



உ.கௌரவர்கள் • உ.தரவுகவர்கள் • உ.பயத்தரவுகவர்கள்

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

Affiliated to the University of Madras



“SATHYABAMA MGR MALIGAI”

11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram,

Chennai - 600 028, Phone : 044-2493 7382/92

e-mail: admin@mgrjanaki.ac.in | Web : www.mgrjanaki.ac.in

**CALENDAR
2022 - 2023**

Printed at :

Razan Printers

The Book Maker

New No.26, Old.13,

Yusuf Street, Triplicane High Road,

Triplicane, Chennai - 600 005.

Phone: 044 - 2852 2093

CONTENTS

1.	The College	6
2.	Vision & Mission	7
3.	Quality Policy	9
4.	A Note to Students	10
5.	College Fees	13
6.	Academic Programmes	15
7.	Student Training Programmes	16
8.	Attendance	18
9.	Testing and Evaluation	18
10.	Student Support systems	19
11.	Student Senate	24
12.	Department & Cultural Clubs	27
13.	Library and Laboratories	28
14.	Other Features	31
15.	Other Facilities	31
16.	MJC Alumnae	32
17.	College Office	33
18.	Scholarships & Endowments	33
19.	College Song	36
20.	Tamil Thai Vazhthu	40
21.	National Pledge	41
22.	National Anthem	42
23.	List of Holidays	43
24.	Planner	44
25.	Calendar	
26.	Notes	
27.	Leave slip & Permission slip for students	
28.	Time Table	
29.	Extension Service	
	Topo plan of the college		

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

PERSONAL INFORMATION

Name :

Class & Shift :

Reg. no :

Date of Birth :

Blood Group :

Medical Allergies
(if any) :

Name of the Parent :

Residential Address :

Mobile No. :

Parent's Mobile No. :

Telephone No. (Office) :

Parent's e-mail id :

**Contact address and
Telephone No. in
case of emergency** :

THE COLLEGE

Dr. MGR-Janaki College was the result of the visionary zeal of Smt. Janaki Ramachandran who desired to convert the grounds of Sathya Studio into a College for Women. The college also supports Dr. MGR Higher Secondary School and Home for the Speech and Hearing Impaired at Ramavaram, a noble cause envisioned by the founders. The campus in its sylvan setting is centrally located and well connected by buses from all parts of the city. All facilities like banks, post offices, hospitals and shops are within walking distance from the college. The college is managed by SSPL Charities, the charitable unit of Sathya Studios Private Limited, headed by the Chairman and Managing Trustee, Dr. Kumar Rajendran.

Founded in 1996 with just 70 students and 16 faculty members the college is affiliated to the University of Madras. It has grown to the status of a front ranking institution with nearly 4000 students and over 150 faculty members today. At present the college has 15 Under Graduate and 7 Post Graduate Departments.

Our mentors, Bharat Ratna Dr. M. G. Ramachandran and Smt. Janaki Ramachandran believed that we should create an atmosphere where excellence is the result of diligence on the part of the students. Our college motto is **“Excellence through Diligence”**.

VISION

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

MISSION

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

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

QUALITY POLICY

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

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

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

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

A NOTE TO STUDENTS

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

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

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

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

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

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

before leaving the class room.

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

COLLEGE FEES

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

of the academic year she will have to pay the fee for the full academic year.

4. Students with arrears of fees or any dues to the college will not be permitted to appear for the university examinations even though examination fees might have been paid by the students. Their hall tickets will be withheld for such non-payment.
5. Students must have the fee receipts carefully and must produce them whenever required.
6. Transfer certificates will be given only to those who have paid fees, returned library books and settled all other dues.
7. In case of breakage of equipment, apparatus, or other articles or property of the college, charges will be collected from the students. The decision of the Principal will be final in this matter.

ACADEMIC PROGRAMMES

Though affiliated to the University of Madras, the college has a certain degree of autonomy in the innovative teaching methods and practices. The University confers the degree on students who have successfully completed the academic programme.

The College offers the following programmes

UNDERGRADUATE PROGRAMMES

B.A. English

B.A. Natya

- B.A. Tamil
- B.B.A. Business Administration
- B.C.A. Computer Applications
- B.Com. General
- B.Com. Accounting and Finance
- B.Com. Corporate Secretaryship
- B.Com. Bank Management
- B.Sc. Biochemistry
- B.Sc. Microbiology
- B.Sc. Computer Science
- B.Sc. Psychology
- B.Sc. Mathematics
- B.Sc. Visual Communication

POSTGRADUATE PROGRAMMES

- M.A. Human Resource Management
- M.A. Natya (Five-year integrated course in Performing Arts)
- M.A. English Literature
- M.Sc. Applied Microbiology

M.Sc. Bioinformatics and Clinical Trail Management (Non-Medical)

M.Sc. Information Technology

M.Sc. Applied Psychology

STUDENT TRAINING PROGRAMMES

1. Physical Education

All students are encouraged to take part in games and sports. Talented students are encouraged to join the college team. Self-defense classes will be conducted.

2. Compulsory Extension Services

The University of Madras stipulates that all students must enroll themselves in one of these compulsory extension programmes.

i) National Service Scheme

The college encourages the students to actively take part in the NSS activities so as to serve the society. An annual camp is held in the NSS adopted village every year. The NSS students are encouraged to join the camp and participate in community service.

ii) Rotaract Club

The Rotaract club focuses on engaging the students in awareness rallies, fund raising programmes for social causes, helping the differently-abled and so on. These activities aim at promoting

social responsibilities and leadership qualities in students.

iii) Red Ribbon Club

The Red Ribbon Club spreads awareness about health issues particularly AIDS prevention by involving students in activities like rallies, street plays and counseling sessions.

iv) Youth Red Cross

The Youth Red Cross involves students in organizing camps, blood donation camp, first aid courses etc. to promote the spirit of service without discrimination.

ATTENDANCE

All the students are requested to attend classes every day without fail. Attendance is taken at every lecture, practical or tutorial hour of any kind prescribed in the college timetable, including games, social ethics, certificate courses, eye opener sessions and compulsory extension service activities.

Permission for absence will be subject to valid explanation

- a. Absence due to illness should be supported by a medical report from a registered medical practitioner.
- b. Students absenting themselves to participate in extracurricular activities representing the college should submit permission letters to the Principal through the authorized staff members.
- c. Any student coming in after the Morning Prayer will be marked absent for one hour. If a student is absent for one

hour, she will lose half a day's attendance.

- d. A student will be permitted to take the university examination only if she has a minimum of 75% attendance per course. The decision of the Principal shall be final in all matters concerning attendance.

TESTING AND EVALUATION

Evaluation of the student is based on both Continuous Assessment and End Semester Examination.

- a. There will be continuous internal assessment for 25 marks per paper per semester along with the end semester examination for 75 marks.
- b. No student should absent herself from any examination or test. Disciplinary action will be taken against absentees of examination and test.
- c. The conduct of the student during the test and examination should be beyond reproach. Any student indulging in unfair practices will be dealt with seriously.
- d. Assessment will be in the form of a comprehensive examination for each paper at the end of each term. The examination will be conducted by the university for which the students should register for the examination by paying the prescribed fees.

STUDENT SUPPORT SYSTEMS

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The IQAC plans, guides and monitors Quality Assurance (QA) and Quality Enhancement (QE) activities of the institution. IQAC constitutes the Head of the institution, Heads of important academic and administrative units, teaching faculties and a few distinguished educationists and representatives of management. The continuous assessment patterns make it possible to develop quality benchmarks for the improvement of academic and administrative performance of the college.

Member of IQAC

1. Dr. Ragitha Radhakrishnan, Assistant Professor, Department of Psychology
2. Dr. S. Uma Maheswari, Assistant Professor, Department of English

STUDENT DEVELOPMENT CELL

The Student Development Cell, a support system for the holistic development of the students promotes quality in student life by enabling them to build up a personnel profile. The council works in liaison with the respective Departments of the College and organizes events to help the students achieve academic goals. Through Student Development Cell, technical and professional exposure is given to all students.

Members of Student Development Cell

1. Mrs. N.S. Kothai, Assistant Professor, Department of Computer Applications
2. Dr. K. Sucharitha, Assistant Professor, Department of Corporate

Secretaryship

EXAM COMMITTEE

Exam committee is a body to oversee the College examinations which includes scheduling of the internal test timetables, conduct of exam and evaluation of exams. The committee advises on all matters relevant to interim and final examinations and ensures that the students meet the requirements with regard to program and examination regulations as per the guidelines of University of Madras.

Members of Exam Committee

1. Mrs. L. Poongothai, Assistant Professor, Department of Computer Applications
2. Ms. K. Renuka, Assistant Professor, Department of Corporate Secretaryship

DIFFERENTLY ABLED SUPPORT CELL

The Differently Abled Support Cell equips the differently abled with additional skills to enhance their visibility in an inclusive world. The cell assesses the educational needs of differently abled students, identifies the Career opportunities and provides guidance towards placement in the mainstream employment.

Member of Differently Abled Support Cell

1. Dr. T. Sathyapriya, Assistant Professor, Department of Tamil
2. Dr. K. Sathyapriya, Assistant Professor, Department of Tamil

COUNSELLING CELL

The Counselling Cell empowers the students to face emotional and psychological challenges effectively through professional guidance and counselling programs. The cell provides a confidential atmosphere to discuss any concerns the students may have and aims at promoting a stress free life for students through self-awareness. A qualified counsellor is on campus to provide personal counselling to the students.

Members of Counselling Cell

1. Dr. Ragitha Radhakrishnan, Assistant Professor, Department of Psychology
2. Ms. N. Datchyaayane, Assistant Professor, Department of Psychology

RAGGING REDRESSAL CELL

Ragging is forbidden on campus. Complaints may be dropped into the black colored wooden box which is placed outside the Principal's office. If there is any incidence of ragging, they can bring it to the notice of the Anti - Ragging Cell.

Members of the Ragging Redressal Cell:

- | | |
|---|---------------------------|
| 1. Dr. R. Manimekalai | Principal & Convener |
| 2. Dr. V. C. Santhilakshmi | Management Representative |
| 3. Ms. Savitha D.K.V
(I M.A English) | Student President |
| 4. Dr. Apitha Sabapathi | Faculty Representative |

Dean, Students

5. Dr. Ragitha Radhakrishnan Faculty Representative
Shift II Coordinator
6. Dr. C. Banu Rekha SC/ST Faculty Representative
7. Dr. Sujatha Mohan Overseas Student Advisor

SEXUAL HARASSMENT PREVENTION CELL

Sexual Harassment Prevention Cell aims to prioritize prevention and provision of an innovative redressal mechanism in the form of Complaints Committee to look into the matters of sexual harassment of students and faculty in the college. Appropriate and prompt actions are ensured to complainants approaching the cell. Through counseling and support services on campus, the cell provides a secure physical and social environment to deter acts of sexual harassment or the prevention of sexual harassment to ensure the safety of women.

Members of Sexual Harassment Prevention cell

1. Mrs. V.R. Viju, Assistant Professor, Department of Computer Science
2. Mrs. K. Banumathy, Assistant Professor, Department of Commerce (Accounting & Finance)

ENTREPRENEURSHIP DEVELOPMENT CELL(ED)

Entrepreneurship Development Cell, a cell to initiate the culture of entrepreneurship among the students, undertakes several activities for student development wherein the student gets exposure while studying and develops a spirit of entrepreneurship. The ED cell empowers and inspire students to take initiatives and accept

responsibilities to thrive in the challenging world. The ED Cell identifies talented students and motivates them to entrepreneurial areas through awareness camps and entrepreneurship development programmes.

Members of Entrepreneurship Development Cell

1. Ms. E. Nirmala, Assistant Professor, Department of Commerce (General)
2. Dr. D. Jamuna Rani, Assistant Professor, Department of Business Administration

RESEARCH AND DEVELOPMENT CELL (R & D CELL)

It is mandatory for UG and PG students to take up summer internships, pursue miniprojects, participate and present research papers in conferences and seminars. With the policy of creating a conducive environment to inculcate research culture in the college, R & D Cell is actively involved in organizing various workshops/seminar/ trainings related to promotion of research and innovative skills among students and faculty and for industrial collaborations. R & D Cell enhances the research output of the institute by research paper publication in referred journals and reputed conferences. Sessions on IPR, Patenting are organized for faculty and students to create awareness about filing Patents & IPR.

Members of R & D CELL

1. Dr. D. Lakshmi Priya, Assistant Professor, Department of Microbiology
2. Dr. K. Latika, Assistant Professor, Department of Business Administration

PLACEMENT CELL

Placement Cell handles campus placements of the graduating students of the college and organizes career counselling workshops to help students to succeed at the recruitment process. To bridge the gap between the needs of the Industry and skills of the students, Placement Cell helps in organizing events and programs that provide avenues to the students to get exposed to the real world of work. The cell organizes workshops and skill training sessions that enable students to enrich their biodata. The cell assists and guides the students for placements by identifying prospective recruiters, building association and maintaining continuous relationship with corporate houses through Industry-Institute partnerships.

Members of Placement Cell

1. Ms. J. Preethika Rangasayee, Assistant Professor, Department of Mathematics
2. Ms. V. Kavya, Assistant Professor, Department of Business Administration

ALUMNI SUPPORT CELL

Alumni network, an extended and expanded identity of our college fosters a life-long intellectual and emotional connection between the alma mater and the Alumni. Alumni Support Cell conducts an alumni meet every year and maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the College. The cell invites the Alumni in professional position for guest lectures to expand professional connections.

Members of Alumni Support Cell

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

STUDENT SENATE

The objectives of the senate are:

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

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

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

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

The Senate has a team of faculty as advisors.

SENATE 2022-2023

Senate Advisors:

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

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

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

List of Students Representatives:

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

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

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

DEPARTMENT & CULTURAL CLUBS

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

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

B.Com. Corporate Secretaryship	Accounts Club
B.Com. Bank Management	Corporate Club
B.Sc. Biochemistry	Technical Banking Club
B.Sc. Microbiology	Green Health Club
B.Sc. Computer Science	Eupro Journal Club
	Computer Literacy Club
	Decode Club
B.Sc. Psychology	Intra Psyche
B.Sc. Mathematics	Sigma Club
	Analysis Club
B.Sc. Visual Communication	Infotainment Club
M.A. Human Resource Management	Human Resource Club

LIBRARY

1. The Library is open between 09.00 a.m. and 04.30 p.m. from Monday to Friday and between 09.00 a.m. and 02.00 p.m. on Saturday.
2. Only members are allowed to use the services of the library on producing their identification cards.
3. Outsiders have to get prior permission from the Management / Principal to utilize the library.
4. The Library is fully automated with INFLIBNET and DELNET. Members are provided with a bar-coded identity card and a library card by the college.
5. The exchange of library card is not permissible. Books will be provided only against a valid library card. UG students can borrow two books and PG students can borrow three

books. Only one renewal is permitted.

6. Duration of the lending period is fifteen days, fine amount of Rs. 1/- per day is charged for the delayed return of books. Rs. 20/- will be charged against the loss of each library card. Audio, Video Cassettes and CD's are meant for use only within the library.
7. The facility to reserve book is available. Book will be issued according to the order in which they are reserved. Reserved book will not be renewed.
8. Pilferage of document will be treated as a serious offence. The membership may be suspended or cancelled.
9. In case a book is lost, the member should either replace the book or pay double the cost of the book to the library.
10. Photocopying of library documents is permitted. Photocopying the entire document / book is prohibited. Photocopying will be charged at the rate of Rs. 1/- per page.
11. Document other than library sources shall not be permitted inside the library.
12. The use of tape recorder, radio, mobile phone and camera is strictly prohibited inside the library.
13. Members are requested to leave their personal belongings in the property counter.
14. Final year students can avail the institutional membership available with British Council and University of Madras.

15. Book bank facility can be availed by deserving students.

LABORATORIES

Expensive equipments have been installed in the laboratories for the benefit of the students. Great care must be taken in handling equipment. Work tables and sanitary fittings should be kept absolutely clean at all times. All breakages and losses must be reported to the faculty concerned immediately. Breakage will be collected.

COMPUTER LABORATORY

We have a well-equipped air-conditioned computer laboratory which has Pentium servers and nodes. Latest software with internet connection is available.

LANGUAGE LABORATORY

Language laboratory is equipped with softwares to enable students to improve speaking and communication skills.

OTHER FEATURES

Culturals

Inter - Department and Inter - Collegiate cultural festivals are held. College play is staged every year on January 17th to mark the birth anniversary of Dr. M.G.Ramachandran. Apart from this, the college celebrates festivals like Aadiperukku, Onam, Navaratri, Christmas and Pongal to keep alive the tradition and

richness of our culture.

Parent Teacher Meeting

Parent teacher meeting takes place twice a year. During these meetings the parents discuss the academic progress of their wards.

OTHER FACILITES

Canteen

There is a canteen within the campus, which serves healthy and tasty food, in a hygienic manner, at reasonable rates.

Identity Cards

Each student of the college is expected to possess an identity card with her photograph affixed on it duly attested by the Principal. They are advised to keep the card with them always and use them for getting concessional tickets to travel by bus, rail or air, to become a member of public libraries or for the receipt of payment of scholarship, etc. Identity cards for the first year students will be issued in the college. Students will have to wear the ID card inside the college premises.

Issue of Certificates

For the issue of any certificate, an application has to be made giving details about the student. A prior notice of two days is necessary for the issue of a certificate. On completion of their entire course (Under - Graduate or Post - Graduate) students are expected to collect their original certificates including the

Transfer Certificate from the office. A student will be furnished with a T.C. on application, if she applies within 5 working days of the term succeeding her leaving the college. Applications made after that will attract a search fee.

MJC ALUMNAE

Every student who passes out of the college is encouraged to become a member of the Alumnae Association. The Annual General Body meeting of Dr. MGR-Janaki College of Arts & Science for Women Alumni Association is organized on the last Sunday of every November to commemorate Smt. Janaki Ramachandran's Birth Anniversary.

COLLEGE OFFICE

Requests for certificates, testimonials and other documents requiring the Principal's signature should be addressed to the Principal and submitted in the college office. The Principal will take into consideration the reports of the departments when issuing conduct and attendance certificates.

SCHOLARSHIPS & ENDOWMENTS

1. Dr. MGR Memorial Endowment for the topper in B.Sc. Microbiology in the university examinations.
2. Tmt. Janaki Ramachandran Memorial Endowment for the topper in B.Sc. Biochemistry in the university examinations.
3. Thiru. N. C. Ragavachari Memorial Endowment for the topper in B.Sc. Psychology in the university examinations.

4. Thiru. Rajagopala Iyer Memorial Endowment for the topper in B.Sc. Computer Science in the university examinations.
5. Thiru. T.V. Ramanujun Endowment for the topper in B.Com. (G) in the university examinations.
6. Tmt. Shanthi Narayanan Memorial Endowment for the topper in B.Com. (CS) in the university examinations.
7. Thiru. Sankara Menon Memorial Endowment for the topper in BCA in the university examinations.
8. Thiru. K. Ravindran Memorial Endowment for the best outgoing student excelling in sports and games.
9. Dr. Padma Subramaniyam Endowment for the best outgoing student excelling in music & dance.
10. Dharapuram Thiru. Ramasamy Memorial Endowment for the best outgoing student in the Department of M.Sc. Bioinformatics.
11. Dharapuram Thiru. Ramasamy Memorial Endowment for the topper in M.Sc. Bioinformatics in the university examinations.
12. Sri. G. Ganapathy Endowment for the topper in B.A. English Literature in the university examinations.
13. Sri. P. Karunanidhi Memorial and Vasantha Karunanidhi Endowment for the topper in BBA in the university examinations.
14. Dr. Sundarambal Prathapkumar Memorial Endowment prize for the first place in the Biochemistry practicals.
15. Mr. P. X. Rangaswami Memorial Endowment prize for the

first place in Microbiology practicals.

16. Kulapathi Sree U. Ve. O. R. Rajagopalachariar Memorial Endowment for the topper in Sanskrit in the university examinations.
17. Thiru L. T. Athmaram Memorial Endowment for the topper in Tamil in the university examinations.
18. Ms. Thangam Isaac Memorial Endowment prize for the topper in Foundation English in the university examinations.
19. Thiru. B. Viswanathan Endowment for the topper in B.Sc. Mathematics in the university examinations.
20. Department Prize for the topper in French.
21. Dr. S. N. Ganesan Endowment cash prize for the best outgoing student.
22. “Asha” Endowment prize for best M.Sc. Project in Microbiology.
23. Shri. M. Rajendran Memorial Prize for topper in B.Com. (Bank Management).
24. Dr. Jeppiaar Memorial Prize for topper in B.Com. (Accounting & Finance).
25. “Alumnae” Endowment for prominent alumni from Arts, Science (Shift I) and one for Shift II.
26. Mr. P. V. Emmanuel Endowment prize for the topper in Hindi in the university examinations.
27. Professor Dr. T. Santhanam Endowment for best project in Computer Applications (B.C.A).

28. Mr. Shihan Hussaini Endowment for student excelling in Archery.
29. Mr. Shihan Hussaini Endowment for student excelling in Karate.
30. Director K.Subrahmanyam Memorial Endowment for the topper in B.Sc. Visual Communication

COLLEGE SONG

रामचन्द्र जानकी सत्प्रसाद धारिणी
विशेष धीकला भूमिरुल्लसेत् । (राम)

राष्ट्र संस्कृति श्छात्र सदगति
श्चैकमत्यता जीवनोद्गतिर्
यत्र संततं बोध्यते परं
सा विराजतां सार वाहिनी (राम)

दक्षता मुखच्छ्रेष्टता भवेत्
इति विनिश्चितं यत्र कर्मभिर्
स्त्री प्रवर्त्तनम् यत्र सर्वदा
सत्य विद्यया साम्यगूर्जितम् । (राम)

व्यक्ति संगता सामुदायिकी
जागरुकता शिष्यसत्कृता
यत्र सा कला शालिका वरा
भ्राजतां जयेत् शाश्वती समा (राम)

COLLEGE SONG

Ramachandra Janaki satprasad dharini

Vishesha dhi kala bhumirullaset (Rama)

Rashtra sanskriti chhatrasadgati

Chaikamatyata jeevanodgati

Yatra santatam bodhyate param

Saa virajatam sara vahini (Rama)

Dakshata mukhat sreshthata bhavet

Iti vinishchitam yatra karmabhir

Stri pravardhanam yatra sarvada

Satya vidaya samygoorjitam (Rama)

Vyakti sangata samudayiki

Jagarukata shishyasatkrit

Yatra saa kala shalika vara

Bhrajatam jayet shashvati sama (Rama)

Ramachandra Janaki nallarutkalanjiyam

Vijnana narkalai koil vaazhiye (Rama)

ராமசந்திரா ஜானகியின் நல்லாசியைப் பெற்று
விஞ்ஞானம்
மற்றும் கலைக்கு இருப்பிடமாக இருக்கும்
இக்கல்லூரியானது சிறந்து விளங்கட்டும்

எங்கு இந்தியக் கலாச்சாரம், மாணவ
முன்னேற்றம், வாழ்க்கையில் உயர்வு
ஆகியவையே ஒரே குறிக்கோளாகக் கொண்டு
உயர்ந்த பாடம் போதிக்கப் படுகிறதோ அந்த
கல்லூரி ஒளிரட்டும்.

உழைப்பினால் உயர்வு என்ற கொள்கையை
உறுதிப்படுத்துவது
போன்று செய்யப்படும் காரியங்களும்,
உண்மையான கல்வியினால்
பெண்கள் முன்னேற்றமும் எங்கும் எப்போதும்
நிலைநாட்டப்படுகிறதோ, அக்கல்லூரி
சிறப்புறட்டும்.

தனிமனித மற்றும் சமுதாய விழிப்புணர்வு எங்கு
மாணவிகளுக்கு கற்றுத்தரப்படுகிறதோ அந்த
கல்லூரி
நீண்ட காலத்துக்கு நிலைப்பெற்று மிளிரட்டும்

COLLEGE SONG

Let this college that imparts the knowledge of Arts and Science by the blessings of Ramachandra and Janaki, shine gloriously

Let this college that strives hard for the upliftment of the students and spreads national culture, shine gloriously.

The motto 'Excellence through diligence' - is reflected in all the activities of the college where 'empowerment of women' is well established by spreading true knowledge.

Let this college reign supreme for many more years to come where individual as well as social awareness are taught to the students!!!

தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே !

தமிழணங்கே !

உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து
வாழ்த்துதுமே ! வாழ்த்துதுமே ! வாழ்த்துதுமே !

- பேராசிரியர் பெ.சுந்தரம்பிள்ளை

தீண்டாமை ஒழிப்பு உறுதிமொழி

இந்திய அரசியலமைப்பின்பால், இடைவிடாத உளமார்ந்த பற்றுள்ள இந்தியக் குடிமகனாகிய நான், நமது அரசியலமைப்பின் தீண்டாமை ஒழிக்கப்பட்டு விட்டது என்பதை அறிவேன். தீண்டாமையை அடிப்படையாகக் கொண்டு எவர்மீதும் சமூக வேற்றுமையை, மனம், வாக்கு, செயல் என்ற எந்த வகையிலும் கடைப்பிடிக்க மாட்டேன் என்று இதனால் உளமார உறுதியளிக்கிறேன். அரசியலமைப்பின் அடிப்படைக் கருத்திற் கிணங்க, சாதி, சமய வேறுபாடற்ற சமத்துவ சமுதாயத்தை உருவாக்குவதில் நேர்மையுடனும், உண்மையுடனும் பணியாற்றுவது எனது கடமையாகும். மேலும், தீண்டத் தகாதவர்கள் என்ற கொடுமைக்கு ஆளாகியுள்ள மக்களிடையே காணப்படும் தீண்டாமை உணர்வையும் போக்குவது நமது சமூகக்கடமை என்பதையும் உணர்ந்து செயல்படுவேன். இந்திய அரசியலமைப்பின்பால் எனக்குள்ள முழுப்பற்றிற்கு இது என்றென்றும் எடுத்துக்காட்டாக விளங்குமென்றும் இதனால் உளமார உறுதியளிக்கிறேன்.

NATIONAL INTEGRATION PLEDGE

“ I solemnly pledge to work with dedication to preserve and strengthen the freedom and integrity of the nation”.

“I further affirm that I shall never resort to violence and that all differences and disputes relating to religion, language, region or other political or economic grievances should be settled by peaceful and constitutional means”.

THE PLEDGE

1. India is my country. All Indians are my brothers and sisters.
2. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.
3. I shall give my parents, teachers and all elders respect and treat everyone with courtesy.
4. To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he,

Bharata bhagya vidhata,

Punjaba, Sindhu, Gujarata, Maratha,

Dravida, Utkala, Banga,

Vindhya, Himachala, Yamuna, Ganga,

Uchchhala Jaladhi taranga,

Taba shubha name jage,

Taba shubha ashisa mage,

Gahe taba jaya gatha;

Jana gana mangala dayaka jaya he,

Bharata bhagya vidhata,

Jaya he, jaya he, jaya he,

Jaya jaya jaya jaya he.

LIST OF HOLIDAYS

2022-2023

2022

July	10	Sunday	Bakrid
August	9	Tuesday	Muharram
August	15	Monday	Independence Day
August	19	Friday	Krishna Jayanthi
August	31	Wednesday	Ganesha Chaturthi
October	2	Sunday	Mahatma Gandhi Jayanthi
October	4	Tuesday	Ayudha Pooja
October	5	Wednesday	Vijayadashami
October	9	Sunday	Eid-e-Milad / Mawlid
October	24	Monday	Diwali
December	25	Sunday	Christmas

2023

January	1	Sunday	New Year
January	15	Sunday	Pongal/Thiruvalluvar Day
January	16	Monday	Uzhavar Thirunaal
January	17	Tuesday	Dr. MGR Birthday
January	26	Thursday	Republic Day
March	22	Wednesday	Telugu New Year
April	4	Tuesday	Mahavir Jayanthi
April	14	Friday	Tamil New Year

PLANNER FOR THE ACADEMIC YEAR 2022-2023

2022	Date	
July	11	College reopens for II& III Years
July	18	College reopens for I Year
July	22	Investiture Ceremony
August	1	Aadi Perukku & Fresher's Day
August	15	Independence Day
August	17	Gokulashtami Celebration
September	5	Teacher's Day
October	5	Navarathri & Vijayadasami Celebrations
November	27	Alumni Meet
November	30	Smt. Janaki Ramachandran's Birth Anniversary
December	19	Margazhi Celebrations
December	23	Dr. M.G. Ramachandran's Remembrance Day & Christmas Celebrations

2023

January	8	Shri. M. Rajendran's Remembrance Day -
January	9	Dr. MGR Endowment Lecture
January	12	Pongal Celebrations
January	17	Dr. MGR's Birth Anniversary
February	03	Sports Day
February	22	Convocation / College day *
February	23	Culturals*

* Subject to change

ACADEMIC YEAR: 2022 – 2023

III, V Semester begins on 11th July 2022

I Semester begins on 18th July 2022

Exam Planner (2022-2023)

Semester I, III and V

S.No.	Exam Details	Dates
1	Internal Test –I (July)	02-Aug-2022 to 08-Aug-2022
2	Internal Test – 2 (August)	22-Aug-2022 to 30-Aug-2022
3	Internal Test – 3 (September)	19-Sep-2022 to 23-Sep-2022
4	Model Exam (October)	06-Oct-2022 to 14-Oct-2022

**PTA Meeting 17/24-Sep-2022*

Last Date for Portion Completion-3-Oct-22

Semester II, IV and VI

S.No.	Exam Details	Dates
1	Internal Test –I (December)	12-Dec-2022 to 16-Dec-2022
2	Internal Test – 2 (January)	23-Jan-2023 to 27-Jan-2023
3	Internal Test – 3 (February)	13-Feb-2023 to 17-Feb-2023
4	Model Exam (March)	06-Mar-2023 to 10-Mar-2023

**PTA Meeting 11/18-Feb-2023*

Last Date for Portion Completion-3-Mar-2023

JUNE 2022

1. Wednesday

2. Thursday

3. Friday

4. Saturday

5. Sunday

6. Monday

7. Tuesday

8. Wednesday

9. Thursday

10. Friday

11. Saturday

12. Sunday

13. Monday

14. Tuesday

15. Wednesday

16. Thursday

*The function of education is to teach one to think intensively and to think critically
Intelligence plus charger -that is the goal of true education -Martin Luther King Jr.*

JUNE 2022

17. Friday

18. Saturday

19. Sunday

20. Monday

21. Tuesday

22. Wednesday

23. Thursday

24. Friday

25. Saturday

26. Sunday

27. Monday

28. Tuesday

29. Wednesday

30. Thursday

Education is not preparation for life; education is life itself - John Dewey

JULY 2022

1. Friday

2. Saturday

3. Sunday

4. Monday

5. Tuesday

6. Wednesday

7. Thursday

8. Friday

9. Saturday

10. Sunday Bakrid

11. Monday *College reopens for II & III Years*

12. Tuesday

13. Wednesday

14. Thursday

15. Friday

16. Saturday

The roots of education are bitter, but the fruit is sweet - Aristotle

JULY 2022

17. Sunday

18. Monday *College reopens for 1 Years*

19. Tuesday

20. Wednesday

21. Thursday

22. Friday *Investiture Ceremony*

23. Saturday

24. Sunday

25. Monday

26. Tuesday

27. Wednesday

28. Thursday

29. Friday

30. Saturday

31. Sunday

It is the mark of an educated mind to be able to entertain a thought without accepting it - Aristotle

AUGUST 2022

1. Monday *Aadi Perukku & Fresher's Day Celebrations*

2. Tuesday *Odd Semester Internal Test-I Begins*

3. Wednesday

4. Thursday

5. Friday

6. Saturday

7. Sunday

8. Monday

9. Tuesday Muharram

10. Wednesday

11. Thursday

12. Friday

13. Saturday

14. Sunday

15. Monday Independence Day

16. Tuesday

Education is the key to unlock the golden door of freedom - George Washington Carver

AUGUST 2022

17. Wednesday *Gokulashtami Celebration*

18. Thursday

19. Friday **Krishna Jayanthi**

20. Saturday

21. Sunday

22. Monday *Odd Semester -Internal Test II Begins*

23. Tuesday

24. Wednesday

25. Thursday

26. Friday

27. Saturday

28. Sunday

29. Monday

30. Tuesday

31. Wednesday **Ganesha Chaturthi**

The only person who is educated is the one who has learned how to learn and change - Carl Rogers

SEPTEMBER 2022

1. Thursday

2. Friday

3. Saturday

4. Sunday

5. Monday *Teacher's Day Celebration*

6. Tuesday

7. Wednesday

8. Thursday

9. Friday

10. Saturday

11. Sunday

12. Monday

13. Tuesday

14. Wednesday

15. Thursday

16. Friday

*The purpose of education is to replace on empty mind with an open one -
Malcolm Forbes*

SEPTEMBER 2022

17. Saturday

18. Sunday

19. Monday *Odd Semester -Internal Test III Begins*

20. Tuesday

21. Wednesday

22. Thursday

23. Friday

24. Saturday

25. Sunday

26. Monday

27. Tuesday

28. Wednesday

29. Thursday

30. Friday

The whole purpose of education is to turn mirrors into windows - Sydney J.Harris

OCTOBER 2022

1. Saturday

2. Sunday Mahatma Gandhi Jayanti

3. Monday

4. Tuesday Ayudhapooja

5. Wednesday *Vijayadasami Celebrations*

6. Thursday *Odd Semester -Model Exam Begins*

7. Friday

8. Saturday

9. Sunday Eid-e-Milad/Mawlid

10. Monday

11. Tuesday

12. Wednesday

13. Thursday

14. Friday

15. Saturday

16. Sunday

The great aim of education is not knowledge but action - Herbert Spencer

OCTOBER 2022

17. Monday

18. Tuesday

19. Wednesday

20. Thursday

21. Friday

22. Saturday

23. Sunday

24. Monday Diwali

25. Tuesday

26. Wednesday

27. Thursday

28. Friday

29. Saturday

30. Sunday

31. Monday

Education is the movement from darkness to light - Allan Bloom

NOVEMBER 2022

1. Tuesday

2. Wednesday

3. Thursday

4. Friday

5. Saturday

6. Sunday

7. Monday

8. Tuesday

9. Wednesday

10. Thursday

11. Friday

12. Saturday

13. Sunday

14. Monday

15. Tuesday

16. Wednesday

Education beats beauty and youth - Chanakya

NOVEMBER 2022

17. Thursday

18. Friday

19. Saturday

20. Sunday

21. Monday

22. Tuesday

23. Wednesday

24. Thursday

25. Friday

26. Saturday

27. Sunday *Alumni Meet*

28. Monday

29. Tuesday

30. Wednesday *Smt. Janaki Ramachandran's Birth Anniversary*

Education is learning what you didn't even know you didn't know
- Daniel J. Boorstin

DECEMBER 2022

1. Thursday

2. Friday

3. Saturday

4. Sunday

5. Monday

6. Tuesday

7. Wednesday

8. Thursday

9. Friday

10. Saturday

11. Sunday

12. Monday *Even Semester -Internal Test I Begins*

13. Tuesday

14. Wednesday

15. Thursday

16. Friday

The philosophy of the school room in one generation will be the philosophy of the government in the next - Abraham Lincoln

DECEMBER 2022

17. Saturday

18. Sunday

19. Monday *Margazhi Celebrations*

20. Tuesday

21. Wednesday

22. Thursday

23. Friday *Dr. M.G. Ramachandran's Remembrance Day & Christmas Celebrations*

24. Saturday

25. Sunday **Christmas**

26. Monday

27. Tuesday

28. Wednesday

29. Thursday

30. Friday

31. Saturday

To read without reflecting is like eating without digesting - Edmund Burke

JANUARY 2023

1. Sunday New Year

2. Monday

3. Tuesday

4. Wednesday

5. Thursday

6. Friday

7. Saturday

8. Sunday *Shri. M. Rajendran's Remembrance Day*

9. Monday *Dr. MGR Endowment Lecture*

10. Tuesday

11. Wednesday

12. Thursday *Pongal Celebrations*

13. Friday

14. Saturday

15. Sunday Pongal/Thiruvalluvar Day

16. Monday Uzhavar Thirunaal

Education is the ability to listen to almost anything without losing your temper or your self-confidence - Robert Frost

JANUARY 2023

17. Tuesday *Dr. MGR's Birth Anniversary*
-
18. Wednesday
-
19. Thursday
-
20. Friday
-
21. Saturday
-
22. Sunday
-
23. Monday *Even Semester - Internal Test II Begins*
-
24. Tuesday
-
25. Wednesday
-
26. Thursday *Republic Day*
-
27. Friday
-
28. Saturday
-
29. Sunday
-
30. Monday
-
31. Tuesday
-

The goal of education is the advancement of knowledge and the dissemination of truth - John. F. Kennedy

FEBRUARY 2023

1. Wednesday

2. Thursday

3. Friday *Sports Day*

4. Saturday

5. Sunday

6. Monday

7. Tuesday

8. Wednesday

9. Thursday

10. Friday *Payment of college fees for academic year 2023- 2024*

11. Saturday

12. Sunday

13. Monday *Even Semester - Internal Test III Begins*

14. Tuesday

15. Wednesday

16. Thursday

Education is not the filling of a pail, but the lighting of a fire - William Butler Yeats

FEBRUARY 2023

17. Friday

18. Saturday

19. Sunday

20. Monday

21. Tuesday

22. Wednesday *Convocation / College day **

23. Thursday *Culturals**

24. Friday

25. Saturday

26. Sunday

27. Monday

28. Tuesday

**Subject to Change*

An investment in knowledge pays the best interest - Benjamin Franklin

MARCH 2023

1. Wednesday

2. Thursday

3. Friday

4. Saturday

5. Sunday

6. Monday *Even Semester -Model Exam Begins*

7. Tuesday

8. Wednesday

9. Thursday

10. Friday

11. Saturday

12. Sunday

13. Monday

14. Tuesday

15. Wednesday

16. Thursday

You can never be overdressed or overeducated - Oscar Wilde

MARCH 2023

17. Friday

18. Saturday

19. Sunday

20. Monday

21. Tuesday

22. Wednesday Telugu New year

23. Thursday

24. Friday

25. Saturday

26. Sunday

27. Monday

28. Tuesday

29. Wednesday

30. Thursday

31. Friday

Lead from the back and let others believe they are in front - Nelson Mandela

APRIL 2023

1. Saturday

2. Sunday

3. Monday

4. Tuesday Mahavir Jayanthi

5. Wednesday

6. Thursday

7. Friday

8. Saturday

9. Sunday

10. Monday

11. Tuesday

12. Wednesday

13. Thursday

14. Friday Tamil New Year

15. Saturday

16. Sunday

Learning is not the product of teaching. Learning is the product of the activity of the learners - Aristotle

APRIL 2023

17. Monday

18. Tuesday

19. Wednesday

20. Thursday

21. Friday

22. Saturday

23. Sunday

24. Monday

25. Tuesday

26. Wednesday

27. Thursday

28. Friday

29. Saturday

30. Sunday

The secret of genius is to carry the spirit of your child into old age, which means never losing your enthusiasm - Aldous Huxley

NOTES

LEAVE SLIP FOR THE STUDENTS

Name _____ Department _____

Register No _____ Year _____

Reason for Absence _____

Signature of the Parent: : _____

PERMISSION SLIP FOR THE STUDENTS

Name _____ Department _____

Register No _____ Year _____

Purpose _____

Signature of the Parent: _____

TIME-TABLE

SEMESTER – I / III / V							
HOUR / DAY ORDER	1	2	3	L U N C H	4	5	
I							
II							
III							
IV							
V							
VI							

TIME-TABLE

SEMESTER – II / IV / VI							
HOUR / DAY ORDER	1	2	3	L U N C H	4	5	
I							
II							
III							
IV							
V							
VI							

EXTENSION SERVICE

Date	Hours	Place	Details of Work Accomplished	Signature	

EXTENSION SERVICE

Date	Hours	Place	Details of Work Accomplished	Signature	

EXTENSION SERVICE

Date	Hours	Place	Details of Work Accomplished	Signature	

EXTENSION SERVICE

Date	Hours	Place	Details of Work Accomplished	Signature	

EXTENSION SERVICE