



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



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

Affiliated to the University of Madras

A meeting was held on August 18, 2020 at 11AM through Google meet with all IQAC members and department in charges to discuss regarding opening date for First year students and progress in functioning during the academic year.

**MINUTES OF THE MEETING- 18.08.2020**

- Discussed in detail about the meeting with first year parents.
- Wednesday 19th will be orientation for new students
- Senior teachers will be the in-charge of the I year classes.
- Staff members were instructed to inform their class students to change their online class device name format as ("shift class name student name") after confirmation.
- One teacher from each department should be allotted to issue the TC for the third-year students on 24/08/2020
- Staff members were instructed to submit their bridge course ppt by Saturday(23/08/2020) and the department in-charges should check it.
- Bridge course to be completed within 3 days (24th -26th)

Google Meet Link: <http://meet.google.com/yrh-hpdy-vur>

**IQAC COORDINATOR**

**PRINCIPAL**



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



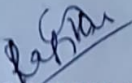
SATHYABAMA MGR MALIGAI  
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028  
Affiliated to the University of Madras

A meeting was held on July 17, 2020 at 3PM through Google meet with all IQAC members and department in charges to discuss regarding FDP, Guest Lectures, Webinar and progress in functioning during the academic year.

**MINUTES OF THE MEETING- 17.07.2020**

- Collect the registration form and feedback form from the participants for all the events like FDP, Guest lectures and webinar by the Department.
- One teacher should be in-charge to collect and check the attendance.
- Faculty members should check the online applications applied by the first years.
- Kindly remind the fee defaulters of both II & III year students and asked them to pay at the earliest.
- Planning to reopen the college on 21/07/2020 or in the first week of August for admission duty.
- Insist the students to submit the assignments on time.
- Faculty members should complete two units on or before 31.07.2020.
- Department in-charges were requested to update their department workload
- All the faculty members were asked to work in coordination with each other.

Google Meet Link: <http://meet.google.com/yrh-hpdy-vur>

  
IQAC COORDINATOR

  
PRINCIPAL



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



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

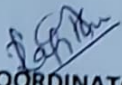
Affiliated to the University of Madras


A meeting was held on July 22, 2020 at 5PM through Google meet with all IQAC members and department in charges to discuss regarding IMES internal marks and progress in functioning during the academic year.

**MINUTES OF THE MEETING- 22.07.2020**

- IMES internal marks should be submitted to the Exam Committee in the second week of August, 2020.
- Staff were instructed to get the internal marks verified by the subject teachers of other departments.
- The previous first year class teachers should check the existing details & make necessary changes for their students database.
- Staff members need to update their respective class consolidated internal marks and send it to exam committee.

Google Meet Link: <http://meet.google.com/yrh-hpdy-vur>

  
IQAC COORDINATOR

  
PRINCIPAL





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



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


Affiliated to the University of Madras

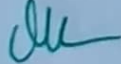
A meeting was held on July 7, 2020 at 11AM through Google meet with all IQAC members and department in charges to discuss regarding Digital Training for Elementary School Teachers and progress in functioning during the academic year.

**MINUTES OF THE MEETING- 07.07.2020**

- BCA and B.Sc Computer Science will conduct classes for Elementary teachers (class I - V) regarding Digital Teaching Tools like (ppt, jam board, video conferencing tool, Google forms, Google class room etc)
- Plan to start the classes on 15/07/2020. Timings 10 am to 12 noon
- Assign duties for the faculty members for this program.
- Ms.Ramya Vasudevan will be the Co-Ordinator for these classes which will be conducted on the 15th, 16th & the 17th of July 2020.
- Faculty members are required to prepare presentations for their respective subjects and need to submit to the department in-charges on 10/07/2020.
- From Tomorrow onwards all Staff members will update their progress regarding their classes to the department in-charges.
- On Monday, 13/07/2020 all the faculty members should to take a demo class to their department in-charges.

Google Meet Link: <http://meet.google.com/yrh-hpdy-vur>

  
IQAC COORDINATOR

  
PRINCIPAL



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



SATHYABAMA MGR MALIGAI  
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028  
Affiliated to the University of Madras

A meeting was held on May 13, 2020 at 11AM through Google meet with all IQAC members and department in charges to discuss regarding Certificate course and NPTEL and progress in functioning during the academic year.

**MINUTES OF THE MEETING- 13.05.2020**

- Every Saturday from 11 AM to 12 Noon, certificate course should be conducted.
- Instead of internship, NPTEL can be conducted after getting permission from the principal.
- Every month one guest lecture should be arranged by all the departments.
- Get the consent from the principal before freezing the guest.
- Department clubs can conduct club activities and can award the winners with a e-certificate.
- One webinar should be arranged for this semester, the department in-charges should discuss with the principal regarding their webinar.
- Google class should be maintained for all subjects for various classes by the particular subject teachers.
- Online Classes should be conducted through google meet, zoom and web-x.

Google Meet Link: <http://meet.google.com/yrh-hpdy-vur>

**IQAC COORDINATOR**

**PRINCIPAL**



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



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

Affiliated to the University of Madras

A meeting was held on September 02, 2020 at 4.30PM through Google meet with all IQAC members and department in charges to discuss regarding internal test 2 and progress in functioning during the academic year.

**MINUTES OF THE MEETING- 02.09.2020**

- Discussed about low attendance of 2nd years in EVS online class today.
- Staff members were asked to constantly remind their class fee defaulters and try to make them pay as early as possible.
- Create the timetable for the upcoming Internal 2 exam between 14th to 25th Sep.
- Staff members were instructed to prepare the questionnaire in Google forms and also the long type questions, according to the template provided by the exam committee.
- Insist the students to attend the online classes regularly.
- Staff members were informed that invigilation duties will start from 21st of Sep till the end of the month.

Google Meet Link: <http://meet.google.com/yrh-hpdy-vur>

**IQAC COORDINATOR**

**PRINCIPAL**





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



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

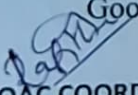
Affiliated to the University of Madras

A meeting was held on November 09, 2020 at 11AM through Google meet with all IQAC members and department in charges to discuss regarding Internal Test - 3 and progress in functioning during the academic year.

**MINUTES OF THE MEETING- 09.11.2020**

- The Internal Test – 3 will be conducted between 23rd November 2020 to 27th November 2020 for all the students from 9 AM TO 11 AM.
- The Mode of test will be by using Google forms for 25 marks for all the subjects.
- After the exams, if required one hour of major class can be conducted.
- The Time table format is enclosed; each department should submit the Internal Test – 3 Time table on 17th November 2020 to the exam committee.
- The mark sheets of Internal Test – 3 should be submitted on 3rd December 2020 along with the attendance percentage to [coe.mjc@gmail.com](mailto:coe.mjc@gmail.com)
- The name list of Exam committee in charge and first year class teachers of all the department to be submitted on 17th November 2020 to the exam committee.
- First year class teachers should be ready with the database of the students in excel format for exam registration
- Exam registration, subject selection and exam fee amount collection details will be soon be intimated.
- Portions for this semester to be completed on first week of December 2020. Model exam will be scheduled in the mid-December 2020 tentatively.
- Value Education classes for the final year students to be conducted during the first week of December.
- Time table of Internal Test – 3 is enclosed.

Google Meet Link: <http://meet.google.com/yrh-hpdy-vur>

  
IQAC COORDINATOR

  
PRINCIPAL