

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

Minutes of the Nineteenth (19th) Meeting of the Governing Body of the Justice Basheer Ahmed Sayeed College for Women in respect of Academic Autonomy held on Saturday, the 21st October 2017 at 11.00 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. Kamala Balakrishnan | : | University Nominee |
| 5. | Justice G.M. Akbar Ali (Retd.) | : | Advisor |
| 6. | Dr. Sultan Ahmed Ismail | : | Management Nominee –
Educationalist/ Industrialist |
| 7. | Dr. Shanaz Ahamed | : | Principal |
| 8. | Dr. Amthul Azeez | : | Vice Principal (F.N.) &
Head, Department of Zoology |
| 9. | Dr. Fouzia Banu | : | Head, Department of Biochemistry (F.N.) |

SPECIAL INVITEES

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| 1. | Dr. Mercy Rajasekar | : | Controller of Examinations |
| 2. | Mrs. M. Jabeen | : | Vice Principal (A.N.) |
| 3. | Mr. R. Selvam | : | Financial Consultant |

Mr. Syed Munir Hoda, Secretary had expressed his 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 and rendered their English translation.

2. **WELCOME ADDRESS:**

Dr. (Mrs.) Shanaz Ahamed, Principal welcomed the Chairman, Janab Moosa Raza, the Correspondent, Mr. Faizur Rahman Sayeed, the Advisor, Justice G.M. Akbar



Ali (Retd.), the UGC Nominee, Dr. Ehsan Ahmad Khan, the University Nominee, Dr. Kamala Balakrishnan and the Management Nominee, Dr. Sultan Ahmed Ismail, Director, Ecoscience Research Foundation, Chennai, and all the other members and special invitees. She also introduced the newly inducted University Nominee, Dr. Kamala Balakrishnan, Principal, Annai Violet Arts and Science College, Chennai.

The Principal stated that online admission was introduced this year and the admissions were successfully completed with all the seats filled.

The Principal informed that according to the new guidelines of the NAAC, the 'A' Grade status has been extended till March 2020. Hence our College will be assessed after March 2020.

She also added that our College was ranked 47th in India by National Institutional Ranking Framework.

3. CONFIRMATION OF THE MINUTES OF THE LAST MEETING HELD ON SATURDAY, THE 21st JANUARY 2017:

The Minutes of the last meeting held on Saturday, the 21st January 2017 were confirmed.

4. ACTION TAKEN REPORT:

i. College with Potential for Excellence (CPE):

The Principal informed that the entire fund of Rs.102 lakhs released by UGC was spent as per UGC guidelines before 31.03.2017.

Mr. R.Selvam, Financial Consultant gave the break-up of the expenses incurred from UGC funds of Rs. 102 lakhs.

The Chairman enquired about the delay in upgradation of labs.

The Principal explained that the amount of Rs.15 lakhs for the upgradation of lab was spent for the purchase of High Performance Liquid Chromatography (HPLC) which

will aid both the staff and students in research publications and that the renovation of the labs will be taken care by the funds from the Management account.

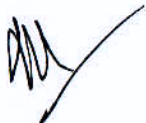
The Financial Consultant, Mr. R. Selvam, added that an amount of Rs.15 lakhs was not given to one single department, but the HPLC which was purchased will be used by all the Science Departments.

Dr. Sultan Ahmed Ismail, wanted to know whether separate computers are provided for Language Lab and Computer Lab and not to merge the two labs. The Vice-Principal (A.N. Session), Mrs. M. Jabeen replied that separate computers with software was purchased for English Language Lab from "Language Lab" funds and from "Computer" funds 25 computers have been purchased exclusively for the computer lab in the Forenoon Session.

Dr. Sultan Ahmed Ismail, expressed that as many sophisticated instruments cannot be purchased by other Institutions, the utilization of such instruments can be outsourced and HPLC can be allowed to be used by other research scholars which will be a source of revenue for the Institution.

The Chairman suggested that a trained staff should be in charge of these instruments and the response from other institutions depends on the consultancy provided by our Institution.

Dr. Sultan Ahmed Ismail, said that outsourcing of lab instrument requires certification. College should obtain this expectation. He also added that he will guide in getting the certification of a Laboratory Certificate, which will aid our Institution to become an independent consultancy lab.



The Chairman enquired whether the use and maintenance of the smart boards were being monitored and wanted to know whether the objective of setting up of smart boards has been achieved.

Mrs. M. Jabeen, Vice-Principal stated that previously 15 smart boards were available and now with the CPE funds, five more were purchased for the new Diamond Jubilee Block and added that teachers had been given training for using smart boards. Chairman desired that all teachers should be given regular training for the use of the smart boards. They should not be only ornamental.

Dr. Kamala Balakrishnan, also added that the smart boards are not put to 100% use everywhere as most of the students are first generation learners and are addicted to use of cell-phones.

Mrs. M. Jabeen, Vice-Principal stated that many departments in the Afternoon Session like B.Com., B.Com. (Honours), B.Com. (I.S.M.), B.Com. (C.S.) and B.Sc. Interior Design and Décor were using the smart boards regularly.

Dr. Amthul Azeez, Vice-Principal also stated that in the Forenoon Session, Departments of Economics, French, Psychology and Mathematics were using the smart boards regularly.

Mrs. M. Jabeen, Vice-Principal told that it was meant to make teaching learning ICT based, and also added that if apprehension is removed from the teachers to use the smart boards, in few years an improvement will be seen.

Dr. Sultan Ahmed Ismail, suggested that each department should be given training separately during the working hours so that all the staff members will get a chance to learn the full use of smart boards.



The Chairman suggested that a small committee can be formed to monitor the usage of the smart boards, regular periodic assessments should be made and submitted to him.

The Chairman referred to page 2 in the Eighteenth Governing Body Minutes and enquired about Dr. Amudavalli, former University Nominee's suggestion 'to concentrate more on Post-graduate and research departments'. He desired to know the action taken on this suggestion.

The Principal replied that a software EBSCO has been introduced in the library which will aid to access all the journals pertaining to research. Chairman desired to get the use of this software monitored and regular reports submitted to him. He also desired to have the link to EBSCO provided to him.

With reference to the poor intake in certain P.G courses, Dr. Sultan Ahmed Ismail, commented that some P.G. courses may not be in much demand after some years and advised on changing the nomenclature and contents in order to increase the intake of students.

The Chairman enquired about the proposal submitted in the month of April 2017 for Lab Renovation and questioned the Building Maintenance Engineer (Mr. Irshadullah) and the Financial Consultant on the proceedings of the matter for the past seven months. The BME was asked to clarify regarding the estimate of the upgradation of various science labs.

The BME and FC explained the reason for the delay and the Chairman instructed that the proposal should be submitted to him without further delay for approval.

ii. The activities and report of the Placement Centre:

Mrs. Jayanthi Sivagami, Student Counsellor and Placement Officer was asked to report on the placement activities.



She reported that from the previous year the placement training has been started for the First Year students in regular curriculum on Communication and Soft Skills, for II Year on Aptitude and for III years on Interview skills and an amount of Rs.13 lakhs p.a. is being spent for the same.

Dr. Sultan Ahmed Ismail, suggested that it was the primary function of the teachers to prepare students. They can be trained so that they can in turn train the students and the amount spent on outsourcing for training can be reduced. The Chairman suggested that a programme should be instituted to train the teachers within a timeline and instructed the Principal to take necessary action.

Mrs. Jayanthi replied that Mahendra Pride School is doing such training free of cost and specialized skills are taught by the trainers, to which Dr. Ismail stated that in many colleges, communication skills is part of the syllabus.

Mrs. Jayanthi reported that this year 1308 students have registered for placement and the increase in the placement from last year is due to the awareness created in the first year and motivation by the class teachers. She also added that the number of companies visiting our College has also increased and this year Amazon has also agreed to come for placement.

The Chairman wished to know the number of students who dropped out after being selected and offered jobs. Mrs. Jayanthi reported that 30% of the students dropped out after receiving the offers.

The Chairman asked Mrs. Jayanthi to categorise the number of Muslim and Non-Muslim students who are not joining after getting selected for the job, and specific reasons for not joining.



Mrs. Jayanthi replied that she can provide the complete list of placement by November 2017, with the reasons required.

5. TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING OF THE COLLEGE HELD ON MONDAY, THE 28th AUGUST 2017:

Dr. Sultan Ahmed Ismail, wanted to know whether the low percentage (77%) of results in B.Sc. Mathematics (Afternoon Session) "Mechanics" Paper was in the final (VI) semester. Dr. Mercy Rajasekar, Controller of Examinations replied that this paper is in the V Semester.

After discussion, the Minutes of the Academic Council Meeting of the College held on Monday, the 28th August 2017 were approved by the Governing Body.

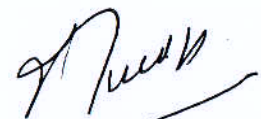
6. TO APPROVE THE MINUTES OF THE FINANCE COMMITTEE MEETINGS OF THE COLLEGE HELD ON MONDAY, THE 20th MARCH 2017 AND TUESDAY, THE 11th JULY 2017:

The Minutes of the Finance Committee Meetings of the College held on Monday, the 20th March 2017 and Tuesday, the 11th July 2017 were approved by the Governing Body.

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

Nil.

The meeting concluded with thanks to the Chair.



(MOOSA RAZA)
CHAIRMAN

Date: 21.10.2017

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