MINUTES OF
THE MEETING

MINUTES OF GENERAL STAFF MEETING (27/03/2018)

Reopening dates for the next academic year:

Faculty Members : 13.06.2018(Wednesday)

II & III-year UG & II-year PG : 20.06.2018(Wednesday)

I year UG : 27.06.2018(Wednesday)

Faculty responsibilities and Committee duties were announced.

University Semester Examination will commence on 02.04.2018(Monday).

V.c. Janthilal L PRINCIPAL



UNIVERSITY GRANTS COMMISSION HUMAN RESOURCE DEVELOPMENT CENTRE



UNIVERSITY OF MADRAS

Centenary Buildings, Chepauk, Chennai - 600 005.

Dr. N. GODHANTARAMAN

Director i/c

Tel.(off): 91-44-2539 9469 / 9505 / 9558

Telefax:91-44-25380585

E-mail: ugcascuom@yahoo.com ugchrdcuom@gmail.com

Date:

1 7 MAR 20

No. UGC-HRDC/Gender Sensitization / 2018 / 10

To
All the Principals of affiliated College
All the Head of the Department, University of Madras

Sir / Madam,

Sub: Request to display / circulate in your College / Department Notice Board – Short term course on Gender Sensitization – Reg.

Greetings from UGC-Human Resource Development Centre, University of Madras!

As per the programme schedule of the year 2017-2018, the UGC-Human Resource Development Centre, University of Madras is organizing a short term course on Gender Sensitization from 26th to 28th March 2018.

In this context, I kindly request you to display this notification in your College/Department notice board/circulate it to the faculties for enable them to attend the above Programme. The enclosed Profoma may be filled and returned to The Director, UGC-Human Resource Development Centre, University of Madras, Chepauk, Chennai – 600 005 or through e-mail: ugcascuom@yahoo.com, on or before 24.03.2018. Refreshment will be provided for all the participants, No TA/DA will be provided.

Thanking you for your continuous support and cooperation.

Yours sincerely,

(N.GODHANTARAMAN)

To

46. To

The Principal

Dr. M.G.R. Janaki College of Arts & Science(W) 11 & 13 Durgabai Deshmuk Road, Ch -600 028

MINUTES OF HEAD'S MEETING (02/03/2018)

- Convocation for the graduates of 2013-16 Batch will be held on 07.03.2018(Wednesday) at 4.30pm.
 - Venue: College Ground.

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- o Chief Guest: Honourable Thiru Banwarilal Purohit, Governor of Tamil Nadu
- Committee duties were listed.
- Reporting time for the faculty members: 1.30pm
- College will be closed for the shift I and shift II students on 07.03.2018(Wednesday).
- Principal appreciated shift II departments for their club activity.
- University Semester Examination will commence on 02.04.2018(Monday) and Practical's from 15 March, 2018 onwards.
- SC & ST students should collect the scholarship form from Ms. Vasantha, Computer Science Lab.

Dr. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN

COLLEGE DAY

21.02.2018

NAME OF THE DEPARTMENT	HOD'S SIGNATURE
ENGILISH LITERATURE	czot
NATYA	Mit (for Dr. Sijatha Nohan)
BUSINESS ADMINISTRATION	
COMPUTER APPLICATIONS	754
GENERAL	
ACCOUNTING AND FINANCE	
CORPORATE SECRETARYSHIP	A
BIOCHEMISTRY	Vidora
MICROBIOLOGY	1.2
OMPUTER SCIENCE	for, pan
PSYCHOLOGY	
MATHEMATICS	D. Laveryou

MINUTES OF HEAD'S MEETING (09/02/2018)

Parent Teachers Association meeting will be held on 10.02.2018.

Timing Shift I – 9am to 12noon

Shift II - 11am to 1pm

Reporting Time for Faculty Members Shift I – 8.30am

Shift II - 10.45am

- Department of Handloom is conducting exhibition in our College on 12.02.2018 to collect the feedback on their products.
- College Day will be held on 21.02.2018(Wednesday).

MINUTES OF HEAD'S MEETING (29/01/2018)

- II year and III year students have to pay college fees on or before 15 March, 2018.
- SPIC MACAY will organize a Kathak Programme for 2nd year students in the auditorium.
- Absentees for internal test have to rewrite the test.
- Sports Day will be held on 3 February, 2018(Saturday).
 Reporting Time for Faculty Members and Students: 7.30am
 Programme starts at 8am.
- Missing books from the department library should be replaced.
- PTA meeting will be held on 10.02.2018(Saturday).
- Convocation list should be submitted to the Principal's on or before 31.01.2018.

MINUTES OF HEAD'S MEETING (11/01/2018)

- College will be closed for Pongal holidays from 12.01.2018(Friday) and will reopen on 17.01.2018(Wednesday).
- As a part of MGR Centenary celebrations, our college students will perform a dance drama on 17.01.2018(Wednesday) in the Vaibhavam Hall at 3pm.
- On 19.01.2018(Friday) **Ganathon** will be held at Anna University at 4pm. Teachers should accompany the participants.
- Long test will be conducted from 22.01.2018(Monday) to 31.01.2018(Wednesday).
- Sports day will be held on 03.02.2018(Saturday).
- On 15.02.2018(Thursday), Convocation will be held in the forenoon session and College Day is in the afternoon.
 Venue – College Auditorium
- University rank holders list of 2016 batch should be submitted to the Principal's office before 19.01.2018(Friday).
- List of current III-year UG students and II-year PG students for the proficiency prize should be submitted to the Principal's office after the university results are published.

MINUTES OF HEAD'S MEETING (14/12/2017)

- The Principal congratulated Department of Psychology and Pentagon for their seminar.
 Department to ensure maximum participation from other colleges.
- Christmas celebration will be held on 21/12/2017 from 11am to 12noon.
- On 22/12/2017 we will be commemorating MGR Remembrance Day.
- 3000 students from our college will participate for the Ganathon & Natyathon.
- University valuation starts from 18/12/2017. It is mandatory for the examiners to report the valuation centre.
 - Shift I faculty can leave by 12noon after the classes.
 - Shift II faculty should report to the valuation centre by 10am and report to the college by 1pm.
- Seminar accounts should be submitted within two days after the seminar to the Principal's office.
- Any communication should be corrected by Dr. Lakshmi Balaji, Vice Principal before communicating outside.
- College closes for Christmas vacation from 23.12.2017
 Reopens on 02.01.2018, regular working day. Day order I will be followed.

FACULTY	LIST (20	017 - 20	18)		1		
SHIFT - I	20.12.17	18/1/2018	09/2/18	14/2/18	05/03/18	21/03/18	28/03/18
Department of English			-0				,
1. Dr. V.C. Shanthi Lakshmi M.A., M. Phil., Ph.D., NET.							
2. Dr. Lakshmi Balaji M.A., M.Phil., Ph.D.							,
3. Mrs. J.S. Kalpana M.A., M.Phil., SET.	Da	Per	Dar	How	Derl	bur	
4. Mrs. S. Rajalakshmi M.A., M.Phil., HDSE.	Rip	4 0	1		- 00		
5. Dr. B. Uma Neela M.A., M.Phil., Ph.D.	0.0	87	89	812	820	3.0	
5. Dr. Chitra Raghunathan M.A., Ph.D.	Of all	Quin	gold.	- 3×4, EV	Payler	N 1 1	
7. Mrs. Arthy. R. M.A., M. Phil., M.Ed., SET(Edu.).	My.	MA	Mrs	MX	alle	Jun X	
3. Mrs. Sunitha S. Rao M.A., M. Phil., NET.	2	82%	E	Jek.	35%	Very .	
Dr. Annapoorni M.A., Ph.D., NET.		J.S	XX	1	JUS	1 1	
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Mrs. Shruthi M.A.				-	D=311	8	
2. Ms. R. Vinupriya M.A., M.Phil.	K. Junke	Egunde	Salmbrid	5. Jumber	B. Bring	E. Vingo	
Department of Tamil							
3. Dr. Apitha Sabapathy M.A., B.Ed., Ph.D.			100	2050		10	1 00
4. Dr. M. Vini Kumari M.A., M.Phil., Ph.D.	28	22	ame	1000	14	124	24/0
5. Mrs. J. Meenakshi M.A., M.Phil., NET.	00	3	OP	3	138	1	100
6. Mrs. K. Gowri M.A., M.Phil., SET, NET.	·6. ~	16/2	John	14.5	16-1	1	-
7. Dr. S. Shanthi M.A. M.Phil, Ph.D.	8	1	-8	1	100		18
8. Mrs. R. Sujatha M.A., M.Phil.	13	128 -	12	R	123	- RS	
9. Mrs. S. Indhumathi M.A., M.Phil.	S. Andush.	Stodunk	B. Sidery	3. Alm	S. Shar	n 3 Roy	,41
epartment of Hindi	0 0		0 0	100	100	2.0	1
). Dr. Ms. Ranjana Rai B.Ed., M.A., Ph.D., PGDJ	11/	110	14.50	144	1245	- 44/	1
iploma in Hindi, P.G. Diploma in Translation.		/	/	/	1/	/	
epartment of Sanskrit				,			
. Dr. G. Gayathri Preetha M.Sc., M.A., M.S., M.A.,	1		1	1	11		
D., NET.	1.	6.	7	10	1/2		
. Dr. R. Saraswati M.A., M. Phil., Ph.D., NET,	Signar	12 alfred	· o sont	ared	Baren	Sarant	3
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partment of French							
Ms. K.V. Kameshwari M.A. (English)., M.Phil.,	1						
ench),., B.Ed., IELT., PGDTA, D.C.A., Diploma	6						
German.							
partment of Biochemistry & PG Department of							
informatics							
Dr. R. Manimekalai M.Sc., M.Tech., Ph.D.	1000000						
Mrs. M. Victoriya Salomi M.Sc., SLET.	M	w	hn	m	, for	7	
Mrs. J. Premila M.Sc., M.Phil.	a. P	lugg	200	03	de	6.00	/
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28. Mrs. S. Deepa M.Sc., M.Phil., SET.	20.12.17	18/1/1	8 02/02/1	19/02/19	05 03	18 21/03/18	28/03/18
29. Dr. K. Vijayalakshmi, M.Sc., Ph.D., SET.	(8)	C.D.	52	C Di	روی	2.0	
30. Mrs. B. Brindha Banu M.Sc., M.Phil., SET.	Poli	Day.	Pall		Dal	0. 0	Poll
31. Ms. G. Shoba M.Sc., M.Phil.		100	88	SA	88	12	60
32. Dr. M. Durga M.Sc., M.Phil., Ph.D., SET.	8/	01	9/	91/	101	1	9
33. Dr. N. Vijayalakshmi M.Sc., M.Phil., Ph.D.	101	111	11	11			
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Department of Microbiology (UG & PG)		10			200		/ /
34. Dr. P. Sumithira M.Sc., M.Phil., Ph.D. SLET.	100	10/	80	M.	D.	M	TRO .
35. Dr. Ramya Anandan M.Sc., M.Phil., Ph.D., SET:	11	9	M.	Y.	P	4	1/2
36. Dr. D. Lakshmi Priya M.Sc., M.Phil., Ph.D., SET	. A	0	2	B	B	6	
37. Ms. J. Neena Priya M.Sc., M.Phil., SET.	de	Jp	J/p	P	bo	10	h
38. Mrs. V. Nithyakalyani M.Sc., M.Phil.	Nu	127	NW	12	A P	K.	M
39. Ms. C. Banu Rekha M.Sc., M.Phil., SET.	CON	ex	Ne	al.	The same	1	e R
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42. Dr. R. Vidhyalakshmi M.Sc., M.Phil, Ph.D.	1	N	20	934.	Li	N	
43 Mrs D Mahalalalala N. C. M. P. H. M. A.	w.h.	Mrh	W. dr				
43. Mrs. D. Mahalakshmi M.Sc., M.Phil., NET., SET Department of Computer Science & PG	My	Mm	hh .		100		
Department of IT							, ,
44. Mrs. V.R. Viju M.Sc. (CS), M.Phil., SET.		5			-0/	1	
45. Mrs. P. Renuka M.Sc. (CT), M.Phil.		W.		YOU	1800	18	000
46. Mrs. K. Ganga Devi MCA, M.Phil., B.Ed.	Tion	Pion	D. Or	Pan	D. On	P. A	J (2m)
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50. Ms. Kanimozhi MCA., B.Ed., SET.	Spil						
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51. Mrs. V. Agnes Lavanya M.Sc, M.Phil., SET.) 010	ı	V			1	1
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66. Mrs. N.S. Kothai MCA., M.Phil. SET., NET.	1811	V1808	VIST	1/8/2	New	No	
67. Mrs. L.S. Kavitha MCA., M.Phil.	0.0	10 An	000	AAN			
68. Mrs. Ramya Vasudevan MCA., M.Phil.	fair	Hans	sho)	AON NO	0 045	RAN"	n for
69. Mrs. R. Priyavani M.Sc. (CT)., M.Phil. 70. Mrs. R. Jisha MCA, M.Phil.	RPM	1 200 V	RAN	RPYT	RPI	DIN	011
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Department of Accounting & Finance							
80. Mrs. K. Banumathy M.Com., M.Phil., NET.	13						
81. Ms. E. Nirmala M.Com., M. Phil., SET.	9, Note	SiNoh	5.N.	SIN	K.Wil	- S.N. I	1911-1
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86. Ms. T. Anitha Bai MBA, M. Phil., PGDPR., NET.	1	8	8	\$	8.	14	
87. Ms. Unna Lakshman MBA, M.Com., CA Final	00,	00	90	00	as	100	
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88. Dr. K. Latika MBA., M.Com., M.Phil (Com).,	10	١.	0.0	111	1.11		
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94. Ms. Y. H. Keerthana M.Com.	Kthru.	Kinn	Xturu	·X AUG	Aguar	Ague	201001
Department of Natya							
95. Dr. Sujatha Mohan M.A., M.Phil., (Sanskrit),		٨	A . D				
MFA.(Bharata Natya), Ph.D.(Natya). P.G. Dip.		1. Ath	Ganthe				
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96. Ms. A. Vithya MFA (Dance), NET, (Performing	Mn	A	1				
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97. Ms. Yamini M.A., M.Phil.	yanien	-					
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98. Dr. R. Selvarani M.P.Ed., M.Phil., Ph.D.	Alde	Plat		gree	200		
Department of Library Science						-	
99. Dr. N. Thilagavathy MCA., MLIS., M.Phil.,	6	10/	6	10	100/	1	
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MINUTES OF HEAD'S MEETING (27.11.2017)

- Development of an institution is measured by the strength of its alumni association and feedback from alumni In NAAC requirements, Alumni Association plays a major role. Faculty should develop a rapport with alumni.
- Advice the students about the importance of placement. Permission letter should be collected from the students those who are not interested.
- Faculty members who take leave on important functions without prior permission will be considered as two days casual leave.
- Rescheduled University exams will be held on 5 & 6 of December, 2017 for III year UG students. Regular working days for I & II years.
- Interim report with photos of the departments, placement and extension activities should be mailed to the Principal's email id before 7 December, 2017.
- 22 December, 2017 Forenoon MGR Remembrance Day Afternoon - Christmas celebration
- Our students should participate in mega event organised by Hindu Spiritual Organisation - Ganathon - Natyathon.
- On 12 December, 2017 audition for Republic Day parade will be conducted in our College.

Dr.MGR Janaki College of Arts & Science for Women Exam Committee (17 - 18) - Invigilators Meeting

- 1. November 2017 University exam commences from 01-NOV-2017.
- 2. Timings for the forenoon session is from 10 am to 1.10 pm and for the afternoon session is from 2 pm to 5.10 pm. 10 minutes extra time is given for QP reading
- 3. Reporting Time for the Invigilators for the forenoon session is 9 am and for the Afternoon session is 1 pm.
- 4. Arts block R. No. 6 will be the control room for NOV exams. Invigilators can collect and submit the answer booklets, seating plan and other necessary requirements from A6 for the exams.
- 5. Invigilators can make the necessary changes with their own departments or with other departments if they are unable to come on the scheduled date. Do not hand over the duty to the exam committee.
- 6. Invigilators are required to sign the hall allocation book, note down the Exam Hall, Strength of the Hall may be 32 to 35. If it is more than 40 we will send one member to the exam hall for assistance initially.
- 7. After collecting the materials (Attendance sheet, seating plan, LDPE covers, markers and Answer booklets) from the Exam Cell, please proceed to the exam hall directly with blue and red pen. Kindly avoid reading materials and cell phones during invigilation.
- 8. Clearly write all the essential details on the black board and also the complete register number on the table.
- 9. Start filling up the LDPE covers. These details are available in the seating plan. Use permanent markers to fill the details on the covers.
- 10. From 9.30 onwards you can allow the candidates into the hall.
- 11. Invigilators should thoroughly check the ID card, Hall ticket, hand, handkerchief, pouch and calculator of the candidate.
- 12. As like the last time this time also 3 different categories of students are going to write the exam, first type of candidates are our current students, second type of students are our passed out students and the third type of students are passed out students from other city colleges.
- 13. All the candidates should bring their hall ticket and ID card to the exam hall failing which they should be directed to conference hall for getting the temporary ID cards or Hall tickets.
- 14. Current student will wear the ID card, for the passed out students check the ID proof (PAN Card, Driving License, and Voters ID).

- 15. From 9.30 am onwards you can start distributing the answer booklet to the candidates, help them to fill up the front page details.
- 16. Distribution time for the question paper is 10 am. After which you should instruct the students to write their register number only on the top left corner of the question paper and maintain the same with no other marks.
- 17. Kindly double check the distribution of the correct question paper to the candidate. It is the ultimate responsibility of the invigilator.
- 18. From 10 am onwards you can start taking the attendance. Mark Absent in red pen.
- 19.10.30 am is the deadline for the latecomers. From 11 am onwards allow the students to go out of the exam hall.
- 20. At 1.10 am collect the entire answer booklet and arrange them in order, hand over the same to the exam committee members.
- 21. The invigilators are expected to be in the roaming for complete duration of the exam.
- 22. If any malpractice is noticed inside the exam hall, bring it to the notice of the committee immediately.
- 23. Timing for the squad is 9.15 am to 10.45 am for the forenoon session and 1.15 pm to 2.45pm for the afternoon session.
- 24. First direct the students to the exam hall.
- 25. Note down the exam hall from the squad register, thoroughly check the candidates once again.
- 26. Invigilators can request the squad members to relieve them on an emergency.
- 27. We have allocated two days (i.e. Nov 23 & Nov 24) for taking photocopy of the IMES entry.
- 28. The university has allotted one hour extra time for the special category students. All hearing impaired students can be directed to Arts block room no 1 for their exams. Invigilators should not mark absent for the special students in the attendance sheets.
- 29. Scribe students can be directed to the library for their exams.

MINUTES OF GENERAL STAFD MEETING (25/10/2017)

- Hall Tickets will be issued to the students on Monday 30.10.2017.
- University exam will commence on 01.11.2017.
- Model exam marks to be included in Internal Assessment.
- College will reopen on 23.11.2017 for the next semester.
- Alumni meet will be held on 26.11.2017.

Timing – 3pm to 5pm.

Invitations to be mailed.

Prominent alumni list to be submitted.

- ICT Academy has introduced an app "TRAIL HEAD" for teachers and students learning.
- Insist the students to work on it.

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MINUTES OF HEAD'S MEETING (09/10/2017)

- Two students and one faculty member from our college are participating in the National Integration Camp at Kullu Manali organised by the Ministry of Sports and Youth Welfare Department, Government of India.
- One of our students has been selected to participate in Republic Day parade.
- Ms. Poongathai from Department of Computer Science Shift-II has released a book on solved University question papers.
- We have vocational training centre. We have a tailoring unit and students are trained for block painting.
- Model exam papers should be corrected and included in internal marks.
- 18, 19 & 20 October, 2017 are holidays for Diwali.
- Prior notice should be given before resignation by faculty members.
- 31 October, 2017 is the last working day for this semester.
- College will reopen on 23 November, 2017 for the next semester.
- Alumni meet on 26 November, 2017 from 3pm to 5pm.
- Job fair organised by the Government of Tamil Nadu on 13.10.2017.
 More than 50 stalls will be present in the Job fair on 13 October, 2017.
 Send a note to I year and II year students stating the college will be closed on 13.10.2017.



MINUTES OF HEAD'S MEETING (20/09/2017)

- RHYTHM 2017 (Inter departmental cultural) will be held on 21 & 22 September 2017.
- EUPHORIA 2017 (Inter collegiate cultural) will be held on 23 September 2017.

College Timing for students - SHIFT-I 8.15am to 1.10 pm.

SHIFT-II 1.05pm to 5.45 pm.

College Timing for faculty members - SHIFT-I faculty members 8.15am to 2.30pm.

SHIFT-II faculty members 12.20pm to 5.45pm.

Shift I III yr students should report at 1.00pm and leave by 5.45pm on 22 September 2017.

Students should behave well in the auditorium during the cultural.

 On 13 October 2017, Mega Job Fair will be conducted by Employment Exchange, Tamil Nadu Government.

III yr students should participate in the job fair. Their will be no class for I and II years of shift - I and Shift - II.

Regular working day for the faculty members.

- Faculty members should be alert during the invigilation.
- Discipline should be maintained in the classroom.

PRINCIPAL PRINCIPAL

MINUTES OF HEAD'S MEETING (08/09/2017)

- PTA meeting is scheduled on 09/09/2017
- Reporting time for the faculty members for PTA meeting is 8.30 am.
- Fee defaulters and absentees should be warned.
- 16.09.2017 and 23.09.2017 are regular working days.

MINUTES OF HEAD'S MEETING (09/08/2017)

- For any programme in the auditorium, teachers should accompany the student and remain until the programme is over.
- 14.08.2017 (Monday) is a holiday for Krishna Jayanthi.
- Independence Day celebration on 15.08.2017 (Tuesday):
 - 1. Staff and the students should report at 8am.
 - 2. Attendance is mandatory.
 - 3. Shift I Assemble in the ground for flag hoisting.
 - 4. Shift II Assemble in the Auditorium for the cultural programme.

• Mentoring Session:

- 1. Go through the prior discussion and identify the issues.
- 2. If the Mentor is not able to handle the issues, bring to the notice of mentoring session in-charge Ms. Priya Vani.
- 3. Conduct mentoring session with involvement, so that the students problem can be identified at the earliest.
- Club co-ordinators should cross check with the class teachers before selecting the office bearers.
- Heads should check the planner schedule and ensure the activities.
- Conduct remedial classes regularly.
- Students should return the books from the Book bank after the semester safely.
- Assembly should happen regularly in the Auditorium and should start at 8.20am.

Varine gales PRINCIPAL

MINUTES OF THE HOD MEETING-27/06/2017

First year UG students will report on:

SHIFT I - 28/06/2017

- 9:30am 10:30am: Biochemistry, Microbiology, Psychology, Maths, Computer Science, and BCA
- 11:00am 12:00 Noon: B.Com(General), B.Com(A&F), BBA, BCS, English, and Natya

SHIFT II - 29/06/2017

- 1.30pm 2:30pm: B.Com (General), B.Com (A&F), B.Com (BM) & BCS.
- 3:00pm 4:00pm: Computer Science, BCA, English, Maths &BBA.
- 700 chairs should be arranged in the auditorium.
- Senate, Student volunteers, and Faculty should direct the parents and the students to the respective venues.
- The first year classrooms should be ready and instructions should be read again.
- 15 passport size photos with white background and stickers on the back should be collected.
- Money will not be collected for any reason other than the exam fees and bus pass.
- Certificate courses will be held for 8 Saturdays.
 - O Classes are from 9:00am to 12 noon or 10:00am to 1:00pm.
- Inform about the book bank.
- Natya staff will teach College song and Yoga for all 1st year students.
- Attach the communication letter or invitation along with the OD slip.

MINUTES OF GENERAL STAFF MEETING-20/06/2017

Our Chairman and the Correspondent address the faculty

- Work with commitment towards our students by setting an example.
- We have to improve ourselves by knowing our strengths and weaknesses.
- Money should not be collected from the students for any purpose other than University Exam fee.
- Remind the students to pay the college fee.
- Use appropriate language when talking to the students.
- Be a role model for the students.
- Make sure no classes are left without a teacher.
- Ensure arrangements are made before taking leave.
- Do not encourage parents to meet the Principal directly.
- Staff members who have cleared SLET or NET should encourage other staff members to also clear these exams.
- Provide opportunities and delegate responsibilities to the students, so they can become future leaders.
- Shift I year UG students will report on 28.06.17.
- Shift II first year students will report on 29.06.17.
- Encourage students to enroll in B.Ed. course.
- Enroll in the PG Diploma in Higher Education offered by IGNOU.
 Communication attached for further clarification.

PRINCIPAL PRINCIPAL



Stall Sweley



Dr.S.Kishore Regional Director F.No.IG/RC-25/PGDHE/2017 Date: 16.06.2017

To
The Principal
Dr. MGR Janaki College of Arts and Science for Women
11&13, Durgabai Deshmuk Road
Raja Annamalai Puram
Chennai, Tamil Nadu 600028

Sub: PGDHE Programme of IGNOU - Admission July 2017- Reg.

Sir/Madam,

Greetings from IGNOU Regional Centre Chennai!

We are glad to share information about PGDHE Programme of IGNOU offered by the School of Education (SOE).

The PGDHE is meant for those who are aspiring to teach or are already teaching in institutions of higher learning. Recommended by the National Policy on Education (1986) and subsequently endorsed by the Rastogi Committee on teachers in higher education, the PGDHE has been recognised by the UGC as being equivalent to an Orientation Programme and two Refresher Courses of the Academic Staff College (http://www.ignou.ac.in/ignou/aboutignou/school/soe/programmes/detail/74/2).

PGDHE Programme of IGNOU is of one year duration. The Programme has been revised and updated and the revised version is on offer since January 2004.

The admission to the PGDHE Programme of IGNOU is open for cycle of admission commencing from July session 2017. The application form is available online https://onlineadmission.ignou.ac.in/admission/. The hard copy of the prospectus containing the application form is available for Rs.200 at Regional Centre Chennai.

If you want any representative of IGNOU to address the staff of your college, please let us know through email rcchennai@ignou.ac.in or kindly contact Dr.J.S.Dorothy, Deputy Director 9445120908; Dr.K.Sasicoumar Brumot, Assistant Regional Director 9444900077.

The information about PGDHE is also enclosed for your perusal and display in College notice board.

Yours sincerely,

Regional Director

इग्नू क्षेत्रीय केंद्र IGNOU Regional Centre

जी.आर. काम्पलेकस, 407, 408, अण्ण सालई, नन्द्रनम, चेन्नई — 600 035. G.R. Complex, 3rd Floor, 407-408, Anna Salai,

Nandanam, Chennai - 600 035.

Phone: 044 - 2431 2766, Fax: 044 - 2431 2979. E-mail: rcchennai@ignou.ac.in, Website: www.ignou.ac.in இந்திரா காந்தி தேசியத் திறந்த நிலைப் பல்கலைக்கழகம் इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविदयालय INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Post Graduate Diploma in Higher Education (PGDHE)

The Programme has been visualised and developed in response to the recommendations of the National Policy of Education (1986) and several other committees on higher education teachers with a view to provide necessary knowledge, understanding and skills pertaining to teaching in higher education for prospective and/or inservice university and college teachers

The Programme is meant for:

- · teachers in universities, colleges and other institutions of higher learning.
- · those having a postgraduate degree in any discipline with at least a second Division.
- professional degree holders in areas such as Engineering, Medicine, Agricultural Science and law etc.

Eligibility: Teachers in an institution of higher education or Post Graduate Degree holders in any subject including a Professional Degree

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered in both January &

July cycle of admissions.

Fee Structure: Rs. 2,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MES 101	Higher Education: Its Context and Linkages	6
MES 102	Instruction in Higher Education	6
MES 103	Higher Education: Socio-Psychological Field	6
MES 104	Planning and Management of Higher Education	6
MES 105	Project Work	6
MES 106	Extended Contact Programme	4
	Total Credits	34

MINUTES OF THE HOD'S MEETING (08/06/2017)

- IQAC seminar on "Active Learning in Higher Education" will be held on 12/06/2017.
- Faculty will report at 8.15am.
- COMMITTEES FOR IQAC SEMINAR
- ✓ Chair Arrangement BCS
- √ Backdrop -Micro
- √ Hospitality Bio
- √ Registration Desk English
- ✓ Press Note Tamil & English
- ✓ Certificate & Mementos- Maths
- ✓ Transport Computer Science
- Attendance is compulsory, Lunch will be provided.
- Invite your friends from other colleges to attend the seminar.
- Faculty Development Programme will be conducted on 13/06/2017 and 14/06/2017.
- College will reopen for III year UG students & II year UG & PG students on 19/06/2017.
 For I years on 28/06/2017. Regular working day.
- Peer Evaluation Form and Self-Appraisal Form should be filled and submitted in the Principal's office before 12.30pm on 09/06/2017.
- Faculty vacancy list should be submitted to the Principal's office.
- Class rooms have been allotted to all the departments.
- Plan for Bridge Course before the I years come. Heads should present Power Point of Bridge Course and Department ppt.
- Certificate Course registration will open on 21/06/2017 and will close on 23/06/2017.
 Course will commence on 24/06/2017 or 30/06/2017.
- Departments should collect the Attendance Register from the front office.
- Book Exhibition will be held on 5th, 6th and 7th of July 2017.
- Departments must give the list of books which they require to the Librarian.

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Dr. R. Manimekalai M.Sc., M. Tech., Ph.D.								-	\dashv
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Dr. Lakshmi Balaji M.A., M. Phil., Ph.D.									\dashv
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Dr. V.C. Shanthi Lakshmi M.A., M. Phil., Ph.D., NET.	+								\dashv
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Dr. Apitha Sabapathy M.A., B.Ed., Ph.D.	1								H
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15. Dr. Apitha Sabapathy M.A., B.Ed., Ph.D.								+	
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82. Ms. Deepa Sridhar M.Com., MBA, M. Phil., SET.	D	2	Dy	DS	Da	Di	DI	Dr D
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87. Dr. D. Jamuna Rani M.A. M. Phil., Ph.D.	D.	n	D.71	D.FL.	Dn	JA -	D.R	17.1
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90. Ms. q. Anitha Bai MBA, M. Phil., NET.	1,0	3	8	3	8	ST	-01	0
91. Ms. Unna Lakshmi MBA., M.Com., CAPE-II, CA	1	hu	W	16	1	11	,	
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3. Mrs. T. Sheeba M.Com., M.Phil. MBA, SET, NET.	1	b	/	AD.	/	-	100	
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s. S. Selvi MBA., M.Phil. rs. M. Vijayaselvi MBA rs. K. Sucharitha M.A., MBA. rs. D. K. Hemamalini M.A. HRM., M.Phil.	11/12	12/6	20/6	30/6	1018	11/9	23/9	3
Ms. R. Balambal M.A., M.Phil. (Music)		Ru	N 4		egal	- Ba		
Ms. A. Vithya MFA (Dance), NET.		177)	N	mg.	M.	M.		
partment of Physical Education								
1. Dr. R. Selvarani M.P.Ed., M.Phil., Ph.D.			13					
epartment of Library Scienc		-	0	0 (-/		(/	
02. Dr. N. Thilagavathy MCA., MLIS., M.Phil., Ph.D.	10	10	100	10	10	10/		



Dr. NGR - JANAKI

COLLEGE OF ARTS & SCIENCE FOR WOMEN AFFILIATED TO THE UNIVERSITY OF MADRAS 'SATHYABAMA MOR MALIGAL',

11 & 13, Durgabai Deshmuk Road, Chennai - 600 028 ©: 2493 7382, 2493 7392 e-mail: admin@mgrjanaki.ac.in visit us at www.mgrjanaki.ac.in

To
The Registrar
University of Madras
Chepauk
Chennal – 600 005.

14-12-2017

Respected Sir,

Sub: Central Valuation for Under Graduate/Post Graduate Degree offer of appointment as an Examiner- intimation and request to depute the faculty members— Reg.

Ref: No. CSIII/2017/1389 dated 12-12-2017

With reference to the above we have distributed the appointment orders and acceptance forms to the concerned faculty for the Central Valuation, University of Madras. We also have attached herewith the list of staff who have resigned from service as their forms are sent to us along with the above.

Taanking you,

Yours faithfully,

PRINCIPAL DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN

Copy to: C&R II Section HENNAI-600 028.



DR.MGR JANAKI COLLEGE OF ARTS & SCIENCE COLLEGE FOR WOMEN CHENNAI.

LIST OF STAFF WHO HAVE RESIGNED/LEAVE

STAFF DETAILS FOR CENTRAL VALUATION FOR UG /PG

S.NO_	SUBJECT CODE NAME OF STAFF		REMARKS
1.	3COM0483	Ms. M. Manjusha Nair	Resigned
		Biochemistry	
2.	PBC037	Ms. Uma Venkatalaksi	Resigned
3.	UBC034	Ms. K.G. Sunitha	Resigned
4.	UBC128	Ms. Vadivukkarasi	Resigned
5.	UBC130	Ms. M. Rajeshwari	Resigned
		Business Administration	
6.	UBBA0135	Dr. G. Rajini	Resigned
7.	UBBA0372	Ms. A. Shereen	Resigned
8.	UBBA0490	Ms. K.M. Priyanka	Resigned
9.	UBBA0516	Ms. R. Udhaya Rekha	Resigned
		Commerce	
10.	1COM0123	Ms. M.S. Priya	Resigned
11.	1COM0184	Ms. S. Vijayalakshmi	Resigned
12.	1COM0230	Ms. D. Sumathi	Resigned
13.	1COM0251	Ms. M.U.S. Bhuvanesswari	Resigned
14.	1COM0427	Ms. M. Kalaiselvi	Resigned
15.	2COM0246	Ms. G. Roseline	Resigned
16.	2COM0278	Ms. Dr. S. Varalakshmi	Resigned
17.	2COM0399	Ms. Sindhu George	Resigned
18.	2COM0401	Ms. Thenmozhi	Resigned
19.	2COM0510	Ms. Lalitha	Resigned
20.	3COM0338	Ms. M. Jagadeeswari	Resigned
21.	3COM0366	Ms. M. Sailaja	Resigned
22.	MCOM0052	Ms. R. Usha	Resigned
		Computer Science	
23.	U8A161	Ms. Editha Maria Delailah	Resigned
24.	U8A301	Ms. M. Madhumitha	Resigned
25.	U8A331	Ms. S. Sujatha	Resigned
26.	U8A391	Ms. A. Akila	Resigned
27.	U8A397	Ms. G. Uma	Resigned
28.		Ms. T.R. Vigneswari	Resigned
29.		Ms. K. Lakshmi Priya	Resigned
30.		Ms. A. Sujanitha	Resigned

DR.MGR JANAKI COLLEGE OF ARTS & SCIENCE COLLEGE FOR WOMEN CHENNAL.

LIST OF STAFF WHO HAVE RESIGNED/LEAVE

STAFF DETAILS FOR CENTRAL VALUATION FOR UG /PG

S.NO	SUBJECT CODE	NAME OF STAFF	REMARKS
0.110		Computer Science	
31.	U8A655	Ms. A.M. Eadel Queen	Resigned
32.	U8A746	Ms. P. Suganthi	Resigned
33.	U8B090	Ms. G. Sangeetha	Resigned
34.	U8B238	Ms. Sri Sakthi	Resigned
35.	U8B478	Ms. R. Priscilla	Resigned
36.	U8B582	Ms. P. Hemamalini	Resigned
		Corporate Secretaryship	
37.	UBCS0076	Ms. O. Vijayalakshmi	Resigned
38.	UBCS0094	Ms. M.M. A.Viola	Resigned
39.	UBCS0108	Ms. N.K. Padmavathy	Resigned
40.	UBCS0111	Ms. V. Vijayalakshmi	Resigned
41.	UBCS0128	Ms. C. Thilak	Resigned
42.	UBCS0168	Ms. S. Jeyalakshmi	Resigned
43.	UBCS0224	Ms. S. Varalakshmi	Resigned
44.	UBCS0310	Ms. K Padma Priya	Resigned
		English	
45.	UENG0367	Ms. Hema Suresh Pani	Resigned
46.			Resigned
47.	UENG0544	Ms. J. Elizabeth Rani	Resigned
48.	UENG0576	Ms. B. Jeevarani	Resigned
49.	UENG0629	Ms. Thangam	Resigned
50.	UENG0647	Ms. L. Pooja	Resigned
		French	
51.	UFRE0006	Ms. Radha Hariharan	Resigned
51.	CITECOO	Hindi	resigned
52.	UHIN0010	Ms. R. Hemamalini	Resigned
14.	CIMIVOOTO	Mathematics	Resigned
53.	UMAT0306	Ms. J. Senbagamalar	Resigned
54.	UMAT0419	Ms. A.S.Purnalakshmi	
55.	UMAT0424		Resigned
		Ms. M. Kayalvizhi	Resigned
56.	UMAT0517	Ms. S. Gomathy	Resigned
	UMAT0520	Ms. D.A. Angel Sherin	Resigned
58.	UMAT0544	Ms. G. Porselvi	Resigned
59.	UMAT0551	Ms. Y. Kiruthiga	Resigned
60.	UMAT0708	Ms. G. Komala	Resigned

DR.MGR JANAKI COLLEGE OF ARTS & SCIENCE COLLEGE FOR WOMEN CHENNAI.

LIST OF STAFF WHO HAVE RESIGNED/LEAVE

STAFF DETAILS FOR CENTRAL VALUATION FOR UG/PG

S.NO	SUBJECT CODE	NAME OF STAFF	REMARKS
20110		Microbiology	
61.	UMC068	Ms. J. Shantha Kumari	Resigned
62.	UMC155	Ms. G. Vijayanandhini	Resigned
63.	UMC158	Ms. P. Karthika	Resigned
64.	UMC175	Ms. G. Vijayanandhini	Resigned
01,	CIVICIVO	Psychology	
65.	UPSY0020	Dr. Lydia Eric	Resigned
66.	UPSY0032	Ms. Hemamalini Bharathi	Resigned
67.	UPSY0034	Ms. N. Meenu Sangeetha	Resigned
68.	UPSY0049	Ms. M. Prabha Devi	Resigned
001	01010019	Statistics	
69.	STAT0140	Ms. N.S. Indhumathy	Resigned
		Tamil	
70.	UTAM0368	Ms. N. Renuka	Resigned
71.	UTAM0371	Dr. M. Augustine Georgi	Resigned
72.	UTAM0390	Dr. K.Priya	Medical Leave
73.	UTAM0405	G. Padma Priya	Resigned