

**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF JUSTICE BASHEER AHMED
SAYEED COLLEGE FOR WOMEN(AUTONOMOUS), CHENNAI-600018**



9th & 10th DECEMBER 2019

The Justice Basheer Ahmed Sayeed College for Women, an autonomous Institution under the University of Madras serves the State of Tamil Nadu in general and Chennai in particular with the noble idea of imparting meaningful value based quality education catering to the needs of the Nation. Founded in the year 1955, the Institution has blossomed into its present status, linking up to the expectations of all stakeholders, meeting the needs of the region and complying with all statutory requirements. Over the years, the College has emerged as a pioneering Institution aimed at empowering the women particularly those belonging to Muslim minority communities. Institution is ably supported by its Management , Principal, Faculty, Students, Alumni and Parents with the social concern. The support given by the Management in building up the Institution to this level is indeed laudable. Situated in the heart of Chennai in a sprawling 13 acre campus, the Institution reels out progressive, intellectually vibrant, socially relevant and well-connected academic programmes/ courses in various disciplines of arts and science.

The various academic units as well as the College administrative office visited by the Audit Team are found adequately staffed and managed well. Though the objective of the Audit Team is not to critic, judge or issue any character statement on any individual or group, with the intention of providing constructive guidance and positive directions for sustained growth aimed at posterity, the Audit Team took upon itself the freedom to make some probing and intriguing queries to which the Faculty and the Principal responded positively. The two day exercise namely the Academic and Administrative Audit was mutually useful and constructive. The Audit Team places on record its sincere appreciation for the cooperation extended by the Management, Principal, Controller of Examinations, Faculty members and the Non-Teaching Staff. The Audit Team particularly thank the IQAC team of the College for preparing the ground in a splendid way for the exercise. The Audit Team would be

failing in its duty if it does not record its appreciation for the time spent by the Correspondent/ Secretary and the support given by the Management.

GENERAL REMARKS: The Setting and Response:

- The two day study by the Audit Team has offered an in-depth understanding on the functionalities of the Institution.
- The Audit Team was given full freedom to visit all the departments and other units of the College.
- The support and cooperation received from the Faculty members and technical staff at various departments and offices is gratefully acknowledged.

Impressions gained:

- Overall, the Departments are adequately staffed and the job roles of the faculty appear well defined.
- The Institution operates in two sessions. In both Forenoon and Afternoon Sessions, 120 faculty are Ph.D. qualified.
- It could be observed that the faculties are in a position to articulate their views and ideas without any fear or favour.
- The system ensures that there is space for mutual trust and equal rights.
- It is heartening to note that every department functions as an independent unit with its own goals and objectives in such a way that collation of ideas collectively reflects the overall Vision and Mission Statements of the Institution.

ACADEMIC: Observations:

- The general impression gained is that most of the departments are pedagogy oriented while all the departments have the potential to be research active.
- The College has a perfect mechanism for the design of curriculum of various academic programmes.
- The College based on the feedback obtained updates its curriculum at regular time intervals.
- The departments have the autonomy to design methods for instructional strategies as and when found necessary.

- It is necessary that periodic review of the academic performance of the department is undertaken.

- There is flexibility in the curriculum.

- Value added courses are being introduced by the departments.

Suggestions:

- The Department of Zoology has a novel course of Vocational Biotechnology and such academic programmes should be adopted by other departments.

- The outcome based education initiated in the revised syllabus should be further strengthened and reflected by the departments.

TEACHING, LEARNING AND EVALUATION:

Observations:

- Guest lectures, attendance in conferences and workshops are adequately allowed in all departments.

- On such occasions care has been taken to ensure that students are constructively engaged.

- Student Mentoring is effective and the differential needs of students are taken care of.

- There have been very few complaints regarding the valuation.

- Both formative and summative assessments have been done with utmost seriousness.

Suggestions:

- More imaginative and creative instructional strategies need to be applied in pedagogy and content transfer.

- There is a need for a Learning Management System (LMS) for improving the Teaching Learning process.

- The College should encourage more students to take up MOOC & Swayam courses.

- There is a need to concentrate on the examination reforms especially the adoption of revised Bloom's taxonomy, updation of examiners list and the validation of question papers.

RESEARCH: Observations:

- It is heartening to note that a sum of Rs.7.45 lakhs has been given by the Management towards seed money to take up research projects and incentives are given for research publications.
- A functional research centre with centralised facilities seems to be motivating the faculty and scholars.

Suggestions:

- Research has to be given first priority in departments offering M.Phil. and Ph.D. programmes.
- Though 11 projects have been completed during this assessment period, the College has potential to take up more funded projects.

Extension and Collaboration:**Observations:**

The institution has signed a good number of MoU's with organisations/ institutions.

- The initiative of an exchange programme with the University of Miyazaki, Japan by the Department of Zoology is good.
- The DBT Star status given to the College has motivated it to take up student centric programmes.

Suggestions:

- All the departments can be requested to undertake domain-specific outreach activities and can plan for socially relevant extension work.

INFRASTRUCTURE: Observations:

- The Institution has 87 classrooms and 59 laboratories.
- The Swimming Pool in the Campus caters to the needs of students and faculties.
- Effective use of office automation is seen.
- The upkeep of the campus is good.
- The laboratories are maintained well.

Suggestions:

- There is a need for the purchase of more computers.
- Digital museums in Botany and Zoology laboratories may be set up in the near future.
- The centralised research facility can have a few more sophisticated equipment.
- The approach pathway to the canteen needs a facelift.
- A dining hall for day scholars may be required. (Students' lounge)
- Students need a better Wi-Fi facility.

Library: Observations:

- The College has a good library with more than one Lakh volume of books.

Suggestions:

- All staff login with their ID while entering the library to increase the footfalls.
- Digital libraries may be utilised by the students in an effective manner.
- A competitive examination corner facility may be set up in the library to help students who prepare for competitive examinations.
- The library should go for natural/ organic protection of books which has been practiced in many other libraries.

STUDENT ACTIVITIES: Observations:

- The College provides adequate avenues for bringing out the innate talents of the students.
- Fees waiver and other promotional strategies adopted by the College to motivate students to win at Zonal/ National Sports/ NCC events.
- Students organise a number of programmes in the College and participate in programmes of other institutions and have performed very well

Suggestions:

- College can host more National/ State level events/ meets.
- Facilities for sports and games need to be expanded.
- Students may be motivated to participate in the National/ State level competitions like My Idea Contest, etc. so that their innovations and visibility go beyond the institutional level.

ADMINISTRATION: Observations:

- There is a cordial relationship between the employees and the authorities.
- Mutual trust and regard seem to be the hallmark of this Institution.
- The office administration and the Principal's Office maintain all records, registers and comply with statutory requirements.
- The office serves the stakeholders in a very effective manner.
- There can be structured arrangements for the redressal of Grievances of the Faculty, Staff and the students.

INTERNAL QUALITY ASSURANCE CELL (IQAC): Observations:

- The Audit Team records its appreciation for the effective quality sustenance activities.
- The timely submission of AQAR is noteworthy.

Suggestions:

- Awareness may be created on impactful research for faculty and scholars.
- IQAC may concentrate on benchmarking.

STAKEHOLDERS' VIEWS: Observations:

- The College Management has built enormous confidence in the minds of all stakeholders.
- Students enjoy their stay on the campus and are able to freely interact with the faculty.
- Students are quite happy with the avenues available for exhibiting their talents.
- There seems to be no issue of discrimination on the basis of religion/ community in the campus.
- Staff members are given financial assistance for their professional activities.

To wrap up, the Audit Team concludes with the following remarks:

- The Institution has been performing very well in all its activities though there is always a scope for improvement in the designing of curriculum, research and extension activities.
- The Audit Team emphasises the need for LMS and adoption of Outcome Based Education.
- Greater emphasis may be made on outreach activities and implementation of MIS for effective governance.
- The Institution nurtures good practices and institutionalising them may be the need of the hour.
- There can be more emphasis on alternate strategies for meeting the energy requirements.
- With the continued support of the Management, inspiring leadership of the Principal, dedicated service of the Teachers and the Non-Teaching staff and the committed students, the College is all set to become the College of Excellence at the earliest possible time.

The Audit Team once again records its appreciation to the Management, Principal, Deans, HODs, Teaching, Non-Teaching Staff Members and the IQAC/ NAAC Team for the cooperation extended during the visit.

The Audit Team members wish the Institution very well in all its endeavour.

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