YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Dr. MGR-Janaki College of Arts & Science for Women
• Name of the Head of the institution	Dr. R. Manimekalai
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04424937382
• Mobile no	9444812212
• Registered e-mail	admin@mgrjanaki.ac.in
• Alternate e-mail	principal@mgrjanaki.ac.in
• Address	Sathyabama MGR Maligai, 11 & 13, Durgabai Deshmukh Road. Raja Annamalai Puram
• City/Town	Chennai
• State/UT	Tamil Nadu
• Pin Code	600028
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**University of Madras**
• Name of the IQAC Coordinator	**Dr. Ragitha Radhakrishnan**
• Phone No.	**04424937382**
• Alternate phone No.	**9600102949**
• Mobile	**8075681698**
• IQAC e-mail address	**iqac@mgrjanaki.ac.in**
• Alternate Email address	**ragitha@mgrjanaki.ac.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.mgrjanaki.ac.in/iqac-/iqac-aqar
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mgrjanaki.ac.in/img/College%20Calendar%202020-2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**73**	**2005**	**21/09/2005**	**20/09/2010**
Cycle 2	**B**	**2.86**	**2012**	**15/09/2012**	**14/09/2017**

6.Date of Establishment of IQAC	**02/06/2004**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	[View File](#)

9.No. of IQAC meetings held during the year	7	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Training for online Teaching Learning Practice was given for teachers and students to adapt to the pandemic.
Numerous National and International Webinars were conducted.
Faculty members were resource persons for various online events.
Cultural events were conducted through online mode.
Maintained thorough records of quality assurance initiatives, evaluations, and results documentation.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
All departments to conduct conferences and seminars through online mode.	30 programmes including National and International level webinars and conferences were organised.
All PG students to attend competitive exams compulsorily.	Students registered for SSC and TNPSC exams.
Coaching to be given to students for competitive examinations.	IAS coaching sponsored by the management was provided for 200 students through online mode.
Increase in Research Publications by faculty and students.	Most of the departments published research articles.
Commemoration of important significant days.	Extension activities and department clubs focused on organising various activities commemorating important days through online mode.
Certificate course for acquisition of additional skills among students.	Certificate Course - BASICS OF STOCK EXCHANGE Certificate Course - MUTUAL FUNDS Certificate Course -Entreprenuerial Development Certificate Course - COMPUTATIONAL BIOLOGY Certificate Course - BASICS OF MANAGERIAL SKILLS NPTEL BBA (Leadership) NPTEL BBA (Design Thinking- A Primer) Certificate Course - Basic Managerial Skill Certificate Course- Basic and Adavnced Concept In Evolution of Information Technology Certificate Course - Career Development and Interview Skills Certificate Course - SKILL DEVELOPMENT TRAINING PROGRAM FOR PLACEMENT

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Management	05/07/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	21/09/2021

15.Multidisciplinary / interdisciplinary

The institution is in affiliation with the University of Madras. In addition to the core courses, the curriculum provides Non Major Electives, Allied courses, and soft skill training, aiming to impart interdisciplinary knowledge to the students. The departments conduct seminars and workshops with an interdisciplinary approach to enhance academic and research aspects. The institution places a strong emphasis on conducting skill enhancement sessions that amalgamate content from various disciplines. This approach motivates students to uncover connections between subjects, leading to a more comprehensive understanding of distinct matters. Furthermore, the institution actively promotes collaborative efforts among faculty members hailing from diverse departments. This collaboration takes the form of joint research undertakings, seminars, and workshops, all of which facilitate the exchange of ideas and the sharing of expertise. The institution also enriches the learning experience by inviting experts and scholars from a variety of fields to deliver guest lectures. This exposure grants students access to a diverse array of perspectives and insights. Through the implementation of these multidisciplinary and interdisciplinary initiatives, our institution cultivates an environment that inspires both students and faculty to adopt a holistic approach towards learning, research, and problem-solving.

16.Academic bank of credits (ABC):

Our Institution is an affiliated College under University of Madras. We were unable to register for the ABC in the portal.

17.Skill development:

Skill development programs offer students a valuable chance to acquire hands-on skills directly relevant to their chosen fields. The institution is committed to assisting students in obtaining a

spectrum of skills, spanning from technical proficiencies to essential soft skills like effective communication and teamwork. Collaborative endeavors with Barclays and GTT result in a comprehensive range of skill development programs that cater to industry requirements, thereby significantly benefiting our students.

The institution orchestrates a variety of skill development initiatives, including Peer Group Teaching Learning sessions facilitated by students under the guidance of educators. These sessions, held weekly, play a pivotal role in preparing students for their transition from academic settings to the professional realm.

To augment students' readiness for professional challenges, the Placement Cell meticulously organizes a minimum of three mock interview sessions. This orchestrated interview exposure familiarizes students with workplace decorum, creative problem-solving, efficient time management, and other indispensable skills pivotal for excelling in interviews.

Students are consistently exposed to latest advancements and technologies within their respective fields. These skill development programs and activities serve as avenues for students to engage with industry experts, mentors, and guest speakers, fostering meaningful connections and networking opportunities.

Skill enhancement sessions extend beyond students to include teachers as well. Teachers engage in knowledge-sharing sessions where they exchange ideas and insights from their respective fields with their colleagues. Customized skill development programs are arranged to assist special students in acquiring fundamental academic skills like reading, writing, and math skills essential for daily living and potential job roles.

The institution is dedicated to fostering the integration of special students into both the college community and the broader society. As these students acquire new skills, their involvement in various activities gains a heightened sense of significance and enrichment. The institution's skill development programs, designed within an inclusive framework, contribute not only to the comprehensive growth of these individuals but also empower them to lead rewarding lives and actively contribute as valuable members of society.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Embracing a holistic approach to education that encompasses the physical, mental, emotional, and spiritual dimensions of human development, the institution has established various committees to ensure the comprehensive well-being of its students. To cultivate a balanced and comprehensive educational environment that nurtures every facet of a student's growth, the institution follows several practices:

Each day begins with a Secular Prayer during the morning assembly, fostering inclusivity and setting a harmonious tone. The institution celebrates all Indian festivals irrespective of religion or state, emphasizing unity in diversity. Notably, the institution designates specific days for unique attires like "Set Saree - Kerala," "Traditional Handlooms Saree - Tamil Nadu," and "Kalamkari - Andhra Pradesh," showcasing diverse cultures across the country.

Recognizing the significance of Yoga, which is an integral part of the Indian knowledge system, the institution promotes physical and mental well-being by incorporating regular Yoga practices. This initiative is bolstered by the celebration of International Yoga Day each year and the provision of certificate courses to students.

Aligned with the ethical values and moral principles deeply embedded in Indian knowledge systems, the institution goes beyond prescribed Value Education by imparting values through sessions like "eye openers" and "advisor advisee." These efforts foster strong ethical foundations and a heightened sense of social responsibility in students.

The institution integrates the richness of traditional Indian knowledge, spanning fields such as yoga, music, arts, and philosophy, directly into the curriculum. This approach makes education more relatable and meaningful for students while forging a profound connection to their cultural heritage.

A distinctive offering of the institution is a five-year integrated M.A. (Natya) course, the only one of its kind in Chennai. This program delves into dance, music, and theatre, and is guided by the expertise of Padma Bhushan Dr. Padma Subrahmanyam. The curriculum includes subjects like Epics & Puranas and Nattuppuraviyal. Moreover, professionals in traditional South-Indian Folk Dance also provide certificate courses, enriching students' exposure.

The institution acknowledges the value of linguistic diversity by offering Basic Tamil, Advanced Tamil, Hindi, and Sanskrit as

additional languages. The newly introduced Tamil department further contributes to the holistic approach, instilling empathy and cultural awareness through the study of language and literature.

The integration of the Indian knowledge system into education elevates the learning journey, reconnecting students with their cultural heritage and nurturing well-rounded individuals. Beyond academic prowess, the institution fosters ethical consciousness, cultural sensitivity, and global engagement, bridging the realms of traditional wisdom and modern education to create an encompassing and relevant educational experience.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome-Based Education (OBE) is a student-centered approach that focuses on defining specific learning outcomes and assessing whether students have achieved these outcomes by the end of their educational journey. In colleges, this plays a pivotal role in shaping the curriculum, teaching methodologies, and assessment strategies. Colleges should focus on Outcome-Based Education (OBE) for several compelling reasons that directly contribute to the quality of education, student success, and the overall effectiveness of educational institutions. OBE provides a clear roadmap for both educators and students by defining specific learning outcomes. This clarity ensures that everyone understands the intended goals of the educational process. OBE shifts the focus from teaching to learning, putting students at the center of the educational experience. This approach tailors education to individual student needs and ensures their active participation. OBE establishes specific, measurable, and achievable learning outcomes. This makes it easier to assess whether students have acquired the desired knowledge, skills, and competencies. OBE aligns educational outcomes with the needs and demands of industries and employers. Graduates are better prepared with practical skills that match the requirements of the job market. It ensures that graduates are not only knowledgeable but also equipped with the practical skills and competencies needed to excel in their chosen fields and contribute meaningfully to society.

20.Distance education/online education:

Integrating online education into the curriculum requires careful planning and implementation to ensure a seamless and effective learning experience for students. All learning material was shared to the students through Google Classroom. Students are taught to turn in assignments in Google Classroom. The institution conducted numerous meetings to train faculty and students on how to use online facilities effectively. This equipped the faculty members with

strategies for online engagement, assessment, and managing virtual classrooms. Faculty members designed online activities that promote active learning, such as discussion forums, group projects, case studies, and self-assessment quizzes. They ensured a variety of assessment formats, including quizzes, assignments, peer evaluations, and online exams. Collection of feedback from both faculty and students about their experiences with online learning was done using Google Forms and make necessary adjustments based on their suggestions. Webinars and online conferences were organized by the departments making use of platforms like YouTube live streaming, StreamYard and Google Meet. Flipped classroom and blended learning is used in the college. A flipped classroom is an innovative instructional approach that reverses the traditional order of learning activities. In a flipped classroom, students engage with instructional content, such as video lectures or readings, outside of class, and class time is then dedicated to interactive activities, discussions, and hands-on application of concepts.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	503

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	1259

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	569

File Description	Documents
Data Template	View File

2.3	**1316**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**140**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**103**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**54**
Total number of Classrooms and Seminar halls	

4.2	**261.71**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**218**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution employs a systematic approach to curriculum delivery and documentation. A well-structured framework guides the teaching process, ensuring alignment with educational objectives. Through strategic planning, content is effectively organized, allowing for a coherent and progressive learning experience. Robust documentation practices capture lesson plans, learning materials, and assessments, promoting transparency and accountability. This meticulous approach enhances communication among educators, students, and stakeholders. Overall, the institution's commitment to this mechanism cultivates a conducive environment for quality education and continuous improvement.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The University of Madras typically releases an annual academic calendar on its website at the beginning of the academic year. This calendar provides an overview of major academic events for the year. To align with this university calendar, the Institutional Quality Assurance Cell (IQAC) formulates a college-specific academic calendar. This process involves input from the examination committee.

One of the key focal points in the academic calendar is the scheduling of examinations, which holds significant importance for each semester. The Examination Committee is responsible for creating the examination timetable, ensuring it adheres to the university's recommended minimum number of working days.

The IQAC compiles the College Academic Calendar, which includes pertinent details about the teaching schedule and various events planned for the semester.

Individual departments of the college also create their own academic calendars, which are subsets of the College Academic Calendar. These departmental calendars aid faculty members in planning the syllabus

coverage. They specify important dates for internal exams, practical assessments, viva-voce examinations, seminars, guest lectures, club activities, commemoration of special days and other assessments.

Moreover, the college maintains committees that address a wide array of topics, ranging from social responsibility to language and culture, which are involved in extra-curricular activities.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

19

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

20

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1258

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Values are qualities that are considered desirable and worthy of admiration in their own right. They play a crucial role in helping individuals live in harmony with the world around them. At our College, we address various aspects of Professional Ethics, Gender, Human Values, Environment, and Sustainability, and we seamlessly integrate these principles into our curriculum through the following

courses.

One of these courses, Value Education (VAE5Q), is taught in all final-year undergraduate programs and focuses on instilling human values in students. Additionally, our course 'Environmental Studies' (ENV4B), which is offered to all second-year undergraduate students, has two primary objectives: (a) to raise awareness about environmental issues among students, and (b) to provide fundamental knowledge about the environment and related challenges.

In addition to the formal curriculum, our college goes the extra mile to instill these values in students through life skills programs and various department club activities.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

16

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

652

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://www.mgrjanaki.ac.in/iqac-/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.mgrjanaki.ac.in/iqac-/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1340

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1200

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Dr. MGR Janaki College categorises the students as slow learners, advanced learners and moderate learners based on their performance in the internal tests. This categorisation is done for each majr paper and language paper. Slow learners are provided with remedial classes. After attending the remedial classes, the students are given a chance to write a retest in their respective paper. Advanced learners are motivated to engage in various activities aimed at honing their expertise in their chosen field. They are also incentivized to consult advanced textbooks and scholarly journals, take part in seminars, conferences and workshops. They are given leadership roles and chances to mentor the slow learners. They receive guidance and support to pursue professional courses relevant to their domain of expertise.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1340	**102**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Departments have embraced student-centric approaches to enhance experiential and participatory learning by incorporating assignments, seminars, projects, internships, lab work, and online courses. A total of 653 students have completed internships with various organizations, even though it is not formally integrated into the curriculum. This valuable experience provides practical exposure to all second-year students.

All theory classes are conducted in online mode due to the pandemic lockdown. In Science departments, laboratory practical classes have transitioned to an online format, utilizing tools such as Google Meet. Additionally, the college hosts numerous workshops, guest lectures, seminars, and academic events through online platforms to enrich students' learning experiences. The college also motivates students to enrol in courses offered by NPTEL and Coursera, to enhance students' practical knowledge.

To facilitate research and learning, the college provides remote access to e-resources through Inflibnet, encouraging students to make the most of these valuable materials. Active participation in the learning process is promoted by engaging students in online tools like Quizziz and Kahoot.

Furthermore, the college motivates students to present their research papers at academic conferences and seminars. In addition to academic pursuits, all departments organize intra and interdepartmental competitions that allow students to showcase their skills and talents.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All teaching faculty use ICT tools in their teaching learning process. College has well equipped labs for greater use of ICT provisions for teaching, learning and research. Workshops are conducted to staff members to introduce the latest ICT tools. All classrooms are enabled with WiFi and movable LCD Projectors. Due to the pandemic all classes were conducted using Google Meet. College subscribes Google G-Suite workspace. Many faculty members prepared video lectures using Open Broadcaster Software and PowerPoint. Learning assessments are done through online gamification tools such as Google Forms, Kahoot, and Quizziz. All students have access to e-journals and digital libraries. Google classroom platform is used to manage and post course related information, learning material, assignments and assessments. To teach problem oriented subjects the faculty use Digital tablet, ICT tools such as Whiteboard, Jamboard in Google meet. Recording of online class lectures, e-content are made available to students for future references.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

102

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

102

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

38

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

724

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In order to ensure transparency in internal assessment, the schedule of continuous internal assessment is communicated in the academic calendar that is provided to the students at the beginning of the semester. As the academic year was online due to the pandemic, an online version of the time table was shared to the students ans was also made available on the college website. Continuous internal assessment includes 4 components: Internal Tests, Assignments, Attendance and Seminars. For theory courses, the internal assessment question papers were prepared at the department level by the respective subject teachers and the same was scrutinized by another teacher and verified by the department HoD. During the pandemic, the internal tests were conducted in online mode. Internal Assessments I and III were conducted using Google forms. The question pattern included multiple choice questions (MCQ). Internal Assessment - II and model exam were conducted in a descriptive type pattern. The students wrote the answers in paper, scanned and uploaded in the Google classroom. The faculty evaluated the answer scripts by using various online evaluation tools.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

After the completion of each internal test, the subject teacher evaluates the test paper within 5 days after the test and distributes the answer papers to the students. The grievances of the students with respect to retotalling and change in marks are dealt with by the subject teacher. If a student's performance is not satisfactory remedial classes are conducted and retest is conducted.

Any student who is not satisfied with the assessment and award of marks may approach the concerned HoD who can intervene and seek the opinion of another course Teacher. In case of further grievances, the student can approach the examination committee. Contact number and email id of the examination committee is displayed publicly so that students can approach if required.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Dr. MGR Janaki College is affiliated to the University of Madras. The course objectives programme outcomes and course outcomes are stated clearly by the university for all the Undergraduate and PostGraduate programmes with effect from the academic year 2020-21. The students are made aware of the COs and POs. Hard copies of syllabi and learning outcomes are available in all the departments and are verified with the university website every semester by the HoD. COs are communicated to the students during the introduction of the course. The COs of all the courses are available on the college website for reference. Question papers for the internal tests are set keeping the POs and COs in mind.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The evaluation of Program Outcomes (POs) and Course Outcomes (COs) in a college typically involves a combination of assessment methods and tools designed to measure whether students have achieved the intended learning outcomes. The College uses written exams and tests to assess students' knowledge and understanding of course material. These assessments can be designed to align with specific course

outcomes (COs). Assignments and projects are used to evaluate students' ability to apply what they've learned in real-world scenarios. These can be aligned with specific course outcomes or program outcomes. In science programs, lab work is used to assess hands-on skills and application of theoretical knowledge. Students may be required to compile portfolios that showcase their work over time, demonstrating their achievement of course and program outcomes. In programs that involve practical experience, internships and field placements are used to evaluate students' readiness for the workforce and their achievement of program outcomes. Employer surveys are conducted for finding out whether the knowledge, skill and attitude learned from this institution is adequately satisfying their expectation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1384

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

Nil

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Creating an ecosystem for innovation and fostering initiatives for the creation and transfer of knowledge in a college requires a strategic and multi-faceted approach. The college has a strong leadership that emphasizes the importance of innovation and knowledge creation. The college management is committed to fostering a culture of innovation. Students are encouraged to come up with their innovations. The college encourages collaboration between different departments and fosters partnerships between faculty, students, and industry experts. The college aims to build strong relationships with local industries, businesses, and research institutions for collaborations.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

12

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

22

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Dr. MGR Janaki College is committed to serve the society through extension and outreach activities. All undergraduate students of the college are enrolled in NSS, Rotaract, YRC or RRC. The have to put in mandatory service in any one of these clubs. Six events were conducted under NSS, twenty one under Rotaract two under Red Ribbon Club and one under Youth Red cross. Dr. Ragitha Radhakrishnan was one among the government led team of counsellors who provided free tele counselling to the people of Tamil Nadu.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

30

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The campus spreads over five acres, situated in the heart of the Chennai city. The campus offers an environment conducive to effective teaching and learning and is under electronic surveillance. The facilities include 54 classrooms, 4 seminar/conference halls and fully air conditioned auditorium. The multi-purpose air-conditioned seminar hall named K. Subhramanyam hall can accommodate 150 people, a two seminar halls can accommodate around 200 people each. All these halls are connected with a ramp for physically handicapped and two exit doors. One fully air-conditioned auditorium with 500 people capacity. The College campus has an open auditorium of around 6000 sq.ft. spacious enough to accommodate around 2000 people. All the class rooms are well ventilated, furnished, black board and are easily accessible through

broad staircases and corridors.

There are 3 Computer laboratories which are equipped with updated computers, high bandwidth internet and 10 projectors and are updated with latest hardware and software. Other labs include Microbiology, Biochemistry, Bioinformatics, Psychology and Visual Communication Lab

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.mgrjanaki.ac.in/campus-life/infrastructure.html

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College promotes the value of physical activity and has excellent facilities and infrastructure for indoor and outdoor games, which keep the students active and in good spirit. The campus has the following facilities. Indoor Badminton court in the 4000sq.ft area since 1996. Playground area utilized for games like Football, Handball, cricket, Kho-kho, Throw ball, Volleyball, badminton since 1996. The covered area available in the playground is specifically used for Archery Training. Net is available for cricket practice. The gym is equipped with state-of-art equipment'swas commissioned and operational since 2004. There is a common recreational area and waiting area for the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.mgrjanaki.ac.in/campus-life/infrastructure.html

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

13

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

.21304

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System (ILMS)

Name of the ILMS software: AUTO LIB

Nature of automation: Fully

Year: 2006

The online public access catalog (OPAC) was established in our college to enhance the library services. It is an online database of materials held by a library. This applications is to automate the purchase , catalog and circulation of books and other library

materials. It is mainly used to make the book search more faster and convenient. The library services are web based administration and paper less works.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.449

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

86

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has well equipped computer lab facilities for the under graduate and post graduate students and faculty members. There are about 218 computers available in the campus. There are 3 computer labs, which are equipped with 147 computers for student usage with high bandwidth internet. The laboratories are equipped with I3/4GB RAM 1 TB and 500 GB HDD which are upgraded regularly to cater to the current demands.

The internet network is powered with BSNL Broadband 300 Mbps, HATHWAY Broadband 1Gbps and is open for students to make use of the abundant information available on the Internet.

The department of Visual Communication has a fully equipped studio and a video centre which facilitates the students for photography, drawing, graphic designing and Dubbing and Editing.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

218

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

98.009

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Dr. MGR-Janaki College of Arts Science for Women has implemented a comprehensive set of policies to ensure a safe and equitable learning environment for all students and staff. These policies cover three main areas: Laboratories, Library, and Sports Facilities.

In the Laboratories, safety is a top priority, with strict adherence to safety protocols and the use of appropriate safety gear. Equipment should be used only for its intended purpose, and any damage due to negligence is the user's responsibility. Lab access is based on allocated time slots, and permission is required for off-hours usage.

The Library enforces set hours and a quiet atmosphere for focused study. Respect for materials is essential, and any damage or loss incurs fines.

For Sports Facilities, users are encouraged to check schedules to avoid conflicts, and proper equipment use is emphasized. Fair play and sportsmanship are expected from all users.

General conduct policies promote respect among students and staff and require compliance with broader college policies, including those related to academic integrity and ethical guidelines.

Penalties for policy violations can range from warnings to access suspension.

By adhering to these policies, the college fosters a positive and productive learning environment, ensuring the safety and equity of its educational resources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

221

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

164

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2106

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2106

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

203

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

113

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college has a student senate which is a student body that represents the interests, concerns, and viewpoints of the student body to the college administration, faculty, and other relevant stakeholders. It serves as a bridge for effective communication between students and the college authorities. There is representation from almost every department from all academic years. Student senate advocates for changes and improvements in college policies, facilities, and services. They voice student opinions on matters such as curriculum, extracurricular activities, and campus infrastructure, striving to create a positive learning environment. Organizing events and activities that foster community building and student engagement is a vital function of a student senate. These events can include cultural festivals, workshops, seminars, sports tournaments, awareness programs and more. Student senate offers leadership opportunities to students, allowing them to develop crucial skills like communication, teamwork, negotiation, and problem-solving. This helps students grow personally and professionally. There is student representation in the student senate, IQAC, grievance cell, and SC/ST cell.

File Description	Documents
Paste link for additional information	https://www.mgrjanaki.ac.in/student-senate.html
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

693

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association is not registered yet. However the alumni meet is conducted on the last Sunday of November every year. Alumni contribute as resource persons for seminars and workshops. They donate books to the departments which are used by financially disadvantaged students. There is an Alumni Endowment given to one student from Shift I arts departments, one for shift I science departments and one for shift II.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance structure of Dr. MGR Janaki College includes academicians, educationalists and philanthropists who are aligned with the institution's vision and mission. They have a clear understanding of the educational goals and values the institution seeks to uphold. The institution's leadership, including the Board administrators and Governing Body, engages in strategic planning processes that align with the institution's vision and mission. This includes setting clear goals, objectives, and priorities that reflect these values. The institution's academic policies and curriculum are designed to fulfill its mission. This involves offering job oriented programs and courses that align with the mission's educational and ethical principles. The institution offers support services that help students achieve the mission and vision. This includes academic advising, counselling, career services, and extracurricular activities that foster personal and intellectual growth.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal, Vice Principal, Deans, Shift II coordinator, IQAC coordinator and members, HoDs, faculty members, non teaching staff and administrative staff are empowered to propose, design, formulate and execute their plans within the framework of governance. The academic roles of the institution nurture leadership. Heads of Departments are given administrative powers to execute and monitor day to day academic activities within the department. Faculty members have leadership roles in statutory bodies, institution-level committees and clubs and associations. The members of the IQAC initiate, plan and supervise various activities to enhance and sustain the academic and administrative quality. The Examination committee works independently to plan and conduct the examinations. The Entrepreneurship Development Cell, Student Development Cell and other similar Cells work function under the supervision of the Principal and IQAC Coordinator. They have their meetings and record minutes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Deploying an institutional strategic or perspective plan effectively is essential for achieving the organization's long-term goals and objectives. The college management actively champions the plan and its goals. The vision, mission, and goals of the college are communicated to all stakeholders, including employees, board members, and external partners. The management creates a communication plan that outlines how, when, and what information will be shared throughout the organization. The IQAC makes sure to align departmental or unit-level objectives with the overarching strategic plan to ensure consistency and synergy and to cascade the plan throughout the organization, making sure that each level understands its role in achieving the plan's goals. A system of accountability and performance metrics is established to track progress and ensure responsibility. Skill gaps within the organization are identified and college tries to provide training and development opportunities to bridge these gaps. It is noted to implement a robust monitoring and evaluation system to track progress and measure the plan's success. Feedback mechanisms that

allow employees and stakeholders to provide input, share concerns, and suggest improvements are established.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Principal governs the functioning of vice-principal, deans, coordinators, Student Council, Extension Activities, Library, IQAC, Placement Officers, Director of Physical Education. Separate coordinators are appointed for each cell. The principal and coordinator regulate the HODs of all the departments and the teaching staff members are under the supervision of the HOD. Student council conducts student related events. Library team enables the access of books, journals, online books, e journals. The IQAC along with various committee members plan and execute the quality initiatives and address grievances. The Placement cell is in-charge for bringing campus drives for the students. Director of Physical Education is in-charge for sports activities. Exam Cell conducts internal and university exams. Administrative Office manages the system administrators and Technical assistants.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Staff are provided with Provident Fund and ESIC coverage. Staff can avail interest free loans in case of emergencies. Students of staff are provided with educational assistance if required. Faculty members are given on duty permission to attend seminars and conferences. Teachers are given yearly awards for exemplary performance. Staff can avail gym facilities free of cost. Training programs are conducted in college for teachers based on necessity.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

Nil

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

20

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

46

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The IQAC takes care of the appraisal process. All staff will fill in their appraisal form and submit it to their HODs for them to review. The HoDs will go through the form and add their comments/remarks to the same. The HoD and IQAC coordinator along with the staff will have a review on the points filled by the staff in the form and discuss on the performance of the staff. The HoD gives feedback on the areas of staff improvement. The HoD gives an appropriate rating to the staff based on their performance. The review scores will be shared with management before proceeding with the appraisal. Based on the overall rating, performance will be appraised. All review scores are kept confidential.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Conducting regular financial audits, both internal and external, is a critical practice for organizations to ensure transparency, accountability, and compliance with financial regulations and standards. Internal financial audits are conducted by an organizations own internal audit department or external auditors hired by the organization. The primary purpose is to assess and improve the organizations internal controls, risk management, and financial processes. External financial audits are conducted by independent audit firms or certified public accountants (CPAs) who are not affiliated with the organization. The primary purpose is to provide an objective assessment of the organizations financial statements to ensure accuracy and compliance with accounting standards and regulations. Both types of audits are conducted by the college and play a crucial role in maintaining trust and accountability.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institutional strategies for the mobilization of funds and the optimal utilization of resources are critical for the financial sustainability and success of the organization. The college is a self-financed higher educational institution since its inception. There is no financial aid from Union or State Governments. The major sources of funds are the fees collected from the students. The college does not collect any donations and capitation fee. The management and administrative department plans, controls and monitors the utilisation of funds. The budget allocation has been optimally utilised for remuneration for faculty and staff. The funds allocated for the creation and maintenance of infrastructural facilities are utilised optimally. Budget allocation is made for staff welfare measures. Budget provisions are made to conduct various academic activities, research activities and other curricular activities. The funds are allocated for promotion of research, innovation and consultancy. Extension activities are effectively carried out utilising the funds provided by the institution. Adequate fund allocation is made for sports, games and cultural activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) is instrumental in institutionalizing quality assurance strategies in educational institutions. It defines and sets quality standards for various aspects like teaching, research, infrastructure, and administration, serving as performance benchmarks. IQAC maintains comprehensive records covering academic programs, faculty qualifications, student performance, research projects, and infrastructure, demonstrating the institution's commitment to quality.

Facilitating regular self-assessment, IQAC gathers feedback from stakeholders, conducts surveys, and analyzes data to pinpoint areas for improvement. It aids in formulating and implementing quality assurance policies, guiding everything from admissions to curriculum development and assessment methods. IQAC establishes feedback mechanisms from students, faculty, alumni, and others to inform decisions for enhancing education and services.

Through workshops, seminars, and training programs, IQAC enhances faculty and staff capacity to adhere to quality standards. It also prepares institutions for external accreditation processes, ensuring compliance with necessary criteria and standards. Furthermore, IQAC fosters a culture of continuous improvement by reviewing quality assurance measures' effectiveness and suggesting enhancements. This commitment to evolution ensures the institution remains adaptable to changing educational needs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations

and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution's commitment to continuous improvement is exemplified through its rigorous assessment of the teaching-learning process, operational methodologies, and learning outcomes. This process is overseen by the Internal Quality Assurance Cell (IQAC), established in accordance with regulatory guidelines.

Periodic evaluations are conducted to scrutinize and enhance these key facets of the institution. The teaching-learning process is scrutinized to ensure it remains effective and relevant, adapting to changing educational paradigms and student needs. The institution's operational methodologies are reviewed to optimize efficiency and effectiveness, striving for streamlined processes and resource allocation.

Perhaps most importantly, learning outcomes are assessed to gauge the institution's impact on students' knowledge and skills. By documenting incremental improvements, the IQAC ensures that the institution's commitment to quality education is not just a slogan but a living reality. These improvements not only enhance the institution's reputation but also contribute significantly to the holistic development of its students, preparing them for the challenges of the modern world.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

A webinar on the topic, Politics of Representation in Women's Writing was conducted on June 9th , 2020. Dr. Bharathi Harishankar, Professor of English and Founding Head, Department of Women's Studies, University of Madras addressed the students. An eye opener session on Role of Women from Ancient Wisdom by D K Hari and D K Hema Hari was conducted on 22.10.2020 from 10 am to 11 an via online mode.

Specific facilities provided for allwomen faculty members and students.Safety and security is taken care of regularly. There is 24 hour security service. College campus is gated and secure.Counseling cell is operational for staff and students. Common Rooms and common wqaiting area is available.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy	**C. Any 2 of the above**

Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **WOW-Wealth out of Waste, an initiative taken up by the Green Health Club of the department of Biochemistry and Bioinformatics and CTM which involves segregation of waste papers and disposing them in the proper manner**

- **Rain water harvesting is done to manage rain water.**

- **Water that is eliminated from wash areas are used for watering the plants.**

- **Biomedical waste is disposed off properly based on the standard operating procedures of the laboratories.**

- **E-waste drives are conducted every year and the e-waste is taken away by the agency.**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Dr. MGR Janaki College has been at the forefront of promoting an inclusive environment that fosters tolerance and harmony across various dimensions of diversity. The college's initiatives are a testament to its commitment to creating a welcoming and inclusive space for students from diverse backgrounds.The college organizes

cultural festivals and events that celebrate the rich tapestry of cultures present on campus. These events encourage students to learn about and appreciate different cultural traditions. The College encourages students to express themselves in their preferred language, recognizing the linguistic diversity of its student body. Language courses and support services are offered to bridge communication gaps. The college actively engages with local communities, promoting social inclusion and addressing socioeconomic disparities. It conducts outreach programs and community service projects to give back to society. Dr. MGR Janaki College promotes religious tolerance by accommodating students' religious practices and beliefs. Regular seminars, workshops, and discussions are organized to raise awareness about diversity-related issues, fostering empathy and understanding among students. The college ensures that all students have equal access to educational resources and opportunities, regardless of their background, ensuring a level playing field for everyone. Strong anti-discrimination policies are in place to address any issues related to discrimination, ensuring a safe and respectful environment for all.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Sensitizing students and employees of Dr. MGR Janaki College to constitutional obligations, values, rights, duties, and responsibilities of citizens is a commendable goal. The college integrates constitutional education into the college's curriculum, ensuring that all students are exposed to foundational concepts of the Constitution, democracy, and citizenship. The college organizes workshops, seminars, and guest lectures on constitutional matters and invites legal experts, scholars, and activists to discuss and explain various constitutional principles. The college celebrates Constitution Day (26th November) with special programs, lectures, and activities that highlight the importance of the Constitution and its values. The faculty encourage students to get involved in community engagement projects related to constitutional rights and responsibilities. This can be in the form of legal aid clinics, awareness campaigns, or volunteering with NGOs.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Dr. MGR Janaki College of Arts & Science actively observes and celebrates national days such as Republic Day (January 26th), Independence Day (August 15th), and Gandhi Jayanti (October 2nd), featuring flag hoisting, cultural programs, and speeches. International commemorative days like International Women's Day (March 8th), World Environment Day (June 5th), and International Day of Peace (September 21st) are marked with seminars, workshops, and discussions.

On January 17th, Dr. MGR's birth anniversary was observed with Mr. Nanjil Sampath delivering a talk. A lecture on the Role of Women

from Ancient Wisdom was organized in association with the Women's Association Madras (UWAM) on January 27th, 2021.

The college celebrates diverse festivals including Diwali, Christmas, Pongal, Eid, and Holi with cultural events and traditional food stalls. Workshops, seminars, and lectures educate students on the significance of these events. Awareness campaigns focus on gender equality, environmental conservation, and peace-building. Cultural programs feature dance, music, drama, and other artistic expressions.

Students actively engage in community service on national and international commemorative days by volunteering for charitable organizations and conducting outreach programs. The college fosters competition and learning through essay contests, debates, quizzes, and art competitions aligned with the themes of these days and events.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

In accordance with the evaluation standards set forth by India's National Assessment and Accreditation Council (NAAC), Dr. MGR Janaki College hassuccessfully implemented two exemplary best practices:

1. Outcome-Based Education (OBE) Implementation: These institutions have embraced OBE, a structured approach that prioritizes the definition of precise learning outcomes for students and the alignment of curriculum, teaching methods, and assessment strategies to achieve these outcomes.

2.Collaboration and Networking: Institutions have proactively cultivated collaborations and partnerships with other educational institutions, research organizations, and industry players. These partnerships facilitate knowledge exchange and collaborative

research projects.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Dr. MGR Janaki College, named after the iconic leader Dr. M.G. Ramachandran (MGR), strives to fulfill his vision of inclusive education. MGR, a beloved actor and politician in Tamil Nadu, emphasized the importance of education for all, regardless of their background or circumstances. The college, established in his memory, embodies his ideals through various initiatives and practices.

Firstly, the college offers a diverse range of courses and programs, ensuring accessibility to education for a wide spectrum of students. This diversity promotes inclusion by catering to varying interests and career aspirations.

Moreover, the institution actively promotes gender equality, a core value cherished by MGR. It encourages and empowers women through education, making them confident and independent contributors to society.

Furthermore, the college provides scholarships and financial aid to deserving students, removing economic barriers to education. This aligns with MGR's commitment to social justice and upliftment of the economically disadvantaged.

In addition to academic excellence, the college emphasizes character development, fostering qualities like empathy, leadership, and social responsibility among students. These values align with MGR's vision of producing not just educated individuals but responsible citizens.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Preparing for Re-Accreditation cycle

Participation in NIRF

Coaching to be given to students for competitive exams

Programmes on National Educational Policy.

Collaborations and tie-ups with various organizations

To apply for patents and copyrights for staff and students.

Increase in research publication in high impact factor journals

To conduct International / National Conferences / FDPs / Seminars.

Establishment of students learning support centre.