



# THE NEW COLLEGE (AUTONOMOUS)



Sponsored by : THE MUSLIM EDUCATIONAL ASSOCIATION OF SOUTHERN INDIA  
(AFFILIATED TO THE UNIVERSITY OF MADRAS & ACCREDITED BY NAAC WITH 'A' GRADE)

“ASSOCIATION GARDENS”, Old No.87 / New No.147, Peters Road, Royapettah, Chennai - 600 014. TAMILNADU, INDIA.  
Phone : +91 44 2835 1269 / +91 44 2835 0297

Date : .....

## Minutes of IQAC Meeting

<b>Date:</b> 27.09.2018	<b>Time:</b> 3.30 pm	<b>Venue:</b> IQAC
Agenda: Preparation of Documents Required for Autonomous Extension Committee Visit		

Dr. Ibrahim Naveed recited a few verses from the Holy Quran

Dr. Abdul Jabbar, the Principal in his address briefed the house about the details of the Autonomous extension committee on 29<sup>th</sup> and 30<sup>th</sup> October 2018.

Prof. Sheik Mohamed, the Head IQAC expressed his inability for not conducting the IQAC meeting on time since the University of Madras was not clear about the new format in which the report has to be submitted. According to him, the report took six months to prepare and was submitted in the month of March 2018 in the prescribed format. Also, he made it clear that the report contained only the information provided by the respective departments and no inflated details were presented. He stated that the university insisted on the inclusion of a university nominee and a state nominee to be included in the Autonomous extension committee. The Heads of the departments were requested by Prof. sheik Mohamed to get ready with the necessary files before 13.10.2018.

Prof. Zaheeruddin Shareef, VP Administration felt that a detailed briefing about the committee's visit as unnecessary to the entire house for which Prof. Sheik clarified that since it was the first meeting conducted he felt that it was necessary.


Dr. Khaleel Ahmed, Head, Department of Tamil wanted the Head IQAC to clarify the information of the new IQAC team.

Dr. Hyder Ali, Assistant controller proposed that an office bearer of the Staff Association too be included in the IQAC team and it was agreed that Dr. Abdul Razak, President of Staff Association to be included.

Prof. sheik Mohamed said that the superintendant and the web admin will also be a part of the IQAC team.

Head, IQAC



  
Principal  
PRINCIPAL  
THE NEW COLLEGE, CHENNAI-14

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### Minutes of IQAC Meeting

<b>Date:</b> 13.10.2018	<b>Time:</b> 10.30 am	<b>Venue:</b> IQAC
Agenda: Autonomous Extension Committee Visit Preparation		

Dr. Ibrahim Naveed recited a few verses from the Holy Quran

Prof. Shaik Mohamed, Head, IQAC welcomed the gathering and informed the members that autonomous extension committee is visiting the college on 28<sup>th</sup> and 29<sup>th</sup> of October 2018 and explained the arrangements to be made during the visit. Dr. Kamal Nasir, Dr. Hyder Ali along with the principal and the Head, IQAC to receive the guest at the airport and to accompany them to their place of stay. He informed that rooms are booked in GRT Grand Days for the members. Dr. Kamal Nasir was asked to look after hospitality arrangements for the guests during their visit to the college on those days and Prof. Ansar, Prof. Lukman and the Office Superintendent Mr. Rasool to assist him. All staff members will have to remain in campus and lunch will be provided for all the days.

Dr. Hamsa expressed that if both the shifts staff members have to remain in campus from morning to evening will create confusion for which IQAC Head replied that the shift II staff members will assist the shift I members during the inspection team, visits and vice versa.

All the members asked for the time slot for their departments' visit and the Head, IQAC informed that the department visit schedule has not been finalized as the chairman of the committee has not given his consent.

Mr. Lukman, the librarian wanted to know if there is visit to the library in the list. The Head, IQAC informed that the inspection team is very particular about visiting all the laboratories and the library and asked all the science departments and the librarian to maintain good ambience of their premises. Also, the physical education department should be prepared to meet the inspection team.

Dr. Basheer Ahamed, Head of English and VP academic informed the house that the department has arranged for soft skills viva – voce examination on 28<sup>th</sup> October 2018 for the First Years and he requested all the head of the departments to allot one member to maintain discipline on that day. All the members agreed to provide assistance on that day.

Mr. Rasool, the Office superintendent enquired if the inspection team will be visiting the office and checking documents. The IQAC Head replied that since autonomous funds are being handled by the office accounts department the inspection team will definitely inspect the office and also the documents related to autonomous funds and other funds. Further, the superintendent was asked to keep all the files updated and also keep the office neat and tidy.

Dr. Hakkim Diwan Mydeen asked the Head of IQAC, the arrangements to be made in his department to meet the visiting team. He was asked to keep all the computer lab documents, especially purchase of computers, software, and other accessories purchased during the extended period.

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Dr. Hakkim Diwan Mydeen asked the Head of IQAC, the arrangements to be made in his department to meet the visiting team. He was asked to keep all the computer lab documents, especially purchase of computers, software, and other accessories purchased during the extended period.

Dr. Anvar Sadath was asked to keep Placement Records read for the visiting team and he replied that it is with Mr. Khaliq, the Office Placement Assistant.

The Head, IQAC sought the cooperation and support of all the members for the ensuing visit which the members agreed to extend. The meeting ended with a vote of thanks by Dr. G. Shaik Abdul Wahab.

Head, IQAC



  
Principal

PRINCIPAL  
THE NEW COLLEGE, CHENNAI-14





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### Minutes of IQAC Meeting

<b>Date:</b> 19.03.2019	<b>Time:</b> 3.00 pm	<b>Venue:</b> HAAS Auditorium
<b>Agenda:</b> Meeting with Criterion Heads and Core Team		

The meeting began with a prayer by Prof. A.R. Abdul Lathif, COE

Principal welcomed the gathering and thanked the members for accepting the offer of being the Heads of various criteria. He informed the House that soon the team will be meeting the management.

The Criterion Heads were asked to give their observations.

Dr. Asrar Sheriff, Head, Criteria-1, mentioned that the revision of syllabus is most important thing and guidance will be given curriculum frame work and also bench marking.

The Principal said formal announcement will be made in the college council on 21.03.2019 and it will be implemented from the academic year 2019-20.

Dr. Hamza, Head of Economics, felt that the time is too short for revision. University Nominees for the various disciplines have not been allotted by the University.

Principal said that the matter has already been informed to the University.

Dr. V. Kamal Nasir, said that more add-on courses to be given to the students and also asked HODs to write PO, PSO and COs to the existing syllabus and accordingly to be matched with NAAC requirements.

Members felt that the paucity of time and non availability University Nominees for various departments will make the revision process difficult.

Dr. Asrar said that we have to explore the options for new courses for which the Principal replied that six departments have already initiated the new courses. Further, Dr. Asrar said that Gender/HV/PE/ES shall be included in the revision of syllabus and also to provide scope for MOOC courses. Finally, he said that the structured feedback to be obtained.

Dr. Shaik Abdul Wahad, Head, Criteria-2, also expressed the idea of Dr. Asrar. Since time is short, he has split team into four and assigned specific tasks to the teams with all the necessary guidance.

Dr. Abdul Raheem, Research Coordinator and Head of Criteria-3, expressed his opinion that research data is not available in the college and individual staff members are unwilling to share their data on request. He felt that maximum numbers research scholars should be encouraged to complete their research work. To improve publication co-author publications should be encouraged more PG departments should be encouraged to upgrade to research department and all Ph.D. holders should be motivated to publish at least two papers in reputed journals. Principal said that he will look into the matter.

Dr. Hakeem Divan Mydeen, represented Dr. Jafarullah Khan who was on leave, opined that a media centre to be established and said that he has also made his team into small groups to attend to the various aspects of criterion team

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The Head, IQAC distributed the NAAC manual to the teams and also said that as per the requirement of teams, members will be added. Date : .....

Prof. Anees Ahmed, Head of Criteria-5, thanked the Principal for giving an opportunity for leading the team and providing good members. The members of the team expressed separate page in the website for scholarship details. Capable enhancement and career guidance cell should be made functional and also a special cell to be created to help the foreign students.

Dr. Hamza, asked the Principal about the convocation day and suggested that the students may be sent to the departments after the graduation ceremony. He also suggested that students should be involved in all committees and sports activities should be increased. Further he requested to the Principal to take steps to create Alumni chapters in various places.

Principal, Head of Criteria-6 team, informed the House that the governance team members will meet and formulate the policies that are required for the college and also they part of all the other teams.

Prof. Fiaz Ahmed, Head of Criteria-7, expressed his inability to lead the team as he is having health issues but on request from the Principal and other members, he said he would continue.

Dr. A.K.Mohammed Ali, gave five proposals on behalf of his team

1. For energy consumption, existing bulbs to be replaced by LED bulbs
2. Plastic free campus
3. More visible friendly measures to be taken
4. Lectures on Gender Equity to be arranged
5. A lounge for Female research scholars

Further, he stated that e-waste management should be strengthened and also suggested neighborhood adaption

The meeting ended with the vote of thanks by Dr. S. Basheer Ahamed.

Head, IQAC



Principal

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## Minutes of IQAC Meeting

<b>Date:</b> 10.04.2019	<b>Time:</b> 3.30 pm	<b>Venue:</b> IQAC
Agenda: Meeting on changing Curriculum, Syllabus and Website		

The meeting began with a prayer by Mr. Hameeduddin, Web-Admin.

Principal in his welcome address explained the need for syllabus revision and also the upgradation of the college website. He informed the members that the college has applied for 6 new courses namely B.Com Accounting and Finance, B.A. Business Economics, B.Sc. IT, B.A. Tamil, M.Sc. Botany and M.Com (General) - II Batch.

Mr. Ashfaque Ahmed Mecca wants to know how the introduction of new courses will help in NAAC. The Principal explained the weightage for new courses in NAAC norms. Mr. Ashfaque wanted the college to provide more value added courses (VAC), as it is simpler to introduce and more students will get benefitted. The Principal explained that it involves lot of modalities like collection of fees, required infra-structure and time. He pointed out that Zoology department is conducting VACs and management is paying the staff members. He further informed that the inspection team will be visiting the college anytime to give approval to the new courses.

Mr. Ashfaque wanted the college to collect and compile all related details regarding VAC and submit to the management.

Dr. V. Kamal Nasir (KN) and Mr. Thameem Ansari gave a presentation on the progress on website work. KN explained drawbacks in the old website and also the advantages in the upgraded website. He highlighted the title bar additions, feedback page and other student related services on the website. The previous web-page was static and now it is dynamic.

Mr. Ashfaque wants to know when this new website will go live. For which KN replied that the quote is given to the management. The Principal informed that the existing service provider has given a quote and also the executive director has taken the quote. After the management's approval, the website work will start and will be launched in 30 days time.

Mr. Ashfaque asked KN to give a refreshing look to the website and also student friendly.

The meeting ended with the vote of thanks by Head of IQAC.

Head, IQAC



  
Principal  
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## Minutes of IQAC Meeting

<b>Date:</b> 11.04.2019	<b>Time:</b> 3.30 pm	<b>Venue:</b> IQAC
Agenda: Admission for the academic year 2019-20		

The meeting began with a prayer by Prof. A.R. Abdul Lathif, COE.

Principal in his welcome address explained the aim of the meeting i.e. admission process and invited Mr. Thameem Ansari (Web-Admin) to present the online admission module.

Mr. Thameem explained the advantages of the new module as it is self paced. Students can also give their second choice and they will get the registration details with a click of the button.

The Principal informed that the previous atom gateway was used for payment as there were a lot of issues atom gateway was changed to SBI collect. Further, separate App has been developed for recording recommendations.

Dr. Kamal Nasir informed that payment can be made through debit/credit card.

Prof. Shaik Mohamed wanted to have a test at entry level to assess their English language skills.

The Principal said that 60% of marks in the respective subject will be a criterion for admission in the respective course.

Prof. Latheef opined that for a few courses like Plant Biology, Urdu etc. there are no takers for which Mr. Ashfaque said that a campaign should be done in all the neighbouring schools and also in the neighbouring districts. Further, he suggested to arrange for a college tour for the schools students exhibiting the available facilities in the campus which would attract the prospective students. He also wanted the campus to be clean, organized and appealing when the new students visit the college for admission.

The follow up meeting will be on 13<sup>th</sup> April 2019.

The meeting ended with the vote of thanks by Head of IQAC.

Head, IQAC



  
Principal  
PRINCIPAL  
THE NEW COLLEGE, CHENNAI-1.



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### Minutes of IQAC Meeting

<b>Date:</b> 13.04.2019	<b>Time:</b> 11.30 am	<b>Venue:</b> IQAC
Agenda: Admission arrangements for the year 2019-20		

#### Present

1. Principal 2. Vice-Principal (Academics) 3. Head, IQAC 4. Deputy Warden 5. Controller of Examinations 6. Asst. Controller of Examinations 7. Dr. Asrar Sheriff 8. Dr. Thameem Sheriff 9. Dr. T.K. Shabeer 10. Dr. Rasheed 11. Dr. Anvar Sadath 12. Dr. Mustafa 13. Dr. Tayyab 14. Dr. Saqueeb Naveed 15. Dr. Razak 16. Dr. Ahamed Ibrahim 17. Dr. Hameed 18. Prof. Hasan Abdul Kather and 19. Mr. Thameem Ansari, Web admin 20. Mr. Rasool, Office superintendent and 21. Mr. Ashfaque Ahmed Mecca, Management Representative.

The meeting began with a Qirath by Prof. A.R. Abdul Lathif, COE.

Principal welcomed the gathering and informed the purpose of the meeting. Online applications are ready. The portal will be opened from 20<sup>th</sup> April 2019 and last date for applying is 30<sup>th</sup> of April 2019.

Deputy Warden informed that CBSE results will be published in the third week of May. Principal replied that 5% of the seats will be reserved for the CBSE students.

Mr. Ashfaque wanted to know the admission team and its duties.

Principal presented the admission team comprising of Principal, two VPs, Head, IQAC, Deputy Warden and two senior faculty members and explained the roles and responsibilities of the team.

Mr. Ashfaque explained the preparation for the admission. He explained that the aim of MEASI is to admit poor and needy Muslim Students, who do not have proper facility to apply or to approach. The college should identify and help them in the admission. He suggested a bridge course to be conducted to the newly joined students before the commencement of the actual classes.

Dr. Anvar Sadath informed that other states students are needed for accreditation purpose for which Dr. Rasheed said that normally the college gets good students from the North eastern states and also we should concentrate on foreign students.

The VP Academics stated that in other colleges foreign students are given whatever course they ask for and also arrangements are made for their stay.

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Principal replied that in private colleges they have agents to bring foreign students to the college and here we do not have any such practice.

Mr. Ashfaque wanted the college authorities to use the students to spread the admission message in their locality to bring good students.

Dr. Mahaboob opined that data base all the Plus Two students can collected from DPI and we can personally approach students for admission in our college.

Dr. Anvar felt that once seats are reserved for a category it should be kept for that category only. Further, he felt that the fees is very high even in Shift I which Mr. Ashfaque refuted and stated that MEASI is not profit making institution and he accepted a few of Dr. Anvar that seats reserved for the poorest of the poor will not be filled by other students.

The COE wanted let us explain our college details to various Jammaths and Masjids to identify good students and admit them.

Dr. Anvar felt that quality time is lost between application date and first admission and as a result many good students joined in other institutions. Hence a cut off marks should be prescribed for various courses and students, who are above the cut off should be admitted immediately.

Dr. Mustafa also expressed the same view.

Mr. Thameem informed that he needs three days time to prepare the merit list after the last date for applying.

Mr. Ashfaque further emphasized that cleanliness is very important at the time of admission. The first impression should be very good. Even the toilets should be very clean.

The Head of IQAC expressed that there should be no unnecessary waiting for the students who come for admission and also wanted some videos to be played in the waiting hall for the visitors to know about the college.

Mr. Asfaque wanted some programmes to be arranged for the new students before the reopening of the college for the new students and suggested a common orientation in English Language communication, Mathematics and Computer Skills can be arranged.

The house decided to give 10 days of English Language and Communication Skills when the students start attending the regular classes.

The members felt that Examination fees should be collected at the time of admission itself as many students fail to pay the fees at a later date when required. Further, the delay in providing roll number of the students leads to a lot of confusion in the attendance marking.

The meeting ended with a vote of thanks by Mr. Ashfaque who asked the admission to take a feed back on the admission process.

Head, IQAC



  
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