



Dr. MGR-JANAKI



College of Arts and Science for Women
"Excellence Through Diligence"



CIRCULARS

SHIFT I & II


2022-2023

 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence" 		HOD's MEETING	
Document ID:	MJC/2021/COL/HM/1	Document Name:	CIRCULAR
Date	09.08.2022		


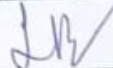



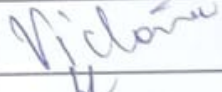


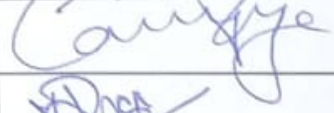



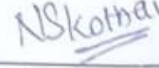

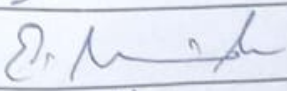
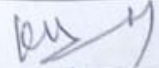
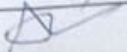
A meeting with HOD's is scheduled on 09th August 2022 in the Principal's office at 12:30 pm for both Shift I & II.

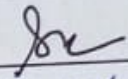
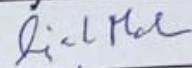
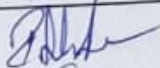

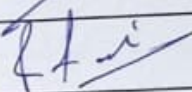
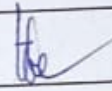
Agenda of the meeting:

- Discussion about the College reopening day for first year student
- Discussion about the Staff duties for 10th August 2022, regarding orientation for first year students




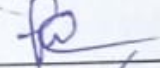
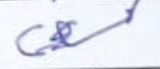
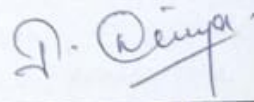
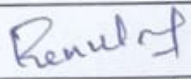
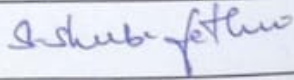
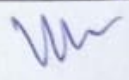
 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		HOD's MEETING	
Document ID:	MJC/2021/COL/HM/1	Document Name:	CIRCULAR
Date	09.08.2022		



HEADS OF DEPARTMENT
Shift I

Name	Department	Signature
Dr. R. Manimekalai	Principal	
Dr. Lakshmi Balaji	Vice Principal	
Dr. V.C. Shanthi Lakshmi	Dean - Academics	
Dr. Apitha Sabapathy	Dean – Students	
Dr. Ragitha Radhakrishnan	Co-ordinator (Shift – II)	
Dr. Victoriya Salomi	Biochemistry	
Ms. K. V. Priya (Dept. In-charge)	English	
Dr. V. Nithyakalyani	Microbiology (UG)	
Dr. D. Lakshmi Priya	Microbiology (PG)	
Ms. V.R. Viju	Computer Science	
Dr. V. Agnes Lavanya	Mathematics	
Dr. Ragitha	Psychology	
Ms. N.S. Kothai	BCA	
Dr. K. Latika	BBA	
Ms. E. Nirmala	B. Com (G)	
Ms. K. Banumathy	B. Com (AF)	
Dr. K. Sucharitha	B. Com (CS)	

Ms. S. Pavithra	Visual Communication	
Dr. Sujatha Mohan	Natya	
Dr. R. Selvarani	P D	
Dr. Thilagavathy	Library	
Dr. Ranjana Rai	Hindi	
Dr. Gayathri Preethy	Sanskrit	-
	French	

Shift II

	Department In charge	Signature
Dr. Ragitha S	Co-ordinator	
Dr. Apitha Sabapathy	Tamil	
Ms. Poongothai	BCA	
Ms. Sheeba	Computer Science	
Ms. Preethika	Mathematics	
Ms G.K. Kavitha	B.Com(G)	
Ms. J. Divya	B.Com (AF)	
Ms. Renuka	BCS	
	BBM	
Ms. Visalakshi	BBA	
Ms. Poongothai	Exam Committee	

 Dr. MGR-JANAKI College of Arts and Science for Women <small>"Excellence Through Diligence"</small> 		HOD's MEETING	
Document ID:	MJC/2022-23/COL/ HM/1/MOM	Document Name:	MOM
Date	10.08.2022		
Timing:	12:30 -1:30 pm		



MINUTES OF THE MEETING

HOD'S MEETING:

HOD's meeting was convened by the Principal.

Principal instructed about the Staff duties and responsibilities for College Reopening for First years to be held on 10th August 2022.



- All the department in-charge and Disciple committee staff must take care of discipline.
- Department in-charge must collect the first year Name list on 9th August 2022 by 12:30 pm from the front office.
- Room Allotments for the first year must be informed.
- Instruction sheet, profile form and ID card forms must be collected from Dr..Agnes Dept. of Maths. All the remaining forms should be retained in the dept. till September 15th then return back to the Admin office.
- Reporting time for Shift I staff is 8:00 am, students will report by 9.00am to the venue, Session I starts by 9:45 am, Shift II staff report by 10:30 am and Session II by 12:00 noon. Students must go to the respective classroom once the program is over.
- Dr.Nithya Kalyani of Microbiology Dept MC in-charge
- 11:08:22 (Thursday), class for first years from 8:15 am- 10:30am for first years. Class teachers must be in the first year class and guide them to fill the profile data. Monday students must report to college by 8:15 am for Independence day celebrations.
- Bridge course to be conducted on Tuesday 16th August.

 Dr. MGR-JANAKI College of Arts and Science for Women <small>"Excellence Through Diligence"</small> 		HOD's MEETING	
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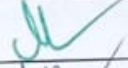
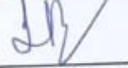



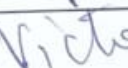

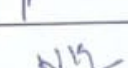
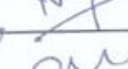
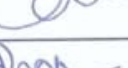

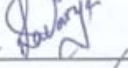

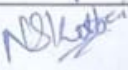
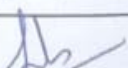
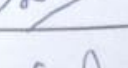
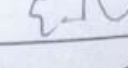
HOD's meeting is scheduled on 10th August 2022 in the Principal's office at 12:30 pm for both Shift I & II.

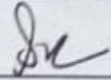
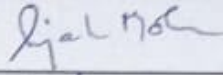
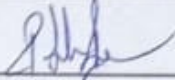
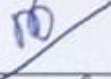
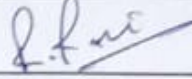

Agenda of the meeting:

- Discussion about the 22nd and 23rd Convocation Day.
- Discussion about the Staff duties for both the days.






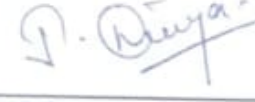
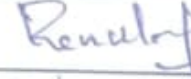
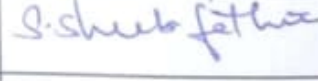

 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		 HOD's MEETING	
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HEADS OF DEPARTMENT
Shift I

Name	Department	Signature
Dr. R. Manimekalai	Principal	
Dr. Lakshmi Balaji	Vice Principal	
Dr. V.C. Shanthi Lakshmi	Dean - Academics	
Dr. Apitha Sabapathy	Dean - Students	
Dr. Ragitha Radhakrishnan	Co-ordinator (Shift - II)	
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Shift II

	Department In charge	Signature
Dr. Ragitha S	Co-ordinator	
Dr. Apitha Sabapathy	Tamil	
Ms. Poongothai	BCA	
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Ms. Visalakshi	BBA	
Ms. Poongothai	Exam Committee	

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Date	10.08.2022		
Timing:	12:30 -1:30 pm		



MINUTES OF THE MEETING

HOD'S MEETING:

HOD's meeting was convened by the principal.

Principal instructed about the Staff duties and responsibilities for the 22rd & 23rd convocation to be held on 11th & 12th August 2022 for both the days.


- All the Department in-charge and Discipline committee staff must take care of disciples on both the days.
- Staff Reporting time is 8:00 am on both the days
- Graduates Reporting time is 9:00 am on both days.
- Department's staff must make sure that the get Graduates sign in both registers (Big and grandaunt register).
- Five forms should be issued to the students (Instruction form, Alumni form, Registration form, Feedback & IQAC Feedback form). Collect the Alumni and the feedback forms.
- Department in-charge must collect the Degree certificates of the graduates from the front office.
- Kindly check the Rank holders, endowment and special student list.
- Students must pay Rs 200/- as caution deposit, for robes and it must be returned.
- Dr. Priya & Dr. Ambika of Tamil Dept are the Robe in-charge, ropes should be collected from Seminar Hall-I.
- Dr. Durga is incharge for guest Memento, Shawl and Thambulam
- Dr. Banumathy of B. Com Dept is in-charge of Guest Hospitality
- Dr. Sucharitha of B. Com Dept C.S is in-charge of Students Hospitality
- Dr. Nithya Kalyani of Micro Dept is in-charge of MC
- Dr. Victoria of Biochem Dept is in-charge of Audio & Video.
- Ms. Kothai of BCA is in-charge of Presentation
- Dr. Shanthi Lakshmi Dean Academics is in-charge of Procession.
- Tamil Dept is in-charge of Graduant Register.

 Dr. MGR-JANAKI College of Arts and Science for Women <i>"Excellence through Diligence"</i> 		HOD's MEETING	
Document ID:	MJC/2022-23 / COL/HOD/3	Document Name:	CIRCULAR
Date	17.08.2022		

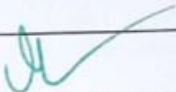


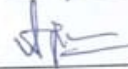

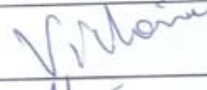


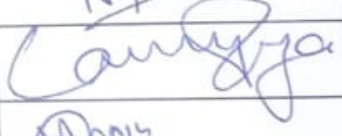



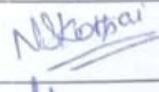

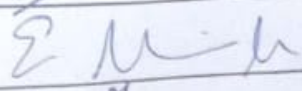
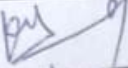

HOD's meeting is scheduled on 18th August 2022 in Principal's office at 12:30 pm for both Shift I & II.

Agenda of the meeting:

- Discussion about the UWA 2022 program
- Discussion about the Staff duties for the same

 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		HOD's MEETING	
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Date	18.08.2022		



HEADS OF DEPARTMENT
Shift I

Name	Department	Signature
Dr. R. Manimekalai	Principal	
Dr. Lakshmi Balaji	Vice Principal	
Dr. V.C. Shanthi Lakshmi	Dean - Academics	
Dr. Apitha Sabapathy	Dean - Students	
Dr. Ragitha Radhakrishnan	Co-ordinator (Shift - II)	
Dr. Victoriya Salomi	Biochemistry	
Ms. K. V. Priya (Dept. In-charge)	English	
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Dr. D. Lakshmi Priya	Microbiology (PG)	
Ms. V.R. Viju	Computer Science	
Dr. V. Agnes Lavanya	Mathematics	
Dr. Ragitha	Psychology	
Ms. N.S. Kothai	BCA	
Dr. K. Latika	BBA	
Ms. E. Nirmala	B. Com (G)	
Ms. K. Banumathy	B. Com (AF)	
Dr. K. Sucharitha	B. Com (CS)	

Ms. S. Pavithra	Visual Communication	In
Dr. Sujatha Mohan	Natya	Sip MC
Dr. R. Selvarani	P D	Selva
Dr. Thilagavathy	Library	Thi
Dr. Ranjana Rai	Hindi	R.R.
Dr. Gayathri Preethy	Sanskrit	-
	French	H.

	Department In charge	Signature
Dr. Ragitha S	Co-ordinator	✓
Dr. Apitha Sabapathy	Tamil	Apitha
Ms. Poongothai	BCA	
Ms. Sheeba	Computer Science	Sheeba
Ms. Preethika	Mathematics	Preethika
Ms G.K. Kavitha	B.Com(G)	G.K.
Ms. J. Divya	B.Com (AF)	J. Divya
Ms. Renuka	BCS	Renuka
	BBM	Renuka
Ms. Visalakshi	BBA	Visalakshi
Ms. Poongothai	Exam Committee	

Shift II

 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		 HOD's MEETING	
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Date	18.08.2022		
Timing:	12:30 -1:30 pm		



MINUTES OF THE MEETING

HOD'S MEETING:

HOD's meeting was convened by the principal.

Principal instructed about the Staff duties and responsibilities for "UWA Centaury Celebration" to be held on 20th & 21st August 2022 in MGR Arangam.



- Department in-charge and Discipline committee staff must take care of discipline
- Principal instructed about the program schedule and audience details.
- Registration starts by 9:30 am, Inauguration by 10:30 am, break at 11:30am.
- Session, I start by 11:45 am, Prize distribution by 2:30pm and cultural Program by 4:30 pm
- 1 year are the audience,
For inauguration: Shift I- I B.Sc Micro, Bio, BCA (A&B), Comp Sci, B.Com (G)
(From 10:30 am)
For Session I: I B.Sc Psychology, B.A English, B.Com (A/F), Natya & BBA.
(From 11:45 am)
For Session II : Shift II- I. B.Com A/F,G, BM. (From 2:30Pm)
For cultural Program: I.B.Sc Comp Sci, BCA, BBA & Tamil. (From 4:30 pm)
- Dr. Durga of Bio Dept is in-charge of MC
- English Dept is in-charge of Registration
- Dr. Banumathy of B. Com Dept is in-charge of SSGuest Hospitality
- Dr. Nirmala of B. Com Dept (Gen) is in-charge of Chair arrangements
- Dr. Victoria of Biochem Dept is in-charge of Stage, Banner, newsletter, mementos for the guest.
- Dr.C.Banu Rekha of Micro Dept is in-charge of Audio & Video.
- Mrs Viju of Comp Sci is in-charge of transportation for the guests.
- Dr.Sathya Priya of Tamil Dept is in-charge of Press.
- Dr.Lakshmi priya of Micro Dept is in-charge of DC.
- Ms.Pavithra of Vis.communication is in-charge of Newsletter.
- Dr.Sujatha Mohan of Natya is in-charge for Cultural events.
- Ms Ramya Vasudevan of BCA is in-charge for Panel discussion

 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence" 		HOD's MEETING	
Document ID:	MJC/2022-23 / COL/HOD/4	Document Name:	CIRCULAR
Date	30.08.2022		


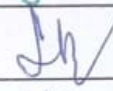


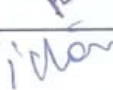
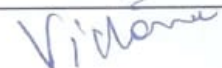


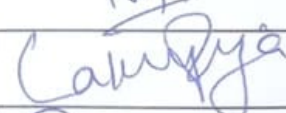


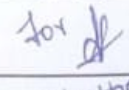
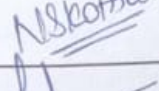
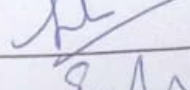
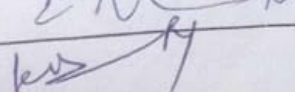
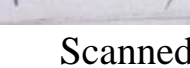
HOD's meeting is scheduled on 1st September 2022 in the Principal's office at 12:30 pm for both Shift I & II.

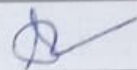
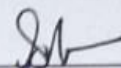
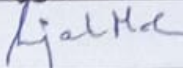
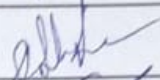

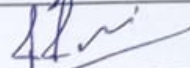


Agenda of the meeting:

- Discussion about the changes in the timings for the I, II and III years.
- Discussion about the I PG reopening dates
- General instruction to the staff members
- General instructions from exam committee


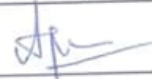




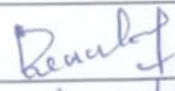
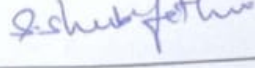
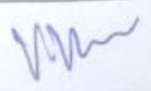
 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		 HOD's MEETING	
Document ID:	MJC/2022-23 / COL/HOD/4	Document Name:	CIRCULAR
Date	1.09.2022		



HEADS OF DEPARTMENT
Shift I

Name	Department	Signature
Dr. R. Manimekalai	Principal	
Dr. Lakshmi Balaji	Vice Principal	
Dr. V.C. Shanthi Lakshmi	Dean - Academics	
Dr. Apitha Sabapathy	Dean - Students	
Dr. Ragitha Radhakrishnan	Co-ordinator (Shift - II)	
Dr. Victoriya Salomi	Biochemistry	
Ms. K. V. Priya (Dept. In-charge)	English	
Dr. V. Nithyakalyani	Microbiology (UG)	
Dr. D. Lakshmi Priya	Microbiology (PG)	
Ms. V.R. Viju	Computer Science	
Dr. V. Agnes Lavanya	Mathematics	
Dr. Ragitha	Psychology	
Ms. N.S. Kothai	BCA	
Dr. K. Latika	BBA	
Ms. E. Nirmala	B. Com (G)	
Ms. K. Banumathy	B. Com (AF)	

Dr. K. Sucharitha	B. Com (CS)	
Ms. S. Pavithra	Visual Communication	
Dr. Sujatha Mohan	Natya	
Dr. R. Selvarani	PD	
Dr. Thilagavathy	Library	
Dr. Ranjana Rai	Hindi	
Dr. Gayathri Preethy	Sanskrit	
	French	

Shift II

	Department In charge	Signature
Dr. Ragitha	Co-ordinator	
Dr. Apitha Sabapathy	Tamil	
Ms. Poongothai	BCA	
Ms. Sheeba	Computer Science	
Ms. Preethika	Mathematics	
Ms G.K. Kavitha	B.Com(G)	
Ms. J. Divya	B.Com (AF)	
Ms. Renuka	BCS	
Ms. S. SHEEBA FATHIMA	BBM	
Ms. Visalakshi	BBA	
Ms. Poongothai	Exam Committee	

 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		 HOD's MEETING	
Document ID:	MJC/2022-23/COL/HOD/4/MOM	Document Name:	MOM
Date	1.09.2022		
Timing:	12:30 -1:30 pm		



MINUTES OF THE MEETING

HOD'S MEETING:

HOD's meeting was convened by the Principal.

- All Saturdays are working day for I years for both the shifts, timings from 8:30am-3:30 pm. Time schedule is as follows
 8:30 - 9:30 am (1st hr)
 9:30 - 10:30 am (2nd hr)
 10:30 -11:30 am (3rd hr)
 11:30 - 12:00 noon Break
 12:00 - 1:00 pm (4th hr)
 1:00- 2:00 pm (5th hr)
 2:00 -3:30 pm (Club activity must be conducted)
- English and Lang time table will be given, departments must give the major and allied time table and the staff allotted for Saturday's to principals office by 2nd Sep 2022. Compensation leave is given to the staff members on Monday.
- Room allotment, for Shift I (I years) same class rooms, for Shift II (I years) II year class rooms can be utilised.
- All Mondays will be a holiday for I UG, all Tuesdays II UG students can go for internship, and all Fridays III UG can go for project work. Detailed note to be sent to parents by the class teachers and signed letters from the parents should be maintained in the department.
- Students can be permitted to use the restroom during the class hours
- Reopening date for I PG is 5th Sep 2022, I PG students will come to respective departments at 9:00am orientation program is conducted by the respective departments.
- I UG and I PG examination database details must be ready. Remedial marks to be submitted.
- Complete the Portions and semester exams will start by Nov 2022.
- ISO Stage I audit is to be scheduled on 9th Sep 2022, Model department will be Comp Sci. All HOD's must attend.
- All the department activity reports from July 22- Aug 22 must be submitted on 12th September 2022 to IQAC.

- Senate installation is on 9th Sep 2022.
- IAS Academy classes to be conducted, Dr.Victoria of Biochem dept is in-charge. If year class teacher kindly inform the students.
- CCM dates will be given.
- Knowledge sharing session for the teachers of both the shifts to be conducted only on Fridays.

 Dr. MGR-JANAKI College of Arts and Science for Women <i>"Excellence Through Integrity"</i> 		HOD's MEETING	
Document ID:	MJC/2022-23 / COL/HOD/5	Document Name:	CIRCULAR
Date	07.11.2022		

HOD's meeting to be scheduled on 8th November 2022 in the Conference hall at 12:30 pm for both Shift I & II.

Agenda of the meeting:

- Discussion about the changes in the timings for the I, II and III years.
- Discussion about the time table, workload & department planner for the even semester.
- Discussions about the alumni meet association.
- Discuss about the MGR Endowment Talk to be held on 8th January 2023.
- General instruction to the staff members about the department seminar/workload & Guest lecture.
- General instructions from exam committee.


PRINCIPAL



Dr. MGR-JANAKI

College of Arts and Science for Women
"Excellence Through Diligence"



HOD's MEETING

Document ID:	MJC/2022-23 / COL/HOD/5/ATT	Document Name:	CIRCULAR & ATTENDANCE
Date	08.11.2022		

HEADS OF DEPARTMENT


Shift I

Name	Department	Signature	
		07.11.2022	08.11.2022
Dr. R. Manimekalai	Principal		
Dr. Lakshmi Balaji	Vice Principal		
Dr. V.C. Shanthi Lakshmi	Dean - Academics		
Dr. Apitha Sabapathy	Dean - Students		
Dr. Ragitha Radhakrishnan	Co-ordinator (Shift - II)		
Dr. Victoriya Salomi	Biochemistry		
Ms. K. V. Priya (Dept. In-charge)	English		
Dr. V. Nithyakalyani	Microbiology (UG)		
Dr. D. Lakshmi Priya	Microbiology (PG)		
Ms. V.R. Viju	Computer Science		
Dr. V. Agnes Lavanya	Mathematics		
Dr. Ragitha	Psychology		
Ms. N.S. Kothai	BCA		
Dr. K. Latika	BBA		
Ms. E. Nirmala	B. Com (G)		

Ms. K. Banumathy	B. Com (AF)	for	for
Dr. K. Sucharitha	B. Com (CS)	A. Sucharitha	A. Sucharitha
Ms. S. Pavithra	Visual Communication	For	For
Dr. Sujatha Mohan	Natya	Sujatha Mohan	Sujatha Mohan
Dr. R. Selvarani	PD	R. Selvarani	R. Selvarani
Dr. Thilagavathy	Library	W. Thilagavathy	W. Thilagavathy
Dr. Ranjana Rai	Hindi	R. Rai	R. Rai
	Sanskrit	-	-
	French		

Shift II

	Department In charge	Signature	
		07.11.2022	08.11.2022
Dr. Ragitha	Co-ordinator	for	
Dr. Apitha Sabapathy	Tamil	A. Sabapathy	A. Sabapathy
Ms. Poongothai	BCA	Poongothai	Poongothai
Ms. Sheeba	Computer Science	Sheeba	Sheeba
Ms. Preethika	Mathematics	S. Preethika	S. Preethika
Ms G. Kavitha	B.Com(G)	G. Kavitha	G. Kavitha
Ms. J. Divya	B.Com (AF)	J. Divya	J. Divya
Ms. Renuka	BCS	Renuka	Renuka
Ms. Visalakshi	BBA	V. Visalakshi	V. Visalakshi
Ms. Sheeba Fathima	BBM	S. Sheeba Fathima	S. Sheeba Fathima
Ms. Poongothai	Exam Committee	Poongothai	Poongothai

 Dr. MGR-JANAKI College of Arts and Science for Women <i>'Excellence Through Diligence'</i>		HOD's MEETING	
Document ID:	MJC/2022-23/COL/ HOD/5/MOM	Document Name:	MINUTES OF THE MEETING
Date	08.11.2022		
Timing:	12:30 -1:30 pm		

MINUTES OF THE MEETING



HOD'S MEETING:

HOD's meeting was convened by the Principal.

- Timings from this semester 8:20 am - 12:50 pm (Shift I)
 - 8:20- 8:30 am assembly
 - 8:30 - 9:10 am (1st hr)
 - 9:10 - 9:50 am (2nd hr)
 - 9:50 -10:30 am (3rd hr)
 - 10:30- 11:10 (4th hr)
 - 11:10 - 11:30 am Lunch Break
 - 11:30 - 12:10 pm (5th hr)
 - 12:10- 12:50 pm (6th hr)
- Lunch Break is reduced by 10 mins.
- Students should be permitted to use rest room at any time during the day.
- All Saturdays are working day for I years for both the shifts, timings from 8:30am - 3:30 pm. Same staff must come on all Saturdays. Club activity or yoga training session must be conducted between 2:00 and 3:30 pm for I year students.
- Department Workload, time table, planner for the even semester to be sent to principal's mail by 14th November 2022.
- Two guest lecture for each semester and one seminar and workshop for the academic year to be conducted
- Only College events must be organised in MGR Arangam. Details about the guest and the venue must be informed to the Principal.
- III UG should go for internship/project on Friday, II UG students on Tuesday, I UG on Monday.
- Online classes for Lang & English for the II UG must be conducted between 8:30 - 9:50 am on Tuesdays, (4 hrs online classes for major & allied subjects).

- SAI Academy IAS coaching classes will be conducted on all Saturdays for registered students. (24 hrs of offline and 6 hrs. of online classes/week for this semester).
- Online classes must be conducted for III years from 8:30 - 10:30am on all Saturdays. (24 hrs of offline and 6 hrs of online classes / week for this semester).
- Completed log books must be submitted on 18th November 2022. Old attendance register must be maintained for II & III Years, New attendance register will be given for I year students.
- Alumni meet is scheduled on 27th November 2022, Faculty in-charge - Ms. Krithika Dept of Maths for Shift I & Ms Divya B.Com for shift II. Student count must be submitted by 12th November 2022. There should be minimum 30 registrations for each department. Registration form link will be in the invite.
- Book release on 8th January 2023, staff in-charge Dr.Sucharitha of B.Com. CS, faculty from all departments must submit the articles by 4th December 2022. Topic will be on S-Risks.
- Class in-charges and HODs, kindly inform the students to pay the college fee as soon as possible.
- University examination will begin soon for the I year students. So complete the portion soon. Model re-test must be conducted for the absentees.
- Feedback for the French, Sanskrit & Arabic classes for the I & II Years must be updated in principal's office tomorrow (09.11.2022).


PRINCIPAL



 Dr. MGR-JANAKI College of Arts and Science for Women <small>"Excellence Through Diligence"</small> 		HOD's MEETING	
Document ID:	MJC/2022-23 / COL/HOD/6	Document Name:	CIRCULAR
Date	28.11.2022		

HOD's meeting to be scheduled on 28th November 2022 in the Principal's office at 2:00 pm for both Shift I & II.

Agenda of the meeting:






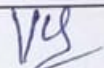


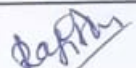
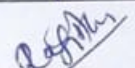
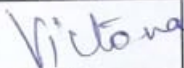
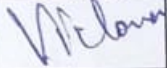


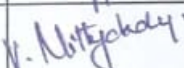
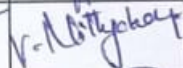
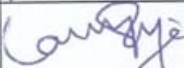
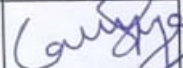
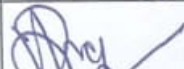
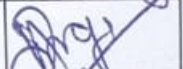

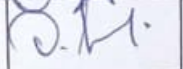






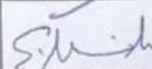
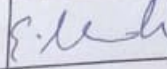
- Discussion about admission strategy for the forthcoming academic year 2023-2024.
- Discussion about the program to commemorate the birth anniversary of our founder Smt. Janaki Ramachandran.
- Discussion and reminder about the MGR Endowment Talk to be held on 8th January 2023.
- General instructions from exam committee and library.


PRINCIPAL

 Dr. MGR-JANAKI College of Arts and Science for Women <small>"Excellence Through Diligence"</small> 		HOD's MEETING	
Document ID:	MJC/2022-23 / COL/HOD/6/ATT	Document Name:	CIRCULAR & ATTENDANCE
Date	28.11.2022		

HEADS OF DEPARTMENT


Shift I

Name	Department	Signature	
		28.11.2022	28.11.2022
Dr. R. Manimekalai	Principal		
Dr. Lakshmi Balaji	Vice Principal		
Dr. V.C. Shanthi Lakshmi	Dean - Academics		
Dr. Apitha Sabapathy	Dean – Students		
Dr. Ragitha Radhakrishnan	Co-ordinator (Shift – II)		
Dr. Victoriya Salomi	Biochemistry		
Ms. K. V. Priya (Dept. In-charge)	English		
Dr. V. Nithyakalyani	Microbiology (UG)		
Dr. D. Lakshmi Priya	Microbiology (PG)		
Ms. V.R. Viju	Computer Science		
Dr. V. Agnes Lavanya	Mathematics		
Dr. Ragitha	Psychology		
Ms. N.S. Kothai	BCA		
Dr. K. Latika	BBA		
Ms. E. Nirmala	B. Com (G)		

Ms. K. Banumathy	B. Com (AF)		
Dr. K. Sucharitha	B. Com (CS)		
Ms. S. Pavithra	Visual Communication		
Dr. Sujatha Mohan	Natya		
Dr. R. Selvarani	PD		
Dr. Thilagavathy	Library		
Dr. Ranjana Rai	Hindi		
	Sanskrit		
	French		

Shift II

	Department In-charge	Signature	
		28.11.2022	28.11.2022
Dr. Ragitha	Co-ordinator		
Dr. Apitha Sabapathy	Tamil		
Ms. Poongothai	BCA		
Ms. Sheeba	Computer Science		
Ms. Preethika	Mathematics		
Ms G. Kavitha	B.Com(G)		
Ms. J. Divya	B.Com (AF)		
Ms. Renuka	BCS		
Ms. Visalakshi	BBA		
Ms. Sheeba Fathima	BBM	-	
Ms. Poongothai	Exam Committee		

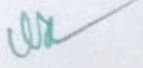
 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		HOD's MEETING	
Document ID:	MJC/2022-23/COL/HOD/6/MOM	Document Name:	MINUTES OF THE MEETING
Date	28.11.2022		
Timing:	2:00 -2:30 pm		



MINUTES OF THE MEETING

HOD'S MEETING:

HOD's meeting was convened by the Principal.

- Principal congratulated all the staff members for the successful conduction of alumni meet on 27th November 2022.
- The admission strategies for the academic year 2023-2024 was discussed.
- Group of staff members from different departments were teamed up to meet the principals of various schools in and around Chennai to create awareness on various courses provided in the college.
- One day Awareness program for the School students can be organized by the 1st week of January 2023 based on the response from schools.
- Both the Shift I & II faculty are requested to report to college at 3.00pm. on 30th November 2022, for the birth anniversary of our founder Smt. Janaki Ramachandran. Program will start by 3:30 pm.
- Teachers who have invigilation will report to the exam committee as usual. Postponed II Year university exam dates will be updated later.
- Updated UG & PG student database to be sent to the library on 28.11.2022 to mgrjanakilibrary@gmail.com.
- Faculty members are requested to submit articles on "S-Risks" for the Endowment Book by 4th December to Dr.Sucharitha of B.Com. CS (sucharitha.kulkerni@mgrjanaki.ac.in).
- Class In-charges and HODs are asked to inform the students to pay the college fees as soon as possible.


PRINCIPAL


 Dr. MGR-JANAKI College of Arts and Science for Women <small>"Excellence Through Diligence"</small>		 HOD's MEETING	
Document ID:	MJC/2022-23 / COL/HOD/7	Document Name:	CIRCULAR
Date	21.12.2022		

HOD's meeting to be scheduled on 22nd December 2022 in the Conference hall at 11:30 am for Shift I.

Agenda of the meeting:

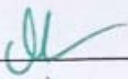
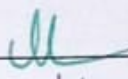








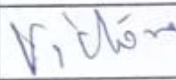
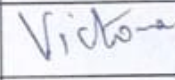










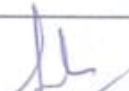
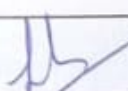
- Discussion about the cultural and cocurricular activities for the students.
- Discussion about the online classes.
- Discussion about the Chennai literary Fest 2023.
- General instructions from the exam committee and library.


PRINCIPAL

 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		HOD's MEETING	
Document ID:	MJC/2022-23 / COL/HOD/7/ATT	Document Name:	CIRCULAR & ATTENDANCE
Date	21.12.2022		

HEADS OF DEPARTMENT



Shift I

Name	Department	Signature	
		21.12.2022	22.12.2022
Dr. R. Manimekalai	Principal		
Dr. Lakshmi Balaji	Vice Principal		
Dr. V.C. Shanthi Lakshmi	Dean - Academics		
Dr. Apitha Sabapathy	Dean – Students		
Dr. Ragitha Radhakrishnan	Co-ordinator (Shift – II)		
Dr. Victoriya Salomi	Biochemistry		
Ms. K. V. Priya (Dept. In-charge)	English		
Dr. V. Nithyakalyani	Microbiology (UG)		
Dr. D. Lakshmi Priya	Microbiology (PG)		
Ms. V.R. Viju	Computer Science		
Dr. V. Agnes Lavanya	Mathematics		
Dr. Ragitha	Psychology		
Ms. Ramya Vasudevan	BCA		
Dr. K. Latika	BBA		

Ms. E. Nirmala D.	B. Com (G)	E. Nirmala	E. Nirmala
Ms. K. Banumathy	B. Com (AF)	K. Banumathy	K. Banumathy
Dr. K. Sucharitha	B. Com (CS)	K. Sucharitha	K. Sucharitha
Ms. S. Pavithra	Visual Communication	S. Pavithra	S. Pavithra
Dr. Sujatha Mohan	Natya	S. Sujatha Mohan	S. Sujatha Mohan
Dr. R. Selvarani N.	PD	R. Selvarani	R. Selvarani
Dr. Thilagavathy A	Library	T. Thilagavathy	T. Thilagavathy
Dr. Ranjana Rai	Hindi	R. Ranjana Rai	R. Ranjana Rai
Ms. Kameshwari	French	K. Kameshwari	K. Kameshwari
	Sanskrit	-	-

Shift II

	Department In-charge	Signature	
		21.12.2022	22.12.2022
Dr. Ragitha	Co-ordinator	R. Ragitha	R. Ragitha
Dr. Apitha Sabapathy	Tamil	A. Sabapathy	A. Sabapathy
Ms. Poongothai	BCA	P. Poongothai	P. Poongothai
Ms. Sheeba	Computer Science	S. Sheeba	S. Sheeba
Ms. Preethika	Mathematics	P. Preethika	P. Preethika
Ms G. Kavitha	B.Com(G)	G. Kavitha	G. Kavitha
Ms. J. Divya	B.Com (AF)	J. Divya	J. Divya
Ms. Renuka	BCS	R. Renuka	R. Renuka
Ms. Visalakshi	BBA	V. Visalakshi	V. Visalakshi
Ms. Sheeba Fathima S	BBM	S. Sheeba Fathima	S. Sheeba Fathima
Ms. Poongothai	Exam Committee	P. Poongothai	P. Poongothai

 Dr. MGR-JANAKI College of Arts and Science for Women <i>"Excellence Through Diligence"</i> 		HOD's MEETING	
Document ID:	MJC/2022-23/COL/HOD/7/MOM	Document Name:	MINUTES OF THE MEETING
Date	22.12.2022		
Timing:	11:00 am -12:30 pm		

MINUTES OF THE MEETING



HOD'S MEETING:

HOD's meeting was convened by the Principal.

- Department's should submit the name list of the students, interested in singing & dancing for the college team by 23.12.22.
- Only one official Whats app group must be maintained for each class.
- Teachers are instructed to post the information shared in a faculty group with the students without fail.
- All staff must have mgrjanaki.ac.in domain, all the online class link must be posted only from the official id, any queries to be discussed with Ms Kothai of BCA department.
- Online class schedules should be posted in respective groups in the defined format, classes must be conducted regularly in the stipulated timings.
- Kindly inform the parents about the students not attending the online classes. For I & II years revision classes for Lang and English, major and allied classes for even semesters should be taken.
- Convocation, college day, sports day & cultural tentatively will be in January 2023
- Club activity and department report for this semester should be submitted
- All departments must conduct the seminar or workshop for this academic year before January 2023.
- Master mark register, attendance register, log book must be maintained neatly.
- University inspection is to be expected in January 2023, all documents and registers must be maintained and updated .

- "Chennai Literary Fest" is on 4th January, Ms Annalakshmi of English department, Dr Sowndhari of Tamil department are in-charge of the events. Department must send the students volunteers name list.
- Natya and other language department book requirements must be updated to the Librarian.
- Invigilators must be vigilant while doing university invigilation. Invigilation date list must be checked by the invigilator properly.
- Online entry must be done properly without mistake, heads of the departments must check before submitting to the exam committee.
- First year class teachers inform the students to bring the hall tickets on the date of exam, failing which a fine of Rs 100 will be collected to issue the duplicate hall ticket.
- Strict action will be taken when the students are found doing malpractices in the examination hall by the university squad team.


PRINCIPAL


 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence" 		HOD's MEETING	
Document ID:	MJC/2022-23 / COL/HOD/08	Document Name:	CIRCULAR
Date	28.02.2023		

HOD's meeting to be scheduled on 28th February 2023 in the Conference hall at 11:30 pm for Shift I & 12.30 pm for Shift II.

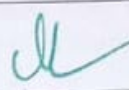
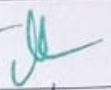
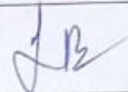
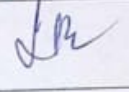
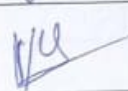



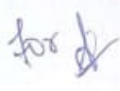


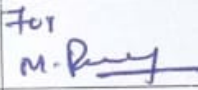

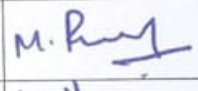

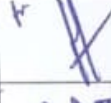
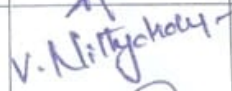
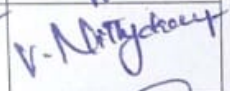

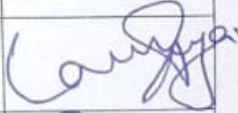
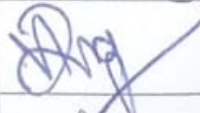


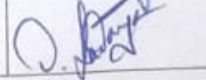
Agenda of the meeting:

- Departments with fee defaulters in the II and III Years are informed to pay the fees as early as possible.
- Last date to pay fees for the academic year 2023 – 2024 will be March 20, 2023.
- Parent Teacher Meeting will be conducted on 11th March 2023. Class Teachers will discuss with the parents about the attendance and the performance of the students. Parents who are not able to attend on the day of the PTA meeting should meet the class teachers the following week between 12:40pm. to 2:00 pm for shift I and between 12.00 noon to 1.00 pm for shift II.
- Long absentees should be intimated to the parents.
- Staff should be polite to the students. Department In-charge should treat the staff members kindly.
- Gate duty has been assigned to one staff in each department during the first and second hour. Staff should ensure that the students are inside the college by 8.15 am for Shift I and 1.10 pm for Shift II. Students should not miss classes. No student is allowed to go out during the college hours, any emergency should be informed to principal office and enter the details in the register in principal's office.
- Classes to be conducted regularly for all students under 'Nan Mudhalvan Scheme'.
- If any staff wishes to resign, two months notice must be given by the staff along with the resignation letter.


PRINCIPAL

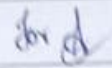

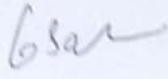
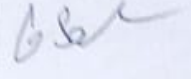
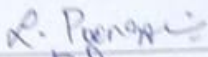
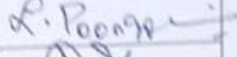

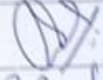
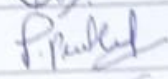
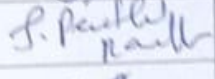


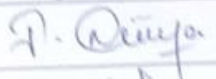
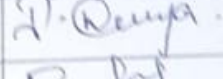
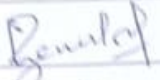
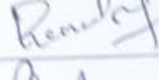
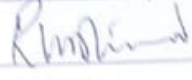

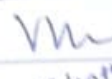
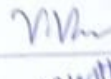

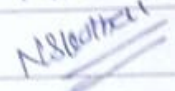
 Dr. MGR-JANAKI College of Arts and Science for Women <small>"Excellence Through Diligence"</small>		HOD's MEETING	
Document ID:	MJC/2022-23 / COL/HOD/08/ATT	Document Name:	CIRCULAR & ATTENDANCE
Date	27.02.2023		



HEADS OF DEPARTMENT
Shift I

Name	Department	Signature	
		27.02.2023	28.02.2023
Dr. R. Manimekalai	Principal		
Dr. Lakshmi Balaji	Vice Principal		
Dr. V.C. Santhi Lakshmi	Dean - Academics		
Dr. Apitha Sabapathy	Dean – Students		
Dr. Ragitha Radhakrishnan	Coordinator (Shift – II)		
Ms. Sandhya	Bioinformatics (PG)	For 	For 
Ms. Ramya	Biochemistry (UG)		
Ms. K. V. Priya (Dept. In-charge)	English		
Dr. V. Nithyakalyani	Microbiology (UG)		
Dr. D. Lakshmi Priya	Microbiology (PG)		
Ms. V.R. Viju	Computer Science		
Dr. V. Agnes Lavanya	Mathematics		

Dr. Ragitha	Psychology	for	for
Ms. P.Renuka	BCA	for <u>NSBotkari</u>	for <u>NSBotkari</u>
Dr. K. Latika	BBA	for	for
Ms. E. Nirmala	B. Com (G)	E. Nirmala	E. Nirmala
Ms. K. Banumathy	B. Com (AF)	for	for
Dr. K. Sucharitha	B. Com (CS)	Sucharitha	Sucharitha
Ms. S. Pavithra	Visual Communication	for	for
Dr. Sujatha Mohan	Natya	Sujatha Mohan	Sujatha Mohan
Dr. R. Selvarani	PD	for	for
Dr. Thilagavathy	Library	Thilagavathy	Thilagavathy
Dr. Ranjana Rai	Hindi	Ranjana Rai	Ranjana Rai
	Sanskrit		
Ms K.V. Kameshwari	French	Kameshwari	Kameshwari

Shift II

	Department In charge	Signature	
		27.02.2023	28.02.2023
Dr. Ragitha	Coordinator		
Dr. K. Sathyapriya (Dept. In-charge)	Tamil		
Ms. Poongothai	BCA		
Ms. Sheeba	Computer Science		
Ms. Preethika	Mathematics		
Ms G. Kavitha	B.Com. (G)		
Ms. J. Divya	B.Com. (AF)		
Ms. Renuka	BCS		
Ms R.Koteswari	BBM		
Ms. Visalakshi	BBA		
Ms. N.S Kothai	Exam Committee		


 Dr. MGR-JANAKI College of Arts and Science for Women <small>"Excellence Through Diligence"</small> 		HOD's MEETING	
Document ID:	MJC/2022-23 / COL/HOD/9	Document Name:	CIRCULAR
Date	26.04.2023		

Department in-charges meeting will be convened on 27 April 2023 at 01:00 pm for both Shift I & Shift II in the Conference Hall.

Agenda of the meeting:



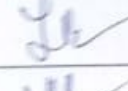
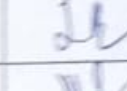

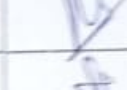

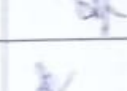
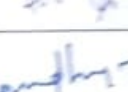
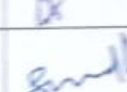
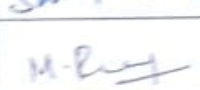
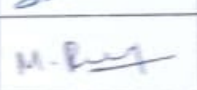








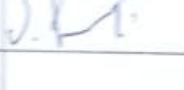
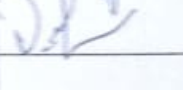
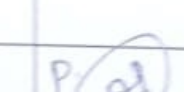
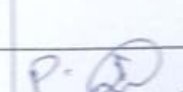
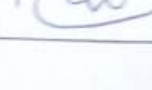
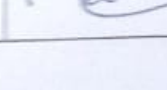
- Discussion about College fee - I & II Years.
- Study Holidays for III years
- Discussion about Workload and NME subject allocation.


PRINCIPAL

 Dr. MGR-JANAKI College of Arts and Science for Women <i>Excellence Through Education</i>		HOD's MEETING	
Document ID:	MJC/2022-23 / COL/HOD/9/ATT	Document Name:	CIRCULAR & ATTENDANCE
Date	26.04.2023		

HEADS OF DEPARTMENT


Shift I

Name	Department	Signature	
		26.04.2023	27.04.2023
Dr. R. Manimekalai	Principal		
Dr. Lakshmi Balaji	Vice Principal		
Dr. V.C. Shanthi Lakshmi	Dean - Academics		
Dr. Apitha Sabapathy	Dean - Students		
Dr. Ragitha Radhakrishnan	Co-ordinator (Shift - II)		
Ms. Sandhya .P	Biochemistry (UG)		
Ms. Ramya .M	Biochemistry (PG)		
Ms. K. V. Priya (Dept. In-charge)	English		
Dr. V. Nithyakalyani	Microbiology (UG)		
Dr. D. Lakshmi Priya	Microbiology (PG)		
Ms. V.R. Viju	Computer Science		
Dr. V. Agnes Lavanya	Mathematics		
Dr. Ragitha	Psychology		
Ms.Renuka	BCA		

Dr. K. Latika	BBA		
Ms. E. Nirmala	B. Com (G)		
Ms. K. Banumathy	B. Com (AF)		
Dr. K. Sucharitha	B. Com (CS)		
Ms. S. Pavithra	Visual Communication		
Ms. Swati Athmanathan	Natya		
Dr. R. Selvarani	PD		
Dr. Thilagavathy	Library		
Dr. Ranjana Rai	Hindi		
	Sanskrit		
Ms.K.V Kameshwari	French		

Shift II

Name	Department In charge	Signature	
		26.04.2023	27.04.2023
Dr. Ragitha	Co-ordinator		
Dr. K.Sathya Priya	Tamil		
Ms. Poongothai	BCA		
Ms. Sheeba	Computer Science		
Ms. Preethika	Mathematics		
Ms G. Kavitha	B.Com(G)		
Ms. J. Divya	B.Com (AF)		
Ms. Renuka	BCS		
Ms. Visalakshi	BBA		
Ms. R. Koteswari	BBM		
Ms.Kothai	Exam Committee		
Dr. Umamaheswari	BA English		

 Dr. MGR-JANAKI College of Arts and Science for Women <small>"Excellence Through Diligence"</small>		HOD's MEETING	
Document ID:	MJC/2022-23/COL/HOD/9/MOM	Document Name:	MINUTES OF THE MEETING
Date	08.11.2022		
Timing:	1:00 -1:30 pm		

MINUTES OF THE MEETING


HOD'S MEETING:

HOD's meeting was convened by the Principal.

- Departments with fee defaulters in I Years and II Years are intimated to pay the fees at the earliest.
- The Final Year students will have study holidays from 29.04.2023.
- The workload for department in-charges will be 18 hours and the other staff in the department can be allocated 20, 21 and 22 hrs. (HOD's can plan accordingly)
- Departments should select NME subjects from the list provided in the university website and allocate the department staff to handle the subject for their students. NME hours will be held on Saturdays. NME subjects selected by the departments should be submitted to Ms. Akshaya of the English Department.
- Department in-charge must check the Softskill subjects offered to the students.
- Feedback link for the academic year 2022-23 will be sent to the respective students group. The Class teachers are instructed to inform the students to fill and submit the form immediately.
- No Invigilation duty for the staff allotted for the admission duty.





PRINCIPAL

 Dr. MGR-JANAKI College of Arts and Science for Women <small>'Excellence Through Diligence'</small>		STAFF MEETING	
Document ID:	MJC/2021/COL/SM/1	Document Name:	CIRCULAR
Date	20.07.2022		

There will be Staff meeting on 22nd July 2022 in Dr. Subramaniam Hall.

Agenda of the meeting :

- HOD's Meetings - **Discussion** about the University Commission team visit to our college
- General instruction for the staff members
- Discussion about the ISO Internal audit visit dates and about the First AID training
- Discussion about the academic Exam committee planner and university valuation
- Reopening date for I Years

 Dr. MGR-JANAKI College of Arts and Science for Women <small>"Excellence Through Diligence"</small>		 STAFF MEETING	
Document ID:	MJC/2022-23/COL/ SM/1/MOM	Document Name:	MOM
Date	22.07.2022		
Timing:	12:30 -1:30 pm		

MINUTES OF THE MEETING

HOD'S MEETING:

HOD's meeting was convened by the Principal.

Principal instructed about the requisite documents to be made ready for the University Commission team for the Infra-structure visit.

- Staff details for the course - details required - faculty Name, Qualification, date of joining with approval number.
- Staff Room details - Sketch plan and photos are required (Number of tables, chairs, lights & fan, black board, book shelf, Almirah etc.,)
- Class Room details - Sketch plan and photos are required (UG, PG Class room, Library, LAB instruments etc.,) all details should be submitted by 9.00am on 25.07.22 Monday.

GENERAL INSTRUCTION BY PRINCIPAL:

- Maintenance of Log book
- Maintenance of Substitution Register
- Staff should be regular to the class, subject in-charge should be in the classroom during the assembly
- Staff Requirement details should be given by today(22.07.22), staff interview to be held on 25.07.22 Monday
- Reopening for I year is on 10.08.22, instruction regarding will be given later
- Languages (Hindi, Sanskrit, French and Arabic) syllabus were changed from this academic year 2022-23
- Staff should not use mobile phone in the class room
- Students are instructed not to use the mobile phone inside the campus, not to bring the valuable things, college is not responsible for the loss. Student should go through the hand book thoroughly. Be kind to the students
- Collect the University Valuation letter from Exam Committee by today
Shift I valuation time after 1:30 pm
Shift II Valuation time before ~~1:20 pm~~ 12.20 pm

ISO:

Dr. Ragitha HOD, Dept of Psychology briefed about the followings



- ISO Internal audit on 27.07.22 for the departments and on 28.07.22 for Sports room, Library and Laboratory. ISO Standards should be followed in all laboratories
- First AID Training for ISO Trainers, Extension Staff in-charge and 2 student volunteers on 23.07.22 Saturday. Student list should be given by 22.07.2022
- ISO Departmental Manual is on process by the external source

EXAM COMMITTEE INSTRUCTION:

Mrs. Poongothai, Exam Committee In-charge briefed about the following:

- New Exam committee Planner for the academic year 2022-23 will be sent to department official e-mail id.
- Internal Test I is for 25 Marks to be conducted for 1 hour in respective class room
- Internal Test II is for 50 Marks to be conducted for 1:30 in respective class room (Timings : 09:20-11:00am for Shift I & 2:00-3:45 pm for Shift II)
- Internal Test III is for 50 Marks to be conducted for 1:30 in respective class room (Timings: 09:20-11:00am for Shift I & 2:00-3:45 pm for Shift II).VE, NME and SS exams should also be conducted. 1 long size 128pg should be maintained for all the Internal test for English, Lang Major & Allied. No study time to be given.
- Model Examination is for 75 marks for 3 hrs.
- Question papers, Mark sheet, Time table, University & internal attendance sheet format will be mailed to official dept e-mail id.



Mr. Kumar Rajendran Chairman, gave general instruction to the staff members. Staff members should be kind to the students. Staff should speak softly to the parents. New Staff were introduced.

 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence" 		STAFF MEETING	
Document ID:	MJC/2022/COL/SM/2	Document Name:	CIRCULAR
Date	04.08.2022		

There will be a Staff meeting on 5th August 2022. Venue - Dr.Subrahmanyam Hall.

Agenda of the meeting:

- Reopening of college for the First years.
- Convocation roles and responsibilities to be held on 11th August 2022 and 12th August 2022.
- Independence Day celebrations.
- General instructions to the teachers.

 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		 STAFF MEETING	
Document ID:	MJC/2022/COL/SM/2	Document Name:	MOM
Date	05.08.2022		

- 09.08.2022 will be a restricted holiday for the Muslim staff and students on account of Muharram.

11.08.22 - 22nd Graduation day (BATCH 2017-20)

Date & Time : 11.08.2022, 11.00.am

Venue: College Ground

**Chief guest :Prof.Dr.SanthoshKumar, VC
Dr. Ambedkar Law University**

Staff reporting time 8.00am

- Student Volunteers to be appointed to guide the students from the gate to the ground.
- Handbook to be distributed. One teacher to be on duty -bridge course to the first years

TEACHERS ON DUTY FOR CONVOCATION

- Invitation instructions sheets, alumni sheets – Ms. Latika
- Role of the guests – Ms. Durga
- Refreshments- Ms. Bhanumathy/ Ms. Sucharitha
- Certificates- Ms. Lakshmi
- Discipline-Ms. Ramya
- Graduate register – Ms. Banu Rekha
- Envelopes after receiving degrees –Ms. Kritika
- Robes- Ms. Priya and Ms. Ambika
- Graduate signature Register/Big Register- Ms. Vinukumari
- Alumni, feedback, instruction and procedure forms to be filled in by students
- Rs.200 to be collected for the robes
- No photos in the venue
- Students to enter from Left hand side of the stage and exit from right

For II, III UG and II PG ,11 and 12th August will be a holiday due to the graduation day programme.

12.08.22 - 23rd Graduation day (BATCH 2018-2021)

Date & Time : 12.08.2022, 11.00.am

- Reporting time for teachers of both shifts : 8.00 am.
- Only the graduates will be present on campus. It will be a holiday for all students of shift 1 and 2.
- Teachers will be allotted committee work for graduation day. We expect each and every one to cooperate for the making the program memorable

15.8.22 - INDEPENDENCE DAY CELEBRATION

8.30 am flag hoisting

9.30 Programme at auditorium



10th, 11th and 12th August will be holidays for II, III and II PG students.

2. 15th August Independence day celebration

- 1) Reporting time for teachers of both shifts 1 and 2 – 8.30 am
- 2) Flag hoisting at 9.30 am
- 3) Program in auditorium

3. General Instructions

- Teachers should be punctual to class. Teaching hours should not be used for any other work.
- Teachers should not take leave often. First years have come and teachers should be going to class from bell to bell.
- Teachers should be very polite with students.
- Teachers should come well prepared to handle classes.
- Dean Academics Dr.Santhi Lakshmi will be conducting the academic audit. Teachers who do not perform well will be given a warning and written explanation will be called for.



 Dr. MGR-JANAKI College of Arts and Science for Women <small>"Excellence Through Diligence"</small>		 STAFF MEETING	
Document ID:	MJC/2022-23/ COL/SM/3	Document Name:	CIRCULAR
Date	27.03.2023		

There will be a Staff meeting on 28th March 2023 at 12:30 pm for Shift II & 1:10 pm for Shift I in Dr. Subramaniam Hall.

Agenda of the meeting:

- Discussion about College fee, I & II Years must pay the fee before the subject selection.
- General instruction, regarding emergency leave for the staff members.
- General instruction for the staff members regarding University Exam and subject selection for the university exam April 2023.
- Discussion about the ISO & NAAC audit.


PRINCIPAL



 Dr. MGR-JANAKI College of Arts and Science for Women <small>"Excellence Through Diligence"</small>		 STAFF MEETING	
Document ID:	MJC/2022-23 / COL/SM/3	Document Name:	Minutes of the Meeting
Date	28.03.2023		

The general staff meeting was held on 28th March 2023 in the Dr.K.Subrahmanyam hall at 01:00 pm for Shift I & 12.30 pm for Shift II.

Minutes of the meeting:

- Departments with fee defaulters in the III Years to pay the fees as early as possible.
- College fees for the academic year 2023 – 2024 must be paid before the subject selection. Last date to pay fees for the academic year 2023 – 2024 will be March 20, 2023. Staff must insist the students pay the college fee.
- Check that students get back to class immediately after the break. Students should not be outside the class when classes are happening. Students can be sent to the restroom and drinking water during class hours. They should be outside for any other reason.
- In case of emergency leave the HOD has to come and fill the form on behalf of the staff and mention the teachers going on substitution before the end of 1st hour. Next day staff must submit the leave letter form to the Principal's office only after the HOD has signed.
- Exam committee details will be communicated through meetings and there will not be personal meetings held for each staff. Exam fee should be collected and make students aware that the students pay the college fee and exam fee before online registration.
- The internal assessment answer books should be evaluated sincerely.
- Remedial classes for students who have not cleared in the University Exam to be conducted.
- Departments should prepare the documents for NAAC and Internal Audit as per the criteria suggested.
- Teachers should enrol themselves in professional bodies pertaining to their area of specialization.


PRINCIPAL

 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		 STAFF MEETING	
Document ID:	MJC/2022/COL/SM4	Document Name:	CIRCULAR
Date	11.05.2023		


There will be a Staff meeting on 12th May 2023. Venue - Dr.Subrahmanyam Hall at 11:00 am

Agenda of the meeting:

- General instructions to the teachers by the Chairman Dr. Kumar Rajendran and Principal.
- Discussion about the Roles and responsibilities for the teachers, for the next Academic Year 2023-2024.
- Instruction about the timings and reopening date for the II and III Years for the Academic Year 2023-2024.
- General instruction for the invigilators by the Controller of Examination, Ms.Kothai for the University exam May 2023.



PRINCIPAL

 Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		STAFF MEETING	
Document ID:	MJC/2022/COL/SM/4	Document Name:	MOM
Date	12.05.2023		

MINUTES OF THE MEETING

Staff Meeting was convened by the Chairman Dr. Kumar Rajendran and Principal.

- Chairman, instructed the teachers to brief about their achievements in the last academic year. He also motivated and shared a few experiences to face the competitive world. He also appreciated the teachers and In-charges involved in all the college activities for the last academic year.
- Principal thanked the management and teachers for the successful completion of ISO and other activities conducted in the last academic year. She also requested the teachers to be well prepared for the next academic year. Teachers must be on time to the college and class and to avoid taking leave. Principal congratulated the students who secured University Ranks from the Dept of Psychology, BBM & M.Sc IT.
- College Timings
Shift I - 8:15 am - 12:50 pm
Shift II - 1:05 pm - 5:30 pm
- For I years, online classes to be conducted on Monday's, II Years on Tuesday's, III Years on Friday's, I PG on Wednesday's and II PG on Thursday's. (Science department can plan PG classes according to the practical classes). Dept of Natya will have classes on all the 5 days, timings from 9:00 am-1:20 pm.
- Reopening Date for **III Year UG is on 19th June 2023**, for **II Year UG is on 3rd July 2023** and for I Year UG dates will be announced later.
- IQAC Seminar for the faculties to be scheduled on 23rd June 2023, Dr. Latika Head, Dept of Business Administration will be the organizing secretary.
- **Committee for the Academic Year 2023-2024** was announced by Vice Principal Dr. Lakshmi Balaji

STAFF RESPONSIBILITIES (2023 – 2024)

S.No.	RESPONSIBILITIES	NAME OF STAFF & DEPARTMENT
1.	Shift – II Coordinator	Dr. Ragitha (Shift I Psychology)
2.	Shift - II Commerce, BBA Incharge	Mrs. K. Banumathy (Shift II-B.Com.A & F)
3.	Shift - II BCA, Computer Science Incharge	Ms. J. Sahaya Sheeba Mangalam (Shift II Computer Science)
4.	Shift - I Natya Incharge & Rotaract	Ms. S. Sarjana (Shift I English)
5.	Staff Secretary	Ms. V.R. Viju (Shift I Comp Science) Ms. V. Visalakshi (Shift II BBA)
6.	Senate in Charge	Dr. B. Brindha Banu (Shift I Biochemistry) Ms. H. Humera Begum (Shift I Psychology) Mrs. D. Mahalakshmi (Shift II - Micro)
7.	Placement	Ms. J. Preethika Rangasayee (Shift II Maths) Ms. K. S Pavithra (Shift I - B.Com.A & F) Ms. M. G Anu (Shift I - Micro) Ms. Preethi (Shift I - Micro) Ms. Uma (Shift II - Maths) Ms. R. Srividhya (Shift II - BCA)
8.	Alumnae & Elections	Ms. Sandhya .P (Shift I Biochemistry)
9.	NAAC, IQAC & ISO	Dr. Ragitha (Shift I Psychology) Dr. K. Latika (Shift I BBA) Mrs. P. Renuka (Shift I BCA) Dr. E. Nirmala (Shift I B.Com. General) Dr. S. Uma Maheswari (Shift II English)
10.	Examinations	Mrs. N.S. Kothai (Shift I BCA) Ms. R. Pamila (Shift I Maths) Ms. C. Preethy (Shift I Maths) Ms. Meenakshi .A (Shift I BCA) Ms. K. Renuka (Shift II B.Com CS) Ms. Rushmi Durairajan (Shift II B.Com BM)
11.	Advisor-advisee	Dr. M. Durga (Shift I Biochemistry) Ms. R. Koteswari (Shift II B.Com. BM)
12.	Eye-opener	Dr. V. Nithyakalyani (Shift I Microbiology) Ms. M. Abhaya (Shift II English)
13.	Sports & Band	Dr. R. Selvarani
14.	Discipline	Dr. V. Agnes Lavanya (Shift I Maths) Dr. K. Gnana Priya (Shift I Microbiology) Dr. P. Sharmila (Shift II Tamil)
15.	Calendar	Dr. V. Nithyakalyani (Shift I Micro)
16.	Magazine	Dr. K. Sucharitha (Shift I B.Com. - CS)

17.	Certificate courses	Ms. Sruthi .B (Shift I Comp Science)
18.	NME, Bridge & Remedial courses / Result Analysis	Ms. R. Akshaya M.A. (Shift I English) Ms. M. Janani (Shift II General)
19.	Soft Skills	Dr. Shahin Banu (Shift I Microbiology) Ms. Gayathri .K (Shift II Computer Science)
20.	N.S.S.	Dr. C. Banu Rekha (Shift I Microbiology) Ms. A. Muthulakshmi (Shift I Maths) Ms. A. Lavanya Bharathi (Shift II BBA)
21.	RRC	Dr. B. Sabana (Shift I Biochemistry) Ms. Aritha (Shift II Tamil)
22.	YRC	Ms. Amrin Fowzi.(Shift I Psychology) Ms. K. Divya (Shift II Tamil)
23.	Foreign Students & Other States	Mrs. L.S. Kavitha (Shift I BCA)
24.	Staff incharge of students with special needs	Dr. K. Sathyapriya (Shift II Tamil)
25.	Book Exhibition	Dr. N. Thilagavathy (Library) Ms. D. Rajeshwari (Library)
26.	Anti-Ragging Committee	Dr. V.C. Santhilakshmi (Dean – Academics) Dr. Apitha Sabapathy (Dean – Students)
27.	Attendance Register	Ms. A. Kaviya Priya (Shift I BBA) Ms. K. Venmani Priya (Shift II Maths)
28.	Scholarship	Mrs. K. Ganga Devi (Shift I Comp Sci) Ms. Kapila Kaviya (Shift II Computer Science)
29.	Log Book	Dr. D. Lakshmi Priya (Shift I Microbiology) Ms. J. Divya (Shift II B.Com. A & F)
30.	Insurance	Dr. C. Nithya (Shift I B.Com. A & F) Ms. S. Deepikalakshmi (Shift II BBA)
31.	ICT/ NEN / YI/ Consumer Club	Dr. E. Nirmala (Shift I B.Com. General) Ms G. Kavitha (Shift II B.Com. General)
32.	Furniture / Electrical maintenance & LCD/ OHP/ Screen	Dr. M. Vini Kumari (Shift I Tamil) Ms. S. Shankari (Shift II B.Com.CS)
33.	Computer Maintenance	Ms. S. Anusuya (Shift II BCA)
34.	UG Project Internship for all UG Departments	Ms. S. Selvi (Shift I B.Com. CS) Ms. K. Kokilavani (Shift II B.Com. BM)
35.	Assembly	Senate
36.	Naan Mudhalvan	Ms. J. Preethika Rangasayee (Shift II Maths)
37.	Pudhumai Penn Thittam	Dr. P. Lakshmi Gayathri (Shift I Maths) Ms. R. Supreetha (Shift II B.Com. CS)
38.	Sai IAS	Dr. B. Brindha Banu (Shift I Biochemistry) Dr. R. Vidhyalakshmi (Shift I Micro)

Exam Committee:

Ms. Kothai, COE briefed about the conduct of the University Examination to be scheduled on May 2022-2023

About College Fees:

1. Class Teachers and Heads must inform the students to pay the 2023-24 College fees and if there is any college fee pending for the year 2022-23 must pay as early as possible.
2. April 2023 University exam commences from 17th May 2023
3. Timings for the forenoon session are from 10 am to 1.00 pm and for the afternoon session, from 2.00 pm to 5.00 pm.

Instruction for the Invigilators:

1. Reporting Time for the Invigilators for the forenoon session is 9 am and for the Afternoon session is 1 pm.
2. Arts block Room No. 6 will be the control room for April exams. Invigilators can collect and submit the answer booklets, seating plan and other necessary requirements from A6 for the exams. Also kindly check the count of the answer booklet and cover
3. Invigilators can make the necessary changes with their own departments or with other departments if they are unable to come on the scheduled date. Do not hand over the duty to the exam committee.
4. Invigilators are required to sign the hall allocation book, note down the Exam Hall, Strength of the Hall may be 30 to 33. If it is more than 40 we will send one member to the exam hall for assistance initially.
5. After collecting the materials (Attendance sheet, seating plan and Answer booklets) from the Exam Cell, please proceed to the exam hall directly with blue and red pen. Do not take reading materials and cell phones during invigilation to the Exam hall.
6. Clearly write all the essential details on the black board and also the complete register number on the table.
7. Invigilators should thoroughly check the ID card, Hall ticket, hand, handkerchief, pouch and calculator of the candidate. **Only Transparent pouches and water bottles will be allowed. Also check for ear pods.**
8. All the candidates should bring their hall ticket and ID card to the exam hall, failing which they should be directed to the conference hall for getting the temporary ID cards or Hall tickets. Students must wear the ID card.

9. From 9.30 a.m onwards students can be allowed into the hall. Answer booklets can be distributed to the candidates and help them to fill up the front page details.
10. Distribution time for the question paper is 10 am. Instruct the students to write their register number only on the top left corner of the question paper and maintain the same with no clue writing even in pencil.
11. Kindly double check the distribution of the correct question paper to the candidate. It is the ultimate responsibility of the invigilator.
12. From 10 am onwards attendance can be taken.. Mark Absent in red pen.
13. Till 10.30 am students can enter the exam hall. The students who have completed, from 11 am onwards can be allowed to leave the exam hall.
14. While writing the brown cover, the invigilator should verify all the details which are given in the Attendance sheet, with the seating plan attached on paper.
15. At 1.00 pm collect the entire answer booklet and arrange them in Reg. no order, hand over the same to the exam committee members.
16. The invigilators are expected to be walking inside the hall for the complete duration of the exam.
17. If any malpractice is noticed inside the exam hall, bring it to the notice of the committee immediately through the squad. Do not make the student stand outside or question her separately.
18. Invigilators can request the squad members to relieve them in case of an emergency.

Instruction for the Squad duty:

19. Timing for the squad is 9.15 am to 11.15 am for the forenoon session and 1.15 pm to 3.15pm for the afternoon session.
20. First direct the students to the exam hall.
21. Note down the exam hall from the squad register, thoroughly check the candidates once again.
22. Staff should not take photos to check the question papers with the subject teachers.
23. Scribe students can be directed to the library for their exams.
24. Subject question paper should be checked at 11.00a.m. Any discrepancy, bring it to the notice of the chief superintendent.


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

FACULTY LIST (2022 – 2023)

	SM-1 22-07-22	KS-1 1-08-22	ISO-I 2-08-22	ISO-II 3-08-22	ISO-III 4-08-22	SM-2 5-08-22	KS 22-08-22
Correspondent							
Dr. LathaRajendran M.A., M.Ed., M. Phil., MHRM., Ph.D.							
FACULTY MEMBERS							
Principal							
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Ms. K. V. Priya M.A., M.Phil.	✓	✓	✓	✓	✓	✓	✓
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Department of Bioinformatics							
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DEPARTMENT OF TAMIL

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Dr. M. Fathuma Bushra . M.Sc Ph.D

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Dr. S. Nalini Devi, MBA., Ph.D.	N	N	N	N	N	N
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Department of Natya						
Dr. Sujatha Mohan M.A., M.Phil., (Sanskrit), MFA (BharataNatya), Ph.D. (Natya), P.G. Dip.(Yoga)	S	S	S	S	S	S
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Department of Library Science							
Dr. N. Thilagavathy MCA., MLIS., M.Phil., Ph.D.	-	-	-	-	-	-	-
SHIFT - II							
Shift - II - Coordinator							
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Department of English							
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Department of Tamil							
Dr. P. Sharmila M.A., M.Phil., Ph.D., SET.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
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Dr. S. Sowndhri M.A., M.Phil, NET, Ph.D	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Dr. K. Sathyapriya M.A., M.Phil., Ph.D. SET, NET	<i>[Signature]</i>	<i>[Signature]</i>	-	-	-	<i>[Signature]</i>	<i>[Signature]</i>
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Department of BCA							
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Ms. R. Srividhya M. Sc. I.T.	<i>[Signature]</i>	Leave	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
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MISS V. BHUVANESHWARI. M.A, NET, B.Ed. (TAMIL)

[Signature] / *[Signature]* / Miss Divya MSc

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S.Mohana Priyanka

SMP

SMP

T.Thulasi from BBA Department

T.Th

K.S. Pavithra

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