



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



IQAC-MINUTES

2017-2018

**ALLOTMENT OF DUTIES FOR THE FACULTY DEVELOPMENT
PROGRAMMED - MIND MAPPING AND MULTIPLE INTELLIGENCES
HELD ON 1.07.2017
ORGANIZED BY THE IQAC IN COLLOBORATION WITH ID MATRIX**

| Particulars | Name of the staff Members |
|----------------------|----------------------------------|
| Prayer | Mrs. Waseema Noor |
| Welcome Address | Principal, Dr,Shanaz Ahamed |
| Banner | Dr. Anjum.A |
| Master of Ceremony | Mrs. Thahirunissa |
| Fruit Basket | Ms. Summera. R |
| Refreshments and Tea | Dr. Gayathri.R Ms. Summera. R |
| Attendance | Vice-Principal (F.N and A.N) |
| Vote of Thanks | Dr.N.Sujatha |

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

I.Q.A.C. Meeting – 4th July 2017

| | | | |
|-----|-----------------------------|---|------------------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | <i>Shanaz Ahamad</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 | — |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | <i>Jabeen</i> |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | — |
| 6. | Dr.(Mrs.) Waheeda Matheen | Head & Associate Prof. Psychology | <i>Waheeda Matheen</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 R</i> <i>4/7/17</i> |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | <i>Gayathri R</i> <i>4/7/17</i> |
| 11. | Mrs. Thahirunisa | Asst. Prof., Commerce | <i>Thahirunisa</i> |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | <i>Jayanthi Sivagami</i> |
| 13. | Mrs. Matheena Fasi | Administrative Officer | — |
| 14. | Mr. R. Selvam | Financial Consultant | — |

Minutes of the IQAC Meeting held on 04.07.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on RAR

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 members of the IQAC for smooth conduct of FDP and Freshers' Orientation programme. She also thanked Dr.N.Sujatha for enlightening the students about sense of belongingness during the assembly.
- It was suggested the faculty enrichment programme handled by Dr.Samuel Johnson and organized by the IQAC in collaboration by ID Matrix could be extended to the spouses also. It can be put across the Heads meeting and the budget for the same could be planned.
- The details for AQAR 2016-17 will be collected from the departments by Dr. Anjum.A and Mrs.Thahirunissa. By the end of July 2017 consolidated report of AQAR must be ready.
- The criteria for RAR were distributed to the members of the IQAC and were asked to prepare a detailed questionnaire which will be forwarded to the departments.
- The information for RAR will be collected from 2013-2014 onwards.
- By 21st July 2017, the departments must furnish all details for RAR.
- By 15th August 2017, IQAC members must collect all information regarding RAR as the deadline for online submission of RAR is end of September 2017.

ACTION TAKEN REPORT

- AQAR format were distributed to departments of both forenoon and afternoon session and were asked to submit the details by 7th of July 2017..
- Detailed questionnaires were prepared from the RAR format.


Principal

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

I.Q.A.C. Meeting – 7th JuLY 2017

| | | | |
|-----|-----------------------------|--|-----------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | <i>Shanaz</i> 31/7/17 |
| 2. | Dr. (Ms.) N. Sujatha | Head, Sanskrit & Coordinator, IQAC | <i>N. Sujatha</i> |
| 3. | Dr.(Mrs.) Amthul Azeez | Vice –Principal (F.N.) & Head, Zoology | - |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | <i>Jabeen</i> |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | - |
| 6. | Dr.(Mrs.)Waheeda Matheen | Head & Associate Prof. Psychology | <i>Waheeda Matheen</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 R</i> 7/7/17 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | <i>Gayathri R</i> 7/7/17 |
| 11. | Mrs. Thahirunnisa | Asst. Prof., Commerce | <i>Thahirunnisa</i> |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | <i>Jayanthi Sivagami</i> |
| 13. | Mrs. Matheena Fasi | Administrative Officer | - |
| 14. | Mr. R. Selvam | Financial Consultant | - |

Minutes of the IQAC Meeting held on 07.07.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on RAR

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 ^{RAR} questionnaires were checked and copies were made. The copies will be circulated to the departments on Monday (10.07.17).
- It was decided that the Heads will be called for a common meeting on Tuesday (11.07.17) for both forenoon and afternoon session. The Principal will hand over the RAR criteria to the Heads of the Department.
- Any policy or mechanism adopted for any program in the college has to be prepared.
- For the previous RAR in February 2012, the data from academic year 2006-07 to 2011-12 were submitted. Subsequently when NAAC peer team visited our college in 2013, details for the year 2012-13 was submitted. Hence it was decided that for the next cycle (4th cycle) details from 2013-14 to 2016-17 would be submitted for RAR.
- The data for 2012-13 and 2017-18 will also be kept ready.

ACTION TAKEN REPORT

- Detailed questionnaires for RAR were distributed to all the departments of both forenoon and afternoon session.
- The Heads of the Department were instructed to go through the RAR criteria and were called for a meeting by the Principal on 11th July 2017.
- Curriculum feedback forms were distributed to the final year students.


Principal

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

I.Q.A.C. Meeting – 21st JuLY 2017

| | | | |
|-----|-----------------------------|---|---------------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | <i>Shanaz</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</i> 21/7/17 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | <i>Jabeen</i> 21/7/17 |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | <i>S. Bhooma</i> 21/7/17 |
| 6. | Dr.(Mrs.) Waheeda Matheen | Head & Associate Prof. Psychology | <i>Waheeda Matheen</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</i> 21/7/17 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | <i>Gayathri R</i> |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | <i>Thahirunissa</i> |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | <i>Jayanthi Sivagami</i> |
| 13. | Mrs. Matheena Fasi | Administrative Officer | |
| 14. | Mr. R. Selvam | Financial Consultant | <i>R. Selvam</i> |

Minutes of the IQAC Meeting held on 21.07.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on RAR

Status of AQAR 16-17

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 curriculum feedback for the passed out students will be distributed on the day of the convocation.
- The IQAC Coordinator Dr.Sujatha.N gave a report on her interactions with the department staff members of both forenoon and afternoon sessions. She emphasized the staff about research activities and paper publications.
- Many of the staff members shared their problems. As they were involved in a lot of clerical work in the department, they were not able to focus on research. Some Afternoon staff wanted information about the Fulbright Scholarship. It was suggested that a person from US Consulate can be invited to deliver a lecture on this scholarship.
- Smart boards must be put to use often by the teachers. New smart boards have been installed in Diamond Jubilee block. The boxes for the CPU and keyboard have to be made. The software can be installed and once it is ready the keys would be distributed to the concerned departments.
- Many staff members were happy about the Visualizer which was purchased under CPE. They found it very easy to explain any problem in mathematics or commerce or anything could be explained directly from the Textbook using it. Four visualizers were purchased and kept one each in the Day and Evening College office. One was handed to Psychology and the other one to Commerce department. The visualizers must be carried wherever it is required as it cannot be fixed.
- Regarding the workload, the staff members find very little time for research as they are involved more in clerical work in the Department.

- The Principal could ask the Heads to submit their academic workload and how many hours are spent towards clerical work.
- For Postgraduate courses whether 1 hour is considered as 1^{1/2} hours.
- For Undergraduate courses, whether 12 hours for HOD and 16 hours for other staff members are allotted.
- Dr. Gayathri suggested that the issue of marksheets to passed out students can be taken care by Office staff.
- No research proposals were applied from Management staff of the Forenoon sessions
- A Questionnaire regarding the well being of the staff will be prepared by Dr. Waheeda Matheen and Mrs. Jayanthi and circulated to all members of department.
- Regarding AQAR 2016-17, 90 percent of the data was collected and consolidation is under process.
- Dr. Sujatha.N suggested that Wifi connections can be installed in all the Departments.

ACTION TAKEN REPORT

- Filled in RAR Criteria and Evaluative report were submitted by the departments of both forenoon and afternoon session.
- The instructions for the parents of the first year students were distributed to all departments.


 Principal

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

I.Q.A.C. Meeting – 1st August 2017

| | | | |
|-----|-----------------------------|--|-------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | Shanaz 1/8 |
| 2. | Dr. (Ms.) N. Sujatha | Head, Sanskrit & Coordinator, IQAC | N. Sujatha |
| 3. | Dr.(Mrs.) Amthul Azeez | Vice –Principal (F.N.) & Head, Zoology | Amthul 01/08/17 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | M. Jabeen |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | S. Bhooma 1/8/2017 |
| 6. | Dr.(Mrs.) Waheeda Matheen | Head & Associate Prof. Psychology | Waheeda Matheen |
| 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 1/8/17 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri R |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | Thahirunissa |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | |
| 13. | Mrs. Matheena Fasi | Administrative Officer | Matheena Fasi 1/8/17 |
| 14. | Mr. R. Selvam | Financial Consultant | |

Minutes of the IQAC Meeting held on 01.08.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on the Revised RAR format from NAAC

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 different criterions of RAR were distributed to the members of IQAC in order to proceed with the consolidation.
- The revised SSR was downloaded and print out was taken. Nearly 3 hours time was spent towards discussion on the new format. It was noted that the evaluation procedure by NAAC would be different this time.
- Link with AISHE is required.
- A letter was drafted to the help desk of NAAC as it was not clear about the submission of RAR, to find out the validation of accreditation (whether it is 5 or 7 years) and the process of submitting IIQA.


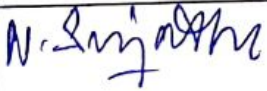

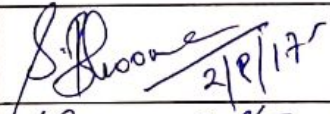

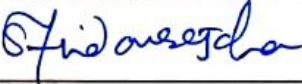
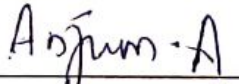
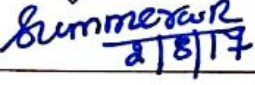
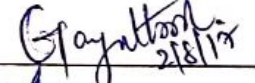
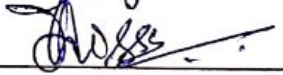
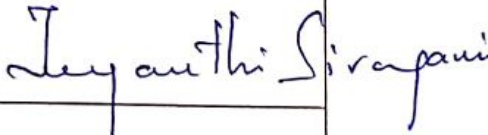
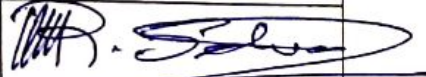
ACTION TAKEN REPORT

- The revised manual for the submission of IIQA and SSR was carefully read by the members of the IQAC.


Principal

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

I.Q.A.C. Meeting – 2nd August 2017

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

Minutes of the IQAC Meeting held on 02.08.2017

AGENDA

Prayer
Confirmation of previous minutes of the meeting
AQAR 2016-17 discussion
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 members of the IQAC discussed the changes to be carried in the AQAR 2016-2017.

ACTION TAKEN REPORT

- A copy of AQAR 2016-17 was submitted to the Principal after carrying out the corrections.


Principal

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

I.Q.A.C. Meeting – 29th August 2017

| | | | |
|-----|-----------------------------|--|-----------------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | <i>Shanaz Ahamad</i> 29/8/17 |
| 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 Azeez</i> 29/8/17 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | <i>S. Bhooma</i> 29/8/17 |
| 6. | Dr.(Mrs.) Waheeda Matheen | Head & Associate Prof. Psychology | <i>Waheeda Matheen</i> 29/8/17 |
| 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</i> 29/8/17 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | <i>Gayathri R</i> 29/8/17 |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | <i>Thahirunissa</i> |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | <i>Jayanthi Sivagami</i> |
| 13. | Mrs. Matheena Fasi | Administrative Officer | |
| 14. | Mr. R. Selvam | Financial Consultant | |

Minutes of the IQAC Meeting held on 29.08.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on AQAR 2016-17

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 plan of action for 2017-18 was discussed -
 - To introduce Postgraduate courses in the following discipline : M.Sc. Nutrition & Dietetics, M.A. Interior Design & Decor and M.Sc. Botany and M.Sc. Statistics.
 - To organize Faculty Enrichment Programme in order to enhance and promote research climate in the College.
 - To set up a new computer lab.
 - To reduce pollution inside the College, it is intended to create plastic free and noise free zones in the College.
 - To install new LED bulbs and to replace old bulbs with LED bulbs all over the College to conserve energy.
 - Purchase of teaching aids to provide more modern teaching aids to the Staff.
 - Collar mikes with clickers to be purchased for auditorium.
 - Segregating wastes in the College campus.
 - Cross mentoring could be followed.
- NIRF required the details of the Resource persons who have visited our College, so that a survey will be conducted and feedback will be collected from them. In this regard a circular will be sent to all the departments to furnish the details of resource persons (from June 2014 to till date) invited for Association, Board of Studies, workshops, seminars, conferences and also from External examiners of Standing Committee. The members of the IQAC suggested that feed back can be collected from alumni, parents of some students, HR, sports persons, industrialist, professional bodies, librarians, bankers etc. In this regard the Principal will call for a Heads

meeting to explain the requirements to be furnished by every department as required by the NIRF.

- The Principal suggested that the infrastructure of the College (In-house facility) could be utilised to conduct weekend courses (Saturday & Sunday) and the regular College can function from Monday to Friday.
- The members of the Academic Council enquired about the contributions made by the IQAC towards the welfare of economically backward students (SC/ST/MBC). It was suggested that a programme must be organized for such students to enhance their skills (social, coping and thinking skills) and to make them aware of the opportunities available to them.
- The IQAC in collaboration with ID Matrix will conduct a Faculty Enrichment Programme on Mentoring Skills by Dr. Samuel Johnson on 30th Of October 2017. A workshop will be conducted in small groups on Programme Outcome on 15th, 16th and 17th of November. It will followed by an Assessment and a Need Based Programme.

ACTION TAKEN REPORT

- The Plan of Action discussed were incorporated in AQAR 2016 - 2017.
- A circular was sent to all departments regarding the Faculty Enrichment Programme and Workshop conducted by the IQAC in collaboration with ID Matrix.


Principal

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

I.Q.A.C. Meeting – 30th August 2017

| | | | |
|-----|-----------------------------|--|--------------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | <i>Shanaz Ahamad 30/8/17</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 30/8/17</i> |
| 4. | Mrs. M. Jabeen | Vice-Principal (A.N.) & Head, Commerce | |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | <i>S. Bhooma 30/8/17</i> |
| 6. | Dr.(Mrs.) Waheeda Matheen | Head & Associate Prof. Psychology | <i>Waheeda Matheen 30/8/17</i> |
| 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> |
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| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | <i>Gayathri R</i> |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | <i>Thahirunissa</i> |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | <i>Jayanthi Sivagami</i> |
| 13. | Mrs. Matheena Fasi | Administrative Officer | |
| 14. | Mr. R. Selvam | Financial Consultant | |

Minutes of the IQAC Meeting held on 30.08.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on AQAR 2016-17

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 best practices for AQAR 2016-17 were discussed -
 - Stakeholders Meet
 - To make the College Pollution free and Noise free and to create oxygen zones in the campus.
- It was decided instead of SWOT analysis any relevant information about the College can be provided.
- Details about strength of First generation learners can be obtained from the Department and be incorporated in the AQAR.

ACTION TAKEN REPORT

- The best practices discussed were incorporated in AQAR 2016 - 2017 in detail as required by the NAAC.
- A circular regarding the details of First generation learners was sent to the departments.


Principal

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

I.Q.A.C. Meeting – 7th September 2017

| | | | |
|-----|-----------------------------|---|---------------------------|
| 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 | Amthul Azeez 7/9/17 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | S. Bhooma 7/9/17 |
| 6. | Dr.(Mrs.) Waheeda Matheen | Head & Associate Prof. Psychology | Waheeda Matheen 7/9/17 |
| 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 7/9/17 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri. R 7/9/17 |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | Thahirunissa |
| 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 07.09.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on guidelines for Mentoring and Consultancy

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.
- Mentoring -The base work was done by Dr. Sujatha. Based on the students' strength, it was decided that a minimum of 22 to a maximum of 25 students would be allotted for each faculty (1:23).
- As the present strength of staff members is 147 in the forenoon session, rooms must be allotted for mentoring. The science departments can carry out the mentoring in their labs. It was also suggested that a kind of cubicle would be appropriate.
- Policy needs to be framed for Mentoring. Students will have to go a mentor of other departments (cross mentoring).
- The Head of the departments, senior teachers, other Staff members including the Language departments would be given the mentoring duty. The Post Graduate students will be mentored by the Heads and Senior Teachers.
- The name list of students from every department will be prepared in excel and sent to IQAC mail. The soft copy of the same will be maintained by the IQAC.
- Every 1st Tuesday of every month one hour will be allotted towards mentoring. The Mentor format will be given on the first day. A Mentor must have a professional outlook. A good rapport must be developed between the Mentor and the Mentee and the Mentee can approach their Mentor at times of difficulties. It can be dealt individually.
- The Mentor will be in contact with the class teachers and a report must be submitted to the department.
- Consultancy - Dr. Gayathri read out the policy framed for consultancy. It was suggested that psychological and career counseling can be included in the policy.
- Dr. Bhooma said that remuneration under consultancy can be generated from Staff if the name of College is used and resources of the College are utilized.
- Heads of the department can give their views about consultancy and submit a proposal for the same. The MRCC lab can be outsourced for research activities.

- About the curriculum development, Dr. Sujatha said that the departments must clearly furnish the course outcome, programme and course specific outcome for every subject. She also suggested that basic and advanced syllabi can be framed for English and Tamil language.
- Dr.Sujatha suggested that an aptitude test can be conducted for students on entering and when leaving the College to assess them.
- On Thursdays during the religious instruction hour for muslim students, the other students will attend lectures on social issues by the Staff members and an assignment will be submitted by them.

ACTION TAKEN REPORT ,

- The AQAR 2016-17 was successfully uploaded in the NAAC email on 09.09.2017 and the same was uploaded in the College website.
- The name list of students for mentoring was submitted by the departments.
- A lecture on the topic **Train your Brain** organized by the IQAC was held on 14th September 2017 for the first year students of both forenoon and afternoon session. The session was handled by Mrs.Vijayasarithwathy on Memory Skills. She emphasized on visual, auditory and kinesthetic techniques, Mnemonics and Multiple intelligence.
- A special lecture on the topic **Student Interface infusing Corporate Governance - Stakeholders Interest** organized by the IQAC was held on 22nd September 2017. The lecture was delivered to the Afternoon session students of Commerce department by Shri Naved Masood, Public Interest Director, National Stock Exchange and Former Secretary, Ministry of Corporate Affairs, Govt. of India.


 Principal

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

I.Q.A.C. Meeting – 5th October 2017

| | | | |
|-----|-----------------------------|---|----------------------|
| 1. | Dr. Shanaz Ahamad | Principal | Shanaz 5/10/17 |
| 2. | Dr. (Mrs.) N. Sujatha | Head, Sanskrit & Coordinator, IQAC | N. Sujatha |
| 3. | Dr.(Mrs.) Amthul Azeez | Vice –Principal (F.N.) & Head, Zoology | Amthul Azeez 5/10/17 |
| 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 | Waheeda Matheen |
| 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 Rafiq |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri R |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | Thahirunissa |
| 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 05.10.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on the upcoming events of the IQAC

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.
- A formal letter to NAAC, Regional office regarding the accreditation was mailed.
- The Principal suggested that that the IQAC can organize programmes taking the help of other departments in order to improve the inter-personal relationship.
- Upcoming events – The IQAC in collaboration with other departments can conduct the various programmes.
 - Autonomy review is due.
 - 26.10.2017 -Convocation for Forenoon and 28.10.2017 Convocation for Afternoon session.
 - 15th, 16th & 17th November 2017- Workshop for Teaching Staff- Topic- Communication, Inter-personal relations etc.
 - Stakeholders Meet –
 - ❖ 22.11.2017- Meeting with FOP (Friends of Police)
 - ❖ 23.11.2017-Van Operator's Meet (Review)
 - ❖ 29.11.2017- Meeting with Bank Officials (Review)
 - 28.11.2017- Gender sensitization programme (IQAC with Political Science and TTM).
 - 30.11.2017- Meeting of the HR with Management
 - 23.12.2017- Workshop for Non- teaching staff.
 - 20.01.2018- IQAC Workshop on Curriculum Design or Framework
 - 23.01.2018 & 24.01.2018- Charisma (Inter-Collegiate Cultural)
 - 30.01.2018 – Capacity building programme (topic – Motivation and Self Esteem) for SC/ST and Minority students -to be organized by the Departments of Psychology and BBA.
 - 02.02.2018 OR 03.02.2018 –College Sports Day
 - 03.03.2018 – Meeting of the Principal with Parents

**ALLOTMENT OF DUTIES FOR THE FACULTY ENRICHMENT
PROGRAMME ON MENTORING SKILLS HELD ON 30.10.2017
ORGANIZED BY THE IQAC & ID MATRIX**

| Particulars | Name of the staff Members |
|----------------------|--|
| Prayer | Dr. Nafeesa Masood |
| Welcome Address | Dr. N. Sujatha |
| Banner & Certificate | Mrs. Jayanthi Sivagami |
| Master of Ceremony | Dr.(Mrs.) Gayathri. R |
| Fruit Basket | Ms. Summera. R |
| Refreshments and Tea | Mrs. Matheena Fasi |
| Photography | Mrs. Thahirunnisa |
| Attendance | Dr.(Mrs.) Bhooma (F.N. session) & Dr.(Mrs.) Firdouse (A.N. session) |
| Vote of Thanks | Dr.(Mrs.) Anjum. A |

**ALLOTMENT OF DUTIES FOR THE WORKSHOP ON “SELF –
EXPLORING” HELD ON 15th, 16th & 17th NOVEMBER 2017
ORGANIZED BY THE IQAC & ID MATRIX**

| Particulars | Name of the staff Members |
|---|--|
| Welcoming the trainers | Dr. N. Sujatha. Dr. Waheeda Matheen & Dr.Firdouse |
| Banner & Photography | Mrs. Jayanthi Sivagami |
| Refreshments for Staff | Mrs. Matheena Fasi |
| Refreshments for trainers & IQAC members | Ms. Summera. R, Mrs. Thahirunnisa & Dr.Anjum.A |
| Vote of Thanks | Ms. Summera. R, Dr.(Mrs.) Gayathri. R & Mrs. Thahirunnisa |

- 1st week of April 2018 –Board of Studies

- As the IQAC has decided to conduct a workshop on Curriculum Design, the various departments can be grouped according to their discipline (Life Sciences, Social Sciences, Physical Sciences, Languages, English, Commerce separately, BBA separately and History, TTM and Political Science together.
- There will be no formal inauguration. The Principal will deliver the Welcome Address. Resource persons from different disciplines will be invited to give their suggestions. Rs.1000/resource person as honorarium could be given.
- Some Senior members (members of faculty from other Colleges) from different disciplines can be invited to participate in the workshop.
- Exchange of ideas can be carried out by Brain storming and a report can be submitted from each group.
- A consolidation of the reports can be prepared by the IQAC members.

ACTION TAKEN REPORT

- The letter from NAAC, Regional office Bangalore was received on 5th September 2017 stating that the College will have 4th cycle of Assessment and accreditation after 7 years.
- On 30th October 2017, a workshop (from 9.00 a.m. to 4.p.m.) on Cross mentoring was organized by the IQAC in collaboration with ID Matrix for the teaching staff. The resource person was Dr. Samuel Johnson from VIT.
- Faculty enrichment programme was conducted successfully on 15th, 16th & 17th November 2017. The topic of the workshop titled “Self –exploring” was on Communication Barriers among generation Z students. It covered topics Outcome based teaching learning Process and Challenges in Communication. The resource person was Mrs. Pramila Devi. N.J


Principal

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

I.Q.A.C. Meeting – 27th November 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 27/11/17 |
| 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 27/11/17 |
| 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 27/11/17 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri. R 27/11/17 |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | Thahirunissa |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | Jayanthi Sivagami |
| 13. | Mrs. Matheena Fasi | Administrative Officer | Matheena Fasi 27/11/17 |
| 14. | Mr. R. Selvam | Financial Consultant | |

Minutes of the IQAC Meeting held o 27.11.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on the Mentor-Mentee register and workshop on curriculum development

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 members discussed about the allotment of rooms and space for Mentor-Mentee programme and around 130 rooms were identified in the college.
- Need based (capacity building) workshop for SC/ST/Minority students will be held on 30th January 2018.
- ?? ➤ From the feedback received from the staff members it was suggested that the duration of the FDP programme should be for 1 to 1^{1/2} hours only in order to be more effective. Short capsule programme should be conducted.
- In order to get autonomy extension, an approval by the Senate is required. Details regarding teaching learning evaluation, infrastructure and examination reforms would be prepared by Mrs. Jabeen. M, Dr. Sujatha. N and Dr. Firdouse Jahan.
- On the 3rd of February 2018, a workshop on curriculum development will be conducted. It will be a talk on general issues on curriculum development for which a certificate will be given for the staff members. Then 3 to 4 days will be given for discussion in the department, but the Principal suggested that the discussion with the expert can be conducted on the same day. A report by the expert would be submitted.
- The expert should not be from out of station and they can be from industries or from HR also apart from academicians.

ACTION TAKEN REPORT

- The Principal oriented the staff members about cross mentoring during the general assembly.


Principal

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

I.Q.A.C. Meeting – 4th December 2017

| | | | |
|-----|-----------------------------|---|------------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | SUS 4/12/17 |
| 2. | Dr. (Ms.) N. Sujatha | Head, Sanskrit & Coordinator, IQAC | N. Sujatha |
| 3. | Dr.(Mrs.) Amthul Azeez | Vice –Principal (F.N.) & Head, Zoology | Amthul Azeez 04/12/17 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | Jabeen 4/12/17 |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | S. Bhooma 4/12/17 |
| 6. | Dr.(Mrs.) Waheeda Matheen | Head & Associate Prof. Psychology | Waheeda Matheen 4/12/17 |
| 7. | Dr.(Mrs.) S. Firdouse Jahan | Head, Business Admn. | S. Firdouse Jahan 4/12/17 |
| 8. | Dr.(Mrs.) Anjum. A | Asst. Prof., Biochemistry | Anjum. A |
| 9. | Ms. Summera Rafiq | Asst. Prof., Microbiology | Summera Rafiq 4/12/17 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri. R 4/12/17 |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | - |
| 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 o 04.12.2017

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on the Mentoring skills and workshop on curriculum development

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 suggested that the mentoring can be conducted on two days. every month due to constraint in the number of rooms, one day for first year students only and one day for second and third year students.
- Updating IQAC details in the College website - Documentation of IQAC (history, initiation of IQAC, objectives, events conducted, details of the coordinators and members) has to be uploaded in the website.
- Regarding the workshop on curriculum development, it was decided that one chair person for every department and senior faculty members can be invited for discussion. High tea and certificates can be given. Later it was also suggested that instead of one single chairperson, delegates can be invited by the respective Heads of the department for a discussion on curriculum development.

ACTION TAKEN REPORT

- The Mentors were allocated the respective Mentees by the Principal and IQAC coordinator.


Principal

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

I.Q.A.C. Meeting – 4th January 2018

| | | | |
|-----|-----------------------------|---|--------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | Shanaz 4/1/18 |
| 2. | Dr. (Ms.) N. Sujatha | Head, Sanskrit & Coordinator, IQAC | N. Sujatha |
| 3. | Dr.(Mrs.) Amthul Azeez | Vice –Principal (F.N.) & Head, Zoology | Azeez 4/1/18 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | Jabeen 4/1/18 |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | Bhooma 4/1/18 |
| 6. | Dr.(Mrs.)Waheeda Matheen | Head & Associate Prof. Psychology | Waheeda Matheen 4/1/18 |
| 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 4/1/18 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri R 4/1/18 |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | Thahirunissa |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | Jayanthi Sivagami 4/1/18 |
| 13. | Mrs. Matheena Fasi | Administrative Officer | - |
| 14. | Mr. R. Selvam | Financial Consultant | - |

Minutes of the IQAC Meeting held o 04.01.2018

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on workshop on curriculum development

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 topic for the workshop was finalized to be New Vistas in Teaching, Learning
- There will be two sessions :
 - Session I - 9.30 a.m. to 11.00 a.m.- Use of ICT in teaching, learning process
 - Break – 11.00 a.m. to 11.30 a.m.
 - Session II - 11.30 a.m. to 1.30 p.m.- Skill component to be introduced in the curriculum
- The first session will be handled by Mohamed Kaasim Khan, IIT Coordinator, Mumbai and Coordinator of Spoken tutorial training. The first session will be held in the College auditorium and the second session will be handled by HRs in the Diamond Jubilee block. The departments will be grouped according to their discipline and 10 rooms will be allotted to carry out second session.
- Others matters discussed – Strategic planning of IQAC for the year 2018-19 to be planned. The IQAC members were asked to go through the new NAAC guidelines. For MRCC a full time faculty is required.

ACTION TAKEN REPORT

- The Mentor-Mentee meetings were carried out as scheduled in the respective departments.


Principal

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

I.Q.A.C. Meeting – 30th January 2018

| | | | |
|-----|-----------------------------|---|-------------------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | <i>Shanaz</i> 30/1/18 |
| 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> 30/1/18 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | <i>Jabeen</i> |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | <i>S. Bhooma</i> 30/1/18 |
| 6. | Dr.(Mrs.) Waheeda Matheen | Head & Associate Prof. Psychology | <i>Waheeda Matheen</i> 30/1/18 |
| 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 R</i> 30/1/18 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | <i>Gayathri R</i> 30/1/18 |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | <i>Jayanthi Sivagami</i> 30/1/18 |
| 13. | Mrs. Matheena Fasi | Administrative Officer | <i>Matheena Fasi</i> 30/1/18 |
| 14. | Mr. R. Selvam | Financial Consultant | - |

Minutes of the IQAC Meeting held on 30.01.2018

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Allocation of duties for workshop on New Vistas in Teaching Learning

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.
- Allocation of duties for the workshop New Vistas in Teaching Learning was discussed :

Banner –Mrs. Jayanthi Sivagami

Mementos and Nut box –Dr.Gayathri & Ms.Summera

Ordering of Kits – Dr. Firdouse Jahan

Distribution of Kits - Dr. Firdouse Jahan & Dr. Anjum

Photography – Ms. Summera

Hospitality – Mrs. Thahirunissa

Arrangement of refreshments and lunch – Mrs. Matheena Fasi

Allotment of rooms and venue – Principal, Vice Principal (FN & AN) & Dr.Sujatha

Welcome address – Principal

Vote of Thanks –Vice Principal (FN)

Master of Ceremony – Mrs. Abida

Rappoteur - Mrs.Amala Rani & Mrs. HidayathUnissa Begum

Feedback forms - Dr.Gayathri

➤ Other matters discussed – Curriculum Design & Development Committee to be formed.

ACTION TAKEN REPORT

- The resource persons for the second session were fixed for the workshop.


Principal

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

I.Q.A.C. Meeting – 1st February 2018

| | | | |
|-----|-----------------------------|---|-----------------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | <i>Shanaz Ahamad</i> 11/2/18 |
| 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> 01/02/18 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | <i>Jabeen</i> 11/2/18 |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | <i>S. Bhooma</i> 11/2/18 |
| 6. | Dr.(Mrs.) Waheeda Matheen | Head & Associate Prof. Psychology | <i>Waheeda Matheen</i> 11/2/18 |
| 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</i> 11/2/18 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | <i>Gayathri R</i> |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | <i>Thahirunissa</i> |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | <i>Jayanthi Sivagami</i> |
| 13. | Mrs. Matheena Fasi | Administrative Officer | - |
| 14. | Mr. R. Selvam | Financial Consultant | - |

Minutes of the IQAC Meeting held on 01.02.2018

AGENDA

- Prayer
- Confirmation of previous minutes of the meeting
- Discussion on new guidelines by the NAAC
- 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 accreditation framework of NAAC based on five core values were discussed.
 - 1. Contribution of the Institution towards National Development**
Strength - Equal opportunity cell, Mission, Vision, Admission, Women empowerment, Outreach programme and NSS & NCC activities.
To strengthen NSS & NCC activities, to regulate traffic on Bharathidasan road with FOP.
 - 2. Fostering Global competencies among students**
To start an incubation centre with a fully fledged nodal officer. Orientation for teaching faculty on free online courses (min. 4 weeks) eg. swayam.com and MHRD programmes. Students can opt for projects / online courses. This can be implemented in the next board of studies for the Post graduate students. To focus more on sector skills in the syllabus. The learning outcome must be given for each paper in the objective. Head of the departments must be informed to introduce online courses in their curriculum compulsorily. To strengthen the network / collaboration with industries in order to enhance skills.
 - 3. Inculcating a Value System among Students**
Strength – YRC, Talk during the assembly, Education during cultural, Traditional or ethnic day, information about national leaders during Republic and Independence day, Swachh Bharat.
To strengthen - Ethics (values) to be incorporated in each paper. Political Science department should put up constitutional rights and other rights around the College campus.
 - 4. Promoting the Use of Technology**
Strength- Use of ICT based teaching. Data based Management, MIS, digital library.
To strengthen – Automated attendance
 - 5. Quest for Excellence**
To establish a steering committee for the preparation of SSR.

ACTION TAKEN REPORT

Allocation of duties for the workshop New Vistas in Teaching Learning was finalized. The rapporteurs and staff members delivering welcome address and vote of thanks for the various sessions were informed.


Principal

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

I.Q.A.C. Meeting – 2nd February 2018

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

Minutes of the IQAC Meeting held on 02.02.2018

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on new guidelines by the NAAC

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 first criteria of NAAC - Curricular aspects were discussed. It was decided that after the next Board of Studies, a description of BOS minutes must be uploaded with more than 500 words with respect to curricular aspects. The Template with credits must be uploaded also.
- For the next academic year 2018-19, the FDP for staff members will be about the new NAAC guidelines.
- In regard to horizontal mobility, it was decided that every department can offer two or three core elective papers. A letter can be sent to the NAAC in order to get clarity about horizontal mobility.
- During mentoring and religious instruction classes, the students can be oriented on gender sensitization, human values, and professional ethics.
- The Principal suggested that every department could start either an add on course or an online course. It was made clear that new courses means new papers introduced across the various degree programme and every degree is a programme.

ACTION TAKEN REPORT

- The workshop titled New Vistas in Teaching learning was conducted successfully on 3rd February 2018. Mr. Mohammed Kaasim from IIT Mumbai was willing to sign an MoA to implement spoken tutorial and to accept J.B.A. S College to be a nodal centre.
- 50 copies of the new NAAC guidelines are to be distributed to the Heads of the department


Principal

INTERNAL QUALITY ASSURANCE CELL
WORKSHOP FOR TEACHING FACULTY – NEW VISTAS IN TEACHING LEARNING
3rd FEB. 2018

Session I Pedagogy using Technology (For all faculty members)
Dr. Md. Kasim, IIT, Mumbai

Session II Curriculum Updation – New Vistas

| Group | Room No. | Resource Person | Topic | Rapporteur |
|--|----------|--|--|--|
| All faculty | Audi | Dr. Md. Kasim, IIT, Mumbai | Pedagogy using Technology | Mrs.Amala Rani (Eng FN) and Mrs.Hadayath Unissa Begum (Eng AN) |
| Commerce – General A&F Honours CS&ISM BBA | 204 | Mr. M. Aravind MCX Stock Exchange | Bit Coin and Technology | Ms.Nikkath Thaseen (CS) and Mrs.Shameem (Commerce FN) |
| Psychology | 211 | Dr. V.D. Swaminathan University of Madras | Recent Trends in Psychological Experiments | Mrs.Maragatham and Mrs.Kavitha Sebastian |
| History Economics Political Science TTM | 212 | Capt. Paul Dudi Thomas & Capt. Salman New Zealand Aviation Academy Fly Universe Aviation | Scope and Skills sets required in Aviation Industry | Mrs. Nilofer Nisha (Pol.Sci) and Dr.Farida Gani (History) |
| Biochemistry Microbiology Zoology – General | 217 | Mr. Srikanth Ravi Skyline Group of Companies | Healthcare mean and where does Medical Coding be of use | Mrs.Asgari (Zoology) and Mrs.Parveen Micobiology) |
| Mathematics Physics Statistics Comp. Sci. & BCA Electronic Science | 218 | Mr. Udhaya Shankar NASCOM | Updation of Curriculum for placement | Mrs.Vijayalakshmi (BES) Mrs.Minu Meera (Comp Sci.) and Mrs.Fathima Azher (Maths) |
| ND & CND Adv. Zoology Chemistry PB&PB | 222 | Dr. Patricia M.V. Hospital for Diabetes | Insight into Advanced Hands-on Programme | Mrs.Jeelani Begum (Che) and Dr.Shaik Azeem Taj (PBPB) |
| English Tamil Hindi Urdu French Sanskrit Arabic | 223 | Ms. Nirmala Scientific Publications Pvt. Ltd. | The scope of developing the content with futuristic global perspective | Mrs.Judy Niranjala (French) and MRs.Pahlavi Mustafa (Eng) |
| IDD | 224 | Mr. P. Ganesh ATELIERR | Raw material textures and skill demand in the industry/ entrepreneur | Mrs.Hariffa (IDD) and Mrs.H.Shakila Banu (H.Sc) |

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

I.Q.A.C. Meeting – 14th February 2018

| | | | |
|-----|------------------------------|---|----------------------|
| 1. | Dr. Shanaz Ahamad | Principal | Shanaz 14/2/18 |
| 2. | Dr. (Ms.) N. Sujatha | Head, Sanskrit & Coordinator, IQAC | N. Sujatha |
| 3. | Dr. (Mrs.) Amthul Azeez | Vice –Principal (F.N.) & Head, Zoology | Amthul Azeez 14/2/18 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | Jabeen 14/2/18 |
| 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. | Dr. (Mrs.) Anjum. A | Asst. Prof., Biochemistry | Anjum. A |
| 9. | Ms. Summera Rafiq | Asst. Prof., Microbiology | Summera R |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri R |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | Thahirunissa |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | - |
| 13. | Mrs. Matheena Fasi | Administrative Officer | - |
| 14. | Mr. R. Selvam | Financial Consultant | - |

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on new guidelines by the NAAC

NIRF feedback by stakeholders

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. Amthul Azeez.
- The second criteria of NAAC – Teaching Learning and evaluation was discussed. It was decided that uploading the syllabus in website can be done just before NAAC assessment, if necessary.
- NSS can organize a meeting with FOP. As a part of social responsibility, walkathon towards girl child was organized. Adoption of a slum area in the future can be done for which a group of committed staff and students are required.
- It was suggested that the evaluation of students can be done in the beginning of the first semester and before the end of the sixth semester.
- The Department of English can frame syllabus for general English according to their performance (basic, intermediate and advanced learners). The students can be assessed by giving them tests on grammar, comprehension, essay writing etc.
- Bridge course can be conducted by all the departments with respect to their subjects.
- Student centric methods like experiential learning need to be explored. To get some orientation on LMS.
- It was made cleared that ratio of teacher: student and Mentor: Mentee would be the same.
- Academic calendar with information about the two CIAs, Model and End semester examination to be uploaded. Teaching plan (broad frame work –first 2 units for 1st CIA, other 2 units for 2nd CIA and 5th unit by Model examination) also to be uploaded.
- To collect information about the awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the last 5 years. The staff members must be informed about the awards which they can receive.

- To get information of full time teachers from other States against sanctioned posts during the last 5 years.
- To collect information about Evaluation process and reforms (EMS) from office of the COE.
- Under the key indicator- Student performance and learning outcomes, an academic calendar by the College and a handbook for each programme with the course wise syllabus offered by every department can be provided to the students (as a mechanism of communication). It was made clear that programme outcome means B.Sc./ BA/B.Com and programme specific outcome means the specific programme eg. B.Sc. Mathematics.
- Measurable attainment of programme outcome will be based on CGPA and ranks obtained.
- The Principal suggested to invite Dr. Sethuraman from Gandhigram Rural University to give a talk on the New NAAC guidelines.

ACTION TAKEN REPORT

- The kits and the New NAAC guidelines were distributed to all departments.
- Dr. Sethuraman from Gandhigram Rural University has given his consent to deliver a talk on New NAAC guidelines on 2nd of March 2018.


Principal

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

I.Q.A.C. Meeting – 21st February 2018

| | | | |
|-----|-----------------------------|---|-------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | Shanaz 21/2/18 |
| 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 21/2/18 |
| 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 21/2/18 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri R 21/2/18 |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | Thahirunissa |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | Jayanthi Sivagami |
| 13. | Mrs. Matheena Fasi | Administrative Officer | |
| 14. | Mr. R. Selvam | Financial Consultant | R. Selvam 21/2/18 |

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on new guidelines by the NAAC

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.
- On 2nd March 2018, Dr. Sethuraman by Gandhigram Rural University will deliver a talk on the New NAAC guidelines at the Academic Hall, S.I.E. Trust office from 9.30 a.m. to 1.00 p.m.
- The HODs must be informed to go through the contents of the new NAAC guidelines.
- The Principal suggested that smart board training must be given to teachers as a part of FDP for the next academic year.
- Interested Staff Members can be permitted to undergo training programmes conducted by British council, IIT etc.
- It was finalized that on 10th March 2018, an Outbound programme for Non- teaching will be conducted. The topic was suggested as Work Life Balance maintaining physical and mental health. The venue is yet to be finalized.
- The third criteria of NAAC – Research, Innovation and Extensions was discussed. To check whether any policy regarding RESCON is put in papers. Minutes of the Governing body meeting about MRCC can be uploaded.
- Any information about International fellowships like Fulbright, the award letter must be uploaded. Renewal of EBSCO software to be decided.
- Photographs and video of facilities (animal house, green house, museum, research centre etc.) should be geotagged.
- Award letter granted for research projects by Non- governmental agencies should be uploaded. Details about Chair to be explored.
- Research centre to be recognized by the University. For calculating percentage of teacher as guides, M.Phil. guides can also be accounted.

- Innovation ecosystem - any innovative practices in the department to be explored for transfer of knowledge. Industry- Academia innovative practices - IPR conducted by Mr.Firoz.
- Initiative towards checking malpractices and plagiarism in Research to be made available on institutional website.
- Incentive details for paper publication is available.
- Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years to be analyzed.

ACTION TAKEN REPORT

- Ms. Lavanya and her team from Giant leap have agreed to conduct the workshop for the non-teaching staff on Work life balance.



Principal

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

I.Q.A.C. Meeting – 28th February 2018

| | | | |
|-----|-----------------------------|---|------------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | <i>Shanaz 28/2/18</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 28/2/18</i> |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | <i>Jabeen</i> |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | |
| 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> |
| 9. | Ms. Summera Rafiq | Asst. Prof., Microbiology | |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | <i>Thahirunissa</i> |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | <i>Jayanthi Sivagami</i> |
| 13. | Mrs. Matheena Fasi | Administrative Officer | <i>Matheena Fasi 28/2/18</i> |
| 14. | Mr. R. Selvam | Financial Consultant | |

Minutes of the IQAC Meeting held on 28.02.2018

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Duty allocation for activities conducted by IQAC

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 the FEP scheduled on 2nd March 2018 by Dr. Sethuraman.
 - Room booked by Mrs. Jayanthi Sivagami at Hotel Sangeetha.
 - Arrangement for Tea - Mrs. Matheena Fasi
 - Honorarium - Dr. Sujatha.N
 - Welcome address - Dr. Shanaz Ahamed
 - Prayer - Dr. Nafeesa Masood
 - Vote of Thanks - Dr. Sujatha.N
- Duty allocation for the PTA scheduled for 3rd March 2018
 - Banner - Mrs. Thahirunissa
 - Attendance- Dr. Anjum. A
 - Master of Ceremony - Mrs. Abida (F.N) and Mrs. Katheeja Nafeesa (A.N)
- On 10th March 2018, An Out bound programme titled 'Work Life balance' for Non-teaching was proposed. The resource person would be Ms. Lavanya from Giant Leap. The venue would be Green meadows or Mammala resorts.

ACTION TAKEN REPORT

- On 2nd March 2018, Dr. Sethuraman from Gandhigram Rural University delivered a talk on the topic Understanding the Bench marks in Higher Education.
- On 3rd March 2018, PTA meeting was conducted for both forenoon and afternoon session.

- On 13th March 2018, there was a power point presentation by the Vice Principal (both F.N and A.N) and IQAC Coordinator on curricular changes.
- The FDP at IIT Madras conducted by Teaching learning centre was conducted on 3rd, 4th and 5th April 2018. 50 staff members were selected from both F.N. and A.N. session to attend the same. The module comprised of (1) constructive learning outcomes (2) adopting active and cooperating learning methods (3) implementing formative plus summative assessment strategies.



Principal

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

I.Q.A.C. Meeting – 11th April 2018

| | | | |
|-----|-----------------------------|---|-------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | Shanaz 11/4/18 |
| 2. | Dr. (Ms.) N. Sujatha | Head, Sanskrit & Coordinator, IQAC | N. Sujatha |
| 3. | Dr.(Mrs.) Amthul Azeez | Vice –Principal (F.N.) & Head, Zoology | Amthul 11/4/18 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | Jabeen 11/4/18 |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | |
| 6. | Dr.(Mrs.) Waheeda Matheen | Head & Associate Prof. Psychology | Waheeda Matheen 11/4/18 |
| 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 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri R |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | Thahirunissa |
| 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 11.04.2018

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on NIRF status

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.
- Discussions were carried out regarding the different parameters that led to NIRF ranking.
- Criteria's namely teaching and learning, research and placement could be focused in order to increase the score.
- Staff members should be motivated to take guideship for Ph.D. and to encourage staff members to pursue Ph.D.

ACTION TAKEN REPORT

- The workshop for non teaching staff which was postponed was held on 31st March 2018.
- A stakeholders interface with police personals was organized by IQAC and NSS at the Placement training room on 3rd April 2018.


Principal

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

I.Q.A.C. Meeting – 19th April 2018

| | | | |
|-----|-----------------------------|---|-------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | Shanaz 19/4/18. |
| 2. | Dr. (Ms.) N. Sujatha | Head, Sanskrit & Coordinator, IQAC | N. Sujatha |
| 3. | Dr.(Mrs.) Amthul Azeez | Vice –Principal (F.N.) & Head, Zoology | Amthul Azeez 19/4/18. |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | Jabeen 19/4/18 |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | |
| 6. | Dr.(Mrs.)Waheeda Matheen | Head & Associate Prof. Psychology | Waheeda Matheen 19/4/18 |
| 7. | Dr.(Mrs.) S. Firdouse Jahan | Head, Business Admn. | Firdouse Jahan |
| 8. | Dr.(Mrs.) Anjum. A | Asst. Prof., Biochemistry | |
| 9. | Ms. Summera Rafiq | Asst. Prof., Microbiology | Summera R 19/4/18 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri R |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | Thahirunissa |
| 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 19.04.2018

AGENDA

Prayer

Confirmation of previous minutes of the meeting

Discussion on activities of 2018-19

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.
- Preparation for NAAC - to focus on areas of weakness and to improvise.
- To orient the students about student satisfaction survey and adopt methods to strengthen the same. Prominent Alumni can be invited to share their experiences and how our College helped them.
- To identify weak and advanced learners in each departments and to conduct a training programme separately.
- It was suggested that a coaching centre for competitive exams could be started and advanced learners can be encouraged to take these exams.
- To strengthen ED cell and to motivate the students to showcase their talents. A proposal should be sent to the Management by the IQAC for an ED officer. A group of dedicated staff members must be part of the ED cell.
- It was suggested to have cross mentoring twice a semester on a Saturday (8 to 11 a.m. & 11 to 1.00 p.m.)
- Plan for IQAC activities for 2018-19 :
 - FDP - Staff in-charge - Mrs. Jabeen. M, Dr. Gayathri. R and Mrs. Thahira. Topics to be covered - Personality development, Smart board training and Online courses.
 - Students Orientation Programme (21st & 22nd June 2018) - Staff in-charge - Dr. Bhooma and Mrs. Thahira. A session by FOP can be included.
 - Preparation of AQAR 2017-18-Staff in-charge-Mrs.Jayanthi & Dr.Anjum. A.
 - Strengthening of ED cell - Staff in-charge -Mrs. Jabeen. M & Dr. Gayathri.R - Proposal to be prepared for an ED officer and group of staff members to be incorporated.

- Stakeholders Meet - Staff in-charge -Mrs. Jabeen.M & Mrs. Jayanthi - Meeting with HRs.
- Announcement of various activities from various clubs and good thoughts, motivation tips, health aspects, road safety measures, etc. everyday - Staff in-charge -Dr. Amthul Azeez & Mrs. Jabeen. M.
- Seminar /Workshop for IQAC members, Coordinators, Senior faculty from other Colleges on the topic Understanding the Ranking system - Staff in-charge - Dr. Sujatha. N & Dr. Bhooma.
- Training programme for weak students & advanced learners - Staff in-charge -Dr. Waheeda & Mrs. Jayanthi.
- Schedule for Cross mentoring - 21st July 2018, 15th September 2018, 22nd December 2018 & 23rd February 2019. First year students to be allotted under respective staff members. Staff in-charge - Dr. Sujatha & Dr. Firdouse.
- Workshop (Outbound) for Non-Teaching staff (2nd & 3rd week of Dec.2018) - Staff in-charge - Dr. Firdouse & Ms. Summera. R.
- Adoption of a village -Staff in-charge-Dr. Amthul Azeez & Mrs. Jabeen. M- To identify, study, need analysis and accordingly carry out relevant activities.
- Settlement of bills - Staff in-charge - Dr. Firdouse.



Principal

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

I.Q.A.C. Meeting – 21st May 2018

| | | | |
|-----|-----------------------------|---|----------------------|
| 1. | Dr. Shanaz Ahamad | Principal | Shanaz |
| 2. | Dr. (Ms.) N. Sujatha | Head, Sanskrit & Coordinator, IQAC | N. Sujatha |
| 3. | Dr.(Mrs.) Amthul Azeez | Vice –Principal (F.N.) & Head, Zoology | Amthul Azeez 21/5/18 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | Jabeen 21/5/18 |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | S. Bhooma 21/5/18 |
| 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 21/5/18 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri R 21/5/18 |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | Thahirunissa |
| 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 21.05.2018

AGENDA

Prayer

Action plan for NAAC preparation

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.
- It was discussed that the SSR has to be prepared by September 2019.
- Data from the department can be collected by January 2019 (from April 2013 to till date).
- From the guidelines given by NAAC, it was made clear that once the IIQA is submitted online, within 10 days of time NAAC will approve the submission of SSR.
- The window for submission will be open throughout the year from June 2018.
- Out of 136 metrics, 38 for qualitative and 98 for quantitative data is allocated.
- It was suggested that a team is required for technical assistance towards NAAC preparation.
- Other matters discussed -to take an account of the number of projectors with net connection, to get ready with the minutes of the meeting and to get ready with the strategic plan for every activity.
- Feedback was taken from the staff members who attended an orientation programme for a month at IIT Madras :
 1. To create sensitivity among the students.
 2. Learning outcome must be made available to students.
 3. Incorporate Active Corporate learning (after a lecture for 7 minutes, give the students an activity and again continue with the lecture).
 4. To try different pedagogy methods like Think Pair Share, Peer instruction model, Book end learning, Enquiry based learning etc.
 5. To issue minute card in the class- the students will have to write what they have learnt and what they have not understood after a lecture (Self Reflection).
 6. To conduct formative assessment either through quiz or by asking questions.

7. With regard to ranking system, Extension activity of the teachers and students to be enhanced.

ACTION TAKEN REPORT

- It was decided to have four venues for the conduct of the orientation programme for freshers on the 21st and 22nd of June 2018.


Principal

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

I.Q.A.C. Meeting – 22nd May 2018

| | | | |
|-----|-----------------------------|---|----------------------|
| 1. | Dr. Shanaz Ahamad | Principal | Shanaz 22/5/18 |
| 2. | Dr. (Ms.) N. Sujatha | Head, Sanskrit & Coordinator, IQAC | N. Sujatha |
| 3. | Dr.(Mrs.) Amthul Azeez | Vice –Principal (F.N.) & Head, Zoology | Amthul Azeez 22/5/18 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | Jabeen |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | S. Bhooma 22/5/18 |
| 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 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri R |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | Thahirunissa |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | Jayanthi |
| 13. | Mrs. Matheena Fasi | Administrative Officer | |
| 14. | Mr. R. Selvam | Financial Consultant | |

Minutes of the IQAC Meeting held on 22.05.2018

AGENDA

Prayer
Action plan for NAAC preparation
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.
- It was decided that that attendance of students to be taken for every event.
- Discussions were carried out regarding information to be collected for the criteria - infrastructure and learning resources.
- It was suggested to have special skill development programme for differently abled students like weaving, embroidery etc. To get ready with rest rooms for differently abled students.
- It was decided to prepare power point presentation according to the key indicators for each criteria

ACTION TAKEN REPORT

- The IQAC members presented the key indicators for each criteria and suggestions were noted.
- The auditorium, seminar hall, sports pavilion (ground and first floor) were booked for the Orientation programme for Freshers.


Principal

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

I.Q.A.C. Meeting – 24th May 2018

| | | | |
|-----|-----------------------------|---|-----------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | <i>Shanaz</i> 24/5/18 |
| 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> 24/5/18 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | <i>Jabeen</i> |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | <i>S. Bhooma</i> 24/5/18 |
| 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> |
| 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. | Mrs. Thahirunissa | Asst. Prof., Commerce | <i>Thahirunissa</i> |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | <i>Jayanthi</i> |
| 13. | Mrs. Matheena Fasi | Administrative Officer | - |
| 14. | Mr. R. Selvam | Financial Consultant | - |

Minutes of the IQAC Meeting held on 24.05.2018

AGENDA

Prayer

Presentation of criteria I and II

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.
- It was decided to prepare a manual based on various criteria to be circulated to the departments.
- Under Criteria I Curricular aspects (QnM- 120, QIM-30), the suggestions to be carried are :
 - Link to be created in the website for programme specific outcome (PSO) and course outcome (CO) by the departments.
 - Staff and students should be encouraged to do Online courses for which extra credits would be given. One overall coordinator and one coordinator from each department to be decided.
 - To follow a structured feedback system. A policy has to be framed. The feedback has to be consolidated and minutes to be presented in the Academic council meeting. Feedback form to be uploaded in the AQAR.
 - To encourage Tie ups/ MoUs with other Institutions and Universities both in India and abroad.
- Under Criteria II Teaching-Learning and Evaluation (QnM -220, QIM-80), the suggestions to be carried are :
 - To prepare a questionnaire for the Freshers in order to check their IQ levels.
 - The test can be conducted in the class, the answers can be called out and self evaluation by the students can be done. It was decided that Dr. Waheeda Matheen would prepare the questionnaire.

- Reservation of seats for Minority institution to be analyzed.
- Teaching plans to be discussed.
- Question paper must be set following the Bloom's classification.

ACTION TAKEN REPORT

- The departments prepared the question paper for all subjects in the revised syllabi (effective from 2018-19 onwards) based on Bloom's classification.


Principal

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

I.Q.A.C. Meeting – 8th June 2018

| | | | |
|-----|-----------------------------|---|------------------------|
| 1. | Dr. Shanaz Ahamad | Principal | SLA 8/6/18 |
| 2. | Dr. (Ms.) N. Sujatha | Head, Sanskrit & Coordinator, IQAC | N. Sujatha |
| 3. | Dr.(Mrs.) Amthul Azeez | Vice –Principal (F.N.) & Head, Zoology | AW 8/6/18 |
| 4. | Mrs. M. Jabeen | Vice –Principal (A.N.) & Head, Commerce | Jabeen 8/6/18 |
| 5. | Dr.(Mrs.) S. Bhooma | Associate Professor, Commerce | |
| 6. | Dr.(Mrs.) Waheeda Matheen | Head & Associate Prof. Psychology | Waheeda Matheen 8/6/18 |
| 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 |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri R 8/6/18 |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | Thahirunissa |
| 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 08.06.2018

AGENDA

- Prayer
- Presentation of criteria III and IV
- 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 Criteria III Research, Innovation and Extension (QnM - 136, QIM -14), the suggestions to be carried out are :
 - To frame a policy for promotion of research.
 - Videos and photos to be geotagged.
 - Endowments could be allocated for staff members to do their project and research work.
 - To create code of ethics in order to check malpractice and plagiarism.
- Under Criteria IV Infrastructure and learning resources (QnM -63 , QIM - 37), the suggestions to be carried out are :
 - To work on e-content and policy details (utilisation and maintenance of physical facilities).

ACTION TAKEN REPORT

- The duties were allocated to various staff members and Toast Masters were invited to take the sessions for the Freshers Orientation programme.


Principal

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

I.Q.A.C. Meeting – 23rd June 2018

| | | | |
|-----|-----------------------------|---|-------------------|
| 1. | Dr. Shanaz Ahamad | Principal | Slu323/21/18 |
| 2. | Dr. (Ms.) N. Sujatha | Head, Sanskrit & Coordinator, IQAC | N. Sujatha |
| 3. | Dr.(Mrs.) Amthul Azeez | Vice –Principal (F.N.) & Head, Zoology | Ab ↓ |
| 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 | Ab |
| 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 R |
| 10. | Dr. (Mrs.) Gayathri. R | Asst. Prof., Corp Sec. & ISM | Gayathri R |
| 11. | Mrs. Thahirunissa | Asst. Prof., Commerce | |
| 12. | Mrs. Jayanthi Sivagami | Student Counselor & Placement Officer | Jayanthi Sivagami |
| 13. | Mrs. Matheena Fasi | Administrative Officer | Ab |
| 14. | Mr. R. Selvam | Financial Consultant | Ab |

Minutes of the IQAC Meeting held on 23.06.2018

AGENDA

Prayer
Presentation of criteria V and VI
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 Criteria V Student support & Progression (QnM - 86 , QIM - 24), the suggestions to be carried are :
 - Links to be created to upload scanned photos.
 - e- record to be created for Mentor -Mentee.
 - It was suggested to have a board with name and phone numbers of the staff in charge of antiragging cell.
 - Department must have a record of the offer letters of students by various companies.
 - Log book to be maintained in the language lab.
- Under Criteria VI Governance, Leadership and Management (QnM - 37 , QIM - 63), the suggestions to be carried are :
 - To identify a case study participating in decentralization and participative Management. It was suggested that Admission could be considered.
 - To upload strategic plans under CPE, MRCC etc.
 - To make an organogram of the institution.
 - Implementation of e-governance.
 - It was decided to mail all circulars and application for EL, CL and ~~ML~~ ^{by} to the department e-mail.
 - Strategies and Policies to be created.
 - IQAC would sponsor staff members who attend high quality conferences, workshops etc.
 - Documentation of all FDP to be done.

- Registered FDP centre with IIT to be created.
- Under criteria Best Practices, suggestions were made that Orientation programme conducted for Staff and students and conduct of seminars for Quality enhancement can be considered.

ACTION TAKEN REPORT

- The Orientation programme for Freshers was conducted successfully. A session by FOP on Self defense and Personal safety was included.
[Friends of Police]


Principal

DUTY ALLOTMENT FOR FRESHERS ORIENTATION PROGRAMME

The orientation programme for the freshers will be held on 21st and 22nd June 2018 from 9.00 a.m. to 12.45 p.m. for the Forenoon Session and from 1.30 p.m. to 5.15 p.m. for the Afternoon Session. The programme will be conducted in four venues on the first day and three venues on the second day. The following staffs are in charge of the duties:

| S. No. | Particulars | Forenoon Session | Afternoon Session |
|--------|---|---|---|
| 1. | Prayer & National Anthem | Student Council | Majlis |
| 2. | <u>Staff in charge of the Venues:</u> | | |
| | Auditorium (on 21 st & 22 nd June) | Dr. Waheeda Matheen Dept. of Psychology | Mrs. Jayanthi Placement Officer |
| | Seminar Hall (on 21 st & 22 nd June) | Dr. Bhooma Dept. of Commerce | Dr. Gayathri Dept. of Corp. Sec. |
| | Pavilion Ground Floor (on 21 st June) | Dr. Sujata Dept. of Sanskrit | Mrs. Summera Rafiq Dept. of Microbiology |
| | Pavilion First Floor (on 21 st June) | Dr. Anjum Dept. of Biochemistry | Mrs. Thahirunissa Dept. of Commerce |
| | Room No. 67,68 & 69 (on 22 nd June) | Dr. Anjum Dept. of Biochemistry | Mrs. Thahirunissa Dept. of Commerce |
| 3. | Water Arrangements/ Dustbins (in all the venues) | Campus Supervisor | |
| 4. | Discipline/Attendance | I Year Class Teachers | |
| 5. | | | |
| | Auditorium (on 21 st & 22 nd June) | Ms. Janani, Dept. of Computer Science | |
| | Seminar Hall (on 21 st & 22 nd June) | Mrs. Fameeda, Dept. of Computer Science | |
| | Pavilion Ground Floor (on 21 st June) | Mrs. Maria, Dept. of Computer Science | |
| | Pavilion First Floor (on 21 st June) | Mrs. Zahira, Dept. of Computer Science | |
| | Room No. 67,68 & 69 (on 22 nd June) | Mrs. Juveria, Dept. of Computer Science | |
| 6. | | | |
| | Auditorium (on 21 st & 22 nd June) | Mr. Sardar | |
| | Seminar Hall (on 21 st & 22 nd June) | Mr. Dawood | |
| | Pavilion Ground Floor (on 21 st June) | Mr. Sadullah | |
| | Pavilion First Floor (on 21 st June) | Mr. Sadullah | |
| | Room No. 67,68 & 69 (on 22 nd June) | Mr. Sadullah | |
| 7. | Honorarium | Mrs. Jayanthi Student Counsellor & Placement Officer | |
| 8. | Refreshment & Lunch for Resource Persons | Dr. Firdouse Jahan Dept. of Business Administration | Mrs. Summera Rafiq Dept. of Microbiology |
| 9. | Photography & Fruit Basket for Resource Persons | Dr. Anjum Dept. of Biochemistry | |
| 10. | Banner & Certificates | Mrs. Thahirunissa, Dept. of Commerce | |

ORIENTATION PROGRAMME FOR FRESHERS Seating Arrangement on 21st and 22nd June 2018 (FN & AN)

| COLLEGE AUDITORIUM | | GOLDEN JUBILEE SEMINAR HALL | | SPORTS PAVILION GROUND FLOOR | | SPORTS PAVILION FIRST FLOOR | |
|----------------------|------------|-----------------------------|------------|------------------------------|------------|-----------------------------|------------|
| PROGRAMME | STRENGTH | PROGRAMME | STRENGTH | PROGRAMME | STRENGTH | PROGRAMME | STRENGTH |
| B.Com. (General) | 210 | B.Sc. (N.D.) | 45 | B.A. (Corporate Economics) | 140 | B.A. (English) | 70 |
| B.Sc. (Physics) | 50 | B.Sc. (C.N.D.) | 30 | B.A. (Political Science) | 40 | B.A. (History) | 50 |
| B.Sc. (Chemistry) | 50 | B.Sc. (I.D.D.) | 35 | | | B.Sc. (PB & PBT) | 50 |
| B.Sc. (Biochemistry) | 50 | B.Sc. (Mathematics) | 80 | | | | |
| B.Sc. (Psychology) | 50 | B.Sc. (Zoology) | 50 | | | | |
| | | B.Sc. (Advanced Zoology) | 50 | | | | |
| Total | 410 | Total | 290 | Total | 180 | Total | 170 |

Note: After the first session, the seating was reorganized. Students seated in Pavilion ground and first floors were accommodated in Auditorium and Seminar Hall. This was followed on the second day also.

| COLLEGE AUDITORIUM | | GOLDEN JUBILEE SEMINAR HALL | | SPORTS PAVILION GROUND FLOOR | | SPORTS PAVILION FIRST FLOOR | |
|--------------------|------------|-----------------------------|------------|------------------------------|------------|-----------------------------|------------|
| PROGRAMME | STRENGTH | PROGRAMME | STRENGTH | PROGRAMME | STRENGTH | PROGRAMME | STRENGTH |
| B.Com. (General) | 210 | B.Sc. (Computer Science) | 100 | B.Com. (C.S.) | 140 | B.A. (English) | 55 |
| B.Com. (Honours) | 30 | B.Sc. (I.D.D.) | 50 | B.Com. (I.S.M.) | 100 | B.A. (Corporate Economics) | 55 |
| B.Com. (A&F) | 70 | B.Sc. (Maths) | 70 | | | B.A. (T.T.M.) | 40 |
| B.C.A. | 100 | B.B.A. | 140 | | | B.Sc. (Statistics) | 35 |
| | | | | | | B.Sc. (Electronic Science) | 35 |
| | | | | | | B.Sc. (Microbiology) | 50 |
| Total | 410 | Total | 360 | Total | 240 | Total | 270 |

| COLLEGE AUDITORIUM | | GOLDEN JUBILEE SEMINAR HALL | | Room No. 67, 68 and 69 | |
|----------------------------|------------|-----------------------------|------------|------------------------|------------|
| PROGRAMME | STRENGTH | PROGRAMME | STRENGTH | PROGRAMME | STRENGTH |
| .Com. (General) | 210 | B.Sc. (Computer Science) | 100 | B.Com. (C.S.) | 140 |
| B.Com. (Honours) | 30 | | | | |
| B.Com. (A&F) | 70 | | | | |
| B.C.A. | 100 | B.Sc. (I.D.D.) | 50 | | |
| B.Com. (I.S.M.) | 100 | | | | |
| B.A. (English) | 55 | B.Sc. (Maths) | 70 | | |
| B.A. (Corporate Economics) | 55 | | | | |
| B.A. (T.T.M.) | 40 | B.B.A. | 140 | | |
| B.Sc. (Statistics) | 35 | | | | |
| B.Sc. (Electronic Science) | 35 | | | | |
| B.Sc. (Microbiology) | 50 | | | | |
| Total | 780 | Total | 360 | Total | 140 |

ORIENTATION PROGRAMME FOR FRESHERS – Forenoon & Afternoon Session
Resource Persons for the Sessions on 21st and 22nd June 2018

| Title | Timings | Name of the Staff | | | |
|---------------------------------------|--------------------------|--|---|---|---------------------------------|
| | | Auditorium | Seminar Hall | Pavilion Ground Floor | Pavilion First Floor |
| History and Facilities of the College | 9.00 a.m. to 10.00 a.m. | Dr. Khader Almas Dept. of English | Dr. Hameeda Dept. of Home Science | Dr. Rafima Dept., of Political Science | Dr. Muhina Dept. of Commerce |
| Personal Safety | 10.00 a.m. to 11.00 a.m. | Ms. Revathy, Inspector of Cyber Cell, Crime Branch, Department of Police, TN | Ms. Vanitha Devi, Sub-Inspector of Cyber Cell, Crime Branch, Department of Police, TN | (After the first session the seating arrangement was reorganized for convenience) | |
| Health and Hygiene | 11.15 a.m. to 12.45 p.m. | Dr. Kaneez Fathima Dept. of Zoology | Dr. Aruna Dept. of Biochemistry | | |

| Title | Timings | Name of the Staff | |
|----------------------|--------------------------|--|--|
| | | Auditorium | Seminar Hall |
| Motivation | 9.30 a.m. to 11.00 a.m. | Ms. Shivani Ramakrishna, Ms. Asifa and Ms. Afreen Banu, Research Scholars, Dept. of Psychology | Ms. Sudha and Ms. Parvathi, Research Scholars, Dept. of Psychology |
| Communication Skills | 11.15 a.m. to 12.45 p.m. | Mr. Aravind Vivekanandan, Chennai Toastmasters Club | Mr. Kannan, Chennai Toastmasters Club |

| Title | Timings | Name of the Staff | | | |
|---------------------------------------|------------------------|---|--|---|--|
| | | Auditorium | Seminar Hall | Pavilion Ground Floor | Pavilion First Floor |
| History and Facilities of the College | 1.30 p.m. to 2.30 p.m. | Dr. Sajida Dept. of BBA | Mrs. Iffath Dept. of Corporate Sec. | Mrs. Shaista Shubnum Dept. of IDD | Dr. Fahmeeda Dept. of Commerce |
| Personal Safety | 2.30 p.m. to 3.30 p.m. | Mr. Basil Srinivasan, Inspector of Vigilance Branch, Department of Police, TN | Ms. Sudha, Sub-Inspector of Vigilance Branch, Department of Police, TN | Ms. Vanitha Devi, Sub-Inspector of Cyber Cell, Crime Branch, Department of Police, TN | Ms. Revathy, Inspector of Cyber Cell, Crime Branch, Department of Police, TN |
| Health and Hygiene | 3.45 p.m. to 5.15 p.m. | Dr. Lakshmi Dept. of Microbiology | Dr. Sumitha Dept. of Microbiology | Mrs. Anuswedha Dept. of Microbiology | Mrs. Irfana Dept. of Microbiology |

| Title | Timings | Name of the Staff | | |
|----------------------|------------------------|---|--|--|
| | | Auditorium | Seminar Hall | Rooms 67, 68 & 69 |
| Motivation | 3.15 p.m. to 4.45 p.m. | Ms. Shivani Ramakrishna and Ms. Afreen Banu, Research Scholars, Dept. of Psychology | Ms. Sudha and Ms. Parvathi, Research Scholars, Dept. of Psychology | Ms. Asifa and Sister Christy, Research Scholars, Dept. of Psychology |
| Communication Skills | 1.30 p.m. to 3.00 p.m. | Mr. Aravind Vivekanandan, Chennai Toastmasters Club | Mr. Kannan, Chennai Toastmasters Club | Ms. Amirunisa, Chennai Toastmasters Club |