



**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(AUTONOMOUS) Chennai-600 018**



IQAC-MINUTES

2016-2017

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 25th July 2016

1.	Dr. Shanaz Ahamad	Principal	<i>Shanaz 25/7/16</i>
2.	Dr. (Ms.) N.Sujatha	Head, Sanskrit & Coordinator, IQAC	<i>N.Sujatha</i>
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	<i>Amthul Azeez 25/07/16</i>
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	<i>Jabeen 25/7/16</i>
5.	Dr.(Mrs.) S.Bhooma	Associate Professor, Commerce	<i>S.Bhooma 25/7/16</i>
6.	Dr.(Mrs.) Meher Taj	Associate Professor, English	-
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	<i>S. Firdouse Jahan</i>
8.	Mrs. Anjum. A	Asst. Prof., Biochemistry	<i>Anjum. A</i>
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	<i>Summera Rafiq 25/7/16</i>
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	<i>Gayathri. R</i>
11.	Mrs. Jayanthi Sivagami	Student Counsellor & Placement Officer	<i>Jayanthi Sivagami 25/7</i>
12.	Mrs. Matheena Fasi	Administrative Officer	-
13.	Mr. R. Selvam	Financial Consultant	-

Minutes of the IQAC Meeting held on 25.07.2016

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Review of Staff Orientation Workshop

Preparation of AQAR 2015-2016

Induction of new IQAC members

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr. Firdouse Jahan.
- Staff incharge for Review meeting of Staff Orientation Workshop
 - 26th July 2016 - Ms.Summera.R (A.N session) & Dr.Bhooma.S (F.N.)
 - 27th July 2016 - Dr.Gayathri (A.N session) & Dr.Sujatha (F.N.)
 - 28th July 2016 - Dr. Firdouse (A.N session) & Mrs.Anjum.A (F.N.)
- AQAR to be collected from all departments (F.N. & A.N.)
- RAR format to be downloaded and its preparation to be started from January 2017.
- This year, instead of National workshop, National seminar will be organized.
- Circular for parents in English and Tamil was approved by the Correspondent. It will be distributed to all the students and from next year only first year students will get it.
- Help can be taken from friends of police to regulate traffic outside the college.
- Gender sensitization programme to be finalized.

ACTION TAKEN REPORT

- AQAR was collected from all the departments.
- Dr.Waheeda Matheen, Head and Associate Professor, Department of Psychology and Mrs.Thahirunnisa, Assistant Professor, Department of Commerce are the two new members inducted in IQAC.
- Gender sensitization programme is fixed on 23rd August 2016.
- Copies of the circular to parents will be distributed to the departments.


Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 22nd August 2016

1.	Dr. Shanaz Ahamad	Principal	-
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	N. Sujatha
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	Amthul Azeez 22/08/16
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	-
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	S. Bhooma
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	-
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	S. Firdouse Jahan
8.	Mrs. Anjum. A	Asst. Prof., Biochemistry	Anjum. A
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	Summera Rafiq
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	Gayathri. R
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	Thahirunnisa
12.	Mrs. Jayanthi Sivagami	Student Counsellor & Placement Officer	Jayanthi Sivagami
13.	Mrs. Matheena Fasi	Administrative Officer	-
14.	Mr. R. Selvam	Financial Consultant	-

Minutes of the IQAC Meeting held on 22.08.2016

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Duty allotment for gender sensitization programme

Consolidation of AQAR 2015-2016

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr. Firdouse Jahan.
- The speaker for gender sensitization programme is Dr. Geetha Premkumar, Director, Vector Indojanix (P) Ltd.
- Duties were allotted to all IQAC members.
- Best practices and innovative teaching methods were discussed and consolidated for AQAR 2015-16

ACTION TAKEN REPORT

- Gender sensitization programme was successfully conducted on 23rd August 2016 for both forenoon and afternoon session.


Principal 22/8/16

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 19th September 2016

1.	Dr. Shanaz Ahamad	Principal	<i>Shanaz</i> 19/9/16
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	<i>N Sujatha</i>
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	<i>Amthul</i> 19/09/16
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	<i>Jabeen</i> 19/9/16
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	<i>S Bhooma</i> 19/9/16
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology.	<i>Waheeda Matheen</i> 19/9/16
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	-
8.	Mrs. Anjum. A	Asst. Prof., Biochemistry	<i>Anjum: A</i>
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	<i>Summera R</i> 19/9/16
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	<i>Gayathri R</i> 19/9/16
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	<i>Thahirunnisa</i> 19/9/16
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	<i>Jayanthi Sivagami</i> 19/9/16
13.	Mrs. Matheena Fasi	Administrative Officer	<i>Matheena Fasi</i> 19/9/16
14.	Mr. R. Selvam	Financial Consultant	-

Minutes of the IQAC Meeting held on 19.09.2016

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Finalization of AQAR 2015 - 2016

Discussion on National seminar

Planning of academic audit

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Mrs. Anjum.A.
- Students feed back will be done through intranet in the Computer Science department.
- One student representative to be added in the attendance list for IQAC meetings.
- A separate meeting of IQAC can be planned with Industrialist, Alumni and Stake holders.
- AQAR 2015-16 was discussed.
- Topic for National seminar was decided as Excellence in Higher Education. It would cover the following topics

To define excellence

What is bench marking and how to identify it?

To implement it

- Resource persons from renowned universities can be invited.

ACTION TAKEN REPORT

- AQAR 2015-16 prepared is ready to be uploaded.
- The topic for the national seminar was decided. It would be held in the first week of December 2016.

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 3rd October 2016

1.	Dr. Shanaz Ahamad	Principal	Shanaz Ahamad
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	N. Sujatha
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	-
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	Jabeen
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	S. Bhooma 2/10/16
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	-
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	-
8.	Mrs. Anjum. A	Asst. Prof., Biochemistry	Anjum. A
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	Summera R 3/10/16
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	Gayathri R
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	Thahirunnisa
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	Jayanthi Sivagami
13.	Mrs. Matheena Fasi	Administrative Officer	Matheena Fasi 3/10/16
14.	Mr. R. Selvam	Financial Consultant	-

Minutes of the IQAC Meeting held on 03.10.2016

AGENDA

- Prayer
- Confirmation of previous minutes of the meeting
- Discussion on National seminar
- Planning of academic audit
- Action taken report
- Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Mrs. Anjum.A.
- For the National seminar, we have to focus on knowledge sharing of best practices followed in other colleges.
- Resource persons can be invited from colleges with centre for excellence like Loyola College, Chennai, St. Xavier College, Mumbai, St. Joseph College, Bengaluru, Jamal Mohammed College, Thiruchirappalli and Lady Doak college, Madurai.
- Resource persons from University with centre for excellence like VIT, Manipal University, Christ University, Krishnu Jayanthi University and Jain University can be invited to share about the bench marks of excellence which has to be achieved.
- Implementation and assessment of CPE and knowledge sharing on best practices should be covered.
- Mrs. Thahirunnisa, Asst. Prof., Dept. of Commerce was asked to download AQAR of top 20 colleges so as to go through governance, leadership, best practices, innovative practices and future plans. After going through their AQAR, any best practices can be implemented.
- The programme schedule is as follows
 - 10.00 a.m. to 11.00 a.m. - Inauguration by the Chairman
 - 11.00 a.m. to 11.15 a.m. - Break
 - 11.15 a.m. to 12.45 p.m. - Session I - Bench marks on excellence followed by discussion
 - 12.45 p.m. to 1.30 p.m. - Lunch
 - 1.30 p.m. to 3.00 p.m. - Session II - Implementation and Assessment
 - 3.00 p.m. to 4.00 p.m. - Knowledge sharing
 - 4.00 p.m. to 5.00 p.m. - Valedictory

- Instead of having one speaker for every session, a panel with a good moderator can be arranged.
- For 2 sessions, six resource persons have to arranged.

ACTION TAKEN REPORT

- Name list of top 20 colleges were taken.
- AQAR 2016 of St. Xavier College, Kolkata was taken and discussed.
- AQAR 2015-16 was uploaded on 27.10.2016


Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 3rd November 2016

1.	Dr. Shanaz Ahamed	Principal	-
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	N. Sujatha
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	-
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	Jabeen
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	-
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	Waheeda Matheen 3/11/16
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	S. Firdouse Jahan
8.	Mrs. Anjum. A	Asst. Prof., Biochemistry	-
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	Summera R
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	Gayathri R
11.	Mrs. Thahirunisa	Asst. Prof., Commerce	Thahirunisa
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	Jayanthi Sivagami
13.	Mrs. Matheena Fasi	Administrative Officer	-
14.	Mr. R. Selvam	Financial Consultant	-

Minutes of the IQAC Meeting held on 03.11.2016

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion about National seminar

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Mrs. Tahirunissa.
- Between 13th - 17th December 2016, any one day can be fixed for the National conference.
- One day National conference on Excellence in Higher Education and one session can be on Education policy.
- The sessions are as follows :
 - 1. Bench marks to assess Excellence**
 - 2. Pathways to attain Bench marks**
 - 3. Assessment of Bench marks**
 - 4. Knowledge sharing**
- To cover on ways to achieve bench marks and the future of Higher education in Institutions keeping in light the draft National Education Policy.

ACTION TAKEN REPORT

- Instead of a National seminar it was decided to conduct a National conference.
- The date for National Conference was tentatively fixed for 17th December 2016.


Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 11th November 2016

1.	Dr. Shanaz Ahamad	Principal	—
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	N. Sujatha
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	—
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	Jabeen
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	S. Bhooma
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	Waheeda Matheen
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	S. Firdouse Jahan
8.	Mrs. Anjum. A	Asst. Prof., Biochemistry	Anjum A
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	Summera-Rafiq 17/11/16.
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	Gayathri R
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	Thahirunnisa
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	Jayanthi Sivagami
13.	Mrs. Matheena Fasi	Administrative Officer	—
14.	Mr. R. Selvam	Financial Consultant	Mr. R. Selvam

Minutes of the IQAC Meeting held on 17.11.2016

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on the National conference

Academic audit

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr.Firdouse Jahan.
- Resource persons for inauguration, sessions and valedictory were discussed -
Inauguration -Ashok Vardan, Professor Jawid Akhtar, Registrar, Aligarh University, Bhuvan Chandel or Chitralekha Chauhan.
Session I - Bench marks to assess excellence - Jawad Akhtar, Chitralekha Chauhan and Suman Sharma.
Session II - Implementation and assessment of Bench marks - Thirumurugan or Thomas Mathew.
Session III -Knowledge Sharing -Mahimraj, IQAC Coordinator, Loyola College or Principal of Ethiraj or Stella Maris College for Women.
Valedictory - Jawahar
- Academic audit to be conducted from 9th to 12th January 2017. A HR to be included for academic audit for selected departments. (Commerce, Maths, Phy, Computer)
- Mock audit to be conducted from 19th to 24th December 2016. A template to be finalised.

ACTION TAKEN REPORT

- Heads of Department were asked to prepare power point presentation to highlight the events from previous NAAC to till date.
- The brochure for the National conference was prepared.
- The heads were instructed to get the consent from the Academic Auditors.
to come & attend the audit.


Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 25th November 2016

1.	Dr. Shanaz Ahamad	Principal	<i>S. Shanaz Ahamad</i> 25/11/16.
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	<i>N. Sujatha</i>
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	<i>Amthul Azeez</i> 25/11/16
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	<i>M. Jabeen</i> 25/11/16
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	<i>S. Bhooma</i> 25/11/2016
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	<i>Waheeda Matheen</i> 25/11/16.
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	<i>S. Firdouse Jahan</i>
8.	Mrs. Anjum. A	Asst. Prof., Biochemistry	<i>Anjum A</i>
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	<i>Summera Rafiq</i> 25/11/16
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	<i>Gayathri R</i> 25/11/16
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	<i>Thahirunnisa</i> 25/11/16
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer - -	<i>Jayanthi Sivagami</i>
13.	Mrs. Matheena Fasi	Administrative Officer	<i>Matheena Fasi</i> 25/11/16
14.	Mr. R. Selvam	Financial Consultant	<i>R. Selvam</i>

Minutes of the IQAC Meeting held on 25.11.2016

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Budget for the next year

Discussion of the best practices to be followed in the college

Collecting curriculum feedback from student

Duty allocation for National Conference

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr.Firdouse Jahan.
- Expenses towards the National conference was discussed :

Particulars	Number required	Estimate (Rs.)	Amount in Rs.
Invitations	100	50 each	5,000.00
Fruit baskets	11	300 each	3,300.00
Certificates	350	15 each	5,250.00
Speakers (9 nos)		6000 each	54,000.00
Silver plate	2	5000 each	10,000.00
Refreshments	350	50 each	17,500.00
Lunch	50 each	200 each	70,000.00
Banner			3,000.00
Kits	350	150 each	52,500.00
Stationery			5,000.00
Photography			5,000.00
Conveyance			5,000.00
Miscellaneous			5,000.00

- Registration fee will not be collected from Staff members of our college due to cash crush from demonetization.

➤ Duty allocation for National Conference

Particulars	Name of the staff Members
Printing of brochures, invitations, banner and certificates	Dr. Gayathri.R & Mrs. Thahirunnisa
Kits	Dr.Firdouse Jahan & Ms. Summera.R
Refreshments	Dr.Amthul Azeez & Mrs. Matheena Fasi
Honorarium	Dr.Waheeda Matheen
Mementos	Dr.Sujatha.N & Dr.Bhooma.S
Hospitality	Mrs.Jabeen.M & Mrs.Jayanthi Sivagami
Travel and Stay	Mrs.Jabeen.M & Mrs.Jayanthi Sivagami
Photography and LED	Dr.Anjum.A

➤ Orientation for stake holders to be conducted :

1. One hour meeting with the Van, Cab and MTC bus drivers (50 nos) during the last week of December 2016 at 3.00 p.m. Tea must be arranged and compliments like key chain with college name can be distributed.
2. Parents can be called on the day of PTA (tentatively on 25th February 2017). HR can join this orientation. A formal letter to be drafted for parents of II and III year students. Parents of the students with poor performance can meet the respective class teachers.
3. Orientation for Employers (HRs).
4. Orientation for Bank officials.
5. Eateries inside and outside the college campus (to be planned for next year).

➤ Programmes for the year 2017-2018 for which budget to be fixed includes :

1. Capacity building programme for IQAC members –Outbound for brain storming and strategy planning.
2. FDP – Outbound
3. Orientation for Students
4. Orientation for Non- teaching staff
5. Gender sensitization programme
6. Orientation for stake holders like Eateries, Security, Trust office Admin. staff and parents
7. Two day National Seminar
8. Compilation of RAR
9. Analysis of Parents feedback, Students feedback and curriculum feedback

➤ Curriculum feedback from students can be done online for I, III and V semester.

➤ A survey can be conducted on identification of Need based programme (best practice).

ACTION TAKEN REPORT

- National conference was postponed to a later date as the valuation conducted by University of Madras commences from 15th December 2016, the college will remain closed from 15th to 25th December 2016.


Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 1st December 2016

1.	Dr. Shanaz Ahamad	Principal	<i>Shanaz</i> 11/12/16.
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	<i>N. Sujatha</i> 1.12.16
3.	Dr.(Mrs.) Amthul Azeez	Vice-Principal (F.N.) & Head, Zoology	<i>Amthul Azeez</i>
4.	Mrs. M. Jabeen	Vice-Principal (A.N.) & Head, Commerce	-
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	<i>S. Bhooma</i> 11/12/16
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	<i>Waheeda Matheen</i> 11/12/16.
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	<i>S. Firdouse Jahan</i>
8.	Mrs. Anjum. A	Asst. Prof., Biochemistry	<i>Anjum - A</i>
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	<i>Summera Rafiq</i>
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	<i>Gayathri R</i> 11/12/16
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	<i>Thahirunnisa</i>
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	<i>Jayanthi Sivagami</i> 11/12/16.
13.	Mrs. Matheena Fasi	Administrative Officer	-
14.	Mr. R. Selvam	Financial Consultant	-

Minutes of the IQAC Meeting held on 01.12.2016

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion about National conference

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr.Firdouse Jahan.
- The National conference was postponed to 4th February 2017.
- I CIA will be conducted from 26th to 30th December 2017. During this period mock audit will take place.
- Heads of various department must submit their syllabi (only hard copy) to the Principal by 9th December 2016.
- The syllabi along with the report on the strength and best practices of the respective departments will be dispatched. Profile of the department to be prepared. A questionnaire and guidelines for the auditors to be prepared.
- The format of the report will be prepared by Dr.Sujatha.N and Mrs.Jayanthi Sivagami.
- Money to be dispersed to various department for the conduct of Academic audit.

ACTION TAKEN REPORT

- Dr.Sujatha.N prepared the schedule for the mock audit.
- The letters for Academic Auditors were prepared and distributed to the Heads which were posted.


Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 2nd January 2017

1.	Dr. Shanaz Ahamad	Principal	<i>Shanaz 2/1/17</i>
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	<i>N. Sujatha</i>
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	<i>Amthul Azeez 02/01/17</i>
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	<i>Jabeen 2/1/17</i>
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	<i>S. Bhooma 2/1/17</i>
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	<i>Waheeda Matheen 2/1/17</i>
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	<i>S. Firdouse Jahan</i>
8.	Dr.(Mrs.) Anjum. A	Asst. Prof., Biochemistry	<i>Anjum. A</i>
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	<i>Summera Rafiq 2/1/17</i>
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	<i>Gayathri R</i>
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	<i>Thahirunnisa 2/1/17</i>
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	<i>Jayanthi Sivagami 2/1/17</i>
13.	Mrs. Matheena Fasi	Administrative Officer	<i>Matheena Fasi 2/1/17</i>
14.	Mr. R. Selvam	Financial Consultant	<i>R. Selvam</i>

Minutes of the IQAC Meeting held on 02.01.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Allotment of duties for Academic audit

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr. Firdouse Jahan.
- Duty allocation for Academic audit

Particulars	Name of the Staff Members
Honorarium for Auditors from local and Outstation	Dr. Gayathri. R
Booking of rooms for Auditors and payment	Mrs. Jayanthi Sivagami and Mrs. Thahirunnisa
Arrangement of non - teaching staff for pick up and drop of Auditors	Dr. Sujatha. N and Mrs. Matheena Fasi
Tea and Lunch arrangement	Dr. Waheeda Matheen
Attendance certificate & distribution of vouchers	Dr. Amthul Azeez
Consolidation of Reports	Dr. Bhooma.S
Submission of bills	Dr. Firdouse Jahan

- Cheques will be issued to the auditors, any excess amount to be paid towards conveyance will be paid in cash and signed voucher should be collected.
- Accommodation for Auditors from outstation will be arranged at Hotel Raj Park.
- Hotel Sangeetha will be booked for few Auditors for refreshing themselves.
- On 9th and 10th of January 2017, 65 and 43 auditors are expected. Lunch for Auditors and Heads of the Department will be arranged at the S.I.E.T Sports Pavilion. On 23rd of January 2017, 23 auditors are expected and lunch will be arranged at the Visitors parlour.

- Vouchers for refreshments will be available with Mr. Kadar.
- Report for Auditors will be ready which will cover the following criteria - Curriculum, Teaching and evaluation, Research evaluation, Students progression, areas requiring more focus and Best practices.
- Report (either typed or hand written) will be handed over to the Principal by the Auditors in a sealed cover.


ACTION TAKEN REPORT

- Mock audit was conducted as per schedule.
- The cheques for conveyance and honorarium were prepared and distributed to the Heads of the Department.
- The Academic audit as per schedule was conducted in all the departments successfully.

SUN 19/11/17
Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 19th January 2017

1.	Dr. Shanaz Ahamad	Principal	—
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	N. Sujatha
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	 19/1/17
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	Jabeen 19/1/17
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	S. Bhooma 19/1/17
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	Waheeda Matheen 19/1/17
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	S. Firdouse Jahan
8.	Dr.(Mrs.) Anjum. A	Asst. Prof., Biochemistry	Anjum. A
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	Summera R 19/1/17
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	Gayathri R 19/1/17
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	Thahirunnisa 19/1/17
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	Jayanthi Sivagami 19/1/17
13.	Mrs. Matheena Fasi	Administrative Officer	Matheena Fasi 19/1/17
14.	Mr. R. Selvam	Financial Consultant	—

Minutes of the IQAC Meeting held on 19.01.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion about National conference

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr. Firdouse Jahan.
- The Principal thanked the IQAC members for the smooth conduct of Academic audit.
- Resource persons for inauguration, sessions and valedictory were discussed :
For the keynote address, Dr. Syed Akeel Ahmed has given his consent.
Session I - Bench marks to assess excellence - Any speaker from Christ University can be fixed.
Session II - Pathways to attain Bench marks - Dr. Beena Job from St. Theresa University or Dr. Manikavasagan from Azagappa University can be approached.
Session III -Knowledge Sharing - Mrs. Miriam Samuel
Valedictory - Mr. Jawed Akthar
Presidential address by the Chairman
- **Orientation for Parents** - Meeting of the parents with the Principal to be conducted on 25th February 2017 at 9.30 a.m. for forenoon session and at 2.30 p.m. for Afternoon session students (one hour duration).
- The conduct of the orientation programme for parents was given to Dr. Anjum.A and Mrs. Thahirunnisa. (Parents Meet)
- Permission letter for the auditorium has to be submitted and a formal letter from the Principal to the parents has to be drafted.
- The Principal will brief the parents about the discipline, code of conduct, various facilities available within the college, Outreach programme, Add on course, extra credits etc.

- Any issues or doubts from parents can be discussed and will be clarified.
- A suggestion box will be kept wherein the parents can drop in their suggestions or queries.

ACTION TAKEN REPORT

- The brochures and invites were dispatched to various colleges.
- The conference was conducted successfully on 4th February, 2017.
- The duties allocated to various staff members were carried out.
- The auditorium was booked for the Orientation for the parents. (Parents meet)


Principal

PROGRAMME

INAUGURATION

09:30 a.m. – 09:35 a.m.	Prayer
09:35 a.m. – 09:45 a.m.	Welcome Address
09:45 a.m. – 09:55 a.m.	Inaugural address
09:55 a.m. – 10:10 a.m.	Keynote Address
10:10 a.m. – 10:20 a.m.	Presidential address
10:20 a.m. – 10:25 a.m.	Vote of Thanks
10:25 a.m. – 10:45 a.m.	Tea Break

VALEDICTORY

03:00 p.m. – 03:05 p.m.	Prayer
03:05 p.m. – 03:10 p.m.	Welcome address
03:10 p.m. – 03:25 p.m.	Valedictory address
03:25 p.m. – 03:30 p.m.	Vote of Thanks
	National Anthem

Dr. (Mrs.) Shanaz Ahamed Principal, JBAS College for Women	Dr. Syed Akheel Ahmed Dean, Faculty of Science and Technology, University of Mysore
Mrs. Zubhy Sayeed Former President, Canadian Association for Community Living Canada	Dr. Raffath Sayeed Executive Council Member S.I.E.Trust
	Dr. N. Sujatha Coordinator, IQAC JBAS College for Women
	Mrs. Jabeen Organising Secretary & Vice Principal (A.N.Session) JBAS College for Women
	Mr. Udaya Sankar Regional Lead, NASSCOM, Chennai
	Dr. Amthul Azeez Vice-Principal (F.N. Session) JBAS College for Women

In the name of Allah, the most Beneficent, the most Merciful



JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN AUTONOMOUS

Teynampet, Chennai – 600 018

COLLEGE WITH POTENTIAL FOR EXCELLENCE

Re-accredited by NAAC in 2013 with an Outstanding CGPA of 3.61 (out of 4) at 'A' Grade

National Conference

on

EXCELLENCE IN HIGHER EDUCATION

4th February 2017



Organised by
The Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC)

Cordially invites you to the

National Conference

on

EXCELLENCE IN HIGHER EDUCATION

on Saturday, the 4th of February 2017 at 9:30 a.m.
in the College Auditorium

Mrs. Zuhy Sayeed

Former President, Canadian Association for Community Living, Canada
will Inaugurate the Conference

Dr. Syed Akheel Ahmed

Dean, Faculty of Science and Technology, University of Mysore, Karnataka
will deliver the Keynote Address

Dr. Raffath Sayeed

Executive Council Member, S.I.E. Trust

will preside over the Inaugural function

Mr. Udaya Sankar

Regional Lead, NASSCOM, Chennai

will deliver the Valedictory Address

Mr. MOOSA RAZA

PADMA BHUSHAN Awardee
Chairman, S.I.E.T. &
Former Chief Secretary, J&K
and Secretary to Govt. of India

Mr. SYED MUNIR HODA

Secretary
S.I.E. Trust

Mr. FAIZUR RAHMAN SAYEED

LL.B. (Bar-at-Law)
Correspondent
JBAS College for Women

Dr. (Mrs.) SHANAZ AHAMED

Principal
JBAS College for Women

SESSION I

10:45 a.m. – 11:45 a.m.

Benchmarks to Assess Excellence

Dr. M.K. Baby

Coordinator, IQAC &
Dean of Commerce, St. Josephs College, Calicut

Dr. Renuka Rajaratnam

Director, Stella Maris International Centre for
Multidisciplinary Research
Stella Maris College, Chennai

SESSION II

11:45 a.m. – 12:45 p.m.

Pathways to attain Benchmarks

Dr. E. Ram Ganesh

Professor and Head
Department of Educational Technology
Bharathidasan University, Trichy

Prof. Suresh N. Pai

Associate Dean, Faculty of Management Studies
Christ University, Bengaluru

Lunch Break

12:45 p.m. – 01:45 p.m.

SESSION III

01:45 p.m. – 03:00 p.m.

Excellence Building Initiatives

Dr. Pandiyarajan

Principal, Ayya Nadar Janaki Ammal College
Sivakasi

Dr. Fatima Vasant

Deputy Principal
Loyola College, Chennai

Dr. Miriam Samuel

Former IQAC Coordinator
Madras Christian College, Chennai

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

Date: 30 Jan. 2017

Duties allocated for the IQAC National Conference on "Excellence in Higher Education"
on 4th February 2017

The staff members in charge of duties are required to meet the Principal on
2nd Feb. 2017 (Thursday) at 12.00 p.m. in Room No. 11.

Attendance Duty:

12.00 noon.

Prayer			
Inaugural	Mrs. N. Waseema Noor	Arabic	
Valedictory	Mrs. Rasheeda Banu	Home Science	
Fruit baskets	Ms. Summera Rafiq	Microbiology (AN)	
Banner	Mrs. Shaistha Shabnum	I.D.D. (AN)	
Flower Pot arrangement	Dr. S. Kaneez Fathima	Zoology	
	Mrs. M. Parveen	Zoology	
Registration	Mrs. S. Meherunissa	Psychology	
	Mrs. J. Shobana	Chemistry	
	Dr. J. Sheerin Banu	Hindi (AN)	
	Mrs. Chandrakala	Elec. Sci. (AN) (on leave)	
Certificate Writing	Dr. M. Rafima	Political Science	
	Mrs. S. Haseena	Economics	
	Dr. Fahmeeda Yasmeen	Commerce (AN)	
	Dr. S. Agthar Begum	Business Admn. (AN)	
Photography	Mrs. A. Anjum	Biochemistry	
LCD Hiring	Mrs. Jayanthi Sivagami	Placement Officer	
LCD Operating	Mrs. Maria Manuel Antonette	Computer Sci. (AN)	
	Mrs. Juveriya Begum	Computer Sci. (AN)	
	Ms. S. Zakia Fathima	Placement Centre	
Generator & Electricity	Mrs. A. Zamara	Physics	
	Mrs. S. Vijayalakshmi	Elec. Science (AN)	

Collection of Kits and Feedback Form		
FORENOON SESSION:		
Languages	Mrs. V. Sheela ✓	Tamil ✓
History & Political Science	Mrs. A. Farida Gani ✓	Historical Studies ✓
Economics	Mrs. Farhath Anjum	Economics ✓
English	Mrs. Amala Rani	English ✓
Mathematics	Mrs. N. Hameeda Begum	Mathematics ✓
Physics	Mrs. Saira Khatheeja	Physics ✓
Chemistry	Mrs. K. Hemalatha	Chemistry ✓
P.B. & P.B.	Mrs. B. Saritha ✓	Plant Biology ✓
Zoology	Dr. Padmavathi Sriram	Zoology ✓
Psychology	Ms. R. Sasi	Psychology ✓
Home Science	Mrs. H. Shakila Banu	Home Science ✓
Biochemistry	Mrs. S. Carmel Punitha ✓	Biochemistry ✓
Commerce	Mrs. K. Mehuroon ✓	Commerce ✓
Library	Mrs. S. Nasreen Begum	Library ✓
Centre for Women's Studies, Director of Physical Education & Student Counsellor	Mrs. Shanaz	CWS ✓
AFTERNOON SESSION: Computer Science	Mrs. V. Sathiyvathi ✓	Computer Science ✓
Commerce	Dr. S.K. Afreen	Commerce ✓
Mathematics	Mrs. A. Beena Begum	Mathematics ✓
Statistics	Mrs. B. Sumithra	Statistics ✓
C.S. & I.S.M.	Ms. A. Shereen	Corp. Sec. ✓
Business Administration	Mrs. T. Kavitha ✓	Business Admin. ✓
Economics	Ms. K. Jayashree	Economics ✓
English	Mrs. Nasreen Sultana	English ✓
Languages	Ms. A. Judy Niranjala ✓	French ✓
Electronic Science	Mrs. N. Muthulakshmi	Elec. Science ✓
Microbiology	Mrs. S.M. Shakira Begum ✓	Microbiology ✓
T.T.M.	Mrs. N. Thirupurasundari	T.T.M. ✓
I.D.D.	Ms. Prabhu Asfina Ismail	I.D.D. ✓

<ul style="list-style-type: none"> * VIP Parlour (in and around) – Table arrangement for lunch * Cleanliness * Water arrangement for delegates * Files for Programme sheet * Attenders incharge for Tea 	Mr. H. Md. Khalifathullah, Campus Supervisor	
Tea (morning)	Dr. Mallika Begum Dr. M. Nafisa Idris	Historical Studies <i>ma</i> Economics (AN) <i>N. Idris</i>
VIP Parlour	Mrs. J. Sakina Ms. Jenitha	Economics <i>✓</i> English (AN) <i>✓</i>
Tea (Evening)	Mrs. R. Rubina Mrs. B. Fathima	Mathematics <i>✓</i> Mathematics (AN) <i>✓</i>
VIP Parlour	Ms. S.M. Sameena Banu <i>Sameena</i> Mrs. Ramya Soundarajan	Chemistry <i>✓</i> Statistics (AN) <i>Leave (M)</i>
Lunch for staff – Quadrangle	Dr. Shabiya Thaseen Mrs. A. Tasleem Tabassum Mrs. Minu Meera Ms. Sameena	Home Science <i>✓</i> Biochemistry <i>✓</i> Computer Sci. (AN) <i>✓</i> Commerce (AN) <i>Sameena</i>
Guests	Mrs. N. Sameena Mrs. B. Farhana Jabeen	Commerce <i>Sameena</i> Business Admin.(AN) <i>✓</i>
Visitors' Book	Mrs. K. Jothilakshmi Mrs. S. Hajira Farzana	Tamil <i>✓</i> Tamil (AN) <i>Hajira</i>
Honorarium	Dr. Waheeda Matheen	Psychology <i>for</i>

Rapporteurs :		
Session I	Mrs. K. Pahlavi Mustafa Mrs. R. Sara Sameera	English for 2 English 31/1/17
Session II	Mrs. Anis Fathima Faisal Mrs. Khateja Nafeesa	English 31/1/17 English (AN) 31/1/17
Session III	Ms. S. Fathima Shaheen Mrs. Hidayathunnisa	English 31/1/17 English (AN) on leave 31/02/17
Master of Ceremony		
Pre lunch	Dr. Khader Almas	English (FN)
Post lunch	Ms. Sarweth Unissa Ms. R. K. K.	English (AN) 31/1/17
Welcome Speech		
Session I	Dr. Waheeda Matheen Dr. A. Anjum	Psychology 31/1/17 Biochemistry 31/1/17
Session II	Dr. S. Bhooma Dr. R. Gayathri	Commerce 31/1/17 CS&ISM (AN) 31/1/17
Session III	Dr. S. Firdouse Jahan Mrs. Summera Rafiq Mrs. Thahirunissa	Business Admin. (AN) 31/1/17 Microbiology (AN) Summera Commerce (AN) 31/1/17
Programme Sheets/ Feedback Forms	Dr. R. Gayathri Mrs. Thahirunissa	CS&ISM (AN) 31/1/17 Commerce (AN) 31/1/17

Media & press

1. Dr. Jameela pol. sci
2. Dr. parveen Tamil

PRINCIPAL

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 8th February 2017

1.	Dr. Shanaz Ahamad	Principal	<i>Shanaz</i> 8/2/17
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	<i>N Sujatha</i>
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	<i>Amthul</i> 08/02/17
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	-
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	<i>S. Bhooma</i> 8/2/17
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	-
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	<i>S. Firdouse Jahan</i>
8.	Dr.(Mrs.) Anjum..A	Asst. Prof., Biochemistry	<i>Anjum A</i> 8/2/17
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	<i>Summera R</i> 8/2/17
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	<i>Gayathri R</i> 8/2/17
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	<i>Thahirunnisa</i> 8/2/17
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	<i>Jayanthi Sivagami</i> 8/2/17
13.	Mrs. Matheena Fasi	Administrative Officer	<i>Matheena Fasi</i>
14.	Mr. R. Selvam	Financial Consultant	-

Minutes of the IQAC Meeting held on 08.02.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Review of the National conference

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr. Firdouse Jahan.
- The Principal appreciated the team work of the IQAC members during the conference.
- According to the inputs from the staff members, too many speakers were arranged for every session.
- Time limit for the speaker must be emphasized and the specific topics must be given to the speakers.
- IQAC should try to get sponsors from NAAC or any other funding agency which must be applied atleast 7 months prior to the seminar.
- In future IQAC seminar/ conference must be planned in the month of September or October.
- NASSCOM has consented to fund for a start up programme hence an MoU will be signed with the college. A proposal has to be prepared and it was suggested that it can be taken by the ED cell.
- It was decided to conduct the workshop for the non-teaching staff on Saturday the 18th February, 2017 for both forenoon and afternoon session.
- For the sub-staff (attenders and sweepers) the timing will be from 9.00 to 12.00 noon and for the lab assistants, office staff and COE office staff, the timings will be from 2.00 p.m. to 5.00 p.m.
- Many topics were discusses like time management, behavior, etiquettes, work ethics etc.
- The budget for this workshop is Rs. 90,000/- and the number of participants expected are 250. Vegetarian lunch will be provided and a group photograph will be taken.

- The workshop will be conducted in the Sports Pavilion Hall.
- For the year 2017-2018, an Outbound programme will be arranged for the Teaching staff. Topics like Interpersonal relationship, involvement in their work (being proactive), work satisfaction can be focused.
- For the Parents Meet, a common banner should be made. A circular should be sent to the departments to instruct the students about the parents meet on Saturday, the 25th February, 2017. Photographs will be taken and small children must not accompany the parents.
- From the CPE amount sanctioned, the Governing body members have suggested that the amount must not be utilised towards upgradation of labs.
- Ten lakhs was sanctioned from the CPE funds towards Teaching Aids. IQAC will have to think over it. Library automation must be done
- Ten lakhs was sanctioned towards the upgradation of classroom and seminar hall. As the installed smart boards were not functioning, it must be checked so the it is user friendly and original software must be installed with internet connection. The computer installed in the classroom should be connected permanently to the electric plug point. A computer technician (Mr. Sudalai), an electrician and a carpenter are required to do the necessary work.
- Common locker system cupboards for students was suggested for which caution deposit can be collected (only for interested students).
- Installation of a permanent LED worth Rupees five lakh was suggested.
- It was suggested that from the nest academic year, an hour should be included for smart class teaching in the time table.

ACTION TAKEN REPORT

- The circular for parents meet was sent to the departments.
- Sports pavilion hall was booked for the non-teaching workshop.
- Dr. Sangeetha Madhu, Director, Chennai Institute for Learning and Development (CHILD) will conduct the workshop.


 Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 16th February 2017

1.	Dr. Shanaz Ahamad	Principal	—
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	N. Sujatha
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	—
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	Jabeen
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	S. Bhooma 16/2/17
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	—
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	S. Firdouse Jahan
8.	Dr.(Mrs.) Anjum. A	Asst. Prof., Biochemistry	Anjum. A
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	Summera R. 16/2/17
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	Gayathri R. 16/2/17
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	Thahirunnisa
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	Jayanthi Sivagami
13.	Mrs. Matheena Fasi	Administrative Officer	Matheena Fasi 16/2/17
14.	Mr. R. Selvam	Financial Consultant	—

Minutes of the IQAC Meeting held on 16.02.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Allocation of duties for non –teaching staff workshop

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr. Firdouse Jahan.
- Duty allocation for workshop – Arrangement of screen, audio, mike and speakers by Mr. Kathiresan and Mr. Sardar.
- LCD from the evening college office. Photo session for both ground staff and office staff by Mr. Senthil.
- Honorarium by Dr. Sujatha. N and ordering of refreshments and lunch by Mrs. Matheena Fasi.
- For Parents- Teachers Interface, it was suggested to give flavored milk instead of tea to parents. It would be a non-instructional day order for students.
- Attendance for parents will be taken care by the Students Council and Majlis members of Forenoon and Afternoon session respectively. Distribution of refreshments will be after the meeting. A common banner titled Stake Holders Meet has to be done.
- RAR has to be prepared and submitted by September 2017.
- Principal said that at Qaid –e-Millath College for Men, there is an Institute headed by our Chairman where short term certificate courses will be conducted. Students interested can join and meritorious students will be awarded scholarship.

ACTION TAKEN REPORT

- Dr. Sangeetha Madhu, Director, Chennai Institute for Learning and development along with her team conducted the workshop titled 'Udaan' - To develop positive attitude for ground, Office staff and staff of COE on 18th February 2017 in the Sports Pavilion Hall.

- Under the banner of the Stake Holders Meet a Parents -Teachers Interface was conducted on 25th of February 2017 to inform the parents the various facilities available to the students in our Institution and the responsibility of the parents to motivate their wards.
- On the 27th of February 2017, a Banker's Meet was arranged, as they are one of the Stake holders of the College, to discuss the issues relating to fees payment and other facilities.
- On the 1st of March 2017, the IQAC met the Students Facilitators'- Van Operators to discuss the methods to reconcile the issues faced by the students and the van drivers.


Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 5th March 2017

1.	Dr. Shanaz Ahamad	Principal	Shanaz Ahamad 5/4/17
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	N. Sujatha 5/4/17
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	Amthul Azeez 5/4/17
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	-
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	S. Bhooma 5/4/17
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	Waheeda Matheen 5/4/17
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	S. Firdouse Jahan
8.	Dr.(Mrs.) Anjum. A	Asst. Prof., Biochemistry	Anjum. A
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	Summera Rafiq
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	Gayathri. R
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	-
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	J. Sivagami
13.	Mrs. Matheena Fasi	Administrative Officer	-
14.	Mr. R. Selvam	Financial Consultant	-

Minutes of the IQAC Meeting held on 05.04.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discuss the events for the next year academic year

Allocation of duties for FDP and Orientation programme

RAR

Students feedback

Staff Appraisal

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr. Firdouse Jahan.
- Under CPE, Rupees Two lakh has been sanctioned towards the enrichment programme for Staff members.
- In connection to this, a MoU with ID Matrix will be signed. Five programmes will be conducted throughout the year by this organization and the resource persons will also be arranged by them.
- It will be conducted for Arts, Science and Commerce streams separately.
- It was also suggested that a Need based special programme is needed for the Teaching Staff.
- After Ramadaan, one Saturday probably 1st of July 2017 can be allocated for FDP as 8th of July 2017 is Alumnae Reunion function. The topic for FDP will be decided later.
- Duties will delegated later for banner, certificates, photography, refreshments and lunch arrangement.
- Orientation for Freshers – A documentary on the history of the College (past and present) and facilities available can be done. It could be outsourced (Mr.Chaveri from 3 D Animation could be approached).
- Dr. Lalitha, Mrs. Jayanthi, Mrs. Sarwethunnisa and Mrs. Thahirunnisa will help in making the documentary by providing all information about the College with photos and background voice has to be given.
- The session on Motivation will be taken care by the Department of Psychology. Six speakers will be arranged for both Forenoon and Afternoon sessions.

- The sessions on Health & Hygiene and Communication will be handled by our College Staff and Toastmasters International respectively.
- Reopening for First year students will be on 28th of June 2017. The Orientation programme will be conducted on 29th and 30th of June 2017.
- It was decided that the Main auditorium (capacity -800 nos) and Seminar Hall (capacity -330 nos) will be sufficient to conduct the Orientation for Freshers.
- SSR –should be uploaded online in the website with all proofs. In the month of May, IQAC members can decide the framework and collection of information could be done in June 2017. Evaluation for each criteria and duties allocated is as follows

Criteria	Particulars	Marks	Duty allocation
I	Curriculum Design	150	Dr. Bhooma & Dr. Firdouse
II	Teaching, Learning and Evaluation	300	Dr. Sujatha, Dr. Anjum & Mrs. Thahira
III	Research, Consultancy and Extension	150	Dr. Waheeda & Dr. Gayathri
IV	Infrastructure and Learning Resources	100	Dr. Amthul Azeez
V	Student support and Progression	100	Mrs. Jayanthi
VI	Governance, Leadership and Management	100	Mrs. Jabeen
VII	Innovative and Best Practices	100	Ms. Summera
	TOTAL	1000	Consolidation – Entire team of IQAC

- Circular should be sent regarding the publication of papers periodically by Staff members in reputed journals.
- Staff Appraisal must be sorted out.
- Regarding the Students feedback, Principal and Vice-Principals can discuss with the teaching faculty about their marks and performance.
- Under CPE, One computer lab with 25 computers exclusively for Forenoon session has been proposed.

- Other suggestions – Consolidated Marksheets could be distributed to the passed out students by College Office staff. Feedback by Students must be started by 8.00 a.m. as Big Departments face difficulty if it is from 11.00 to 1.00 p.m.


ACTION TAKEN REPORT

- For the FDP for staff members, a session on research by Dr. Devaraj has been planned.


Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 2nd May 2017

1.	Dr. Shanaz Ahamad	Principal	-
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	N. Sujatha
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	Jabeen
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	-
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	Waheeda Matheen 21/5/17
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	-
8.	Dr.(Mrs.) Anjum. A	Asst. Prof., Biochemistry	Anjum A
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	Summera Rafiq 21/5/17
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	Gayathri R
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	Thahirunnisa
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	Jayanthi Sivagami
13.	Mrs. Matheena Fasi	Administrative Officer	-
14.	Mr. R. Selvam	Financial Consultant	-

Minutes of the IQAC Meeting held on 02.05.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Brainstorm to gain improvements for the next NIRF

Points to be discussed with the Members of the Management on the 4th May 2017

Review on Academic audit

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr. Anjum.A.
- Academic audit - The Departments should be called and discussed about their Audit report.
- The suggestion from the COE was that BOS meeting should be conducted every year.
- The FDP will be conducted in 2 sessions from 10.00 a.m. to 2.00 p.m. on 15th of June 2017. Inauguration will be delivered by our Chairman followed by the first session on Research by Dr. Devaraj. He shall emphasis on the different funding agencies.
- It shall be followed by another session on motivation, stress busters etc.
- Points discussed to improve NIRF score for the next academic year
 1. As the Media perception is poor, the Management must have press conference in order to project our College.
 2. Liaison with the Media has to be strengthened. At least one article about our College activities must be published in education hub in The Hindu, newspaper.
 3. We have to think of ways to project our College in order to improve the public perception.
 4. HR conclave- publicity in corporate side is essential.
 5. Newspaper like Time of India or Economic Times should be subscribed for students as it is only one time payment.
 6. Along with name JBAS College, formally SIET must be included.

7. Every staff must be instructed to publish a paper in journals listed by the UGC every year. Intrinsic motivation is necessary for the staff members.
8. Staff members who do projects must be appreciated.
9. A liaison officer or a full time director for Research could be appointed.
10. Collaboration or MoUs with institutions or companies must be strengthened.
11. Logo and name of the College should be highlighted for all documents.



ACTION TAKEN REPORT

- Dr. Devaraj has agreed to speak at our FDP to be held on 15th June 2017.


↓ Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 8th May 2017

1.	Dr. Shanaz Ahamad	Principal	-
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	N. Sujatha
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	Jabeen
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	S. Bhooma 8/5/2017
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	Waheeda Matheen 8/5/17
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	Firdouse Jahan
8.	Dr.(Mrs.) Anjum. A	Asst. Prof., Biochemistry	Anjum. A
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	Summera R 8/5/17
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	Gayathri R 8/5/17
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	-
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	Jayanthi Sivagami 8/5
13.	Mrs. Matheena Fasi	Administrative Officer	-
14.	Mr. R. Selvam	Financial Consultant	

Minutes of the IQAC Meeting held on 08.05.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Deliberations of the meeting with the Management held on the 4th May 2017

To finalize FDP and Students Orientation programme

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr. Firdouse Jahan.
- The action plan to be taken in order to improve our quality and the public perception were discussed.
- Linking or MoUs with other Universities, Corporate companies should be strengthened. In this regard the members of the IQAC were asked to try getting MoUs or any link with Universities within or outside the Country like U.S.A, Australia, Malaysia, Singapore, London and Canada. Edwise also can be approached to find out ties with other Universities. Other programmes like Student, Faculty exchange programme, Twinning Programme atleast for one semester or 1 month certificate or training programme has to be strengthened.
- The departments can also collaborate with any University within our country. Staff members must be given OD to attend conferences, seminars and viva voce.
- Updating our College website
- To prepare a template for work study in order to calculate the number of hours spent towards clerical work.
- Strengthen Peer Perception. To do something differently to publicize our College like adoption of slum, cleaning outside the campus, maintaining the bus stop outside our College, regulate traffic, maintaining zebra crossing by students. All Women Police station could be approached for help. Such social initiatives will be reflected in the media. To publish articles about our College activities in local newspaper.
- Photo clips of activities like Outreach programme, ED bazaar, ID exhibition etc. can be uploaded in the You tube.
- Two Topics for FDP were suggested – 1. Imperative to teaching and not impediment to teaching 2. Integrating research with teaching

- One part of the FDP will be held on 15th June and the second part will be held on 1st July 2017 by ID Matrix.
- For Students Orientation, documentation on history and facilities will be prepared. Our Student council and Majlis members can prepare video clippings of their experiences in the College.

ACTION TAKEN REPORT

Faculty Development Programme titled Integrating Research with Teaching was finalized.


Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 2nd May 2017

1.	Dr. Shanaz Ahamad	Principal	-
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	N. Sujatha
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	Amthul Azeez
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	Jabeen
5.	Dr.(Mrs.) S. Bhooma	Associate Professor, Commerce	-
6.	Dr.(Mrs.) Waheeda Matheen	Head & Associate Prof. Psychology	Waheeda Matheen 21/5/17
7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	-
8.	Dr.(Mrs.) Anjum. A	Asst. Prof., Biochemistry	Anjum A
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	Summera Rafiq 21/5/17
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	Gayathri R
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	Thahirunnisa
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	Jayanthi Sivagami
13.	Mrs. Matheena Fasi	Administrative Officer	-
14.	Mr. R. Selvam	Financial Consultant	-

Minutes of the IQAC Meeting held on 02.05.2017

AGENDA

Prayer
Confirmation of previous minutes of the meeting
Brainstorm to gain improvements for the next NIRF
Points to be discussed with the Members of the Management on the 4th May 2017
Review on Academic audit
Action taken report
Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr. Anjum.A.
- Academic audit - The Departments should be called and discussed about their Audit report.
- The suggestion from the COE was that BOS meeting should be conducted every year.
- The FDP will be conducted in 2 sessions from 10.00 a.m. to 2.00 p.m. on 15th of June 2017. Inauguration will be delivered by our Chairman followed by the first session on Research by Dr. Devaraj. He shall emphasis on the different funding agencies.
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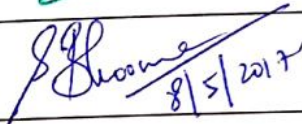

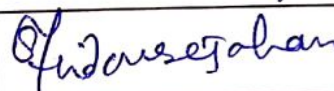
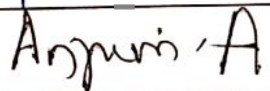
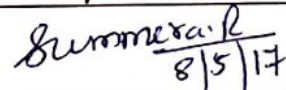
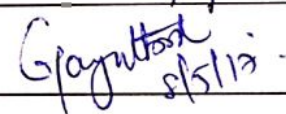
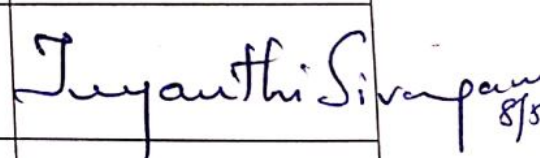

ACTION TAKEN REPORT

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↓ Principal

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
Chennai – 600018.

I.Q.A.C. Meeting – 8th May 2017

1.	Dr. Shanaz Ahamad	Principal	—
2.	Dr. (Ms.) N. Sujatha	Head, Sanskrit & Coordinator, IQAC	N. Sujatha
3.	Dr.(Mrs.) Amthul Azeez	Vice –Principal (F.N.) & Head, Zoology	
4.	Mrs. M. Jabeen	Vice –Principal (A.N.) & Head, Commerce	
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7.	Dr.(Mrs.) S. Firdouse Jahan	Head, Business Admn.	
8.	Dr.(Mrs.) Anjum. A	Asst. Prof., Biochemistry	
9.	Ms. Summera Rafiq	Asst. Prof., Microbiology	 8/5/17
10.	Dr. (Mrs.) Gayathri. R	Asst. Prof., Corp Sec. & ISM	 8/5/17
11.	Mrs. Thahirunnisa	Asst. Prof., Commerce	—
12.	Mrs. Jayanthi Sivagami	Student Counselor & Placement Officer	 8/5
13.	Mrs. Matheena Fasi	Administrative Officer	—
14.	Mr. R. Selvam	Financial Consultant	

Minutes of the IQAC Meeting held on 08.05.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Deliberations of the meeting with the Management held on the 4th May 2017

To finalize FDP and Students Orientation programme

Action taken report

Any other matter with the permission of the chair

POINTS DISCUSSED

- The meeting began with the recitation from the holy Quran by Dr. Firdouse Jahan.
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- For Students Orientation, documentation on history and facilities will be prepared. Our Student council and Majlis members can prepare video clippings of their experiences in the College.

ACTION TAKEN REPORT

Faculty Development Programme titled Integrating Research with Teaching was finalized.


Principal

**ALLOTMENT OF DUTIES FOR THE FACULTY DEVELOPMENT
PROGRAMME " INTEGRATING RESEARCH WITH TEACHING" TO BE
HELD ON 15.06.2017
ORGANIZED BY THE IQAC AND MRCC**

Particulars	Name of the staff Members
Prayer	Mrs. Waseema Noor
Welcome Address	Principal, Dr,Shanaz Ahamed
Invitation and Banner	Mrs. Jayanthi Sivagami
Master of Ceremony	Mrs. Thahirunnisa
Fruit Basket	Ms. Summera. R
Refreshments and Tea	Dr. Gayathri.R Ms. Summera. R
Mementos	Mrs. Jayanthi Sivagami
Stage Arrangement	Dr. Waheeda Matheen Dr. Anjum.A
Photography	Dr. Anjum.A
Attendance	Vice-Principal (F.N and A.N)
LCD arrangement	Mrs. Juveriah Mr. Sudalai
Vote of Thanks	Dr.N.Sujatha

DUTY ALLOTMENT FOR FRESHERS ORIENTATION PROGRAMME

The orientation programme for the freshers is to be held on 29th and 30th June 2017 from 9.30 a.m. to 12.30 p.m. (Forenoon Session) and from 2.00 p.m. to 5.00 p.m. (Afternoon session). The programme is to be conducted in two venues. The following staff are incharge of the duties:

S. No.	Particulars	Forenoon Session	Afternoon Session	Signature
1	Prayer	Student Council	Majlis Members	
2	Staff in charge of the Venue			
	Auditorium	Dr.Sujatha Dept. of Sanskrit	Dr.Firdouse Jahan Dept. of B.B.A.	
		Dr.Bhooma Dept. of Commerce	Ms.Summera Rafiq Dept. of Microbiology	
	Golden Jubilee Seminar Hall	Dr.Waheeda Dept. of Psychology	Dr.Gayathri Dept. of Corp. Sec.	
		Dr.Anjum .A Dept. of Biochemistry	Ms.Thahirunnisa Dept. of Commerce	
3	Water Arrangements/Dustbins			
	Auditorium	Supervisor	Supervisor	
	Golden Jubilee Seminar Hall			
4	Discipline / Attendance	I Year Class Teachers	I Year Class Teachers	
5	LCD Arrangements			
	Auditorium	Mr.Vinodh Dept. of Physics	Mr.Vinodh Dept. of Physics	
		Mrs.Maria Dept. of Comp. Sci.	Mrs.Maria Dept. of Comp. Sci.	
	Golden Jubilee Seminar Hall	Mrs.Zahira Dept. of Comp. Sci.	Mrs.Juveria Dept. of Comp. Sci.	
		Mrs.Juveria Dept. of Comp. Sci.	Mrs.Zahira Dept. of Comp. Sci.	
6	Mike Arrangements	Mr.Sardar	Mr.Sardar	
		Mr.Kathiresan	Mr.Kathiresan	
7	Honorarium	Mrs.Jayanthi Sivagami Student Counsellor & Placement Officer	Mrs.Jayanthi Sivagami Student Counsellor & Placement Officer	
8	Refreshment & Lunch for Resource Person	Dr.Sujatha Dept. of Sanskrit	Dr.Sujatha Dept. of Sanskrit	
		Ms.Summera Rafiq Dept. of Microbiology	Ms.Summera Rafiq Dept. of Microbiology	
9	Photography Fruit basket for Resource persons	Ms.Summera Rafiq Dept. of Microbiology	Ms.Summera Rafiq Dept. of Microbiology	
10	Banner & Certificates	Dr.Anjum .A Dept. of Biochemistry	Dr.Anjum .A Dept. of Biochemistry	


 27/6/17
 PRINCIPAL

**Orientation Programme for Freshers
on 29th & 30th June 2017**

The following staff are incharge of the sessions:

Date		Session	Timings	Name of the Staff		Signature
				Auditorium	Seminar	
29.06.17	History of the college	F.N.	9.30 a.m. – 10.30 a.m.	Documentary Dr.Khader Almas, Dept. of English	Documentary Dr.A.Anjum, Dept. of Bio Chemistry	
		A.N.	2.00 p.m. – 3.00 p.m.	Documentary Mrs.A.Sarwath Unisa, Dept. of English	Documentary Mrs.Thahirunissa, Dept. of Commerce	
29.06.17	Motivation	F.N.	11.00 a.m.– 12.30 p.m.	Mrs. Ayesha Arif Zinna, Dept. of Psychology	Mrs.Maragatham, Dept. of Psychology	
		A.N.	3.30 p.m. – 5.00 p.m.	Mrs. Ayesha Arif Zinna, Dept. of Psychology	Mrs.Azeem Ayesha Siddiqua Dept. of Psychology	
30.06.17	Health & Hygiene	F.N.	9.00 a.m. – 10.30 a.m.	Dr.D.Mubeen Sultana, Dept. of Zoology	Dr.S.Kaneez Fathima, Dept. of Zoology	
		A.N.	1.30 p.m. – 3.00 p.m.	Dr.SK.Jasmine Shahina, Dept. of Microbiology	Mrs.W.Parveen Dept. of Microbiology	
30.06.17	Communi cation Skills	F.N.	11.00 a.m. – 12.30 p.m.	Mr.Arvind Toast Master	Ms.Manasa Toast Master	
		A.N.	3.30 p.m. – 5.00 p.m.	Mr.Arvind Toast Master	Ms.Manasa Toast Master	


 27/6/17
 PRINCIPAL

Orientation Programme for students Seating Arrangement
on 29th & 30th June 2017

Auditorium		Golden Jubilee Seminar Hall	
Course	Strength	Course	Strength
B.Com. (G)	210	B.Sc. (Zoology)	50
B.Sc. (Biochemistry)	50	B.Sc. (PB &PBT)	50
B.Sc. (N.D.)	45	B.Sc. (Adv. Zoo.)	50
B.Sc. (C.N.D.)	30	B.Sc. (Psychology)	50
B.Sc. (I.D.D.)	35	B.A. (History)	50
B.Sc. (Maths)	80	B.A. (Political Sci.)	40
B.Sc. (Physics)	50		
B.Sc. (Chemistry)	50		
B.A. (English)	70		
B.A. (Economics)	140		
Total	760	Total	290