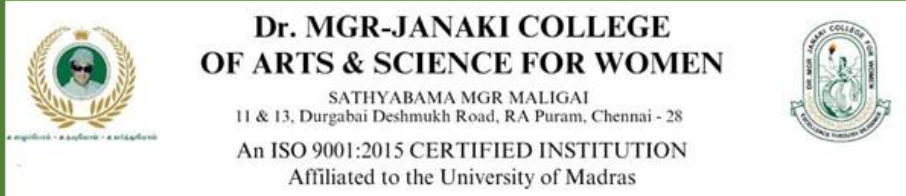


CRITERION 6



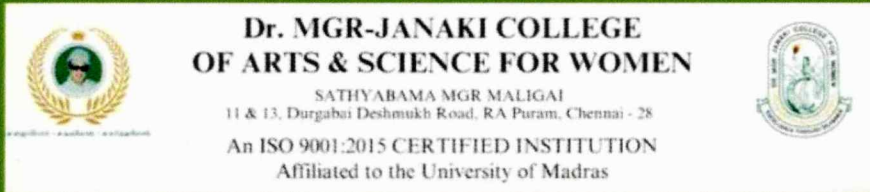
GOVERNANCE, LEADERSHIP AND MANAGEMENT



CRITERION 6

5.1: *INSTITUTIONAL VISION AND LEADERSHIP*

6.1.1 The institutional governance and leadership are in accordance with the vision and mission of the institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term institutional perspective plan.



Verified and Certified Documents

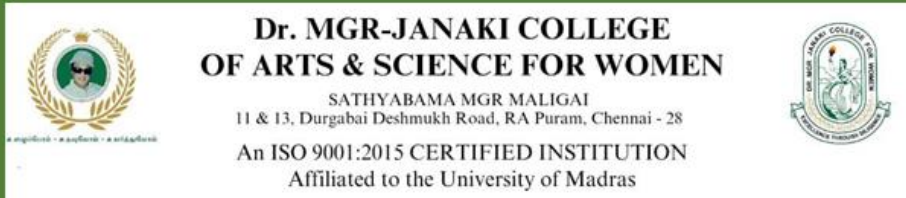
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Page No 4 to 29




Janini G. S.
Principal

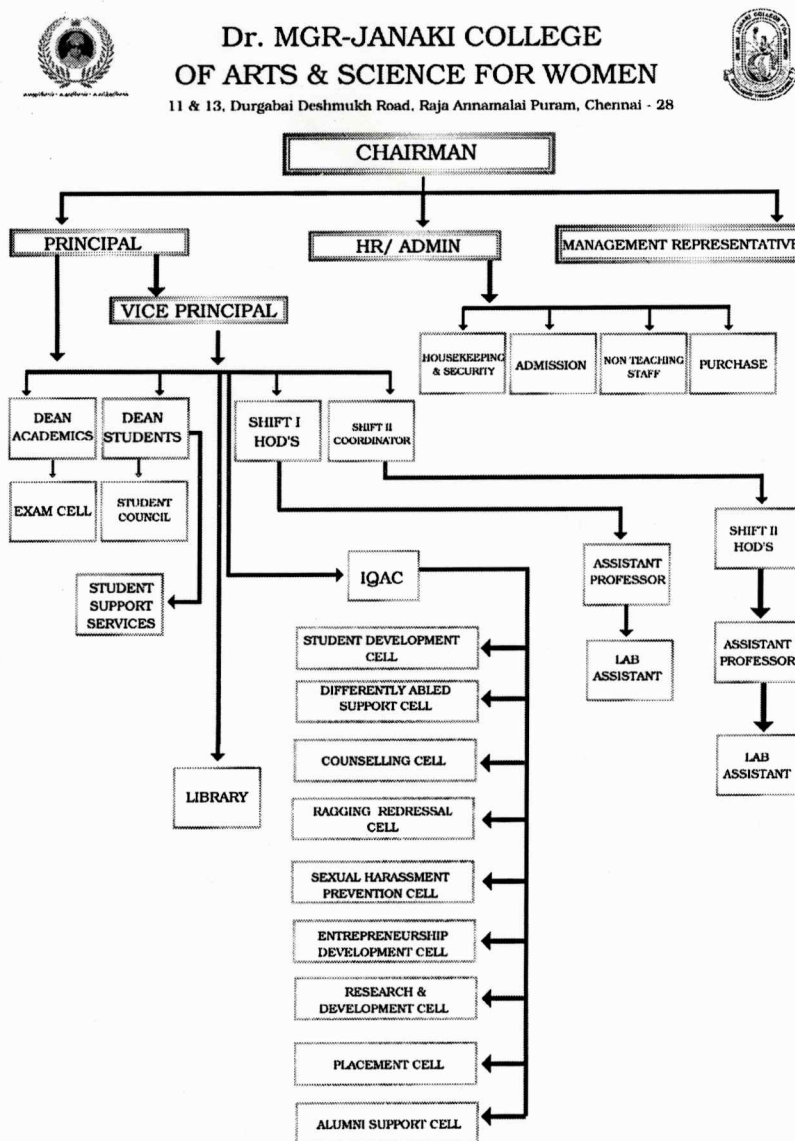
PRINCIPAL
DR. MGR JANAKI COLLEGE O'
ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.






ORGANOGRAM & ROLES AND RESPONSIBILITIES

	QUALITY SYSTEM PROCEDURE	REF: MJC/DI/QSPM/5B
		ISSUE NO: 1
	ROLES AND RESPONSIBILITIES (ISO CL 5.3 requirements)	REV NO: 0
		PAGE NO: 1 OF 6

ORGANISATIONAL CHART






REVIEWED BY  ISO COORDINATOR	APPROVED BY  PRINCIPAL	DATE 17.03.2022
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	QUALITY SYSTEM PROCEDURE ROLES AND RESPONSIBILITIES (ISO CL 5.3 requirements)	REF: MJC/DI/QSPM/5B
		ISSUE NO : 1
		REV NO : 0
		PAGE NO : 2 OF 6

ROLES AND RESPONSIBILITIES OF CHAIRMAN



- Over all Responsibility to QMS
- Appointment of MR , Principal , Dean
- Approval Of Quality Policy /Vision /Mission
- Chairing Management Review Meeting
- Monitoring the Effectiveness and Efficiency of the College Staffs / Managed effectively
- Approval Of Resources/To Provide Support to team
- To represent the organization as its figurehead and advocate for and represent the college in external meetings and events
- Identification Of Risk and Opportunity /Provide Mitigation Plan
- To ensure that the strategies and policies agreed by the Governing Body are effectively implemented by the college administration
- Chairing meetings with principal and administrative staff
- Monitor /facilitate change and address conflict within the college.
- Review /Approval of performance and skills of employees and students
- Liaise with the external connections of the college and keep an overview of the college affairs.
- To involve employees to mentor members who are new to their position.
- To be involved with the strategic planning of events and ensure that all activities are in accordance with the organization's vision & mission and to communicate the vision and purpose effectively.
- To manage appointment of staff and important decisions of the college, as and when required.


REVIEWED BY  ISO COORDINATOR	APPROVED BY  PRINCIPAL	DATE 17.03.2022
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	QUALITY SYSTEM PROCEDURE ROLES AND RESPONSIBILITIES (ISO CL 5.3 requirements)	REF: MJC/DI/QSPM/5B
		ISSUE NO : 1
		REV NO : 0
		PAGE NO : 3 OF 6

ROLES AND RESPONSIBILITY OF PRINCIPAL


- To check the Workload, Timetables, Planner of all departments of Shift I&II.
- To check the staff requirements and filling up vacancies –Interviews, Appointments done in the presence of Chairman.
- To prepare the academic calendar of the college
- To approve Staff responsibilities and department responsibilities
- To plan exam schedules (Including internal tests) with exam committee.
- Selection of student senate.
- To manage admission promotion activities.
- To arrange faculty development programme with IQAC.
- To provide orientation for first year students.
- To plan bridge courses, certificate courses, NME, Soft skills, Remedial Coaching and enrichment classes.
- To draft Mentoring Schedule and Monitoring the sessions.
- To organize meetings & discussions with external agencies regarding scholarship for students.
- To plan for Eye-Opener sessions for students and knowledge sharing for faculty.
- To draft class Committee meeting schedules and everyday Assembly routine.
- To plan for seminars, Conferences, workshops, Association, Club activities.
- To manage collection of academic feedback from students and follow up- meeting with teachers
- To plan major events for college
- To periodically check attendance registers, log books.
- To approve leave and permission for staff.
- To reply to University Communication, RJD Office Communication.
- To attend Academic Council meetings and Governing body meetings.
- To chair staff meetings, student meetings & HoD meetings.
- Monitoring everyday routine of the college
- To effectively deal with issues brought to the Principal's office regarding students, faculty and other academic matters.
- To participate in Management Review Meeting
- Objective Tracking /Monitoring /Mitigation plan
- Risk identification /Risk mitigation plan


		REF: MJC/DI/QSPM/5B
REVIEWED BY  ISO COORDINATOR	APPROVED BY  PRINCIPAL	DATE 17.03.2022

	QUALITY SYSTEM PROCEDURE		ISSUE NO : 1
	ROLES AND RESPONSIBILITIES		REV NO : 0
	(ISO CL 5.3 requirements)		PAGE NO : 4 OF 6

ROLES AND RESPONSIBILITY OF VICE PRINCIPAL

1. To assist the Principal in all activities
2. To facilitate annual Publications of the college-Book & Magazine.
3. To check the Workload, Timetables, Planner of all departments of Shift I&II.


REVIEWED BY  ISO COORDINATOR	APPROVED BY  PRINCIPAL	DATE 17.03.2022
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	QUALITY SYSTEM PROCEDURE ROLES AND RESPONSIBILITIES (ISO CL 5.3 requirements)	REF: MJC/DI/QSPM/5B
		ISSUE NO : 1
		REV NO : 0
		PAGE NO : 5 OF 6

ROLES AND RESPONSIBILITY OF DEAN-ACADEMICS

1. To assist the Principal in all activities
2. To monitor the functioning of exam committee
3. To communicate with university regarding academic matters

REVIEWED BY  ISO COORDINATOR	APPROVED BY  PRINCIPAL	DATE 17.03.2022
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	QUALITY SYSTEM PROCEDURE ROLES AND RESPONSIBILITIES (ISO CL 5.3 requirements)	REF: MJC/DI/QSPM/5B
		ISSUE NO: 1
		REV NO: 0
		PAGE NO: 6 OF 6

ROLES AND RESPONSIBILITY OF DEAN-STUDENTS

1. To assist the Principal in all activities
2. To monitor the functioning of student senate
3. To deal with student grievances.
4. To supervise monetary assistance provided to students in forms of scholarships.

REVIEWED BY  ISO COORDINATOR	APPROVED BY  PRINCIPAL	DATE 17.03.2022
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**Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN**

SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, RA Puram, Chennai - 28

An ISO 9001:2015 CERTIFIED INSTITUTION
Affiliated to the University of Madras



***VISION, MISSION,
QUALITY POLICY &
NOTE TO STUDENTS***

VISION

To fashion competent, cultured, confident young women endowed with noble values that make them a shining star in the family and society.

MISSION

- ❖ To financially empower women by freeing them from economic dependence. Towards achieving this end, the institution has embarked on various job-oriented courses that are in demand in the employment market.
- ❖ To motivate women to look beyond academic qualifications and develop core competencies and attain self-actualization. The knowledge components, the skill sets and attitudinal frameworks are so designed that help women in achieving this.
- ❖ To achieve inclusive education. As part of this goal as well as reflecting Bharat Ratna Dr. MGR's concern for the hearing impaired and physically challenged, the institution integrates as many of such students as possible in the mainstream.
- ❖ To build a gender-neutral society by infusing in students a sense of equality, purpose, accountability, responsibility and personal strength to meet the challenges with stoic courage.

- ❖ To help students become leaders of tall standing, serving and building the society. By setting rigorous academic standards and giving students the support they need to meet those standards, the institution enables them to unlock their potentials and discover their own capabilities which provide them with the required confidence to lead.
- ❖ To develop well-rounded personalities through innovative and robust curricula. Learning to learn is the focus of the institution and not merely training for any specific vocation. Learning at the institution is an experience in itself.

QUALITY POLICY

The quality policy of Dr. MGR-Janaki College is derived from the vision of the college, which aims at empowering women and ensuring their holistic development.

This quality policy is initiated by the Internal Quality Assurance Cell (IQAC) of the college and is issued with the approval of the Governing Body of the college.

1. To provide a conducive academic environment and the best possible infrastructure for creating competent, self-reliant and socially responsible individuals.
2. To provide job-oriented and value-based education that ensures respect for the rights, differences and dignity of others.

3. To ensure responsibility and accountability in all relationships with its stakeholders including students, faculty, staff, partners, the government and local communities.
4. To provide an effective source of work force to contribute towards the growth and development of the nation on continual improvement basis.

A NOTE TO STUDENTS

Each one of you is endowed with certain talent. We provide you with an ideal environment for your talent to blossom through academic, co-curricular and extra- curricular activities.

You, as a representative of the college should uphold the high standards and ideals of the institution in your behavior in the college and outside the campus. You are expected to conform to the rules of the college for the collective welfare of the college.

1. College timings: Shift I - 08.15 a.m. to 01.05 p.m.; Shift II - 01.10 p.m. - 05.30 p.m. Students of Shift I coming after 08.45 a.m. will lose attendance for the 1st hour. Students of Shift II coming after 01.30 p.m. will lose attendance for the 1st hour.
2. Use of Cell phones are banned inside the college premises. If found, the phones will be confiscated.
3. Students are expected to dress modestly and avoid expensive jewelry. Students are advised not to bring cash or valuables to the college. If they do, the college will not be responsible for the loss of the same.

4. Parents need to report to the class teacher the very next day if their daughter has been absent. For absence beyond two days, parents must meet the class teacher at college. Students will be withheld from appearing for their examinations if they lack attendance.
5. Students should enroll for NSS / Rotaract / Red Ribbon Club / Youth Red Cross and put in compulsory attendance of 80 hours within the two semesters in any one of the above mentioned extension activities.
6. Internal assessment will be calculated for 25 marks which will include attendance, internal test, assignments and seminars.
7. The fee for the university examination payable to the University of Madras will have to be paid before the exams failing which, the student cannot write the exams.
8. Withdrawal from any course in the middle of the academic year will not be encouraged.
9. Parent-teacher meeting will be held every semester after 1st unit test. Parents are requested to sign the consent letter and attend the meetings.
10. Parents can meet the Principal with prior appointment on all working days.
11. You are expected to get the Principal's permission for publishing any matter about the college in newspapers, magazines or journals. Any interview given to a television

channel regarding the college requires prior permission from the Principal. Organizing any meeting or collection of money for any purpose in the campus requires prior permission from the Principal.

12. Ragging is totally banned under the orders of the central and state government and the University of Madras. There should be no ragging of any sort inside the campus or outside. Students of the college who violate this directive will be severely dealt with. A complaint box in black color has been placed in front of the Principal's office. Any complaints of ragging should be reported to the Principal or the Anti Ragging Cell. The matter will be kept strictly confidential.
13. The Principal is empowered to fine, withhold attendance certificate, suspend and expel students, if considered necessary to maintain the calm atmosphere and to ensure a peaceful learning environment according to the rules framed by the state and central government and also according to various judgments of the Hon'ble Supreme Court of India.
14. The College property is for your use. It is your duty to protect and maintain it. Those found disfiguring furniture, walls, destroying plants and littering the campus will be fined / penalized.
15. You are requested to conserve water and electricity by turning off taps after use and switching off fans and lights

before leaving the class room.

16. Students are advised to check the notice boards regularly. Ignorance of the information given in the notice board will not be taken as an excuse for non-compliance.
17. When you move from one class to another, do not disturb the other classes, and if you have free time, spend it in the library or in any other useful activity.
18. Those who come by two wheelers must have a valid license, wear a proper helmet and park the vehicles in an orderly manner.
19. Along with academic excellence, the college expects students to be courteous, helpful and cooperative towards their staff members and fellow students.
20. We expect the parents and the students to cooperate in all matters for the smooth functioning of the institution.

COLLEGE FEES

1. Fees for the year should be paid within the stipulated time. Fees for the academic year 2023 - 2024 should be paid between February 10th 2023 and March 15th 2023.
2. Students who do not pay the fees within the due date will pay a fine of Rs. 5/- per day up to the next 10 working days after which their names will be struck off the register.
3. In the event of the student leaving the college in the middle



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STUDENT SENATE

Members of Alumni Support Cell

1. Dr. V. Nithyakalyani, Assistant Professor, Department of Microbiology
2. Ms. R. V. M. Aarthi, Assistant Professor, Department of English

STUDENT SENATE

The objectives of the senate are:

- ❖ To uphold and implement the ideals of the college by organizing programmes which have the sanction of the Principal.
- ❖ To foster goodwill and cordial relations between the students and the faculty.
- ❖ To promote healthy participation in extra-curricular and co-curricular activities.
- ❖ To encourage constructive discussion of student' affairs with a view to the general well-being of the students.

The office bearers of the senate are the President, Vice President, Treasurer, General Secretary and Cultural Secretaries (Arts and Sciences) and Sports Secretaries. They are elected at the end of each academic year for the following academic year.

The class representatives are elected by their respective classes at the beginning of the academic year. Those entrusted with the responsibility of an office in the college should endeavor to prove themselves worthy of their task. They should set an

example to the other students. They should work closely with the college authorities and be helpful and co-operative. The class representatives are responsible for the order and discipline of their class.

The Senate has a team of faculty as advisors.

SENATE 2022-2023

Senate Advisors:

Ms. Sarjana Suresh, Assistant Professor, Department of English (Shift I)

Ms. R. Roshini, Assistant Professor, Department of English (Shift I)

Ms. Sheeba Fathima, Assistant Professor, Department of Commerce-Bank Management (Shift II)

List of Students Representatives:

President (Shift I)	Ms. Savitha.D.K.V
Vice-President (Shift I)	Ms. Lacsana Ravichandran
Vice-President (Shift II)	Ms. Booma Devi Swethi. R
General Secretary (Shift I)	Ms. Sowmya. J.B
General Secretary (Shift II)	Ms. Parnika Govindan
Joint Secretary (Shift I)	Ms. Ramya. N
Joint Secretary (Shift II)	Ms. Akshayaa Ganeshram
Treasurer (Shift I)	Ms. Karthika. V

Cultural Secretary (Shift I-Science)	Ms. Jebavinolin.S
Cultural Secretary (Shift I - Arts)	Ms. Sinchana.V
Cultural Secretary (Shift II - Arts)	Ms. Krithiga.S
Joint Cultural Secretary (Shift –I Arts)	Ms. Varshaa.S
Joint Cultural Secretary (Shift I-Science)	Ms. Shalini. D
Joint Cultural Secretary (Shift-II)	Ms. Dhanya.P
PG Representative (Shift -I)	Ms. Pavithra K

The Students who bear the senate office for the subsequent year will be sworn in during the Investiture Ceremony.

DEPARTMENT & CULTURAL CLUBS

Students are encouraged to participate in the various club activities both Department & Cultural.

<i>Department</i>	<i>Name of the Club</i>
B.A. English	Quiz, Drama, Book, Debate, Reader's and Earth Clubs
B.A. Natya	Yoga Club
B.A. Tamil	Agavaya Mandram Vaagai Mandram
B.B.A.	Young Managers Club Business Enterprise Club
B.C.A.	Cybernetics Club Program Developer Club
B.Com. General	Investment Club
B.Com. Accounting and Finance	Finance Club



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DECENTRALIZATION



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ACADEMIC YEAR 2022-23 STAFF RESPONSIBILITIES	
Shift – II Coordinator	Dr. Ragitha Radhakrishnan (Shift I Psychology)
Staff Secretary	Dr. C. Banu Rekha (Shift I - Microbiology) Ms. J. Sahaya Sheeba (Shift II – Computer Science)
Senate in Charge	Ms. S. Sarjana (Shift I English) Ms. R. Roshini (Shift I English) Ms.H.Humera Begum M.Sc. (Shift I Psychology)
Placement Department	Ms. J. Preethika Rangasayee (Shift II Mathematics) Ms. H. Pushpa Latha (Shift I Comp. Sci.) Ms. Kaavya .V (Shift I BBA) Ms. Uma (Shift II Mathematics)
Alumnae & Elections	Ms. R.V.M. Aarthi (Shift I English)
NAAC & IQAC	Dr. Ragitha Radhakrishna (Shift I Psychology), Dr. S. Uma Maheswari (Shift II – English) and Core Team
Examinations	Ms. Kothai (Shift I BCA) Ms. K. Renuka (Shift II –B.Com. CS) Ms. Ramya .M (Shift I - Bio)
Advisor-advisee	Dr. K. Latika (Shift I BBA) Ms. R. Koteswari (Shift II – B.Com.Gen.)
Eye-opener	Mrs. Ramya Vasudevan (Shift I BCA) Ms. S. Deepikalakshmi (Shift II BBM)
Sports & Band	Dr. R. Selvarani (Shift I PT)
Discipline	Dr. Ramya Anandan (Shift I Microbiology) Ms. A. Lavanya Bharathi (Shift II – BBA) Ms. Sheeba Fathima (Shift II B.Com. Bank Management)
Calendar	Dr. V. Nithyakalyani (Shift I Microbiology)
Magazine	Ms. S. Pavithra (Shift I - Viscom) Dr. R. Subha (Shift I – Tamil)
Certificate courses	Dr. P. Lakshmi Gayathri (Shift – I Maths) Ms. K. Abinaya (Shift-II Maths)
NME, Bridge & Remedial courses / Result Analysis	Dr. B. Brindha Banu –NME & Bridge Course (Shift I - Bio) Mrs. P. Renuka –Remedial (Shift I - Computer Science)& Ms. Kapila Kaviya (Shift II – Computer Science)
Soft Skills	Dr. Shahin Banu (Shift I - Micro)
N.S.S.	Dr. Ambika (Shift I – Tamil) Ms. R.V.M.Aarthi (Shift I - English) Ms. Subhashiny (Shift II - Mathematics) Dr. C. Maheswari (Shift II – Tamil)
RRC	Ms. S. Surekha (Shift I English) Ms. S. Deepikalakshmi (Shift II BBM)
Rotaract	Ms. S. Sarjana (Shift I English)



ச. சாதுர்யம் • ச. சுவர்ணம் • ச. சாந்தியம்

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YRC	Ms. K. Abinaya (Shift II Maths)
Foreign Students, North Eastern Students & Staff incharge of students with special needs	Dr. Sujatha Mohan (Shift I - Natya) Dr. K. Sathyapriya (Shift II - Tamil)
Book Exhibition	Dr. N. Thilagavathy (Library Science)
Anti-Ragging Committee	Dr. Apitha Sabapathy (Dean – Students)
Attendance Register	Dr. V. Agnes Lavanya (Shift I Mathematics)
Scholarship	Mrs. V.R. Viju (Shift I Computer Science)
Log Book	Dr. D. Lakshmi Priya (Shift I – Micro)
Insurance	Dr. D. Jamuna Rani (Shift I BBA) Ms G. Kavitha (Shift II – B.Com Gen.)
ICT/ NEN / YI/ Consumer Club	Dr. K. Latika (Shift I BBA)
Furniture / Electrical maintenance & LCD/ OHP/ Screen	Dr. Apitha Sabapathy (Dean – Students)
Computer Maintenance	Ms. Shruthi (Computer Science)
UG Project Internship for all UG Departments	Ms. A. Kaviya Priya (Shift I BBA) & Mrs. D. Mahalakshmi – (Shift II Micro)
Assembly	Senate



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PERSPECTIVE PLAN



**Dr. MGR-JANAKI COLLEGE
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STRATEGIC PLAN (2018-2023)

1. PLAN To be an ISO certified institution

GOAL To improve the teaching learning process working towards becoming an ISO certified institution.

TARGET	DEPLOYMENT ACTION	TIME LINE
ISO certification ISO 9001: 2015	Efforts are taken to head towards becoming an ISO certified institution	Two years

2. PLAN – To enhance and upgrade the teaching learning process introduce hybrid learning and e content development

GOAL Online and physical classes

TARGET	DEPLOYMENT ACTION	TIME LINE
Hybrid learning practices	Physical and online classes Preparing e content for all subjects	Three year since 2020

3. PLAN – To enhance academia – industry interface

GOAL To increase the number of MOUs

TARGET	DEPLOYMENT ACTION	TIME LINE
To increase the number of MOUs	To have MOUS with International, National and State Level Institutions	One year

4. PLAN To develop faculty in par with academic requirements in changing sphere

GOAL To organize and attend Seminars/ workshop/ FDP orientations programs and publish papers in impact factor journals

TARGET	DEPLOYMENT ACTION	TIME LINE
Organise Seminars/workshops /FDP/orientations	To ensure staff attend and organize Seminars/ workshops / training programs/ FDP/ Orientation To publish papers in reputed journal and ISBN books	One year



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5. PLAN To organize student development activities

GOAL Develop employability skills of students

TARGET	DEPLOYMENT ACTION	TIME LINE
Internships	Exposure to the corporate world	One year
Certificate courses	Latest trends course in respective fields	One year
Placement training	Collaborative training program with prominent institutes	One year
Organise outreach programs	Visits to different places villages oldage home, orphanages etc	One year

6. PLAN To commemorate theme based days

GOAL To commemorate National consumer rights day, Science day, Chennai day

TARGET	DEPLOYMENT ACTION	TIME LINE
To create awareness of theme based commemorations	Commemorate theme based days and months	One year

7. PLAN To improve infrastructure of the institution

GOAL

TARGET	DEPLOYMENT ACTION	TIME LINE
Library facilities to be improved	Increase number of text books e books e journals	One year
Smart classrooms		One year
Wifi enabled campus	Access to staff and students	One year
Disabled friendly campus		One year
NSS office automation		One year
Upgrading auditorium	AC auditorium	One year

8. PLAN To introduce new courses which have demand

GOAL To start lucrative courses from student perspective

TARGET	DEPLOYMENT ACTION	TIME LINE
Identify and introduce new courses which have demand	Introduce new courses	Four years



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9. PLAN To be an environment conscious institution

GOAL water management, Paper recycling herbal garden and e waste disposal

TARGET	DEPLOYMENT ACTION	TIME LINE
Environment conscious institution	Water management Paper recycling Herbal garden e waste disposal	One year

10. PLAN To tie up with an academy to prepare students to face competitive and civil service exams

GOAL To increase number of students to take up competitive exam

TARGET	DEPLOYMENT ACTION	TIME LINE
To increase the number of student to take up TNPSC and UPSC exam	Collaboration with institutes to offer the same	One year

11 PLAN To encourage students to take up online course offered by Government of India

GOAL To NPTEL, Course era, Swayam

TARGET	DEPLOYMENT ACTION	TIME LINE
To ensure UG and PG students complete atleast one online course during the study period in the college	Encouraging students to take up add courses online relevant to domain	One year

12. PLAN To start campus radio

GOAL To create awareness on activities happening in the college

TARGET	DEPLOYMENT ACTION	TIME LINE
To start campus radio	In collaboration with MIT square	Three years

13. PLAN To increase number of private scholarships

GOAL To support first generation learners

TARGET	DEPLOYMENT ACTION	TIME LINE
To increase number of private scholarships	MAATRAM, Agaaram Team Everest	Three years



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14. PLAN To have social media presences

GOAL To create awareness on activities happening in the college

TARGET	DEPLOYMENT ACTION	TIME LINE
Social media presence	Insist departments to start social media account	One year

15. PLAN To create an inclusive society

GOAL Admitting hearing impaired students along with normal student

TARGET	DEPLOYMENT ACTION	TIME LINE
To create inclusive society	Increasing number seats for hearing impaired students	One year