



JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN

(Autonomous), Chennai - 600 018

S.I.E.T

College with Potential for Excellence

Accredited By NAAC in 2022 with A++ Grade (4th Cycle)

An ISO 9001:2015 Certified Institution

INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

1st meeting of the IQAC scheduled on the 29th July (Monday), 2024

at 12.30 p.m. at the Principal's Office

AGENDA

1. Prayer
2. Confirmation of the minutes of 5th IQAC meeting held on 15th March 2024
3. Action taken report
4. New NAAC Reforms
5. Duty allocation for IQAC activities
6. Institutional development Plan
7. Teaching Learning Audit
8. Gender Audit
9. Any other matter with the permission of the chair

Principal & Correspondent

**Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT**

Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.



**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 1st IQAC MEETING for the academic year 2024-2025

DATE: 29.07.2024

TIME:12.30 pm

VENUE: Principal's Office

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) Anjum. A – Deputy Coordinator, IQAC
4. Dr. (Mrs.) D.A. Shahira Banu - Vice –Principal (F.N.)
5. Dr. (Mrs.) S. Firdouse Jahan, Vice –Principal (A.N.)
6. Dr. (Mrs.) Gayathri. R - Asst. Prof., Commerce
7. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
8. Dr. (Mrs.) Jeelani Begum G. - Associate Prof., Chemistry
9. Mrs. Waseema Noor N. - Asst. Prof., Arabic
10. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
11. Dr. (Mrs.) Nikhath Parveen - Asst. Prof., Commerce
12. Mrs. Jasmin.H - Associate Prof., Electronic Science
13. Dr. (Mrs.) Dilshad Begum - Associate Prof., Computer Science
14. Mrs. Airem Aysha - Asst. Prof., English
15. Dr. (Mrs.) Sultana I - Asst. Prof., Corporate Economics
16. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
17. Dr. (Mrs.)D. Mubeen Suktana - Associate Prof., Zoology
18. Dr. (Mrs.) J. Ummay Rubab - Associate Prof., English

Leave of absence was granted to Dr. Waheeda Matheen and Dr. M. Jabeen.

AGENDA

1. Prayer
2. Confirmation of the minutes of 5th IQAC meeting held on 15th March 2024
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1. PRAYER

- The meeting commenced with the recitation from the Holy Quran by Mrs. Waseema Noor N.

The Principal, Dr. Amthul Azeez, welcomed all IQAC members to the first meeting of the academic year 2024–25. She appreciated the IQAC team for their dedication and hard work in successfully organizing all the activities for the year 2023–24. The Principal then invited the presentation of the minutes of the previous meeting.

2. CONFIRMATION OF THE MINUTES OF THE 5th IQAC MEETING HELD ON 15th MARCH 2024

- Dr. Anjum presented the minutes of the 5th IQAC meeting of the year 2023-24. The IQAC members unanimously resolved to approve and confirm the minutes of the meeting.

3. ACTION TAKEN REPORT

- Dr. N. Sujatha, the IQAC Coordinator, provided a report on the actions undertaken.

4. NEW NAAC REFORMS 2024

- Dr. Sujatha stated that the National Assessment and Accreditation Council (NAAC) have introduced a series of transformative reforms for the accreditation process of

higher education institutions. Under the new NAAC Reforms 2024, the assessment framework will consist of 10 attributes instead of the previous 7 criteria. Additionally, the assessment period has been revised to a span of three years.

- For our institution, the assessment cycle will begin with the academic year 2024-2025 and continue until 2027-2028. The Self-Study Report (SSR) is scheduled for submission in March 2028.
- The principal delegated the 10 attributes of the NAAC Reforms 2024 among the IQAC members for further action.

The attribute incharge teachers are listed below:

Attribute No.	Particulars	Incharge Teachers
1	Curriculum	Dr. Anjum. A & Dr. P. Mohamed Nisha
2	Faculty Resources	Dr. Umme Rubab
3	Infrastructure	Dr. S. Firdouse Jahan & Dr. Nikhath Parveen
4	Financial Resources & Management	Dr. Jeelani Begum G. & Dr. Sultana I
5	Learning & Teaching	Dr. Gayathri. R & Mrs. Airem Aysha
6	Extended Curricular Engagements	Dr. Summera Rafiq & Mrs. Waseema Noor N.
7	Governance and Administration	Dr. D.A. Shahira Banu & Mrs. Jayanthi Sivagami
8	Student Outcomes	Mrs. Jasmin.H
9	Research and Innovation Outcomes	Dr. Mubeen Sultana & Dr. Dilshad Begum
10	Sustainability Outcomes & Green Initiatives	Dr. M. Jabeen

5. DUTY ALLOCATION FOR IQAC ACTIVITIES

The following IQAC members were assigned incharge for the various IQAC activities for the academic year 2024-2025.

1. Student Induction Programme – Dr. Anjum. A, Dr. Jeelani Begum G., Mrs. Waseema Noor N, Mrs. Jasmin.H & Airem Aysha




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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(15.03.2024 to 28.07.2024)**

1. A stakeholders' meeting with van drivers was held on 26th March 2024.
2. The 2023–2024 activities report has been updated on the college website.
3. The IQAC budget proposal for 2024–2025 was submitted.
4. A Faculty Induction Programme for the newly recruited faculty members of both the Forenoon and Afternoon Sessions was held on 29th June 2024.
5. SIP-UG (Deeksharambh) for the first-year UG students of both the Forenoon and Afternoon Sessions was held from 3rd July to 9th July 2024.
6. SIP-PG for the first-year PG students of both the Forenoon and Afternoon Sessions was held on 8th July 2024.
7. A motivational speech in the assembly was delivered by Dr. Anjum A. on 19th June 2024, titled “Building Healthy Relationships.”
8. Dr. Dilshad Begum M. delivered a motivational speech in the assembly on “The Power of Hard Work and Perseverance” on 1st July 2024.
9. The Internal Quality Assurance Cell (IQAC) organized a skill enhancement programme jointly with Student Welfare committee titled “Strengthening Women’s Minds: Protective Factor for Mental Health” on 19th August 2024, held at the Library Convention Hall.


DATE: 29.07.2024


Dr. (Mrs.) Amthul Azeez
(PRINCIPAL & CORRESPONDENT)

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**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 29.07.2024

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	Anjum. A
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. Shahira Banu 29/7/24
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	S. Firdouse Jahan 29/7/24
6.	Dr. (Mrs.) Waheeda Matheen	HoD, Psychology	—
7.	Dr. (Mrs.) Jabeen.M	Asst. Prof., Commerce &	—
8.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Commerce	Gayathri R 29/7/24
9.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha
10.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	Jeelani Begum G. 29/7/24
11.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N. 29/7/24
12.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq 29/7/24
13.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen
14.	Mrs. Jasmin.H	Associate Prof., Electronic Science	Jasmin.H
15.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
16.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha
17.	Dr. (Mrs.) Sultana I	Asst. Prof., Corporate Economics	Sultana I
18.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami 29/7/24
19.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	Mubeen Sultana
20.	Dr. J. Ummay Rubab	Associate. Prof., English	Ummay Rubab 29/7/2024
21.		Administrative Officer	
22.		Financial Consultant	

Date: 29.07.2024


PRINCIPAL & CORRESPONDENT

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
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(Autonomous), Chennai- 18

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FACULTY INDUCTION PROGRAMME – 29th June 2024

Time	Programme	Resource Person
10.00 to 10.05 a.m.	Prayer & MC	Mrs. Waseema Noor, Assistant Professor, Department of Arabic
10.05 to 10.20 a.m.	Welcome Address by Principal	Dr. Amthul Azeez, Principal & Correspondent
10.20 to 10.40 a.m.	Introduction to the New Induct – ‘I know you’	-
10.40. to 11.10 a.m.	Cognizing the Vision and Mission of the Institution	Dr. Alliya Parveen, Associate Professor, Department of English
11.10 to 11.15 a.m.	Vote of Thanks	Dr. Jeelani Begum, Associate Professor., Department of Chemistry
11.15 to 11.40.a.m	Tea Break	
11.40 to 12.20 p.m.	Teacher – Student – Institution Connect	Dr. Shahira Banu, Vice-Principal (FN) & Dr. N. Sujatha, IQAC Coordinator
12.20 to 12.55 p.m.	Teaching Methods – Adapt to Innovation	Dr. A. Anjum, Assistant Professor, Department of Biochemistry Dr. P. Mohamed Nisha, Assistant Professor, Department of Home Science
12.55 to 1.00 p.m.	Vote of Thanks	Dr. Dilshad Begum, Associate Professor., Department of Computer Science
1.00 to 2.00 p.m.	Lunch Break	
2.00 to 2.40 p.m.	Mentor role in Mentoring	Dr. Waheeda Matheen, Head & Associate Professor, Department of Psychology Mrs. Jayanthi Sivagami, Student Counsellor and Placement Officer
2.40 to 3.20 p.m.	OBE – Teachers’ Perspective	Mrs. H. Jasmin, Associate Professor, Department of Electronics Science Dr. Nikhath Parveen, Assistant Professor, Department of Commerce
3.20 to 3.55 p.m.	Role of Teachers -Research, Extracurricular and Extension Activities	Dr. R. Gayathri, Assistant Professor, Department of Commerce Dr. Summera Rafiq, Head & Associate Professor, Department of Microbiology
3.55 to 4.00 p.m.	Vote of Thanks	Dr. I. Sultana, Assistant Professor., Department of Economics
4.00 to 4.10 p.m.	Concluding Remarks	Dr.Firdouse Jahan, Vice-Principal (AN)



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STEP-IN (DEEKSHARAMBH)

STUDENTS' INDUCTION PROGRAMME (FN) JULY 2024

Day	Day/Date	Time	Topic	Resource Persons		Topic	IQAC members in-charge		MC & Rapporteur	
			Auditorium (venue 1)	Auditorium (venue 1)		Seminar Hall (Venue 2)	Auditorium			
Day 1	03.07.2024 Wednesday	08.05 - 09.30. a.m	Principal's Address to Students & Introduction of HODs & Class teachers	Dr.Amthul Azeez, Principal & Correspondent Dr. D.A. Shahira Banu, Vice Principal (FN)			Dr. Jeelani Begum & Mrs. Waseema Noor		Mrs. Faiz Jahan, Asst Prof, Dept of English	
		09.30 - 11.00 a.m	First Day First Show	Students Council					Student Council Coordinators	
		11.00 - 01.00 p.m	Tour of the College	Tour of the College by the Department secretaries					Department Secretaries	
				Auditorium (venue 1)	Seminar Hall (Venue 2)		Auditorium (venue 1)	Seminar Hall (Venue 2)	Auditorium (venue 1)	Seminar Hall (Venue 2)
Day 2	04.07.2024 Thursday	08.45 - 09.45 a.m.	View into the Past - History of the College	Dr. Rizwana Begum, Assistant Prof., Dept. of Biochemistry	Mrs. S. Jamal Sayeedha Tabassum, Assistant Prof., Dept. of Chemistry	View into the Past - History of the College	Dr.Mohammed Nisha	Dr.Anjum	Dr. M. Sameena, Asst Prof, Dept of Commerce	Dr. Shazia Farhana, Asst. Prof, Dept of Hindi
					Mrs. Uma, Librarian	Introduction to Library				
		10:00 - 11.00 a.m	Infra@JBAS - Facilities of the College	Mrs. Umme Rubab, Assistant Prof., Dept. of English	Dr. A. Shayin, Assistant Prof., Dept. of Economics	Infra@JBAS - Facilities of the College			Dr. Papitha Anjum, Asst. Prof, Dept of Commerce	Dr. B. Saritha, Asst Prof, Dept of Botany
			Introduction to Library	Mrs. Uma, Librarian						
		11.15 - 12.15 p.m	KYC -Know Your Curriculum	Dr.M.Jabeen, Assistant Prof., Dept. of Commerce	Mrs.Anis Fathima Faisal, Assistant Prof., Dept. of English	KYC -Know Your Curriculum		Mrs. Sara Sameera, Asst Prof, Dept of English	Dr. Fathima Shaheen, Asst Prof, Dept of English	
Day 3	05.07.2024 Friday	08.45 - 09.45 a.m.	Healthy Me - Health is Wealth	Dr. Safia Ahmed, Medical Officer (FN)	Dr. Mubeen Sultana, Associate Prof, Dept. of Zoology	Healthy Me - Health is Wealth	Dr.Gayathri	Mrs.Waseema Noor	Mrs.V. Devi, Asst Prof, Dept of Political Science	Dr. Hariffa, Asst Prof, Dept of Home Science
		10:00 - 11.00 a.m	Strong in Thought - Personality Enrichment	Mr. Vishal, CEO, Skill Enhancement Academy	Dr. Asif Jamal, Asst Prof, Dept of Botany	Heal the World - Environmental Sustainability			Dr. B. Fathima, Asst Prof, Dept of Mathematics	Dr. Mallika Begum, Asso Prof, Dept of History
		11.15 - 12.15 p.m	Heal the World - Environmental Sustainability	Dr. Deepa, Asst. Prof, Dept. of History	Mr. Vishal, CEO, Skill Enhancement Academy	Strong in Thought - Personality Enrichment			Mrs.Tasleem Tabussum, Asst Prof, Dept of Biochemistry	Dr. K. Hemalatha, Asst Prof, Dept of Chemistry

STUDENTS' INDUCTION PROGRAMME (AN) JULY 2024

Day	Day/Date	Time	Topic	Resource Persons		Topic	IQAC members in-charge		MC & Rapporteur	
Day 4	08.07.2024 Monday	08.45 - 09.45 a.m.	Nurturing & Hand-Holding -Mentoring	Mrs. Kavitha Dhanraj, Asst. Prof., Dept. of Psychology	Ms. Rajalakshmi Srinivasan, Director-Product Management, Zoho Corp. Pvt. Ltd.	Developing Skill sets	Mrs. Umme Rubab	Dr.Jeelani Begum	Mrs. Kavitha Sebastian, Asst Prof, Dept of Psychology	Dr.Sivasankari, Asst Prof, Dept of Economics
		10:00 - 11.00 a.m	Developing Skill sets	Ms. Rajalakshmi Srinivasan, Director-Product Management, Zoho Corp. Pvt. Ltd.	Mrs. Latha Kanan, Counselling Psychologist and NLP Practitioner	A Mindful Change - Social Consciousness and Values			Dr. Lucky, Asst Prof, Dept of Zoology	Mrs. Mumtaz, Asst Prof, Dept of Home Science
		11.15 - 12.15 p.m	A Mindful Change - Social Consciousness and Values	Mrs. Latha Kanan, Counselling Psychologist and NLP Practitioner	Mrs. Ayesha Arif Zinna, Asst. Prof., Dept. of Psychology	Nurturing & Hand-Holding -Mentoring			Mrs. Meherunissa, Asst Prof, Dept of Psychology	Dr. Farida, Asst Prof, Dept of History
Day 5	09.07.2024 Tuesday	08.45 - 09.45 a.m.	Cyber Security - E-Safety	Inspector of Police, Cyber Security, Government of Tamilnadu	Dr.Faiza, Physical Director (FN), JBAS College for Women	Wellness Drill - Physical Fitness	Mrs.Waseema Noor	Dr.Mohammed Nisha	Dr. Aarthi Ganesan, Asst Prof, Dept of Physics	Mrs. Marlarvhzhi, Head & Asst. Prof Dept. of French
		10:00 - 11.00 a.m	Pehchaan - Mission to reach your Vision	Ms.Thulasi Manogaran, CEO, Giant Leap, NLP Practioner	Inspector of Police, Cyber Security, Government of Tamilnadu	Cyber Security - E-Safety			Mrs. Mohamed Mariam, Asst. Prof. Dept. of Home Science	Mrs. Azeezunissa, Asst. Prof, Dept. of Mathematics
		11.15 - 12.15 p.m	Wellness Drill - Physical Fitness	Dr.Faiza, Physical Director (FN), JBAS College for Women	Ms.Thulasi Manogaran, CEO, Giant Leap, NLP Practioner	Pehchaan - Mission to reach your Vision			Dr. Parveen Begum, Asst. Prof, Dept. of Commerce	Dr. Asgari, Asst. Prof, Dept. of Zoology

Technical Assistance & Discipline - Student Council & NSS Students

Note : Kindly acknowledge by signing near your name & Reports to be submitted to the following mail id within 2 days of completion of the session. (iqac22@jbascollege.edu.in)



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			Auditorium (venue 1)	Auditorium (venue 1)		Seminar Hall (Venue 2)	Auditorium			
Day 1	03.07.2024 Wednesday	01:05 - 02:30 p.m.	Principal's Address to Students & Introduction of HODs & Class teachers	Dr.Amthul Azeez, Principal & Correspondent Dr. Firdouse Jahan, Vice Principal (AN)			Mrs. Jasmin & Mrs. Airem Ayesha		Mrs. Amala Rani, Asst. Prof, Dept. of English	
		02:30 - 04:00 p.m.	First Day First Show	Students Majlis					Majlis Coordinators	
		04:15 - 05:15 pm	Tour of the College	Tour of the College by the Department secretaries					Department Secretaries	
				Auditorium (Venue 1)	Seminar Hall (Venue 2)		Auditorium (Venue 1)	Seminar Hall (Venue 2)	Auditorium (Venue 1)	Seminar Hall (Venue 2)
Day 2	04.07.2024 Thursday	01:45 - 02:45 p.m.	View into the Past - History of the College	Dr.Hameedunissa, Associate Prof and HOD, Dept of Commerce	Mrs.Shaheen, Asso Prof, Dept of Maths	View into the Past - History of the College	Dr. Nikhath Parveen	Dr. Sultana	Mrs. Judy Niranjala, Asst. Prof, Dept. of French	Mrs. Madhura Bashini Asst. Prof, Dept. of Economics
					Mrs. Uma, Librarian				Introduction to Library	
		03:00 - 04:00 p.m	Infra@JBAS - Facilities of the College	Mrs. Sarwath unisaa, Assistant Prof, Dept of English	Dr. R. Vajubunnisa Begum, Associate Prof and HOD, Dept of ECS	Infra@JBAS - Facilities of the College			Dr. Sherin Percy Prema Leela, Asst. Prof, Dept. of ECS	Dr. Karunambigai, Asst. Prof, Dept. of TTM
				Introduction to Library	Mrs. Uma, Librarian					
04.15 - 05:15 p.m.	KYC -Know Your Curriculum	Dr.B.Preethi, Associate Prof, Department of CS&ISM	Mrs.Sharanya, Asst Prof, Dept of Economics	KYC -Know Your Curriculum	Mrs. Hameeda Begum, Asst. Prof, Dept of Mathematics	Mrs. Shakira Begum, Asst. Prof, Dept. of Microbiology				
Day 3	05.07.2024 Friday	01:45 - 02:45 p.m.	Strong in Thought - Personality Enrichment	Mr. S. Mohammed Mansur, Human Engmineering Specialist.	Mrs. Irfana Tabassum, Associate Prof, Dept of Microbiology	Healthy Me - Health is Wealth	Dr.Summera	Mrs. Jasmin	Mrs. Rubina, Asst. Prof, Dept of Mathematics	Mrs. Jessey, Asso. Prof. Dept. of Comp. Sci.
		03:00 - 04:00 p.m	Healthy Me - Health is Wealth	Dr. R. Madhavi, Medical Officer	Mr. S. Mohammed Mansur, Human Engmineering Specialist.	Strong in Thought - Personality Enrichment			Mrs. Aysha, Asst. Prof, Dept of Comp. Sci.	Dr. Pradeepa, Asst. Prof, Dept. of Statistics
		04.15 - 05:15 p.m.	Heal the World - Environmental Sustainability	Dr. Sumitha, Assistant Prof., Dept of Microbiology	Dr. Asfiya Banu, Assistant Prof., Dept of TTM	Heal the World - Environmental Sustainability			Mrs. Sameena, Asst. Prof, Dept. of Commerce	Dr. Taskeen Fathima, Asst. Prof. Dept. of Comp. Sci.

STUDENTS' INDUCTION PROGRAMME (AN) JULY 2024

Day	Day/Date	Time	Topic	Resource Persons		Topic	IQAC members in-charge		MC & Rapporteur	
Day 4	08.07.2024 Monday	01:45 - 02:45 p.m.	Nurturing & Hand-Holding -Mentoring	Mrs. Ayesha Arif Zinna, Asst. Prof., Dept. of Psychology	Mrs. Kavitha Dhanraj, Asst. Prof., Dept. of Psychology	Nurturing & Hand-Holding -Mentoring	Dr. Dilshad Begum	Dr. Sultana	Dr. Amathullah Thusneem, Asst. Prof, Dept. of Commerce	Dr. Namitha, Asst. Prof, Dept. of Commerce
		03:00 - 04.00 p.m	A Mindful Change - Social Consciousness and Values	Mrs. Latha Kanan, Counselling Psychologist and NLP Practitioner	Mr. Stephen James, HR, Revature	Developing Skill sets			Mrs. Sameena, Asst. Prof, Dept. of English	Ms. Shereen, Asst. Prof. Dept. of CS & ISM
		04.15 - 05:15 p.m.	Developing Skill sets	Mr. Stephen James, HR, Revature	Mrs. Latha Kanan, Counselling Psychologist and NLP Practitioner	A Mindful Change - Social Consciousness and Values			Mrs. M. Karpagam, Asso. Prof., Dept. of CS & ISM	Mrs. Minu Meera, Asst. Prof, Dept of Comp. Sci.
Day 5	09.07.2024 Tuesday	01:45 - 02:45 p.m.	Pehchaan - Mission to reach your Vision	Ms.Thulasi Manogaran, CEO, Giant Leap, NLP Practitioner	Dr.Faiza, Physical Director (FN), JBAS College for Women	Wellness Drill - Physical Fitness	Mrs. Airem Ayesha	Dr. Dilshad Begum	Dr. Usha Sri, Asst. Prof, Dept. of Microbiology	Dr. Sai Prasanna, Asst. Prof, Dept. of Physics
		03:00 - 04.00 p.m	Cyber Security - E-Safety	Inspector of Police, Cyber Security, Government of Tamilnadu	Ms.Thulasi Manogaran, CEO, Giant Leap, NLP Practitioner	Pehchaan - Mission to reach your Vision			Ms, Anitha Merin Vincent, Asst. Prof. Dept. of English	Dr. Priya, Asso. Prof., Dept. of BBA
		04.15 - 05:15 p.m.	Wellness Drill - Physical Fitness	Dr.Faiza, Physical Director (FN), JBAS College for Women	Inspector of Police, Cyber Security, Government of Tamilnadu	Cyber Security - E-Safety			Dr. Suriaya Begum, Asst. Prof. Dept. of Physics	Dr. Yasmin Asst. Prof, Dept of Comp. Sci.

Technical Assistance & Discipline - Student Council & NSS Students

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STEP-IN

STUDENT INDUCTION PROGRAMME (FN) POST GRADUATE STUDENTS - JULY 2024

Day/Date	Time	Topic	Library Convention Hall	IQAC Member in charge
08.07.2024 Monday	10.30 -11.00 a.m.	History of the College	Dr. P. Mohamed Nisha, Associate Prof, Dept. of Home Science	Mrs. Waseema Noor, Asst.Prof, Dept. of Arabic
	11.00 -11.30 a.m.	Facilities of the College - Research and Resources	Dr.Gayathri, Assistant Prof, Dept. of Commerce	
	11.40 -12.10 p.m.	Progression Plan	Mrs. Jayanthi Sivagami, Placement Officer & Counsellor	
	12.10 -12.40 p.m.	Curriculum and Evaluation	Dr. Mubeen Sultana, Associate Prof, Dept. of Zoology	



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STUDENT INDUCTION PROGRAMME (AN) POST GRADUATE STUDENTS - JULY 2024

Day/Date	Time	Topic	Library Convention Hall	IQAC Member in charge
08.07.2024 Monday	03.00 - 03.30 p.m.	History of the College	Mrs. Nikhath Parveen, Assistant Prof, Department of Commerce	Mrs.Airem Ayesha, Asst. Prof., Dept. of English
	03.30 - 04.00 p.m.	Facilities of the College - Research and Resources	Dr.Gayathri, Assistant Prof, Dept. of Commerce	
	04.15 - 04.45 p.m.	Progression Plan	Mrs. Jayanthi Sivagami, Placement Officer & Counsellor	
	04.45 - 05.15 p.m.	Curriculum and Evaluation	Mrs.Jasmin, Assistant Prof, Dept of BES	



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INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

2nd meeting of the IQAC scheduled on the 5th August (Monday), 2024

at 12.05 p.m. at the Principal's Office

AGENDA

1. Prayer
2. Confirmation of the minutes of 1st IQAC meeting held on 29th July 2024
3. Action taken report
4. Understanding of NAAC Reforms 2024
5. Any other matter with the permission of the chair

Principal & Correspondent

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.



**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 2nd IQAC MEETING for the academic year 2024-2025

DATE: 05.08.2024

TIME:12.05 pm

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) Anjum. A – Deputy Coordinator, IQAC
4. Dr. (Mrs.) D.A. Shahira Banu - Vice –Principal (F.N.)
5. Dr. (Mrs.) S. Firdouse Jahan, Vice –Principal (A.N.)
6. Dr. (Mrs.) Waheeda Matheen, HoD, Psychology
7. Dr. (Mrs.) Gayathri. R - Asst. Prof., Commerce
8. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
9. Mrs. Waseema Noor N. - Asst. Prof., Arabic
10. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
11. Dr. (Mrs.) Nikhath Parveen - Asst. Prof., Commerce
12. Mrs. Jasmin.H - Associate Prof., Electronic Science
13. Dr. (Mrs.) Dilshad Begum - Associate Prof., Computer Science
14. Mrs. Airem Aysha - Asst. Prof., English
15. Dr. (Mrs.) Sultana I - Asst. Prof., Corporate Economics
16. Dr. (Mrs.) D. Mubeen Suktana - Associate Prof., Zoology
17. Dr. (Mrs.) J. Ummay Rubab - Associate Prof., English

Leave of absence was granted to Dr. M. Jabeen, Dr. Gayathri. R, Dr. Jeelani Begum G and Mrs. Jayanthi Sivagami, Placement Officer.

AGENDA

1. Prayer
2. Confirmation of the minutes of 1st IQAC meeting held on 29th July 2024
3. Action taken report
4. Understanding of NAAC Reforms 2024
5. Any other matter with the permission of the chair

1. PRAYER

- The meeting began with the recitation from the Holy Quran by Mrs. Waseema Noor N.

2. CONFIRMATION OF THE MINUTES OF THE 1st IQAC MEETING HELD ON 29th JULY 2024

- Dr. Mohamed Nisha read the minutes of the 1st IQAC meeting of the year 2024-25. The IQAC members resolved to confirm the Minutes of the meeting.

3. ACTION TAKEN REPORT

- The action taken was reported by Dr. N. Sujatha, Coordinator, IQAC

4. UNDERSTANDING OF NAAC REFORMS 2024

- **Attribute 1**, which pertains to the Curriculum, was discussed. It includes 8 metrics and carries a weightage of 75.
 - It was proposed that a dedicated committee be formed, comprising Deans, CDDC members, and OBE members, to oversee the syllabus framed by the departments to ensure the alignment of the syllabus with institutional and accreditation standards.
 - A detailed audit of the LOCF (Learning Outcomes-Based Curriculum Framework) syllabus be conducted to evaluate whether the mapping of program outcomes and course outcomes has been properly implemented.

- The importance of collecting feedback from students, teachers, employers, industry representatives, and alumni was emphasized. A system to analyze this feedback and implement necessary actions was discussed as a priority.
- The need for framing a comprehensive policy for adopting CBCS was highlighted.
- It was suggested that a standardized format be developed to map skill-oriented courses with the NSQF (National Skills Qualifications Framework) and NCrF (National Credit Framework) to ensure consistent alignment of courses with national skill and credit standards.
- The proposal to establish a committee focused on the Indian Knowledge System (IKS) was discussed. This committee will work on integrating traditional Indian knowledge into the curriculum and related activities.

5. ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

- The Principal & Correspondent, Dr. Amthul Azeez, briefed the IQAC members on the UGC guidelines for the Institutional Development Plan.
- The Principal & Correspondent suggested that an Information Corner/RTI section be included on the college website.

The meeting ended with thanks to the chair.

Date: 05. 08. 2024


Dr. (Mrs.) Amthul Azeez

(PRINCIPAL & CORRESPONDENT)

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018,

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 05.08.2024

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	Anjum. A
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. Shahira Banu
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	S. Firdouse Jahan
6.	Dr. (Mrs.) Waheeda Matheen	HoD, Psychology	Waheeda Matheen
7.	Dr. (Mrs.) Jabeen.M	Asst. Prof., Commerce &	-
8.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Commerce	-
9.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha
10.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	-
11.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N.
12.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq
13.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen
14.	Mrs. Jasmin.H	Associate Prof., Electronic Science	Jasmin.H
15.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
16.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha
17.	Dr. (Mrs.) Sultana I	Asst. Prof., Corporate Economics	Sultana I
18.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	-
19.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	Mubeen Sultana
20.	Dr. J. Ummay Rubab	Associate. Prof., English	Ummay Rubab 5/8/2024
21.		Administrative Officer	
22.		Financial Consultant	

Date: 05.08.2024


PRINCIPAL & CORRESPONDENT

**Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.**



JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN

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1

INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

3rd meeting of the IQAC scheduled on the 16th August (Friday), 2024

at 12.05 p.m. at the Principal's Office

AGENDA

1. Prayer
2. Confirmation of the minutes of 2nd IQAC meeting held on 5th August 2024
3. Action taken report
4. Understanding of NAAC Reforms 2024
5. Any other matter with the permission of the chair

Principal & Correspondent

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.



**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 3rd IQAC MEETING for the academic year 2024-2025

DATE: 16.08.2024

TIME:12.05 pm

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) Anjum. A – Deputy Coordinator, IQAC
4. Dr. (Mrs.) D.A. Shahira Banu - Vice –Principal (F.N.)
5. Dr. (Mrs.) S. Firdouse Jahan, Vice –Principal (A.N.)
6. Dr. (Mrs.) Waheeda Matheen, HoD, Psychology
7. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
8. Dr. (Mrs.) Jeelani Begum G. - Associate Prof., Chemistry
9. Mrs. Waseema Noor N. - Asst. Prof., Arabic
10. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
11. Dr. (Mrs.) Nikhath Parveen - Asst. Prof., Commerce
12. Dr. (Mrs.) Dilshad Begum - Associate Prof., Computer Science
13. Mrs. Airem Aysha - Asst. Prof., English
14. Dr. (Mrs.) Sultana I - Asst. Prof., Corporate Economics
15. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
16. Dr. (Mrs.) D. Mubeen Suktana - Associate Prof., Zoology

Leave absence was granted to Dr. M. Jabeen, Dr. Gayathri. R, Mrs. Jasmin.H, and Dr. J. Ummay Rubab.

AGENDA

1. Prayer
1. Confirmation of the minutes of 2nd IQAC meeting held on 5th August 2024
2. Action taken report
3. Understanding of NAAC Reforms 2024
4. Any other matter with the permission of the chair

1. PRAYER

- The meeting began with the recitation from the Holy Quran by Mrs. Waseema Noor N.

2. CONFIRMATION OF THE MINUTES OF THE 2nd IQAC MEETING HELD ON 5th AUGUST 2024

- Dr. Mohamed Nisha read the minutes of the 2nd IQAC meeting of the year 2024-25. The IQAC members resolved to confirm the Minutes of the meeting.

3. ACTION TAKEN REPORT

- The action taken was reported by Dr. N. Sujatha, Coordinator, IQAC

4. UNDERSTANDING OF NAAC REFORMS 2024

- Attributes 2 and 3 were discussed during the meeting.

Attribute 2

- Attribute 2, which focuses on Faculty Resources, includes 2 metrics with a total weightage of 50.
- During the meeting, it was decided that a detailed report on the Student–Teacher ratio and faculty details should be compiled and submitted for assessment purposes.

Attribute 3

- Attribute 3, related to Infrastructure, comprises 4 metrics with a weightage of 50.

- A proposal was made to construct a new block with additional classrooms to accommodate the growing student population and ensure a better learning environment.
- It was suggested that every classroom be equipped with projectors to enhance teaching and learning through the integration of audio-visual aids.
- The need for more clean washrooms for both visitors and students was emphasized.
- A proposal was made to install plagiarism detection software to uphold academic integrity and support students and faculty in producing original research and assignments.
- It was recommended that additional washrooms designed for Divyangjan (persons with disabilities) be constructed.
- The committee discussed the need for enhanced support for Divyangjan, including clear signage, accessible websites, and mechanized equipment to promote inclusivity and ease of access.

5. ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

- The Principal & Correspondent, Dr. Amthul Azeez informed the IQAC members that the NAAC accreditation is valid until March 2029. It was emphasized that efforts should be made to improve the quality of education.

The meeting ended with thanks to the chair.

Date: 16 . 08 . 2024

Dr. (Mrs.) Amthul Azeez

(PRINCIPAL & CORRESPONDENT)

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.




**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous), Chennai-600018**

**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(5.08.2024 to 15.08.2024)**

- A motivational speech in the college assembly was delivered by Dr. Mohamed Nisha, titled "Empower Today: Change Tomorrow," on 12th August 2024 for students of both the Forenoon and Afternoon Sessions.

DATE: 16.08.2024


Dr. (Mrs.) Amthul Azeez
(PRINCIPAL & CORRESPONDENT)

**Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018,**

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 16.08.2024

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	Anjum A
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. Shahira Banu 16/8/24
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	S. Firdouse Jahan 16/8/24
6.	Dr. (Mrs.) Waheeda Matheen	HoD, Psychology	Waheeda Matheen 16/8/24
7.	Dr. (Mrs.) Jabeen.M	Asst. Prof., Commerce &	—
8.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Commerce	—
9.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha
10.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	Jeelani Begum G.
11.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N.
12.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq 16/8/24
13.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen
14.	Mrs. Jasmin.H	Associate Prof., Electronic Science	—
15.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
16.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha
17.	Dr. (Mrs.) Sultana I	Asst. Prof., Corporate Economics	Sultana I
18.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami
19.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	Mubeen Sultana
20.	Dr. J. Ummay Rubab	Associate. Prof., English	—
21.	Dr. Mujira Fathima	Administrative Officer	—
22.	Mr. Prabhakaran	Financial Consultant	—

Date: 16.08.2024


PRINCIPAL & CORRESPONDENT

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
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INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

**4th meeting of the IQAC scheduled on the 22nd August (Thursday), 2024
at 12.30 p.m. at the Principal's Office**

AGENDA

1. Prayer
2. Confirmation of the minutes of 3rd IQAC meeting held on 16th August 2024
3. Action taken report
4. Understanding of NAAC Reforms 2024
5. Any other matter with the permission of the chair

Principal & Correspondent

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.



**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 4th IQAC MEETING for the academic year 2024-2025

DATE: 22.08.2024

TIME:12.30 pm

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) Anjum. A – Deputy Coordinator, IQAC
4. Dr. (Mrs.) D.A. Shahira Banu - Vice –Principal (F.N.)
5. Dr. (Mrs.) S. Firdouse Jahan, Vice –Principal (A.N.)
6. Dr. (Mrs.) Waheeda Matheen, HoD, Psychology
7. Dr. (Mrs.) Gayathri. R - Asst. Prof., Commerce
8. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
9. Dr. (Mrs.) Jeelani Begum G. - Associate Prof., Chemistry
10. Mrs. Waseema Noor N. - Asst. Prof., Arabic
11. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
12. Dr. (Mrs.) Nikhath Parveen - Asst. Prof., Commerce
13. Mrs. Jasmin.H - Associate Prof., Electronic Science
14. Dr. (Mrs.) Dilshad Begum - Associate Prof., Computer Science
15. Mrs. Airem Aysha - Asst. Prof., English
16. Dr. (Mrs.) Sultana I - Asst. Prof., Corporate Economics
17. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
18. Dr. (Mrs.) D. Mubeen Sultana - Associate Prof., Zoology
19. Dr. (Mrs.) J. Ummay Rubab - Associate Prof., English

Leave of absence was granted to Dr. M. Jabeen.

AGENDA

1. Prayer
1. Confirmation of the minutes of 3rd IQAC meeting held on 16th August 2024
2. Action taken report
3. Understanding of NAAC Reforms 2024
4. Any other matter with the permission of the chair

1. PRAYER

- The meeting began with the recitation from the Holy Quran by Mrs. Waseema Noor N.

2. CONFIRMATION OF THE MINUTES OF THE 3rd IQAC MEETING HELD ON 16th AUGUST 2024

- Dr. Mohamed Nisha read the minutes of the 3rd IQAC meeting of the year 2024-25. The IQAC members resolved to confirm the Minutes of the meeting.

3. ACTION TAKEN REPORT

- The action taken was reported by Dr. N. Sujatha, Coordinator, IQAC

4. UNDERSTANDING OF NAAC REFORMS 2024

- Attribute 4, which pertains to Financial Resources and Management, includes 4 metrics with a weightage of 50 was discussed during the meeting.
- The availability and utilization of government grants were reviewed, and management contributions toward the development of institutional infrastructure were discussed.
- Emphasis was placed on significant expenditures for infrastructure improvements, including upgrades to the library and laboratory equipment.
- The income generated from scholarships and endowments was highlighted as a key source of financial support for students and institutional activities.

- The strategies to attract more endowments and donations from alumni and philanthropists were explored to enhance financial sustainability.

The meeting ended with thanks to the chair.

Date: 22.08.2024




Dr. (Mrs.) Amthul Azeez

(PRINCIPAL & CORRESPONDENT)

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 22.08.2024

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	Anjum - A
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. Shahira Banu 22/8/24
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	S. Firdouse Jahan 22/8/24
6.	Dr. (Mrs.) Waheeda Matheen	HoD, Psychology	Waheeda Matheen 22/8/2024
7.	Dr. (Mrs.) Jabeen.M	Asst. Prof., Commerce &	—
8.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Commerce	Gayathri R 22/8/24
9.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha
10.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	Jeelani Begum 22/8/24
11.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor 22/8/24
12.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera 22/8/24
13.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath
14.	Mrs. Jasmin.H	Associate Prof., Electronic Science	Jasmin
15.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
16.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha
17.	Dr. (Mrs.) Sultana I	Asst. Prof., Corporate Economics	Sultana I
18.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami
19.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	Mubeen Sultana
20.	Dr. J. Ummay Rubab	Associate. Prof., English	Ummay Rubab
21.	Dr. Mujira Fathima	Administrative Officer	
22.	Mr. Prabhakaran	Financial Consultant	

Date: 22.08.2024


PRINCIPAL & CORRESPONDENT

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.



JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN

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INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

5th meeting of the IQAC scheduled on the 29th August (Thursday), 2024

at 12.30 p.m. at the Principal's Office

AGENDA

1. Prayer
2. Confirmation of the minutes of 4th IQAC meeting held on 22nd August 2024
3. Action taken report
4. Understanding of NAAC Reforms 2024
5. Any other matter with the permission of the chair

Principal & Correspondent

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.



**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 5th IQAC MEETING for the academic year 2024-2025

DATE: 29.08.2024

TIME:12.30 pm

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) D.A. Shahira Banu - Vice –Principal (F.N.)
4. Dr. (Mrs.) S. Firdouse Jahan, Vice –Principal (A.N.)
5. Dr. (Mrs.) Waheeda Matheen, HoD, Psychology
6. Dr. (Mrs.) Gayathri. R - Asst. Prof., Commerce
7. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
8. Dr. (Mrs.) Jeelani Begum G. - Associate Prof., Chemistry
9. Mrs. Waseema Noor N. - Asst. Prof., Arabic
10. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
11. Dr. (Mrs.) Nikhath Parveen - Asst. Prof., Commerce
12. Mrs. Jasmin.H - Associate Prof., Electronic Science
13. Dr. (Mrs.) Dilshad Begum - Associate Prof., Computer Science
14. Mrs. Airem Aysha - Asst. Prof., English
15. Dr. (Mrs.) Sultana I - Asst. Prof., Corporate Economics
16. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
17. Dr. (Mrs.) D. Mubeen Sultana - Associate Prof., Zoology
18. Dr. (Mrs.) J. Ummay Rubab - Associate Prof., English

Leave of absence was granted to Dr. Anjum A. and Dr. M. Jabeen.

AGENDA

1. Prayer
1. Confirmation of the minutes of 4th IQAC meeting held on 22nd August 2024
2. Action taken report
3. Understanding of NAAC Reforms 2024
4. Any other matter with the permission of the chair

1. PRAYER

- The meeting began with the recitation from the Holy Quran by Mrs. Waseema Noor N.

2. CONFIRMATION OF THE MINUTES OF THE 4th IQAC MEETING HELD ON 22nd AUGUST 2024

- Dr. Mohamed Nisha read the minutes of the 4th IQAC meeting of the year 2024-25. The IQAC members resolved to confirm the Minutes of the meeting.

3. ACTION TAKEN REPORT

- The action taken was reported by Dr. N. Sujatha, Coordinator, IQAC

4. UNDERSTANDING OF NAAC REFORMS 2024

- Attribute 5, which pertains to Learning and Teaching and includes 7 metrics with a weightage of 150, was discussed during the meeting.
- It was decided to incorporate new pedagogical strategies to enhance the teaching-learning process.
- Emphasis will be placed on regular collaboration with industries through various activities, and students are encouraged to undertake internships beyond the curriculum.
- Industry experts may be invited to deliver guest lectures.
- Different methods will be employed for the continuous evaluation system, and the minutes of the Board of Examination (BOE) will document the approved methods for Continuous Internal Evaluation, which will serve as evidence.

- Detailed reports, including photographs, will be maintained to address diverse needs such as remedial classes and bridge courses.

5. ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

- The disadvantages and challenges of generating certificates with numbers were discussed, but it was decided to continue numbering certificates in the upcoming academic year.

The meeting ended with thanks to the chair.

Date: 29.08.2024




Dr. (Mrs.) Amthul Azeez
(PRINCIPAL & CORRESPONDENT)

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 29.08.2024

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	-
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. Shahira Banu
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	S. Firdouse Jahan
6.	Dr. (Mrs.) Waheeda Matheen	HoD, Psychology	Waheeda Matheen 29/8/2024
7.	Dr. (Mrs.) Jabeen.M	Asst. Prof., Commerce &	-
8.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Commerce	Gayathri R 29/8/24
9.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha
10.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	Jeelani Begum G 29/8/24
11.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N 29/8/24
12.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq 29/8/24
13.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen
14.	Mrs. Jasmin.H	Associate Prof., Electronic Science	Jasmin.H
15.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
16.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha
17.	Dr. (Mrs.) Sultana I	Asst. Prof., Corporate Economics	Sultana I
18.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami 29/8
19.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	Mubeen Sultana
20.	Dr. J. Ummay Rubab	Associate. Prof., English	Ummay Rubab
21.	Dr. Mujeera Fathima	Administrative Officer	
22.	Mr. Prabhakaran	Financial Consultant	

Date: 29.08.2024


PRINCIPAL & CORRESPONDENT

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
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An ISO 9001:2015 Certified Institution

INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

6th meeting of the IQAC scheduled on the 6th September (Friday), 2024

at 12.30 p.m. at the Principal's Office

AGENDA

1. Prayer
2. Confirmation of the minutes of the of 5th IQAC meeting held on 29th August 2024
3. Action taken report
4. Understanding of NAAC Reforms 2024
5. Any other matter with the permission of the chair

Principal & Correspondent

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.



**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 6th IQAC MEETING for the academic year 2024-2025

DATE: 06.09.2024

TIME:12.30 pm

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) Anjum. A – Deputy Coordinator, IQAC
4. Dr. (Mrs.) D.A. Shahira Banu - Vice –Principal (F.N.)
5. Dr. (Mrs.) S. Firdouse Jahan, Vice –Principal (A.N.)
6. Dr. (Mrs.) Waheeda Matheen, HoD, Psychology
7. Dr. (Mrs.) Gayathri. R - Asst. Prof., Commerce
8. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
9. Dr. (Mrs.) Jeelani Begum G. - Associate Prof., Chemistry
10. Mrs. Waseema Noor N. - Asst. Prof., Arabic
11. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
12. Dr. (Mrs.) Nikhath Parveen - Asst. Prof., Commerce
13. Mrs. Jasmin.H - Associate Prof., Electronic Science
14. Dr. (Mrs.) Dilshad Begum - Associate Prof., Computer Science
15. Mrs. Airem Aysha - Asst. Prof., English
16. Dr. (Mrs.) Sultana I - Asst. Prof., Corporate Economics
17. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
18. Dr. (Mrs.) D. Mubeen Sultana - Associate Prof., Zoology
19. Dr. (Mrs.) J. Ummay Rubab - Associate Prof., English

Leave of absence was granted to Dr. M. Jabeen,

AGENDA

1. Prayer
2. Confirmation of the minutes of the of 5th IQAC meeting held on 29th August 2024
3. Action taken report
4. Understanding of NAAC Reforms 2024
5. Any other matter with the permission of the chair

1. PRAYER

- The meeting began with the recitation from the Holy Quran by Mrs. Waseema Noor N.

2. CONFIRMATION OF THE MINUTES OF THE 5th IQAC MEETING HELD ON 29th AUGUST 2024

- Dr. P. Mohamed Nisha read the minutes of the 5th IQAC meeting of the year 2024-25. The IQAC members resolved to confirm the Minutes of the meeting.

3. ACTION TAKEN REPORT


- The action taken was reported by Dr. N. Sujatha, Coordinator, IQAC

4. UNDERSTANDING OF NAAC REFORMS 2024


- Attribute 6, which focuses on Extended Curricular Engagements and comprises 6 metrics with a weightage of 125, was discussed in the meeting.
- It was resolved that all departmental associations will be converted into clubs.
- Domain-related days will be celebrated under these clubs, with reports of all events to be documented.
- Student coordinators will be assigned the responsibility of organizing cultural events.
- All existing dance, music, and other teams will be merged into a unified cultural club.
- A new club focusing on mental well-being will be established.
- Students involved in sports will be encouraged to participate in state, national, and international competitions.

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 06.09.2024

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha 6/9/24
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	Anjum. A
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. Shahira Banu
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	S. Firdouse Jahan
6.	Dr. (Mrs.) Waheeda Matheen	HoD, Psychology	Waheeda Matheen
7.	Dr. (Mrs.) Jabeen.M	Asst. Prof., Commerce &	—
8.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Commerce	Gayathri R
9.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha
10.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	Jeelani Begum G.
11.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N.
12.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq
13.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen
14.	Mrs. Jasmin.H	Associate Prof., Electronic Science	Jasmin.H
15.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
16.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha
17.	Dr. (Mrs.) Sultana I	Asst. Prof., Corporate Economics	Sultana I
18.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami
19.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	D. Mubeen Sultana
20.	Dr. J. Ummay Rubab	Associate. Prof., English	Ummay Rubab
21.	Dr. Mujeera Fathima	Administrative Officer	
22.	Mr. Prabhakaran	Financial Consultant	

Date: 06.09.2024


PRINCIPAL & CORRESPONDENT
Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
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INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

7th meeting of the IQAC scheduled on the 18th September (Wednesday), 2024

at 12.30 p.m. at the Principal's Office

AGENDA

1. Prayer
2. Confirmation of the minutes of 6th IQAC meeting held on 6th September 2024
3. Action taken report
4. Understanding of NAAC Reforms 2024
5. Any other matter with the permission of the chair

Principal & Correspondent

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
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Teynampet, Chennai-600 018.



**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 7th IQAC MEETING for the academic year 2024-2025

DATE: 18.09.2024

TIME:12.30 pm

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) Anjum. A – Deputy Coordinator, IQAC
4. Dr. (Mrs.) D.A. Shahira Banu - Vice –Principal (F.N.)
5. Dr. (Mrs.) S. Firdouse Jahan, Vice –Principal (A.N.)
6. Dr. (Mrs.) Gayathri. R - Asst. Prof., Commerce
7. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
8. Dr. (Mrs.) Jeelani Begum G. - Associate Prof., Chemistry
9. Mrs. Waseema Noor N. - Asst. Prof., Arabic
10. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
11. Dr. (Mrs.) Nikhath Parveen - Asst. Prof., Commerce
12. Mrs. Jasmin.H - Associate Prof., Electronic Science
13. Dr. (Mrs.) Dilshad Begum - Associate Prof., Computer Science
14. Mrs. Airem Aysha - Asst. Prof., English
15. Dr. (Mrs.) Sultana I - Asst. Prof., Corporate Economics
16. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
17. Dr. (Mrs.) D. Mubeen Sultana - Associate Prof., Zoology
18. Dr. (Mrs.) J. Ummay Rubab - Associate Prof., English

Leave of absence was granted to Dr. Waheeda Matheen, HoD, Dr. M. Jabeen.

AGENDA

1. Prayer
2. Confirmation of the minutes of 6th IQAC meeting held on 6th September 2024
3. Action taken report
4. Understanding of NAAC Reforms 2024
5. Any other matter with the permission of the chair

1. PRAYER

- The meeting began with the recitation from the Holy Quran by Mrs. Waseema Noor N.

2. CONFIRMATION OF THE MINUTES OF THE 6th IQAC MEETING HELD ON 6th SEPTEMBER 2024

- Dr. P. Mohamed Nisha read the minutes of the 6th IQAC meeting of the year 2024-25. The IQAC members resolved to confirm the Minutes of the meeting.

3. ACTION TAKEN REPORT

- The action taken was reported by Dr. N. Sujatha, Coordinator, IQAC

4. UNDERSTANDING OF NAAC REFORMS 2024

- Attribute 7, which focuses on Governance and Administration, includes 10 metrics with a weightage of 100 was discussed in the meeting.
- A committee needs to be formed for the formulation of the IDP/Strategic Plan.
- Long-term goals and operational goals need to be defined with clear milestones.
- Adequate representation of stakeholders in decision-making must be verified, and the delegation of powers needs to be revisited to improve participative management.
- Delegation of financial powers needs to be discussed.
- An effective feedback system needs to be created.

- The IQAC should align with the IDP and be intertwined with various committees. One or two members can be associated with each committee, such as the ISO Committee, Planning and Evaluation Committee, Finance Committee, Examination Committee, Grievance Committee, etc.
- The existing AAA system needs to be augmented in the areas of assessment and feedback.
- A regular Stakeholder Satisfaction Survey needs to be designed and conducted.
- Practices of the Quality Circle need to be audited.
- The statutes, ordinances, and regulations of the college, in accordance with statutory guidelines, should be made available on the institutional website.
- Clearly stated welfare measures for stakeholders should be made available.
- In-campus support facilities need to be augmented.
- Support systems for students need to be enhanced alongside existing systems.
- The grievance mechanism should be reworked.
- A proposal to implement e-governance in all processes should be finalized.
- All administrative policies, process policies, safety measures, and committee responsibilities need to be verified, and amendments made where necessary.

5. ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

- The Principal & Correspondent, Dr. Amthul Azeez announced the approval of the CURIE proposal by the Department of Science and Technology, under which four departments—Home Science and Zoology (forenoon session) and Microbiology and Physics (afternoon session)—will receive funding.
- Dr. N. Sujatha, Dr. D.A. Shahira Banu, Dr. S. Firdouse Jahan, and Dr. Waheeda Matheen, who are in charge of the Outbound Training Programme for faculty members, **discussed the** title, venue, and program schedule for the upcoming session.

- Dr. Gayathri R., Dr. Mohamed Nisha P., and Dr. Dilshad Begum, who are in charge of organizing the Faculty Development Programme (FDP), briefed the members about the FDP offered by IIT Madras, highlighting its objectives and potential benefits for faculty members.

The meeting ended with thanks to the chair.

Date:




Dr. (Mrs.) Amthul Azeez

(PRINCIPAL & CORRESPONDENT)

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
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**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 18.09.2024

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	Anjum. A
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. shahira Banu
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	S. Firdouse Jahan
6.	Dr. (Mrs.) Waheeda Matheen	HoD, Psychology	Waheeda Matheen
7.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Commerce	Gayathri R
8.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha
9.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	Jeelani Begum G.
10.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N.
11.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq
12.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen
13.	Mrs. Jasmin.H	Associate Prof., Electronic Science	Jasmin.H
14.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
15.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha
16.	Dr. (Mrs.) Sultana I	Asst. Prof., Corporate Economics	Sultana I
17.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami
18.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	Mubeen Sultana
19.	Dr. J. Ummay Rubab	Associate. Prof., English	Ummay Rubab
20.	Dr. Mujeera Fathima	Administrative Officer	
21.	Mr. Prabhahar	Financial Consultant	

Date: 18.09.2024


PRINCIPAL & CORRESPONDENT
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INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

**8th meeting of the IQAC scheduled on the 24th October (Thursday), 2024
at 12.30 p.m. at the Principal's Office**

AGENDA

1. Prayer
2. Confirmation of the minutes of the 7th IQAC meeting held on 18th September 2024
3. Action taken report
4. Understanding of NAAC Reforms 2024
5. Any other matter with the permission of the chair

Principal & Correspondent

**Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT**

Justice Basheer Ahmed Sayeed
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**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 8th IQAC MEETING for the academic year 2024-2025

DATE: 24.10.2024

TIME: 12.30 pm

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) D.A. Shahira Banu - Vice –Principal (F.N.)
4. Dr. (Mrs.) Waheeda Matheen, HoD, Psychology
5. Dr. (Mrs.) Gayathri. R - Asst. Prof., Commerce
6. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
7. Mrs. Waseema Noor N. - Asst. Prof., Arabic
8. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
9. Dr. (Mrs.) Nikhath Parveen - Asst. Prof., Commerce
10. Mrs. Jasmin.H - Associate Prof., Electronic Science
11. Dr. (Mrs.) Dilshad Begum - Associate Prof., Computer Science
12. Mrs. Airem Aysha - Asst. Prof., English
13. Dr. (Mrs.) Sultana I - Asst. Prof., Corporate Economics
14. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
15. Dr. (Mrs.) D. Mubeen Sultana - Associate Prof., Zoology
16. Dr. (Mrs.) J. Ummay Rubab - Associate Prof., English

Leave of absence was granted to Dr. Anjum. A., Dr. Firdouse Jahan and Dr. G. Jeelani Begum

AGENDA

1. Prayer
1. Confirmation of the minutes of the 7th IQAC meeting held on 18th September 2024
2. Action taken report
3. Understanding of NAAC Reforms 2024
4. Any other matter with the permission of the chair

1. PRAYER

- The meeting began with the recitation from the Holy Quran by Mrs. Waseema Noor N.

2. CONFIRMATION OF THE MINUTES OF THE 7th IQAC MEETING HELD ON 18th SEPTEMBER 2024

- Dr. P. Mohamed Nisha read the minutes of the 7th IQAC meeting of the year 2024-25. The IQAC members resolved to confirm the Minutes of the meeting.

3. ACTION TAKEN REPORT

- The action taken was reported by Dr. N. Sujatha, Coordinator, IQAC

4. UNDERSTANDING OF NAAC REFORMS 2024

- **Attribute 8**, which focuses on Student Outcomes, includes 4 metrics with a weightage of 125 and was discussed during the meeting.
- Emphasis was placed on guiding students to apply for external grants, loans, and incentives to support entrepreneurship through the Business Incubation Centre (BIC).
- The discussion focused on increasing student participation in extended activities and improving feedback mechanisms to gain a better understanding of the learning experience.

5. ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

- Mrs. Jayanthi Sivagami and Dr. Mubeen Sulthana, the in-charges for seminars and conferences, discussed the plans for organizing upcoming seminars. They outlined key themes, potential resource persons, and the expected outcomes of these academic events.

The meeting ended with thanks to the chair.

Date: 24.10.2024



Dr. (Mrs.) Amthul Azeez

(PRINCIPAL & CORRESPONDENT)

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
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JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN

(Autonomous), Chennai-600018

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

(18.09.2024 to 23.10.2024)

- The Bloom session was conducted on 20th September 2024 by Ms. Mridhula, Psychologist and Trainer from Aruvadai Psychological Support Service, and an alumna of our college. She provided insights into the importance of meditation and physical activities such as yoga, aerobics, and walking in managing stress and enhancing relaxation, ultimately helping students improve their concentration and academic performance.
- The Anti-Discriminatory Cell conducted an interdepartmental painting competition on the theme “Save the Sheroes – Their Dreams & Aspirations” on 24th September 2024. The artworks were evaluated based on concept, presentation, and creativity. Dr. Shaistha Shabnam, Associate Professor, Department of Home Science, served as the judge for the event.
- The Illuminate session was led by Dr. Vijayabanu, Assistant Professor, School of Social Sciences and Languages, VIT Chennai, on 27th September 2024. She and her team focused on SWOT analysis and introduced the VARK learning style model—Visual, Auditory, Read/Write, and Kinesthetic - highlighting its psychological significance in improving learning outcomes.
- Dr. Ummey Rubab delivered a motivational speech in the college assembly on the topic “Forgiveness” on 3rd October 2024.
- An Outbound Training Programme for faculty members titled “Innovate to Elevate” was conducted on 5th October 2024 at Coral Beach Resort. The programme focused on team cohesion, building strong interpersonal relationships across departments, and striving for excellence in line with the New Education Policy and Industry 5.0 goals.
- The IQAC organized a Faculty Development Programme under the Madan Mohan Malaviya Teachers Training Programme at the Teaching Learning Centre, IIT Madras,

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 24.10.2024

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. Shahira Banu 24/10/24
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	
6.	Dr. (Mrs.) Waheeda Matheen	HoD, Psychology	Waheeda Matheen 24/10/2024
7.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Commerce	Gayathri R
8.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha
9.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	
10.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N. 24/10/24
11.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq 24/10/24
12.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen
13.	Mrs. Jasmin.H	Associate Prof., Electronic Science	Jasmin.H
14.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
15.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha
16.	Dr. (Mrs.) Sultana I	Asst. Prof., Corporate Economics	Sultana I
17.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami
18.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	Mubeen Sultana
19.	Dr. J. Ummay Rubab	Associate. Prof., English	Ummay Rubab
20.	Dr. Mujeera Fathima	Administrative Officer	
21.	Mr. Prabhakar	Financial Consultant	

Date: 24.10.2024


24/10/24.

PRINCIPAL & CORRESPONDENT

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
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JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Organizing A Workshop on Enhancing Study Skills

BLOOM

**PROGRAMME FOR ACADEMICALLY BACKWARD
STUDENTS**

Ms. Mridhula & Team

Aruvadai Psychological Support Service

Date: 20.09.2024 Time: 1.30 a.m to 4.30 p.m.

Venue: Golden Jubilee Seminar Hall

Dr. (Mrs.) Amthul Azeez
Principal & Correspondent

Dr. (Ms.) Sujatha
IQAC Coordinator

Organizing Secretaries

Dr. Waheeda Matheen
Head & Associate Professor
Dept. of Psychology

Dr. G. Jeelani Begum
Associate Professor
Dept. of Chemistry

Dr. I. Sultana
Assistant Professor
Dept. of Economics



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INTERNAL QUALITY ASSURANCE CELL (IQAC)
Organizing A Workshop on Enhancing Study Skills

BLOOM

**PROGRAMME FOR ACADEMICALLY BACKWARD
STUDENTS**

Ms. Mridhula & Team

Aruvadai Psychological Support Service

Date: 20.09.2024 Time: 9.30 a.m to 12.30 p.m.

Venue: Golden Jubilee Seminar Hall

Dr. (Mrs.) Amthul Azeez
Principal & Correspondent

Dr. (Ms.) Sujatha
IQAC Coordinator

Organizing Secretaries

Dr. Waheeda Matheen
Head & Associate Professor
Dept. of Psychology

Dr. G. Jeelani Begum
Associate Professor
Dept. of Chemistry

Dr. I. Sultana
Assistant Professor
Dept. of Economics



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INTERNAL QUALITY ASSURANCE CELL

Organizing A Workshop on Road for Recognition

ILLUMINATE

TOWARDS THE PEAK OF EXCELLENCE

Dr. U. Vijayabannu

Assistant Professor

School of Social Science and Languages

VIT Chennai

p

Dr. (Mrs.) Amthul Azeez

Principal & Correspondent

Dr. (Ms.) Sujatha

IQAC Coordinator

Organizing Secretaries

Dr. Waheeda Matheen

Head & Associate Professor
Dept. of Psychology

Dr. G. Jeelani Begum

Associate Professor
Dept. of Chemistry

Dr. I. Sultana

Assistant Professor
Dept. of Economics



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INTERNAL QUALITY ASSURANCE CELL

Organizing A Workshop on Road for Recognition

ILLUMINATE

TOWARDS THE PEAK OF EXCELLENCE

Dr. U. Vijayabalu

Assistant Professor

School of Social Science and Languages

VIT Chennai

P

Dr. (Mrs.) Amthul Azeez

Principal & Correspondent

Dr. (Ms.) Sujatha

IQAC Coordinator

Organizing Secretaries

Dr. Waheeda Matheen

Head & Associate Professor
Dept. of Psychology

Dr. G. Jeelani Begum

Associate Professor
Dept. of Chemistry

Dr. I. Sultana

Assistant Professor
Dept. of Economics



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S.I.E.T

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INTERNAL QUALITY ASSURANCE CELL

**Faculty Outbound Training Programme on 5th October 2024 (Saturday)
at Coral Beach Resort**

Programme Schedule

7.55 a.m.	Signing Time
8.00 a.m.	Boarding the Bus (At the Sports Pavilion)
9.30 a.m.	Reaching the Resort
9.45 a.m.	Welcome drink and Group Photograph
10.30 a.m.	Prayer & Welcome Note followed by Activity Session I (ICE-Break)
11.30 a.m.	Tea Break
11.45 a.m.	Activity Session II (Hoola-Hoop)
1.00 p.m.	Lunch
2.00 p.m.	Activity Session III
3.15 p.m.	Interaction & Feedback
4.00 p.m.	Tea Break
4.15 p.m.	Fun time at Beach
5. 30 p.m.	Departure

SEATING ARRANGEMENT FOR OUTBOUND PROGRAMME

BUS NO. 1

TAMIL (FN)

HINDI (FN)

URDU (FN)

ARABIC (FN)

ENGLISH (FN)

ECONOMICS (FN)

POLITICAL SCIENCE (FN)

HISTORY (FN)

BUS NO. 3

HOME SCIENCE

BIOCHEMISTRY

COMMERCE (FN)

MATHEMATICS (AN)

SANSKRIT (FN)

FRENCH (FN)

PLACEMENT

BUS NO. 2

CHEMISTRY

MATHEMATICS (FN)

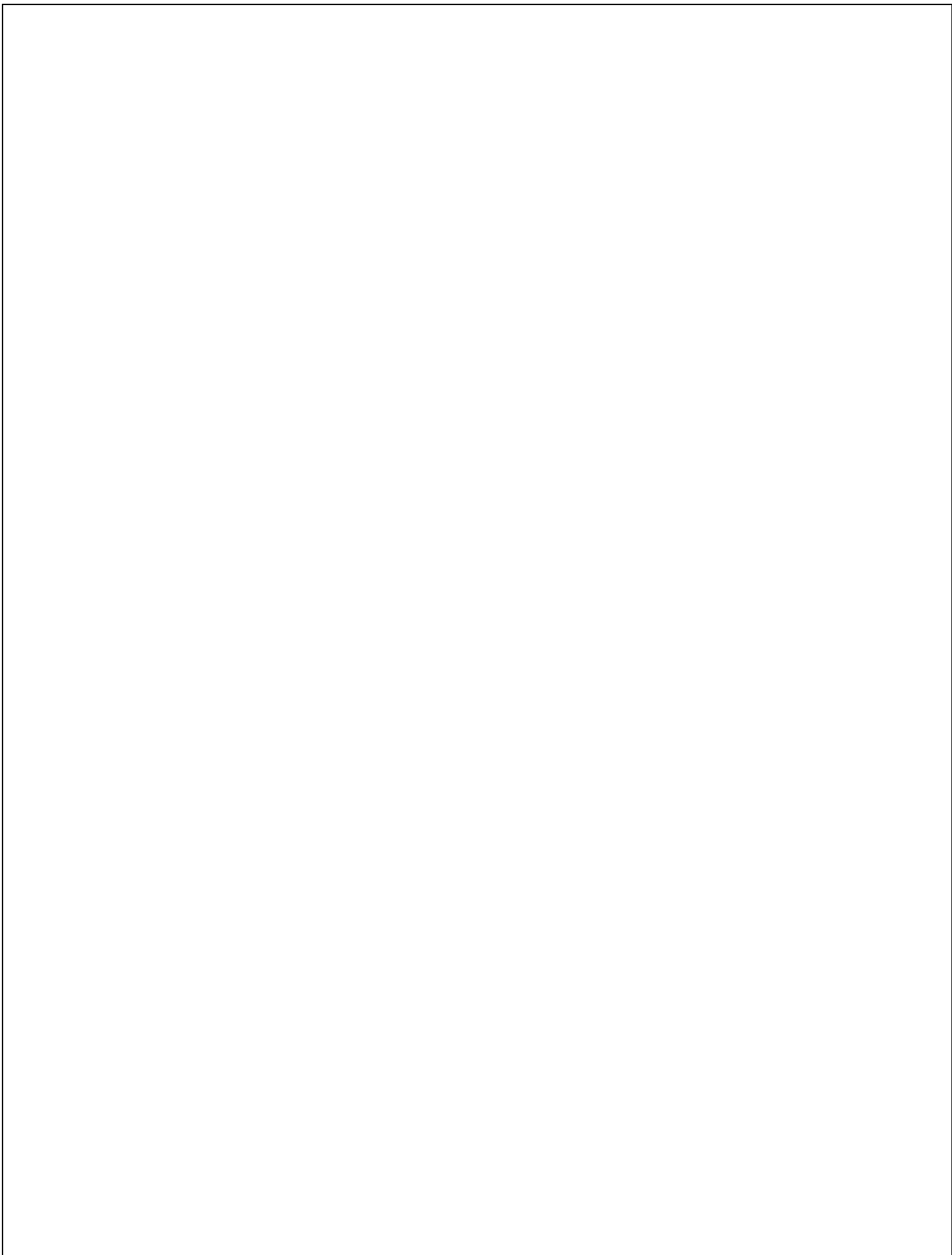
BOTANY

ZOOLOGY

PSYCHOLOGY

COE

PHYSICS (FN & AN)





JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN

(Autonomous), Chennai - 600 018

S.I.E.T

College with Potential for Excellence

Accredited By NAAC in 2022 with A⁺⁺ Grade (4th Cycle)

An ISO 9001:2015 Certified Institution

INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

**9th Meeting of the IQAC scheduled on the 11th November (Monday), 2024
at 12.30 p.m. at the Principal's Office**

AGENDA

1. Prayer
2. Confirmation of the minutes of the 8th IQAC meeting held on 24th October 2024
3. Action taken report
4. Status of AQAR 2023-24
5. Understanding of NAAC Reforms 2024
6. Any other matter with the permission of the chair

Principal & Correspondent

**Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT**

**Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.**



**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 9th IQAC MEETING for the academic year 2024-2025

DATE: 11.11.2024

TIME:12.30 pm

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) Anjum. A – Deputy Coordinator, IQAC
4. Dr. (Mrs.) D.A. Shahira Banu - Vice –Principal (F.N.)
5. Dr. (Mrs.) S. Firdouse Jahan, Vice –Principal (A.N.)
6. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
7. Mrs. Waseema Noor N. - Asst. Prof., Arabic
8. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
9. Dr. (Mrs.) Nikhath Parveen - Asst. Prof., Commerce
10. Mrs. Jasmin.H - Associate Prof., Electronic Science
11. Dr. (Mrs.) Dilshad Begum - Associate Prof., Computer Science
12. Mrs. Airem Aysha - Asst. Prof., English
13. Dr. (Mrs.) Sultana I - Asst. Prof., Corporate Economics
14. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
15. Dr. (Mrs.) D. Mubeen Sultana - Associate Prof., Zoology
16. Dr. (Mrs.) J. Ummay Rubab - Associate Prof., English

Leave of absence was granted to Dr. Waheeda Matheen, (Mrs.) Gayathri. R and Dr. Jeelani Begum G.

AGENDA

1. Prayer
1. Confirmation of the minutes of the 8th IQAC meeting held on 24th October 2024
2. Action taken report
3. Status of AQAR 2023-24
4. Understanding of NAAC Reforms 2024
5. Any other matter with the permission of the chair

1. PRAYER

- The meeting began with the recitation from the Holy Quran by Mrs. Waseema Noor N.

2. CONFIRMATION OF THE MINUTES OF THE 8th IQAC MEETING HELD ON 24th OCTOBER 2024

- Dr. P. Mohamed Nisha read the minutes of the 8th IQAC meeting of the year 2024-25. The IQAC members resolved to confirm the Minutes of the meeting.

3. ACTION TAKEN REPORT

- The action taken was reported by Dr. N. Sujatha, Coordinator, IQAC

4. STATUS OF AQAR 2023-24

- All criterion in-charges updated the status of AQAR data collection. They reported that all the required data has been received and now needs to be compiled.

5. UNDERSTANDING OF NAAC REFORMS 2024

- **Attribute 9**, which focuses on Research and Innovation Outcomes and includes 7 metrics with a weightage of 100, was discussed during the meeting.
- Planning collaborative research work where published papers can include self-citations in relevant contexts to improve the institution's citation index.

- The formation of a Research Scholars' Grievance Redressal Committee was proposed to effectively address the challenges faced by scholars.
- The possibility of engaging an in-house lawyer within the IPR cell was discussed to streamline and facilitate patent filing processes.
- Establishing a Teaching-Learning Centre (TLC) was identified as a priority to enhance teaching methodologies and faculty development.
- A recording room was proposed to support the creation of high-quality Open Educational Resources (OERs) and other digital content.
- The feasibility of leveraging Quicklrm for creating OERs was discussed. Additionally, utilizing students as interns to collaborate with teachers in creating OERs was explored as a cost-effective and engaging solution.
- Faculty and research scholars from the Psychology Department can conduct counseling sessions in neighboring areas for a minimal fee.
- The Zoology Department could offer consultancy services to fish-rearing ponds, produce live feeds, and supply them to farmers, thereby supporting local aquaculture initiatives.
- The Botany Department can provide plant identification consultancy services to external clients.
- Leadership programs for Deans, HoDs, and senior-level professors were discussed to improve institutional governance and decision-making.
- Collaboration with the Business Incubation Centre (BIC) to conduct Entrepreneurship Development Programs (EDPs) was proposed.
- Providing minimal funding support to students for firm registration through BIC was suggested.
- Sensitizing students about funding opportunities through platforms like TN RISE (Rural Incubator and Startup Enabler) and the Women Startup Council was emphasized.
- Organizing Faculty Development Programmes (FDPs) to upgrade the skills and knowledge of college faculty was planned.

- College faculty members could conduct FDPs for school teachers, focusing on practical knowledge and teaching methods.

6. ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

- The Principal & Correspondent, Dr. Amthul Azeez, shared that our institution has signed a five-year international MoU with Shinawatra University, Thailand, to facilitate academic exchanges.
- Dr. Sujatha mentioned that feedback forms need to be created for non-teaching staff, including office and lab assistants.
- The Principal & Correspondent emphasized the need to establish a Help Desk for grievance redressal and to develop clear guidelines for its operation.

The meeting ended with thanks to the chair.

Date: 11.11.2024


Dr. (Mrs.) Amthul Azeez

(PRINCIPAL & CORRESPONDENT)

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 11.11.2024

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	Anjum - A
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. Shahira Banu
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	S. Firdouse Jahan
6.	Dr. (Mrs.) Waheeda Matheen	HoD, Psychology	-
7.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Commerce	-
8.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha
9.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	-
10.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N.
11.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq
12.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen
13.	Mrs. Jasmin.H	Associate Prof., Electronic Science	Jasmin.H
14.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
15.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha
16.	Dr. (Mrs.) Sultana I	Asst. Prof., Corporate Economics	Sultana I
17.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami
18.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	D. Mubeen Sultana
19.	Dr. J. Ummay Rubab	Associate. Prof., English	J. Ummay Rubab
20.	Dr. Mujeera Fathima	Administrative Officer	
21.	Mr. Prabhakar	Financial Consultant	

Date: 11. 11. 2024


PRINCIPAL & CORRESPONDENT

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
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INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

**10th meeting of the IQAC scheduled on the 20th November (Wednesday), 2024
at 12.30 p.m. at the Principal's Office**

AGENDA

1. Prayer
2. Confirmation of the minutes of the 9th IQAC meeting held on 11th November 2024
3. Action taken report
4. Understanding of NAAC Reforms 2024
5. Any other matter with the permission of the chair

Principal & Correspondent

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.



**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 10th IQAC MEETING for the academic year 2024-2025

DATE: 20.11.2024

TIME:12.30 pm

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) Anjum. A – Deputy Coordinator, IQAC
4. Dr. (Mrs.) D.A. Shahira Banu - Vice –Principal (F.N.)
5. Dr. (Mrs.) S. Firdouse Jahan, Vice –Principal (A.N.)
6. Dr. (Mrs.) Waheeda Matheen, HoD, Psychology
7. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
8. Mrs. Waseema Noor N. - Asst. Prof., Arabic
9. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
10. Dr. (Mrs.) Nikhath Parveen - Asst. Prof., Commerce
11. Mrs. Jasmin.H - Associate Prof., Electronic Science
12. Dr. (Mrs.) Dilshad Begum - Associate Prof., Computer Science
13. Mrs. Airem Aysha - Asst. Prof., English
14. Dr. (Mrs.) Sultana I - Asst. Prof., Corporate Economics
15. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
16. Dr. (Mrs.) D. Mubeen Sultana - Associate Prof., Zoology
17. Dr. (Mrs.) J. Ummay Rubab - Associate Prof., English

Leave of absence was granted to Dr. Gayathri. R and Dr. Jeelani Begum G.

AGENDA

1. Prayer
1. Confirmation of the minutes of the 9th IQAC meeting held on 11th November 2024
2. Action taken report
3. Understanding of NAAC Reforms 2024
4. Any other matter with the permission of the chair

1. PRAYER

- The meeting began with the recitation from the Holy Quran by Mrs. Waseema Noor N.

2. CONFIRMATION OF THE MINUTES OF THE 9th IQAC MEETING HELD ON 11th NOVEMBER 2024

- Dr. P. Mohamed Nisha read the minutes of the 9th IQAC meeting of the year 2024-25. The IQAC members resolved to confirm the Minutes of the meeting.

3. ACTION TAKEN REPORT

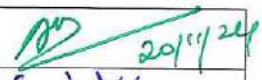
- The action taken was reported by Dr. N. Sujatha, Coordinator, IQAC

4. UNDERSTANDING OF NAAC REFORMS 2024

- Attribute 10, which focuses on Sustainability Outcomes and Green Initiatives and includes 4 metrics with a weightage of 75, was discussed during the meeting.
- A plan was proposed to strengthen outreach programs by establishing connections with professional bodies and NGOs.
- Partnerships with organizations specializing in social development, education, and environmental initiatives were emphasized.
- The need for the incubation center to collaborate with Entrepreneurship Development Programs (EDPs) was highlighted to encourage innovation and entrepreneurial activities among students.

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 20.11.2024

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	 20/11/24
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	Anjum. A
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. Shahira Banu 20/11/24
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	S. Firdouse Jahan
6.	Dr. (Mrs.) Waheeda Matheen	HoD, Psychology	Waheeda Matheen 20/11/2024
7.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Commerce	—
8.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha
9.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	—
10.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N.
11.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq 20/11/24
12.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen
13.	Mrs. Jasmin.H	Associate Prof., Electronic Science	Jasmin.H
14.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
15.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha
16.	Dr. (Mrs.) Sultana I	Asst. Prof., Corporate Economics	Sultana I
17.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami
18.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	Mubeen Sultana
19.	Dr. J. Ummay Rubab	Associate. Prof., English	Ummay Rubab 20/11/2024
20.	Dr. Mujeera Fathima	Administrative Officer	
21.	Mr. Prabhahar	Financial Consultant	

Date: 20.11.2024


PRINCIPAL & CORRESPONDENT

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.



JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN

(Autonomous), Chennai - 600 018

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INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

**11th Meeting of the IQAC scheduled on the 25th November (Monday), 2024
at 12.30 p.m. at the Principal's Office**

AGENDA

1. Prayer
2. Confirmation of the minutes of the 10th IQAC meeting held on 20th November 2024
3. Action taken report
4. UGC autonomous format
5. Any other matter with the permission of the chair

Principal & Correspondent

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Tayyambot, Chennai-600 018.



**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 11th IQAC MEETING for the academic year 2024-2025

DATE: 25.11.2024

TIME:12.30 pm

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) Anjum. A – Deputy Coordinator, IQAC
4. Dr. (Mrs.) D.A. Shahira Banu - Vice –Principal (F.N.)
5. Dr. (Mrs.) S. Firdouse Jahan, Vice –Principal (A.N.)
6. Dr. (Mrs.) Gayathri. R - Asst. Prof., Commerce
7. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
8. Dr. (Mrs.) Jeelani Begum G. - Associate Prof., Chemistry
9. Mrs. Waseema Noor N. - Asst. Prof., Arabic
10. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
11. Dr. (Mrs.) Nikhath Parveen - Asst. Prof., Commerce
12. Mrs. Jasmin.H - Associate Prof., Electronic Science
13. Dr. (Mrs.) Dilshad Begum - Associate Prof., Computer Science
14. Mrs. Airem Aysha - Asst. Prof., English
15. Dr. (Mrs.) Sultana I - Asst. Prof., Corporate Economics
16. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
17. Dr. (Mrs.) D. Mubeen Sultana - Associate Prof., Zoology
18. Dr. (Mrs.) J. Ummay Rubab - Associate Prof., English

Leave of absence was granted to Dr. Waheeda Matheen.

AGENDA

1. Prayer
2. Confirmation of the minutes of the 10th IQAC meeting held on 20th November 2024
3. Action taken report
4. UGC autonomous format
5. Any other matter with the permission of the chair

1. PRAYER

- The meeting began with the recitation from the Holy Quran by Mrs. Waseema Noor N.

2. CONFIRMATION OF THE MINUTES OF THE 10th IQAC MEETING HELD ON 20th NOVEMBER 2024

- Dr. P. Mohamed Nisha read the minutes of the 10th IQAC meeting of the year 2024-25. The IQAC members resolved to confirm the Minutes of the meeting.

3. ACTION TAKEN REPORT

- The action taken was reported by Dr. N. Sujatha, Coordinator, IQAC

4. EXTENSION OF AUTONOMOUS STATUS


The Principal & Correspondent, Dr. Amthul Azeez assigned specific duties to IQAC members to facilitate the preparation for the extension of the institution's autonomous status. In this context, the IQAC members reviewed the Guidelines for Autonomous Colleges on 5th December 2024.

5. ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

The Principal & Correspondent, Dr. Amthul Azeez suggested forming a committee to maintain projectors and smart boards.

The meeting ended with thanks to the chair.

Date: 25.11.2024


Dr. (Mrs.) Amthul Azeez
(PRINCIPAL & CORRESPONDENT)
Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Mannampet, Chennai-600 018.



**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

(20.11.2024 to 24.11.2024)

- Curriculum feedback forms, mentor certificates, and outreach certificates were distributed to the departments.

DATE: 25.11.2024

Dr. (Mrs.) AmthulAzeez


(PRINCIPAL & CORRESPONDENT)

**Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT**

Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teyyampet, Chennai-600 018.

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 25.11.2024

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	Anjum A 25/11/24
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. Shahira Banu 25/11/24
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	S. Firdouse Jahan
6.	Dr. (Mrs.) Waheeda Matheen	HoD, Psychology	—
7.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Commerce	Gayathri R
8.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha 25/11/24
9.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	Jeelani Begum G. 25/11/24
10.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N. 25/11/24
11.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq 25/11/24
12.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen 25/11/24
13.	Mrs. Jasmin.H	Associate Prof., Electronic Science	Jasmin.H
14.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
15.	Mrs. Airem Ayesha	Asst. Prof., English	Ayeshah
16.	Dr. (Mrs.) Sultana I	Asst. Prof., Corporate Economics	Sultana I
17.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami
18.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	Mubeen Sultana
19.	Dr. J. Ummay Rubab	Associate. Prof., English	Ummay Rubab
20.	Dr. Mujeera Fathima	Administrative Officer	
21.	Mr. Prabhahar	Financial Consultant	

Date: 25.11.2024


PRINCIPAL & CORRESPONDENT

**Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.**



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1

INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

12th Meeting of the IQAC scheduled on the 9th December (Monday), 2024

at 12.30 p.m. at the Principal's Office

AGENDA

1. Prayer
2. Confirmation of the minutes of the 11th IQAC meeting held on 25th November 2024
3. Action taken report
4. Autonomous extension preparation
5. AQAR Status
6. National level seminar
7. Events by the IQAC for the even semester
8. Induction of new members into IQAC
9. Any other matter with the permission of the chair

Principal & Correspondent

**Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT**

**Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.**

**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 12th IQAC MEETING for the academic year 2024-2025

DATE: 09.12.2024

TIME : 12.30 pm

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) Anjum. A – Deputy Coordinator, IQAC
4. Dr. D.A. Shahira Banu - Vice –Principal (F.N.)
5. Dr. Waheeda Matheen, HoD, Psychology
6. Dr. (Mrs.) Gayathri. R - Asst. Prof., Commerce
7. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
8. Dr. (Mrs.) Jeelani Begum G. - Associate Prof., Chemistry
9. Mrs. Waseema Noor N. - Asst. Prof., Arabic
10. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
11. Dr. Nikhath Parveen - Asst. Prof., Commerce
12. Mrs. Jasmin.H - Associate Prof., Electronic Science
13. Mrs. Airem Aysha - Asst. Prof., English
14. Dr. (Mrs.) Sultana I - Asst. Prof., Corporate Economics
15. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
16. Dr. D. Mubeen Sultana, Associate Prof., Zoology
17. Dr. J. Ummey Rubab – Associate Prof., English

Leave of absence was granted to Dr. S. Firdouse Jahan and Dr. Dilshad Begum.

AGENDA

1. Prayer
2. Confirmation of the minutes of the 11th IQAC meeting held on 25th November 2024
3. Action taken report
4. Autonomous extension preparation
5. AQAR Status
6. National level seminar
7. Events by the IQAC for the even semester
8. Induction of new members into IQAC
9. Any other matter with the permission of the chair

1. PRAYER

- The meeting commenced with the recitation from the Holy Quran by Mrs. Waseema Noor N.

The Principal & Correspondent, Dr. Amthul Azeez, welcomed all IQAC members to the 12th meeting of the academic year 2024–25. The Principal then invited the presentation of the minutes of the previous meeting.

2. CONFIRMATION OF THE MINUTES OF THE 11th IQAC MEETING HELD ON 25th NOVEMBER 2024

- Dr. Mohamed Nisha presented the minutes of the 11th meeting of IQAC for the academic year 2024-2025. The IQAC members unanimously resolved to approve and confirm the minutes of the meeting.

3. ACTION TAKEN REPORT

- Dr. N. Sujatha, the IQAC Coordinator, provided a report on the actions undertaken.

4. AUTONOMOUS EXTENSION PREPARATION

- The Principal distributed copies of the guidelines regarding the extension of autonomous status of colleges to all IQAC members.
- Dr. Gayathri R. suggested holding weekly meetings every Thursday to address the requirements for the extension of autonomous status.

5. AQAR STATUS

- Criterion in-charges provided updates on the AQAR status of 2023-2024, confirming that all departments had submitted their data. Pending data to be collected from specific departments.
- To simplify the data collection process in future, Dr. Gayathri proposed that departments can submit their College Day reports to the IQAC.
- The Principal recommended involving students in collecting information about departmental activities and events.
- It was decided that the AQAR data consolidation would be completed by 21st December 2024.

6. NATIONAL LEVEL SEMINAR

- Mrs. Jayanthi Sivagami and Dr. Mubeen Sultana, the organising secretaries of National Seminar of IQAC provided updates. Preliminary emails have been sent to NAAC for inviting resource persons, for inauguration, and as panel members. A budget proposal of Rs.5,00,000/- has been submitted to the management for approval. The seminar is scheduled to take place in the third week of January 2025 in hybrid mode, with sessions hosted in the seminar hall. The theme for the seminar is "NAAC Reforms", and the proposed registration fee are Rs.500 for online participants and Rs.1,000 for offline participants.

7. EVENTS BY THE IQAC FOR THE EVEN SEMESTER


- Dr. N. Sujatha outlined the events planned by the IQAC for the next semester:
 - National Seminar
 - Faculty Development Program
 - Stakeholders' Meeting (Security and Ground Staff)
 - Collection of teaching and non-teaching staff feedback
 - Workshop for non-teaching staff
 - Training Needs Analysis (TNA) survey for staff
 - Gender Audit in collaboration with the Centre for Women's Studies

8. ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

- The Principal & Correspondent, Dr. Amthul Azeez, suggested including the outcomes of the Outbound Training for Teaching Staff and the Faculty Development Program in the action-taken report.
- The Principal & Correspondent pointed out the discrepancies in curriculum feedback and emphasized the need for rectification.
- The Principal & Correspondent suggested the IQAC team to deliver a presentation during the assembly to educate students about manners and mannerism.
- The Principal & Correspondent conveyed that the documentation for the CURIE proposal was submitted to the Department of Science and Technology on 29th November 2024, and the institution is currently awaiting approval and sanction of funds.


The meeting ended with thanks to the chair.

Date: 09.12.2024


Dr. (Mrs.) Amthul Azeez
(PRINCIPAL & CORRESPONDENT)
Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 09.12.2024

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	Anjum. A
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. Shahira Banu & Nisha
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	—
6.	Dr. (Mrs.) Waheeda Matheen	HoD, Psychology	Waheeda Matheen 9/12/2024
7.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Commerce	Gayathri R 9/12/24
8.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha 9/12/24
9.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	Jeelani Begum G 9/12/24
10.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N 9/12/24
11.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq 9/12/24
12.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen 9/12/24
13.	Mrs. Jasmin.H	Associate Prof., Electronic Science	Jasmin H 9/12/24
14.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	—
15.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha 9/12/24
16.	Dr. (Mrs.) Sultana I	Asst. Prof., Corporate Economics	Sultana I 9/12/24
17.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami
18.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	Mubeen Sultana 9/12/24
19.	Dr. J. Ummay Rubab	Associate. Prof., English	Ummay Rubab 9/12/2024
20.	Dr. Mujeera Fathima	Administrative Officer	—
21.	Mr. Prabhahar	Financial Consultant	—

Date: 09.12.2024


PRINCIPAL & CORRESPONDENT

Dr. (Mrs.) AMTHUL AZEEZ
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INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

13th Meeting of the IQAC scheduled on the 4th January (Saturday), 2025

at 12.05 p.m. at the Principal's Office

AGENDA

1. Prayer
2. Confirmation of the Minutes of the 12th IQAC Meeting held on 9th December 2024
3. Action Taken Report
4. Status of AQAR 2023-24
5. Status of NIRF
6. Discussion with Finance Officer (FO)
7. Induction of new members
8. Any other matter with the permission of the Chair

Principal & Correspondent

**Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT**

Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.

**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 13th IQAC MEETING for the academic year 2024-2025

DATE: 04.01.2025

TIME : 12.05 pm

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) Anjum. A – Deputy Coordinator, IQAC
4. Dr. (Mrs.) D.A. Shahira Banu - Vice –Principal (F.N.)
5. Dr. (Mrs.) S. Firdouse Jahan, Vice –Principal (A.N.)
6. Dr. (Mrs.) Gayathri. R - Asst. Prof., Commerce
7. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
8. Dr. (Mrs.) Jeelani Begum G. - Associate Prof., Chemistry
9. Mrs. Waseema Noor N. - Asst. Prof., Arabic
10. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
11. Dr. (Mrs.) Nikhath Parveen - Asst. Prof., Commerce
12. Dr. (Mrs.) Dilshad Begum - Asst. Prof., Computer Science
13. Mrs. Airem Aysha - Asst. Prof., English
14. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
15. Dr. (Mrs.) D. Mubeen Sultana, Associate Prof., Zoology
16. Dr. (Mrs.) J. Ummey Rubab – Associate Prof., English
17. Dr. (Mrs.) Zamara. A - Asst. Prof., Physics
18. Dr. (Mrs.) Shahin. A - Asst. Prof., CS & ISM
19. Mr. Prabhahar. B. T. – Financial Officer

Leave of absence was granted to Mrs. Jasmin. H, and Dr. I. Sultana.

AGENDA

1. Prayer
2. Confirmation of the Minutes of the 12th IQAC Meeting held on 9th December 2024
3. Action Taken Report
4. Status of AQAR 2023-24
5. Status of NIRF
6. Discussion with Finance Officer (FO)
7. Induction of new members
8. Any other matter with the permission of the Chair

1. PRAYER

- The meeting commenced with the recitation from the Holy Quran by Mrs. Waseema Noor N.

The Principal & Correspondent, Dr. Amthul Azeez, welcomed all IQAC members to the 13th meeting of the academic year 2024–25. A heartfelt farewell was given to Dr. Waheeda Matheen, a dedicated IQAC member, and the Principal expressed deep appreciation for the invaluable contributions and unwavering commitment by Dr. Waheeda to the institution.

2. CONFIRMATION OF THE MINUTES OF THE 12th IQAC MEETING HELD ON 9th DECEMBER 2024

- Dr. P. Mohamed Nisha presented the minutes of the previous IQAC meeting, which were unanimously reviewed and approved by the IQAC members.

3. ACTION TAKEN REPORT

- Dr. N. Sujatha, the IQAC Coordinator, provided a comprehensive report on the actions undertaken since the previous meeting.

4. STATUS OF AQAR 2023-24

- Dr. Sujatha, the Coordinator of IQAC, informed the team that the AQAR portal is currently closed and will reopen only after a new date is announced.
- Regarding website updates, the team members suggested for an in-campus ERP team to take charge of the process. Furthermore, one staff should be assigned the responsibility of managing updates for the entire college website. The Principal added that one staff member should closely monitor the updates and stressed that each department must ensure its respective section on the website is regularly updated by the designated department website in-charge.
- The Principal also underscored the importance of properly displaying public self-disclosure on the website and mentioned that further guidance may be required to implement this effectively.
- It was decided that the AQAR to be uploaded by mid-January 2025, making it a high-priority task.

5. STATUS OF NIRF

- The Principal announced that the deadline of submission for NIRF has been extended from January 3rd to January 11th, 2025.
- Mrs. Jayanthi Sivagami provided an update on the NIRF status, mentioning few departments have yet to submit some information. She also mentioned that staff verification is being carried out simultaneously.

6. DISCUSSION WITH FINANCE OFFICER (FO)

- The Principal welcomed Mr. Prabhakar, the Finance Officer, and introduced him to the IQAC team. She highlighted the necessity attestation of document for the financial informations of AQAR 2023-2024, NIRF 2025, and AISHE 2023-2024.

- Dr. Sujatha provided a detailed explanation of the requirements for Criteria 3, 4, and 5 concerning the financial components of AQAR for the academic year 2023-2024 to Mr. Prabhakar.
- The need for additional LCDs across various departments was brought to the attention of Mr. Prabhakar. He requested Dr. Sujatha to submit a proposal for their procurement.

7. INDUCTION OF NEW MEMBERS

- The Principal welcomed the newly inducted members of IQAC: Dr. Zamara, Assistant Professor from the Department of Physics, replacing Dr. Waheeda Matheen, and Dr. Shahin, Assistant Professor from the Department of Corporate Secretaryship and ISM replacing Dr. Jabeen. The Principal expressed appreciation for their willingness to join IQAC and encouraged them to contribute their best efforts toward the college's quality enhancement.

8. ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

- The Principal conveyed the JD's communication emphasizing the priority of the fire safety audit. Additionally, she highlighted the necessity of training both teaching and non-teaching staff on handling fire safety equipment, which is mandatory, along with conducting a mock drill.
- The Principal also shared the RJD's communication, urging all government arts and science colleges to take the initiative in enhancing teaching methods and strengthening the academic support system.
- The status of QuickLrn LMS was discussed. A trial implementation will be conducted with first-year students. Additionally, it was proposed to establish an ERP team to oversee and manage the entire college activities.
- The Principal reviewed the status of Academic Bank of Credits (ABC) and commended the ABC team for their efforts in integrating Digilocker and creating APAAR IDs. She mentioned that the portal was closed on December 31, 2024.



**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous), Chennai-600018**

**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(09.12.2024 to 03.01.2025)**

- A Capacity Building Program was organized by IQAC at IIT Madras under Malaviya National Mission on Teachers on “Cybersecurity Training”. 10 staff members (5 from forenoon session and 5 from afternoon session) attended the program from 16th to 20th December 2024 through Microsoft Team Platform. The 5 day Capacity Building Program on Cyber security Training was organized to equip the individuals of Higher education with essential cyber security skills to foster a secure digital environment in education. Hands-on, demos, virtual labs and real world scenarios were discussed to foster a culture of security within the institutions. The outcome of this capacity building program was enhanced awareness of Cyber security and preparedness to empower and safeguard educational environments while promoting a proactive approach to cyber security and overall resilience of higher education institutions against Cyber threats. Steps are being taken to disseminate the information to all other faculty members.

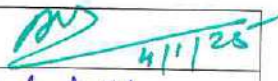
DATE: 04.01.2025

**Dr. (Mrs.) Amthul Azeez
(PRINCIPAL & CORRESPONDENT)**

**Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Kilamburpet, Chennai-600 018.**

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 04.01.2025

1.	Dr. (Mrs.) Amthul Azeez	Principal & Correspondent	 4/1/25
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	Anjum A 4/1/25
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	D.A. Shahira Banu.
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	S. Firdouse Jahan
6.	Dr. (Mrs.) Gayathri R.	Asst. Prof., Commerce	Gayathri R.
7.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha 4/1/25
8.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	Jeelani Begum G. 4/1/25
9.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N. 4/1/25
10.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq 4/1/25
11.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen
12.	Mrs. Jasmin.H.	Associate Prof., Electronic Science	—
13.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
14.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha
15.	Dr. (Mrs.) Sultana I.	Asst. Prof., Corporate Economics	—
16.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami
17.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	Mubeen Sultana
18.	Dr. J. Ummay Rubab	Associate. Prof., English	Ummay Rubab 4/1/25
19.	Dr. Zamara A.	Assistant Prof., Physics	Zamara A.
20.	Dr. Shahin A.	Assistant Prof., CS & ISM	Shahin A.
21.	Dr. Mujeera Fathima	Administrative Officer	
22.	Mr. Prabhakar B.T.	Financial Officer	

Date: 04.01.2025


PRINCIPAL & CORRESPONDENT

**Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.**



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INTERNAL QUALITY ASSURANCE CELL

Academic Year 2024-2025

**14th Meeting of the IQAC scheduled on the 13th February (Thursday), 2025
at 11.30 a.m. at the Principal's Office**

AGENDA

1. Prayer
2. Confirmation of the minutes of 13th IQAC meeting held on 4th January 2025
3. Action taken report
4. National seminar March '25
5. Programs for non-teaching staff
6. Feedback forms, its analysis and designing of new forms
7. Any other matter with the permission of the chair

Principal & Correspondent

**Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT**

**Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Chennai-600 018.**

**Justice Basheer Ahmed Sayeed College for Women,
(Autonomous), Chennai-600018**

Minutes of the 14th IQAC MEETING for the academic year 2024-2025

DATE: 13.02.2025

TIME : 11.30 am

VENUE: Principal's Office

MEMBERS PRESENT

1. Dr. (Mrs.) Amthul Azeez - Principal & Correspondent
2. Dr. (Ms.) N. Sujatha - Coordinator, IQAC
3. Dr. (Mrs.) Anjum. A – Deputy Coordinator, IQAC
4. Dr. (Mrs.) S. Firdouse Jahan, Vice –Principal (A.N.)
5. Dr. (Mrs.) Gayathri. R - Asst. Prof., Commerce
6. Dr. (Mrs.) P. Mohamed Nisha - Associate Prof., Home Science
7. Dr. (Mrs.) Jeelani Begum G. - Associate Prof., Chemistry
8. Mrs. Waseema Noor N. - Asst. Prof., Arabic
9. Dr. (Ms.) Summera Rafiq - HoD, Microbiology
10. Dr. (Mrs.)Nikhath Parveen - Associate Prof., Commerce
11. Dr. (Mrs.) Dilshad Begum - Asst. Prof., Computer Science
12. Mrs. Jayanthi Sivagami - Placement Officer & Student Counsellor
13. Dr. (Mrs.) D. Mubeen Sultana, Associate Prof., Zoology
14. Dr. (Mrs.) J. Ummey Rubab – Associate Prof., English
15. Dr. (Mrs.) Zamara, Assistant Professor, Physics
16. Dr. (Mrs.) Shahin, Assistant Professor, CS & ISM

Leave of absence was granted to Dr. Shahira Banu and Mrs. Jasmin.H.

AGENDA

1. Prayer
2. Confirmation of the minutes of 13th IQAC meeting
3. Action taken report
4. National seminar March '25
5. Programs for non-teaching staff
6. Feedback forms, its analysis and designing of new forms
7. Any other matter with the permission of the chair

1. PRAYER

- The meeting commenced with the recitation from the Holy Quran by Mrs. Waseema Noor N.

The Principal, Dr. Amthul Azeez, welcomed all IQAC members to the 14th meeting of the academic year 2024–25.

2. CONFIRMATION OF THE MINUTES OF THE 13th IQAC MEETING HELD ON 4th JANUARY 2025

- Dr. Mohamed Nisha presented the minutes of the previous IQAC meeting, which were unanimously reviewed and approved by the IQAC members.

3. ACTION TAKEN REPORT

- Dr. N. Sujatha, the IQAC Coordinator, provided a comprehensive report on the actions undertaken since the previous meeting.

4. NATIONAL SEMINAR MARCH '25

- The national seminar titled "Shaping the Future of Higher Education: Integrating AI, Innovation, Governance, and Sustainability for Student-Centric Excellence" is scheduled for two days, on the 7th and 8th of April 2025. Mrs. Jayanthi Sivagami and Dr. Mubeen Sultana will serve as the organizing secretaries. The event will be held in the auditorium and is open to participants from various colleges.
- The seminar agenda includes an inaugural session, followed by five technical sessions, each focusing on key aspects of the theme, and will conclude with a panel discussion. The organizing secretaries have been entrusted with finalizing the resource persons and selecting the topics for each session.

5. PROGRAMS FOR NON-TEACHING STAFF

- Dr. Summera Rafiq, Dr. Zamara, and Dr. Shahin were allotted to organize the program for non-teaching staff. The program is tentatively scheduled for two hours in the month of March. It was decided to conduct separate sessions for different categories of non teaching staff, including ground staff, lab assistants, office staff, and COE office staff.

6. FEEDBACK FORMS, ITS ANALYSIS AND DESIGNING OF NEW FORMS

- The feedback forms on curriculum, designed for teachers, alumni, and examiners by Dr. Anjum and Dr. Mohamed Nisha, were thoroughly reviewed by the IQAC members. After careful scrutiny, the IQAC members provided constructive suggestions to enhance the appropriateness and effectiveness of the forms.

7. ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

- The IQAC members suggested merging AQAR and ISO files to simplify documentation and improve efficiency.
- The registration for the Autonomous Portal was successfully completed on 27th January 2025.
- Dr. Sujatha, the coordinator of IQAC informed the members that the College Development Council had requested a report on the institution's Total Quality Management (TQM) initiatives via email. She stressed the importance of all IQAC members compiling the quality initiatives carried out under each criterion. The consolidated inputs will form a comprehensive report to be submitted to the university.
- Dr. Sujatha informed that an email had been received from ISDE Academy India Private Limited, Ambattur, Chennai, about an upcoming session titled "Readiness of IQAC for the NAAC Binary System," scheduled for 21st February 2025. All IQAC members were encouraged to attend the session.

The meeting ended with thanks to the chair.

Date: 13.02.2025


Dr. (Mrs.) Amthul Azeez

(PRINCIPAL & CORRESPONDENT)

Dr. (Mrs.) AMTHUL AZEEZ
PRINCIPAL & CORRESPONDENT
Justice Basheer Ahmed Sayeed
College for Women (Autonomous)
Teynampet, Chennai-600 018.

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(Autonomous) Chennai – 600018.**

I.Q.A.C. Meeting- 13.02.2025

1.	Dr. (Mrs.) Amthul Azeez	Principa: & Correspondent	
2.	Dr. (Ms.) N. Sujatha	Coordinator, IQAC	N. Sujatha
3.	Dr. (Mrs.) Anjum. A	Deputy Coordinator, IQAC	Anjum A
4.	Dr. (Mrs.) D.A. Shahira Banu	Vice –Principal (F.N.)	-
5.	Dr. (Mrs.) S. Firdouse Jahan	Vice –Principal (A.N.)	S. Firdouse Jahan
6.	Dr. (Mrs.) Gayathri R.	Asst. Prof., Commerce	Gayathri R.
7.	Dr. (Mrs.) P. Mohamed Nisha	Associate. Prof., Home Science	P. Mohamed Nisha 13/2/25
8.	Dr. (Mrs.) Jeelani Begum G.	Associate. Prof., Chemistry	Jeelani Begum 13/2/25
9.	Mrs. Waseema Noor N.	Asst. Prof., Arabic	Waseema Noor N.
10.	Dr. (Ms.) Summera Rafiq	HoD, Microbiology	Summera Rafiq 13/2/25
11.	Mrs. Nikhath Parveen	Asst. Prof., Commerce	Nikhath Parveen
12.	Mrs. Jasmin.H.	Associate Prof., Electronic Science	-
13.	Dr. (Mrs.) Dilshad Begum	Associate. Prof., Computer Science	Dilshad Begum
14.	Mrs. Airem Ayesha	Asst. Prof., English	Airem Ayesha
15.	Dr. (Mrs.) Sultana I.	Asst. Prof., Corporate Economics	Sultana I.
16.	Mrs. Jayanthi Sivagami	Placement Officer & Student Counsellor	Jayanthi Sivagami
17.	Dr. D. Mubeen Sultana	Associate. Prof., Zoology	Mubeen Sultana
18.	Dr. J. Ummay Rubab	Associate. Prof., English	J. Ummay Rubab 13/2/2025
19.	Dr. Zamara A.	Assistant Prof., Physics	Zamara A.
20.	Dr. Shahin A.	Assistant Prof., CS & ISM	Shahin A.
21.	Dr. Mujeera Fathima	Administrative Officer	
22.	Mr. Prabhahar	Financial Officer	

Date:


PRINCIPAL & CORRESPONDENT

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