

Annual Quality Assurance Report of the IQAC

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

Year of Report : 2011- 2012.

SECTION A

Academic programmes existing :

1. 31 Undergraduate programmes

Programme	Forenoon	Afternoon
B.A.	4 (History, Political Science, Economics and English)	3 (English, Economics, TTM)
B.Sc.	11 (Maths, Physics, Chemistry, PB&PB, Zoo, Adv. Zoo, ND,CND, IDD, Psychology, Biochem	6 (Maths, Statistics, Microbiology, Computer Science, Electronic Science and IDD)
B.Com.	1	3 (General, CS, ISM)
B.Com. Honours		1
B.B.A.		1
B.C.A.		1

2. 12 Postgraduate programmes

Programme	Forenoon	Afternoon
MA	1 (English)	1 (Economics)
MSc	4 (Psychology, Zoology, Textiles, Child development)	3 (Microbiology, Mathematics, Computer Science)
M.Com	1	1 M.Com. (CS)
M.C.A		1

- 4 Research programmes – Psychology, Zoology, Home Science and Commerce.
- 1 Certified programme – International Financial Reporting Standards (IFRS).
- 1 Professional programme – M.C.A.

3. 8 Value added Programmes

- Skills for Personal Effectiveness and Counselling.
- Herbal and Medicinal plants.
- Sports Nutrition Consultancy.
- Textile Designing, Dyeing, Printing and Entrepreneurship.
- Bioinformatics.
- 3DSMax and Photoshop.
- Montessori Training.
- Women Entrepreneurship Skills training.

4. 3 Other programmes offered

- MS Office.
- Internet
- Effective Communication Skills

5. Details on Programme Development

New Programme : B.Com. Honours.

New Programmes designed :

- Dynamics of Communication
- Creativity with Electronics
- Women Entrepreneurship Skills Training

Programmes under revision : All the 39 programmes.

Interdepartmental collaborative programmes : 1 (Zoology and Biochemistry).

Number of review committee recommendations implemented : 21 recommendations are implemented.

1. Xerox facility inside the College premises.
2. Provision of Water Cooler in necessary places.
3. Department Library is enhanced with new edition of books.
4. Industrial visits and field trips are organized by the departments.
5. Application oriented courses are introduced.
6. Staff are encouraged to write books and manuals.
7. Increase in Staff Research activities.
8. Special lectures are arranged in the department.

9. Community exposure is given to students through Compulsory Outreach programme.
10. Bridge Course and remedial classes are conducted.
11. Staff are encouraged to participate and present papers in seminars and symposia.
12. Departments make efforts to organize exhibitions and workshops for the benefit of the students
13. The staff are motivated to attend Orientation and Refresher courses.
14. Orientation programmes are conducted for the students and Faculty Development Programmes are conducted for the staff.
15. Special coaching is given for competitive exams.
16. Bulletin boards are placed in every department to provide information.
17. The awareness programs are conducted for the students through different clubs and departments like the Consumer Club, Enviro Club, ED Cell, Career Guidance Cell and Health Club.
18. Participation of students in Socio Cultural programmes.
19. Syllabi have been revamped to provide more Skill-based papers that enhance practical knowledge.
20. Modern teaching aids are used in the language classes.
21. Entrepreneurship Developmental Cell organizes workshop and training for the students.

15 NAAC peer team recommendations implemented

Number of review committee recommendation under implementation	:	2
Number of NAAC peer team recommendations under implementation	:	3
Number of any other expert committee recommendations under implementation	:	1

Faculty details

Total faculty strength required as per norms for all the programmes	:	290
Total faculty on rolls	:	290
Faculty added during the year	:	9

- Mrs. N. Waseema Noor, Department of Arabic,
- Ms. Anusha, Department of Sanskrit,
- Ms. MumtazBeevi, Department of Tamil,
- Ms. Vijayalakshmi, Department of Electronic Science
- Ms. Muthulakshmi, Department of Electronic Science
- Ms. Ishrath Parveen, Department of Commerce
- Ms. Usha. B. Department of Corporate Secretaryship
- Ms. Beenu, Department of Statistics
- Ms. Taskeen Fathima, Department of Computer Science

Faculty positions vacant : 0

Faculty left during the year : 8

- Dr. P.J. Charumathy and Dr. Vijayalakshmi, Department of Psychology
- Mrs. Jannath Mustafa, Department of Economics
- Dr. DilshathSaladdiun, Department of English
- Mrs.Taj NajmurRahman, Department of English
- Mrs. HameedaBanu, Department of Historical Studies
- Mrs. Raji Suresh, Department of Sanskrit
- Mrs. Radhika Devi, Department of Tamil
- Ms. Shamim Rani, Department of Electronic Science

Total number of visiting faculty : 5

Total number of guest faculty : 8

Qualification of Faculty

Ph.D. and above : 41

M. Phil. : 234

Masters : 12

Any other (Specify) : 3 (M.Tech./ M.Arch)

Faculty qualification improvement

Ph. D awarded to existing faculty : 2

- Mrs. Agthar Begum, Department of Business Administration
- Mrs. Rizwana Banu, Department of English

M. Phil awarded to existing faculty : 2

- Mrs. Sakina, Department of Economics
- Ms. Sahira Fathima, Department of Home Science

Any other degree awarded to existing faculty : 1

- Anis Fathima Faisal, Department of English M.A. in Translation Studies

Administrative staff

- Total 72 administrative staff sanctioned.
- 66 administrative staff are existing.
- 2 administrative staff added.
- 2 Staff left during the academic year 2011-12.
- Totally 4 posts are vacant.

Technical Support Staff

- Total 25 Technical Support staff sanctioned.
- 21 Technical Support staff are existing.
- 1 Staff left during the academic year 2011-12.
- Totally 4 posts are vacant.

SECTION B

Establishment details :

The IQAC was established on 14-7-2005

Composition of IQAC

Total members : 13

- Dr. Nausheen Dawood, Principal
- Dr. Shareefa Talha, Vice Principal FN
- Mrs. Jabeen, Vice Principal AN
- Dr. Nafeesa Fathima Moinuddin, Coordinator, Asst. Professor, English
- Mrs. Jannath Mustafa, HoD Economics
- Dr. P.J. Charumathy, HoD Psychology
- Dr. N. Sujatha, HoD Sanskrit
- Dr. Shanaz Ahmed, HoD Physics
- Mrs. Rayeesunisa, Asst. Professor, Commerce
- Mrs. Firdouse Jahan, HoD, Business Administration
- Ms. Summera Rafiq, HoD, Microbiology
- Mrs. Jayanthi Sivagami, Counsellor & Placement Coordinator
- Mrs. Gayathri. R. Asst. Professor Corporate Secretaryship
- Mrs. Matheena Fasi, AO
- Mr. Selvam, Financial Consultant
- Ms. Sandhiya, Student representative.

Alumnae in IQAC - 3 members

- Mrs. Firdouse Jahan, HoD, Business Administration
- Mrs. Rayeesunisa, Asst. Professor, Commerce
- Mrs. Gayathri. R. Asst. Professor Corporate Secretaryship

IQAC meetings

During the academic year 16 meetings were held on the following dates :

- 28th June 2011
- 6th, 13th, 28th July 2011
- 3rd, 24th, August 2011
- 7th September 2011
- 3rd & 20th October 2011
- 21st November 2011
- 8th, 15th, 22nd December 2011
- 7th January 2012
- 23rd February 2012
- 26th March 2012.

Every year the academic calendar is formulated by the IQAC.

Plans of IQAC

- a. Academic programmes**
- b. 2 Value Added programmes proposed**
 - Student Orientation
 - Workshop on Team Building for non- teaching staff.
- c. 1 Skill- Oriented programme**
 - Computer literacy programme
- d. 1 Competency Skill development programme**
 - Faculty Development programme
- e. 1 Staff development programmes proposed**
 - Workshop on Excellence
- f. 1 Student Mentoring programmes proposed**
 - Leadership programme
- g. 1 Co-curricular activity proposed**

- Outreach Programme
- h. 1 interdepartmental Cooperative Scheme proposed**
- i. 40 community extension programmes proposed to give awareness among all the students**
- j. 3 other programmes proposed(Academic Audit, Autonomy Review, NAAC Visit)**

IQAC plans for development and implementation

- a. Academic programme– B. Com. Honours**
- b. 2 Value Added programmes**
 - Student Orientation
 - Off Campus 'Workshop on Team Building' for non Teaching Staff at Dakshinchitra.
- c. 1 Skill- Oriented programme**
 - Computer classes for the non-teaching staff.
- d. 1 Competency Skill development programme**
 - Workshop on “ Research and Consultancy”
- e. 1 Staff development programme**
 - Faculty Development programme – A Two Day Short term Course on the topic “ Dynamics of the Work Environment”
- f. 1 Student Mentoring programmes**
 - Leadership programme
- g. 1 Co-curricular activity**
- h. 1 interdepartmental cooperative scheme**
- i. 40 community extension programmes to give awareness among all the students**
 - Outreach programmes for all the departments
 - NSS
 - NCC
 - YRC
- j. Other programme**
 - Autonomy review

IQAC Seminars and Conferences

- A National Workshop on 'Research and Consultancy Services' was organized by the IQAC in collaboration with the Department of Applied Psychology and Behavioural Research. 290 participants from within and 75 outside participants from other institutions were benefitted. Totally 11 experts were invited.
- Workshop for Nonteaching on Team Building was organized & conducted at Dakshin Chitra and 80 non-teaching staff participated.

Amount received

The College Management funded Rupees 4,65,000 for the conduct of the IQAC programmes

Significant contributions made by the IQAC

- Setting-up of Language Lab initiated.
- Three Add on Courses initiated.
- Workshop organized for the non- teaching Staff.

SECTION C

Academic programmes

- a. B.Com. Honours is the new academic programme developed.
- b. 290 faculty members were involved in curriculum revision (BoS).
- c. Evaluation process reformation was implemented in 43 programmes.
- d. During the academic year there were 190 active teaching days.
- e. The average attendance percentage of students is 90.
- f. 2.7% of the classes were engaged by guest faculties and temporary teachers.
- g. The College offers 21 self-financed programmes.
- h. The College offers 22 aided programmes.

Feedback Mechanism

The student feedback is taken from students of all the courses and records are maintained.
The feedback is discussed with the staff for any further updation.

Faculty Research project and Publication

- a. The Centre for Women's Studies undertook 3 major research projects during the year.**
- b. Minor Projects**

Seven Minor Research projects were during the academic year under the UGC XI Plan.

5 Projects were sanctioned to the Department of Zoology.

- Dr. Anuradha
- Mrs. Amutuz Zehra
- Mrs. Mubeen Sultana
- Mrs. Dilshath.
- Mrs. Hajira Banu.

Department of Commerce undertook 1 project.

- Dr. Bhooma

Department of Plant Biology and Plant Biotechnology undertook 1 project.

- Mrs. Shahira Banu

- c. Major ongoing projects.**

Dr. Noorjahan, Department of Zoology is working on 1 Major Research Project.

- d. Ongoing minor projects.**

e. Major projects completed.

Three Major projects undertaken by Centre for Women's Studies were completed.

f. Minor Projects completed

Two Minor Projects completed.

g. Major Project proposal submitted for funding from other organizations.

One

h. Minor Project proposal submitted for funding from other organizations.

Four

i. 26 research publications in peer reviewed journals.

j. 12 research publications in International peer reviewed journals.

k. 17 research publications in National peer reviewed journals.

l. 3 Research papers are accepted for publications in international peer reviewed journals.

m. 5 Research papers are accepted for publications in national peer reviewed journals.

n. 3.77 is the average of impact factor of publication reported.

o. Eight books have been published.

p. Two books were edited and published.

➤ Tamil Workbook

➤ English Work book

q. Mrs. Zubaidha of Economics published her own book.

r. One co-authored book published.

s. 692 State, National and International conferences were attended by the faculty members.

t. 211 International conferences were attended by the staff

u. 510 National conferences were attended by the staff

v. 166 papers were presented in conferences.

w. 92 papers were presented in international conferences.

x. 92 papers were presented in national conferences.

- y. 11 conferences were organized by the institution.
- z. 14 of our faculty members acted as expert resource persons.
- aa. 3 of our faculty members were called as Resource Persons in international conferences.
 - Dr. Shareefa Talha, Department of Human Science
 - Mrs. Jahanara Razick, Department of Human Science
 - Dr. Parveen Sultana, Department of Tamil
- bb. One of our faculty members was called as a Resource Person in a National Conference.
- cc. Four collaborations were made with international institutions.
- dd. Two collaborations were made with national institutions.
- ee. Ten linkages were created.
- ff. Three percentage of the total budget is allocated for Research.
- gg. The amount received from external agencies for research is Rs. 1497500 during the academic year 2011-12.
- hh. Two faculty members were recognised with awards
 - Dr. Noorjahan, Department of Zoology.
 - Dr. Parveen Sultana, I.S., Department of Tamil
- ii. Two faculty members were awarded with Ph.D.
 - Mrs. Agthar Begum , Department of Business Administration.
 - Mrs. Rizwana Banu, Department of English.
- ii. Nine percentage of the faculty members were invited as external resource persons.

SECTION D

Students details and Support Mechanism

- The total sanctioned intake of students for various courses is 2745 and the actual enrollment during the year is 2437 students.
- The percentage of student dropout during the year is 7.6.
- The success percentage in the final examination across the courses is 91.4.

- The academic distinction in the final examination is 382.
- The number of students who got admitted in institution of national importance is 6.
- The number of students who got admitted in institutions abroad is 6.
- The number students qualified in the UGC NET exam is 5.
- One student qualified in the CAT exam.

Yes, fifteen students are given IAS entrance coaching classes, sponsored by our College Trust.

The students are provided with counseling and guidance service. 28 students were counselled.

Career Guidance

- a. 17 career guidance programmes were organized.
- b. 98% of the students participated in the career guidance programme.

857 students participated in the campus selection programme and 459 were placed during the year.

Gender Sensitization

- a. 8 Gender sensitization programmes were organized.

Student activities

- a. 276 students participated in cultural events (Outside the college)
- b. 143 students won prizes
- c. 55 cultural events were conducted by the College.
- d. 3 students participated in International Sports and Games events.
- e. 8 Students participated in National level Sports and Games events.
- f. 34 Students participated in State level Sports and Games events.
- g. 16 Students participated in University level Sports and Games events.
- h. 2 Students won in National level Sports and Games events.
- i. 5 Students won in State level Sports and Games events.
- j. 1 Student won in University level Sports and Games events.

k. 11 events were conducted by the college for the students.

Composition of Students

- a. 7% are Scheduled Caste Students.
- b. 1% are Scheduled Tribe.
- c. 83% are from backward communities.
- d. 100% are women students
- e. 0.001% are physically challenged.
- f. 5% are rural students.
- g. 95% are urban students.

SECTION C

Perspective plan for **overall developmental activities** is created, implemented and monitored.

The list of **bench marking** in various areas of development for Institutional Quality Management efforts is as follows:

- **Curriculum** – Board of Studies, Academic Council and Academic Audit.
- **Teaching Quality** – Student feedback, Academic audit and Students performance.
- **Administration** – External and Internal Audit, Governing body, Retired IAS officer as advisor to oversee the administration.
- **MIS** is applied in the following areas
- Both the forenoon and the afternoon college offices are computerized.
- Complete automation of Admission process.
- Library is provided with AUTOLIB facility.

Learning Resource Management

The Library maintains electronic database and has electronic books and journals.

Internal resource mobilization.

An amount of Rs.9,00,000/-(Nine lakhs only) is contributed by the students.

Infrastructure and Welfare spending

- a. An amount of Rs.60,05,215/- is spent on infrastructure development
- b. An amount of Rs.55,48,500/- is spent on students welfare.
- c. An amount of Rs.35,37,396/- is spent on staff welfare.

Delegation of authority is practiced

Grievance redressal cell

- 4 grievances from the faculty were received and resolved.
- 14 grievances from the students were received and resolved
- 10 grievances from the staff members were received and resolved

SWOT Analysis

SWOT analysis is done Internally and Strengths and weaknesses identified are as follows

Strengths

- Variety of programmes offered
- Highly qualified, dedicated and updated teaching faculty.
- Mentor Mentee programme.
- Scholarship for students.
- Empowering Women by educating the first generation learners.

Weakness

- Limited consultancy practices.
- Lacunae in Collaborative Programmes with foreign universities.

- Technologically challenged students from economically and socially backward communities.

Opportunity

- Research and consultancy
- Outreach and extension activities.

Threats

- Managing large heterogeneous group of students in a class, Many of whom are first generation learners.
- Inclusive education practices.

Significant progress made by the institution towards achieving the goals and objectives are

- University review of College autonomy status conducted
- Curriculum revamped to meet global demands inclusive of compulsory outreach and internship programme.
- Compulsory Library hour to encourage computer skills and to access online journals
- A Bridge Course in English conducted for the first year students.
- Remedial classes conducted for weak students.

The following is the role of NAAC in the quality development of our institution

- Quality initiatives at all levels through IQAC.
- Setting standards to achieve excellence.
- Emphasis on continuous improvement.
- Formation of different committees to monitor and regulate the quality in all aspects of institution functioning.
- Feedback from all the stakeholders instituted.
- Enhancement and sustenance of quality through conferences/seminars/workshops.
- Augmentation of extension activities for the upliftment of the neighbourhood.
- Quality ensured through constant monitoring by the IQAC.