
 <p><b>Dr. MGR-JANAKI COLLEGE OF ARTS &amp; SCIENCE FOR WOMEN</b></p> <p>SATHYABAMA MGR MAHILAI P.O. - 600 080, Deshpande Road, Rajapuram, Chennai - 60 An ISO 9001:2015 CERTIFIED INSTITUTION Affiliated to the University of Madras</p> 		<b>GENERAL STAFF MEETING</b>	
<b>Document ID:</b>	<b>MJC/2023-24/ COL/SM/5</b>	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	<b>29.03.2024</b>		

There will be a General Staff Meeting on 3<sup>rd</sup> of April 2024 at 12.00 pm for Shift I & Shift II in the Director K. Subrahmanyam Hall.

**Agenda:**



The criteria in charges of 6 and 7, Dr. Ragitha and Dr. Lakshmi Priya will discuss main points and files to be maintained by each department.



**IQAC COORDINATOR**



**PRINCIPAL**

 <p style="text-align: center;"><b>Dr. MGR-JANAKI COLLEGE OF ARTS &amp; SCIENCE FOR WOMEN</b> SADHYARAMA MGR ALAYAL 17A, G.D. Road, Dindimur, Regu, RA Puram, Chennai - 600 028 An ISO 9001:2015 CERTIFIED INSTITUTION Affiliated to the University of Madras</p> 		<b>GENERAL STAFF MEETING</b>	
<b>Document ID:</b>	<b>MJC/2023-24 /COL/SM/5</b>	<b>Document Name:</b>	<b>Minutes of the Meeting</b>
<b>Date</b>	<b>03.04.2024</b>		

The General Staff Meeting was held on 3<sup>rd</sup> April 2024 in the Dr.K.Subrahmanyam Hall at 12.00 pm for Shift I & Shift II.

**Minutes of the Meeting:**

3<sup>rd</sup> April last working day for final year students was announced

NAAC Criteria 6 & 7 details were discussed

**NAAC CRITERION 6**

All the teachers must be aware of vision and Mission of College, Organogram, Policies

Our college has Conducive environment

Our College is an ISO certified institution

Our College has partnership with RAISE - MIT Square London, 2022

E- Governance - online application, Tally, admission, ERP portal.

Faculty Empowerment- PF, ESI, Teacher's welfare is given for faculties

FDP must be more than 5 days duration.

Tuition fees- MUFES scheme

Knowledge sharing is been conducted every Friday for all the faculties

There are 45 non-teaching staffs

**NAAC CRITERION 7**



Workshops reports on Women Entrepreneurship, Guest Lectures, Seminar, Club Activity to be maintained



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 <b>Dr. MGR-JANAKI COLLEGE OF ARTS &amp; SCIENCE FOR WOMEN</b> SATHYABAMA MGR MALEICAL U.A. 11, Durgabai Deshmukh Road, RA Param Chembur, Chennai - 600 029 An ISO 9001:2015 CERTIFIED INSTITUTION Affiliated to the University of Madras		<b>GENERAL STAFF MEETING</b>
<b>Document ID:</b>	<b>MJC/2023-24/ COL/SM/4</b>	<b>Document Name:</b> <b>CIRCULAR</b>
<b>Date</b>	<b>29.03.2024</b>	

There will be a General Staff Meeting on 2<sup>nd</sup> of April 2024 at 12.00 pm for Shift I & Shift II in the Director K. Subrahmanyam Hall.

**Agenda of the meeting:**



The criteria in charges of 3,4 and 5, Dr. Agnes Lavanya, Dr. Banumathy and Dr. Durga will the criteria main points and files to be maintained by each department in detail.



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 <p style="text-align: center;"><b>Dr. MGR-JANAKI COLLEGE OF ARTS &amp; SCIENCE FOR WOMEN</b> SADHUVARAMA MGR MATHURAI U.K.C. (Durgam Deshmukh Road) RVPuram Chennai - 60 An ISO 9001:2015 CERTIFIED INSTITUTION Affiliated to the University of Madras</p> 		<b>GENERAL STAFF MEETING</b>	
<b>Document ID:</b>	<b>MJC/2023-24 /COL/SM/4</b>	<b>Document Name:</b>	<b>Minutes of the Meeting</b>
<b>Date</b>	<b>02.04.2024</b>		

The General Staff Meeting was held on 2<sup>nd</sup> April 2024 in the Dr.K.Subrahmanyam Hall at 12.00 pm for Shift I & Shift II.

### **Minutes of the Meeting:**

NAAC Criteria 3, 4 & 5 details were discussed

#### **NAAC 3 CRITERIA**

Charts on vision & mission of the department, teaching methodologies must be displayed in the departments

Brochures & handouts must be available in the departments

Research – National Fellowship For cultural research

Two teachers from department of Natya, Dr. Sharada and Dr. Sujatha received grants from Delhi ICCR

Maintain research projects and Internship reports of Undergraduate and Postgraduate

Workshop on Intellectual Property Rights- 2 day state level

MOUs signed and its activities along with its events should be recorded

Our college follows secular prayer system

Major festivals are celebrated every year

Reports of various cells such as Entrepreneurship cell, Research and Development Cell, ICT Academy

Publications by teachers

Book chapters by teachers

Extension Activities report and students list

Yoga classes for 1 years

#### **NAAC CRITERIA 4**

Area of college is 4.93 Acres and 10732 Sq.ft

Our college provides 14 Undergraduate programs, 6 Postgraduate programs and 1 Integrated Program

54 classrooms are for students of shift 1 and shift 2 are using in Science, Arts and Natya block  
MGR Arangam has 600 capacity

Director K. Subramanyam Hall 150 capacity

There are 2 seminar halls in science block

There are 3 Labs (Biochemistry, Psychology and Microbiology)

There are three stages in the Play ground

Gymnasium- near new canteen

We have provided Official mail ID for all the teachers

24/7-Wifi Connections with 100mbps-BSNL

There are 15 staffrooms and 15 department library each

Two vast open are near banyan tree for cultural programs

Exam Committee room is A4

There are 30752 books in the central library

100 journals ,UGC enlisted , British, American, Madras University, National digital library.

Book Bank is only for students. Rotary people will donate the books.

Reprography in the library

IT infrastructure- The Student and Computer ratio is 13:1

## **NAAC CRITERION 5**

Student support and progression

The following are the scholarships received by the students

- Financial and non - financial
- Scholarship- Government and Non government
- SC/ ST/ Puthumai Penn
- United/ Samarthanam/ Team Everest

Maatram and Agaram free ship

University Women Association also offered scholarships

Endowment prize is awarded to best outgoing students during convocation

There are 21 Endowments

Skill Enhancement and softskills are being taught to the students. Apart from the syllabus the students are taught language and communication skill

There is a language Laboratory which teaches LSRW and English communication skills

Language lab - Attendance is mandatory

Yoga and physical fitness are instructed by Dr. Selvarani. Nutrition fest is been conducted every year by the Department of Biochemistry

Health and Hygiene system is important which has been instructed to all the students to have awareness in daily life

ED skill of the activities is taught. Activities such as Block printing, Tailoring and sanitary napkin making

ICT - webinar and seminar conducted by these category

Awareness on trends and technology

SAI IAS Academy classes is conducted every Saturday by our college for free

Free Career counselling is given to the students

The black box near the principal's office is kept for Grievance Redressal

Student progression

Placement cell gives training programs. Many Prestigious companies visit our college and most of our students have been placed in various companies



Activities by faculty and students reports to be maintained

Every November 4<sup>th</sup> Sunday on behalf of Late Smt. Janaki's remembrance day is commemorated as Alumni engagement

  
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 <p><b>Dr. MGR-JANAKI COLLEGE OF ARTS &amp; SCIENCE FOR WOMEN</b> SATHYABAMA MGR MATRIC H.A. 13, Durgasai, Deshpande Road, RA Puram, Chennai - 79 An ISO 9001:2015 CERTIFIED INSTITUTION Affiliated to the University of Madras</p> 		<b>GENERAL STAFF MEETING</b>	
<b>Document ID:</b>	<b>MJC/2023-24/ COL/SM/3</b>	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	<b>29.03.2024</b>		

There will be a General Staff Meeting on 1<sup>st</sup> April 2024 at 12.00 pm for Shift I & Shift II in the Director K. Subrahmanyam Hall.

**Agenda:**



The criteria in charges of 1 and 2, Dr. Nithyakalyani and Dr. Viju will discuss all the criteria main points and files to be maintained by each department in detail.



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 <p><b>Dr. MGR-JANAKI COLLEGE OF ARTS &amp; SCIENCE FOR WOMEN</b> SATHYABAMA MGR MATRIKAI K. J. Somaiyasa Institute of Research &amp; Program Operations An ISO 9001:2015 CERTIFIED INSTITUTION Affiliated to the University of Madras</p> 		<b>GENERAL STAFF MEETING</b>	
<b>Document ID:</b>	<b>MJC/2023-24 /COL/SM/3</b>	<b>Document Name:</b>	<b>Minutes of the Meeting</b>
<b>Date</b>	<b>01.04.2024</b>		

The General Staff Meeting was held on 1<sup>st</sup> April 2024 in the Director K. Subrahmanyam Hall at 12.00 pm for Shift I & Shift II faculty members.

### **Minutes of the Meeting:**

NAAC visit tentative dates were announced

Staff room and class room cleanliness was insisted

Names of the core committee members were announced

Dr. Latika

Dr. Nithyakalyani- Criterion 1

Dr. Viju- Criterion 2

Dr. Agnes Lavanaya- Criterion 3

Dr. Banumathy- Criterion 4

Dr. Durga- Criterion 5

Dr. Ragitha Radhakrishnan- Criterion 6

Dr. Lakshmi Priya- Criterion 7

NAAC Criteria 1 & 2 details were discussed

### **NAAC CRITERION 1**

Our college follows University of Madras syllabus. CBCS system is followed from the Academic year 2023-2024

The credit points for undergraduate course are 140 credits

The credit points for post-graduate course are 91 credits

Internship files to be maintained in a proper format. The file must contain circular, requisition letter and completion certificate.

Department planner to be maintained

Club activity file- Inception, Vision and mission. Outcomes and activities conducted

Continuous Internal Assessment files must contain Question paper, Result Analysis



Logbooks to be filled and get signed

Bridge course must be conducted for 15 hours

Learning experience is enriched by permitting students to learn NPTEL/MOOC/SWAYAM

Remedial by previous semester IA marks

In Class Committee meeting feedback from the students about teaching-learning must be discussed along with the action taken

Special students- Autism/Down Syndrome/ Learning disability

Special children are in the following departments: BCA/BBM/English/HRM. The students percentage is 40-45%

Cross-cutting issues:

- Professional Ethics
- Gender Issues
- Environmental Sustainability
- Human Values
- Eye-opener sessions
- Celebration of festivals

Feedback from stakeholders. Our college's stakeholders are parents, students, employers, faculty, alumni.

## **NAAC CRITERION 2**

Teaching Learning Evaluation

Students enrolled percentage. It may vary according to the demand every academic year.

Student teacher ratio is 26:1

In the academic year 2022-2023, No.of .students enrolled were 3832

And No.of. Staff were 148

Sanctioned strength – Reservation category

No of students admitted for reservation category

SC, ST, OBC, DA ( special) count

Teaching Learning process

Experiential learning- Internship, Project, GL, Sem. IV

Participating Learning - club

Problem solving- internship and project

ICT tools- Blended learning: Google classrooms, YouTube videos

Teacher profile to be maintained for 2018-2024

Ph.D, NET, SET qualified teachers list

Part-time teachers

Evaluation process

IA, QP according to the Blooms taxonomy

According to the pattern by university unit 1 carries 1 mark

Student performance

IA and University exam.

Examinations and Internal Tests: These are traditional methods to evaluate a student's knowledge and understanding of the subject matter

PTM, CCM

Regular feedback collected from students and parents

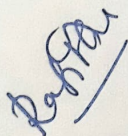
Alumni provide valuable insights into how well the education they received prepared them for real-world challenges.

Feedback from employers about the skills and knowledge of graduates entering the workforce aids in aligning educational programs with industry demands.

Students Satisfaction Survey

Admission Registration enrollment,

Internship



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