

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

Minutes of the Twenty First (21st) Meeting of the Governing Body of the Justice Basheer Ahmed Sayeed College for Women in respect of Academic Autonomy held on Thursday, the 14th February 2019 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 | : | Secretary & Correspondent |
| 3. | Prof. Nidhi Sharma | : | UGC Nominee |
| 4. | Dr. Lalitha Balakrishnan | : | University Nominee |
| 5. | Dr. Sultan Ahmed Ismail | : | Management Nominee – Educationalist/ Industrialist |
| 6. | Dr. Shanaz Ahamed | : | Principal |
| 7. | Dr. Amthul Azeez | : | Vice Principal (F.N.) |
| 8. | Dr. Fouzia Banu | : | Head, Department of Biochemistry |

SPECIAL INVITEES

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| 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 |

Dr. M.S. Mehkari, Vice-Chairman, S.I.E. Trust, Mrs. Bader Sayeed, Joint Secretary, S.I.E. Trust and Mr. T. Rafeeq Ahmed, Member, Executive Council, S.I.E. Trust had expressed their inability to attend the meeting. Hence they were given leave of absence.

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 Secretary and Correspondent, Mr. Faizur Rahman Sayeed, the UGC Nominee, Prof. Nidhi Sharma, Department of Economics, Banaras Hindu University, the University Nominee, Dr. Lalitha Balakrishnan, Principal, M.O.P. Vaishnav College for Women (Autonomous) and the Management Nominee, Dr. Sultan Ahmed Ismail, Director, Ecoscience Research Foundation, Chennai, and all the other members and special invitees. The Principal introduced the newly inducted UGC Nominee, Prof. Nidhi Sharma and the University Nominee, Dr. Lalitha Balakrishnan to the Members of the Governing Body.

Dr. Sultan Ahmed Ismail, the Management Nominee suggested to have at least three staff representatives from the Forenoon Session and three staff representatives from the Afternoon Session on the Committee for the NAAC preparation.

Mrs. Jabeen, Vice-Principal (AN Session) asked Dr. Lalitha, the University Nominee as to how the "Best Practices" of the College could be identified. The latter advised that all the 'Best Practices' followed in the College should be included without ignoring even the most trivial activity. Dr. Lalitha also informed that a brainstorming session to strategize for 2030 vision was organised in her College wherein all the Heads of Departments in their college were taken to Mysore for 3 days so as to take them away from all distractions and concentrate on formulating strategies for the next ten years. This exercise helped in sharing ideas, thoughts and problems. New innovations and ideas too came up. The Chairman asked the Principal why no such initiative was taken in our College. The Vice-Principal (AN) informed that a similar proposal would be submitted shortly.

The Chairman also enquired from Dr. Lalitha the reason for the reduced importance given to research in colleges as per NAAC accreditation. She stated that in universities there was a lot of provision and scope for research and consultancy when compared to the Colleges. Hence the shift away from research in Colleges.

Dr. Sultan Ahmed Ismail commented that currently the syllabi for the Plus Two (TNSCERT) had been upgraded and the latest information is being incorporated and emphasised on the need of advanced curriculum in colleges to incoming students from the Plus Two level.

The Chairman instructed the Principal to send a copy of the revised syllabus of the Departments to Dr. Sultan Ahmed Ismail and seek his comments. Dr. Sultan Ahmed Ismail informed that he wished to peruse only the Zoology syllabus as it was his forte.

ii. Infrastructure:

The Chairman asked the Vice-Principal, Dr. Amthul Azeez about the strengthening of infrastructure of the College. Dr. Amthul Azeez reported about the broken tiles in the floor of the Research Lab of the Zoology Department (Room no. 10). The Chairman asked the Building Maintenance Engineer (BME) the reason for the damaged tiles and the year in which the flooring was laid, to which the BME replied that it was laid in the year 2010. The Chairman asked the BME to check with the contractor and get it repaired within two weeks and report to him. Dr. Sultan Ahmed Ismail suggested that extra tiles have to be procured whenever tiles are laid so that in future those tiles could be used to match in case of any damage. Tiles of the same design/ specification may not be available at time of repair.

The Chairman informed that the foundation for the Diamond Jubilee Block was laid to construct up to five storeys. Hence he instructed the BME to submit a proposal to put up additional three floors in the Block. The Chairman enquired the total area that could be constructed. The BME replied that the total area would be approximately 12,000 sq. ft. wherein six classrooms in each floor could be accommodated. The BME requested for one month's time to prepare a feasibility report and submit it to the

was obtained from the Controller of Examinations, University of Madras to retain the answer scripts only for three semesters. The Correspondent asked the COE whether this has been recorded; to which the COE replied that it was confirmed only orally. The Chairman then suggested that a letter of thanks and acknowledgement of permission to retain the answer scripts only for three semesters should be written to the Controller of Examinations, University of Madras. Dr. Mercy Rajasekar took note of this and replied that she would follow up the matter. She also put forth her request for more space and rooms for the COE's Office. The Chairman remarked that as discussed earlier in the meeting when the proposal of more floors in the Diamond Jubilee Block is approved, the expansion of COE's Office could be considered.

vii. Honours Club:


The Chairman wanted the newly inducted Honours Club Secretary, Dr. Parveen Sultana to give a report on the Honours Club activities. Dr. Parveen Sultana gave a list of various activities to be conducted in the next academic year.

The Chairman suggested that Dr. Parveen Sultana could get in touch with the Embassies of US, UK, France, Germany and others and invite the delegates/ dignitaries visiting India to our College.

The Correspondent emphasized that the Honours Club was meant to encourage the students to read books in the English language. The Chairman replied that this Honours Club was not meant for only English language, but other languages too, and students should be interested in reading books per se apart from their course books. The Chairman also stated that the Honours Club was his pet project and it should be extremely vibrant.

viii. The activities and report of the Placement Centre:

Referring to the report of the placement activities, the Chairman asked Mrs. Jabeen whether parents of the students who did not join after placement offer last academic year were called and reasons discussed with them. Mrs. Jabeen replied that the parents were called but they did not respond. She also added that for the past two years, the Principal conducted meetings for the parents in the Auditorium twice a year. The Chairman asked the Principal to have a structured Parents-Teachers Meeting. The Principal assured that a formal structured meeting of Parents with the Principal will be held from the forthcoming semester.

 The Chairman asked the University Nominee about the Parents-Teachers meeting in their College. She replied that regular meetings are not conducted but a MOM'S Club has been instituted, where the mothers of the first and second year students are addressed by the Principal and for the third year students, before the start of the placements. Students who are keen on placement are identified in these meetings and they are the ones who are sent for placement interview. This pre-screening involving parents and applicants eliminates futile efforts. Chairman suggested we may adopt a similar procedure.