

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Name of the Institution : Justice Basheer Ahmed Sayeed College for Women.

Year of Report : 2007-2008.

SECTION A

Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).

- Student evaluation of teachers Feedback forms to be given to the students.
- Self-appraisal forms to be collected from the staff.
- Feedback forms from parents to be collected at the PTA meetings held every semester.
- To improve the cleanliness of the College.
- Greenery Committee to be augmented.
- To follow the Choice Based Credit System from the academic year 2009-10.
- Plan to induct student representatives in IQAC.
- Library committee to be formed.

SECTION B

1. Activities reflecting the goals and objectives of the institution

Our College is empowering women through education and has a high reputation for imparting quality education and is known for its discipline and intellectual atmosphere. The structural and functional attributes of the College ensure quality in academic standards. The Management and Staff of Justice Basheer Ahmed Sayeed College for Women are aware that the pursuit of excellence has to be an ongoing effort to achieve our mission and realize the goals of the institution.

2. New academic programmes initiated (UG and PG)

Nil

3. Innovations in curricular design and transaction

Autonomy was granted late in 2006 and so the College proceeded with the syllabus prescribed by the University of Madras. By the end of the year, all the departments had redesigned the syllabi and with the approval of the experts on the Board of Studies, the new syllabus was followed from 2007.

4. Interdisciplinary programmes started

All the Post Graduate Departments offer **interdisciplinary papers**. The UG Departments plan to offer Non-Major Elective papers in the III & IV Semesters.

5. Examination reforms implemented

- Setting up of the Office of the Controller of Examinations with complete automation.
- The component of Continuous Internal Assessment was formulated.

Internals are assessed as follows

	Test marks	Assignments/ Seminar	Mid-semester Examinations	Attendance	Total
Theory Papers	10 (Average of three tests)	5	5	5	25
Practical Papers	10 (Average of two tests)	5 (Record)	5(Practicals)	5	25

- Award of marks for moderation was fixed.
- The process of re-evaluation was decided.

Method of Evaluation

- Double Valuation by two External Examiners for PG.
- Single Valuation by an External Examiner for UG.
- The students can have their grievances redressed by the process of Revaluation.
- If any question paper has a) Out of Syllabus questions b) Inadequate information or is c) Incomplete, the course teacher submits a letter of complaint to the COE's

Office through the Principal. The complaint letter is given to the Question paper setter at the time of Central Valuation with a set of instructions giving guidelines to handle the complaint. The Examiner awards marks for the question if he/she feels it is truly faulty so as to give the benefit to the students.

- After the semester examinations, the results are declared at the Standing Committee Meeting in the presence of the External Examiners and all the teaching faculty members.

6. Candidates qualified NET/SLET/GATE etc.

In the academic year 2007-08, Mrs. Jamal Fathima, Lecturer, Dept. of Statistics, cleared the SLET examination. Eight students cleared the CAT examination, one student cleared TOFEL, one student cleared GRE, and two students cleared the G-MAT.

7. Initiative towards faculty development programme

The Academic Staff College at the University of Madras conducts staff development programmes regularly. Staff members are given permission and are encouraged to attend these programmes.

8. Total number of seminars/ workshops conducted

Department (Forenoon)	Number of Seminar/Workshop
History	1
Political Science	1
Corporate Economics	1
English Literature	1
Plant Biology and Plant Biotechnology	1
Zoology	1
Chemistry	1
Physics	1
Biochemistry	1
Human Science	3
Psychology	1
Commerce	2
Arabic	1
Tamil	1

Department (Afternoon)	Number of Seminar/Workshop
Corporate Economics	1
English Literature	1
Travel and Tourism Management	1
Computer Science	2
Business Studies	4
Microbiology	1

9. Research projects ongoing /completed

a. Details of the ongoing projects:

Project	Agency	Period	Amount in Rs.	Title	Name of the faculty members
Minor	UGC	2007-2009.	1,00,000	Psychological intervention for the psycho-socio-economic acceleration of the scheduled caste youth.	Dr.R.Subashini Psychology
Minor	UGC	2007-2009	35,000	How to make the role of Women Entrepreneurs effective	Dr.Sugandha Kannan Commerce
Minor	UGC	2007-2009	1,00,000	Teaching Communicative English to Juvenile Delinquents	Dr. Khader Almas Mrs. MeherTaj Ms. AliyaParveen English

10. Patents generated, if any. - Nil

11. New collaborative Research programmes –Nil

12. Research grant received from various agencies

The College has secured research funding from the following agencies

S. No.	Agency	Year	Grant amount Rs.	Department/ Name of the candidate
1	UGC	2007-2008	2,07,699	Human Science/ AfroseFathima (Ph.D.)
2	UGC	2007-2008	89,200	Human Science/ Chandra Kala (Ph.D.)
3	UGC	2007-2008	1,46,800	Human Science/ J.Sangeetha (Ph.D.)
4	UGC	2007-2008	1,43,670	Psychology /AnooRekha (Ph.D.)

13. Details of research scholars

a. List of M.Phil., Ph.D. awardees

Course	Year	Registered	Completed
M.Phil.	2007-2008	17	14
Ph.D.	2007-2008	4	4

NAME LIST OF THE STUDENTS AWARDED PH.D.

Department: Psychology Guide: Dr. Charumathy P.J.

S.No.	Name of the student	Title of thesis	Date of viva-voce exam.
1.	Vasuki K	An Impact of Abacus Learning of mental arithmetic on cognitive functions of children	19.03.2008

Department: Human Science Guide: Dr. Roshanara

S.No.	Name of the student	Title of thesis	Date of viva-voce exam.
1.	Vinitha Ponnukutty	Formulation, Standardisation and Evaluation two Eternal Nutrition Formulae for critically ill patients.	23.01.2008

14. Citation Index of faculty members and impact factor.

Nil

15. Honours /Awards to the faculty : National and International

- Dr. P.J. Charumathi, HoD, Department of Applied Psychology received “Psychometric Education Services Award” for the valuable contribution in Human Resources Development on 5th January 2008 at the National Conference, Puducherry.
- Dr. I. S. Parveen Sultana, Department of Tamil, represented India at a South Asian Activists and Scholars’ Consultation Conference for Peace Building held at New Delhi.

- Dr. I. S. Parveen Sultana was conferred the title of “Elakiya Semmal” by the Thirukkural Peedam in Madurantakam in February 2008 for excellence in literature.

16. Internal resources generated.

Nil

17. Details of departments getting assistance/recognition under SAP, COSIST/DST, FIST, and other programmes.

1	ICMR	2007-2008	Rs. 73,950	Human Science/ Tiruveni (Ph.D.)
2	TNSCST	2007-2009	Rs. 5,000	Human Science/ Amal Fathima M.S. (M.Sc.)
3	TNSCST	2006-2008	Rs. 5,000	Human Science/ Alfa Martina C.W
4	TNSCST	2006-2008	Rs. 5,000	Human Science/ Ananthalakshmi. (M.Sc.)

18. Community Services

The **National Service Scheme** of JBAS College creates social awareness and provides opportunity to work with people in the nearby village/slums. It enables the students to face the realities of life and bring about a change in the social environment. There are 4 units with 400 students under the NSS. A major activity of the National Service Scheme Unit was the 10 days special camp which was aimed at spreading health, literacy awareness and entrepreneur skills. It was organized from 8.12.2007 to 17.12.07 at Nedunkundram and Kolappakam. A village was adopted and health camps like eye checkup and cataract surgery, dental checkup and diabetes awareness were conducted. An Entrepreneur training programme was conducted for our students where they were taught skills like glass painting, fabric painting, flower making and mehendi art. Services to society and mankind is the best way of seeking peace and happiness in this restless world and that is exactly what the National Service Scheme volunteers aim to achieve.

All students of the UG and PG are the members of the **Youth Red Cross**. The Youth Red Cross Society aims to promote health and hygiene and provide service to the sick and needy. The students will be made to participate in seminars, training programmes, study camps at the university, state or at the national level. The Youth Red Cross unit

of our college attended the inauguration of LION's RIOH-GOH Vision Care Information centre at Raj Bhavan which was inaugurated by the Governor of Tamil Nadu, His Excellency Shri Surjit Singh Barnala. Our College is one of the fifteen colleges selected to set up a Vision Care Centre. Our volunteers also visited the Lotus School for the Blind and helped the less gifted students to read their lessons. A Blood Donation Camp was organized on 11th March 2008 and 37 units of blood were donated by our students. The volunteers' service in controlling the outpatient crowd at the Government Ophthalmic Hospital was highly appreciated.

19. Teachers and officers newly recruited

Teaching Staff : 9
 Non-teaching staff : 1

20. Teaching-Non-teaching staff ratio : 5:1

21. Improvements in the library services

The process of modernizing the Library was started.

22. Amount of money spent on new books, journals

The amount spent on new books and journals during the academic year 2007-2008 are mentioned below:

Year	No. of Books & Journals	Expenditure (In Rupees)
2007 – 2008	Books 1306	Special. Fee A/c. : 1,34,000/-
	Journal 16	U.G.C. XI Plan : 69,360/-
	Magazines 16	Management : 1,55,000/-
	Newspapers 8	-----
		Total : 3,58,360/- =====

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback

Assessment of teachers is made by the students in all the courses. The students of the F.N. session filled the feedback forms on 1st September 2007 and the A.N. session

students did the same on 6th September 2007. The filled-in feedback forms are analyzed by a data analyst and compiled. The assessment of each teacher is kept confidential. The staff members are informed about the assessment individually, and improvements, if required, are suggested by the Principal.

24. Feedback from stakeholders:

Feedback is collected from stakeholders about the functioning of the college. The college adopts an institutional mechanism for collecting the feedback from the students. Feedback from parents and guardians is obtained to assess the quality of education. Feedback forms were distributed to the parents at the PTA meeting held on 24th October 2007 for the F.N. Session and 27th October 2007 for the A.N. Session and the filled forms were collected by the class teachers. This exercise is conducted annually. The Placement Centre receives feedback from the corporate sector which employs our students.

25. Unit cost of education

Unit Cost (FN)	-	Rs. 20,870/-
Unit Cost (AN)	-	Rs. 10,258/-

26. Computerization of administration and the process of admissions and examination results, issue of certificates.

All the departments are provided with a computer and all the data about the students and the staff members are fed into the computer and updated from time to time. This simplifies the administrative task for staff. Our college office is provided with computers for preparing pay bills, accounts, scholarship details, fee details, and admission details and staff particulars.

Process of admission: The Admission process begins after the publication of the Higher Secondary results. Generally admissions to different courses are made according to the merit list. The cut off marks vary from one department to another depending on the demand for the course. Students belonging to SC, ST, MBC, BC are admitted.

Examination results : At the end of every semester, both theory and practical examinations are conducted. The question papers are set and valued by external examiners only (for the UG and PG courses). Internal evaluation is not done in our college. The marks awarded by these evaluators are updated in the computer time to time. When all the marks are thus obtained, the results are declared through the internet.

27. Increase in the infrastructural facilities

- Electrical items and electronic items were installed in the laboratories of the departments of Physics, Chemistry, Zoology, Plant Biology and Plant Biotechnology and Biochemistry.
- Utility items were purchased for the Human Science Department.
- Computers were provided to a few departments and to the office.
- Necessary computer software and hardware were installed in the library.

28. Technology upgradation

- Computer lab has been upgraded with latest software and hardware.
- Science labs have been upgraded with gadgets.
- IC tools have been provided to a few departments.

29. Computer and internet access and training to teachers, non-teaching and students

Most of the Departments have been equipped with computers, printers and some departments also have internet connectivity. The faculty members have access to this facility. The Centre for Women's Studies conducted a computer training course, in which eighteen teaching staff, one non-teaching staff and 46 students were given necessary computer skills training this year.

30. Financial aid to students

During the academic year 2007-2008, the S.I.E. Trust awarded scholarships to the extent of Rs. 57,18,370 (Rupees Fifty seven lakhs eighteen thousand three hundred and seventy only) through the Trust Endowment Account to the needy students from Forenoon and Afternoon Sessions. 526 students were benefitted. Full fee waiver was granted for the ten students admitted under the sports quota.

31. Activities and support from the Alumni Association

The Coordinator of the Alumni Association has a good rapport with the registered members of the Association. They are invited for the important functions of the College. Some of them are invited as Guests of Honour for the functions. Alumnae working in the Corporate sector give references of HR to help placement activities. 20% of our teaching faculty members are our Alumnae. Our alumnae are invited to be on the Board of Studies of the respective departments and contribute to the framing of the syllabus.

32. Activities and support from the Parent -Teacher Association

Parents meet the teachers twice a year to follow up on the progress made by their daughters. The meeting usually takes place towards the end of the semester and before the End Semester exams. Parents are allowed to interact and discuss matters with the class teacher and with the subject teachers to get the correct feedback about their child's performance. This year, the Parents Teacher meetings were held on 29.12.07 and on 17.4.08.

33. Health Services

There are separate doctors for Forenoon and Afternoon Sessions to manage the Health Clinic. The students of the college undergo a medical check-up at the beginning of the academic year. The reports are maintained by the doctors. The doctors provide counselling on menstrual problems, weight-related problems, nutrition, dental hygiene, vision problems and dermatological problems.

34. Performance in sports activities

Our College has a very rich tradition of winning laurels and prizes in Sports and Games. Several of our students represented the Madras University “A” Zone in the following Games and Sports.

Table tennis : Nilofer of II B.Sc. Computer Science and Rama Sree of II B.Sc. (Human Science) were selected to represent the University in the Inter Zone Table Tennis Tournament and they won the third place.

Ball badminton : A Ball badminton Tournament was held in our college and our college team won the third place. Puspalatha and Alamelu Mangai of III B.Sc. Nutrition and Dietetics were selected to represent the University in the Inter zone Tournament and they won the first place. Alamelu Mangai was selected by the Sports University for the All India Inter University Tournament.

Cricket : Radhika of III B.Com., Nilofer and Sasikala of II B.Com., Leela Kirupa of II B.E.S., Pavitra and Ganga Devi of I B.Com. represented the University at the Interzone Cricket Tournament and won the second place. Nilofer and Radhika of II B.Com. represented the Madras University at the All India Inter-University Cricket Tournament at Rajasthan.

Kho Kho : K. Sathiya and Bhuvaneshwari of II B.Sc. PB & PB and Umamaheswari of II B.A. Economics won the first place in the Interzone tournament. K. Sathiya was selected to represent the University at the All India Inter - University Tournament.

Kabaddi : Yasmin of III B.Sc. and Gayathri of II B.B.A. were selected to represent the University at the Interzone tournament and they won the first place.

Handball : Priya of II B.Sc. Psychology represented the University at the Interzone tournament and won the third place.

Volleyball : At the ‘A’ zone volley ball tournament, Sudha of II B.Sc Chemistry, Tamilselvi of II B.I.S.M and Janani of III B.C.S represented the University at the interzone tournament and won the third place.

Athletics : The “A” zone Athletics meet was held at the University and K. Sathiya of II B.Sc. PB & PB won the II place in 400 mts, 800 mts and 4X400 mts relay. E. Bhuvanewari of II B.Sc. PB & PB won the third place in 100 mts. and third place in the long jump. She also won the second place in 4 x 400 mts relay. Farida of B.A. Economics won the third place in Discus Throw and Yasmin of II BISM won the third place in 4 x 400 mts relay and third place in 200 mts. Neela of I B.Sc. Maths won the second place in 100 mts and 200 mts and III place in 4 x 400 mts relay.

35. Incentives to outstanding sportspersons

- Food and refreshment for outstation students.
- Full fee waiver.
- Free Coaching Class.
- Free T-shirt, Track suits and shorts are provided.

36. Students achievements and awards

- In the University Examinations for the academic year 2006-2007, the students of the Forenoon Session secured 142 University Ranks with 34 ranks in the Postgraduate courses, 52 in the Undergraduate Major courses and 56 in the Foundation Courses. This includes 17 First Ranks and 15 Second Ranks and 15 Third Ranks.
- The Students of the Afternoon Session secured 43 University Ranks with 37 Ranks in the Undergraduate Courses and 6 Ranks in the Postgraduate Courses.
- P. Menaka of III B.A. Corporate Economics received the Rajpath award from A. P. J. Abdul Kalam on 26.1.2007 at New Delhi.
- Ms. Sakeena Sadullah of our college was selected by the U.S. Consulate for an exchange programme in the U.S.A.
- K. Vidhya of III B.Sc. Zoology presented a paper on Nanobiotech and Stemcell therapy at SRM University and won II place.

37. **Activities of the Guidance and Counselling Unit**

Blossom Counselling Centre offers **free** Counselling. The Counselling is done in three broad areas:

- Academic counselling
- Personal and social development
- Career planning.

The counsellor helps students in **learning new skills, achieving higher education and advancing their careers.**

The Career Guidance and Placement Centre helps the students evaluate their abilities, interests, talents, and personality characteristics so that they can develop realistic academic and career goals. Career counselling and guidance enhances the quality of the students' performance in their placement. The Guidance and Counselling unit does the following activities:

- Builds rapport and establishes a feeling of mutual understanding between student and teacher
- Encourages and develops special abilities and right attitudes
- Helps the student work out a plan for solving her difficulties
- Helps the student know herself better - her interests, abilities, aptitudes and opportunities
- Helps the students to learn about personal attributes and strengths
- Helps the students to evaluate their personal priorities
- Helps the students to learn about career paths / options available
- Helps them to learn how to plan for a successful career
- Helps the students to find information about careers

The above mentioned activities are executed by conducting and organizing regular aptitude tests, self-assessment tests, informative seminars, and guidance workshops.

38. Placement services provided to students

Placement record in the academic year (2007 - 2008)

S.No	Name of the company	No of Students Placed
1	CTS	28
2	Element K	1
3	Sutherland Global Services	114
4	Maersk Global Services	8
5	Wipro Technologies	3
6	Allsec Technologies	8
7	Ajuba	12
8	Pleasant Health Care	30
9	Vernalis Systems	5
10	Ford Business Service Centre	28
11	Franklin Temple	9
12	Syntel	6
13	Intellect	15
14	Satyam	15
15	Infosys IT	16
16	Infosys BPO	47
17	Accenture	2
18	I Gate	1
19	Scope International	7
	Total	355

39. Development programmes for non-teaching staff - Nil

40. Good practices of the institution

A Staff member from every department was made member of the Enviro Club to enhance the greenery and cleanliness of the campus and to guide the students of her department.

41. Linkages developed with National/ International, academic/research bodies

Research Linkages

No.	Department	Organization	Nature of linkage	Expected outcome
1	Statistics	ICMR & Cancer Institute	Data Analysis	Training in data analysis for our students
2.	Commerce	Consumer Association of India	Internship training	Awareness of consumer rights
3	Human Science	Vazhai	Nutrition	Healthy Food habits.

42. Action Taken Report on the AQAR of the previous year

This is the first AQAR since the NAAC Peer Team visit in Jan –Feb 2007.

43. Any other relevant information the institution wishes to add.

- Dr. (Mrs.) Sanjida Haris, Principal was awarded the title of “Best Woman Principal” by the Jaya Group of Educational Institutions in March 2008.
- The Department of Economics (F. N. Session) organized a State Level Seminar on the topic “Sustainability of India’s Growth - Challenges before the Policymakers” on 8/2/2008.
- Ms. Khader Almas, Department of English, Mrs. Lalitha, Department of English and Mrs. P.V. Radika Devi, Department of Tamil were awarded Doctorate degrees during this academic year.
- Mrs. Gayathri Devi, Department of English (AN Session) attended a 21 hour Teacher Support Programme from 12th to 14th March 2008 organised by the British Council in India, designed for English trainers who are preparing students for Cambridge ESOL Examinations.
- Dr. Shareefa Talha, Department of Human Science, was nominated as a member for the State Level Steering-cum-Monitoring Committee for the achievement in the area of “Nutrition and Child Welfare.”

- Dr. Shareefa Talha, Mrs. Helen Sophia, Mrs. Shobana, of the Department of Human Science, counselled the Chennai Police on Stress Reducing Diet, at the Commissioner's Office, Egmore, on December 2007.
- Mrs. Thejo Maye Mohan, Department of Human Science, represented India in an International Art Exhibition held at Salon Des Beaux Arts in Lyon, France, in February 2008. She also convened an Art auction for the benefit of the underprivileged, conducted by Vinnyasa Gallery and Hall Mark Constructions in September 2007.
- A One-day Workshop on the topic "English for Communication and Critical Thinking" was organized by the English Department (FN Session) on 6/8/2007.
- A One-day Workshop was organized by the Department of Commerce on 10th March 2008. The topic was "Women Entrepreneurs". The Department also organized a Workshop on the 11th March 2008 on "Stockbroking".
- Dr. Sugandha Kannan, HoD, Department of Commerce, and Dr. P.J.Charumathy, HoD, Department of Applied Psychology and Behavioural Sciences, participated in the Faculty Development Programme organized by Entrepreneurship Development Institute, Ahmedabad, for two weeks. This was sponsored by the Management of our college.

SECTION C

Outcomes achieved at the end of the year

- Complete automation of the Office of the Controller of Examinations.
- An Examination Policy Making Committee (EPMC) constituted to suggest and implement examination related reforms.
- A total of 165 students secured the first three ranks in the examinations held by the University of Madras.
- Around 57 lakhs (approx.) disbursed as Trust Scholarship.

- 355 students successfully placed through campus interviews in the current academic year 2007-08.
- A total of 27 seminars/workshops were conducted by various departments to give practical exposure to students.
- One staff member from each departments inducted into the Enviro Club to improve greenery of the campus and environmental awareness.

SECTION D

Plans of the HEI for the next year

- To start M.Phil. Course in Zoology .
- To introduce Choice Based Credit System.
- To equip Postgraduate Departments with LCDs.
- To conduct a Two Day Orientation Programme for Freshers.
- Proposal to start a UGC sponsored Career Oriented Programme in Montessori Training.

Name & Signature of Director /
Coordinator, IQAC

Name & Signature of
Chair person IQAC