

### **6.1.2. Practices decentralization and participative management**

Combating the inequalities in the accessibility of education, Alhaj Dr. S.M. Shaik Nurddin's firm belief that education has phenomenal powers to bring about substantial benefits to individuals and the society laid the foundation for the emergence of the Aalim Muhammed Salegh Trust and its group of Educational Institutions under its umbrage. Dr. S.M. Shaik Nurddin's conviction that education is a tool for social change for the betterment of the society is the underlying philosophy that guides the institutions founded by him. With this goal Aalim Muhammed Salegh Educational Institutions function with focussed attention imparting career-oriented courses and excellent teaching to enable students to acquire knowledge and skills that help them to develop true professionals.

Based on the mission, vision and quality policy, the institute plans its short term and long term goals. Decisions involving policy making, new course of study and budget allocation were taken by The Secretary and Correspondent with the advice and support from Trustees and Governing Council. Other activities related to academics, symposium and sports activities were approved by Principal in concurrence with the concerned department HEAD. Since the management believes in team work, participation of Faculty Members of every levels in all the academic and non academic activities of the Institute.

All the programs were organized and conducted by various Specific committees which work for specific purpose but toil together for the successful completion of the event.

The Administrative structure of the Institute clearly depicts the decision tree and chain of command. Institute was spear headed by the Chairperson and followed by Secretary & Correspondent, Trustee administrator and Principal. Daily Academic activities are administered by Principal with the support from all Department Heads. Principal controls the Academic, non-academic and co-curricular activities of the institute through the concerned department Heads under his command.

HOD's being second rung administrators actively supports and executes the decision with the help of the teaching members of the respective department. HOD's are provided with adequate freedom in matters concerned with their respective department and also principal seeks

suggestions as and when needed. Due to the interdepartmental participation of all members in the organization structure, the institute evolves continuously and accommodate to changes needed time to time easily. Timely internal and external snap audits are performed to keep the system afresh and rigid.

Institute has a robust system for promotion and appraisal of member. Various salient parameters according to the position were analyzed, audited and considered for appraisal. Faculty Members recruitment starts by issuing recruitment notification in digital and print media and then the received resumes will be shortlisted and called for interview. New faculty members were recruited after assessing their domain knowledge by the team of experts appointed by Principal.

Grievance at any sector will be taken care of by the concerned committee through offline and online grievance redressal portal. Institute provided various grievance redressal mechanisms to accommodate the need of all varied situations. Each grievance will be investigated and solved with the appointed committee.

11<sup>th</sup> day of January 2018

at 'NIZARA BONAZA', 813, Anna Salai, Chennai - 2.

Present:

HABIBUNNISA. SAHIBA.

N. NASRIN.

SEGU JAMALUDEEN.

M. AHMED YASEEN.

AHMED HIZAZ

QUORUM

6 Mr. SADAR ALI

11. MEM. RAZOOK.

7 Mr. HAMEED SAMSUDEEN.

12. MRS. ATIA ULLAH.



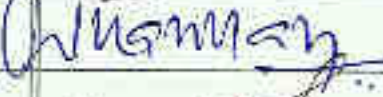
8 Mrs. S.S. HASSEBA.

13. MRS. H. FAHIMAH KENNA

9 Mrs. S.F. HAFIZA.

14. MR. M.T. MOHAMED BAIG.

10 Mrs. SAFFEEKA YASEEN.

Agenda & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<p><u>PRESIDED BY:-</u></p> <p>MRS. M. S. HABIBUNNISA</p>	
	<p><u>AGENDA:-</u></p>	
	<p>① To confirm the minutes of the last meeting.</p> <p>② To approve the Exchange of Land in Phase II.</p>	
	<p><u>RESOLUTION:-</u> The Minutes of the last meeting held on 30.09.2017 was read and confirmed.</p>	
	<p>Mr. S. SEGU JAMALUDEEN, Secretary of the Trust informed that among the lands purchased in Phase II, there are two Pcs of land owned by R. Shanalakshmi Ramani and B. Varadarajulu comprising 66 cents. To avoid wastage of utilization of lands, the subject lands have been transferred to and in favour of Aalim Muhammed Saleh Trust. In turn vacant land comprising 68 cents under S.No. 76/A owned by Aalim Muhammed Saleh Trust has been decided to transfer in their favour.</p>	
	<p>The Board of Trustees after Consideration has authorized Mr. S. Segu Jamaludeen to prepare relevant Documents and execute the same for the above transfer. As token of approval the Tamil Version of the Resolution were signed and attached herewith.</p>	
<p>S. Jamaludeen</p> <p>Secretary</p> <p>and</p> <p>for</p>	<p>6 S. Hameed Samudren</p> <p>7 </p> <p>8 S.S. Hasseba</p> <p>9 S.F. Hafiza</p> <p>10 H. Fahimah Kenna</p>	<p>11 S. Raghavayyan</p> <p>12 </p> <p>13 </p> <p>14 M.T. Mohamed Baig</p>



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

21<sup>st</sup> day of APRIL 2018

at 'NIZARA BONARZA', No 813, Anna Salai, Chennai - 600002

Present:

S. HABIBUNNISSA SAHBA

A. NASRIN.

SEGU JAMAL UDEEN.

M. AHMED YASEEN.

M. AHMED HIAZ

QUORUM

6 MR. S. HAMEED SAM SUDEN.

7 MRS. S. S. HASEERA.

8 MRS. SHAFEEKA YASEEN.

9 MR. S. ATHAULLAH.

10 MRS. H. PAYISATH REGINA.

Meeting & Discussion

Conclusion & Resolutions

Name of dissenting and / or not concurring Directors

Presided By:

MRS. M. S. HABIBUNNISSA SAHBA.

AGENDA:

- ① To confirm the minutes of the last meeting.
- ② To propose and change of operating signature of Banks

RESOLUTION: The minutes of the last meeting held on 11<sup>th</sup> January was read and confirmed.

It is brought before the Board of Trustees that Mr. Rasook was aged and could not meet with routine regular work. He has been discharging his duties and is one of the authorized signatories in the Bank accounts.

Resolved that considering the above facts, it is decided to relieve him and authorise Mrs. S A NASRIN, Vice-Chairperson to sign the bank documents, cheques, in the place of Mr. M. Rasook for all the bank accounts run by the Trust, by its Educational Institutions and any other bank account run by the Trust.



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the

day of 20

at

QUORUM

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Proceeding & Discussion

Conclusion & Resolutions

PAGE 1:2

Name of dissenting and / or not concurring Directors

RESOLVED to authorize Mrs. S.A. Nabin,  
Vice-Chairperson along with Mr. S. Segu Jambudem  
Secretary of the Trust, Secretary & Correspondent of  
US Educational institutions to sign in the  
bank transaction and cheques to the vendors.

The change of Bank operation will take  
effect from 10<sup>th</sup> May 2018, in lieu of

Clearance of cheques issued earlier to the parties.

M. S. Sanjay Kumar

S. Itanand Sankar

S. D. Nair

S. S. Haseeb

S. Segu Jambudem

S. Profeyan

K. S. M. Sankar

H. Fagisath Regin

M. S. Sanjay Kumar

Q. Nair



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

4<sup>th</sup> day of JUNE 2018

at 'NIZARA BONANZA', NO.813, ANANDALAY, CHENNAI - 60002

Present:

HARI BUNNISSA SATHIA.

A. NABRIN.

SEGU JAMALUDDIN.

M. B. AHMED YAKEN.

AHMED HIJAZ

QUORUM

6 MR. M. S. SADAG ALI

11 MRS. SHAFEEKHA MOON

7 MR. S. HAMEED SAM SUDHAN. 12 MS. SATHAULLAH.

8 MS. S. S. HAFEEBA.

9 MS. S. F. HAFIZA.

10 MS. A. FAYI SATH REGINA

Agenda & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<u>Presided By:</u>	
	<u>MRS. M. S. HARI BUNNISSA SATHIA.</u>	
	<u>AGENDA</u>	
	1) <u>Proposal to sell Motor Bus NO. TN 20 J 1239</u>	
	2) <u>Proposal to Sell old Motor Cars (Sumo) and to purchase new ones</u>	
	3) <u>Proposal for sale of land at Muthaigudupet.</u>	
	<u>Resolution:</u> 1. <u>The minutes of the last meeting held on 21<sup>st</sup> April 2018 was read and confirmed.</u>	
	<u>It is informed that one Motor Bus bearing Registration NO. TN 20 J 1239 during the year 2002-2003.</u>	
	<u>The Secretary informed that the Vehicle was aged above 15 years and maintenance cost more that needs to sale.</u>	
	<u>It is resolved by the Board of Trustees to approve the proposal of Secretary to sell the vehicle. Therefore, the Secretary is authorized to arrange for selling the vehicle and deposit the proceeds into the Bank.</u>	
	<u>It is also brought before the Board of Trustees that the Sumo Cars were purchased year together Veh. no. of which given below need exchange since the vehicle crossed over one lakh and above kms.</u>	
	1. <u>TN 20 CV 2329 - Sumo Gold Ex - White - 2013 -</u>	
	2. <u>TN 20 CV 2363 - Sumo Gold Ex - White - 2013 -</u>	
	3. <u>TN 20 CV 2316 - Sumo Gold Ex - White - 2013 -</u>	
	4. <u>TN 12 A 4932 - Sumo Gold Ex - White - 2013.</u>	



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_

## QUORUM

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Meeting & Discussion	Conclusion & Resolutions <u>PAGE : 2 :</u>	Name of dissenting and / or not concurring Directors
	<p>In this result it is resolved that Mr. S. Segu Jamaldeen Secretary has been authorised to sell the vehicles above mentioned under Exchange offer.</p> <p>It is also resolved to invite quotations for purchase of New Sumos. Secretary, Mr. S. Segu Jamaldeen to sign all the documents in this regard.</p>	
	<p>Mr. S. Segu Jamaldeen, Secretary of the Trust placed before the board of Trustees, the fact that the admissions in Engineering Colleges and Polytechnic College has considerably reducing. It is also pointed out that the faculty strength should remain as per Sanctioned intake of AICTE. Thus the expenses remain same or increase but income will get reduced due to less intake of Students. Secretary also pointed out that the following three lands which are not required by the Trust now, be sold to meet out the expenses further development in infrastructure of our Educational Institutions.</p>	
	<ol style="list-style-type: none"> <li>1. S.No. 4/1, Plot no. 104, Extent 2/12 Sq. ft Doc. 6724/2004- dt 11<sup>th</sup> December 2004 at Muthupudupet</li> <li>2. S.No. 3/2, Plot no. 19, Extent 1800 Sq. ft. Doc. 11075/2006. dt 14<sup>th</sup> December 2006 at Muthupudupet.</li> <li>3. S.m. 4/1, Plot no. 5, Extent 1800 Sq. ft Doc. 1335/2001 dt. 29<sup>th</sup> March 2001 at Muthupudupet.</li> </ol>	



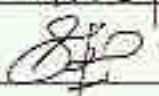
# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_

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Opening & Discussion	Conclusion & Resolutions <u>Page: 3:</u>	Name of dissenting and / or not concurring Directors
	<p>After discussions, it is agreed by all the Board of Trustees to dispose the lands.</p> <p>It is further Resolved that Mr. S. Sagar Jindal, Secretary is authorized to take all steps in this regard. Also to sign any documents on this behalf.</p>	
	<ol style="list-style-type: none"> <li>1. M. S. Sagar Jindal</li> <li>2. L. A. Narsingh</li> <li>3. S. Sagar Jindal</li> <li>4. K. S. M. Ahmed</li> <li>5. M. S. Ahmed</li> <li>6. S. Ahmed</li> <li>7. </li> </ol>	<ol style="list-style-type: none"> <li>8. S. S. Hashad</li> <li>9. S. F. Hafiz</li> <li>10. H. Farisat Raza</li> <li>11. Shafiqul Hasan</li> <li>12. Anamika</li> </ol>



4<sup>th</sup> day of JUNE 2018

at 'NIZARA ROMANZA', NO. 513, ANNA SALAI, CHENNAI - 600002

present:

HABIBUNNISA SAHIBA.  
NASRIN.  
S. JAMALUDEEN.  
M. AHMED YASEEN.  
AHMED HJAZ.

QUORUM

6 MR. S. HAMEED SAMSOOBERN 11. MRS. SHAFEEKA YASEEN.  
7 MR. SADAB ALI 12. MR. M. RAZOOK  
8 MRS. S. S. HASHEEBA. 13. MR. S. ATHAULLAH  
9 MRS. S. F. HAFISA. 14. MR. M. I. MOHAMED BAIG.  
10 MR. H. FAYI BATHREHINA.

ding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<u>PRESIDED BY:</u> M. S. HABIBUNNISA SAHIBA.	
	<u>AGENDA</u> ① Proposed for Sale of land at Muthupudupet. ② To Submit & Refer Balance sheet for the year ended 31.3.2018	
	<u>Resolution:</u> - The Minutes of the last meeting on 21 <sup>st</sup> April, 2018 was read and Confirmed.	
	S. Segu Jamaludeen, Secretary, Halim Muhammed Salegh Trust, had placed before the Board of Trustees, the fact that the Trust landed property which is not contiguous to the Nigara Educational Campus, to be disposed and Sales proceeds to be utilized for the Academic developmental activities of the Educational Institution.	
	1. Survey No. 4/1, Plot No. 104, Extent 2.12 Sq.ft Doc. No. 6724/2004 dated 14 <sup>th</sup> December, 2004 at Muthupudupet.	
	2. Survey No. 3/2, Plot No. 19, Extent 1.00 Sq.ft. Doc. No. 11075/2016 dated 14 <sup>th</sup> December, 2016 at Muthupudupet.	
	3. Survey No. 4/1, Plot No. 5, Extent 1.00 Sq.ft Doc. No. 1335/2001 dated 29 <sup>th</sup> March, 2001 at Muthupudupet.	



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_

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ding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	PAGE : 2 :	
	After discussion, it is unanimously agreed by all the Board of Trustees to dispose the lands.	
	It is further Resolved that Mr. S. Segu-Jamaldeen, Secretary is authorized to organise and sell Trust land properties.	
	The Secretary has been asked to finalize the A/c with Auditor.	
1	M. S. Segu Jamaldeen S. Segu Jamaldeen	SA 11 Shafiqul Islam
2	S. A. Narsingh S. A. Narsingh	MA 12 M. A. Narsingh
3	S. Segu Jamaldeen S. S. Hameed	SA 13 S. S. Hameed
4	K. S. M. Hameed S. F. Hameed	BA 14 K. S. M. Hameed
5	M. Y. Ahmed Ali M. Y. Ahmed Ali	



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the

16<sup>th</sup> day of September 2018

at 'NIZARA BONANZA', NO. 813, Anna Salai, Chennai- 600002

Members Present:

M.S. HARI BUNNISA SATHIA.

S. A. NASRIN.

S. S EGU JAMALUDEEN.

K.S.M. AHMED YASIN.

N.Y. AHMED HIZAZ.

QUORUM

MS. HANEEB JAMALUDEEN

11. MR. SHAFIEKA YASIN

7. Mr. SADAQ ALI

12. MR. S. AFHAULLAH.

8. MS. S.S. HASHEERBA.

9. MR. S.F. HAFIZA.

10. MR. H. FAUZIYAH REHMAN.

Proceeding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<p>Presided by:</p> <p>M.S. HARI BUNNISA SATHIA.</p>	
1. AGENDA	<p>Proposal to apply for Reduction in intake - ECE - BE</p> <p>Approve the Balance Sheet for the year ended 31.3.2018</p> <p>Resolution: The minutes of the last meeting held on 4<sup>th</sup> June 2018 was read and confirmed.</p>	
	<p>The Secretary has informed the Board that the admissions for the UG Course (FT) in respect of Electronics &amp; Communication Engineering have gradually been sliding down since years. However, Secretary explained the Board that the revenue from the students do not meet with at least the expenses to be met on ECE Department expenditure. Hence he suggested to apply for the reduction of intake to 60 seats from 120 seats. The Board has considered the opinion of the Secretary and also taking cognizance the poor admissions for the subject Course.</p>	
	<p>It has been decided to approve the proposal of seeking reduction of intake to 60 seats from 120 seats of ECE Course from the Academic year 2019-2020.</p>	



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_.

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at \_\_\_\_\_

QUORUM

ding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<p align="center"><u>Page: 2:</u></p> <p>Resolved that the Secretary, S. Segu Janahdeen is authorized to submit application for the Reduction of Electronics &amp; Communication Engineering Course to 60 seats from 120 Seats and sign all the relevant documents with AICTE, New Delhi and all other Government bodies related to the subject matter.</p> <p>The Balance Sheet duly signed by Auditor and Secretary, Tmtc has been placed before the board and found correct.</p>	
1	M. S. ... ..	11 Shyamdasan
2	S. D. Nasirap	12. Alhammar
3	S. Segu Janahdeen	
4	K. B. M. ... ..	
5	M. Y. ... ..	



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the

19<sup>th</sup> day of December 2018

at 'NIZARA PRANANZA', NO. 813, Anna Salai Chennai - 600002

present:-

S. HABIBUNNISSA SAMBA.

A. NASRIN

SEGU JAMALUDEEN

M. AHMED YASEEN.

AHMED HOTA2

QUORUM

6 MR. S. HAMISD SAMUDEN.

11 MR. JAHAFICA YASEEN.

7 MR. SADAR AU

12 MR. S. ABUALLAH.

8 MR. S. J. HADHABA.

9 MR. S. F. HAFIZA.

10 MR. H. FAYISATA REGINA.

Agenda & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<p><u>PRESIDED BY:-</u></p> <p>M. S. HABIBUNNISSA SAMBA.</p>	
	<p><u>AGENDA</u></p> <ol style="list-style-type: none"> <li>1. To purchase Ertiga - New one for College Use.</li> <li>2. To sell old car - TN01AX6964 (Swift Dgire VDI)</li> </ol>	
	<p><u>RESOLUTION:-</u> The minutes of the last meeting held on 16<sup>th</sup> September, 2018 was read and confirmed.</p>	
	<p>The Secretary has informed that there was necessary to purchase new vehicle since the old used ones have been sold against the purchase of two Buses. Therefore he suggested to intend for the purchase of Ertiga to receive Chief Guests from City for functions and VIPs and professors coming during inspection and other purpose of all the three institutions.</p>	
	<p>The Secretary has also pointed out that a car bearing the registration number mentioned in the Agenda was purchased during the month of Feb. 2015 and needs to be sold. Hence it is suggested by Secretary to sell the vehicle. The Board has considered the opinion and decided to sell the vehicle TN01AX6964 and to deposit the sale proceeds into the Trust Account for development purposes.</p>	




# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_

## QUORUM

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ding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<u>Page: 2:</u>	
	<p>The Secretary is authorized to take steps to sell the vehicle and to purchase a new vehicle (ERTCA) for College use.</p> <p>The Secretary is also authorized to sign all the documents relating to the above transactions.</p>	
	1 M. S. an Syndia	1 
	2 S. A. Nair	8 S. S. Hachala
	3 S. Sagar Sarsala	9 S. S. Hachala
	4 K. S. M. Sarsala	10 Forjitha Rujina
	5 M. Y. Sarsala	11 Sarsala
	6 S. Sagar Sarsala	A.O. 12 <u>Ghanish</u>



# MINUTES BOOK

## MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the

5<sup>th</sup> day of January 2019

at 'NIZARA BONANZA' NO 813, Anna Salai, Chennai - 600002

Members Present:

M. S. HARI BUNNISA SAHBA  
S. AHAMED NASRIN  
S. SEGU JAMALUDEEN  
K. S. M. B. AHAMED YASSEN  
T. Y. AHMED HIJAZ

QUORUM

6 Mr. S. HAMEED JAMSIDDEEN  
7 MYS. S. S. HASHEERA  
8 MYS. H. FAHISA REGINA  
9 MRS. SHAFEEKA YASSEN  
10 MR. S. ATHAULAH

Proceeding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<u>PREPARED By:</u>	
	<u>AGENDA:</u>	
	1. To install Solar Power Plants	
	<u>RESOLUTION:</u> The minutes of the last meeting held on 19 <sup>th</sup> December, 2018 was read and confirmed.	
	The Secretary, S. SEGU JAMALUDEEN has informed that the AICTE and Anna University are insisting for the installation of Solar Power Plants, Since the Government advised to utilize at least 3% of the overall Electrical consumption through Solar Power.	
	The Board has considered the request of the Secretary, S. Segu Jamaludeen and decided to proceed for the installation of Solar Power plants.	
1.	M. S. Hari Bunnisa Sahba	6 S. Hameed Saad
2.	S. D. Nasir	7 S. S. Hashim
3.	S. Segu Jamaludeen	8 H. Fahisa Regina
4.	K. S. M. B. Ahmed Yassen	9 S. Shafika Yassen
5.	M. Y. Ahmed Hijaz	10 S. Athaulah



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

19<sup>th</sup> day of July 2019

at 'NIZARA BONANZA', NO. 813, ANNA SALAF, Chennai - 600002

Present:-

1. HABIBUNNISA SATHIA  
2. AHMED NASRIN  
3. SELVI JAMALUDEEN  
4. M.B. AHMED YASBEN  
5. AHMED HIJAZ

QUORUM

6. Mrs. S. HAMIED SAMUDEEN  
7. Mrs. S.B. HASHEEB A.  
8. Mrs. H. FAYLATH REGINA  
9. Mrs. SHA FEKA YASBEN  
10. Mr. S. FIHAULATI

Meeting & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<u>PRESENDED By:-</u>	
	<u>AGENDA:-</u>	
	1. To arrange for lift facility - Engineering	
	2. To finalise the Accounts <sup>ECE Department</sup> and Balance sheet for the year ended 31.3.2019	
	<u>RESOLUTION:-</u>	
	The minutes of the last meeting held on 5 <sup>th</sup> January 2019 was read and confirmed.	
	The Secretary has informed that lift for ECE Department is necessary. The Board of Trustees has considered the suggestion of the Secretary and authorized the Secretary, S. Selvi Jamaludeen to arrange for the payment and sign the relevant documents for this.	
	The Secretary has been asked to approach the Auditor M/s. Yenditha, to finalise the accounts for the year ended 31.3.2019. It is agreed to clear before the end of this month.	
1	<u>M.B. Ahmed Yasben</u>	6 <u>S. Hamed Samudien</u>
2	<u>S. O. Nasrin</u>	7 <u>S.S. Hashieb A.</u>
3	<u>S. Selvi Jamaludeen</u>	8 <u>H. Faylath Regina</u>
4	<u>K.S.M. Hamid Yusen</u>	9 <u>S. Shafeka Yasben</u>
5	<u>M.Y. Ahmed Hijaz</u>	10. <u>Mr. S. Fihailati</u>



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the

7<sup>th</sup> day of August 2019

at 'NIZARA BONANZA', M. 813, Anna Street, Chennai - 600002

Present:

1. S. HABIBUNNISA SAMBA.

2. AHAMED NASRIN.

3. SEGU JAMALUDEEN.

4. S.M.B. AHAMED YASEEN.

5. Y. AHMED ALJAZ

QUORUM

6. MR. SHAMEED SAMUDEEN.

7. MRS. S.S. HASHEEB.

8. MRS. H. FATHI SATH RISHINA.

9. MRS. SHAFEEKA YASEEN.

10. MR. S. ATHAULLAH.

Meeting & Discussion

Conclusion & Resolutions

Name of dissenting and / or not concurring Directors

PRESENED By:

AGENDA:

1. To Arrange for Loan with HDFC Bank for purchasing computers
2. Approval of Balance sheet for the year ended 31<sup>st</sup> March 2019 -
3. To purchase Air Conditioning for Centralized A/c for Auditorium -

RESOLUTION:

The minutes of the last meeting held on 19<sup>th</sup> July 2019  
was read and confirmed.

The Secretary, S. Segu Jamaludeen brought before the Board that the Anna Engineering College had applied for Accreditation with NAAC. As per the norms, more Computers to the tune of 130 are required.

The Secretary therefore requested to approve for going for Financial Assistance with HDFC by mortgaging used Commercial Vehicle, since the estimate may go beyond 60 Lacs. (Rupees sixty Lacs only).

Considering the facts, the board of Trustees accepted and authorized the Secretary of the Trust, S. Segu Jamaludeen, to approach the HDFC Authorities for sanction of loan through mortgage of used Commercial Vehicles and to utilize the funds towards purchase of Computers and etc as described in the proposal. The Secretary has been authorized to arrange for the loan and sign relevant documents with HDFC authorities.



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

day of \_\_\_\_\_ 20\_\_\_\_

at \_\_\_\_\_

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Meeting & Discussion

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Page no-2 -

Name of dissenting and / or not concurring Directors

In reply to the earlier resolutions, The Secretary submitted the Audited Balance Sheet along with Evidence for having filed the Return of Income. The Board of Trustees has found the Income & Expenditure Account and Balance Sheet for the year ended 31.3.2019 to be correct and satisfactory.

The Secretary, S. Segu Jawaldeen informed the Board that there is necessity of installing Air Conditions in the Auditorium for conducting Seminars and functions. The Secretary, S. Segu Jawaldeen informed that the Cost may come around 15 lacs. The Board of Trustees accepted the Suggestion of the Secretary S. Segu Jawaldeen and authorized to purchase the required Air Conditioners.

1. M. S. S. S. S. S.

6. S. H. S. S. S.

2. S. A. N. S. S.

7. S. S. H. S. S.

3. S. Segu S. S. S.

8. H. F. S. S. S. S.

4. K. S. M. S. S. S.

9. S. S. S. S. S.

5. M. Y. S. S. S.

10. S. S. S. S. S.



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the

8th day of NOV 2019

at NIZARA BONANZA, NO. 23, ANNA SALAI, Chennai - 600002

as Present:-

M. S. HABIBUNNISA SAHIBA.  
S. AHAMED NASRIN.  
S. SEGUJAMALUDEEN.  
K. S. M. B. AHAMED YASSEN.  
M. Y. AHMED HJAZ

QUORUM

6 MR. S. AHMED SAMUDEEN.  
7 MRS. S. S. HASHEEB A.  
8 MRS. H. FAUJATH REGINA.  
9 MRS. SHAFEEKA YASSEN.  
10 MR. S. ATTHULLAH.

Proceeding & Discussion

Conclusion & Resolutions

Name of dissenting and / or not concurring Directors

Presided By:-

AGENDA:-

① To Sell the Motor Vehicle Ertiga. TN-01-A7-5578

RESOLUTION:-

The minutes of the last meeting held on 7th August 2019 was read and approved.

The Secretary has informed that an Ertiga purchased for the use of Principal of Architecture is idle, since the Principal resigned the job. Hence it is suggested by the Secretary, S. Segu Jamaludeen to sell the vehicle No. TN-01-A7-5578, along with vehicle No. TN-01-A7-6964 - (Swift Dzire UDI) for which already resolution passed on 19th Dec. 2018 both the vehicles were sold for Rs. 40000/- and Rs. 35000/- respectively. The Secretary has been authorized to deposit the proceeds into the Bank account.

1 M. S. Habibunnisa Sahiba  
2 S. A. Nasrin  
3 S. Segu Jamaludeen  
4 K. S. M. B. Ahmed Yassen  
5 M. Y. Ahmed Hjaz

6 S. Ahmed Samudeen  
7 S. S. Hashiba  
8 H. Faujath Regina  
9 S. Shafieka Yassen  
10 S. Atthullah



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the

16<sup>th</sup> day of Dec. 2019

at 'NIZARA BONANZA', 813, Anna Salai, Chennai - 600002

Present:-

M.S. HABEEBUNNISA  
S. AHMED NASRIN  
SEGU JANALUDEEN  
S.M.B. AHMED YASIN  
Y. AHMED HIJAZ

QUORUM

6. Janab. S. AHMED JANALUDEEN 11. Janab. S. SHAFEEK  
7. Janab. M.S. SADR ALI 12. Janab. M. RAZOOK  
8. Janab. S.D. HABIBA 13. Janab. SHAIK ATHAULLAH  
9. Janab. S.F. HAFIZA 14. Janab. M.I. MOHAMMED BAIG  
10. Janab. H. FAYSAH REHNA

Meeting & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<p><u>Presided By:-</u> Janaba. M.S. HABEEBUNNISA.</p>	
	<p><u>AGENDA:-</u> To discuss Sale of Property situated at Villages - Ekkadu &amp; Kalyanekuppam, Thiruvallur Dist. TAMIL NADU.</p>	
	<p><u>Resolution:-</u> The minutes of the last meeting held on 8th November 2019 was read and Confirmed.</p>	
	<p>The Board of Trustees Meeting held on 16<sup>th</sup> December 2019 at its Registered office, 'NIZARA BONANZA', 813, Anna Salai Chennai-600002 to discuss and decide sale of its landed Property to an extent of 33.40 Acres situated at Villages viz: Ekkadu &amp; Kalyanekuppam, Thiruvallur District.</p>	
	<p>Whereas, the Board of Trustees Meeting held on <del>18-3</del><sup>2</sup> 2015 and decided to sell the Landed property situated at Village EKKADU &amp; Kalyanekuppam, Thiruvallur District, to M/s. Sri Ram Educational Trust.</p>	
	<p>Subsequently our Trust approached High Court of Madras for the permission to sell the said property, wherein High Court of Madras decreed the permission to sell @ Rs. 37,50,000/- per acre, whilst Govt. Guide line Value was Rs. 75,00,000/- per Acre, vide Court Order OP No. 457 of 2015. The M/s. Sri Ram Educational Trust could not proceed further due their own Trust administrative reasons and thus infructuous.</p>	



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

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Meeting & Discussion

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Name of dissenting and / or not concurring Directors

Page: 2.

Now, M/S. INFO NETCOM ENTERPRISES Pvt. Ltd.,  
having Registered Office at No. 465/10, Tiruchengode Road,  
Balaji Nagar, Namakkal, Tamil Nadu had expressed interest  
on our aforesaid landed property and willing to purchase.

Whereas, now, the Govt. Guide Line value is reduced  
to Rs. 50,25,000/- from Rs. 75,00,000/- per Acre with effect  
from 19 June 2017 vide Registration Department,

Govt. of Tamil Nadu Market value Guide Lines.

Board of Trustees have unanimously agreed and resolved to  
sell the property to M/s. Info Netcomm Enterprises Pvt. Ltd. or  
to any other prospective buyer and to negotiate the sale  
value at Rs. 30,00,000/- per Acre keeping in view the reduced  
Govt. Guide Line value as said above. The Board of  
Trustees have resolved and authorised Tajib. Segh Jamaludeen,  
Secretary, Aalim Muhammed Salegh Trust, to negotiate the price  
and execute the sale deed on behalf of Aalim Muhammed  
Salegh Trust and deposit the Sale Proceeds in the Bank Account  
of our Trust for utilizing the funds for Educational  
developmental activities of our Educational Institutions.

Witnessed and signed By:

1. Tanaba. M. S. HAREEBUNNISA - Chairperson M/S. Info Netcom Enterprises Pvt. Ltd.
2. Tanaba. S. AHMED NASRIN - Vice-Chairperson S. O. Namji



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

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Name of dissenting and / or not concurring Directors

Page : 3 :

3. Janab. S. SEGU JAMALUDEEN - Secretary. S. Segu Jamaludeen
4. Janab. K. S.M.B. AHMED YASEEN - Joint Secretary. K.S.M. Ahmed Yaseen.
5. Janab. M.Y. AHMED HAJAZ - Treasurer. M.Y. Ahmed Hajaz
6. Janab. S. AHMED JAMALUDEEN - Managing Trustee. S. Ahmed Jamaludeen
7. Janab. M.S. SADAK ALI - Managing Trustee. 

8. Janaba. S.S. HASIBA - Trustee. S.S. Hasiba
9. Janaba. S.F. HAFIZA - Trustee. S.F. Hafiza
10. Janaba. A. FAYISATH REGINA - Trustee. A. Fayisath Regina
11. Janaba. SAAFEEKA - Trustee. S. Saafeeqa
12. Janab. M. RAZOOK - Trustee. M. Razook
13. Janab. SHAK ATHAULLAH - Trustee. 
14. Janab. M.T. MOHAMED RABY - Trustee. M.T. Mohamed Raby



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the

18<sup>th</sup> day of Dec. 2019

at 'NIZARA BONANZA', 813, Anna Salai, Chennai - 600002

Present:

Mr. M.S. HABEEBUNNISA.

Mr. S. AHAMED NASRIN

Mr. S. SEGU JAMALUDEEN

Mr. K.C.M.B. AHAMED YASEEN

Mr. M.Y. AHAMED HIJAZ

QUORUM

6 Janab. SHAMEED SAMUDHAN

7 Janab. S.S. HASIBAH

8 Janab. H. FAYISATH REGINA

9 Janab. SHAFEEKA

10 Janab. SHAIK ATHAULLAH

Proceeding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<p><u>Presided By :</u></p> <p>AGENDA</p> <p>To apply for reduction in Intake - Engineering College - Mechanical Engg from 120 seats to 60 seats with AICTE</p> <p>To apply for reduction in Intake Polytechnic College - EEE from 120 seats to 60 seats with AICTE</p> <p><u>RESOLUTION:-</u></p> <p>The minutes of the last meeting held on 16.12.2019 were read and confirmed.</p> <p>Since the uploading of application for Continuation / Reduction of Intake with AICTE, New Delhi started for the Academic Year 2020-21. The Secretary, S. Segu Jamaludeen has informed the board that admission for Diploma in Electrical and Electronics Engineering in our Azim Muhammed Sleghe Polytechnic College has gone down. In the same way in Engineering College also, the admissions in respect of Mechanical Engineering gone down like anything.</p> <p>Considering the fact that the faculty members to be maintained as per approved intake and not on the admitted strength, the Secretary has requested to apply for reduction of intake from 120 seats to 60 seats in respect of Diploma in EEE in Polytechnic College and 120 seats to 60 seats in respect of</p>	



# MINUTES BOOK

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Name of dissenting and / or not concurring Directors

Mechanical Engineering in Engineering College  
for the Academic year 2020-21. The Board  
has considered the plea of Secretary

RESOLVED that the Secretary S. Segun Tandeldeen  
is authorized to submit application for  
reduction of seats as narrated above

and sign all the documents relevant  
to these subjects with AICTE, New Delhi  
and all other Government bodies related  
to the issue.

Witnessed and sign by:

1. Mr. S. S. D. D. D.
2. S. D. N. N. N.
3. S. Segun Tandeldeen
4. K. S. M. M. M.
5. M. Y. Y. Y. Y.
6. S. S. S. S. S.
7. S. S. S. S. S.
8. H. H. H. H. H.
9. S. S. S. S. S.
10. G. G. G. G. G.



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

Present: 15<sup>th</sup> day of July 2020

at 'NIZARA BONANZA', #13, ANNASALAI, CHENNAI - 60002

QUORUM

S. AHMED BUNNISA  
S. AHMED NASRIN  
S. SEGU JAMALUDDIN  
S. M. B. AHMED YASEEN  
Y. AHMED HIJAZ

8. Tanab. S. HAMEED SAMSUDDIN.  
7. Tanaba. S. S. HASIRBA.  
8. Tanaba. A. FAHISATH REGINA.  
9. Tanaba. SHAFEEHA.  
10. Tanab. S. ATHAULLAH.  
11. M. I. Mohamed Baidy

ding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<p>Presided by: .</p> <p>AGENDA: .</p> <ol style="list-style-type: none"> <li>1. To request Auditors, M/s. YEZDIDLO, to finalise the Accounts for the Assessment Year 2020-21 Year Ending 31.3.2020.</li> <li>2. To Take steps for getting permission to sale proceeds of Tiruvallore Land.</li> </ol> <p>RESOLUTION:-</p>	
	<p>The minutes of the last meeting held on 18.12.2019 was read and confirmed.</p>	
	<p>The Books of account for the year ending 31<sup>st</sup> March, 2020 could not be closed for want of Confirmation and original bills from Campus. As there was delay for more than three months, the Secretary S. Segu Jamaludeen has been to get in touch with Campus to collect all pending instruments and move with Auditors, M/s. YEZDIDLO, to prefer Balance Sheet. The Secretary has been requested to approach Auditors to file the return of Income with IT authorities within the stipulated time allowed by the Government.</p>	



# MINUTES BOOK

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- 2 -

Moreover, as already mentioned in the Resolution passed on 16/12/2019, the Secretary S. Segu Jamaludeen has been asked to approach the judicial authorities for getting permission to sell the Tiruvallure property to M/s. INFO NETCOMMENTERPRISES PRIVATE LTD. as it is overdue from 2015.

RESOLVED that the Secretary, S. Segu Jamaludeen is requested to inform Auditors for finalising the accounts and arrangements to file Return of Income. ALSO RESOLVED to depute anyone to follow up and speed up the obtaining of permission from the Honourable Court for Sale of TIRUVALLURE Property

Witnessed and signed By:..

- 1 M. S. Anand Kumar
- 2 S. D. Nair
- 3 S. Segu Jamaludeen
- 4 K. S. M. Anand Kumar
- 5 M. S. Anand Kumar
- 6 S. Anand Kumar
- 7 S. S. Anand Kumar
- 8 H. F. Anand Kumar

- 9 S. Anand Kumar
- 10 Anand Kumar
- 11 T. Anand Kumar



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

29<sup>th</sup> day of Oct 2020. at NIZARA BONANCE, P13, Anna Salu, Chennai - 600002

Present

M.S. HABEEBUNNISA -

S. AHMED NASRIN

S. SEGU JAMALUDEEN

S.M.B. AHMED YASSEN

M. AHMED HIJAZ

QUORUM

6 JANAB. S. HAMEED JAMALUDEEN

7 JANAB. S.S. HASIBA

8 JANAB. H. FAYISATA REGINA

9 JANAB. SHAFEEKA

10 JANAB. S. ATTHULLAH

ding & Discussion

Conclusion & Resolutions

Name of dissenting and / or not concurring Directors

Presided By:.

AGENDA.

1. Intimation of receipt of Permission to sell the Property to M/s. Info Netcomm Enterprises Pvt. Ltd, dt 28/7/2020.
2. Letter not to deduct tax - Agricultural Land

RESOLUTION:-

The minutes of the last meeting held

on 15.07.2020 was read and confirmed.

The Secretary, S. Segu Jamaludeen informed the board that Permission has been granted by the Hon'ble High Court vide O.P.No. 225 of 2020 permitting us to sell the property at Tiruvallur to M/s. INFO NETCOMM ENTERPRISES PRIVATE LIMITED.

Accordingly, the Secretary is authorised to sign documents for the sale of the said property on behalf of the Trust.

Moreover, the Secretary is also authorised to write a letter to M/s. INFO NETCOMM ENTERPRISES PRIVATE LTD, stating not to deduct the Tax Collected at Source on the sale proceeds



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

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ding & Discussion:

Conclusion & Resolutions

Name of dissenting and / or not concurring Directors

- 2 -

In the letter, it may be mentioned that  
Trust income is Exempted U/s 10 (23c)  
of the Income tax Act  
And the Sale of Agricultural Lands  
Exempted U/s 1941A.

Witnessed and Signed By:

- 1 M. S. S. S. S. S.
- 2 S. D. Narsing
- 3 S. S. S. S. S.
- 4 K. S. M. S. S. S.
- 5 M. S. S. S. S.
- 6 S. S. S. S. S.
- 7 S. S. S. S. S.
- 8 H. S. S. S. S.
- 9 S. S. S. S. S.
10. S. S. S. S. S.



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the

27<sup>th</sup> day of NOV. 2020. at 'NIZARA BANANA', 813 Anna Salai, Chennai - 600002

## QUORUM

S. HABEEBUNNISA  
P. AHAMED NASRIN  
I. SEGU JAMALUDDIN  
S.M.B. AHAMED YASEEN  
Y. AHAMED HICAZ

8. JAMES S. HAMEED SAMUDEEN.  
7. JINABA S.S. HASIBA.  
8. JINABA H. FAYISATH REJINA.  
9. JINABA SHAFEECA  
10. JINAB S. ATHAULLAH

Opening & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	Presided By:	
	<p>AGENDA:</p> <ol style="list-style-type: none"> <li>1. Intimation of sale of Property at Tiruvallore</li> <li>2. Deposit of Sale Proceeds into Bank</li> <li>3. Intimation of filing of Return of Income with Income tax</li> </ol>	
	<p>RESOLUTION:</p> <p>The minutes of the last meeting held on 29.10.2020 was read and confirmed.</p>	
	<p>The Secretary has informed the Board that the properties at TIRUVALLUR has been sold to M/s. INFONET COMM ENTERPRISES PRIVATE LIMITED on a total sale consideration of Rs. 98109750/- (Rupees Nine Crores Eighty one lakhs nine thousand seven hundred and fifty only) towards the sale consideration of the landed properties of an extent of Acre 32.70 has paid through Bank Demand Draft no. 194792 dated 19.11.2020 drawn on Bank of Baroda value Rs. 5,45,00,000/- another Bank Draft no. 000553 dated 21.11.2020 drawn on HDFC Bank value Rs. 4,36,00,000/- and a cash Rs. 9750/-</p>	
	<p>It has also been discussed with the Auditors, M/s. YE201 &amp; Co., to suggest whether the sale proceeds to be utilized immediately or to be kept in FDR (Fixed Deposit Receipt) for a tenure of one year</p>	



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

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Opening & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	- 2 -	
	<p>The Board informed the Secretary to deposit the sale proceeds into Bank and take FDRs as admitted by the rules It is also advised to take one or more DPs (FIVE)</p>	
	<p>The Secretary, S. Segu Jambhdeen has submitted the Balance Sheet, Income and Expenditure</p>	
	<p>account for the period ended 31/3/2020. He has also produced the Acknowledgment for having filed on 24/10/2020 vide no. 6728199912-4/10/20.</p>	
	<p>The Board examined the Balance Sheet and found to be correct. It is Resolved to deposit the amount towards FDRs as detailed hereunder:</p>	
	<ol style="list-style-type: none"> <li>1. 19100000</li> <li>2. 19600000</li> <li>3. 19700000</li> <li>4. 19800000</li> <li>5. 19900000</li> </ol> <p style="text-align: center;"><u>98100000</u></p>	



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A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

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Agenda & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<p align="center">- 3 -</p> <p>The Secretary submitted all the papers electronically submitted to IT Department.</p> <p>Witnessed and signed by.</p>	
1	MS. ...	
2	S. A. Narsing	
3	S. ...	
4	K. S. M. ...	
5	M. J. ...	
6	S. ...	
7	S. S. ...	
8	H. ...	
9	S. ...	
10	Ch. ...	



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the

10<sup>th</sup> day of Dec 2020

at 'NIZARA BONANZA' 813, ANNA SALAF, OTHMAN-600002

## QUORUM

Present:

S. HABEERUNNISA  
A. AHMED NASRIN  
SEGU JAMALUDEEN  
S.M.B. AHMED YASEEN  
M.Y. AHMED HIDAIZ

6 JANAB. S. HAMEED SAMUDEEN  
7 JANAB. S.S. HASIBA  
8 JANAB. H. FAYISATH REGINA  
9 JANAB. SHAFLEERA  
10 JANAB. S. ATHAULLAH

ing & Discussion

Conclusion & Resolutions

Name of dissenting and / or not concurring Directors

Presented By:

AGENDA:-

To deposit FDRs into Bank

RESOLUTION:-

The minutes of the last meeting held on 27.11.2020 was read and confirmed.

The Secretary informed the Board that the Fixed Deposits were taken for Rs. 9,80,00,000/- into five FDRs as detailed hereunder

Date of Effect	FDR No	Amount
02.12.2020	0675 230 200000001	19700000
03.12.2020	3	19900000
04.12.2020	4	19800000
05.12.2020	5	19600000
07.12.2020	7	19100000
		<u>98100000</u>

The Board requested the Secretary S. Segu Jamaludeen to deposit the sale proceeds received in the form of cash of Rs. 9750/- also to be deposited into Bank.



# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_

## QUORUM

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6: \_\_\_\_\_  
5: \_\_\_\_\_  
4: \_\_\_\_\_  
3: \_\_\_\_\_  
2: \_\_\_\_\_  
1: \_\_\_\_\_

Agenda & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
	<p style="text-align: center;">- 2 -</p> <p>The Secretary has also informed that the tenure of FDS are for one year from the effective date.</p>	
<ol style="list-style-type: none"> <li>1. Mr. S. M. D. Khan</li> <li>2. S. A. Naim</li> <li>3. S. S. S. S. S.</li> <li>4. K. S. M. S. S. S.</li> <li>5. M. S. A. S. S.</li> <li>6. S. S. S. S. S.</li> <li>7. S. S. S. S. S.</li> <li>8. H. S. S. S. S.</li> <li>9. S. S. S. S. S.</li> <li>10. A. S. S. S. S.</li> </ol>		