



**Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN**



SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukhi Road, Raja Annamalai Puram, Chennai - 600 028

Affiliated to the University of Madras

Minutes of the meeting (27.09.2021)

Departments should keep ready with the data from 2017 to 2021 for NAAC preparation.

NAAC Core-Committee members for compiling data are as follows

1. Ms .Banumathy – BBA, B.Com-General, B.Com-AF, B.Com –Corporate Secretaryship.
2. Dr NithyaKalyani – Biochemistry & Microbiology
3. Ms Viju – B.Sc –Maths, Computer Science, BCA
4. Dr VC Shanthilakshmi – BA-Natya BSc Vis Com
5. Dr UmaNeela- English & all Languages
6. Dr Ragitha – B.Sc Psychology

Staff members who conducted the 1st Internal Academic Audit (IAR) held on 24.09.21 gave feedback. Best practices of each department were discussed.

The next IAR is planned on 4th October 2021, where all the documents should be kept in hard copies and the proofs for the same should be filed in the respective file.

All the extension activities in charge should also collect the details for the past 5 years and should be compiled and kept ready for the next IAR.

Those departments that do not have the data can refer the College Magazine 'SPROUT' to check the college report.

The PPT for the bridge course should be prepared and kept ready for the 1st years on 6th October 2021.

Templates for recording the details of the seminars, conferences and workshop will be sent by NAAC and should be maintained uniformly by all the Departments.

The result analysis is calculated for the batch and not for the year. Details of CO-PO practices were discussed.

Class Committee meeting for the 2nd years is planned on 30th September and 1st October 2021 (Thursday and Friday) and for the 3rd years on 4th and 6th October 2021 (Monday and Tuesday). The Circular should be sent to the members of the committee 3 days ahead of the meet. Only academic issues should be discussed,



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11 & 13, Chozhathu Deshanakki Road, Kasi Annamalai Puram, Chennai - 600 028

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minutes of the meeting should be recorded and action plan should be taken for the same.

Course file for the subjects should be kept ready.

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Minutes of the IQAC meeting – 2-11-2021

1. The details of 2.5 internal external assessment (Filled in PTA forms, feedback from parents, revaluation analysis) were discussed by Dr. Agnes. The details is to be sent in tabular format. Internal and external exam Time table and mark sheets should be sent from the year 2017-2019.
2. The details of 2.6.1 and 2.6.3 (student's performance, average pass percentage – refer convocation file for the past 5 years) were discussed by Ms. Sheeba of Computer science department shift 2.
3. General Instructions:
 - Students who have not attended the physical class due to Containment Zone issues should be marked absent in the register but full marks should be given for attendance.
 - No cash transactions between the teachers and students except the examination fee is to be done.
 - Students are not aware of the collage rules. Students should not bring valuable things like mobile and cash. The college and the management will not be responsible for the loss.
 - Staff should to take the College committee work seriously and work accordingly.
 - Calendar, magazine committee and extension activities should be made functional by getting instructions from the principal's office.
 - Teachers need to follow language ethics in the class, in-charge of the departments should monitor for few days and do the corrective measures.
 - Student's discipline is very important.
 - Teachers should be vigilant during the model exam invigilation. The duration of the exam is 3 hours. 1 hour the students should be present in the examination hall. Teachers should give instructions to the students and make them to write the exam properly.
 - Short notice leave by the staff members will not be encouraged.
 - The dates for submission of 2.4 criteria is 9th November, 2.5 is 12th November and 2.6 is 17th November.


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Minutes of the Meeting-(IQAC Meet-08.12.2021)

1. NAAC Criteria-I – Suggestions from the Mentor were discussed. Based on the sample given by the mentor the corrections have to be made by all the departments.
 - a. For all the meetings, events and programs circular duly signed by the Principal, staff and the student representative should be prepared.
 - b. Agenda of the meeting should be included in the circular.
 - c. Minutes of the meeting and action taken should be recorded
 - d. For Certificate course: Circular signed by principal, the date of commencement, completion date name of the certificate course, Faculty details, duration, timetable, students name list, content, syllabus, Certificate sample copy, student's feedback, evaluation method, question bank and the sample answer sheet should be filed as document.
 - e. For Internship and project: Inform the students about the internship and project through circular signed by Principal, mentioning the details of it. Periodical review of the project should be done by intimating the date of review through circular. Project evaluation, student's attendance, Letter from the institution, requisition letter, acceptance letter and project completion letter should be kept as supporting document.
 - f. Department library: Stock register, details of the compliment books, letter from the publisher for compliment copies should be kept as supporting documents. Refer Maths department's library details for more clarification.
 - g. Syllabus: Both UG and PG syllabus copies duly signed by Principal with seal should be filed in the department.
 - h. Timetable, work load, subject allocation table everything should be signed by Principal and kept as supporting document. Refer BCA department details for more clarification.
2. Criteria-II- Index should be made for all supporting documents before submitting. Make circular for all the programs. For Industrial visits: Circular, letter of communication to the institute and the reply, Note on the visit and photos should be filed. For seminars and guest lectures also all the documents should be filed. Scanning of the documents should be done correctly.
3. Class committee meet: The 2nd CCM for the IInd years, IIIrd years and the Ist years should be conducted on 15th, 16th and 20th December 2021 respectively. The circular should be sent 3 days before the CCM.
4. Result Analysis: Internal test format and Semester format documents should be prepared for last 2 years. The formats will be sent to the departments shortly.



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5. QP Setting, BOS letter, minutes of the meet for BOS meet should be properly maintained and filed in the department.
6. Departments responsible for File preparation
 - a. Project work (all PG departments) - BBA and BCS
 - b. Internship - B.Com (General)
 - c. Internal and Model exams timetable - Microbiology
 - d. Industrial Visit - BBA
 - e. Certificate course – B.Com (A/F)
 - f. Seminars/Guest lectures - Biochemistry
 - g. Department library details - Maths
 - h. Work load, Timetable, club activity, subject preference-allocation - BCA
 - i. Syllabus UG and PG – Computer Science
 - j. Concept a day & Different teaching methodologies – Psychology
 - k. Result Analysis - English
7. Saturday working day: 11th December is a regular working day for Ist UG and PG. Ms. Deepa (In charge for discipline) will inform the departments that will come to the auditorium for the program on Saturday. The other departments will have regular classes. The first year class teacher should sit along with the students inside the auditorium till the program gets over. Social distance should be maintained in the auditorium and the students should wear mask compulsorily.
8. PTA Meet: For the 2nd years PTA meet will be conducted on 18th December 2021. The college fees should be paid between 10th February 2022 and 31st March 2022. Staff should insist this and the physical offline exams during the PTA meet. PTA for the Ist years will be informed later.
9. Model exam for Ist years: The model exam for the Ist year UG and PG students will be conducted from 27th December and 31st December 2021. The last date for the completion of portions for the Ist years is 23rd December 2021.
10. NME classes for the IstUG should be conducted in online mode after the college hours. All the students will have their University exams tentatively from 20th January 2022.
11. Big Register: Big register should be updated on or before 20th December 2021. It should be submitted to the principal office on or before 20.12.2021.


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A meeting of the IQAC core committee was held on August 25th, 2021 at 1 PM in the Conference room to discuss about the new academic year.

The following members were present:

1. Dr. R. Manimekalai (Principal)
2. Dr. Ragitha Radhakrishnan (IQAC Coordinator)
3. Dr. Nirmala Dayalan
4. Dr. Nithyakalayani
5. Ms. Viju
6. Ms. Renuka
7. Dr. Lakshmi Gayathri
8. Dr. Priya

Dr. Ragitha shared the plan of action the IQAC shall work to accomplish in 2021-2022

- New format for Course file CCM Circular, CCM MOM and CCM Action Taken Plan were given
- New format of logbook were also given
- The coordinator informed that there will be regular checking of the files
- CCM to be conducted twice in a semester
- FDP program will conducted during September month.
- The submission for new files will be on September 14th 2021


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A meeting of the IQAC core committee was held on October 4th 2021 at 1 PM in the Conference room.

The following members were present:

1. Dr. R. Manimekalai (Principal)
2. Dr. Ragitha Radhakrishnan (IQAC Coordinator)
3. Dr. Nirmala Dayalan
4. Dr. Nithyakalayani
5. Ms. Viju
6. Ms. Renuka
7. Dr. Lakshmi Gayathri

The IQAC Coordinator, Dr. Ragitha welcomed the members, the following points were discussed:

- New Work load pattern was given
- Work load with staff Subject preference New pattern was discussed
- Students details to be filled in an Excel sheet and to be submitted to the exam committee
- Dates for marking attendance was discussed
- The submission of the workload will be on 29th October 2021


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A meeting of the IQAC core committee was held on January 5th, 2022 at at 1 PM in the Conference room.

The following members were present:

1. Dr. R. Manimekalai (Principal)
2. Dr. Ragitha Radhakrishnan (IQAC Coordinator)
3. Dr. Nirmala Dayalan
4. Dr. Nithyakalayani
5. Ms. Viju
6. Ms. Renuka
7. Dr. Lakshmi Gayathri

The IQAC Coordinator, Dr. Ragitha welcomed the members, the following points were discussed

- All the departments must submit departmental planner
- The format of the planner was discussed
- It was informed that every department must include registration details, mail invitation, feedback of the students in the report
- Every department must do "Concept a Day"
- The submission date will be informed later


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A meeting of the IQAC core committee was held on June 6th, at 12:30 PM in the IQAC room to discuss the collection of data and preparation of the for the ISO external Audit

The following members were present:

1. Dr. R. Manimekalai (Principal)
2. Dr. Ragitha Radhakrishnan (IQAC Coordinator)
3. Dr. Uma Maheshwari
4. Dr. Nirmala Dayalan
5. Dr. Nithyakalayani
6. Ms. Viju
7. Ms. Renuka
8. Dr. Lakshmi Gayathri

The IQAC Coordinator, Dr. Ragitha welcomed the members, the following points were discussed

- The committee members were informed about the External audit and the necessary documents to be prepared
- The following are documents to be prepared
 1. Organogram (IQAC)
 2. Quality Policy
 3. Master list
 4. Teacher's Profile
 5. Department Procedure (common)
 6. Department Objectives
 7. (Quality Objective planning)
 8. On The Job – Job card
 9. Skill Matrix
 10. Risk and opportunity
 11. Roles and Responsibilities of HOD'S & AP
 12. Training calendar
 13. Syllabus (old, New Soft copy of all the years, including Soft skills, NME, Projects to be included)
 14. Class Committee Meeting
 15. Bridge Course
 16. Course File (Along with answer Key)
 17. Remedial class
 18. Enrichment File



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19. Guest Lecture
 20. Workshop
 21. Seminar
 22. Club Activities
 23. Inter collegiate activity
 24. Planner (Current semester)
 25. Project details
 26. Work Load (effective from the date (II, III Year reopening Day, I year Reopening day)
 27. Result Analysis (Graph) (semester wise) – Every Semester
 28. Rank Holders List
 29. Alumni Records
 30. Scholarship List
 31. Sports Students
 32. Current Students details in Excel Sheet (Name, Address, Mobile no of Parent & Student, For Emergency contact)
 33. Feedback from the parents in PTA Forms
- The submission for the files will be on August 1st 2022.


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A meeting of the IQAC was held on December 1, 2021 at 1 PM in the Conference room to discuss about the following:

1. On December 3rd 2021 ICAI Election is to be held in the science block of our college. Science blocks will not accessible by any of the science departments (Bio, Micro, PG English, Computer science, IT,BCA).
2. Classes for all the above mentioned departments will be through online mode.
3. Departments including BBA, B.Com General,A&F, BCS, Viscom, Natya (all 5 years) will have regular physical classes in arts block and Natya Block.
4. Science block teachers will sign at 8.15 am and report to the Library to take online classes and complete the online entry.
5. No teachers should enter the science block. No students or staff should access the front or back side of Science block (The toilet next to the science block should not be used).
6. The canteen near the principal office will not accessible.
7. Advisor-Advisee sessions to be conducted in the convenient time and submitted before 10th December 2021.
8. PTA meeting –
 - There is a PTA meeting on 18th Decemeber2021 which will be held only for Ilyr UG students.
 - Mark sheets should be submitted to the exam committee on time.
- 9.NAAC –
 - For Criteria 1, the model of one department is ready and based on this model every department should redo the criteria and submit.
 - The Pending documents for Criteria 2 should be given quickly.
 - All documents should be scanned properly.
 - Consolidated sheets should be attached as a first page for all the reports.
10. NIRF – Dr. Latika will take the help of Ms. Viju and Dr. RamyaAnandan along with Dr. Ranjana and Ms. Kameshwari and complete the NIRF details.
11. According to SOP of Covid-19 students should not be sent in groups for break.
12. Online and Physical classes should be taken sincerely.
13. Heads and in-charge of the Departments should ensure that all teachers have control over the class. In order to inculcate the discipline in students, the teachers should be role models.


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A meeting of the IQAC core committee and department in charges was held on March 1st, 2022 at 1 PM in the Conference room to discuss about the following

1. Two new cells, Research and Development Cell and Center for students development cell is established on 01.03.2022.

a) Research and Development cell comprises of the following committee member

Dr. Lakshmi Priya (Microbiology), Dr. Agnes (Mathematics) and Ms. Banumathy (Commerce)

The purpose of research and development cell is to promote, guide and support research activities among the faculty members and students.

The objective of the R&D cell is to encourage the staff and students to publish research papers in high impact Scopus indexed journal and UGC care list of journals.

The cell should periodically conduct research oriented programs/session to cater the needs of the faculty members and students.

The PG project must be encouraged for paper publication.

b) Centre For Student Development: Dr. Nithyakalyani (Microbiology) is in-charge.

This cell is established for student support and progression.

Regular alumni lecture series and talks should be conducted by the departments to motivate our students.

Skill development programs such as technical skills like developing apps should be encouraged.

The students should be encouraged to register for NPTEL courses and exams.

2. Entrepreneur cell

Dr. Shanthi Lakshmi – Dean academics gave suggestions to Dr. Latika, Head dept of BBA who is incharge of the ED cell to have tie up with vocational training center (supported by Rotaract) to conduct skill development training program like tailoring and block printing.

3. Monthly Planner

Departments, Extension services, Placement cell and all other cells must prepare proper planner for every month and the soft of the same should be sent to the IQAC



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email 02.03.2022. Once the event is over documents should be ready and submitted to the IQAC within 2 days

4. Placement Cell

Placement cell should plan training for Resume writing, Communication skill, Mock interview to the present 2nd / 3rd year students.

5. Class committee Meeting

CCM should be conducted on 17th and 18th March 2022 for the first years.

Second and third years will have it on 10th, 11th and 12th March 2022.

6. Course file

Course file for each subject should be maintained separately as done during the last semester.

7. Advisor – Advisee

The following dates are scheduled for the advisor -advisee session and it must be conducted during the last 2hrs.

Session 1: 25th March 2022

Session2: 22nd April 2022

Session 3: 20th May 2022.

8. Log book

A detailed description about the log book was explained. Log book will be distributed to each paper separately once it's ready.

9. Regarding Criteria 3 – Department should fulfill all the details provided in the criteria 3 namely

- Those who are eligible can apply for guideship
- Life members of professional bodies is appreciated
- Motivate the students to publish papers
- Work on MOU (even with Institution)

10. College fee and Admission

Dr. Abitha – Dean Students requested the staff to motivate the students to pay the college fee as early as possible.



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11. Admission activity report should be submitted to the Principal mail id before Saturday (5th March 2022). Department must pay more concentration on admission work during the month of March and April 2022.
12. Admission for PG should be informed to the UG students well in advance and also about the availability of application form through online mode.
13. All the first years should be reminded about the reopening of the college for the even semester that is tomorrow (02.03.2022). Teachers must be in the class bell to bell.

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A meeting was held on October 22, 2021 at 12:30 PM in the Seminar Hall 1 with all IQAC members and department in charges to discuss the following

Details of the criterion I was discussed. Supporting file along with the metrics should be submitted to the IQAC. Some departments have sent only the supporting files without the metrics. For Criteria II, the metrics along with the supporting files should be sent.

Criteria II- Teaching Learning Evaluation

It carries more points, it is divided into small units and for each unit 1 staff is allotted to collect the details from other departments.

2.1 -Dr Brinda Banu, Department of Biochemistry

2.2 - Ms.Pamila, Department of Maths

2.3 -Ms.RamyaVasudevan, Department of BCA

2.4 - Ms.Renuka, Department of Computer science

2.5 -Ms.Sheeba, Department of Computer science, Shift II

2.6 - Dr. RamyaAnandhan, Department of Microbiology

2.1 to 2.6 were discussed and the teachers in charge will meet IQAC Coordinators and get the relevant details.

2.2.1

Based on Internal Assessment Test I, special attention should be given for slow learners and advanced learners. Remedial coaching should be done for low scorers, a common circular that has attendance sheet for each faculty, details of leave and OD students, time table and details of the test duly signed by the HOD and the students should be kept in the department. A separate file should be maintained in all departments regarding the remedial class. The Advanced learners are encouraged by giving group discussions, group study or student for student (peer learning or collaborative learning), extra library hours, extra books, extra OD, extra library cards, additional coaching for getting University ranks, extra coaching for NET and other entrance exams. They are asked to take more seminars and to attend seminars in other institutions. The departments should keep time table evidence and photo evidence. A meeting for all department toppers should be organised and addressed by Principal or by Academic Dean to give tips, motivation talks, to get University ranks.



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For all the events take geotagged photos, get random feedback if large group, keep circular and report as evidence. Maintain all files with evidence, keep cross auditing in depts. and have discussions about the best practices.

2.3.1

Student centric methods- include project, internship, practice in maths by conducting tutorial classes, case study, lab, case analysis or role play or storytelling. Any specific pedagogy should be followed. Apart from chalk and talk, educational charts, teaching aids, video classes can be included. The methodology will vary from class to class for bright and dull classes.

Life membership for the faculty is must, all teachers should be members in some professional body. One membership for one faculty is must. Check for free membership.

2.3.2

Teachers use ICT enabled tools for effective teaching-learning process – The details of ICT enabled teaching should be recorded in the Course file. It includes details like website references, lesson plan, video conferencing, loading NPTEL lectures, animation videos, flip classroom – sending videos first to watch followed by class. Teachers should edit the videos and keep in hard disk in the department. Pictograph for tough topics can also be done.

2.5.1

Internal and external assessment – The guidelines given from controller should be followed.

The academic calendar should have the schedule for all the Internal and external exams. There should not be any sort of malpractices during the exams, Answer sheets should be given early so that students get enough time for changing marks, also discuss why full marks was given and accept student claims. Display in notice boards the dates for all this. Circulars are evidence for PTA. Retest should be conducted for students who have got low marks. Keep proof for all components - even for high marks. Log book and course file are evidences for the above.

2.5.2

Grievance and Redressal- create grievance and redressal committee file and the grievances are recorded with the remedy. All students should have the kaavalan app installed. Anti-ragging & discipline committee should take care of the complaints.



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2.6.1

CO & PO - teachers should be clear with the outcome, why the paper is studied and the details should be imparted to the students - Evidence course file, finish course file by end of semester. Each page in the course file should have header, in which College name, Department name, paper name and the batch should be mentioned. IQAC needs both hard and soft copy of the documents and one set should be kept in the department. Apart from teaching, every teacher should maintain daily report in which whatever extra work they have done- like sending mail to invite speakers should be recorded in the daily report.

2.6.2

Attainment of program outcome- Arrange webinar by inviting eminent speakers, guest lecture by industry people.

Teachers are asked to apply for funded projects and keep record of it and to publish papers. Keep vouchers for any cash transactions in college.

Physical examinations will be conducted for this semester by following the protocol given by the University. Exam starts tentatively on 9th December for IInd & IIIrd years and on 3rd February for Ist years. Model exams will be conducted in offline mode only. Students should be informed about the physical exams.


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A meeting was held on October 04, 2021 at 12:30 PM in the Seminar Hall 1 with all IQAC members and department in charges to discuss the following

- Class Committee Meeting (CCM) scheduled on 30th September and 1st October 2021 (Thursday and Friday) and for the 3rd years on 4th and 6th October 2021 (Monday and Tuesday) was discussed and the Departments yet to finish CCM was asked to complete as per the schedule.
- The minutes of CCM should be recorded and the report is signed on the next day itself. Action taken report is prepared within a week and signed by the Class teacher, head of the department and the Principal.
- Departments should be ready to receive the First year students on 6th October 2021. For 1st Year UG students online classes will commence on 6th October at 9 am. The Program is as follows
 - ❖ Prayer song (Link will be provided).
 - ❖ College song (Link will be provided).
 - ❖ PPT about the college.
 - ❖ Instructions in English (Online and Offline instructions).
 - ❖ Instructions in Tamil (Online and Offline instructions).
 - ❖ Introduction of the Faculty of the department.
 - ❖ Introduction of the Department (PPT) and course.
 - ❖ Introduction of the students along with parents.
- The students and the faculty should switch on the camera throughout the program.
- On 7th and 8th October, Bridge course for the subjects can be done. For B.Com, BCA and the bigger departments, the above mentioned schedule can be extended to the next week. For the smaller departments the classes should commence on Monday, 11th October 2021 onwards.
 - ❖ Monday and Wednesday afternoon– Language classes
 - ❖ Tuesday and Thursday afternoon-- English classes
 - ❖ Friday Afternoon – NME
 - ❖ Soft skill class schedule will be informed shortly

The first CCM for the first years is scheduled on 18th October 2021.

- Senior teachers should handle classes for the first years. Children should be handled gently and kindly. Make the children comfortable and help them to speak out.



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- The IQAC Coordinator explained the format and the different file preparation for Criteria-I and same is forwarded to all the departments through their mail-id. The deadline for submitting the Criteria-I details is on 18th October 2021.
- Faculty should get the signature from Ms. Soundarya of Computer Science department before taking printouts for shift I and from Ms. Poongothai of BCA department for shift II.


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A meeting was held on May 11, 2022 at 12:30 PM in the Seminar Hall I with all IQAC members and department in charges to discuss the following

1. College and exam fee status:

- 12th May 2022 is the last day to pay the exam fee with fine, before that the students should pay the college fee.
- Class teachers and the department incharge kindly insist the students to pay both the fees by tomorrow without fail.

2. Issue of TC:

- The TC will be issued to the students between 18th may to 30th may, 2022. The schedule will be intimated.
- 300 rupees to be collected per student for the TC.
- No due should be signed by the library and department to be handed over to the department.

3. Achievers day (16.05.2022) :

- Incharge for the proficiency prizes, Dr. B. Brindha Banu
- Incharge for sports certificates, Dr. Selvarani
- Incharge for cultural certificate, Ms. Sarjana
- Reception Incharge, Ms. Priya, English Department.
- Seating Incharge, Dr. Lathika, Dept. of BBA
- Discipline committee, Ms. Deepa Dept. of Biochemistry
- Stage Incharge, Ms. Sucharitha
- Prize and Certificates Incharge, Dept. of Biochemistry
- MC - Ms. Dhakshayani
- Only the prize winners are the audience
- Food will be provided for all the prize winners.
- Class teachers kindly acknowledge the students who have contributed to the college and the names of placement Incharge to Ms. Sarjana
- Completed certificates should reach Principal's office by Friday (13.05.2022).



**Dr. MGR-JANAKI COLLEGE
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Affiliated to the University of Madras

4. Question paper sorting

- For University NME and Soft skill exams, the question paper sorting will be done on Friday for Shift I between 1:30 to 2:30, Shift II between 12:30 to 1:30

IQAC COORDINATOR

PRINCIPAL



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A meeting was held on September 21, 2021 at 01.00 PM in the Seminar Hall 1 with all IQAC members and department in charges to discuss regarding internal audit.

Internal audit will be conducted for all the departments except B. Com (General/ AF/ Corporate Secretaryship) on 24th September. Schedule for the B.Com departments will be informed shortly. The name list of the staff who is responsible for checking the records is as follows

Shift I

Department	Name of the staff
Biochemistry	Dr Ragitha
Microbiology	Dr Lathika
Psychology	Dr Victoria
Maths	Ms Sheeba
Computer Science	Ms Nirmala
BCA	Ms Banu
BBA	Dr Lakshmi Priya
B.Com General	Ms Viju
B.Com AF	Ms Kothai
B.Com CS	Ms Renuka
Natya and Vis Com	Dr Brinda Banu
English	Dr Nithyakalyani
Tamil	Ms Gayathri

Shift II

Department	Name of the staff
Computer Science	Ms Renuka
BCA	Ms Divya
BBA	Ms Mahalakshmi
B.Com General	Ms Sheeba
B.Com AF	Ms Shyamala
B.Com CS	Ms Preethika
BBM	Ms Visalakshi

Course file, Course structure file, log register should be maintained perfectly as per the IQAC instructions.

Class Committee meet is planned on a common day for all the departments and the dates will be informed shortly.





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October 6th 2021 is the reopening day for the first year Undergraduate and Postgraduate students.

College Instructions to the candidate should be posted in the respective Ist year groups both in English and Tamil along with the Id card student application.

Google form for collecting the details of the students of Ist years will be prepared and sent shortly to the departments.

For all the first year Undergraduate students classes will be conducted online and for the first year Postgraduate students classes will be conducted offline.

The timetable for the first years should be framed as follows from Monday to Friday,

Morning – 3 hours (Major and Allied classes)

Evening – 1 hour (Foundation English/Language)

On Saturdays - NME and soft skill classes

Orientation and the Bridge course for the first years should be given for the Ist years. PPT about the college and the department should be kept ready. The Orientation and the Bridge classes should be handled only by the heads/in charges of the department. The class teacher for the Ist years should be a senior teacher of the department.

Attendance Register and the log register for the Ist years should be maintained by the class teacher.

Shift I & II classes should be combined for all the subjects, Language and English for the Ist years.

For the IInd and IIIrd years regular classes should be conducted as planned. After completing the portions IIIrd years can be sent to internships and Projects. For the IInd years Certificate courses should be planned.

Details of the Log Register Sheet were discussed and the format for the same will be updated shortly.

IQAC COORDINATOR

PRINCIPAL

