

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous),  
CHENNAI – 600 018**

Minutes of the Eighteenth (18<sup>th</sup>) Meeting of the Governing Body of the Justice Basheer Ahmed Sayeed College for Women in respect of Academic Autonomy held on Saturday, the 21<sup>st</sup> January 2017 at 11.30 a.m. in the Conference Hall of the S.I.E.T. Administration Building.

**MEMBERS PRESENT**

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|----|--------------------------|---|--|
| 1. | Mr. Moosa Raza           | : | Chairman   |
| 2. | Mr. Faizur Rahman Sayeed | : | Correspondent  |
| 3. | Dr. Ehsan Ahmad Khan     | : | UGC Nominee  |
| 4. | Dr. A. Amudavalli        | : | University Nominee                                     |
| 5. | Dr. Sultan Ahmed Ismail  | : | Management Nominee –<br>Educationalist/ Industrialist  |
| 6. | Dr. Shanaz Ahamed        | : | Principal  |
| 7. | Dr. Amthul Azeez         | : | Vice Principal (F.N.) &<br>Head, Department of Zoology |
| 8. | Dr. Jabeen Ara Begum     | : | Head, Department of Economics (F.N.)                   |

**SPECIAL INVITEES**

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|----|---------------------|---|---------------------------------|
| 1. | Dr. Raffath Sayeed  | : | Member, Executive Council, SIET |
| 2. | Dr. Mercy Rajasekar | : | Controller of Examinations      |
| 3. | Mrs. M. Jabeen      | : | Vice Principal (A.N.)           |
| 4. | Mr. R. Selvam       | : | Financial Consultant            |

Mr. Syed Munir Hoda, Secretary and Justice G.M. Akbar Ali (Retd.), Advisor had expressed their inability to attend the meeting.

1. **RECITATION FROM THE HOLY QUR'AN:**

Mr. Faizur Rahman Sayeed, the Correspondent, recited verses from the Holy Qur'an.

2. **WELCOME ADDRESS:**

Dr. (Mrs.) Shanaz Ahamed, Principal welcomed the Chairman, Janab Moosa Raza, the Correspondent, Mr. Faizur Rahman Sayeed, the UGC Nominee, Dr. Ehsan Ahmad Khan, the University Nominee, Dr. A. Amudavalli and the newly inducted Management Nominee, Dr. Sultan Ahmed Ismail, Director, Ecoscience Research Foundation, Chennai – 41 and all the other members and special invitees.



3. CONFIRMATION OF THE MINUTES OF THE LAST MEETING HELD ON SATURDAY, THE 23<sup>rd</sup> APRIL 2016:

The Minutes of the last meeting held on Saturday, the 23<sup>rd</sup> April 2016 were confirmed.

4. ACTION TAKEN REPORT:

i. College with Potential for Excellence:

The Principal informed the Committee that the College has been awarded the status of College with Potential for Excellence (CPE) by the UGC. The College will receive a grant of Rs.1.50 crores (Rupees one crore and fifty lakhs only) over a period of five (5) years under this scheme. The funds are yet to be received. She also informed that the UGC has given the breakup of budget under CPE scheme to be allotted under various heads, both recurring and non-recurring.

The Internal Core Committee has prepared a detailed budget proposal under the proposed heads and have submitted through the Correspondent and the Secretary and it is under submission to the Chairman. With reference to the above proposal, the Secretary has requested the Building Maintenance Engineer (BME) to scrutinise the civil work and submit a detailed report on the Lab renovation.

With reference to the upgradation of the Labs, the Management Nominee, Dr. Sultan Ahmed Ismail recommended highlighting the justification and rationale for the distribution of funds.

Dr. A. Amudavalli, University Nominee enquired about the number of undergraduate and post-graduate Science Departments in the Forenoon Session. The Principal informed that there are seven (7) U.G. departments and three (3) P.G. departments. Dr. A. Amudavalli advised to concentrate more on Post-graduate and Research Departments and provide rationale for such proportion, giving details.

Mrs. M. Jabeen, Vice-Principal (A.N. Session) stated that the funds allotted for upgradation of Labs could be used for relaying table tops, to do electrical rewiring and related civil work.

The University Nominee, Dr. Amudavalli and the Management Nominee, Dr. Sultan Ahmed Ismail pointed out that the funds under CPE should be utilised for Lab equipment and not for renovation work.

The Chairman stated that the CPE funds were meant not for routine works such as rewiring/ table tops/ Bunsen burners, etc. At the end of the five years, we should be able to show that the funds were utilised to upgrade the academic standards of the science departments and emphasis should be on utilising the funds for upgrading research and innovative schemes. Re-wiring and table tops, i.e. upgrading the infrastructure of the Labs should be undertaken through the Management funds in a phased manner.

The Building Maintenance Engineer (BME) was called by the Chairman for the clarification regarding the estimate of the upgradation of various Science Labs. The BME gave a rough estimate of Rs.30 lakhs and said that a correct estimate will be provided by him as soon as possible. These funds could be provided from the normal Management budget.



The Chairman suggested that in future, the BME was to be asked to remain present in the Governing Body meetings.

With reference to setting up of Language Lab, the Management Nominee, Dr. Sultan Ahmed Ismail pointed out, that the Computer Lab cannot be used as Language Lab as it requires an exclusive set up. The Chairman instructed the Principal to re-draft the proposal for Language Lab and Computer Lab, in consultation with Dr. Ismail.

Dr. Raffath Sayeed and Dr. Amudavalli requested the Correspondent to oversee the matters and expedite the procedure. The Chairman requested him to intervene periodically to ensure timelines and quality of inputs. Dr. Ismail added that earmarked milestones can be given by the Correspondent to the Principal.

The Chairman advised the Correspondent to interact with the Principal regarding the activities of CPE and asked Mr. R. Selvam, Financial Consultant also to help in coordinating these activities.

The Chairman strongly emphasised that the knowledge and service of Dr. Amudavalli, Dr. Ismail and Dr. Khan should be fully utilised for the benefit and uplift of the academic standards. The Principal should be in regularly contact with them and report on this to the Chairman.

ii. The activities and report of the Placement Centre:

The Chairman enquired about Placements and the Principal informed that this year 1100 students have registered for Placement, out of which 373 students have been placed till date.

The Chairman also enquired regarding the number of students placed from the Forenoon and Afternoon Sessions last year.

Mrs. Jayanthi Sivagami, Placement Officer said that out of 902 students placed last year, 352 students from the Forenoon Session and 550 students from the Afternoon Session were recruited. The Chairman also enquired whether any feedback is being received from the companies. Mrs. Jayanthi stated that oral information is being collected from the companies. The Chairman instructed that feedback should be obtained from the students and not from the companies alone.

The Chairman enquired of Mrs. Jayanthi as to why more students are placed from the Afternoon Session than the Forenoon Session. Mrs. Jayanthi explained that the opportunities are more for students from B.Sc. Computer Science, B.C.A. and Commerce stream in the Afternoon Session as these courses are available more in the Afternoon Session than in the Forenoon Session.

Dr. Raffath Sayeed posed the question regarding employability of the students of the traditional courses in Forenoon Session. Mrs. Jayanthi replied that there are recruitment opportunities available for students of Science stream like B.Sc. Chemistry in the IT Sector/ Pharmaceuticals, etc.

To the Chairman's query on the Training Programme, Mrs. Jayanthi explained that the ongoing training programme which started this academic year which included Aptitude



Training, Mock Practical Test, Online Test, etc. and trainers have been outsourced for the purpose. She informed that the conversion rate is higher and placements have improved by 50% after training.

iii. Library and E-Learning:

Dr. Amudavalli suggested the use of KOHA (a free software) for the upgradation/ automation of the Library. She extended her support and cooperation for future correspondence to enhancing our College Library as she is due for retirement this month. She has suggested the name of Dr. Fazlunissa (Alumna of JBAS), Assistant Professor in the Department of Library Information Science, University of Madras to be associated with our College for all our future correspondence with reference to the Library and E-Learning Centre.

The Chairman invited Dr. A. Amudavalli to attend the future Governing Body meetings as a "Special Invitee". Accordingly, invitation should be issued to her regularly.

5. TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETINGS OF THE COLLEGE HELD ON TUESDAY, THE 26<sup>th</sup> APRIL 2016 AND SATURDAY, THE 26<sup>th</sup> NOVEMBER 2016:

The Minutes of the Academic Council Meetings of the College held on Tuesday, the 26<sup>th</sup> April 2016 and Saturday, the 26<sup>th</sup> November 2016 were approved by the Governing Body.

6. APPROACH TO OBTAINING COLLEGE OF EXCELLENCE AWARD:

The Chairman emphasized to seek assistance from other members of the Governing Body towards our efforts and also feel free to approach the Chairman for any help/ assistance.

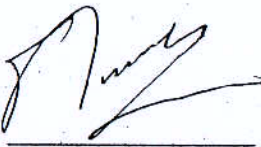
7. ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR:

(i) TO APPROVE THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON THURSDAY, THE 19<sup>th</sup> JANUARY 2017:

The Financial Consultant, Mr. R. Selvam, presented the Minutes of the Finance Committee Meeting of the College held on Thursday, the 19<sup>th</sup> January 2017 and requested the approval of the Governing Body for the same.

The Minutes of the Finance Committee Meeting of the College held on Thursday, the 19<sup>th</sup> January 2017 was approved by the Governing Body.

The meeting concluded with thanks to the Chair.

  
(MOOSA RAZA)  
CHAIRMAN

Date: 21.01.2017

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