

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

Minutes of the Twentieth (20<sup>th</sup>) Meeting of the Governing Body of the Justice Basheer Ahmed Sayeed College for Women in respect of Academic Autonomy held on Monday, the 2<sup>nd</sup> April 2018 at 11.30 a.m. in the Conference Hall of the S.I.E.T. Administration Building.

**MEMBERS PRESENT**

- |     |                          |   |   |
|-----|--------------------------|---|---|
| 1.  | Mr. Moosa Raza           | : | Chairman  |
| 2.  | Dr. M.S. Mehkari         | : | Vice-Chairman   |
| 3.  | Mr. Faizur Rahman Sayeed | : | Secretary & Correspondent                             |
| 4.  | Mrs. Bader Sayeed        | : | Joint Secretary                                       |
| 5.  | Dr. Ehsan Ahmad Khan     | : | UGC Nominee   |
| 6.  | Dr. Kamala Balakrishnan  | : | University Nominee                                    |
| 7.  | Dr. Sultan Ahmed Ismail  | : | Management Nominee –<br>Educationalist/ Industrialist |
| 8.  | Dr. Shanaz Ahamed        | : | Principal   |
| 9.  | Dr. Amthul Azeez         | : | Vice Principal (F.N.)                                 |
| 10. | Dr. Fouzia Banu          | : | Head, Department of Biochemistry                      |

**SPECIAL INVITEES**

- |    |                                |   |                                    |
|----|--------------------------------|---|------------------------------------|
| 1. | Justice G.M. Akbar Ali (Retd.) | : | Advisor, S.I.E. Trust              |
| 2. | Dr. Mercy Rajasekar            | : | Controller of Examinations         |
| 3. | Mrs. M. Jabeen                 | : | Vice Principal (A.N.)              |
| 4. | Mr. R. Selvam                  | : | Financial Consultant, S.I.E. Trust |

Mr. T. Rafeeq Ahmed, Member, Executive Council, S.I.E. Trust had expressed his inability to attend the meeting.

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

Mr. Faizur Rahman Sayeed, the Secretary and 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 Vice-Chairman, Dr. M.S. Mehkari, the Secretary and Correspondent, Mr. Faizur Rahman Sayeed, the Joint Secretary, Mrs. Bader Sayeed, 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.

The Principal presented an overview of the newly framed NAAC guidelines for the next cycle of accreditation. She also informed the Council that the 3<sup>rd</sup> cycle of accreditation period of our College had been extended for a further period of two years. She mentioned that while criteria for accreditation remains the same the process of accreditation has changed, where more weightage has been given for Teaching,



Learning, Evaluation and Students' Satisfaction Survey. The Principal also informed the Members that Dr. Sethuraman, IQAC Coordinator, Gandhigram University, an expert on NAAC accreditation procedures, was invited to give a lecture on the updated NAAC Guidelines to the Heads of Departments and senior staff members of the College.

The Chairman asked the Principal on the steps initiated in preparation of NAAC. The Principal explained that the syllabi revision was due for the next academic year and Board of Studies meeting will be convened by all the Departments in the last week of April 2018. The new syllabi would lay emphasis on program outcomes and course outcomes.

The Chairman asked Mrs. Jabeen, to elaborate on the preparations being done for the next NAAC accreditation. Mrs. Jabeen explained that the Self-Study Report (SSR) submitted to the NAAC in the previous years for accreditation were more objective where each parameter was given a specific weightage. But, in the latest guidelines for autonomous colleges, Teaching, Learning, Evaluation and Curriculum Design were given greater weightage than research and consultancy. She also added that the NAAC may do away with the peer visit as all the data has to be submitted online. She informed that the latest guidelines of NAAC have been given to all the Heads of Departments by the Internal Quality Assurance Cell (IQAC) of our College, which would help them in understanding the accreditation process and working towards it. A meeting was also organised for all the staff members of both the Forenoon and Afternoon Sessions to explain the guidelines and clear all apprehensions and doubts.

Dr. Sultan Ahmed Ismail suggested that the Higher Secondary revised syllabus was available on the TNSCERT website could be browsed, before framing the next syllabus by the Departments.

The Chairman said that he would also go through the manual and discuss the same with the Principal and Vice-Principals. The Chairman asked Dr. Amthul Azeez to give her views on how the College could improve on their NAAC score in the next accreditation. Dr. Amthul Azeez suggested that the infrastructure needed to be strengthened as there were no classrooms available after 1.00 p.m. for conducting certificate/ add-on courses for the Forenoon College students. She also added that new courses should be introduced and social connectivity of the students should be encouraged, entire course should be focused on the holistic development of students through outreach programmes which may be scientific or social. She also suggested that online courses should be introduced as part of the new curriculum and depending on the discipline, courses could be opted by the students.

The Chairman then asked Mrs. Jabeen to give her views on NAAC preparations. Mrs. Jabeen said that what was needed was a change in the mind set of students. The students need to understand the importance of add-on/ certificate programmes which would enhance their skills and make them more employable. She stated that the courses should be made more attractive, introduce new add-on programmes and strengthen research activities and consultancy.

Dr. Mercy Rajasekar spoke about revamping the syllabus based on the feedback received from the examiners and emphasized that the syllabus should be set elaborately upgrading certain portions of the courses. She also added that there was a space crunch during the valuation camp as the space was not enough for 60 examiners



who come for evaluating the answer scripts. She suggested that the entire stretch of rooms in the third floor could be allocated to the COE's Office. This was needed as it would improve the peer perception of our College. She also remarked on the lack of storage space for the answer scripts of 7000 students for six semesters.

The Chairman suggested that digitalization of the answer scripts could be done. Dr. Mercy replied that scanning and printing of papers for revaluation will become an expensive affair. Mrs. Bader Sayeed asked as to how the storage of paper is done abroad. Dr. Sultan replied that the examinations abroad are conducted online. Mr. Khan suggested that after the results are announced the answer scripts can be kept only for two or three months as the students cannot apply for revaluation after the said period. Dr. Mercy replied that as a rule enforced by the University of Madras the answer scripts for six semesters had to be stored. Dr. Sultan Ismail suggested that the University of Madras could be approached and requested for storage of answer scripts up to a period of three semesters, which would help in solving the space issue.

Dr. Sultan Ahmed Ismail spoke on the evaluation criteria of NAAC and remarked that currently research was not an important component for accreditation for Autonomous Colleges when compared to the accreditation of Universities. He also emphasised on the importance of transparency in the College and also extension activities. He suggested that TNSCST could be approached by the Science Departments for their Seminars and Workshops. The TNSCST would sponsor up to Rs.5,000/- and permit inclusion of its logo in the invitation and certificates which will be a credit to the Institution.

Dr. Kamala Balakrishnan suggested that group projects should be included in the syllabus. Mrs. Jabeen replied that it has already been included in the 2015 syllabi revision itself.

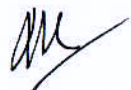
Dr. M.S. Mehkari pointed out that as the library is the heart of an Institution, it should be well equipped with online facility, efficient librarian and a conference hall and that attendance should be made compulsory for students to visit the library.

Mrs. Jabeen replied that software like EBSCO, INFLIB NET, e-journals have been introduced. The College also has obtained a rare collection of books which have been added to the Library due to the efforts of our Chairman. She also said that there were 15 computers in the free internet zone of the Library and 15 more computers could be added. The Chairman instructed to submit a proposal for the same and suggested to use the adjacent hall of the present computer room to accommodate the new computers and make it air-conditioned. The Chairman also asked to submit a proposal to store the 10,000 books which he would be donating to the Library.

The Chairman also suggested that the big hall in the library should be converted to a reading room with comfortable furniture.

Dr. M.S. Mehkari stated that the Library must be most attractive and comfortable place for the students to visit daily. Mr. R. Selvam informed that the 1<sup>st</sup> year students are allotted an hour per week to visit the Library.

Dr. Sultan Ahmed talked about the Vocational courses offered at Stella Maris College and asked Dr. Amthul Azeez to enquire about these courses. Mrs. Jabeen





informed that a proposal had already been submitted for B.Voc. Programme two years ago to the UGC, but unfortunately the College was not granted the Programme. Chairman suggested that this should be followed up vigorously.

Dr. M.S. Mehkari citing the example of Women's Christian College, spoke about setting up of Learning Clubs, where the students could meet every week and discuss various important topics. The Principal informed that such Clubs were already functioning in our College.

The Controller of Examinations also added that at Women's Christian College, the student members of the Club make a presentation on latest topics to the other club members. She also commented that it is difficult to retain the students of our College after 1.00 p.m. as the students rush to catch the vans outside. The Chairman stated that the students will be attracted to stay back only if there are three motives, i.e. profit, pleasure and compulsion. Mrs. Jabeen replied that extra credits are being given to the students who take up add-on courses and internships after the college hours. Chairman suggested that students who stay back may be provided some refreshment too.

Dr. Mehkari suggested that interesting films related to different subjects could be screened for the students. Mrs. Jabeen said that it was already being done by the English Department in our College.

Dr. Amthul Azeez informed that the parents also should be informed regarding this as they object to their wards staying back after the College hours. Dr. Sultan Ahmed said that it could be restricted within the College hours and as part of curriculum.

The Chairman stated that the Honours Club was not meant for book reviews alone, but to include discussions and special lectures by inviting eminent speakers and resource persons from outside and asked the Principal to widen up the activities of the Honours Club. There should be at least one session every month.

Summing up the discussions the Chairman thanked the members for the very useful suggestions made. He urged the Principal and the Correspondent to sit together with the HOD's and available members of the Governing Council and prepare a detailed action plan based on all relevant suggestions to be implemented within a specified time frame. The Principal, Correspondent, BME and the Building Committee will be responsible for the implementation of the Action Plan for Accreditation (APA) within the time frame. The Chairman himself would monitor the implementation.

### 3. CONFIRMATION OF THE MINUTES OF THE LAST MEETING HELD ON SATURDAY, THE 21<sup>st</sup> OCTOBER 2017:

The Minutes of the last meeting held on Saturday, the 21<sup>st</sup> October 2017 were confirmed.

### 4. ACTION TAKEN REPORT:

#### i. Lab Upgradation:

The Chairman enquired about the lab renovation work. The Principal informed that it will be taken up when the Semester comes to a close, which will be on 10<sup>th</sup> April 2018. The Chairman asked her to submit a report after the renovation starts and





requested Dr. Sultan Ahmed to take visit the labs and give necessary suggestions before the renovation of the Labs begins.

ii. Smart Boards:

The Chairman enquired whether all the Smart boards were functional and whether training sessions for teachers were conducted. Principal replied that two or three smart boards had to be rectified.

Based on the reports submitted by the Principal, the Chairman enquired about the wooden platforms required to use the smart boards in some of the classrooms. The Building Maintenance Engineer was instructed to make the wooden platforms ready by utilising the already existing wooden platforms in the College.

The Chairman also instructed the Principal to have frequent meetings with the Heads of the Departments and to submit a report of the same.

iii. The activities and report of the Placement Centre:

Mrs. Jayanthi Sivagami, Student Counsellor and Placement Officer was called for and asked to provide the details about the placement activities.

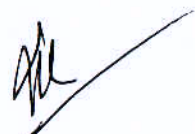
She reported that this academic year (2017-2018), 26 Companies came forward to recruit the students. Nearly 850 students appeared and 670 students have been placed so far. She also stated that a MoU was signed with Mahindra Pride School to train the Final Year students of Forenoon and Afternoon Sessions, who trained 250 students. Among those, 200 students were placed and 25 students who went for in-house training have also been placed in TCS Company.

The Chairman wanted to know the number of Muslim students who had been placed this year and last year. Mrs. Jayanthi replied that 46.86% of the students placed this year and 50% last year were Muslims. Dr. Mehkari stated that the number of placements of Muslim students is low due to cultural differences and the issue had to be addressed to the parents. Chairman recalled that earlier too, he had suggested calling the parents of the Muslim students who did not join after getting placement, and discuss the reasons and concerns that prevented their joining. Correspondent should take the responsibility and keep the Chairman informed, who would like to join the discussions.

Mrs. Jabeen pointed out that the issue of students not accepting placement offers was not only prevalent in our College, but also at MOP Vaishnav College, and in the latter case, the Principal addresses the mothers in particular.

The Chairman asked Mrs. Jabeen to call the parents of the students who rejected the placement offer last year and obtain reasons for not accepting the offer.

Dr. Ehsan Ahmad Khan wanted to know what was the salary structure offered given to our students on placement to which Mrs. Jayanthi replied that it was Rs.17,500/- per month.



5. TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING OF THE COLLEGE HELD ON WEDNESDAY, THE 7<sup>th</sup> MARCH 2018:

The Minutes of the Academic Council Meeting of the College held on Wednesday, the 7<sup>th</sup> March 2018 were approved by the Governing Body.

6. TO APPROVE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF THE COLLEGE HELD ON THURSDAY, THE 15<sup>th</sup> MARCH 2018:

Mr. Selvam informed that meeting expenses of Board of Studies, Academic Council and Governing Body had been disallowed from the autonomy grant by the UGC with effect from the year 2017-2018. The Chairman informed that similarly the grant for Centre for Women's Studies also was cancelled.

The Minutes of the Finance Committee Meeting of the College held on Thursday, the 15<sup>th</sup> March 2018 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: 02.04.2018

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