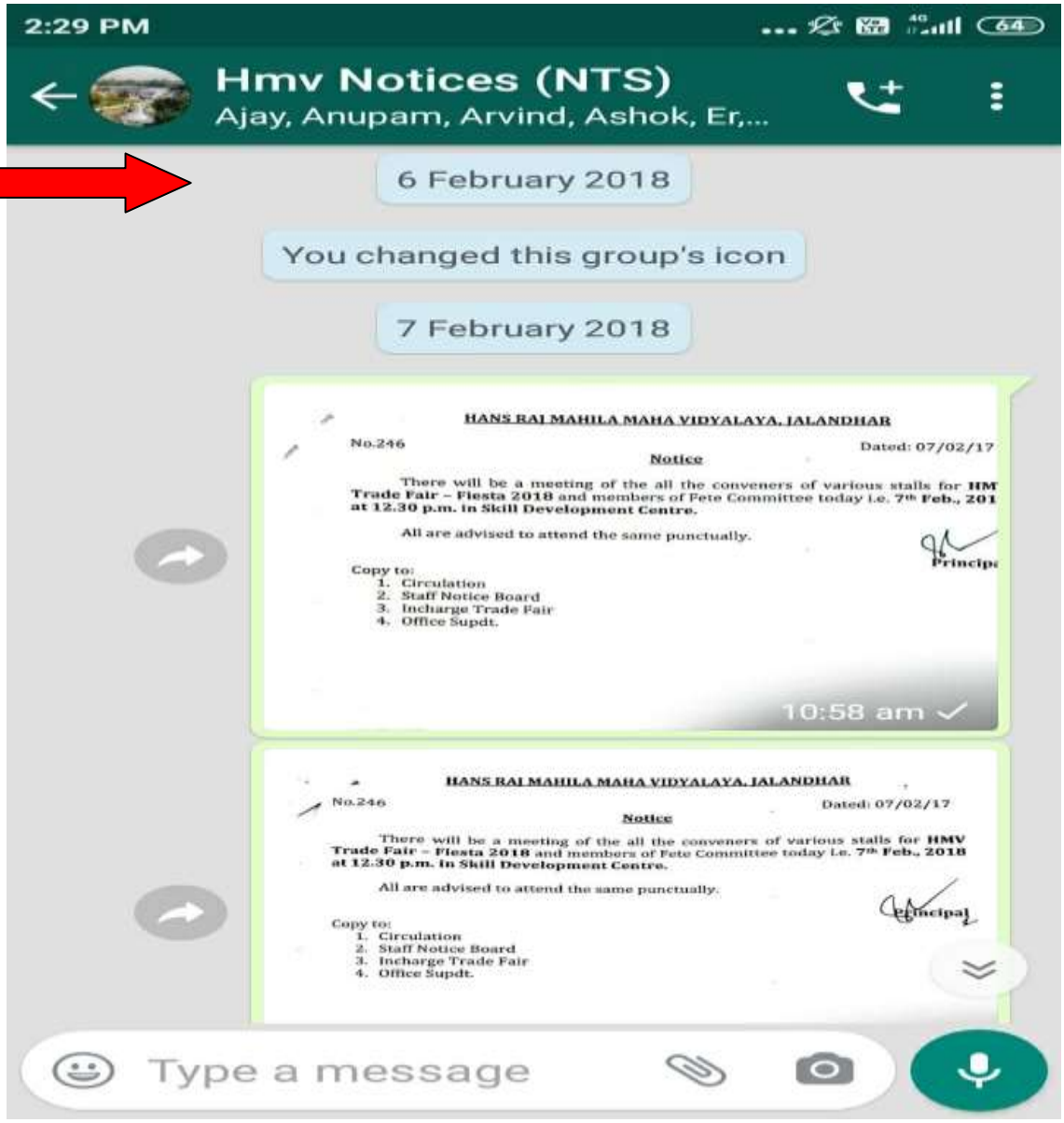
SENDING NOTICES THROUGH WHATS APP FOR NON-TEACHING STAFF

DATED 22-01-2018



SENDING NOTICES THROUGH WHATS APP FOR NON-TEACHING OFFICE STAFF

DATED 06-02-2018



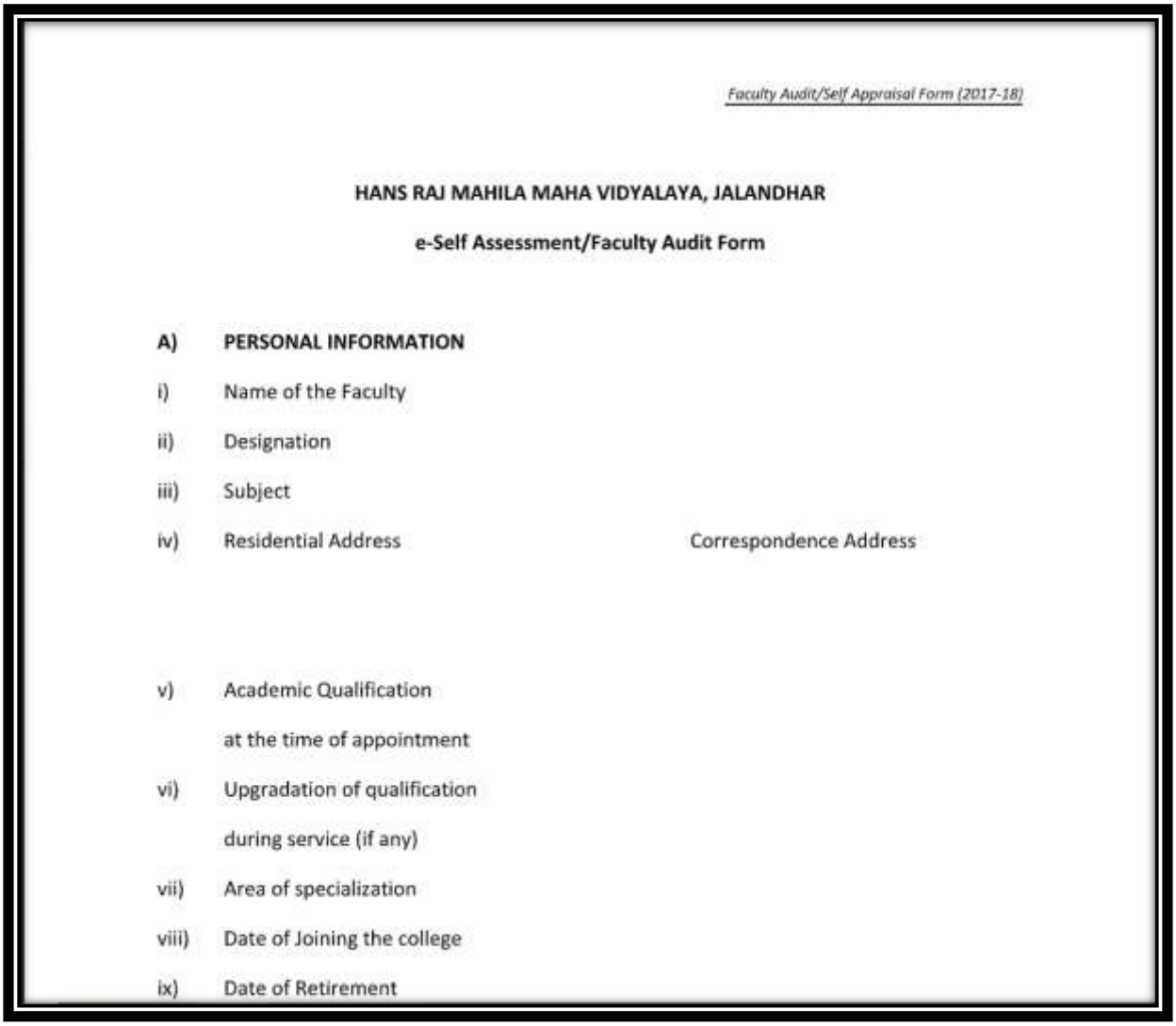
In order to make copy of circulars to staff and also for their record and reminder purpose the whats app group was created to serve the purpose. It **reduced the number of copies** of circulars which had to be given to the faculty incharge and team of conduct of the event. Moreover this whats app group created anytime anywhere accessibility of the information and ensured that every member read that particular notice.

PHASE X

e-SELF ASSESSMENT FORM

FOR THE SESSION 2017-18

DATED JULY 2018



Faculty Audit/Self Appraisal Form (2017-18)

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

e-Self Assessment/Faculty Audit Form

A) PERSONAL INFORMATION

i) Name of the Faculty

ii) Designation

iii) Subject

iv) Residential Address Correspondence Address

v) Academic Qualification
at the time of appointment

vi) Upgradation of qualification
during service (if any)

vii) Area of specialization

viii) Date of Joining the college

ix) Date of Retirement

IQAC has launched e-self assessment forms for the faculty

PHASE XI

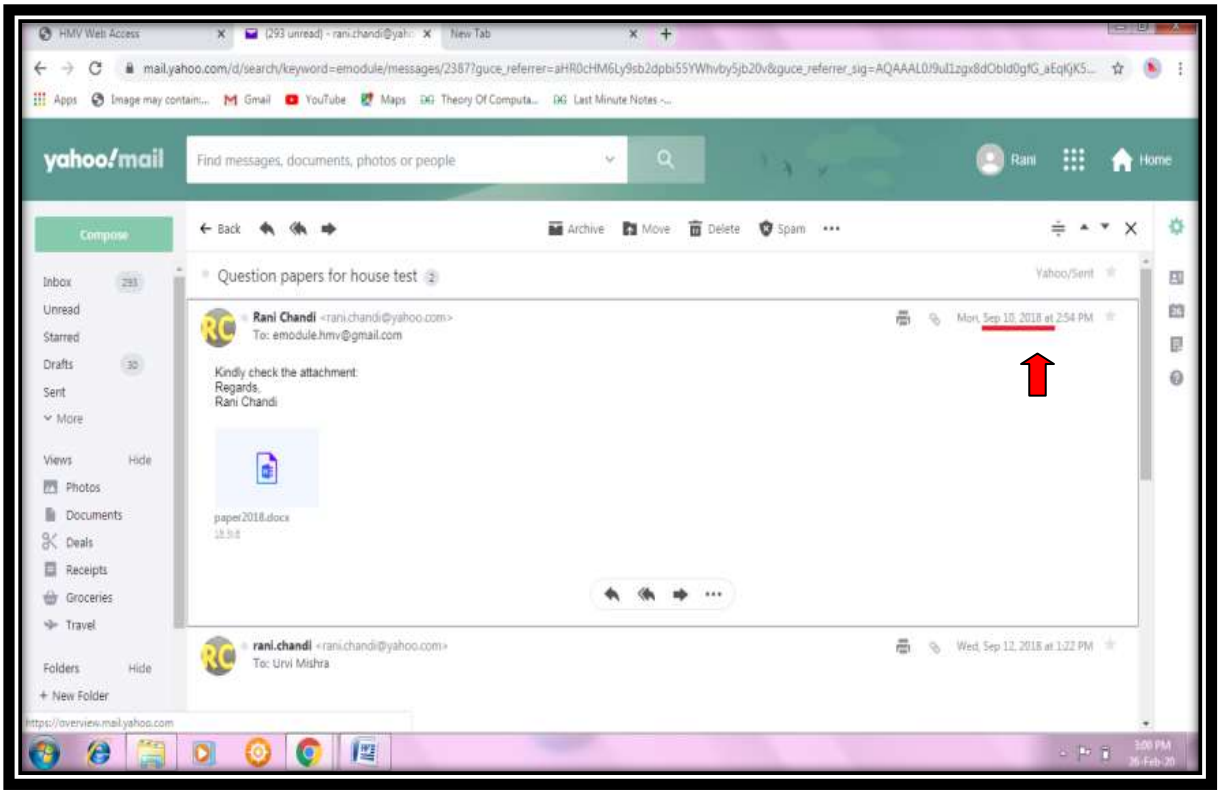
ONLINE ABSENTEE FILING OF STUDENTS THROUGH MOBILE PHONE VIA HMV NEWS APP

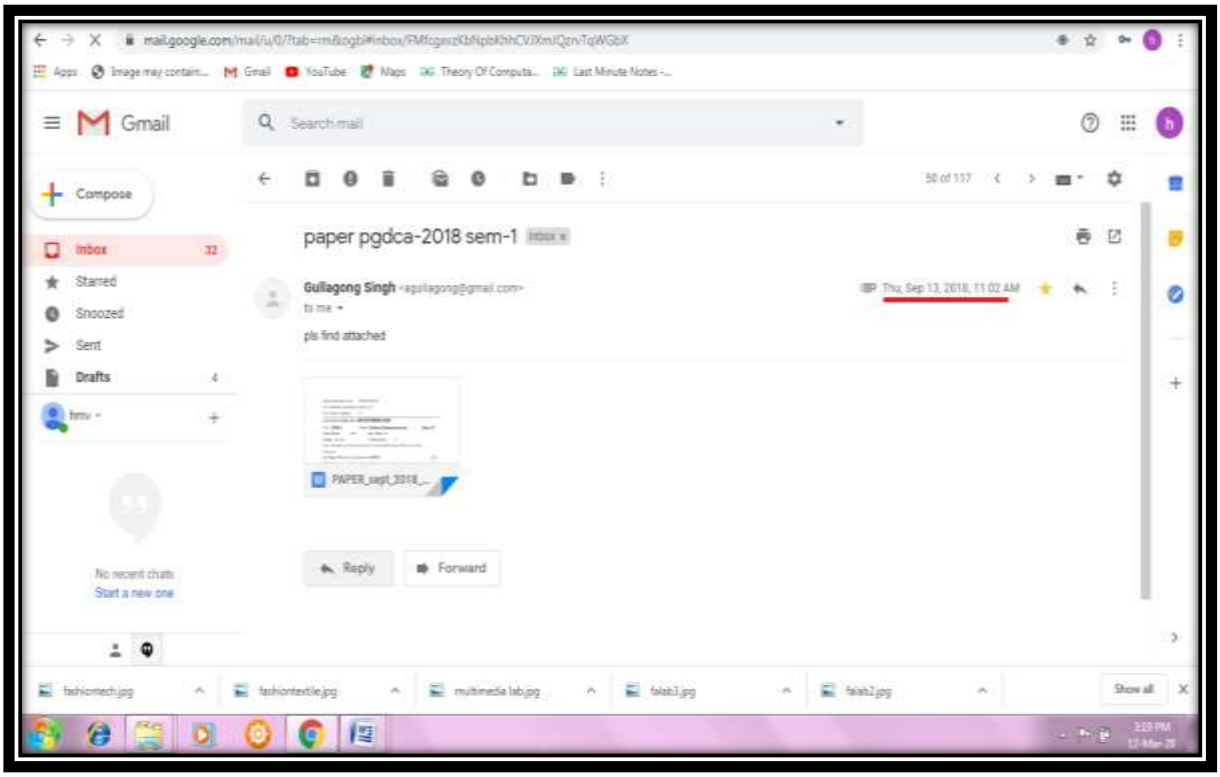
DATED SEPTEMBER 2018

PHASE XII

e-Question Paper Setting

DATED SEPTEMBER 2018

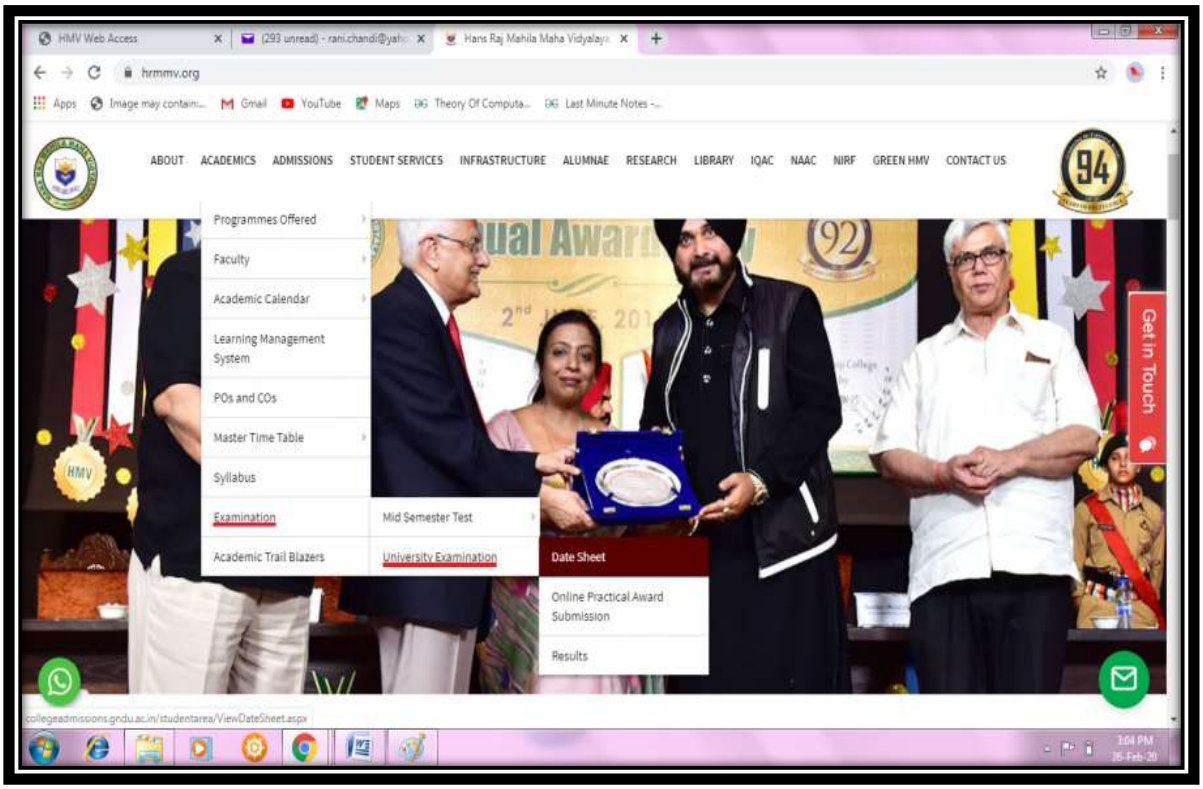




PHASE XIII

ONLINE INFORMATION REGARDING EXAMINATION

DATED September 2018

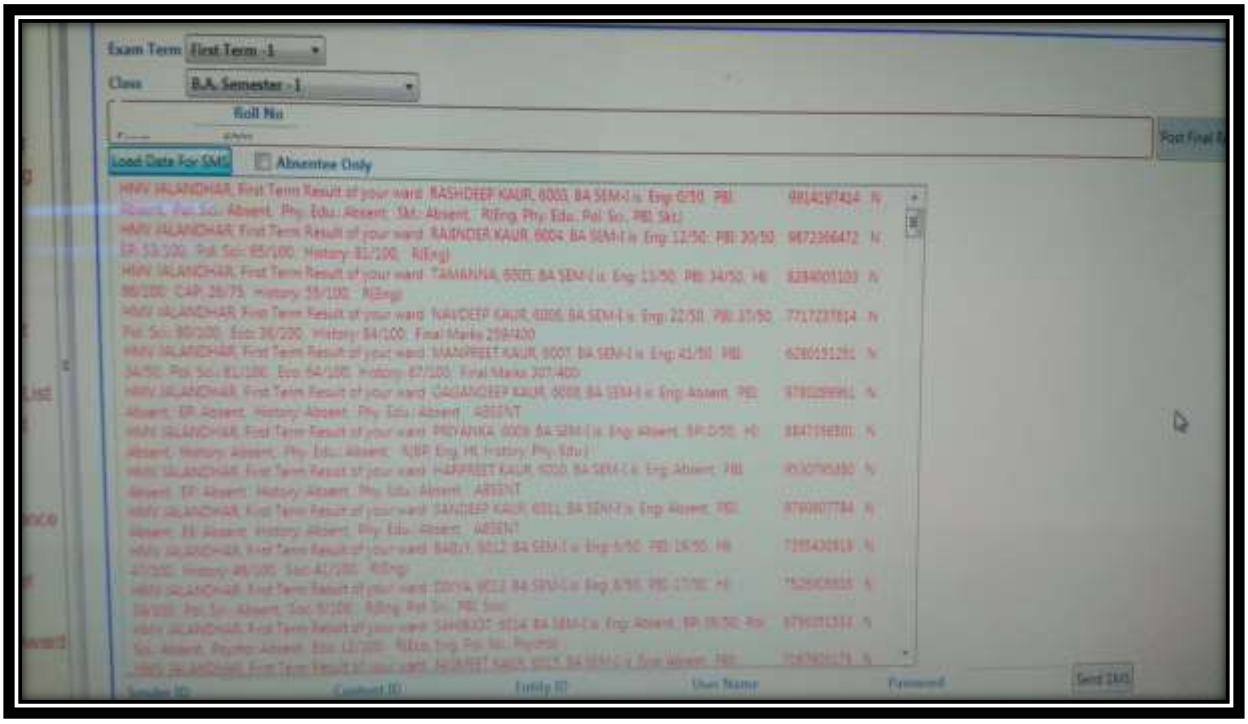


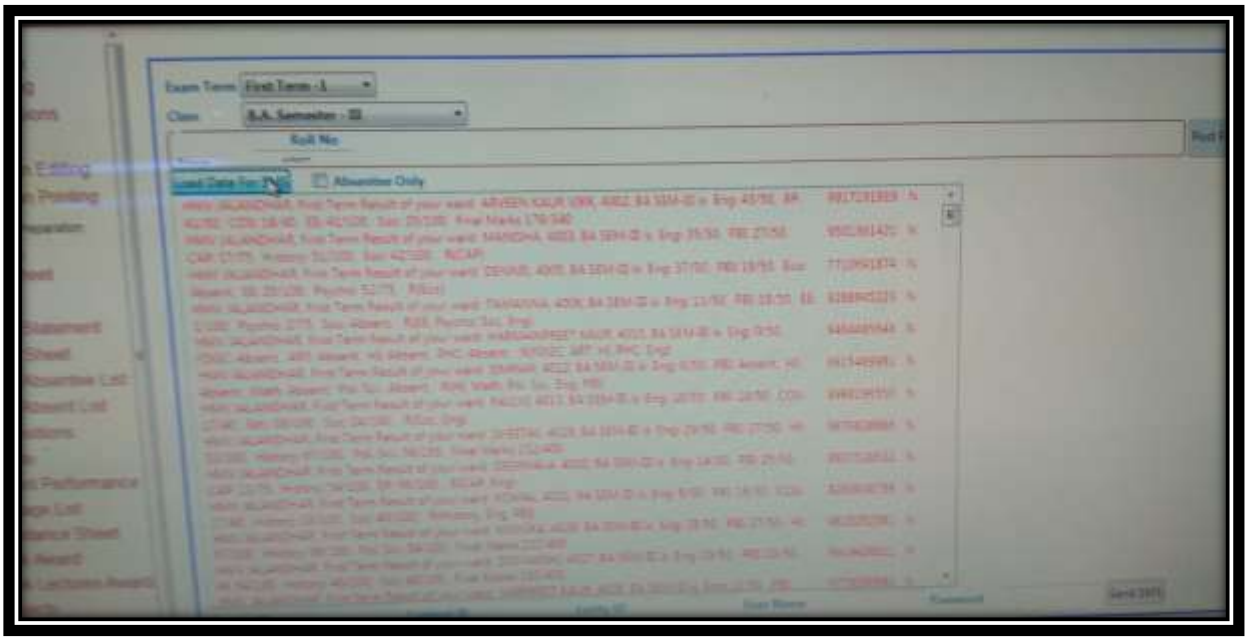
https://www.hrmmv.org/
http://collegeadmissions.gndu.ac.in/studentarea/ViewDateSheet.aspx

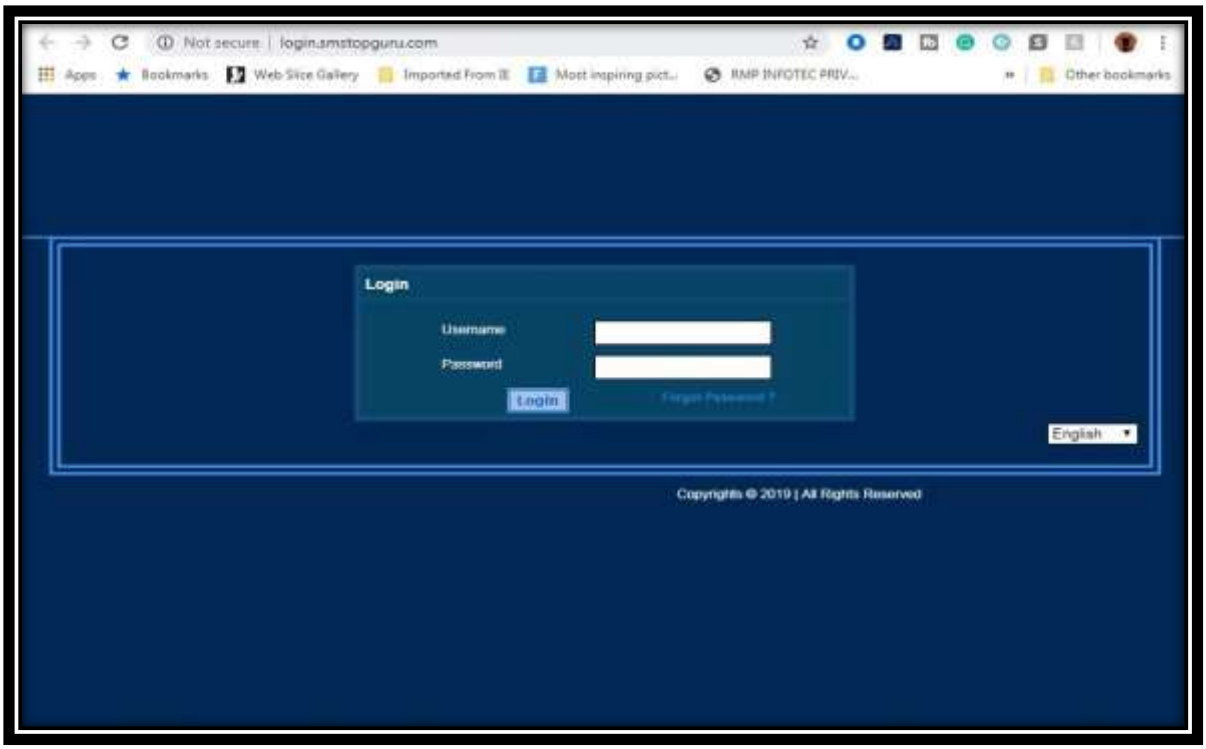
PHASE XIV

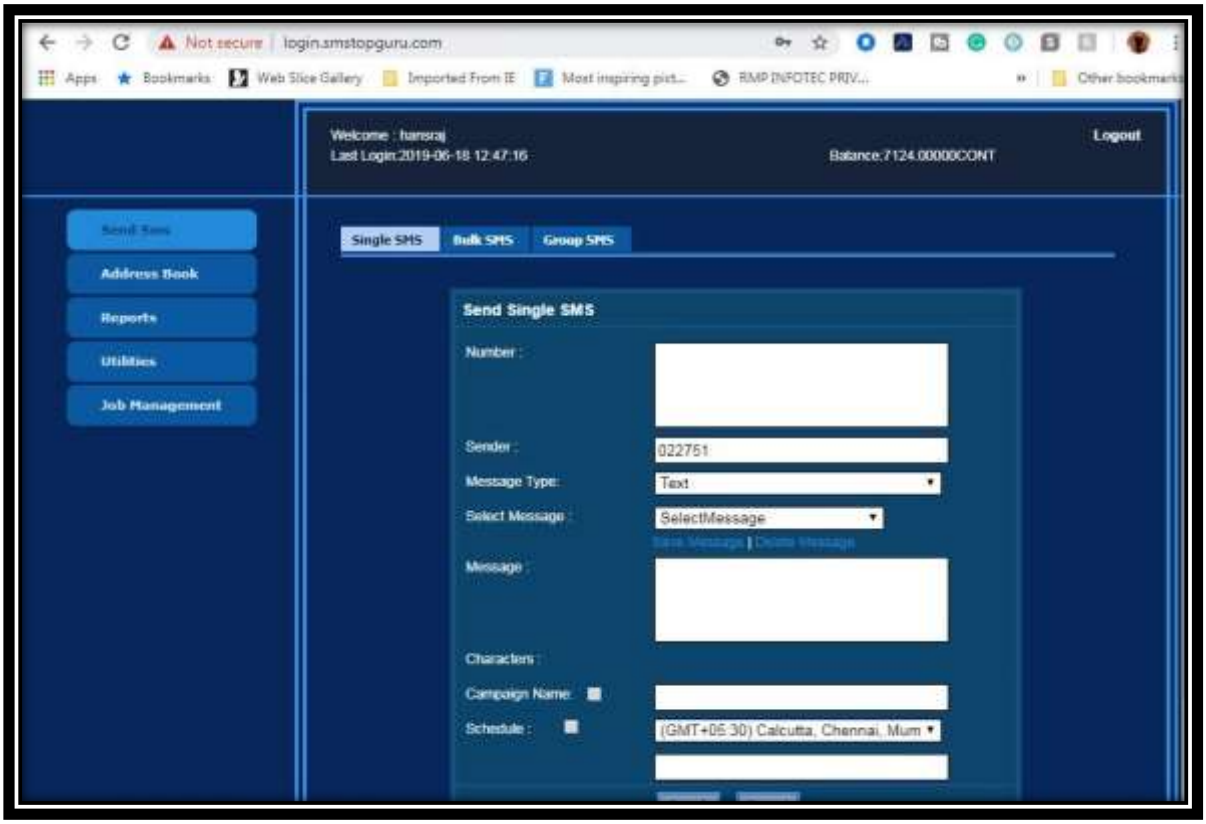
COMMUNICATION WITH PARENTS & STUDENTS VIA SMS

DATED NOVEMBER 2018







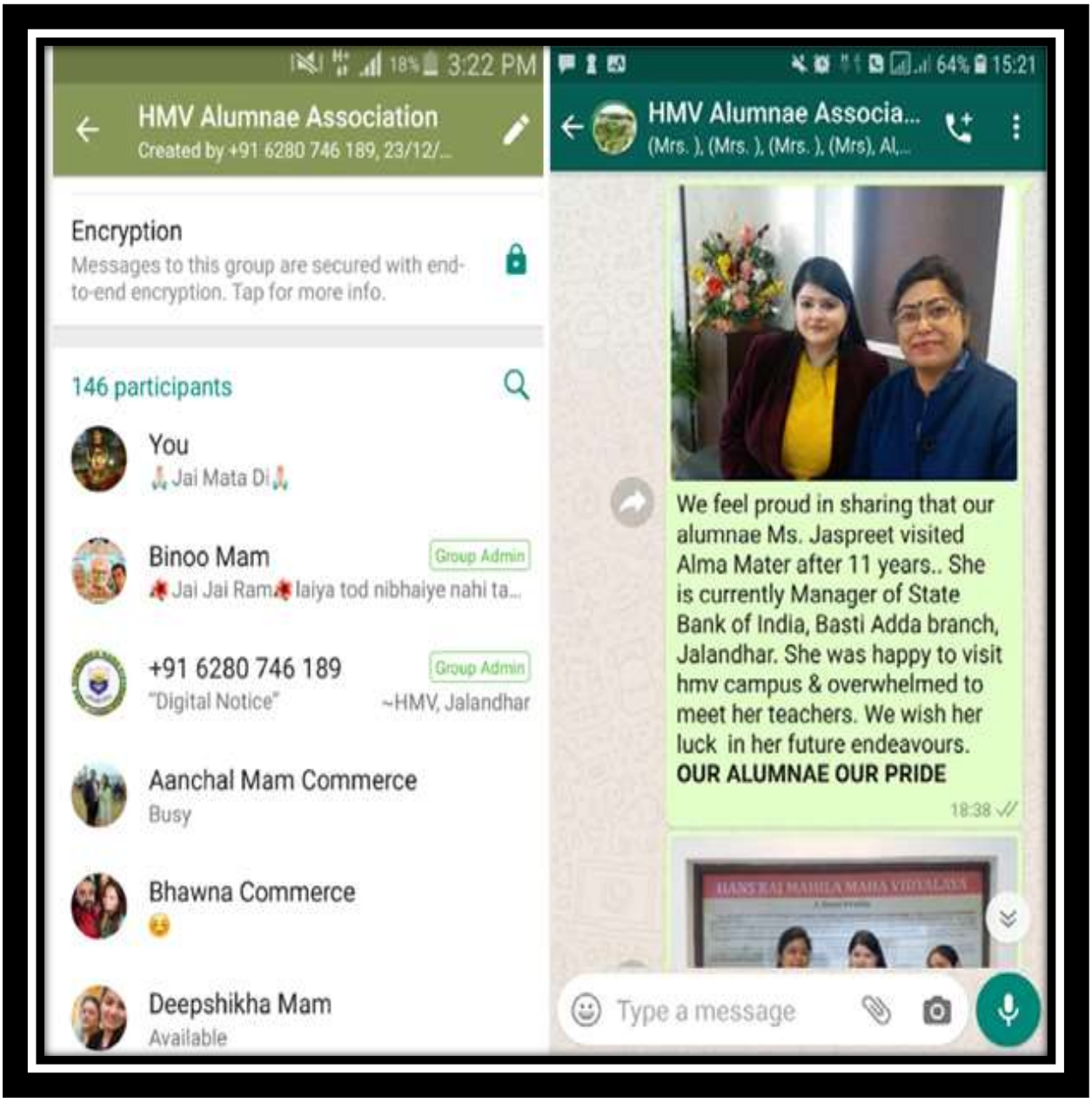


Report card sent via SMS enabled in reduction in usage of paper, envelopes used for posting result,& postage stamps also.

PHASE XV

ALUMNAE ASSOCIATION ON WHATSAPP

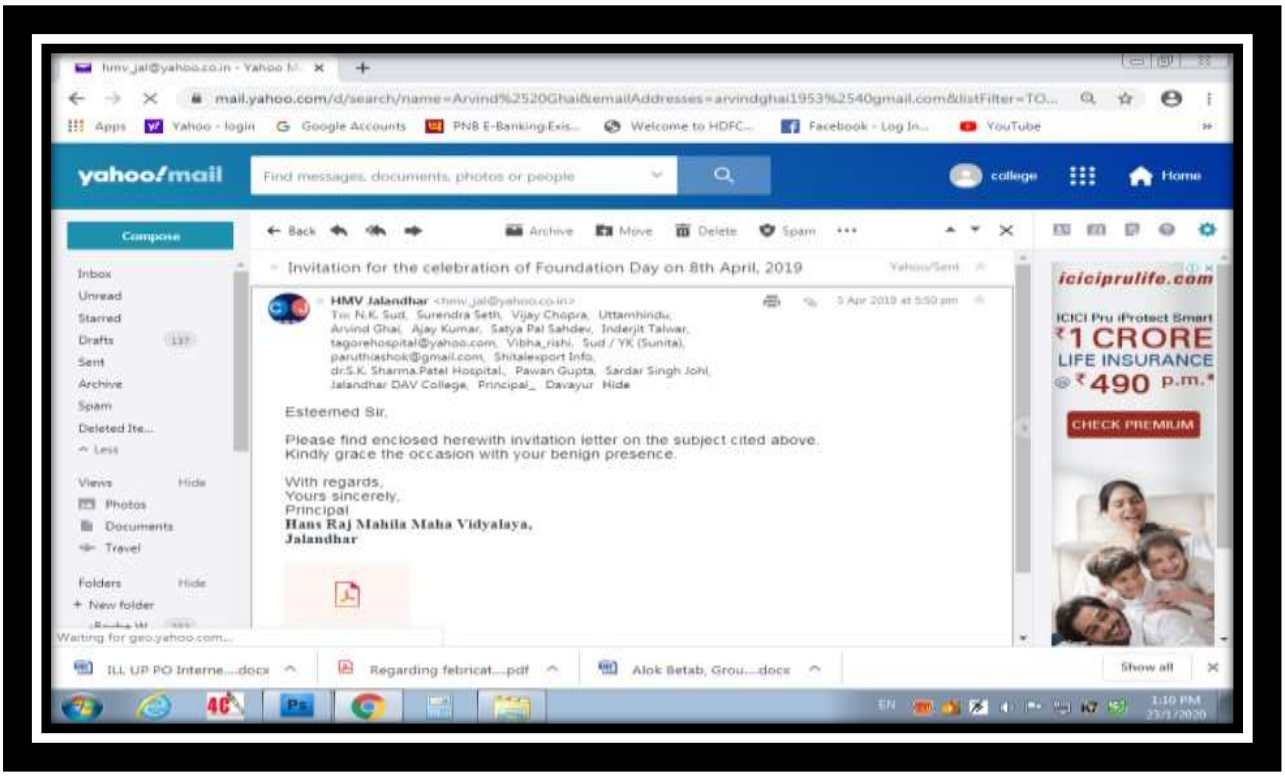
DATED 24-12-2018

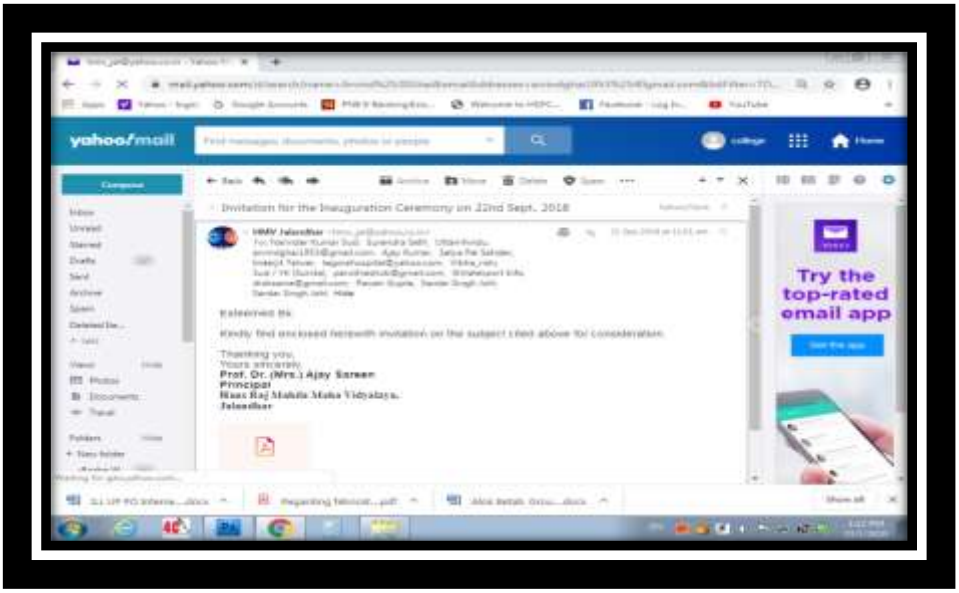


PHASE XVI

FORMAL INVITATION LETTERS TO GUESTS THROUGH E-MAILS

DATED APRIL2019





PHASE XVII

TRAINING OF NON-TEACHING STAFF

DATED 22-04-2019

Workshop on Modern Office Practices for Non-Teaching Staff at HMV

The IQAC Cell DDU Kaushal Kendra of Hans Raj Mahila Maha Vidalayaorganised a one day **Hands-on-Training Workshop** on modern office Practices (MOP) for Non-Teaching staff members of various colleges. The Chief Guest of the occasion was Sh. Arvind Ghai, Secretary, DAVCMC, New Delhi. Principal Prof. Dr. (Mrs.) Ajay Sareen welcomed him and the

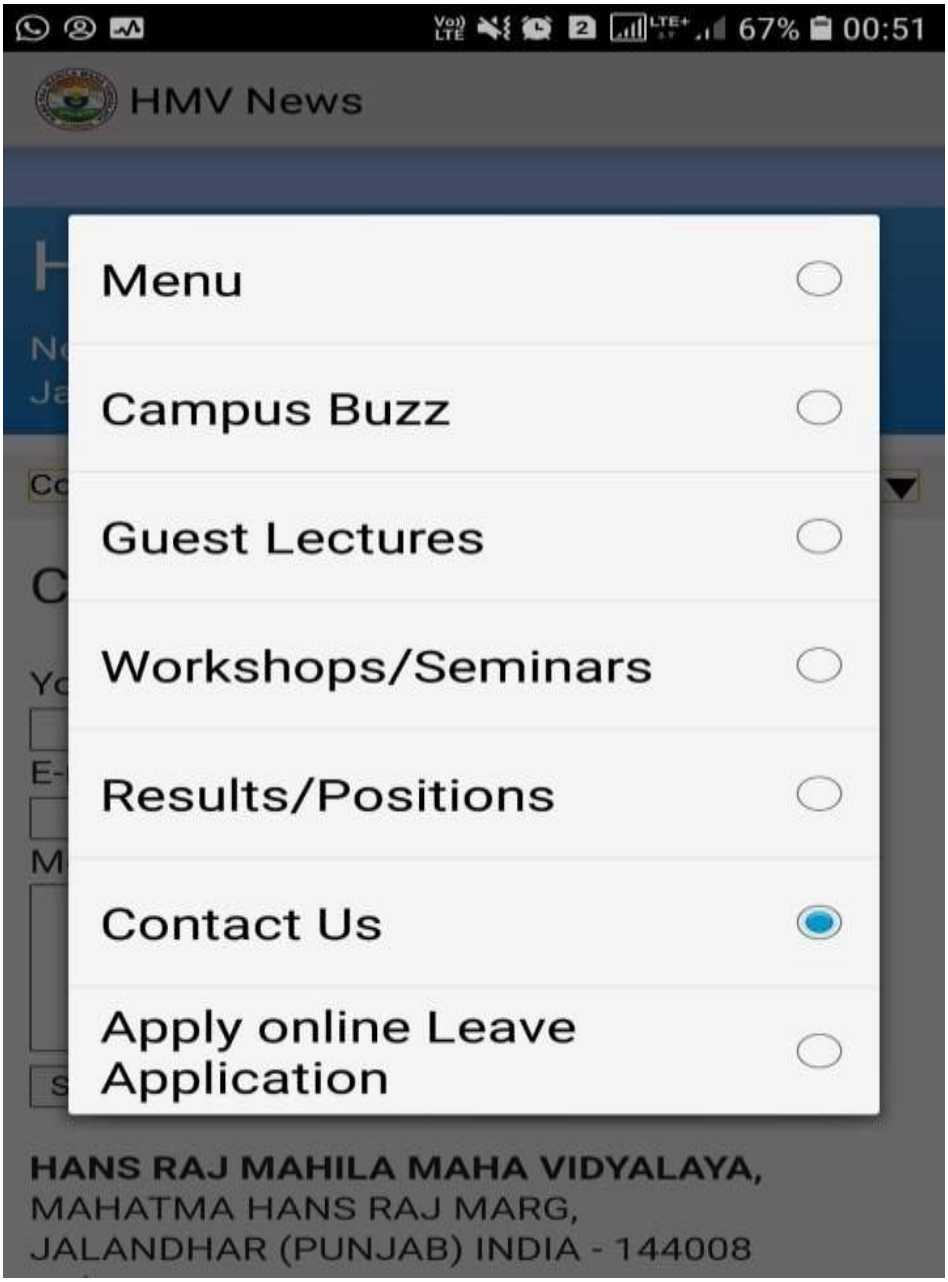
participants. In her welcome address, she said that it is the Ist workshop of its kind. It is the Ist initiative which has been taken by HMV for non-teaching staff members. Coordinator of the workshop & Dean Academics Dr.(Mrs.) Kanwaldeep Kaur gave introduction of the programme and said that in order to be successful we need to sharpen our tools, techniques & skills, teaching & non-teaching, both are important pillars of an institution. **The objective of this programme is to update new skills with IT tools**. The resource person, Ms. Neetu Bhardwaj from 3D Zone told the participants about **Corel Draw, Graphics, Vectors and tools. She gave development session of visiting cards, letter heads, basic brochures etc.** Ms. Sonia Mahendru, Ms. Rani Chandi, Ms. Sakshi told about **MS Office including MS word, MS Excel, PPT & all basic formatting,** Mr. Ashish & Mr. Rishabh Dhir told about **Leave Management System & Mobile Applications.** Total 46, non-teaching members from various colleges participated in the workshop. Certificates were given to all the participants.

Our Institution pioneered in conducting workshop not only for its own non-teaching staff members but also ignited the spark to GO DIGITAL in members of other institutions too.

PHASE XVIII

ONLINE LEAVE MANAGEMENT OF STAFF THROUGH HMV NEWS MOBILE APP

DATED 01-07-2019

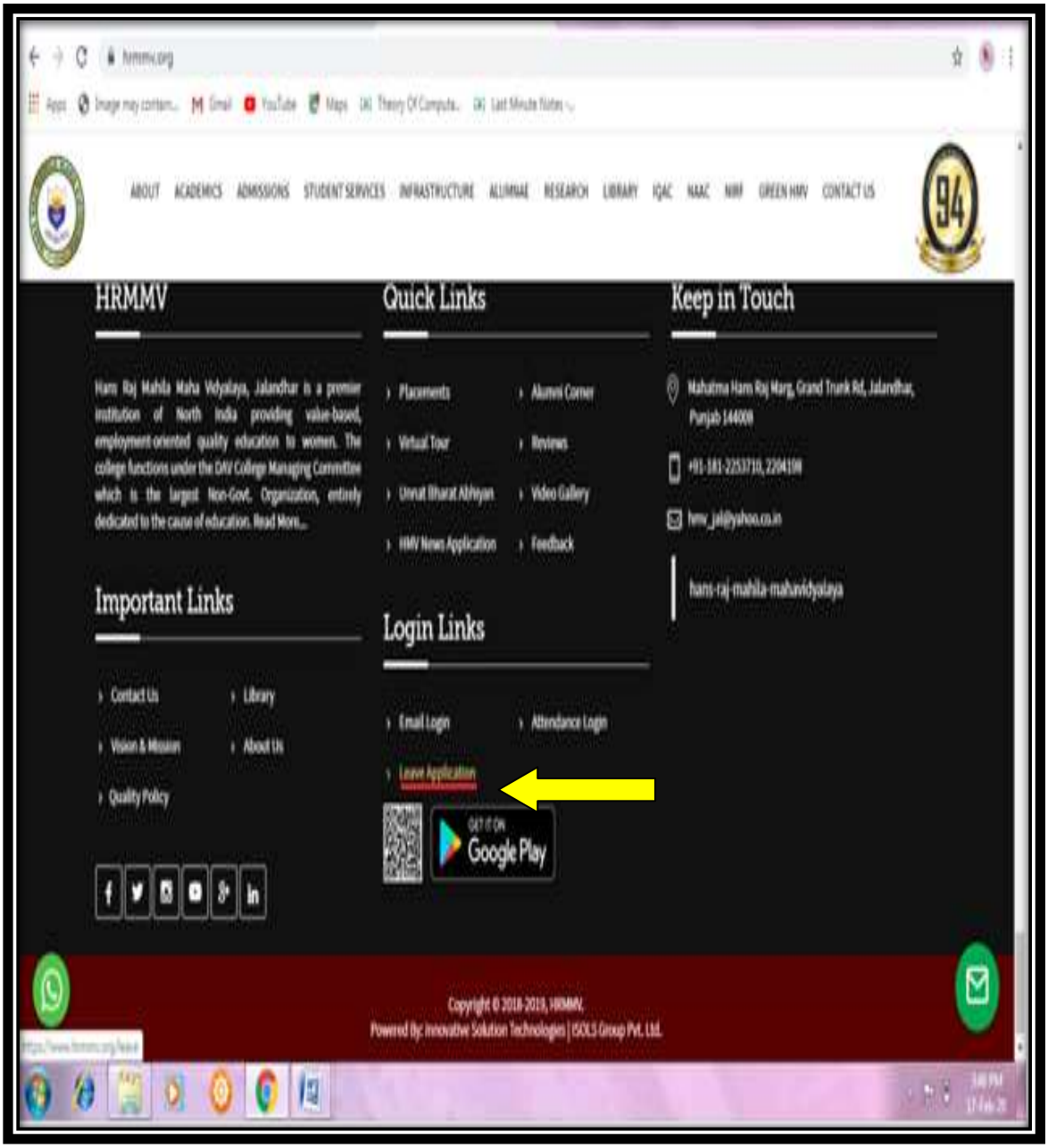


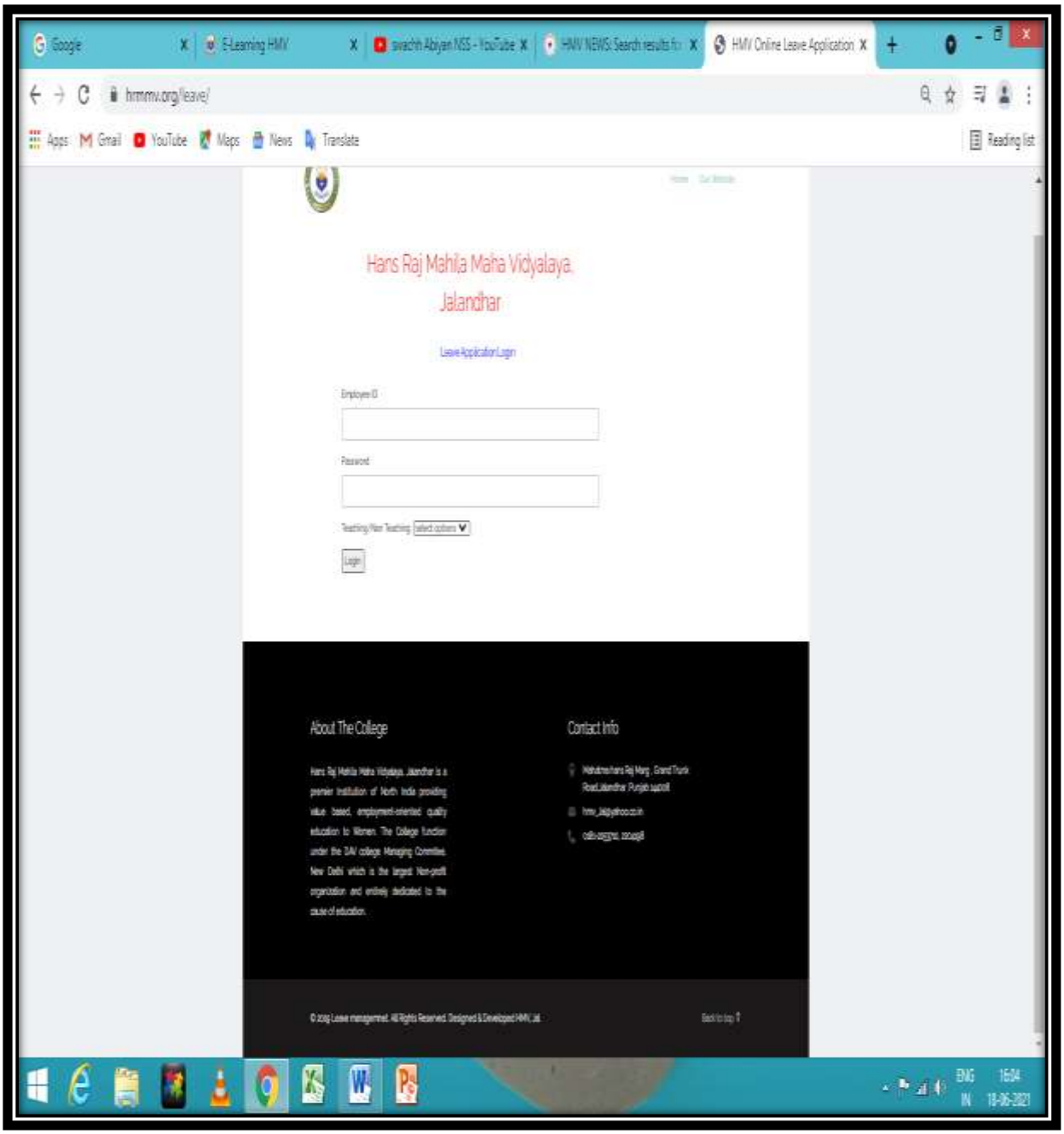
PHASE XIX

JULY 2019

ONLINE LEAVE MANAGEMENT OF STAFF THROUGH HMV WEB PORTAL

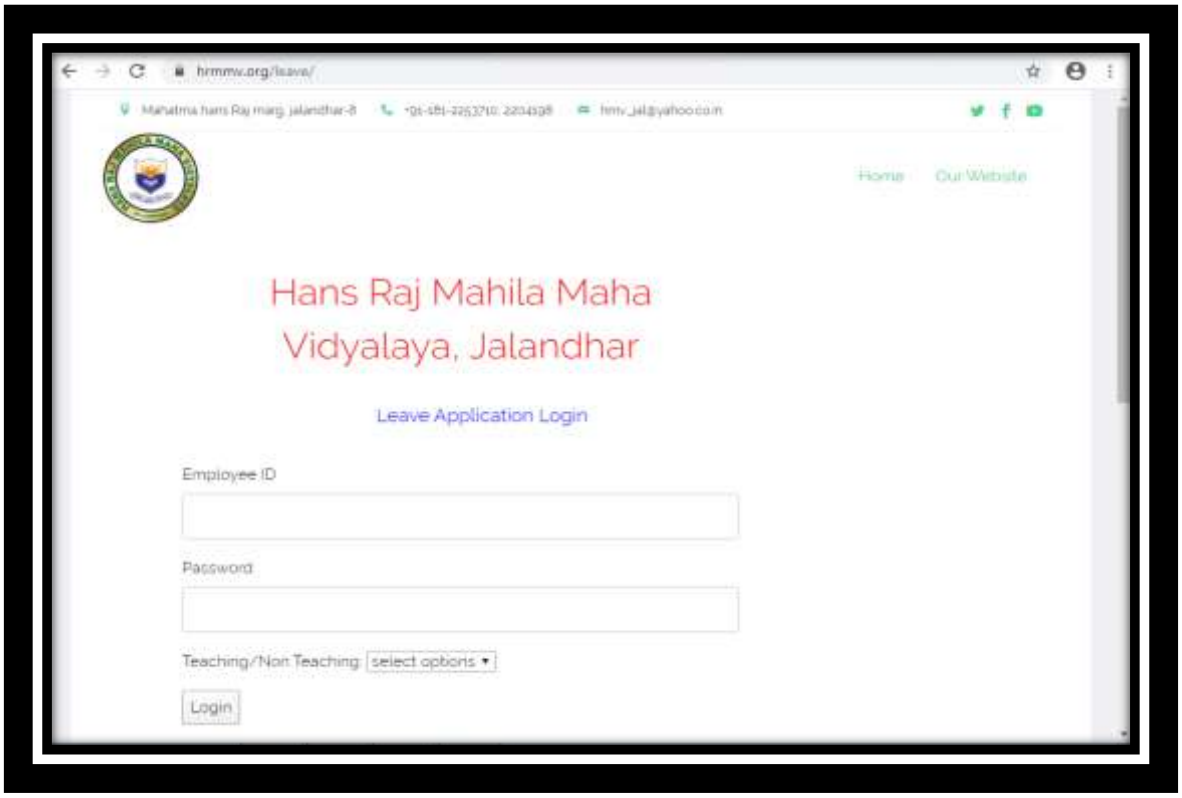
DATED 01-07-2019





e leave portal helped to avoid use of paper for leave purpose, only medical leave andstation leave is now applied on paper, all other forms of leave can be applied online.

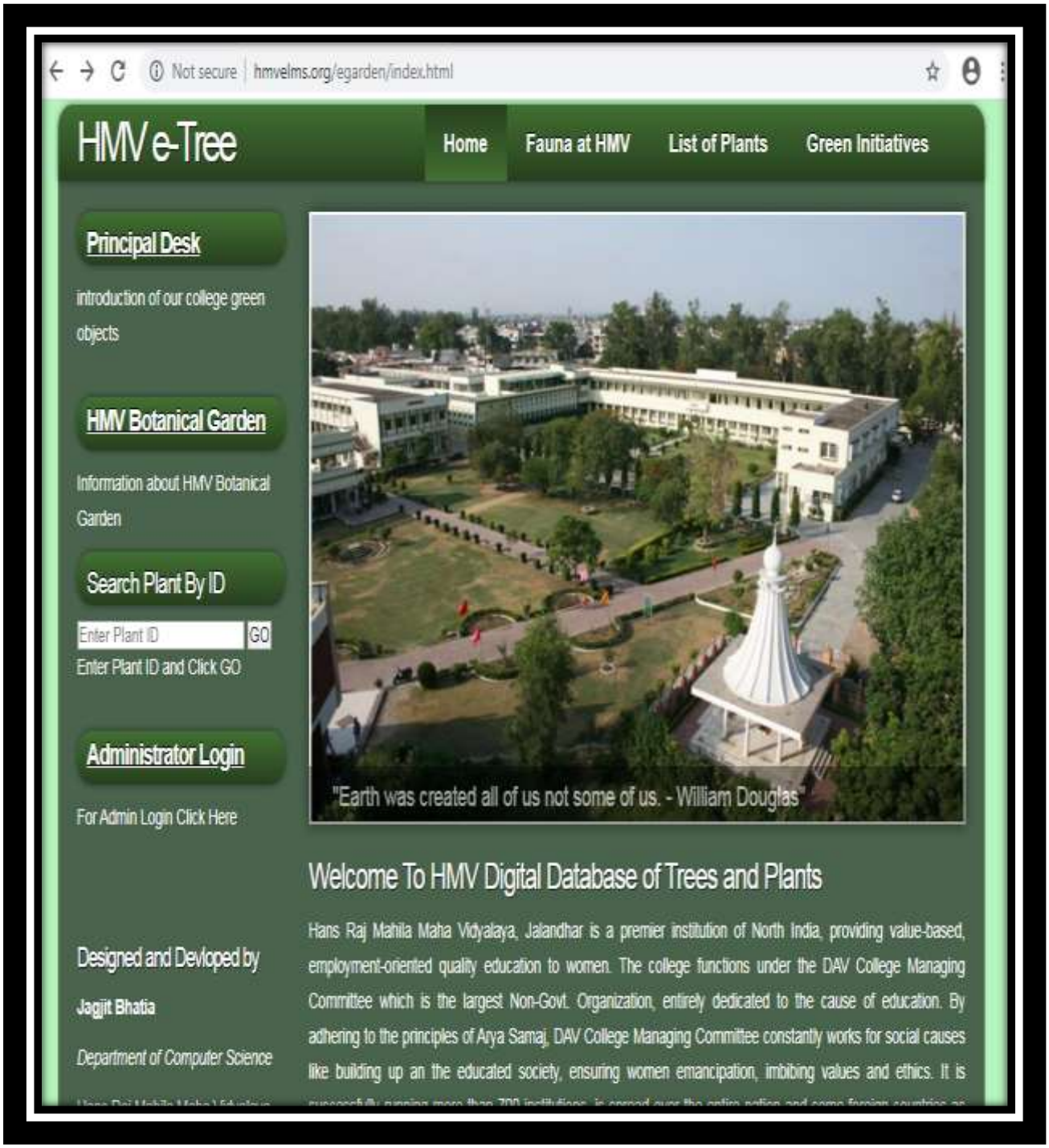
Not secure | hmvnews.blogspot.com
HMV NEWS
News of Hans Raj Mahila Maha Vidyalaya, Jalandhar
Menu
About HMV
Arya Samaj & DAV Gaan
Our Management
From Principal's Desk
Departments
Clubs & Societies
Courses Offered/Eligibility
Fee Structure
Faculty 2019-20
Academic Calender (2019-20
Campus
About Hostels
Sports
Beyond curriculum
General Information and Guidelines
Campus buzz
Workshops/Seminars
Results/Positions
Guest Lectures
Videos
Contact Us
Source of Motivation
Hostel Prospectus 2019-20
Apply online Leave Application
Saturday, 18 January 2020
HMV won several prizes in Colors 2020
Test
Contact Form
Name


hrmmv.org/leave/
Home
Our Website
Hans Raj Mahila Maha Vidyalaya, Jalandhar
Leave Application Login
Employee ID
Password
Teaching/Non Teaching
select options
Login

PHASE XX

HMV E-TREE FOR MAINTAINING TREE LOG BOOK

DATED JULY 2019

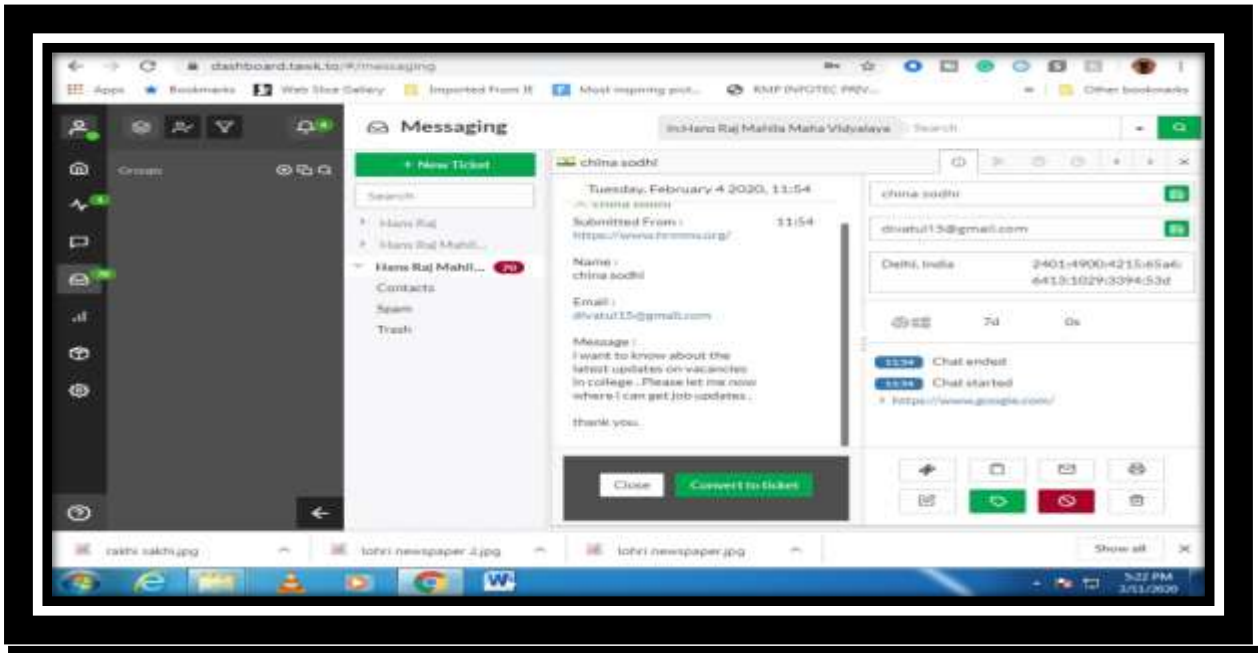


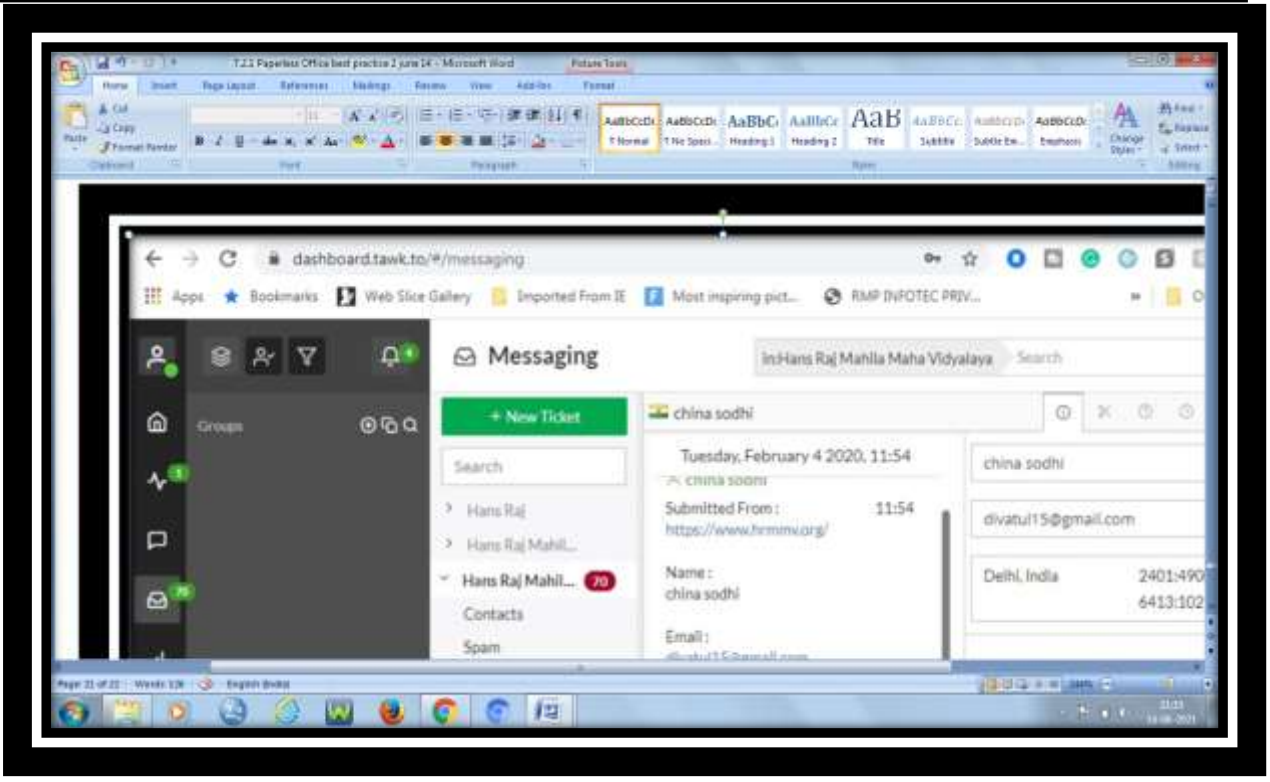
http://www.hmvelms.org/egarden/index.html

PHASE XXI

LIVE WEBSITE FOR ACCEPTING QUERIES

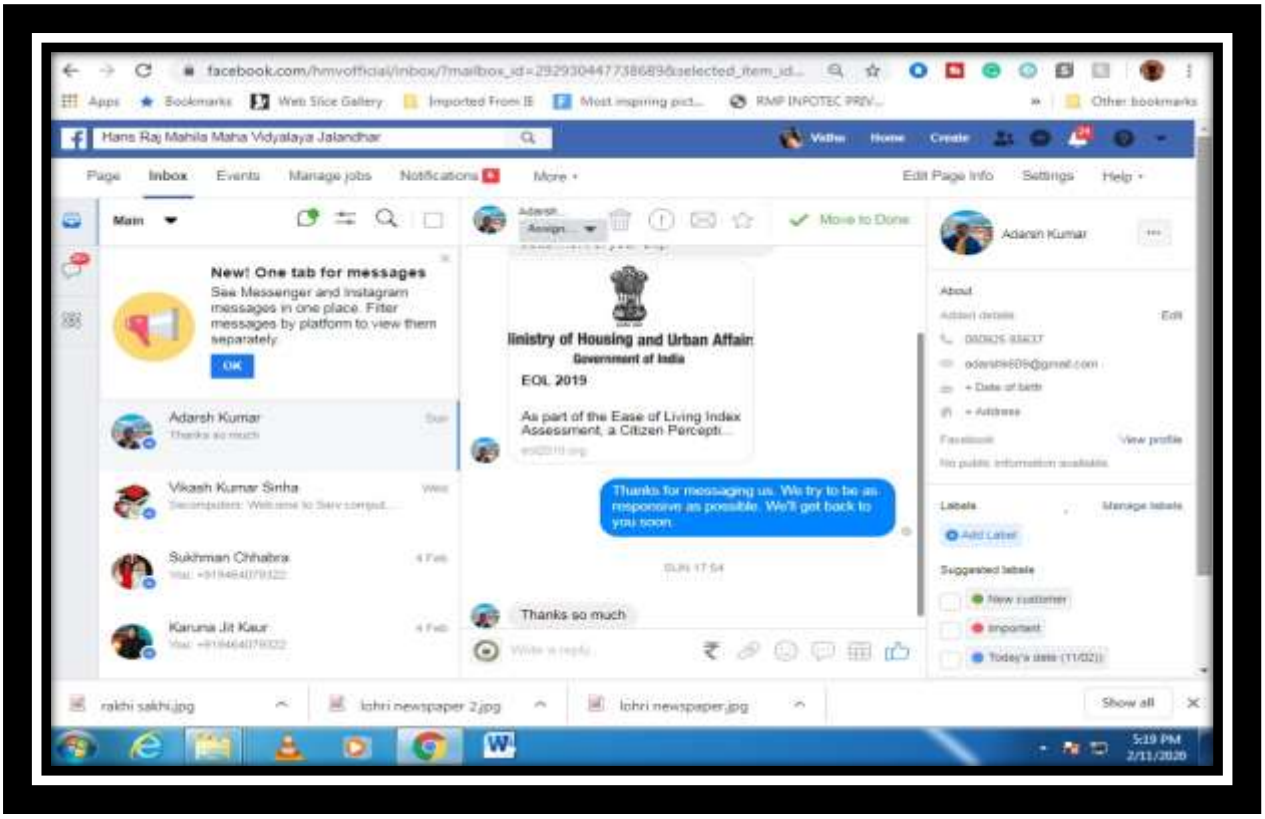
DATED AUGUST 2019

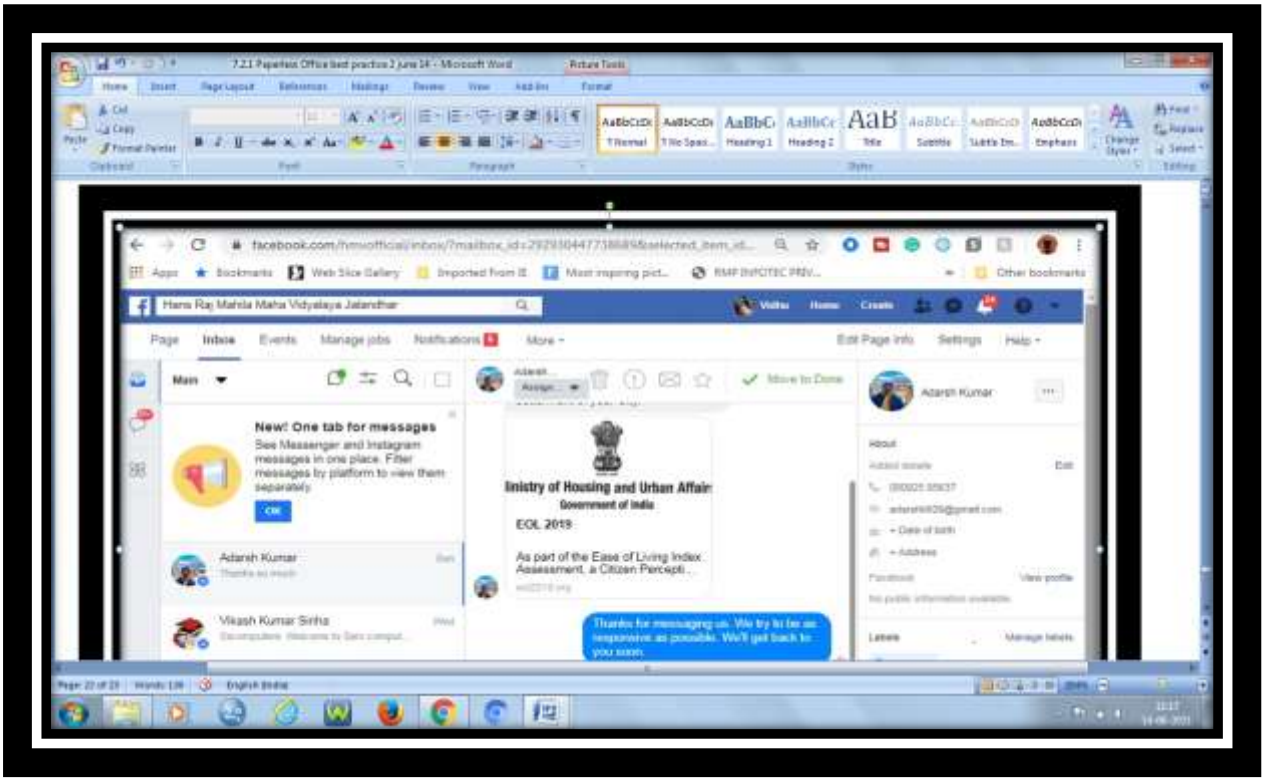




We have a live website that accepts queries and responds to them in lesser time and without using PAPER.

ACCEPTING QUERIES FROM FACEBOOK

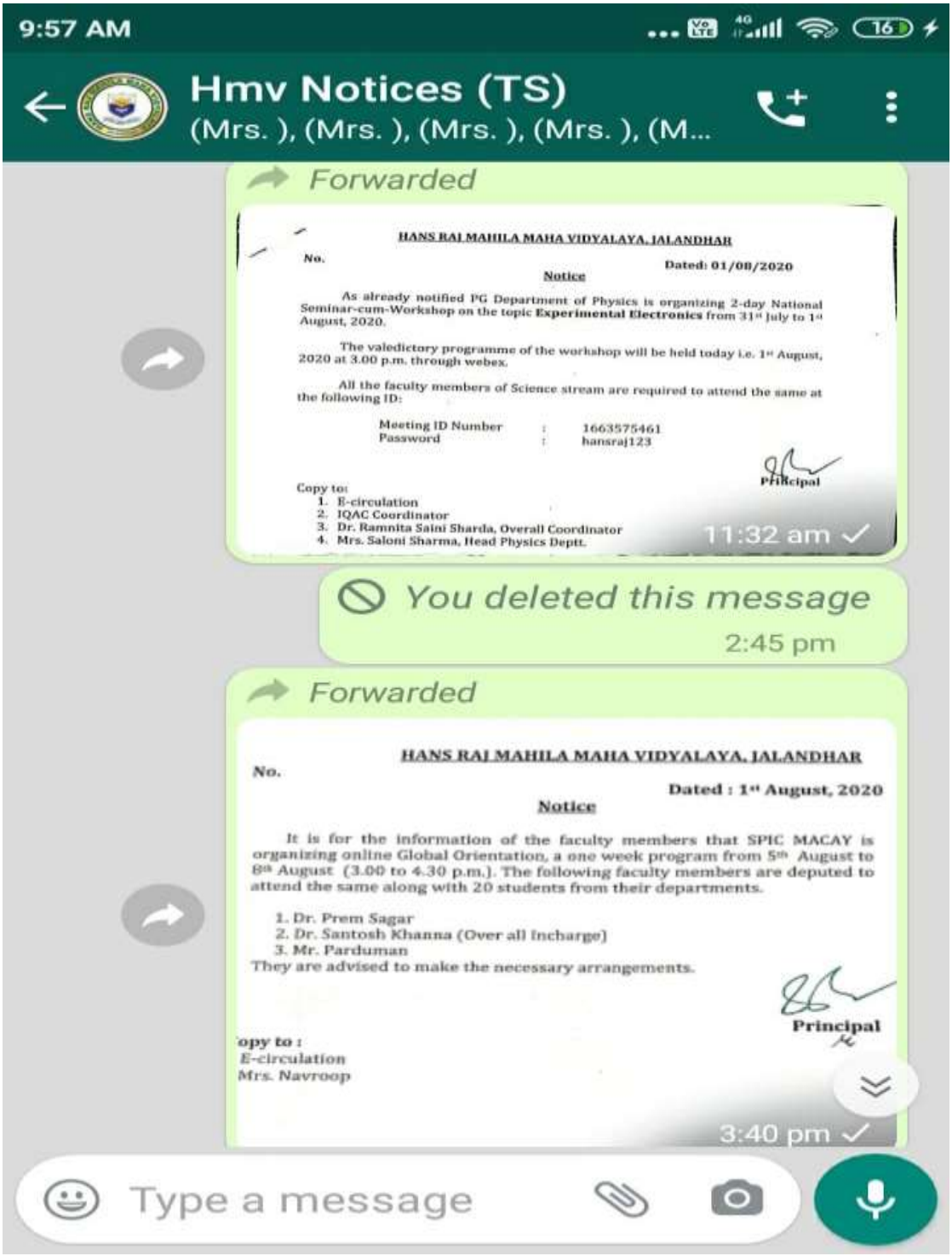




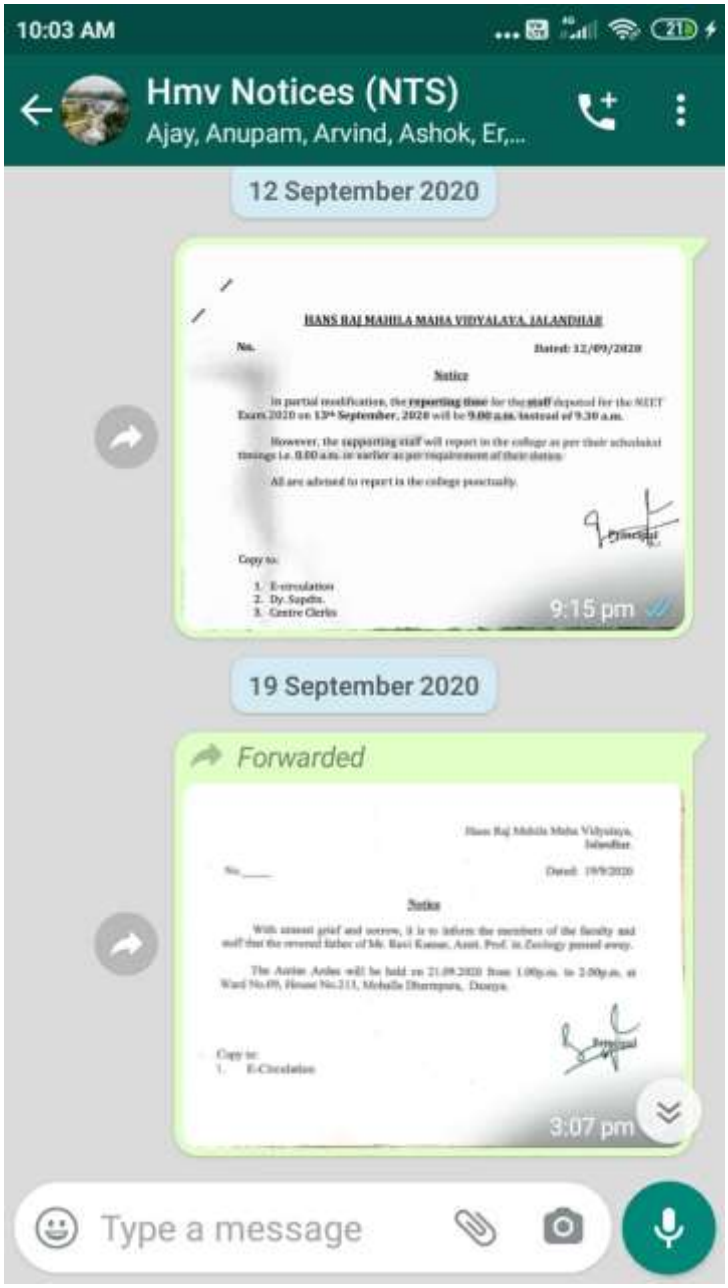
Implementation of Phase I to Phase XXI paperless initiatives continued in 2020-21 …….An insight

SENDING NOTICES THROUGH WHATS APP FOR TEACHING STAFF

2020-21

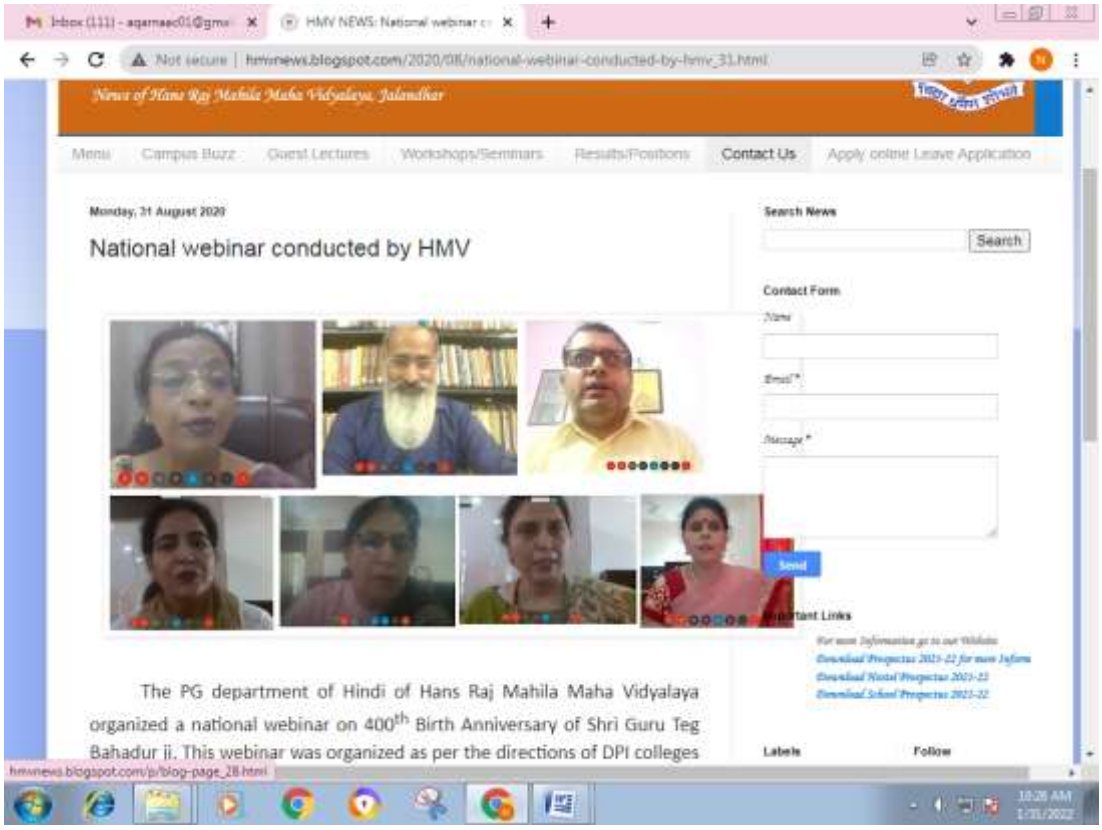


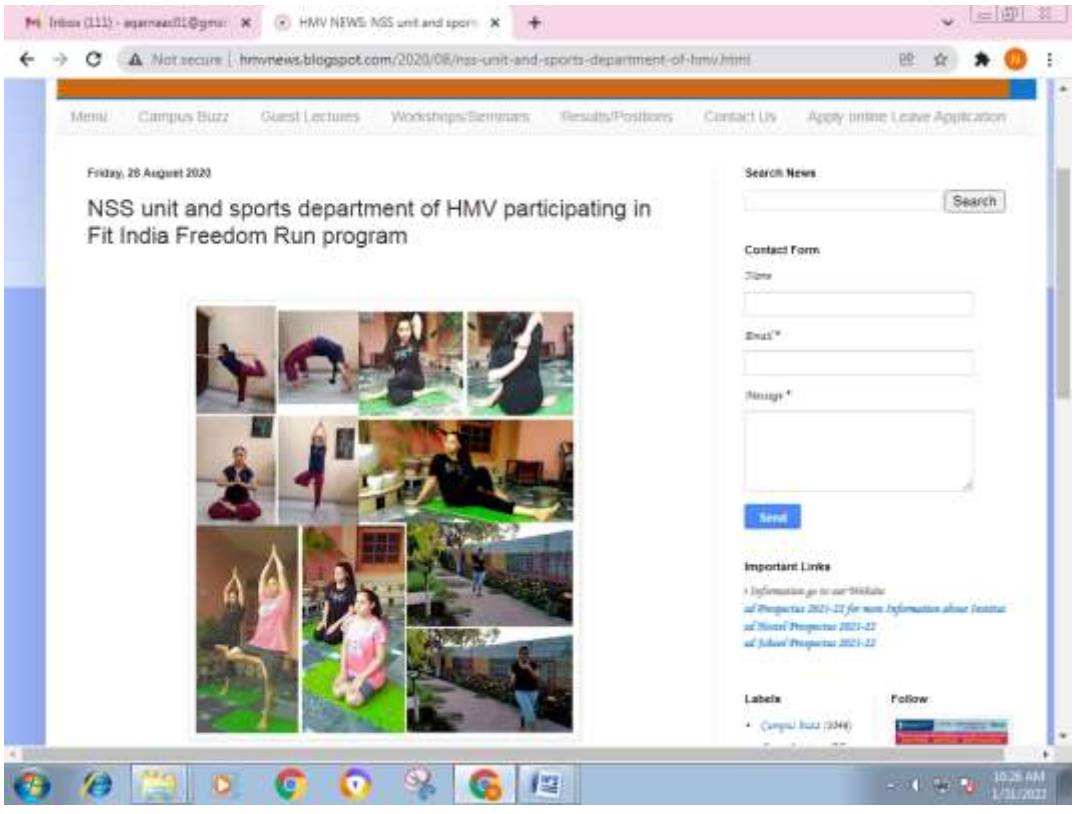
SENDING NOTICES THROUGH WHATS APP FOR NON-TEACHING OFFICE STAFF



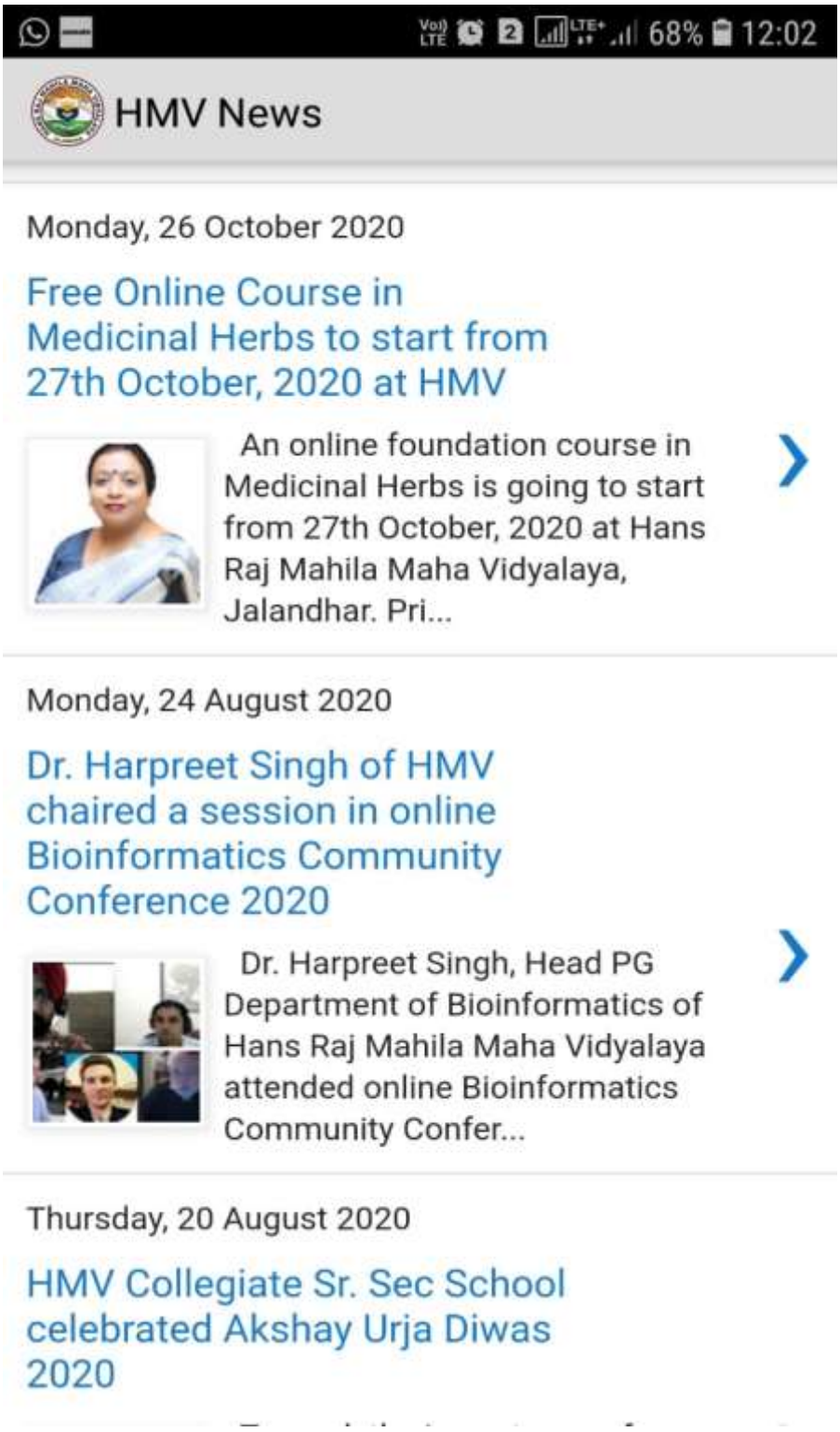
SENDING NOTICES THROUGH WHATS APP FOR NON-TEACHING STAFF

HMV NEWS BLOGSPOT





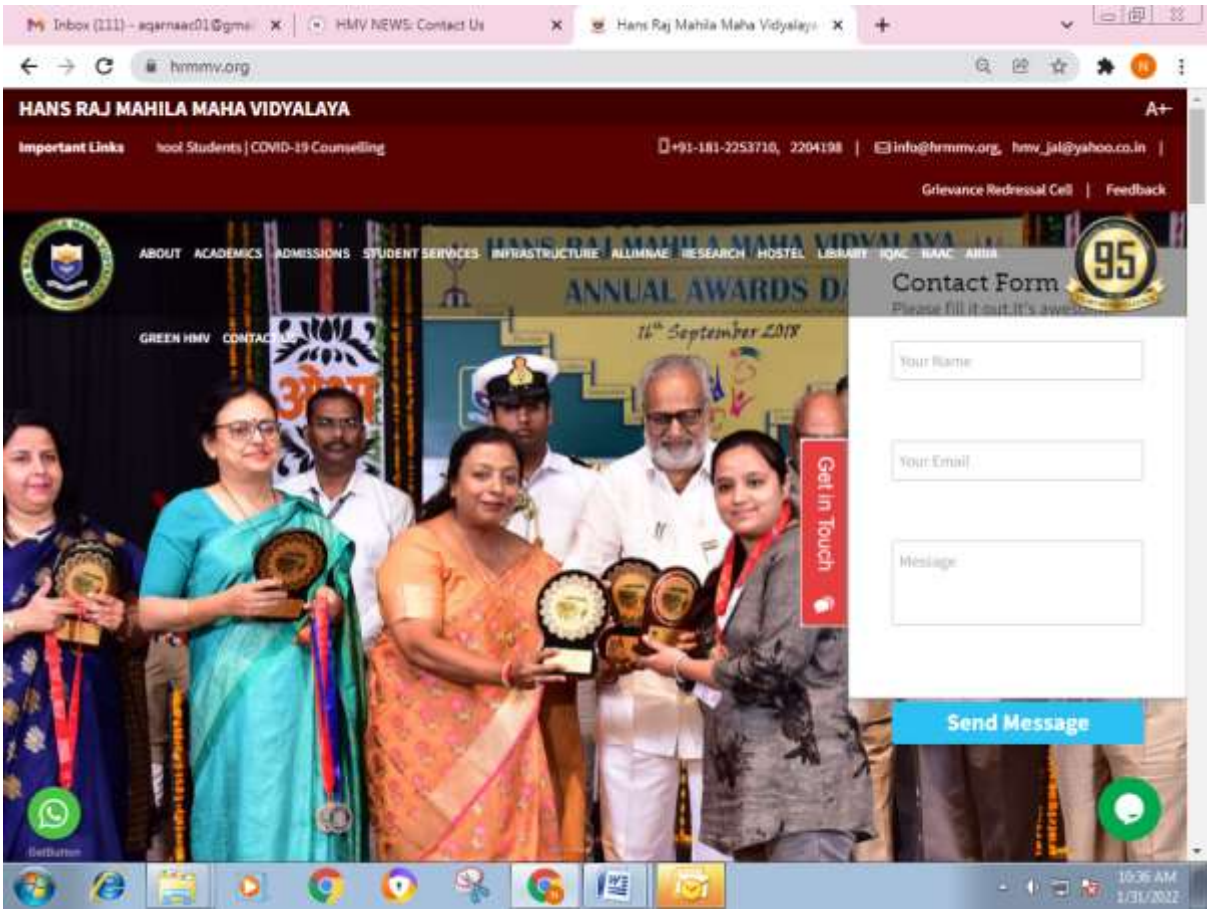
HMV NEWS MOBILE APP

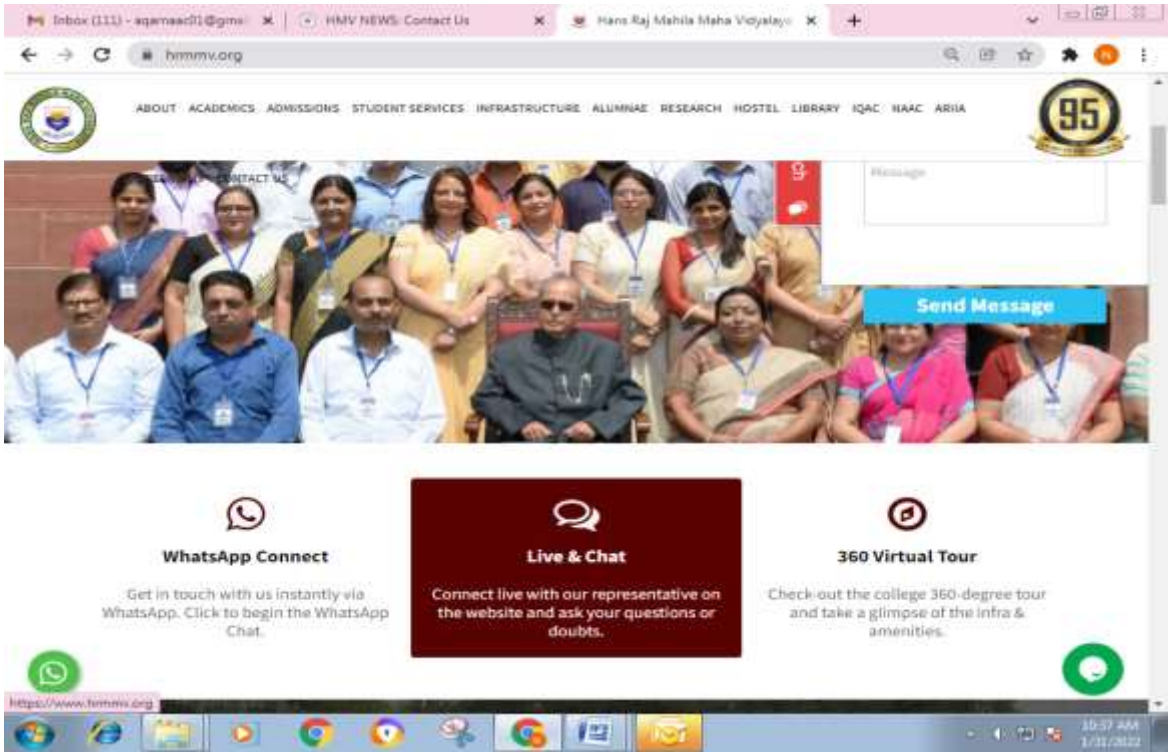


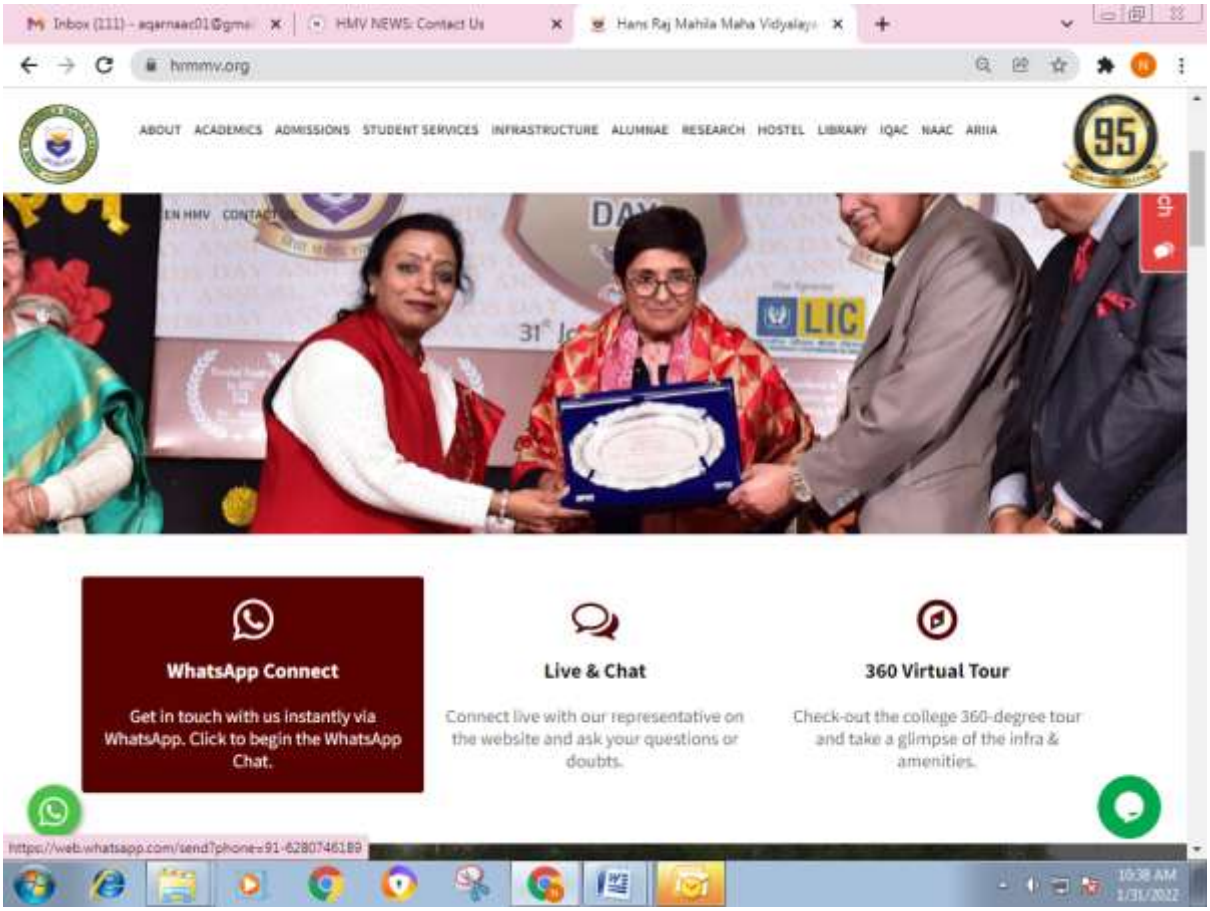
ACCEPTING QUERIES VIA HMV NEWS BLOGSPOT

Accepting queries via HMV NEWS MOBILE APP

ACCEPTING QUERIES VIA HMV WEBSITE






Inbox (111) - aqarnaac01@gmail
HMV NEWS: Contact Us
Hans Raj Mahila Maha Vidyalaya
hrmmv.org
ABOUT ACADEMICS ADMISSIONS STUDENT SERVICES INFRASTRUCTURE ALUMNAE RESEARCH HOSTEL LIBRARY IQAC NAAC ARIIA
95
LIC
WhatsApp Connect
Get in touch with us instantly via WhatsApp. Click to begin the WhatsApp Chat.
Live & Chat
Connect live with our representative on the website and ask your questions or doubts.
360 Virtual Tour
Check-out the college 360-degree tour and take a glimpse of the infra & amenities.
https://web.whatsapp.com/send?phone=91-6280746189
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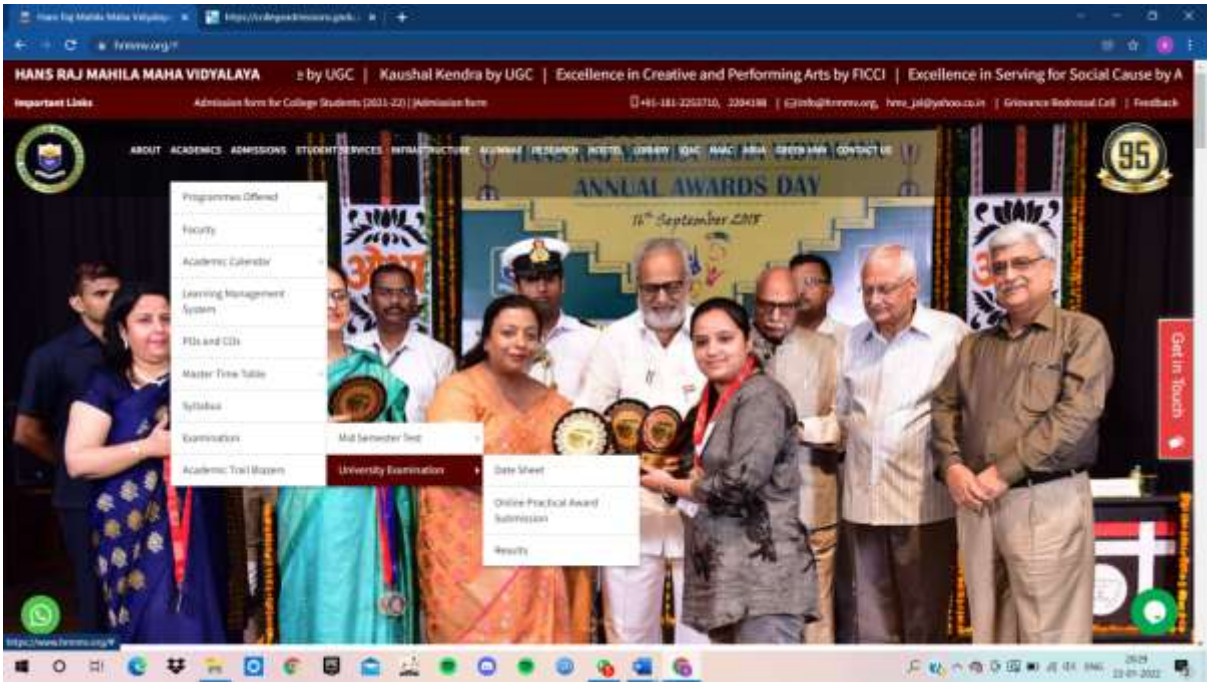
1/31/2022

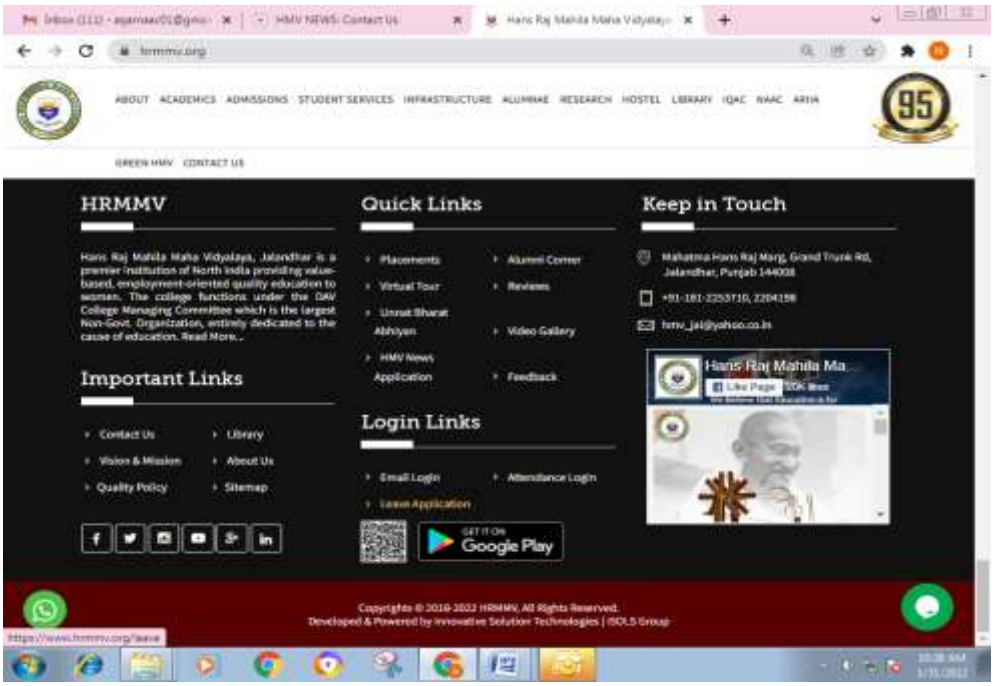
ONLINE DATESHEET

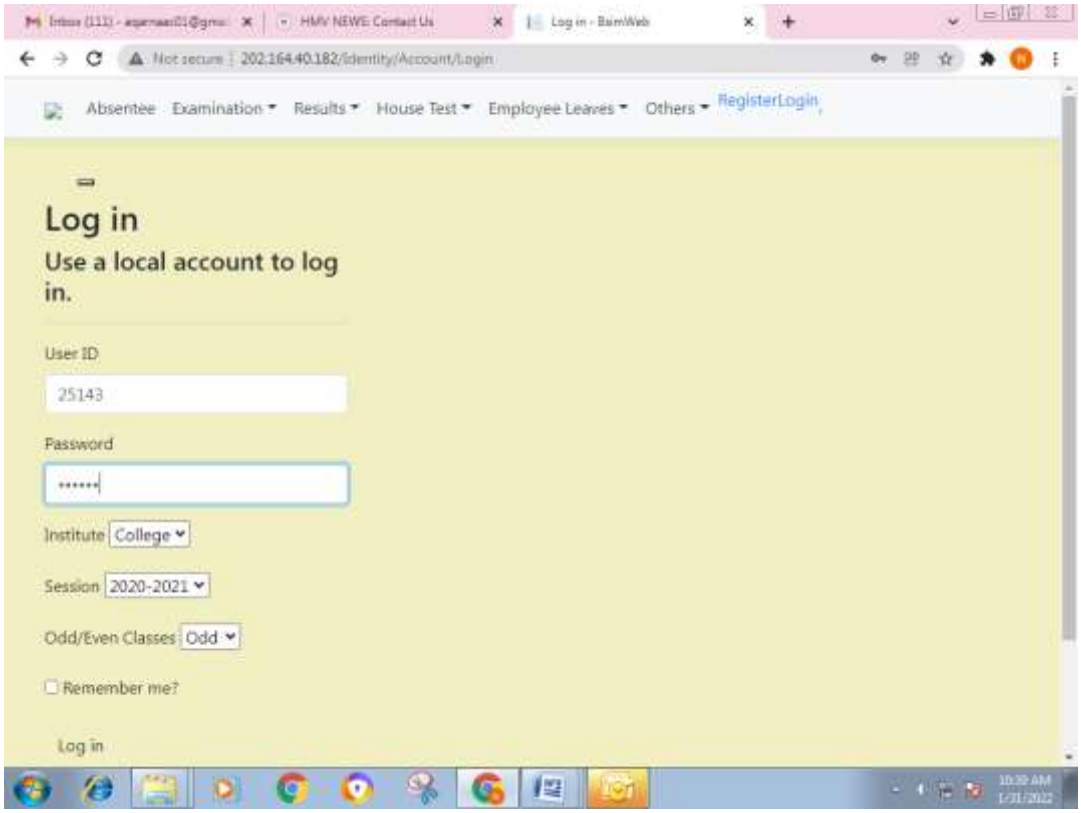


https://www.hrmmv.org/#

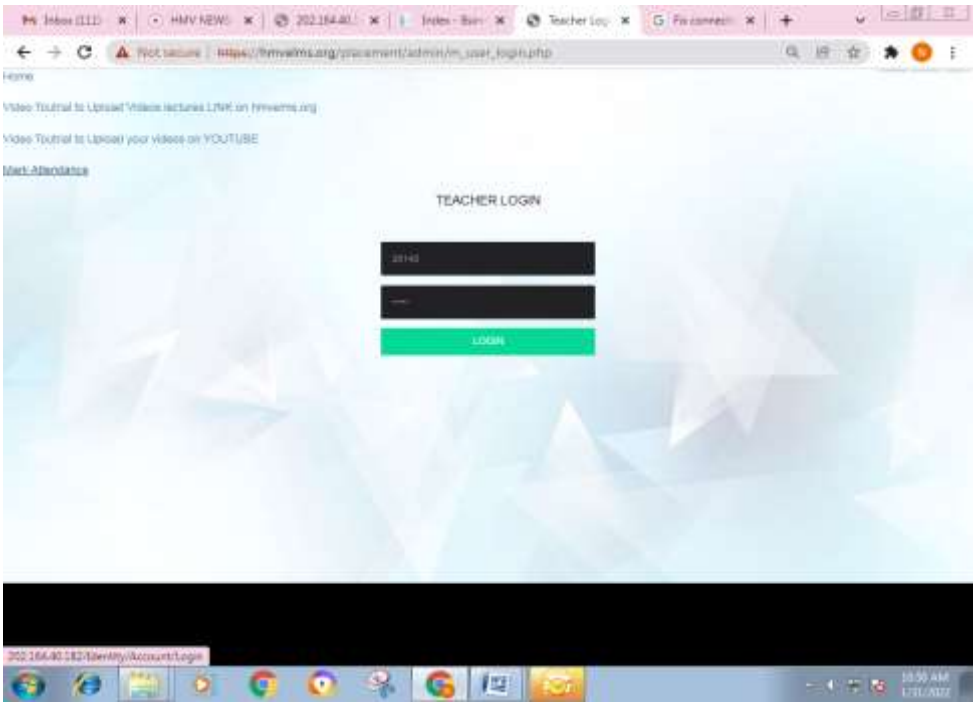
https://collegeadmissions.gndu.ac.in/studentarea/ViewDateSheet.aspx

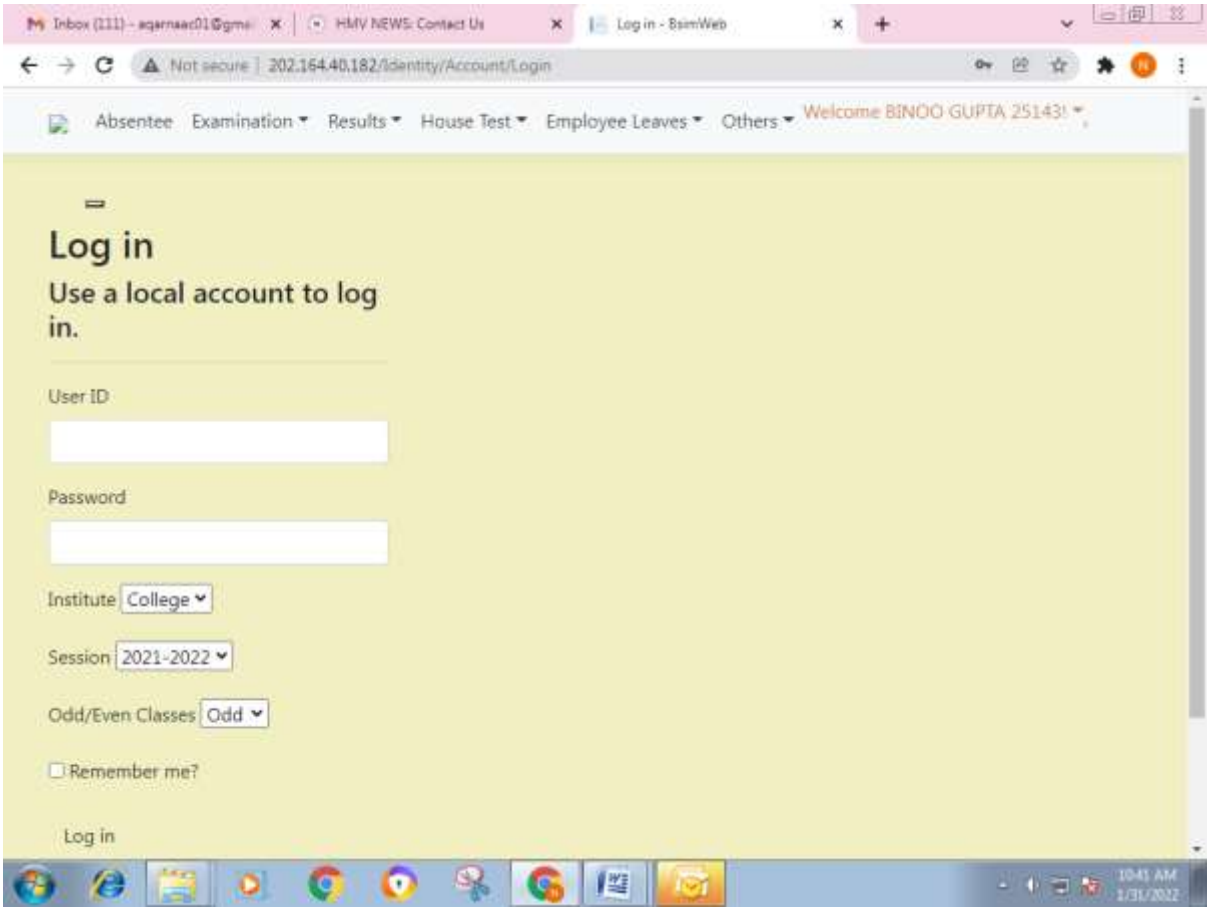
ONLINE ATTENDANCE RECORD OF STUDENTS THROUGH HMV WEBSITE





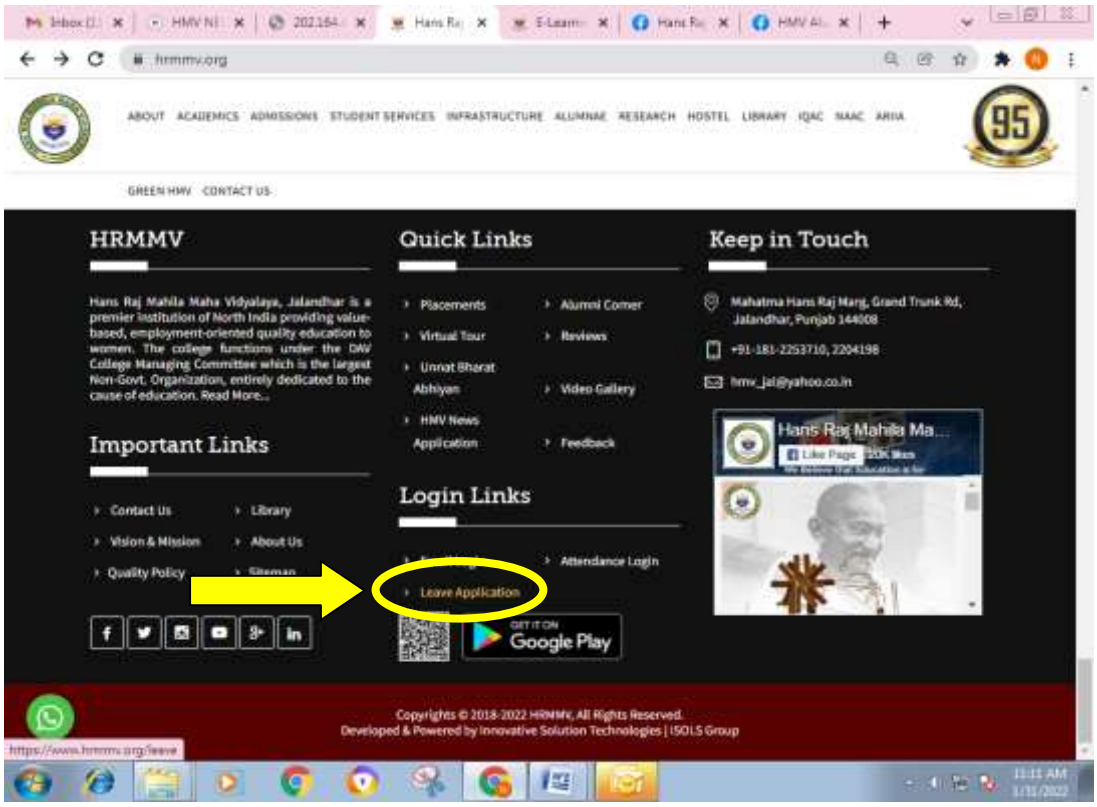
ONLINE ATTENDANCE RECORD OF STUDENTS THROUGH HMVELMS

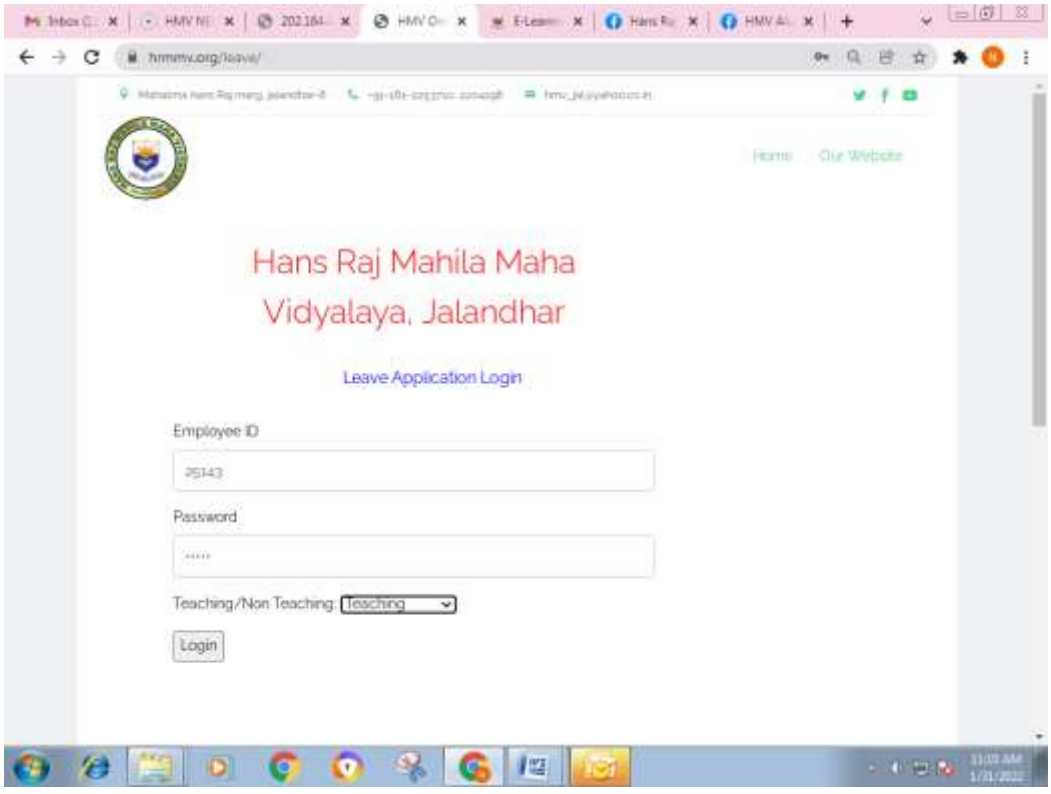




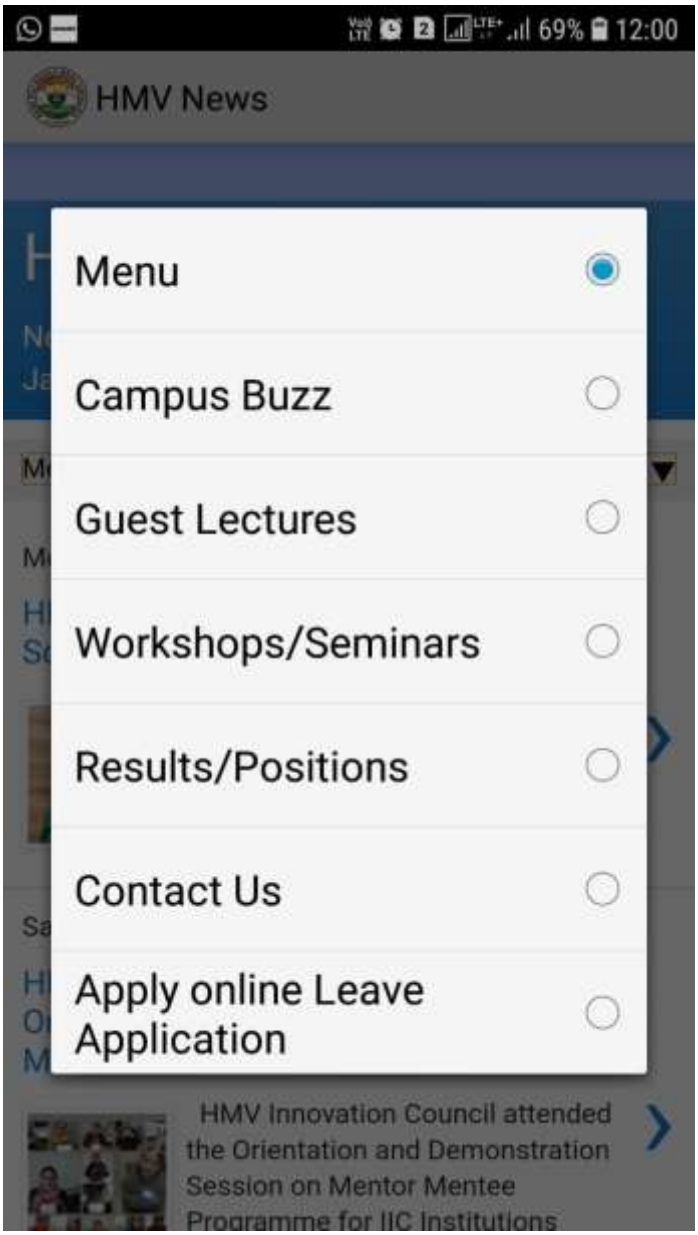
https://hmvelms.org

ONLINE LEAVE MANAGEMENT OF STAFF THROUGH HMV WEB PORTAL

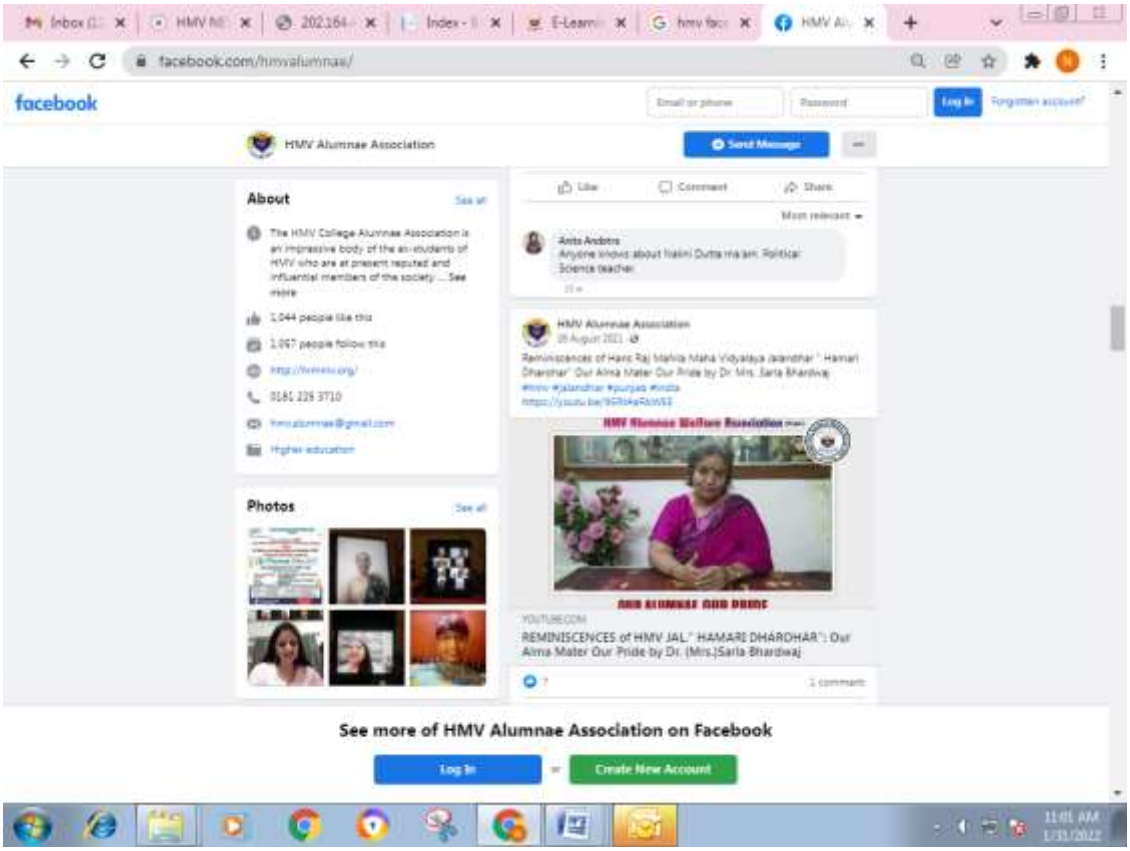


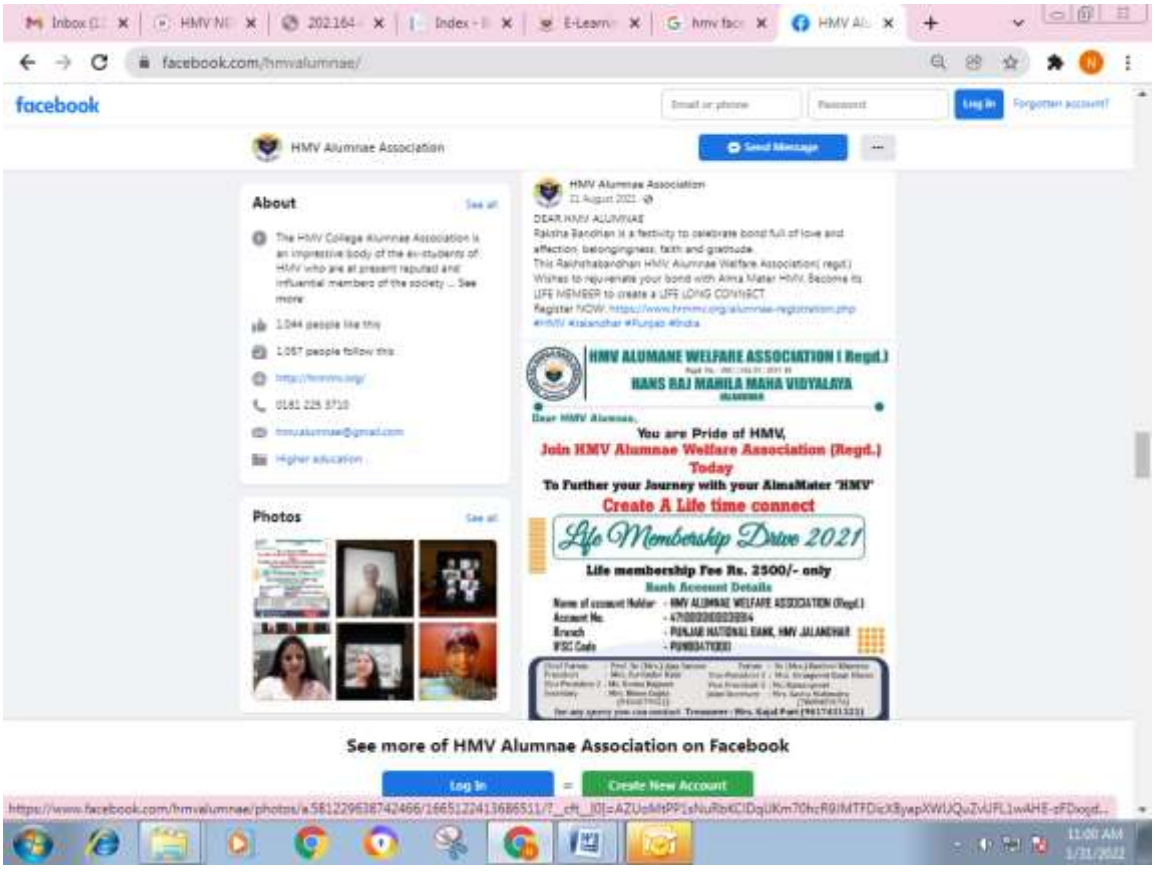


ONLINE ABSENTEE FILING OF STUDENTS THROUGH MOBILE PHONE VIA HMV NEWS APP



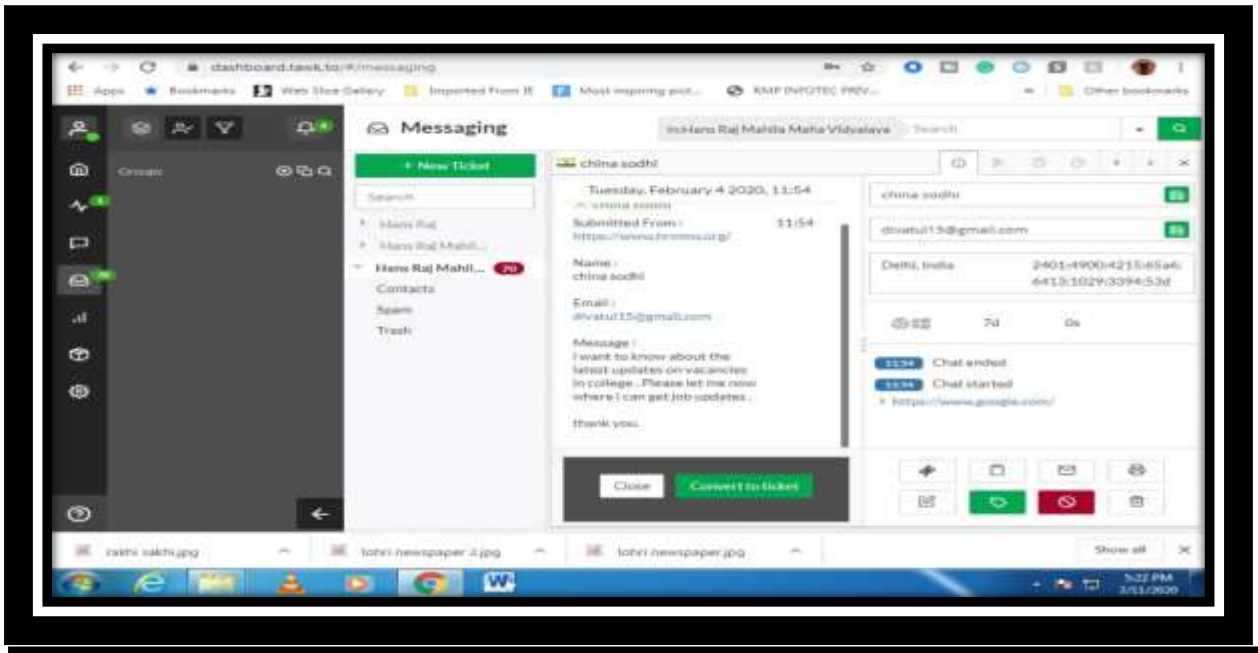
ALUMNAE ASSOCIATION FACEBOOK

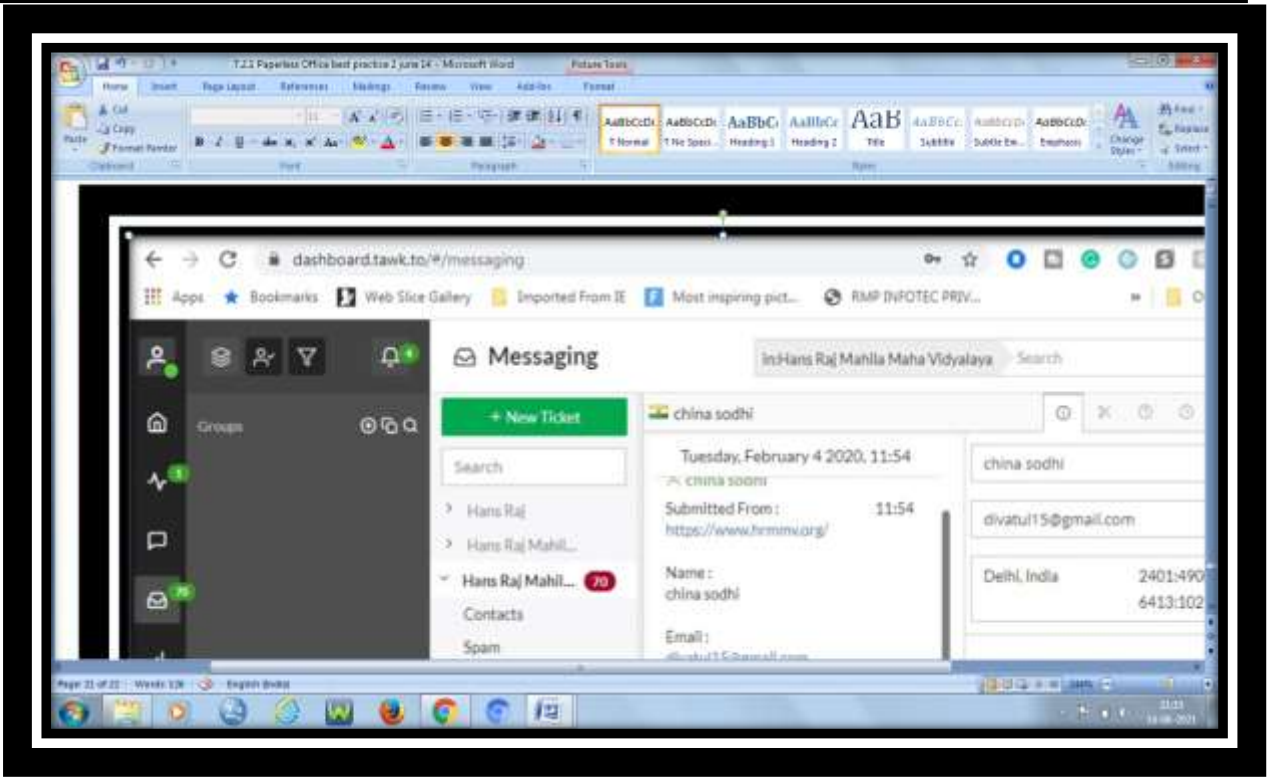




LIVE WEBSITE FOR ACCEPTING QUERIES

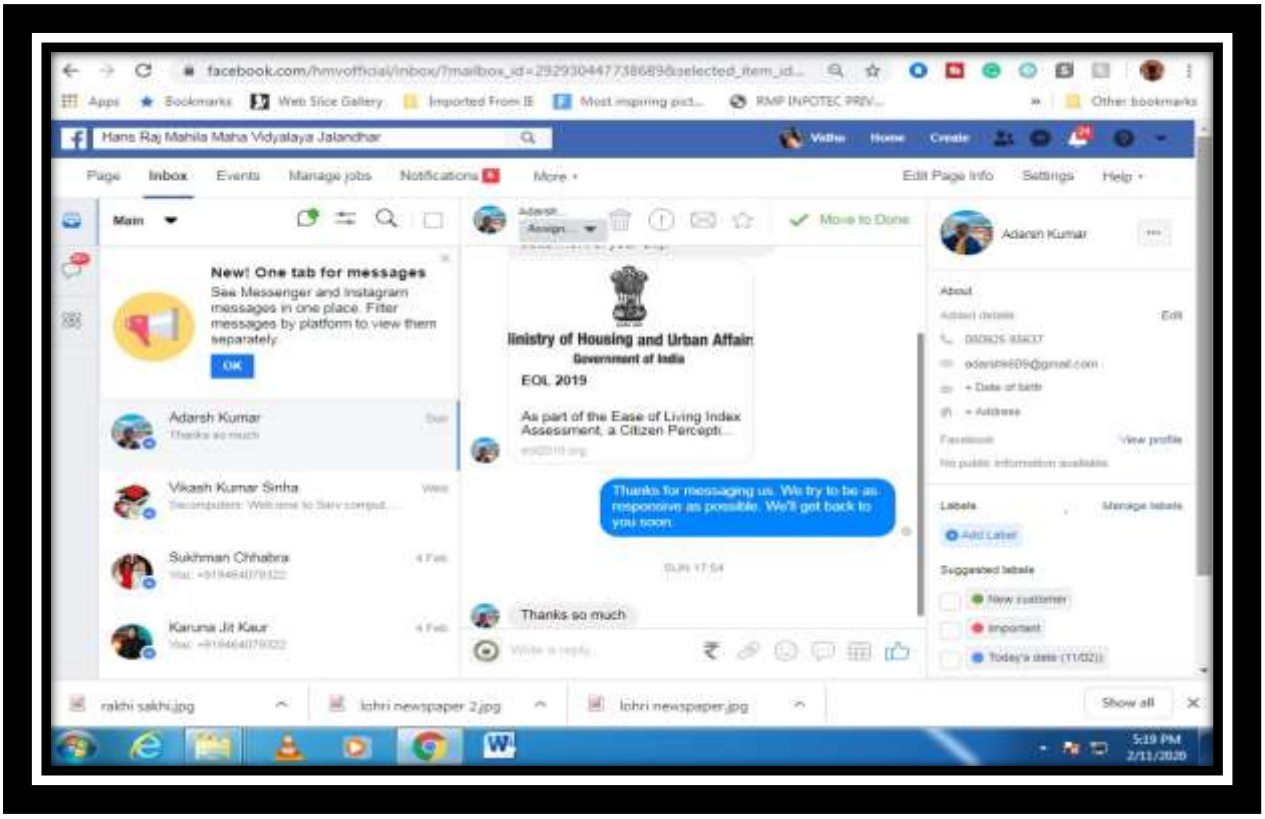
DATED AUGUST 2019

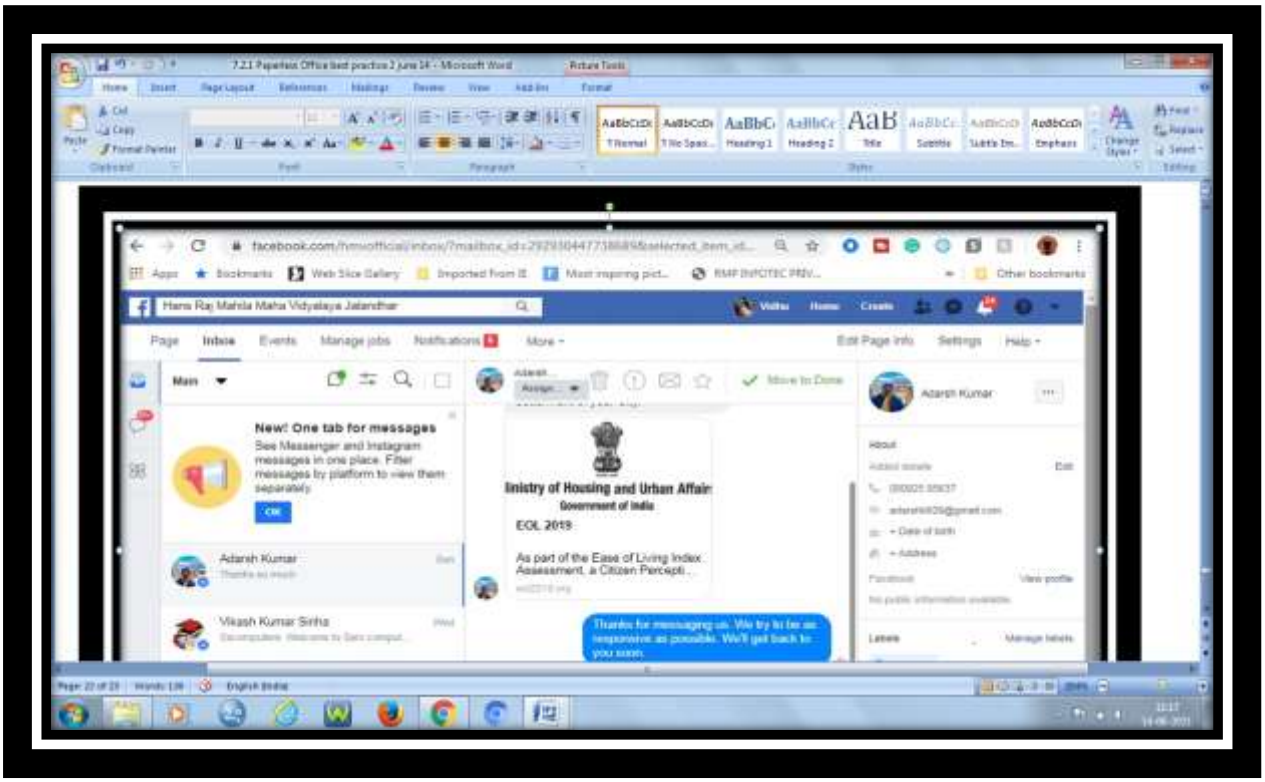




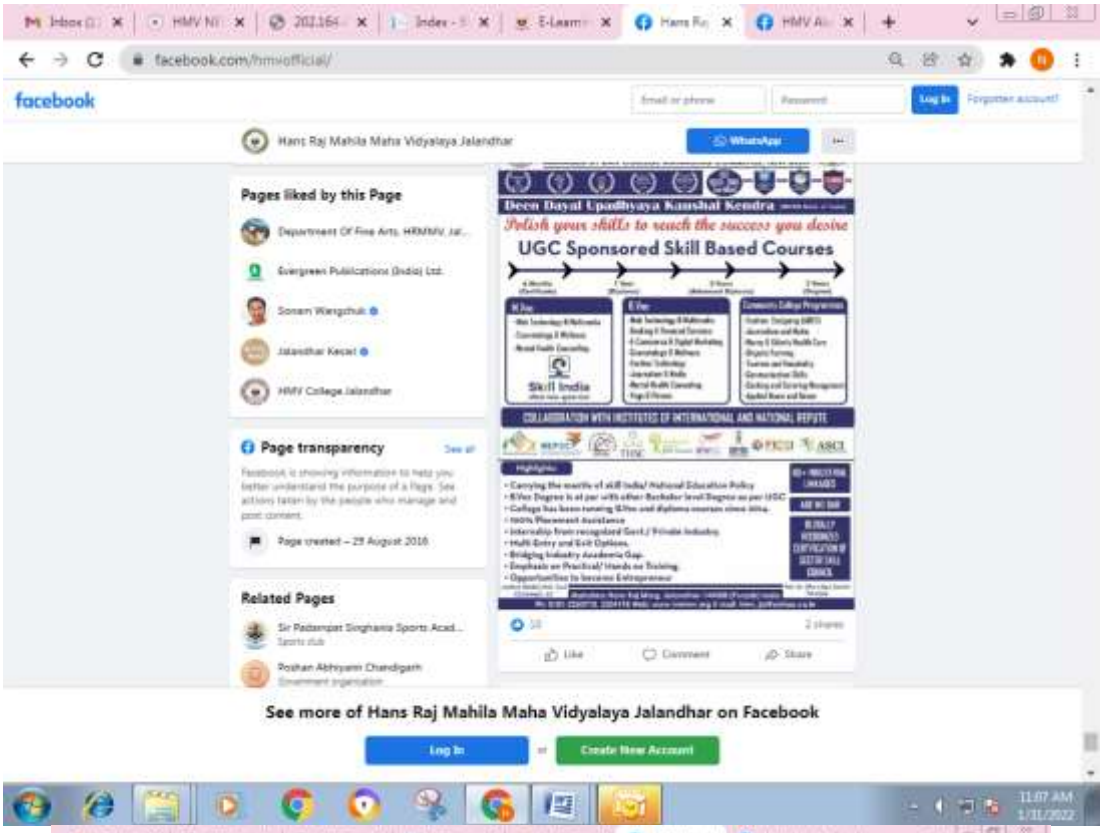
We have a live website that accepts queries and responds to them in lesser time and without using PAPER.

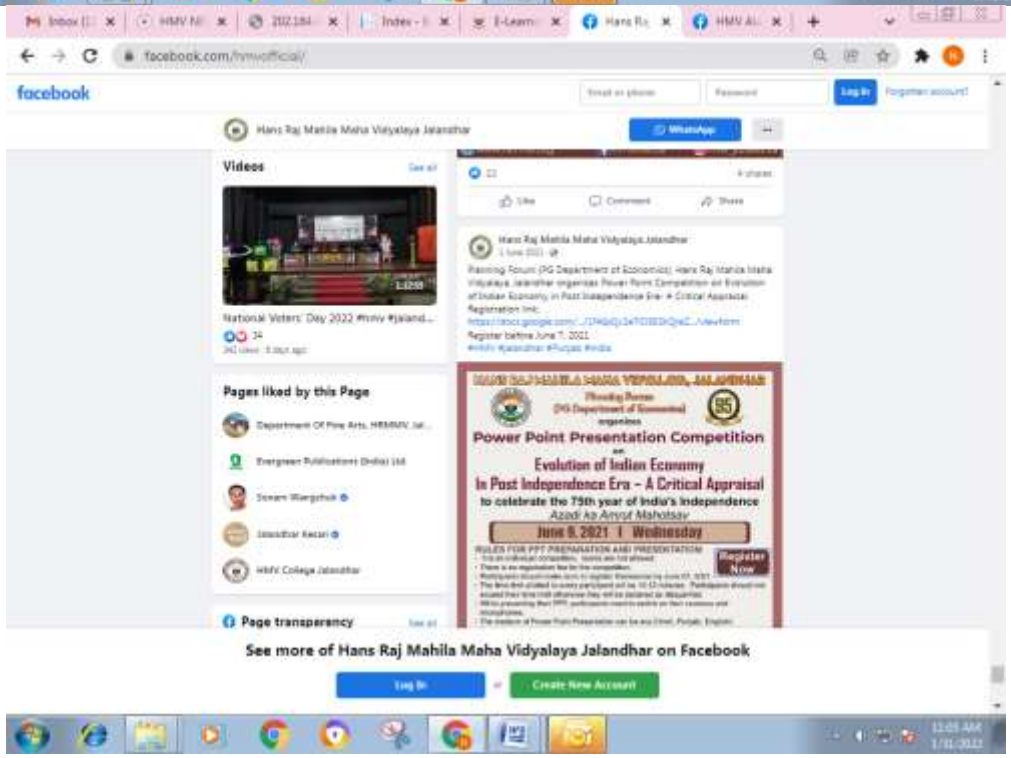
ACCEPTING QUERIES FROM FACEBOOK





HMV FACEBOOK(e-advertising of courses & events)





LESSON PLANS

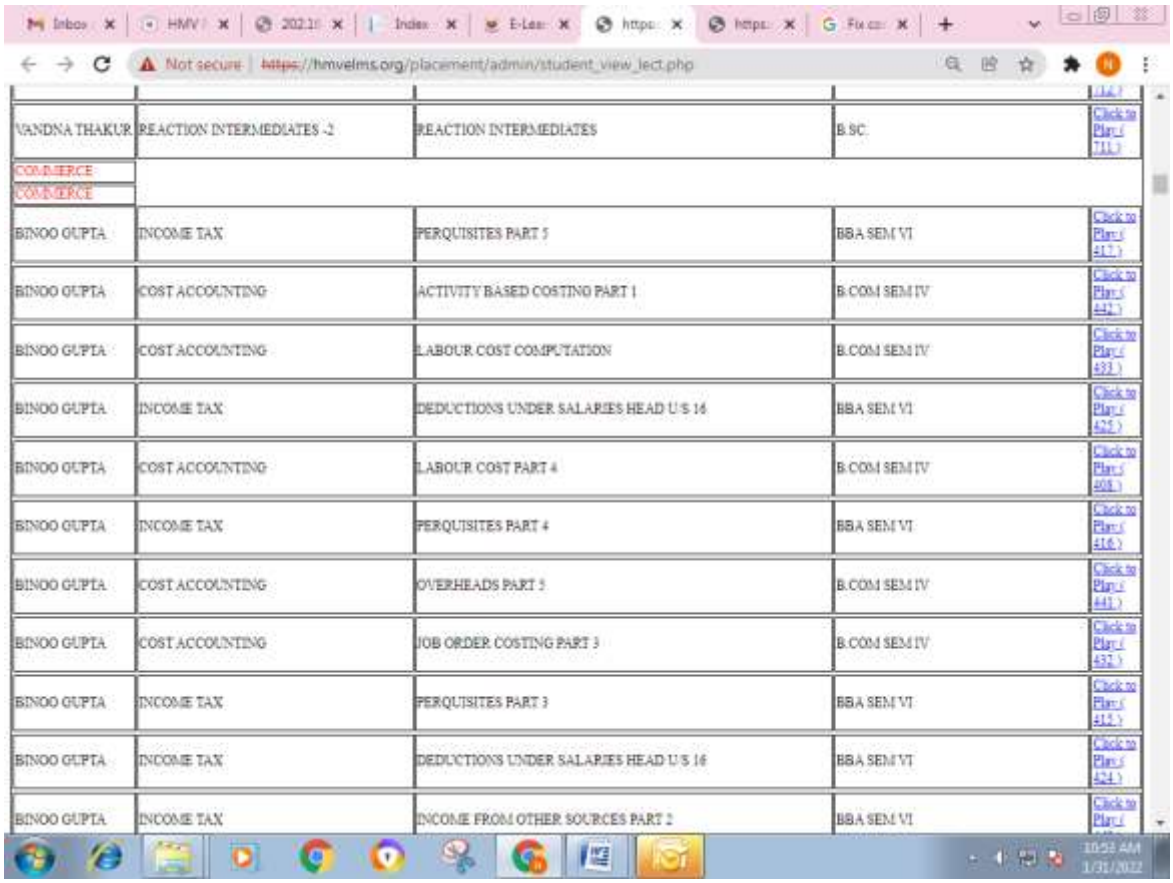
Home

---Select Session--- Submit

Lesson Plans of Session : 2020-21

Teacher Name	Subject Name	Download File
B. SC. (BIOINFORMATICS) (Sem-1)		
SANGEETA ARORA	Computer Fundamentals	show: 3433
B. SC. (BIOINFORMATICS) (Sem-2)		
SANDEEP KAUR	basic punjabi	show: 3815
B. SC. (BIOINFORMATICS) (Sem-3)		
PURNIMA	Introduction to Bioinformatics and Biological Databases	show: 3212
PURNIMA	Practical based on Biological databases	show: 3211
B. SC. (BIOINFORMATICS) (Sem-4)		
HARPREET SINGH	Computer Programming in C++ and PERL (THEORY)	show: 3802
B. SC. (BIOINFORMATICS) (Sem-5)		
HARPREET SINGH	COMPUTATIONAL METHODS FOR SEQUENCE ANALYSIS (THEORY)	show: 2800
B. SC. (BIOINFORMATICS) (Sem-6)		
PURNIMA	Structural Bioinformatics and Drug Designing	show: 3298
PURNIMA	Practical based on structural biology and Drug designing	show: 3300
B. SC. (ECO) (Sem-1)		
HARMANJU PAUL	Micro Economics	show: 2417
B. SC. (ECO) (Sem-2)		
KULJIT KAUR ATHWAL	General Punjabi	show: 3264
HARMANJU PAUL	Micro Economics	show: 3753
B. SC. (ECO) (Sem-3)		
SONIA MAHENDRU	Computer Oriented Numerical and Statistical Methods	show: 3093
HARMANJU PAUL	Paper I Money and Banking	show: 3478
B. SC. (ECO) (Sem-4)		
HARMANJU PAUL	Quantitative Techniques	show: 3735
B. SC. (ECO) (Sem-5)		
SHALLU BATRA	Quantitative Techniques	show: 2516

LECTURE NOTES FOR STUDENTS(VIDEO REORDINGS)



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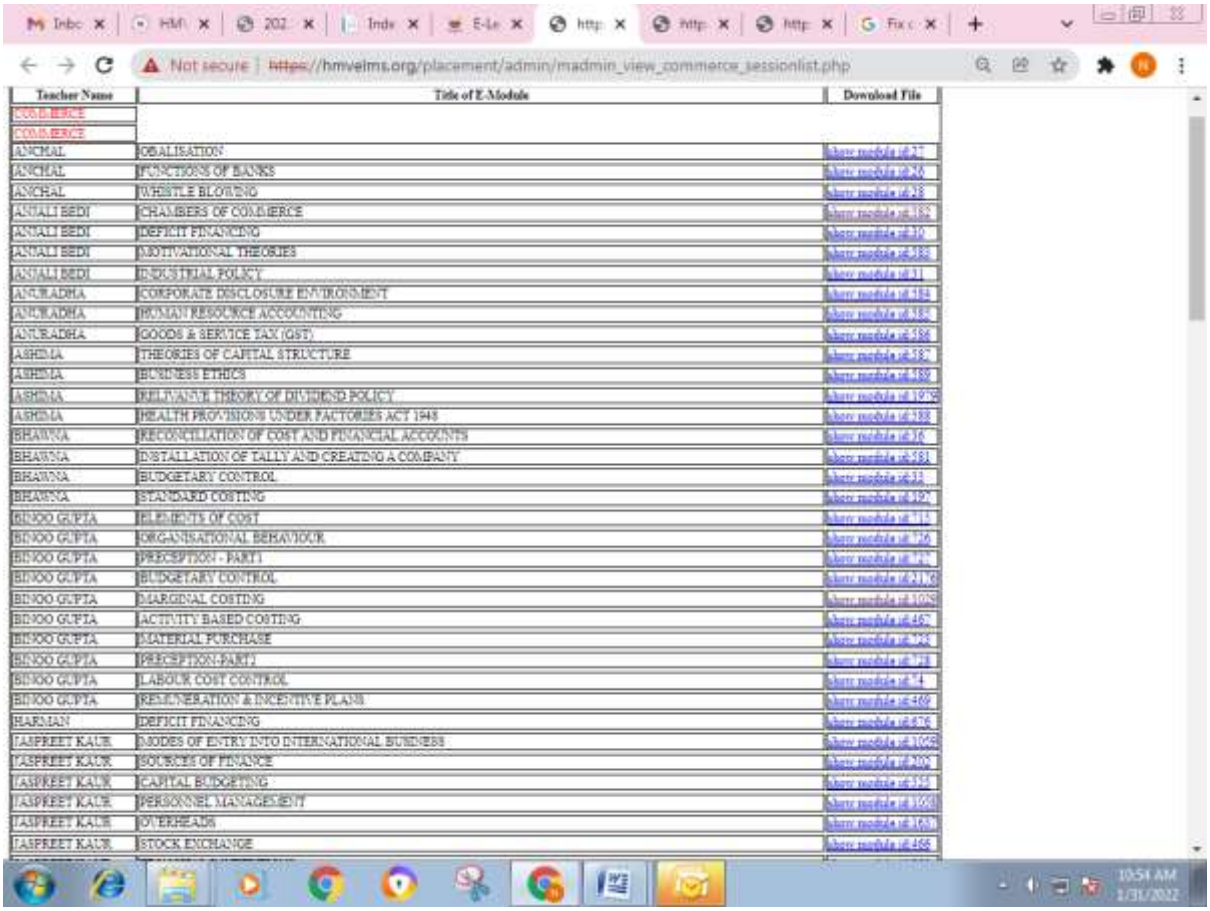
VANDNA THAKUR	REACTION INTERMEDIATES -2	REACTION INTERMEDIATES	B.SC.	Click to Play (711)
COMMERCE				
COMMERCE				
BINOO GUPTA	INCOME TAX	PERQUISITES PART 5	BBA SEM VI	Click to Play (417)
BINOO GUPTA	COST ACCOUNTING	ACTIVITY BASED COSTING PART 1	B.COM SEM IV	Click to Play (442)
BINOO GUPTA	COST ACCOUNTING	LABOUR COST COMPUTATION	B.COM SEM IV	Click to Play (433)
BINOO GUPTA	INCOME TAX	DEDUCTIONS UNDER SALARIES HEAD U S 16	BBA SEM VI	Click to Play (425)
BINOO GUPTA	COST ACCOUNTING	LABOUR COST PART 4	B.COM SEM IV	Click to Play (408)
BINOO GUPTA	INCOME TAX	PERQUISITES PART 4	BBA SEM VI	Click to Play (416)
BINOO GUPTA	COST ACCOUNTING	OVERHEADS PART 5	B.COM SEM IV	Click to Play (441)
BINOO GUPTA	COST ACCOUNTING	JOB ORDER COSTING PART 3	B.COM SEM IV	Click to Play (432)
BINOO GUPTA	INCOME TAX	PERQUISITES PART 3	BBA SEM VI	Click to Play (415)
BINOO GUPTA	INCOME TAX	DEDUCTIONS UNDER SALARIES HEAD U S 16	BBA SEM VI	Click to Play (424)
BINOO GUPTA	INCOME TAX	INCOME FROM OTHER SOURCES PART 2	BBA SEM VI	Click to Play (

LECTURE NOTES FOR STUDENTS (E-MODULES)



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Teacher Name	Title of E-Module	Download File
COMMERCE		
COMMERCE		
ANCHAL	OBALISATION	Show module id:37
ANCHAL	FUNCTIONS OF BANKS	Show module id:26
ANCHAL	WHISTLE BLOWING	Show module id:28
ANJALI BEDI	CHAMBERS OF COMMERCE	Show module id:182
ANJALI BEDI	DEFICIT FINANCING	Show module id:30
ANJALI BEDI	MOTIVATIONAL THEORIES	Show module id:388
ANJALI BEDI	INDUSTRIAL POLICY	Show module id:31
ANURADHA	CORPORATE DISCLOSURE ENVIRONMENT	Show module id:384
ANURADHA	HUMAN RESOURCE ACCOUNTING	Show module id:385
ANURADHA	GOODS & SERVICE TAX (GST)	Show module id:386
ASHIMA	THEORIES OF CAPITAL STRUCTURE	Show module id:387
ASHIMA	BUSINESS ETHICS	Show module id:389
ASHIMA	RELEVANCE THEORY OF DIVIDEND POLICY	Show module id:1979
ASHIMA	HEALTH PROVISIONS UNDER FACTORIES ACT 1948	Show module id:388
BHAWNA	RECONCILIATION OF COST AND FINANCIAL ACCOUNTS	Show module id:36
BHAWNA	INSTALLATION OF TALLY AND CREATING A COMPANY	Show module id:381
BHAWNA	BUDGETARY CONTROL	Show module id:33
BHAWNA	STANDARD COSTING	Show module id:1927
BINOO GUPTA	ELEMENTS OF COST	Show module id:713
BINOO GUPTA	ORGANISATIONAL BEHAVIOUR	Show module id:726
BINOO GUPTA	PERCEPTION - PART1	Show module id:727
BINOO GUPTA	BUDGETARY CONTROL	Show module id:2176
BINOO GUPTA	MARGINAL COSTING	Show module id:1028
BINOO GUPTA	ACTIVITY BASED COSTING	Show module id:467
BINOO GUPTA	MATERIAL PURCHASE	Show module id:238
BINOO GUPTA	PERCEPTION-PART2	Show module id:728
BINOO GUPTA	LABOUR COST CONTROL	Show module id:74
BINOO GUPTA	REMUNERATION & INCENTIVE PLANS	Show module id:469
HARMAN	DEFICIT FINANCING	Show module id:676
JASPREET KAUR	MODES OF ENTRY INTO INTERNATIONAL BUSINESS	Show module id:1005
JASPREET KAUR	SOURCES OF FINANCE	Show module id:205
JASPREET KAUR	CAPITAL BUDGETING	Show module id:373
JASPREET KAUR	PERSONNEL MANAGEMENT	Show module id:1008
JASPREET KAUR	OVERHEADS	Show module id:1620
JASPREET KAUR	STOCK EXCHANGE	Show module id:466

10:54 AM
1/31/2022

HMV E-TREE FOR MAINTAINING TREE LOG BOOK

80	Fiji Fan Palm	*Pritchardia chinensis*	Arecaceae	The Fiji Fan Palm tree, is one of the world's most beautiful fan palms. It is an ornamental plant that is great for indoors or outdoors. Unlike most tropical palms with long-stalked inflorescences that droop downwards, the Fiji Fan Palm has its gorgeous flower clusters on short stalks that are somewhat upright and prominently displayed among the leafstalks. It appears to be a free-flowering palm that blooms profusely in continuous succession. This species is particularly tolerant of salty soils, making it an excellent choice for planting along the coasts in the tropics	
Science Block Lawn					
51	Black Pulm	*Syzgium sp.*	Myrtaceae	All parts of the jamun can be used medicinally and it has a long tradition in alternative medicine. From all over the world, the fruits have been used for a wide variety of ailments, including cough, diabetes, dysentery, inflammation and ringworm. It is widely distributed throughout India and ayurvedic medicine (Indian folk medicine) mentions its use for the treatment of diabetes mellitus. Various traditional practitioners in India use the different parts of the plant in the treatment of diabetes, blisters in mouth, cancer, colic, diarrhea, digestive complaints, dysentery, piles, pimples and stomachache.	
Computer Block					
35	Neem	*Azadirachta indica*	Meliaceae	Neem has been used as an insecticide, insect repellent, and oral dentifrice, and in traditional medicine to treat malaria, diabetes, worms, and cardiovascular and skin diseases. It reportedly has contraceptive, antiulcer, and fungicidal properties, as well as applications relevant to cancer. The seeds of neem are poisonous in large doses. Severe poisoning in infants from neem oil have been reported.	
Principal Office Lawn					
81	Nosegay	*Plumeria alba*	Apocynaceae	P. alba is often cultivated as an ornamental plant. In Cambodia pagodas especially choose this shrub, with the flowers used in ritual offerings to the deities, they are sometimes used to make necklaces which decorate coffins. In addition, the flowers are edible and eaten as fritters, while the heart of the wood is part of a traditional medical preparation taken as a vermifuge or as a laxative	
Science Block					

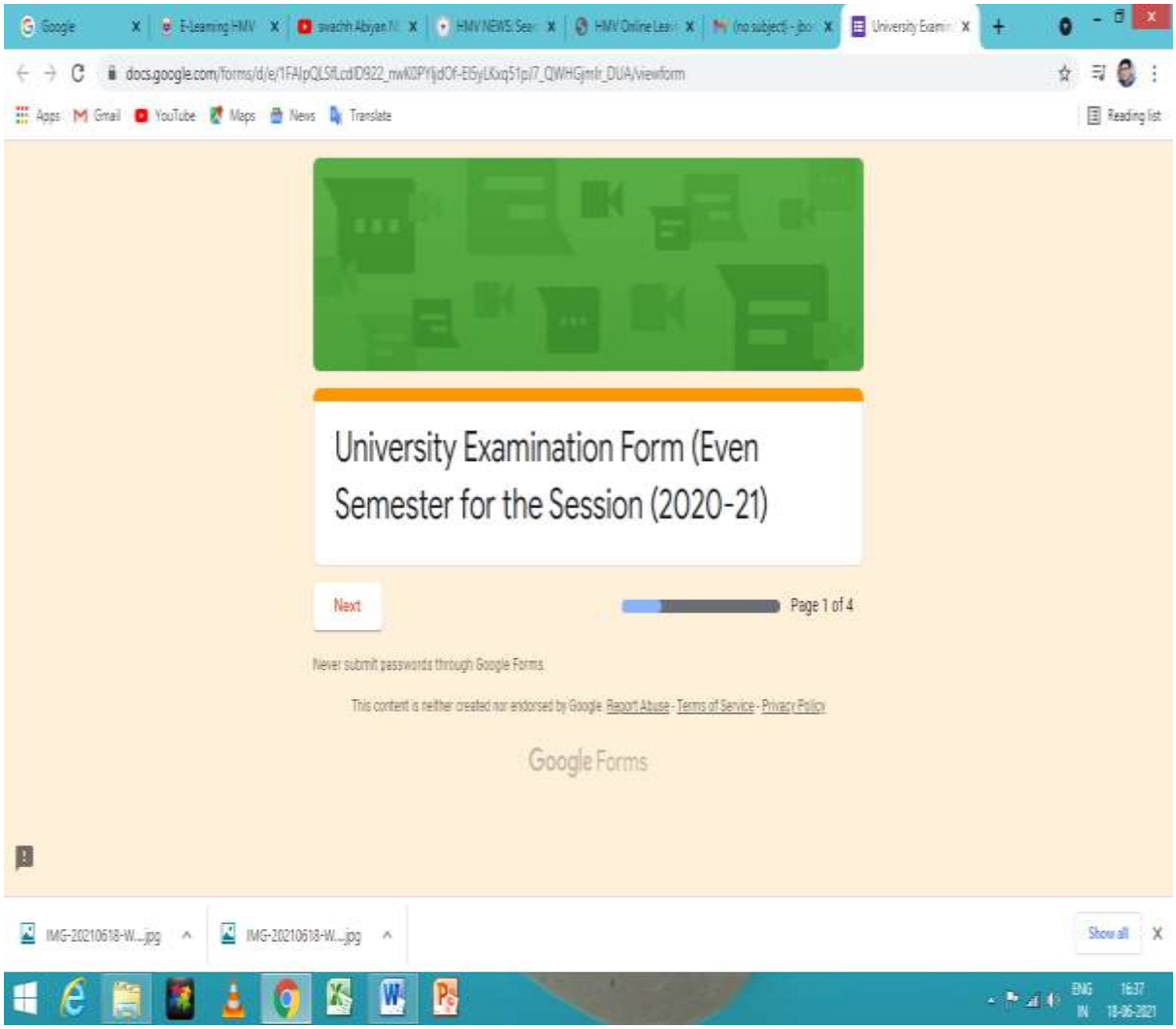
HMV took another step ahead in moving towards paperless office by adopting following

OTHER DIGITAL INITIATIVES in 2020-21

PHASE XXII

ONLINE UNIVERSITY EXAMINATION FORM FILING

DATED MAY 2021



Phase XXVI

ISSUING DIGITAL CERTIFICATES FOR ONLINE SKILLED COURSES

PROBLEMS ENCOUNTERED & RESOURCES GENERATED
in

GRADUALLY MOVING

FROM

PAPER FORM

TO

ELECTRONIC FORM

PROBLEMS ENCOUNTERED

The major problem encountered by the institution in bringing up this change was:

- **to changethe mindset of the people.**
- **A lot of motivational talks had to be arranged along with proper technical sessions wherein theywere given training by the experts.**
- **Resources required were the hardware and software specially designed for office management,result preparation, attendance compilation and leave application.**
- **The institution had to invest in improving ICT skills of the staff.**

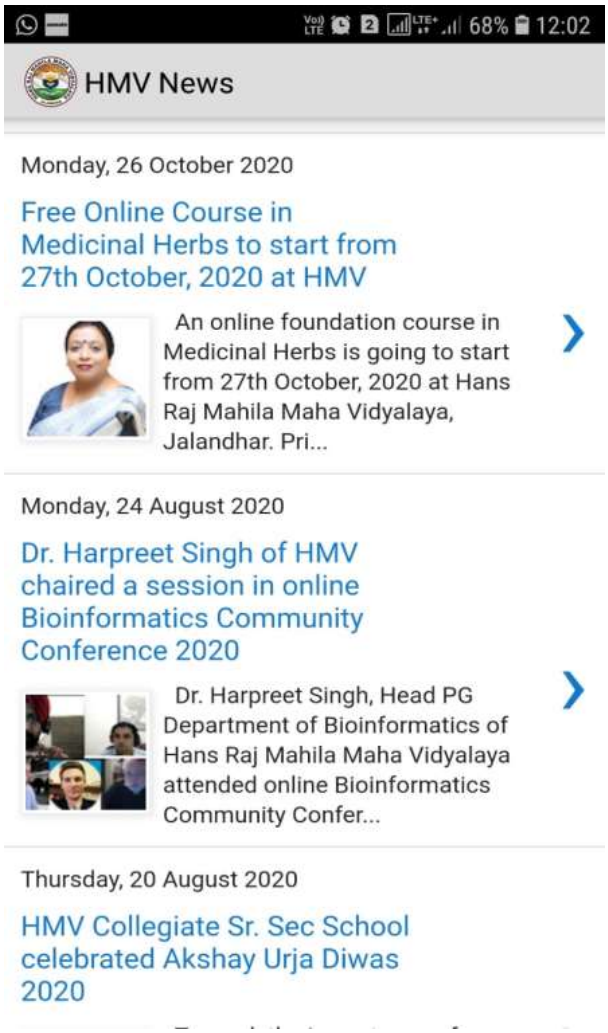
RESOURCES GENERATED

- **PAPER RECYCLING UNIT**

HMV Waste Paper Recycling Unit, installed in 2017, is utilized to recycle waste/used paper from students, office to generate various eco-friendly items. It is used to recycle waste/used paper, cardboard, tetra packs, Xerox paper, etc. Recycled Papers of different thickness, colour and quality depending upon the requirement are generated through this machine. Paper can be recycled three times and the waste water from the machine can be utilized for gardening purpose. No chemical is used during the whole process except alum**. Recycled paper is used for making office files, folders, envelope, gift wraps, packing material etc**. Faculty members, students and supporting staff have been trained to operate this machine. Working of most of the parts of this machine is manual so it helps in saving electricity too. HMV on one hand ensures less paper usage on the other hand it ensures to recycle waste paper.

- **HMV NEWS APP**

HMV NEWS
HMV celebrated National Science Day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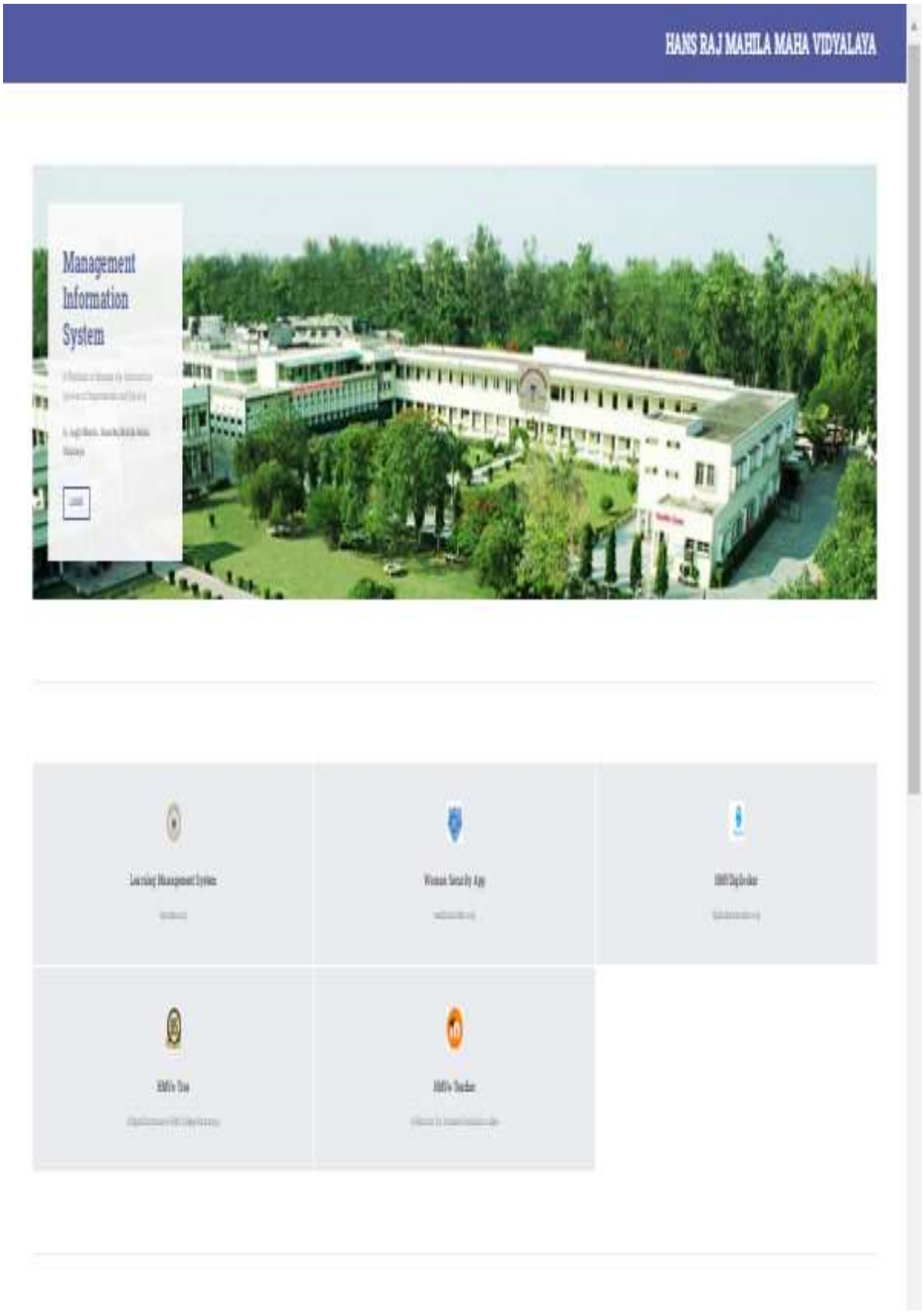
HMV News
Monday, 26 October 2020
Free Online Course in Medicinal Herbs to start from 27th October, 2020 at HMV
An online foundation course in Medicinal Herbs is going to start from 27th October, 2020 at Hans Raj Mahila Maha Vidyalaya, Jalandhar. Pri...
Monday, 24 August 2020
Dr. Harpreet Singh of HMV chaired a session in online Bioinformatics Community Conference 2020
Dr. Harpreet Singh, Head PG Department of Bioinformatics of Hans Raj Mahila Maha Vidyalaya attended online Bioinformatics Community Confer...
Thursday, 20 August 2020
HMV Collegiate Sr. Sec School celebrated Akshay Urja Diwas 2020

- **HMV E LEARNING APP**

- **HMV MANAGEMENT INFORMATION SYSTEM**



HMV DIGILOCKER APP

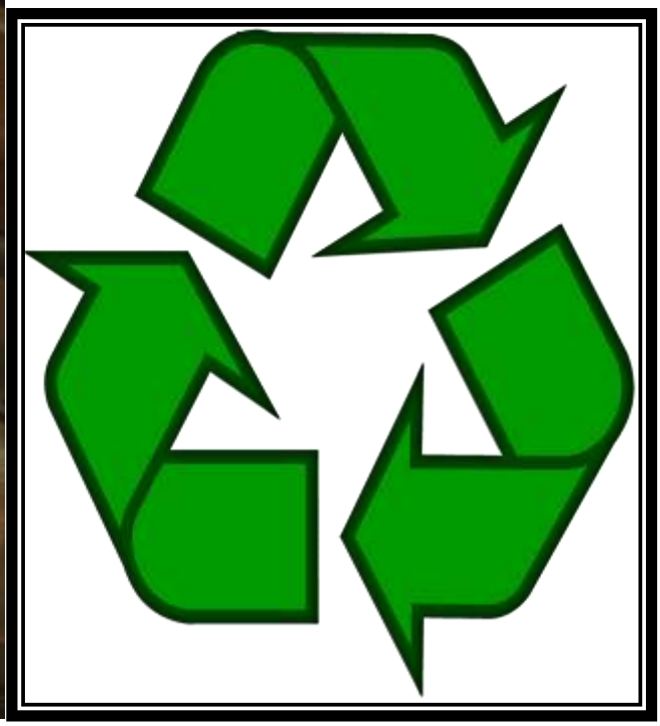
For documentation purposes institute has maintained its own digilocker containing certificates & other documents, THEREBY REDUCING PAPER USAGE.

EVIDENCE OF SUCCESS

ON ONE HAND PAPER no longer in use FOR:

- **Sending official correspondence (office copy kept for record as per need)**
- **Absentee slip to record students daily absentee**
- **List of roll numbers for house examinations**
- **Lecture shortage form**
- **Award list theory & practical exam**
- **Record of internal assessment of the students (only office copy kept)**
- **Award list**
- **Question paper setting form**
- **Report card**
- **Envelopes for sending report cards**
- **Envelopes for sending official correspondence**
- **Postage for sending report cards**
- **Convocation letter**
- **Circular copies of each notice have been reduced to three from ten.**
- **Leave form of teachers**

ON THE OTHER HAND RECYCLED ITEMS ARE BEING PRODUCED AND USED



APPRECIATION RECEIVED

HMV declared Excellent College by Outlook

Sunday, 16 June 2019

In June 2019, HMV was declared as an excellent college by OUTLOOK magazine in their edition on India's Best Professional Colleges.

When actions speak, words praise. Recognizing the scads of humanitarian efforts and altruistic initiatives to promote social conscience, and calling Principal Prof. Dr. Mrs. Ajay Sareen a futuristic, vibrant and innovative educationist, Outlook, a reputed magazine, ennobled Hans Raj Mahila Maha Vidyalaya by declaring it as an excellent college. The magazine enumerated the copious ventures undertaken in collaboration with District Administration, NGOs, MNCs, educational institutes which include starting Project Green Jalandhar, **installing waste paper recycling unit,** teaching students of slum areas, adopting villages under UBA, providing free skill enhancement programmes, creating awareness for

voting, establishing first food forest and IT enabled campus, replacing convocation gowns with traditional Angvastras, launching Legal Literacy Cell, Cyber Law Cell, HMV On–campus Radio, HMV Mobile App and many more in the list. The honour of being excellent college has also been recently conferred upon HMV by ASSOCHAM and FICCI as well. All this sums up just a period of three years since Principal Dr. Ajay Sareen joined this college. She has been honoured by the Indian Red Cross Society for donating blood 21 times and is the recipient of Mahatma Hans Raj Best Principal Award and Edupreneurs Award. It goes without saying that Principal Dr. Ajay Sareen has ushered a belle epoque of Hans Raj Mahila Maha Vidyalaya.

HMV becomes the role model institution of Punjab under Swachh Bharat Mission Urban

Wednesday, 9 June 2021

Municipal Corporation Jalandhar started the project of establishing role model in various wards, colonies and institutions of Jalandhar under Swachh Bharat Campaign. Hans Raj Mahila Maha Vidyalaya, Jalandhar became the first role model institution of not only Jalandhar but Punjab by fulfilling all the criteria under Swachh Bharat Mission Urban. Principal Prof. Dr. (Mrs.) Ajay Sareen congratulated all the teaching &non-teaching staff members and the students. She said that this is the result of hard work done by HMV family to make our environment clean.

It is worth mentioning that HMV is actively working under Swachh Bharat Mission from the last 5 years. Under this, the wet & dry waste of the institution is source segregated and treated accordingly. Dr. Anjana Bhatia, Dean Innovation and Research said that earlier all the waste of the college was sent to dump. Even the garden waste was also sent along with other waste. However, now the college prepares fertilizer with the waste. The college also has a project to make fertilizer from leaves also. The garden waste is also mulched within the college. In addition, the college is having various projects to work with Plastic, Wood, Iron, Cardboard, Paper, Clothes & Rubber. She told that all the boards regarding Swachhta Mission placed inside the college are made up of waste material. In this effort thousands of students, their families, 300 faculty members and non-teaching staff members got this message. She said that Safai Karamchari have played a significant role in this project. They are being motivated from time to time. They are given proper training along with mask, sanitizers & other things. Honourable Municipal Commissioner Sh. Karnesh Sharma, IAS, Incharge Dr. Shree & Programme Coordinator Ms. Ramanpreet Kaur provided full cooperation in this project. Principal Dr. Ajay Sareen said that HMV will continue its effort for protecting the environment. She said that we inspire our institution to put their efforts in making themselves a role model. She extended a welcome to the members of other institutions or citizens to visit HMV if they wish to.

http://hmvnews.blogspot.com/2021/06/hmv-becomes-role-model-institution-of.html

Tuesday, 15 June 2021

HMV EMERGES AS FIRST MODEL INSTITUTION OF JALANDHAR UNDER SWACHH BHARAT MISSION URBAN

http://hmvnews.blogspot.com/2021/06/hmv-emerges-as-first-model-institution.html

MODEL INSTITUTE UNDER
SWACHH BHARAT
MISSION URBAN

Municipal Corporation Jalandhar started the project of establishing role model in various wards, colonies and institutions of Jalandhar under Swachh Bharat Campaign. Hans Raj Mahila Maha Vidyalaya, Jalandhar became the First Model Institution of Jalandhar by fulfilling all the criteria under Swachh Bharat Mission Urban. Honorable Commissioner Sh. Karnesh Sharma, IAS inaugurated the project and congratulated HMV family for meeting all the Swachhta standards successfully. He further urged all the residents to play their role in maintaining cleanliness of the city and nation. Principal Prof. Dr. (Mrs.) Ajay Sareen said that it imperative that we not only keep our surroundings clean but also our mind healthy for overall progress. On this occasion, Hon'ble Sh Karnesh Sharma, inaugurated the Eco-feminism project in this campus. In this project, connections between women and nature will be studied. To mark the beginning of the project, some of the old trees of the campus were named after empowered women like Maa Gayatri, Mata Gujri, Mother Teresa, Maa Dharni and Beebi Fatima. Sh Karnesh Sharma tied rakhis to the trees to mark Vrikshabandhan.. Dr Anjana Bhatia, Dean Innovations and Research said the eco-feminism emphasizes that both women and nature must be respected.

It is worth mentioning that HMV has been actively working under Swachh Bharat Mission from the last 5 years. Under this, the wet & dry waste of the institution is source segregated and treated accordingly. The college also has a project to make fertilizer from leaves also. The garden waste is also mulched within the college. In addition, the college is having various projects to work with Plastic, Wood, Iron, Cardboard, Paper, Clothes & Rubber. She told that all the boards regarding Swachhta Mission placed inside the college are made up of waste material. In this effort thousands of students, their families, 300 faculty members and non-teaching staff members got this message. She said that Safai Karamchari have played a significant role in this project. They are being motivated from time to time. They are given proper training along with mask, sanitizers & other things. Honourable Municipal Commissioner Sh. Karnesh Sharma, IAS, Incharge Dr. Shree & Programme

Coordinator Ms. Ramanpreet Kaur provided full cooperation in this project. On this occasion, Dr Shree, CMO, Dr Sumita Abrol, Ms Ramanpreet, Community facilitator were also present. Principal Dr. Ajay Sareen said that HMV will continue its effort for protecting the environment. She said that we inspire our institution to put their efforts in making themselves a role model. She extended a welcome to the members of other institutions or citizens to visit HMV

Sunday, 9 May 2021

The Business Plan of HMV girls earns recognition at National Level

The students of B.Com, Financial Services Semester IV of Hans Raj Mahila Maha Vidyalaya, Jalandhar bagged 4th rank in ADBU Solution Competition 2021 organised by ADBU Innovation & Start up cell & Board of Research, Innovation & Consultancy (BRIC) catalyzed & supported by ASTE Council, Patent Information Centre, Govt. of Assam. The students were Km. Jyot Sifat Kaur and Km. Sonamdeep Kaur. The topics was "Turn your Recycling into Reward."

Principal Prof. Dr. (Mrs.) Ajay Sareen congratulated & blessed them to keep rising & progressing. Dean Academics & Head of Commerce Department Dr. Kanwaldeep Kaur encouraged them to achieve further heights in future. Incharge Innovation Cell Dr. Anjana Bhatia, Incharge Commerce Club Mrs. Binoo Gupta and Dr. Jaspreet Kaur also congratulated them for their achievement & setting a landmark for other students.

Monday, 26 April 2021

HMV declared as Green Champion by Ministry of Education

http://hmvnews.blogspot.com/2021/04/hmv-declared-as-green-champion-by.html

Mahatma Gandhi National Council of Rural Education

Ministry of Education, Govt of India

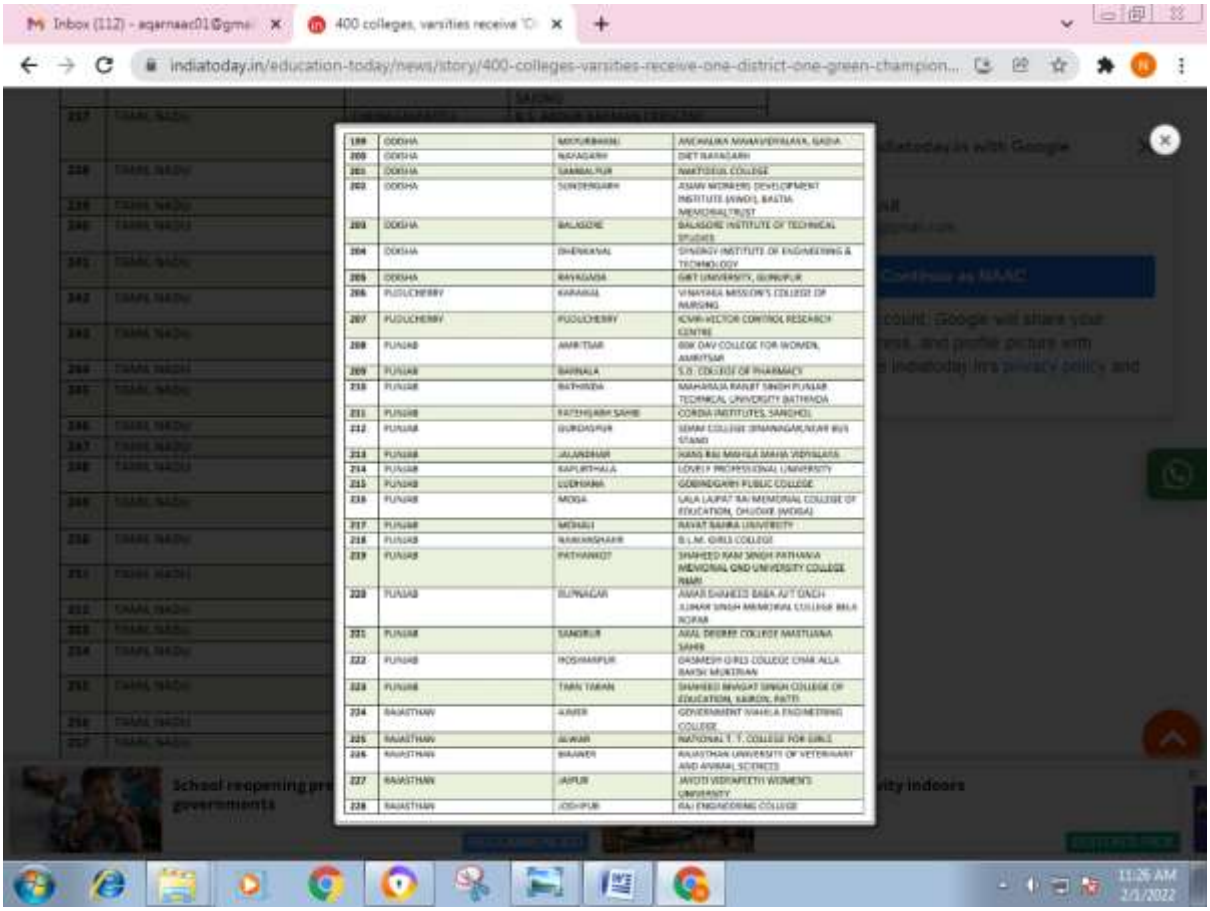
District Green Champion Certificate

This is to certify that Hans Raj Mahila Maha Vidyalaya Jalandhar is hereby recognized as District Green Champion for Jalandhar District for the Academic Year 2020-21. The Institution has successfully set up the Swachhta Action Plan Committee, adopted and implemented best practices in the areas of Sanitation, Hygiene, Waste Management, Water Management, Energy Management and Greenery Management.

This certificate is given in the presence of Deputy Commissioner Sh. Ghanshyam Thori, IAS, Jalandhar, Punjab.

July 2021

Dr W G Prasanna Kumar
Chairman
Mahatma Gandhi National Council of Rural Education (MGNCRE)



https://www.indiatoday.in/education-today/news/story/400-colleges-varsities-receive-one-district-one-green-champion-swachhata-award-full-list-1814041-2021-06-12

Hans Raj Mahila Maha Vidyalaya, Jalandhar has been declared **as Green Champion by Department of Higher Education, Ministry of Education, Govt of India**. About 1000 higher educational institutions participated in the Mahatma Gandhi National Council of Rural Education "One District One Green Champion" awards organized by MGNCRE as per the directive of the Ministry of Education for Contribution to Swachhta Education and Practice under Swachhta Action Plan 2020-2021 which is a Swachh Bharat initiative of the honourable Prime Minister of India. These awards are based on sustainability audit focusing on campus greenery, cleanliness and maintenance, toilet adequacy in campus, tree planting and community outreach in promoting Swachh culture.Principal Prof. Dr. (Mrs.) Ajay Sareen said that the mission of Hans Raj Mahila Maha Vidyalaya, Jalandhar is to provide Value Oriented, Skill Based and Globally Competent Education in sync with Nation's March towards Sustainable Growth and Prosperity. The uniqueness of HMV lies in providing plenty of opportunities to students to participate in green initiatives, cleanliness drives and experiential learning programs in villages. Students have taken part in swachtta and plantation drives in almost 11 villages across the district. This recognition and award is a testament to their selfless efforts. We aspire to lead by exemplary zeal and exemplify that academic excellence can be attained by a sustainable balance of the surroundings and by being insightful about our environment. Principal Dr. Ajay Sareen congratulated Dr. Anjana Bhatia, Incharge SAP Committee for the excellent work done under Swachh Bharat initiatives. Principal Dr. Ajay Sareen further expressed her appreciation towards the staff and students of college and said that all this is possible because of guidance of DAV mentors and continuous efforts of faculty

members. Dr. Anjana Bhatia, Dean Innovations and Research informed that the college was adjudged on various parameters of Swacchta and Jal Shakti like Greenery, using green herbicides and bio pesticides for greenery on campus outdoors and indoors, adequate water supply in the campus, swachhta within the campus, garbage management in the campus, hostel and residential areas, frequency and the procedure of disposal, special technology used for solid and liquid waste disposal and management, water harvesting and storage, swachhta culture in campus, facilities for specially-abled citizens, waste and sustainability, energy audit among others.