

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

Minutes of the Twenty Second (22nd) Meeting of the Governing Body of the Justice Basheer Ahmed Sayeed College for Women in respect of Academic Autonomy held on Thursday, the 28th November 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. | Dr. M.S. Mehkari | : | Vice-Chairman |
| 3. | Mr. Faizur Rahman Sayeed | : | Secretary & Correspondent |
| 4. | Prof. Nidhi Sharma | : | UGC Nominee |
| 5. | Dr. Lalitha Balakrishnan | : | University Nominee |
| 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. | Mr. R. Selvam | : | Financial Consultant, S.I.E. Trust |
| 4. | Dr. S. Firdouse Jahan | : | Vice Principal (A.N.) |
| 5. | Dr. N. Sujatha | : | IQAC Coordinator |
| 6. | Dr. M. Jabeen | : | IQAC Member |

Mrs. Bader Sayeed, Joint Secretary, S.I.E. Trust, Mr. T. Rafeeq Ahmed, Member, Executive Council, S.I.E. Trust and Dr. Sultan Ahmed Ismail 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 Vice-Chairman, Dr. M.S. Mehkari, 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 all the other members and special invitees.

The Principal briefed the Members on the preparation of the NAAC Self Study Report and the consolidation of the data with the help of the technical staff for both NAAC and NIRF. She also informed the members that an Academic Audit has been scheduled on 9th & 10th of December 2019.

3. CONFIRMATION OF THE MINUTES OF THE LAST MEETING HELD ON THURSDAY, THE 14th FEBRUARY 2019:

The Minutes of the last meeting held on Thursday, the 14th February 2019 were confirmed.

4. ACTION TAKEN REPORT:

i. NAAC Preparation:

The Chairman enquired about the Action Taken Report on NAAC Self Study Report. The Principal replied that the data for the past 6 years has been collected from all the departments and is being consolidated. The Chairman enquired whether that data was of any use. The UGC nominee, Prof. Nidhi Sharma said that the NAAC team will get an idea of the progress of the Institution from the periodicity of the data received. The University nominee, Dr. Lalitha Balakrishnan added that the data will be verified online by random checking and if there are any doubts regarding the data sent, queries will be raised. The Principal stated that the NAAC guideline has its own benchmarks and the data will be evaluated with benchmarks set by the NAAC. The Principal also stated that 70% marks are awarded for online data and 30% for the Peer Team visit. Principal was advised to cross-check all data to ensure no discrepancies remain.

ii. Infrastructure:

The Principal informed the members that the Management had approved some of the proposals submitted and a few proposals are under process. The Chairman enquired about the Library Reading Room and the Principal replied that the Library Reading Room will be converted into a Multipurpose Reading Room as per the Chairman's instructions. The Chairman stated that the expenditure for the infrastructure, as per the proposal submitted by the College, is about three crore rupees and wanted to know in what way such a huge amount is going to help in the NAAC grading as only 30% marks are allotted for the Peer Team's visit.

The Principal explained that the office rooms have to be renovated with Wi-Fi facility and more LCD Projectors need to be purchased for the classrooms. 100 more computers are to be purchased to increase the Student Computer ratio. She also added that solar lights are being installed in the Campus to make it enviro friendly.

Further the Financial Consultant gave a detailed report on the expenditure to be incurred on various proposals like the Basket Ball Court, the Indoor Games room, CCTVs, etc.

The University Nominee further explained that the infrastructure plays a significant role as it carries 20% of the total score and the NAAC insists on LMS classrooms with internet facility.

All the Governing Body members approved of augmenting the facilities and the UGC Nominee said that any innovative practice in the College will enhance the NAAC scoring. Chairman however sounded a note of caution that all proposals should be properly vetted

as the proposed expenditure is quite large. Money spent should enhance the long term benefits for the Institution, not merely to meet NAAC requirements. SIET does not have inexhaustible funds.

iii. Value Added Certificate Courses:

The Principal informed that from the present academic year onwards Value Added Courses were introduced for the final year students and many Memorandum of Understanding (MoU) have been signed with collaborating agencies.

The Chairman asked the University Nominee about the Value Added Courses conducted in her College. She stated that in M.O.P. Vaishnav College they offered Value Added courses as Interdisciplinary Course to the students with credits. It is made mandatory for students to take up atleast two courses. The Chairman asked the Vice-Principal (FN) about the Value Added Courses in our College. The Vice-Principal replied that 14 courses in the Forenoon Session and 15 courses in the Afternoon Session and 8 Add-on Programmes are being conducted in our College. She briefed on the various Value Added Courses like Sea Shell Art, Robotics, Biogas, etc. The Chairman questioned whether a Biogas plant could be established in the Campus and if the bio-waste of the campus could be utilized to replace the LPG gas cylinders purchased from outside in all the Science laboratories. The Advisor said that Jamal Mohammed College, Trichy has a biogas plant and he can connect the College with the person in charge of the same.

Dr. Jabeen, the IQAC Member informed that the plant litter in the College is already used by the Enviro Club members for vermi composting. The Chairman stated that the biowaste remaining after its use in the biogas plant could be used for the vermi-compost unit. This issue requires to be examined in coordination with Dr. Sultan Ahmed Ismail and Chairman to be informed of the outcome.

The Vice-Chairman emphasized the importance of typewriting and suggested to include it as a Value Added Course. The Vice-Principal (FN) said that there is a time constraint for the students to learn typing during the College hours. The University Nominee suggested to allow the students to learn it outside and get the Certificate. The Financial Consultant informed that a course in typing is offered by the Vocational Training Institute of our College. The Chairman supported this proposal. The Vice-Chairman also suggested that trouble shooting in Computers and mobile phones can be introduced as a Value Added course. The Vice-Principal (FN) said that the Electronic Science Department is already doing it. The Chairman asked the Vice-Principal (FN) to circulate the list of Value Added courses to all the members. The Vice-Chairman also suggested basic poultry maintenance as a Value Added course to be introduced in the Zoology Department. The Principal stated that it may not be feasible as it is difficult for the students to maintain the poultry on the campus. The Chairman asked the Vice-Chairman to send the details of the courses recommended by him to the Chairman for taking necessary action and follow up.

iv. The activities and report of the Placement Centre:

The Chairman asked the Placement Officer to brief on the activities of the Placement Centre. The Placement Officer Mrs. Jayanthi Sivagami gave a report that 30 companies from various sectors were invited to recruit the UG & PG students and nearly 600 students appeared for campus placements and 416 students got placed. She also added that in this

academic year regular training programmes for the I, II and Final Year students on Communication and Aptitude Skills and Campus to Corporate Skills and 8 Career Awareness Programmes in IT, Finance and other Sector opportunities were conducted in addition to one Mock Online Test. She also highlighted the special initiatives taken up by the Placement Centre for this academic year viz. Skill Training on 3D Printing, Digital Marketing and Artificial Intelligence (500 students were trained), awareness session for the students to register on online portals for jobs and online assessment in job portals, 'Earn while you Learn' and internship cum job offers were also conducted. She also informed of the campus placement activities which were scheduled for the Sixth semester.

The Chairman instructed the Placement Officer to take an initiative of coaching for Civil Service Exams (UPSC / TNPSC) and also for group I to IV recruitment and target potential candidates and asked her to send a proposal on the same to the Chairman. -

v. Honours Club:

The Chairman asked Dr. Parveen Sultana, Honours Club Coordinator to give a brief report on the activities of the Club. She reported that at the beginning of this academic year a meeting was conducted for all the Heads of the Language departments of both the Forenoon & the Afternoon Sessions in which the Principal discussed the various activities to be conducted in the academic year 2019 – 2020. Dr. Parveen elaborated on the programmes of the Honours Club and told that 18 students and 2 staff members from Louisiana visited the institution and gave a Soft Skill Training programme, Metamorphosis. The English Department of Afternoon College conducted a Film Critique on Oscar winning movies. She also added that two mega events such as a Workshop and Book fair and Book Review in Hindi and Urdu will be conducted. The Chairman wanted Dr. Parveen Sultana to inform members of the objectives of conducting the events. Dr. Parveen Sultana explained that these book reviews will train the students on how to read a book and write and present a review on it. In the Book fair 20 publishers will participate and display the recently published books. Then the Chairman suggested to focus on the book review in Tamil and English language rather than in Hindi and Urdu. The Chairman expressed his appreciation of the students who brought laurels to the College by participating in the Indo American debate and winning first prizes and suggested to felicitate the students at a function in the Honours Club and invite eminent people for it.

The Vice-Chairman asked the Honours Club Coordinator to submit the list of activities. The Vice-Chairman asked Dr. Parveen to contact the book review society. The UGC Nominee suggested that apart from academic activities extempore speaking should be encouraged by giving a free hand to the students as it will make it more interesting for them. The Chairman informed about the 'slam poetry' sessions in American Universities where students write and declaim their poems on stage, before their peers. The Honours Club Coordinator said that this activity has been planned like a 'Students' corner' in the campus.

The University Nominee said that they also have a Student's Corner which is called "Open Mind" where students have the freedom to express their views and ideas. The Chairman asked the academics to motivate the students to generate new ideas by giving them such a platform.

5. TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING OF THE COLLEGE HELD ON WEDNESDAY, THE 21st AUGUST 2019:

The Chairman asked the Principal to give a brief report on the Academic Council meeting. The Chairman asked the University Nominee whether any innovative ideas were shared by the members in the Academic Council meeting. The University nominee replied that the industry representatives gave suggestions on how the curriculum is industry relevant.

The Chairman asked the Principal to give any two suggestions given by the industrialists. The Principal replied that the industrial representative is called for the Board of Studies meeting of every department and suggestions related to the academics are given. The Chairman asked the Vice-Principal (FN) and she mentioned a suggestion that emerged on making of dairy products in the Chemistry Department. The Financial Consultant said that Tally is included in the Commerce Department at their suggestions. The Vice-Principal (AN) said that the industrialist who participated in the Board of Studies of Business Administration Department suggested to have a programme related to Stock Exchange operations. The Vice-Principal (FN) also added that the Japanese Quail Rearing and Feeding Techniques was suggested to be incorporated in syllabi by the Industrialist in their Board of Studies. The Chairman asked the Principal to give a detailed report about the ideas given by the industrialist from each department within three days' time.

The Minutes of the Academic Council Meeting of the College held on Wednesday, the 21st August 2019 were approved by the Governing Body.

6. TO APPROVE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF THE COLLEGE HELD ON SATURDAY, THE 30th MARCH 2019:

The Financial Consultant stated that nearly 70% of the budgeted amount had been spent.

The Chairman asked whether there is space to accommodate 600 books worth Rs.20 lakhs in the College Library which will be donated. The Financial Consultant said that space is available and only shelves have to be purchased to keep the books.

The Minutes of the Finance Committee Meeting of the College held on Saturday, the 30th March 2019 were approved by the Governing Body.

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

The Chairman asked the UGC and the University Nominee whether anything else needs to be discussed. The University Nominee conveyed her best wishes for the upcoming NAAC visit.

The meeting concluded with thanks to the Chair.



(MOOSA RAZA)
CHAIRMAN