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

SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, RA Puram, Chennai - 28

An ISO 9001:2015 CERTIFIED INSTITUTION
Affiliated to the University of Madras

CRITERION 1



CURRICULAR ASPECTS

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN
SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, RA Puram, Chennai - 28
An ISO 9001:2015 CERTIFIED INSTITUTION
Affiliated to the University of Madras

CRITERION 1

1.1: CURRICULAR PLANNING AND IMPLEMENTATION

1.1.1 INSTITUTION ENSURES EFFECTIVE CURRICULUM PLANNING AND DELIVERY THROUGH WELL PLANNED DOCUMENTED PROCESS

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN
SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, RA Puram, Chennai - 28
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CRITERION 1

1.1: CURRICULAR PLANNING AND IMPLEMENTATION

1.1.1 INSTITUTION ENSURES EFFECTIVE CURRICULUM PLANNING AND DELIVERY THROUGH WELL PLANNED DOCUMENTED PROCESS

2022 – 2023

CLASS COMMITTEE MEETING

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN
SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, RA Puram, Chennai - 28
An ISO 9001:2015 CERTIFIED INSTITUTION
Affiliated to the University of Madras

Verified and Certified Documents

Metric No: 1.1.1

Page No 5 to 130

Principal

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

PRINCIPAL
DR. MGR JANAKI COLLEGE O.
ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BCG/2022/S1/CCM 01**	**Document Name:**	**Circular**
Name of the Mentor:	Ms.V. Subathra	**Course/ Dept:**	B.Com (General)
Name of Chairman:	Dr. E. Nirmala	**Even/Odd:**	ODD
Academic Year:	2022-2023	**Batch:**	2022-2025
Year:	I	**Semester:**	I
CC Meeting No:	01	**Date :**	01.09.2022

The First class committee meeting for I B.Com (General) for the academic year 2022 - 2023, I semester will be held on 06.09.2022 at **1.00** p.m in Room No A3 as per the following agenda.

Agenda Detail

1. Discussion of Academic Schedule
2. Concept a Day
3. Text book.
4. Subject Seminar for students
5. NPTEL online course registration for students
6. Paper publication in Journals
7. Internship participation
8. Students participation in other college /External events
9. Library Utilization
10. Internal Examinations related points
11. Attendance
12. Sports/ NSS activities
13. Students Discipline maintenance

RAMASAMY MANIMEKALAI

Digitally signed by RAMASAMY MANIMEKALAI
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Date: 2023.11.20 13:39:51 +05'30'

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

s.no	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Dr. E. Nirmala	Department-in-Charge(Gen)	
3.	Ms. V. Subathra	Assistant Professor(Gen)	
4.	Dr.K. Priya	Assistant Professor(Tamil)	
5.	Ms. S.Gayathri	Assistant Professor(English)	
6.	Dr.D. Jamuna Rani	Assistant Professor (BBA)	
7.	Ms. S.Gayathri	I B.Com (General)	
8.	Ms. S.Harini Sri	I B.Com (General)	
9.	Ms. M.Mari Sri	I B.Com (General)	
10.	Ms. M.Prithiyengara	I B.Com (General)	
11.	Ms S.Rubini	I B.Com (General)	
12.	Ms. D.Subha Lakshmi	I B.Com (General)	

CCC

V. Subathra

HOD

E. NIRMALA

DR. MGR JANAKI COLLEGE FOR WOMEN ★ CHENNAI - 28

PRINCIPAL

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BCG/2022/S1/CCM 01**	**Document Name:**	**Attendance**
Name of the Mentor:	Ms.V. Subathra	**Course/ Dept:**	B.Com (General)
Name of Chairman:	Dr. E. Nirmala	**Even/Odd:**	ODD
Academic Year:	2022-2023	**Batch:**	2022-2025
Year:	I	**Semester:**	I
CC Meeting No:	01	**Date :**	06.09.2022

S.no	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Dr. E. Nirmala	Department-in-Charge(Gen)	
3.	Ms. V. Subathra	Assistant Professor(Gen)	
4.	Dr.K. Priya	Assistant Professor(Tamil)	
5.	Ms. S.Gayathri	Assistant Professor(English)	
6.	Dr.D. Jamuna Rani	Assistant Professor (BBA)	
7.	Ms. S.Gayathri	I B.Com (General)	
8.	Ms. S.Harini Sri	I B.Com (General)	
9.	Ms. M.Mari Sri	I B.Com (General)	
10.	Ms. M.Prithiyengara	I B.Com (General)	
11.	Ms S.Rubini	I B.Com (General)	
12.	Ms. D.Subha Lakshmi	I B.Com (General)	

CCC
V. Subathra

HOD
Dr. E. Nirmala

PRINCIPAL

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

JANAKI COLLEGE FOR WOMEN CHENNAI - 28

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BCG/S1/2022/CCM01**	**Document Name:**	**Minutes of the meeting**
Chairperson:	Dr. E. NIRMALA	**Department:**	B.COM GENERAL
Academic Year:	2022-2023	**Even/Odd:**	ODD
Course:	B.COM GENERAL	**Batch:**	2022 - 2025
Year/Sem	I/I	**Semester:**	I
CC Meeting No:	1	**Date :**	06.09.2022

NATURE OF MEETING	**CLASS COMMITTEE MEETING**	
VENUE	**ROOM NO. A14**	
SCHEDULED DATE: 06 .09.2022		
CONVENED ON (DATE) 06 .09.2022		**TIME: 1.00 TO 1.30 PM**

LIST OF MEMBERS ATTENDED:

Sl. No	Name of the Members	Design/Dept
1	Dr. R. Manimekalai	Principal
2	Dr. E. Nirmala	Department-in-Charge(Gen)
3	Ms. V. Subathra	Assistant Professor(Gen)
4	Dr.K. Priya	Assistant Professor(Tamil)
5	Ms. S.Gayathri	Assistant Professor(English)
6	Dr.D. Jamuna Rani	Assistant Professor (BBA)
7	Ms. S.Gayathri	I B.Com (General)
8	Ms. S.Harini Sri	I B.Com (General)
9	Ms. M.Mari Sri	I B.Com (General)
10	Ms. M.Prithiyengara	I B.Com (General)
11	Ms S.Rubini	I B.Com (General)
12	Ms. D.Subha Lakshmi	I B.Com (General)



AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
Discussion on academic schedule, student discipline & attendance	Informed about the activity planner of the department, explained the importance of student discipline & attendance.	Dr.E.. Nirmala
Student participation in competitions	Ms. M.M. Rabiyathul Badaviya explained the advantages of participating in college events.	Ms. M.M. Rabiyathul Badaviya
Text book & Library	Ms.M.S.Asma Fathima explained about the usage & procedures of library textbooks.	Ms.M.S.Asma Fathima
NPTEL courses, paper presentation, seminar, internship participation & student participation in other colleges, extension activities and sports	Encourage the students to enrol in NPTEL courses and explained the importance of paper presentation, attending seminars and internship.	Dr.E.. Nirmala
Internal Examination	Ms. V.Subathra explained the procedure to attend the internal exams.	Ms. V.Subathra



Syllabus coverage Subject 1: Language	• One and a half units have been completed. • Students expect to give fewer notes for the subject.	Dr.K. Priya
Subject 2: English	• One and a half units have been completed • Students expect fewer notes for the subject.	Ms. S.Gayathri
Subject 3: Financial Accounting	• One and a half units have been completed. • Students want to do simplified sums in class. • Students expect more practical examples.	Dr. E.Nirmala
Subject 4: Business Communication	• One and a half units have been complete. • Students felt that the class is little bit fast.	Ms. V. Subathra
Subject 5: Business Economics	• One and a half units have been completed • Students asked the faculty to be more audible.	Dr.D. Jamuna Rani

Class in-charge

V. Subathra

HOD

Dr. E. Nirmala

Principal

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE Action taken report	
Document ID:	**MJC/BCG/S1/2022/CCM 01**	**Department:**	B.COM GENERAL
Name of the Chairperson:	Dr. E. Nirmala	**Even/Odd:**	ODD
Academic Year:	2022-2023	**Year/Sem**	I/I
Course:	I B.Com General	**Date**	06.09.2022

The Following is the Action taken report for the First class committee meeting held on 06.09.2022.

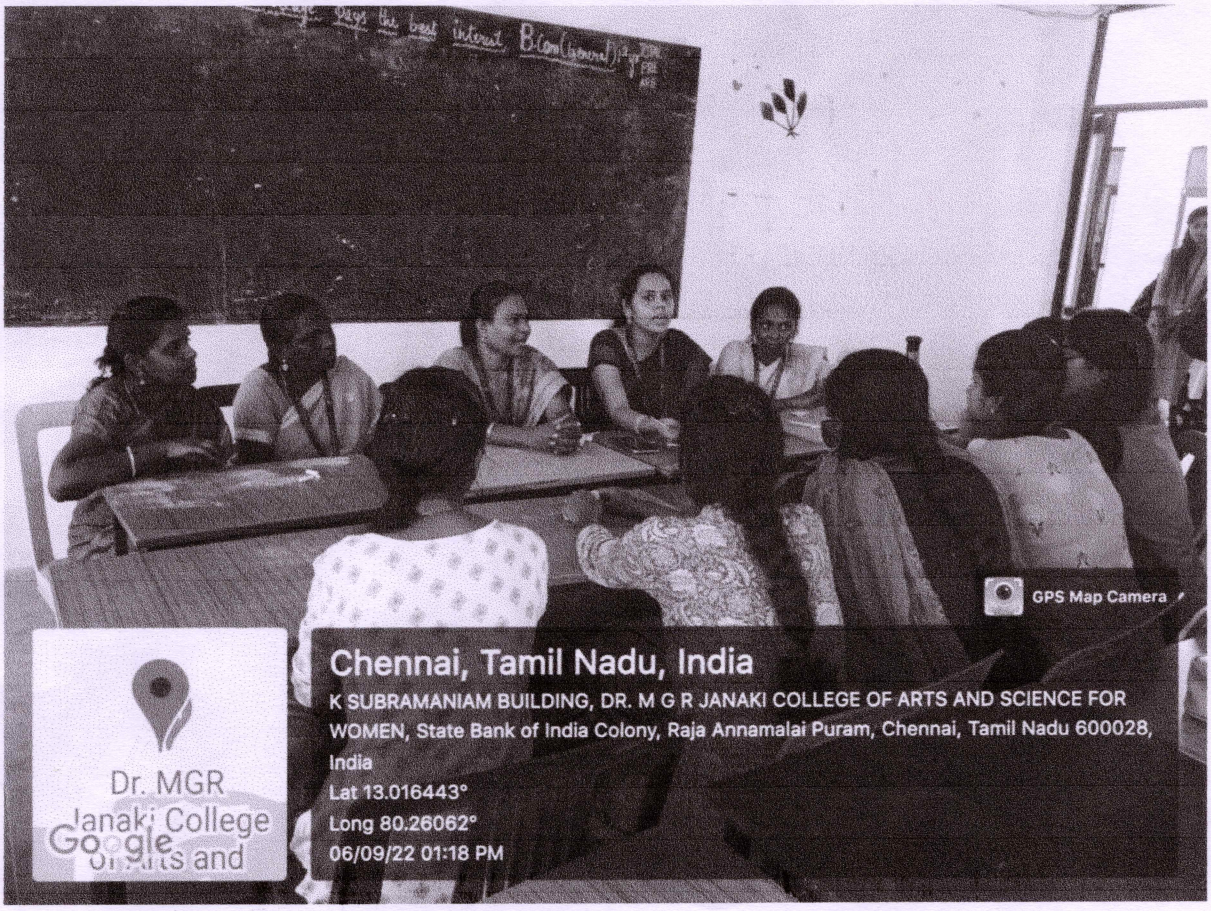
AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Syllabus completion of all subjects	It was informed to the students that the last day of completing the syllabus will be in October 2022.	Subject in-charges informed to the students about the final date for the completion of the syllabus.
Discussion for Remedial classes for the English subject.	Additional Remedial classes was requested by students for English subject.	Class in charge was instructed to discuss and confirm the special timetable with the English subject staff.
Internal exam schedule discussions.	Internal exam time table was discussed with the students.	Internal time table was displayed on the notice board.
Suggestions from the students.	Faculty voice is not audible for the students in the last row.	Asked the faculty to be more audible.

Class in-charge
V. Subathra

HOD
Dr. E. Nirmala

DR. JANAKI COLLEGE FOR W... CHENNAI - 28

Principal
PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.



DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BCG1/CCM1**	**Document Name:**	**Circular**
Name of the Mentor:	Ms.V.Subathra	**Course/ Dept:**	B.Com (General)
Name of Chairman:	Ms. E. Nirmala	**Even/Odd:**	EVEN
Academic Year:	2022- 2023	**Batch:**	2022-2025
Year:	I YEAR	**Semester:**	II
CC Meeting No:	01	**Date :**	03-02-2023

The First class committee meeting for B.Com I Year Commerce (General) for the academic year 2022 – 2023, II semester will be held on 08-02-2023 at **12:50** p.m in Room No A1 as per the following agenda.

Agenda Detail
1. Discussion of Academic Schedule 2. Concept a Day 3. Text book. 4. Subject Seminar for students 5. Paper publication in Journals 6. Students participation in other college /External events 7. Library Utilization 8. Internal Examinations related points 9. Attendance 10. Students Discipline maintenance



Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Dr. E. Nirmala	Department-in-Charge(Gen)	
3.	Ms. V. Subathra	Assistant Professor(Gen)	
4.	Ms.M.S.Asma Fathima	Assistant Professor(Gen)	
5.	Dr.K. Priya	Assistant Professor(Tamil)	
6.	Ms. S.Gayathri	Assistant Professor(English)	
7.	Dr.D. Jamuna Rani	Assistant Professor (BBA)	
8.	Ms. R.Divyapriya	I B.Com (General)	
9.	Ms. R.Divyasri	I B.Com (General)	
10.	Ms. S.Jayasree	I B.Com (General)	
11.	Ms. R.Kaviya	I B.Com (General)	
12.	Ms E.Sharmila	I B.Com (General)	
13.	Ms. G.Yamini	I B.Com (General)	

CCC

V. Subathra

HOD

Dr. E. Nirmala

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

PRINCIPAL

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DR. MGR JANAKI COLLEGE OF
ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BCG1/CCM1**	**Document Name:**	**Attendance**
Name of the Mentor:	Ms.V.Subathra	**Course/ Dept:**	B.Com (General)
Name of Chairman:	Ms. E. Nirmala	**Even/Odd:**	EVEN
Academic Year:	2022- 2023	**Batch:**	2022-2025
Year:	I YEAR	**Semester:**	II
CC Meeting No:	01	**Date :**	08-02-2023

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Dr. E. Nirmala	Department-in-Charge(Gen)	
3.	Ms. V. Subathra	Assistant Professor(Gen)	
4.	Ms.M.S.Asma Fathima	Assistant Professor(Gen)	
5.	Dr.K. Priya	Assistant Professor(Tamil)	
6.	Ms. S.Gayathri	Assistant Professor(English)	
7.	Dr.D. Jamuna Rani	Assistant Professor (BBA)	
8.	Ms. R.Divyapriya	I B.Com (General)	
9.	Ms. R.Divyasri	I B.Com (General)	
10.	Ms. S.Jayasree	I B.Com (General)	Jayasree.S
11.	Ms. R.Kaviya	I B.Com (General)	R. Kaviya
12.	Ms E.Sharmila	I B.Com (General)	Sharmila.E
13.	Ms. G.Yamini	I B.Com (General)	G. Yamini

CCC V. Subathra

HOD E. Nirmala Dr. E. Nirmala

PRINCIPAL

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

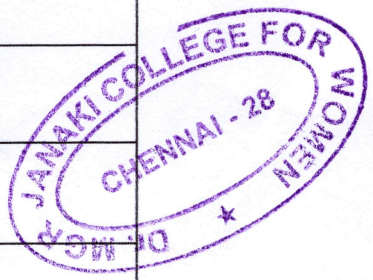
PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BCG/2022/CCM01**	**Document Name:**	**Minutes of the meeting**
Chairperson:	Dr. E. NIRMALA	**Department:**	B.COM GENERAL
Academic Year:	2022-2023	**Even/Odd:**	EVEN
Course:	B.COM GENERAL	**Batch:**	2022 - 2025
Year	I	**Semester:**	II
CC Meeting No:	1	**Date :**	08.02.2023

NATURE OF MEETING	**CLASS COMMITTEE MEETING**	
VENUE	**ROOM NO. A1**	
SCHEDULED DATE: 08.02.2023		
CONVENED ON (DATE) 08.02.2023		**TIME: 12.50 PM TO 1.00PM**

LIST OF MEMBERS ATTENDED:

Sl. No	Name of the Members	Design/Dept
1	Dr. R. Manimekalai	Principal
2	Dr. E. Nirmala	Department-in-Charge (Gen)
3	Ms. V.Subathra	Assistant Professor (General)
4	Ms.M.S.Asma Fathima	Assistant Professor(Gen)
5	Dr.K. Priya	Assistant Professor(Tamil)
6	Ms. S.Gayathri	Assistant Professor(English)
7	Dr.D. Jamuna Rani	Assistant Professor (BBA)
8	Ms. R.Divyapriya	I B.Com (General)
9	Ms. R.Divyasri	I B.Com (General)
10	Ms. S.Jayasree	I B.Com (General)
11	Ms. R.Kaviya	I B.Com (General)
12	Ms E.Sharmila	I B.Com (General)
13	Ms. G.Yamini	I B.Com (General)



The following are the highlights of the FIRST class committee meeting held on 08.02.2023

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
Discussion on academic schedule, student discipline & attendance	Informed about the activity planner of the department, explained the importance of student discipline & attendance.	Dr.E.. Nirmala
Student participation in competitions	Ms. M.M. Rabiyathul Badaviya explained the advantages of participating in college events.	Ms. M.M. Rabiyathul Badaviya
Text book & Library	Ms.M.S.Asma Fathima explained about the usage & procedures of library textbooks.	Ms.M.S.Asma Fathima
Internal Examination	Ms. V.Subathra explained the procedure to attend the internal exams.	Ms. V.Subathra



Syllabus coverage Subject 1: Language	• One and a half units have been completed. • Notes given were sufficient.	Dr.K. Priya
Subject 2: English	• One and a half units have been completed • Students expect sufficient notes for the subject.	Ms. S.Gayathri
Subject 3: Advanced Financial Accounting	• Two units have been completed. • Students want to do simplified sums in class.	Ms. M.S.Asma Fathima
Subject 4: Principles of Management	• Two units have been completed. • Students expect sufficient notes for the subject. • Students asked for simplified books.	Ms. V.Subathra
Subject 5: Indian economy	• Two units have been completed • Notes given were sufficient.	Dr.D. Jamuna Rani

Class in-charge

V. Subathra

HOD

D. K. Nirmala

DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN CHENNAI - 28

Principal

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE Action Taken Report	
Document ID:	**MJC/BCG/S1/2022/CCM 01**	**Department:**	B.COM GENERAL
Name of the Chairperson:	Dr. E. Nirmala	**Even/Odd:**	EVEN
Academic Year:	2022-2023	**Year/Sem**	I/II
Course:	I B.Com General	**Date**	15.02.2023

The Following is the Action taken report for the First class committee meeting held on 8.02.2023.

SUBJECT	DETAILS OF DISCUSSION	ACTION TAKEN
Discussion on academic schedule	It was informed to the students that the last day of completing the syllabus will be in March 2023.	Subject in-charges are about to complete the syllabus.
Discussion on class activities	Students are requested to participate in department activities.	Class in-charge have taken care of the students participation on class activities
Student participation in inter-college and intra-college events.	Students are requesting to participate in every college competitions within the college and outside college.	Class in-charge have taken care of the students participating in inter and intra college events.
Discussion on attendance	Students are informed not to absent themselves as they have limited time for this semester.	After the serious action taken, absenteeism has been reduced.

Class in-charge V. Subathra

HOD [Dr. E. NIRMALA]

Principal

Dr. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.



JANAKI COLLEGE FOR WOMEN
CHENNAI - 28
DR. MGR

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BCG1/CCM02**	**Document Name:**	**Circular**
Name of the Mentor:	Ms.V.Subathra	**Course/ Dept:**	B.Com (General)
Name of Chairman:	Ms. E. Nirmala	**Even/Odd:**	EVEN
Academic Year:	2022- 2023	**Batch:**	2022-2025
Year:	I YEAR	**Semester:**	II
CC Meeting No:	02	**Date :**	24-02-2023

The Second class committee meeting for B.Com I Year Commerce (General) for the academic year 2022 – 2023, II semester will be held on 03-03-2023 at **12:50** p.m in Room No A1 as per the following agenda.

Agenda Detail
1. Discussion of Academic Schedule 2. Class activities 3. Text book. 4. Subject Seminar for students 5. Naan Mudhalvan scheme enrolment for Students 6. Students participation in other college /External events 7. Library Utilization 8. Model Examinations related points 9. Attendance 10. Students Discipline maintenance

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Dr. E. Nirmala	Department-in-Charge(Gen)	
3.	Ms. V. Subathra	Assistant Professor(Gen)	
4.	Ms.M.S.Asma Fathima	Assistant Professor(Gen)	
5.	Dr.K. Priya	Assistant Professor(Tamil)	
6.	Ms. S.Gayathri	Assistant Professor(English)	
7.	Dr.D. Jamuna Rani	Assistant Professor (BBA)	
8.	Ms. R.Divyapriya	I B.Com (General)	
9.	Ms. R.Divyasri	I B.Com (General)	
10.	Ms. S.Jayasree	I B.Com (General)	
11.	Ms. R.Kaviya	I B.Com (General)	
12.	Ms E.Sharmila	I B.Com (General)	
13.	Ms. G.Yamini	I B.Com (General)	

CCC

V. Subathra

HOD

[Dr. E. NIRMALA]

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

PRINCIPAL

PRINCIPAL
DR. MGR JANAKI COLLEGE OF
ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BCG1/CCM1**	**Document Name:**	**Attendance**
Name of the Mentor:	Ms.V.Subathra	**Course/ Dept:**	B.Com (General)
Name of Chairman:	Ms. E. Nirmala	**Even/Odd:**	EVEN
Academic Year:	2022- 2023	**Batch:**	2022-2025
Year:	I YEAR	**Semester:**	II
CC Meeting No:	02	**Date :**	03-03-2023

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
3.	Dr. E. Nirmala	Department-in-Charge(Gen)	
4.	Ms. V. Subathra	Assistant Professor(Gen)	
5.	Ms.M.S.Asma Fathima	Assistant Professor(Gen)	
6.	Dr.K. Priya	Assistant Professor(Tamil)	
7.	Ms. S.Gayathri	Assistant Professor(English)	
8.	Dr.D. Jamuna Rani	Assistant Professor (BBA)	
9.	Ms. R.Divyapriya	I B.Com (General)	
10.	Ms. R.Divyasri	I B.Com (General)	
11.	Ms. S.Jayasree	I B.Com (General)	
12.	Ms. R.Kaviya	I B.Com (General)	
14.	Ms E.Sharmila	I B.Com (General)	
15.	Ms. G.Yamini	I B.Com (General)	

CCC

HOD

Ds. E. Nirmala

PRINCIPAL

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BCG/2022/CCM02**	**Document Name:**	**Minutes of the meeting**
Chairperson:	Dr. E. NIRMALA	**Department:**	B.COM GENERAL
Academic Year:	2022-2023	**Even/Odd:**	EVEN
Course:	B.COM GENERAL	**Batch:**	2022 - 2025
Year	I	**Semester:**	II
CC Meeting No:	02	**Date :**	03.03.2023

NATURE OF MEETING	**CLASS COMMITTEE MEETING**	
VENUE	**ROOM NO. A1**	
SCHEDULED DATE: 03.03.2023		
CONVENED ON (DATE) 03.03.2023		**TIME: 12.50 PM TO 1.00PM**

LIST OF MEMBERS ATTENDED:

Sl. No	Name of the Members	Design/Dept
1	Dr. R. Manimekalai	Principal
2	Dr. E. Nirmala	Department-in-Charge (Gen)
3	Ms. V.Subathra	Assistant Professor (General)
4	Ms.M.S.Asma Fathima	Assistant Professor(Gen)
5	Dr.K. Priya	Assistant Professor(Tamil)
6	Ms. S.Gayathri	Assistant Professor(English)
7	Dr.D. Jamuna Rani	Assistant Professor (BBA)
8	Ms. R.Divyapriya	I B.Com (General)
9	Ms. R.Divyasri	I B.Com (General)
10	Ms. S.Jayasree	I B.Com (General)
11	Ms. R.Kaviya	I B.Com (General)
12	Ms E.Sharmila	I B.Com (General)
13	Ms. G.Yamini	I B.Com (General)

JANAKI COLLEGE FOR WOMEN CHENNAI - 28

The following are the highlights of the Second class committee meeting held on 03.03.2023

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
Discussion on academic schedule, student discipline & attendance	Informed about the activity planner of the department, explained the importance of student discipline & attendance.	Dr.E.. Nirmala
Student participation in competitions	Ms. M.M. Rabiyathul Badaviya explained the advantages of participating in college events.	Ms. M.M. Rabiyathul Badaviya
Text book & Library	Ms.M.S.Asma Fathima explained about the usage & procedures of library textbooks.	Ms.M.S.Asma Fathima
Model Examination	Ms. V.Subathra explained the procedure to attend the Model exams.	Ms. V.Subathra
Naan Mudhalvan scheme	Encourage the students to enrol in Naan Mudhalvan scheme and explained the importance of courses ,	Ms. V.Subathra



Syllabus coverage		
Subject 1: Language	• Two units have been completed. • Notes given were sufficient.	Dr.K. Priya
Subject 2: English	• Two units have been completed and third unit is about to complete. • Students expect sufficient notes for the subject.	Ms. S.Gayathri
Subject 3: Advanced Financial Accounting	• Three units were completed. • Students want to do simplified sums in class.	Ms. M.S.Asma Fathima
Subject 4: Principles of Management	• Three units were completed. • Students expect sufficient notes for the subject.	Ms. V.Subathra
Subject 5: Indian economy	• Two units have been completed • Notes given were sufficient. • Students felt that the class is little bit slow.	Dr.D. Jamuna Rani

Class in-charge

V. Subathra

HOD

(Dr. E. NIRMALA)

Principal

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE Action Taken report	
Document ID:	**MJC/BCG/S1/2022/CCM 02**	**Department:**	B.COM GENERAL
Name of the Chairperson:	Dr. E. Nirmala	**Even/Odd:**	EVEN
Academic Year:	2022-2023	**Year/Sem**	I/II
Course:	I B.Com General	**Date**	04.03.2023

The Following is the Action Taken report for the Second class committee meeting held on 03.03.2023.

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION PLANNED
Discussion on academic schedule	It was informed to the students that the last day of completing the syllabus will be in March 2023.	Subject in-charges informed to the students about the final date for the completion of the syllabus.
Discussion on class activities	Students are requested to participate in department activities.	Class in-charge are informed to encourage the students to participate the same.
Student participation in inter-college and intra-college events.	Students are requesting to participate in every college competitions within the college and outside college.	Class in-charge was instructed to follow the student committee for college events.
Discussion on attendance	Students are informed not to absent themselves as they have limited time for this semester.	Class in-charge are informed to handle the absenteesm.
Suggestion from the students	Students expect sufficient notes for the subject. Students felt that the class is little bit slow	Class in-charge informed to the respective subject in-charge

Class in-charge

V. Subathra

HOD

Dr. E. NIRMALA

JANAKI COLLEGE FOR CHENNAI - 28

Principal

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.





DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASSCOMMITTEE MEETING	
DocumentID:	MJC/BAF/2022/CCM1	**DocumentName:**	**Circular**
Name ofthe Mentor:	Ms. A.NIVEDHA	**Course/ Dept:**	B.COM(A&F)
NameofChairman:	Ms. K.BANUMATHY	**Even/Odd:**	ODD
AcademicYear:	2022-2023	**Batch:**	2021-2024
Year:	II YEAR	**Semester:**	III
CCMeetingNo:	01	**Date :**	02.09.2022

The First class committee meeting for B.Com II Year Commerce (ACCOUNTING & FINANCE) the academic year 2022–2023, III semester will be held on 07.09.2022 at 1.05 pm in Room No. A9 as per the following agenda.

Agenda Detail
1. DiscussiononAcademicSchedule
2. ConceptaDay
3. Textbook.
4. SubjectSeminarforstudents
5. NPTELonlinecourseregistration for students
6. Paper Presentation
7. PaperpublicationinJournals
8. Internshipparticipation
9. Studentsparticipationinother college/Externalevents
10. LibraryUtilization
11. InternalExaminationsrelated points
12. Attendance
13. StudentsDisciplinemaintenance

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

Sl.No	NameoftheMembers	NameoftheDepartment	Signature
1	Dr.Manimekalai.R	Principal	
2	Ms.Banumathy.K	Department-in-Charge(A&F)	
3	Dr.Nithya.C	AssistantProfessor (A&F)	
4	Ms.Nivedha.A	AssistantProfessor (A&F)	
5	Ms.K.S.Pavithra	Assistant Professor (A&F)	
6	Ms.DeepikaS	B.Com(A&F)	
7	Ms.Dhanalakshmi D	B.Com(A&F)	
8	Ms.Hemalatha M	B.Com(A&F)	
9	Ms.Varshinee	B.Com(A&F)	
10	Ms.Sanju Shree S	B.Com(A&F)	
11	Ms.Shameena Rakshin	B.Com(A&F)	

CCC **HOD** **PRINCIPAL**

Ms.K.BANUMATHY

Dr.R.MANIMEKALAI

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

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DR. MGR JANAKI COLLEGE OF
ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	MJC/BAF/S1/2022/CCM1/ATT1	**Document Name:**	**Attendance**
Name of the Mentor:	Ms. A. NIVEDHA	**Course/ Dept:**	B.COM (A&F)
Name of Chairman:	Ms. K. BANUMATHY	**Even/Odd:**	ODD
Academic Year:	2022-2023	**Batch:**	2021-2024
Year:	II YEAR	**Semester:**	III
CC Meeting No:	01	**Date :**	07.09.2022

Sl.No	Name of the Members	Name of the Department	Signature
1	Dr.Manimekalai.R	Principal	
2	Ms.Banumathy.K	Department-in-Charge(A&F)	
3	Dr.Nithya.C	Assistant Professor (A&F)	C. Nithya
4	Ms.Nivedha.A	Assistant Professor (A&F)	A. Nivedha.
5	Ms.Krithika	Assistant Professor (Maths)	R. Krithika
6	DR.Jamuna Rani	Assistant Professor (BBA)	D. J
7	Ms.Deepika S	B.Com (A&F)	S. Deepika.
8	Ms.Dhanalakshmi D	B.Com (A&F)	
9	Ms.Hemalatha M	B.Com (A&F)	M. Hemalatha.
10	Ms.Varsha.P	B.Com (A&F)	P. Varsha
11	Ms.Sanju Shree S	B.Com (A&F)	Sanjushree
12	Ms.Shameena Rakshin	B.Com (A&F)	Shameena Rakshin. M

A. Nivedha

CCC

HOD
Ms.K.BANUMATHY

PRINCIPAL
Dr.R.MANIMEKALAI

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

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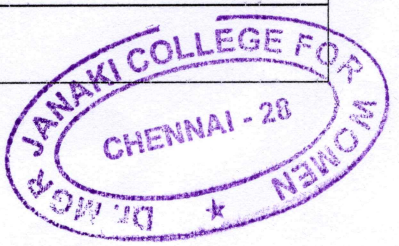
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BAF/S1/2022/CCM 01**	**Document Name:**	**Minutes of the meeting**
Chairperson:	Ms. K.BANUMATHY	**Department:**	B.COM A/F
Academic Year:	2022-2023	**Even/Odd:**	ODD
Course:	B.COM (A/F)	**Batch:**	2021- 2024
Year/Sem	II/III	**Semester:**	III
CC Meeting No:	1	**Date :**	07.09.2022

NATURE OF MEETING	**CLASS COMMITTEE MEETING**	
VENUE	**ROOM NO. A9**	
SCHEDULED DATE:	**02.09.2022**	
CONVENED ON (DATE)	**07.09.2022**	**TIME: 1.00 PM TO 1.30 PM**

LIST OF MEMBERS ATTENDED:

Sl. No	Name of the Members	Design/Dept
1	Dr. R. Manimekalai	Principal
2	Ms. Banumathy K	Department-in-Charge (A&F)
3	Dr.C.Nithya	Assistant Professor (A&F)
4	Ms.A.Nivedha	Assistant Professor (A&F)
5	Ms.K.S. Pavithra	Assistant Professor (A&F)
6	Ms. Kirthika	Assistant Professor (Maths)
7	Dr.Jamuna Rani	Assistant Professor (BBA)
8	Deepika. S	B.COM (A/F)
9	Dhanalakshmi.D	B.COM(A/F)
10	Sanjushree. S	B.COM(A/F)
11	Hemalatha.M	B.COM(A/F)
12	Varsha.P	B.COM(A/F)
13	Shameena Rakshin.M	B.COM(A/F)



The following are the highlights of the FIRST class committee meeting held on 07.09.2022

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
Discussion on academic schedule, student discipline & attendance	Informed about activity planner of the department, explained the importance of student discipline & attendance	Ms.K.Banumathy
Internship participation	Explained about the importants internship participation.	Ms.K.S.Pavithra
Concept a Day	Informed students to do the Concept a Day	Ms.Kirthika
NPTEL courses, paper presentation, seminar, internship participation & student participation in other colleges, extension activities and sports	Encourage the students to enrol in NPTEL courses and explained the importance of paper presentation, attending seminars and internship	Dr. C.Nithya
Model Examination	Explained how to prepare for attend the model exams.	Ms. A.Nivedha
Text book & Library	Informed the students to utilize the library	Dr.Jamuna Rani



Syllabus coverage Subject 1: Corporate Accounting .	• Two units have been completed. • Students felt difficulty in understanding accounts	Dr.C.Nithya
Subject 2: Financial Reporting	• Two units were completed • Students need more notes. .	Ms.A.Nivedha
Subject 3: Banking Theory Law & Practice	• One unit completed and second unit is about to complete. • Notes given were sufficient.	Ms. Pavithra K.S
Subject 4: Marketing	• Two units Completed. • Notes given were sufficient for the subject.	Ms. K. banumathy
Subject 5: Business Statistics/Rural Economics	• Two units have been completed • Notes given were sufficient. • Students need more problems to workout.	Ms. Kirthika/Dr. Jamuna Rani

A. Nivedha

Class in-charge

HOD

Principal

DR. MGR JANAKI COLLEGE FOR WOMEN ★ CHENNAI - 28

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CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE Action taken report	
Document ID:	**MJC/BAF/S1/2022/CCM 01**	**Department:**	B.COM (A&F)
Name of the Chairperson:	Ms.Banumathy K	**Even/Odd:**	ODD
Academic Year:	2022-2023	**Year/Sem**	II/III
Course:	II B.Com Accounting & Finance	**Date**	07.09.2022

The Following is the Action taken report for the FIRST class committee meeting held on 07.09.2022.

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Syllabus completion of all subjects	It was informed to the students that the last day of completing the syllabus will be in October 2022.	Subject in-charges informed to the students about the final date for the completion of the syllabus.
Internship participation	Students are requesting to make use of the internship programs offers through the college.	Student-in-charge informed to the students about the internship programs offers through the college. Every Tuesday has been consider as holiday for second years for them to spend time for internship.
Student participation in inter-college and intra-college events.	Students are requesting to participate in every college competitions within the college and outside college.	Class in-charge was instructed to follow the student committee for college events.
Model exam schedule discussions.	Model exam time table was discussed with the students.	Model exam time table was displayed on the notice board.

Class in-charge **HOD** **Principal**

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

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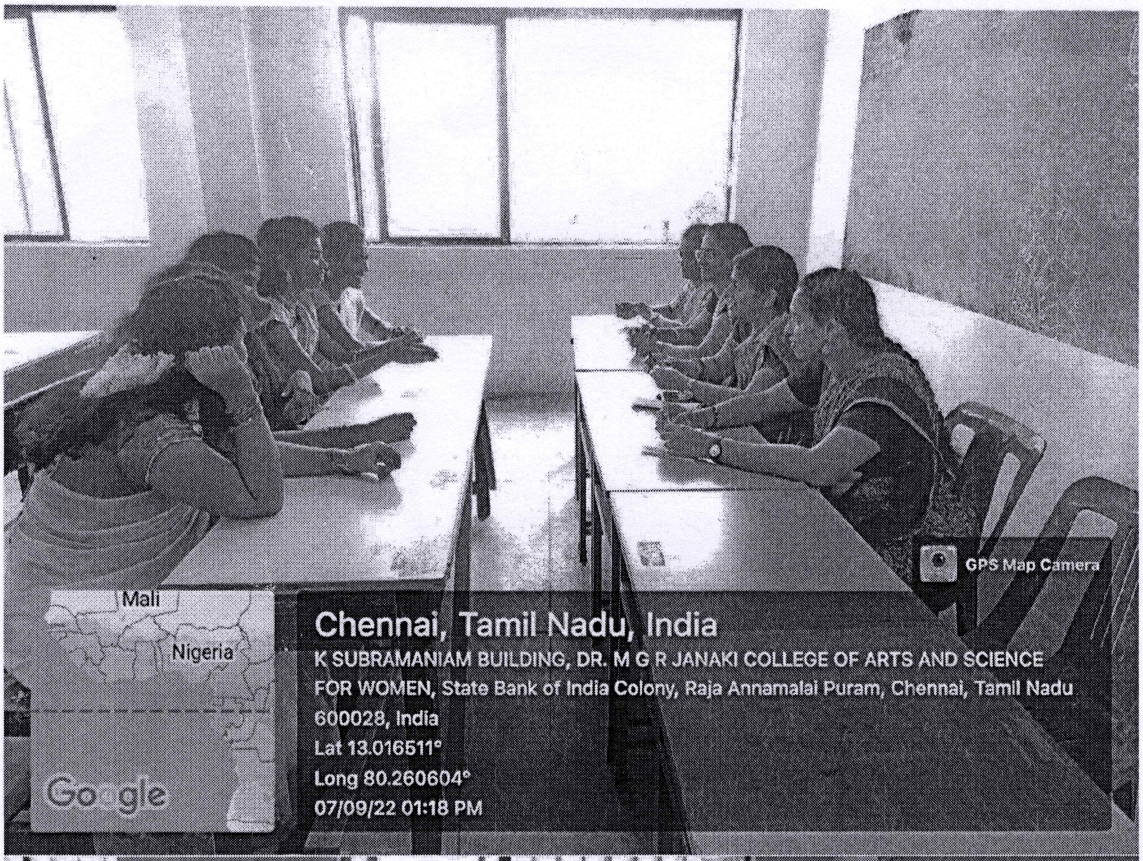

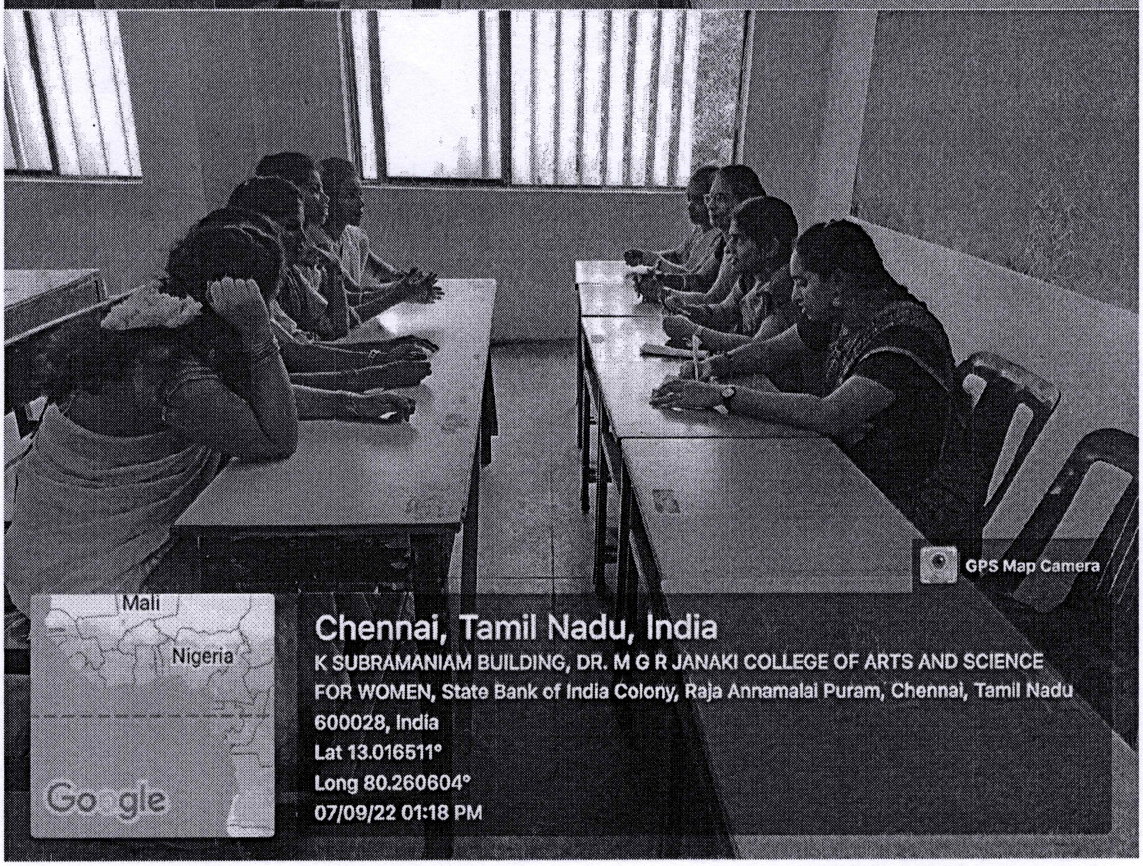

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	MJC/BAF/S1/2023/CCM1	**Document Name:**	**Circular**
Name of the Mentor:	K.S.PAVITHRA	**Course/ Dept:**	B.COM (A&F)
Name of Chairman:	K.BANUMATHY	**Even/Odd:**	EVEN
Academic Year:	2022-2023	**Batch:**	2020-2023
Year:	III YEAR	**Semester:**	VI
CC Meeting No:	01	**Date :**	30.01.2023

The First class committee meeting for B.COM III Year Commerce (ACCOUNTING & FINANCE) for the academic year 2022-2023, VI semester will be held on **06.02.2023** at 1.00 pm in Room No. **A13** as per the following agenda.

Agenda Detail
1. Discussion on Online class. 2. Concept a day 3. Discussion on workshop/guest lecture. 4. Seminar for the students 5. NPTEL online courses 6. Paper presentation / Department magazine preparation. 7. Internship Report preparation /Placement utilization. 8. Students participation in other colleges / External events 9. Library Utilization. 10. Internal Examination dates and related points 11. Attendance /Leave letters submission. 12. Sports/ NSS activities 13. Students Discipline

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Ms .K. Banumathy	Department –in- charge	
3.	Dr.C.Nithya	Assistant Professor	
4.	Ms. A. Nivedha	Assistant Professor	
5.	Ms.K.S.Pavithra	Assistant Professor	
6.	R.Subalakshmi	B.com (A&F)	
7.	S.S Yamini	B.com (A&F)	
8.	Siyamala. M	B.com (A&F)	
9.	Hemapriya. S	B.com (A&F)	
10.	Archana. Y	B.com (A&F)	
11.	Sandiya.k	B.com (A&F)	

Class in charge

HOD
Ms. K. BANUMATHY

PRINCIPAL
Dr. R. MANIMEKALAI

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

PRINCIPAL
DR. MGR JANAKI COLLEGE OF
ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	MJC/BAF/S1/2023/CCM1/ATT1	**Document Name:**	**Attendance**
Name of the Mentor:	K.S.PAVITHRA	**Course/ Dept:**	B.COM (A&F)
Name of Chairman:	K.BANUMATHY	**Even/Odd:**	EVEN
Academic Year:	2022-2023	**Batch:**	2020-2023
Year:	III YEAR	**Semester:**	VI
CC Meeting No:	01	**Date :**	06.02.2023

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Ms .K. Banumathy	Department –in- charge	
3.	Dr.E. Nirmala	Assistant Professor	
4.	Dr.C.Nithya	Assistant Professor	
5.	Ms. A. Nivedha	Assistant Professor	
6.	Ms.K.S.Pavithra	Assistant Professor	
7.	R.Subalakshmi	B.com (A&F)	
8.	S.S Yamini	B.com (A&F)	
9.	Siyamala. M	B.com (A&F)	
10.	Hemapriya. S	B.com (A&F)	
11.	Archana. Y	B.com (A&F)	
12.	Sandiya.k	B.com (A&F)	

CCC **HOD** **PRINCIPAL**

JANAKI COLLEGE FOR CHENNAI - 93

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CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BAF/S1/2023/CCM 01**	**Document Name:**	**Minutes of the meeting**
Chairperson:	Ms. K.BANUMATHY	**Department:**	B.COM A/F
Academic Year:	2022-2023	**Even/Odd:**	EVEN
Course:	B.COM (A/F)	**Batch:**	2020 - 2023
Year/Sem	III/VI	**Semester:**	VI
CC Meeting No:	1	**Date :**	06.02.2023

NATURE OF MEETING	**CLASS COMMITTEE MEETING**
VENUE	**ROOM NO. A13**
SCHEDULED DATE: 06.02.2023	
CONVENED ON (DATE) 06.02.2023	**TIME: 1.00 PM TO 1.30 PM**

LIST OF MEMBERS ATTENDED:

Sl. No	Name of the Members	Design/Dept
1	Dr. R. Manimekalai	Principal
2	Ms. Banumathy K	Department-in-Charge (A&F)
3	Dr.C.Nithya	Assistant Professor (A&F)
4	Ms.A.Nivedha	Assistant Professor (A&F)
5	Ms.K.S. Pavithra	Assistant Professor (A&F)
6	Dr.E.Nirmala	Assistant Professor (Gen)
7	Sandhiya.k	B.COM (A/F)
8	Archana.Y	B.COM(A/F)
9	Hemapriya.S	B.COM(A/F)
10	Siyamala.M	B.COM(A/F)
11	Yamini.S.S	B.COM(A/F)
12	Subhalakshmi.R	B.COM(A/F)

DR. MGR JANAKI COLLEGE FOR WOMEN ★ CHENNAI - 28

The following are the highlights of the FIRST class committee meeting held on 06.02.2023

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
Discussion on academic schedule, student discipline & attendance	Informed about activity planner of the department, explained the importance of student discipline & attendance.	Ms.K.Banumathy
Internship participation	Explained about the internship Report preparation. And submission date .	Ms.K.S.Pavithra
Text book & Library	Explained about the usage & procedures of library textbooks.	Dr.E.Nirmala
paper presentation, seminar, internship participation & student participation in other colleges, extension activities and sports	Encourage the students for paper presentation for college and department magazine. and explained the importance of paper presentation and club activites.	Dr. C.Nithya
Internal Examination	Explained how to prepare for attend the Internal exam and timetable.	Ms. A.Nivedha



Syllabus coverage Subject 1: Advanced Cost Accounting	• One and Half units have been completed. • Students expect more sums to be worked out with illustration.	Ms.A.Nivedha
Subject 2: Management accounting	• Two units were completed • Notes for the subject was sufficient. • Felt difficult to byheart the formulas. .	Dr.C.Nithya
Subject 3: Income tax II	• Two unit completed . • Students felt little bit improvement in understanding IT.	Ms. K. Banumathy
Subject 4: Entrepreneurial Development	• Two units Completed. • Students expect sufficient notes for the subject.	Ms. Pavithra K.S
Subject 5: Financial services	• Two units have been completed • Notes given were sufficient.	Dr.E.Nirmala



Even Sem 2022

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE Action Taken report	
Document ID:	**MJC/BAF/S1/2023/CCM 01**	**Department:**	B.COM (A&F)
Name of the Chairperson:	Ms.Banumathy K	**Even/Odd:**	EVEN
Academic Year:	2022-2023	**Year/Sem**	III/VI
Course:	III B.Com Accounting & Finance	**Date**	17/02/2023

The Following is the Action taken report for the First class committee meeting held on 06.02.2023

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Syllabus completion of all subjects	It was informed to the students that the last day of completing the syllabus will be in March 2023.	Subject in-charges informed to the students that the final date for the completion of the syllabus will tentatively by April 2023
Student participation in inter-college and intra-college events.	Students are requested to participate in all events and competitions within the college and outside college.	Students are actively participating in events and competitions within and outside college and continuous follow up is done by the faculty
Internalexam-I discussions.	Internal exam-I absenteeism was discussed with the students.	Students were instructed to be regular for Internal Exams. Parents were called over phone and informed about their ward's absence in the Internal Exam.
Internship Report	Students were asked to submit their report before march.	Student mentors corrected the report and asked the students to take printout.

Panthra. KS

Class in-charge

HOD

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

Principal

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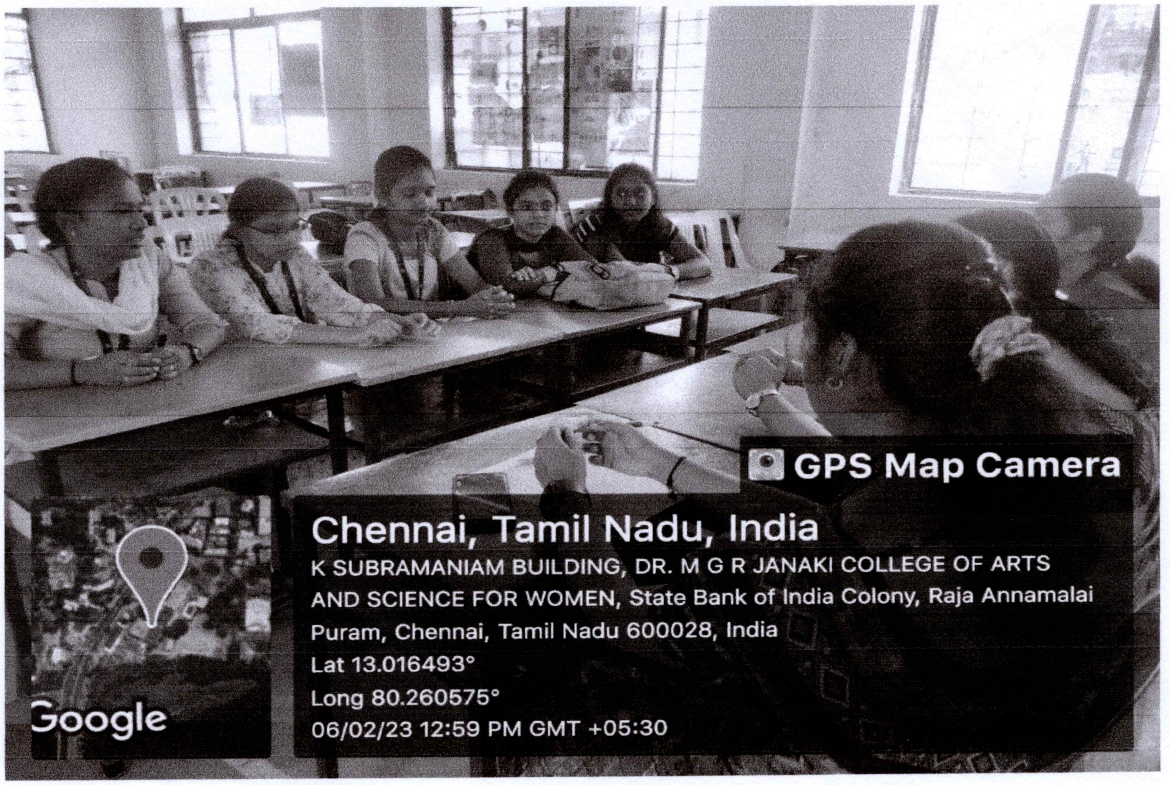
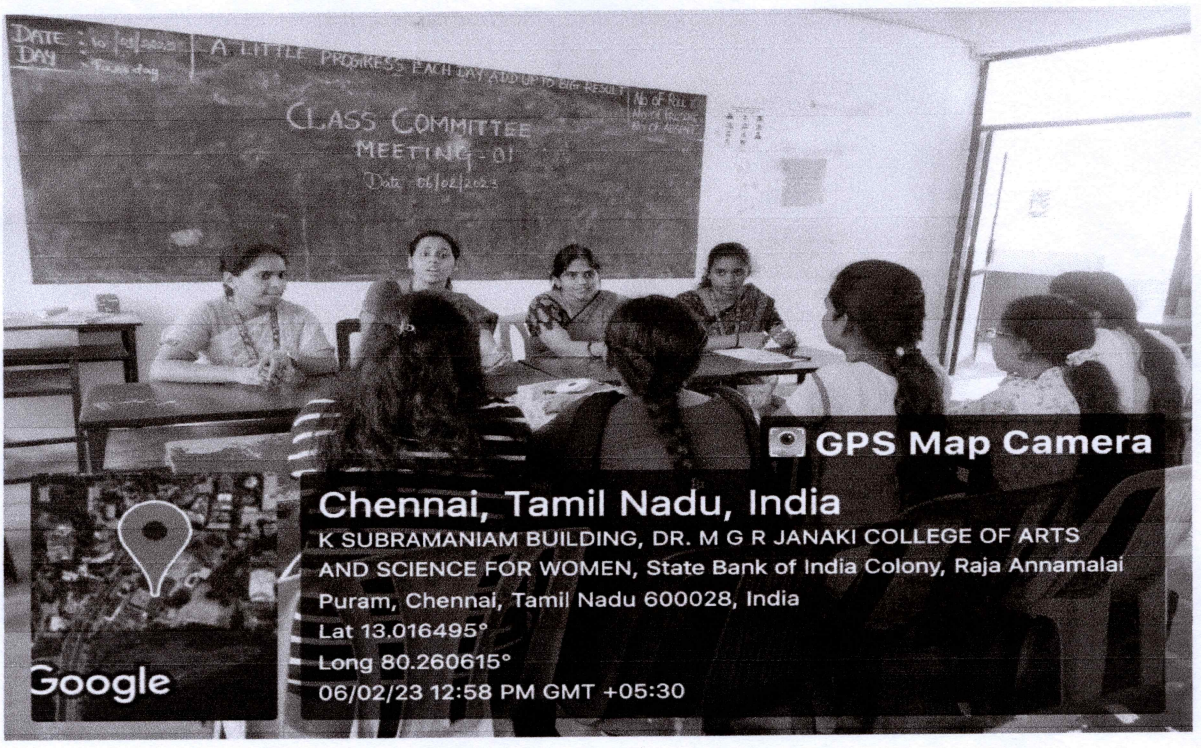
CHENNAI - 600 028.





Class in-charge

HOD

Principal

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/B.Sc. MIC/2022/CCM1/CCR1**	**Document Name:**	**Circular**
Name of the Mentor:	Ms. M.G.Anu	**Course/ Dept:**	B.Sc. MICROBIOLOGY
Name of Chairman:	Dr.V.Nithyakalyani	**Even/Odd:**	ODD
Academic Year:	2022-2023	**Batch:**	2021-2023
Year:	III	**Semester:**	V
CC Meeting No:	01	**Date:**	16.08.2022

The class committee meeting for III B.SC MICROBIOLOGY for the academic year 2022-2023, V semester will be held on 18.08.2022 at 01:00 pm in S4 (SCIENCE BLOCK) as per the following agenda:

Agenda Detail
1. Syllabus discussion 2. Attendance 3. Internal tests regarding 4. Library and books 5. Record work & Practical

S.No	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Dr. V. Nithya Kalyani	Faculty In charge	
3.	Ms. M.G. Anu	Asst. professor/Microbiology	
4.	Dr. V. Nithya Kalyani	Asst. professor/Microbiology	
5.	Dr. Shahin Zahir	Asst. professor/Microbiology	
6.	Dr. R. Vidhya Lakshmi	Asst. professor/Microbiology	

JANAKI COLLEGE FOR WOMEN DR. MGR CHENNAI - 28

7.	Ms S. Preethi	Asst. professor/Microbiology	
8.	Dr. C. Banu Rekha	Asst. professor/Microbiology	
9.	B. Saranya	MIC-Class committee member	
10.	U. Tharini	MIC-Class committee member	
11.	H. Meena	MIC-Class committee member	
12.	K. Lokeshwari	MIC-Class committee member	
13.	K. Shanmadhi	MIC-Class committee member	
14.	S. Janani	MIC-Class committee member	
15.	D. Dharshini	MIC-Class committee member	

CCC

HOD

DEPT. OF MICROBIOLOGY
DR. MGR JANAKI COLLEGE CHENNAI-28

PRINCIPAL

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/B.Sc. MIC/2022/CCM1/ATT 2**	**Document Name:**	**Attendance**
Name of the Mentor:	Ms. M.G.Anu	**Course/ Dept:**	B.Sc. MICROBIOLOGY
Name of Chairman:	Dr.V.Nithyakalyani	**Even/Odd:**	ODD
Academic Year:	2022-2023	**Batch:**	2021-2023
Year:	III	**Semester:**	V
CC Meeting No:	01	**Date:**	18.08.2022

S.No	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Ms. M.G. Anu	Asst. professor/Microbiology	M. G. Anu
3.	Dr. Shahin Zahir	Asst. professor/Microbiology	
4.	Dr. R. Vidhya Lakshmi	Asst. professor/Microbiology	
5.	Ms S. Preethi	Asst. professor/Microbiology	
6.	Dr. C. Banu Rekha	Asst. professor/Microbiology	
7.	B. Saranya	MIC-Class committee member	B. Saranya
8.	U. Tharini	MIC-Class committee member	U. Thf
9.	H. Meena	MIC-Class committee member	H. Mn
10.	K. Lokeshwari	MIC-Class committee member	
11.	K. Shanmadhi	MIC-Class committee member	K. Shanmadhi
12.	S. Janani	MIC-Class committee member	S. Janani
13.	D. Dharshana	MIC-Class committee member	D.

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/B.Sc. MIC/2022/CCM1/**M.Sc.M3	**Document Name:**	**Minutes of meeting**
Name of the Mentor:	Ms. M.G.Anu	**Course/ Dept:**	B.Sc. MICROBIOLOGY
Name of Chairman:	Dr.V.Nithyakalyani	**Even/Odd:**	ODD
Academic Year:	2022-2023	**Batch:**	2021-2023
Year:	III	**Semester:**	V
CC Meeting No:	01	**Date:**	18.08.2022

NATURE OF MEETING:	Class Committee Meeting
VENUE:	S4 Class room
SCHEDULED DATE:	18:08:2022
CONVENED ON (DATE):	18:08:2022
TIME:	01:00pm

LIST OF MEMBERS ATTENDED:

S.No	Name of the Members	Name of the Department
1.	Dr. R. Manimekalai	Principal
2.	Ms. M.G. Anu	Asst. professor/Microbiology
3.	Dr. Shahin Zahir	Asst. professor/Microbiology
4.	Dr. R. Vidhya Lakshmi	Asst. professor/Microbiology
5.	Ms S. Preethi	Asst. professor/Microbiology
6.	Dr. C. Banu Rekha	Asst. professor/Microbiology
7.	B. Saranya	MIC-Class committee member
8.	U. Tharini	MIC-Class committee member
9.	H. Meena	MIC-Class committee member
10.	K. Lokeshwari	MIC-Class committee member
11.	K. Shanmadhi	MIC-Class committee member
12.	S. Janani	MIC-Class committee member
13.	D. Dharshana	MIC-Class committee member

The following are the highlights of the Class Committee Meeting held on 18/08/2022

DR. MGR JANAKI COLLEGE ... CHENNAI - 28

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/REMARKS
Theory syllabus Review: **1. Medical Bacteriology**	i. Two units completed and the notes were given by the faculty. ii. Seminar topic and Assignment are yet to be given.	Ms. M.G. Anu
2. Medical Virology	i. Portions were completed for the Second Internal Assessment. ii. August month assignment were submitted by the students iii. Seminar Topic for the students are yet to be given	Dr. V. Nithya Kalyani Dr. Shahin Zahir
3. Medical Mycology and Parasitology	i. Two units in mycology and two units in parasitology were completed ii. Assignments and Seminar topics were given to the student iii. Proper notes were given by the faculty	Dr. R. Vidhya Lakshmi Ms S. Preethi
4. Genetic Engineering	i. Portions were completed for the Second Internal Assessment ii. Based on the completed syllabus Notes and books were referred to the students	Dr. Ramya Anandhan
Practical Review: **5. Medical Microbiology practical**	i. Started with basic Practical techniques ii. Morphology of various fungi were examined with LPCB mount iii. Started with Record works	Ms. M.G. Anu Dr Ramya Anandhan Dr. V. Nithya Kalyani Dr. Shahin Zahir
6. Internship	Students were encouraged to complete their internship in different field and highlighted with the instruction to submit the report before October.	M. G. Anu
7. NPTEL	Students are encouraged to join the NPTEL course.	M. G. Anu

Class in-charge

HOD

Principal

DEPT. of MICROBIOLOGY DR. MGR JANAKI COLLEGE CHENNAI-28

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/B.Sc. MIC/2022/CCM1/ATR4**	**Document Name:**	**Action taken report**
Name of the Mentor:	Ms. M.G.Anu	**Course/ Dept:**	B.Sc. MICROBIOLOGY
Name of Chairman:	Dr.V.Nithyakalyani	**Even/Odd:**	ODD
Academic Year:	2022-2023	**Batch:**	2021-2023
Year:	III	**Semester:**	V
CC Meeting No:	01	**Date:**	18.08.2022

The following are the action taken report for the class committer meeting held on 18/08/2022

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Syllabus completion of all subjects and laboratory	I. Students are informed to complete their Assignment, Seminars and Record works on the given dates.	Faculty in-charge will plan accordingly to complete the syllabus and practical works
Internship	I. Students are encouraged to complete the internship in this academic year. II. Students were instructed to submit the Internship report before the month of October	Faculty in-charge will update with the student's name list and institutions offering various internship courses.
NPTEL	I. Instructions were given for the students to join in any NPTEL course	Registration details to be collected by the faculty in-charge

M. G. Anu

Class in-charge

HOD

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DEPT. OF MICROBIOLOGY M.G.R. JANAKI COLLEGE CHENNAI-28

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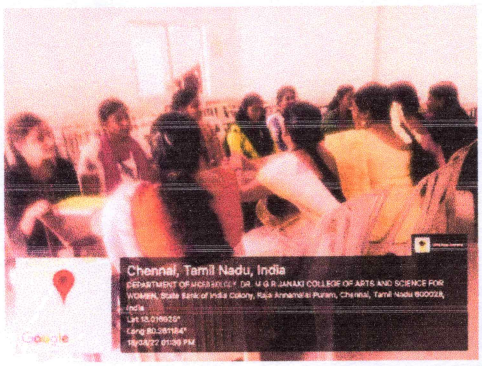
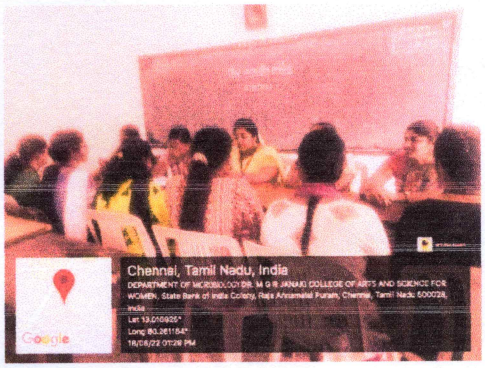
Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/B.Sc. MIC/2022/CCM1/1** PHOTOS	**Document Name:**	**Action Taken Report-photos**
Name of the Mentor:	Ms M. G. ANU	**Course/ Dept:**	B.Sc. MICROBIOLOGY
Name of Chairman:	Dr.V.NITHYAKALYANI	**Even/Odd:**	ODD
Course:	2022-2023	**Batch:**	2020-2023
Year:	III	**Semester:**	V
CC Meeting No:	01	**Date:**	18.08.2022

The following are the action taken report for the Class Committee meeting held on 18/08/2022





M. G. Anu
CLASS IN-CHARGE

V. Nithyakalyani
HOD

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DEPT. of MICROBIOLOGY Dr. M.G.R. JANAKI COLLEGE CHENNAI

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/M.Sc. MIC/2022/CCM1/CCR1**	**Document Name:**	**Circular**
Name of the Mentor:	Dr. SHAHIN ZAHIR	**Course/ Dept:**	M.Sc. APPLIED MICROBIOLOGY
Name of Chairperson:	Dr.D.LAKSHMI PRIYA	**Even/Odd:**	ODD
Academic Year:	2022-2023	**Batch:**	2022-2024
Year:	I	**Semester:**	I
CC Meeting No:	01	**Date :**	21.09.2022

The class committee meeting for M.SC I-APPLIED MICROBIOLOGY for the academic year 2022-2023, I semester will be held on 26.09.2022 at 01:05 pm in the classroom-S5 as per the following agenda:

Agenda Detail
1. Subject seminar for students
2. Internship details
3. Internal assessment marks discussion
4. Library books
5. Attendance
6. Record work & Practicals

Sl.No	Name of the Members	Name of the Department	Signature
1	Dr.R.Manimekalai	Principal	
2	Dr.Shahin Zahir	Faculty In charge	
3	Dr. Lakshmipriya	Asst.professor/Microbiology	
4	Dr.V.Nithyakalyani	Asst.professor/Microbiology	
5	Dr.Ramya Anandan	Asst.professor/Microbiology	
6	Ms. Preeti	Asst.professor/Microbiology	
7	Ruthranjana G	MB-Class committee member	

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

8	Kamatchi N	MB-Class committee member	N. Kamatchi.
9	Parvathy P Nair	MB-Class committee member	
10	Snegha B	MB-Class committee member	B. Snegha.
11	Shree Selvi T	MB-Class committee member	T. Shree Selvi.
12	SindhuB	MB-Class committee member	B. Sindhu
13	Rajalakshmi B.V	MB-Class committee member	B.V. Rajalakshmi
14	Priyadharshini R.M	MB-Class committee member	R.M. Priyadharshini.

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Dept of MICROBIOLOGY Dept of MICROBIOLOGY

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/M.Sc. MIC/2022/CCM1/ATT2**	**Document Name:**	**Attendance**
Name of the Mentor:	Dr. SHAHIN ZAHIR	**Course/ Dept:**	M.Sc. APPLIED MICROBIOLOGY
Name of Chairperson:	Dr.D.LAKSHMI PRIYA	**Even/Odd:**	ODD
Academic Year:	2022-2023	**Batch:**	2022-2024
Year:	I	**Semester:**	I
CC Meeting No:	01	**Date:**	26.09.2022

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Dr.Shahin Zahir	Faculty In charge	
3.	Dr. Lakshmipriya	Asst.professor/Microbiology	
4.	Dr.V.Nithyakalyani	Asst.professor/Microbiology	
5.	Dr.Ramya Anandan	Asst.professor/Microbiology	
6.	Ms. Preeti	Asst.professor/Microbiology	
7.	Ruthranjana G	MB-Class committee member	
8.	Kamatchi N	MB-Class committee member	
9.	Parvathy P Nair	MB-Class committee member	
10.	Snegha B	MB-Class committee member	
11.	Shree Selvi T	MB-Class committee member	
12.	Sindhi B	MB-Class committee member	
13.	Rajalakshmi B.V	MB-Class committee member	
14.	Priyadharshini R.M	MB-Class committee member	

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/M.Sc. MIC/2022/CCM1/** MOM3	**Document Name:**	**Minutes of the Meeting**
Chairperson:	Dr.D.LAKSHMI PRIYA	**Department:**	M.Sc. APPLIED MICROBIOLOGY
Academic Year:	2022-2023	**Even/Odd:**	ODD
Course:	M.Sc	**Batch:**	2022-2024
Year/Sem	I/I	**Semester:**	I
CC Meeting No:	01	**Date :**	26.09.2022

NATURE OF MEETING	**CLASS COMMITTEE MEETING**
VENUE	**CLASS ROOM –S5**
SCHEDULED DATE: 26.09.2022	
CONVENED ON (DATE) :26.09.2022	**TIME: 1:05-2:30pm**

LIST OF MEMBERS ATTENDED:

Sl.No	Name of the Members	Name of the Department
1	Dr.R.Manimekalai	Principal
2	Dr.Shahin Zahir	Faculty In charge
3	Dr. Lakshmipriya	Asst.professor/Microbiology
4	Dr.Ramya Anandan	Asst.professor/Microbiology
5	Ms. Preeti	Asst.professor/Microbiology
6	Ruthranjana G	MB-Class committee member
7	Kamatchi N	MB-Class committee member
8	Parvathy P Nair	MB-Class committee member
9	Snegha B	MB-Class committee member
10	Shree Selvi T	MB-Class committee member
11	Sindhi B	MB-Class committee member
12	Rajalakshmi B.V	MB-Class committee member
13	Priyadharshini R.M	MB-Class committee member

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The following are the highlights of the class committee meeting held on 26.09.2022

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
Syllabus coverage	• Briefed about the Updated New Syllabus. • Change in the Subject papers were informed.	**Handled by**
Subject 1 Microbial Taxonomy	Unit I - Completed	Dr. D.Lakshmi Priya
Subject 2: General Microbiology	Unit I - Completed	Dr.V.Nithyakalyani
Subject 3: Immunology	Unit I - Completed	Dr. Ramya Anandan
Subject 4: Metabolic Pathway	Unit II - Completed	Dr. Shahin Zahir
Subject 5: Microbial Diversity	Unit I - Completed	Ms. Preeti. S
PRACTICALS : GM	SOPs were briefed.	Dr.V.Nithyakalyani & Dr. D.Lakshmi Priya
PRACTICALS : IMMUNOLOGY	lab procedures were explained.	Dr. Ramya Anandan & Ms. Anu
Text books and notes for all subjects	Students were advised to use the Text books referred to the particular subjects. Use of Library was instructed	Dr. Shahin Zahir
Internal Assessment	Students were informed about the importance of IA & Model Examination.	Dr. Shahin Zahir

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Soft skill	Students were informed about their soft skill paper and its importance	
NPTEL/MOOC	Students were encouraged to enroll in NPTEL/MOOC courses	
Attendance	Instructions were given to avoid absence to the regular classes.	
Internship	Students informed that their internship program was very useful They also suggested that the Internship can be chosen according to the individual interest rather than the group internship	
Seminar & Assignment	Students were informed about the seminars and Assignments involvement & the importance of the same.	
University Examinations	Instructions were given to the students about the preparation for exam and how to present the paper in university examinations. General Protocols of Examination were elaborated.	

Class In-Charge **HOD** **Principal**

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DEPT. of MICROBIOLOGY D.M.R. JANAKI COLLEGE CHENNAI-28

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/M.Sc. MIC/2022/CCM1/ATR4**	**Document Name:**	**Action taken report**
Chairperson:	Dr.D.LAKSHMI PRIYA	**Department:**	M.Sc. APPLIED MICROBIOLOGY
Academic Year:	2022-2023	**Even/Odd:**	ODD
Course:	M.Sc	**Batch:**	2022-2024
Year/Sem	I/I	**Semester:**	I
CC Meeting No:	01	**Date :**	26.09.2022

The Following is the Action taken report for the class committee meeting held on 26.09.2022

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Syllabus completion of all subjects and laboratory.	Students were told about the university exam and about the new syllabus.	Faculty were advised to cover the syllabus well on time
Text books and notes for all subjects	Students have requested to allot two hours for library reference Students were encouraged to publish articles in journals	Two hours were assigned to make use of the Library Project work of the seniors were given as reference Students were given sample Journals to study
Internship	Students informed that their internship program and its importance.	Students were asked to present their Internship report

Class in-charge **HOD** **Principal**

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DEPT. of MICROBIOLOGY Dr. M.G.R. JANAKI COLLEGE CHENNAI-28

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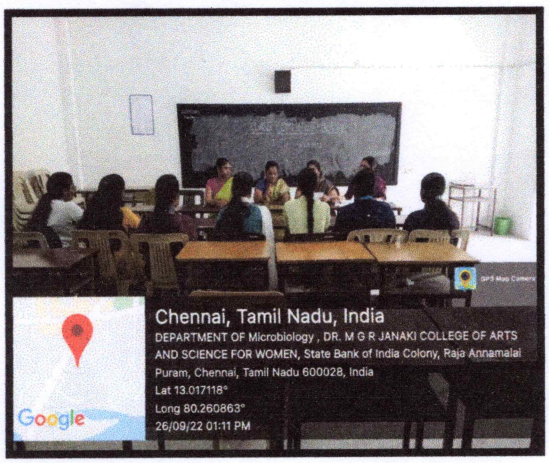
Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/M.Sc. MIC/2022/CCM1/ATR**	**Document Name:**	**Action Taken Report-photos**
Name of the Mentor:	Dr.SHAHIN	**Course/ Dept:**	M.Sc. MICROBIOLOGY
Name of Chairperson:	Dr.D.LAKSHMI PRIYA	**Batch**	2022-2024
Academic Year	2022-2023	**Even/Odd:**	ODD
Course:	M.Sc	**Year/SEM**	I/I





DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/B.Sc MIC/2023/CCM1/CCR1**	**Document Name:**	**Circular**
Name of the Mentor:	DR.R.VIDHYALAKSHMI	**Course/ Dept:**	BSC MICROBIOLOGY
Name of Chairman:	DR.V.NITHYAKALYANI	**Even/Odd:**	EVEN
Academic Year:	2022-2023	**Batch:**	2022-2025
Year:	I	**Semester:**	II
CC Meeting No:	01	**Date :**	7.02.2023

The class committee meeting for **I BSC MICROBIOLOGY** for the academic year **2022-2023 II semester** will be held on 08.02.2023 **at 12.55 pm** in the Class room-**S2** as per the following agenda

Agenda Detail
1. Performance in IA-1 2. Availability of study material 3. Exam Registration For Semester-II 4. Participation in all Extracurricular Activities. 5. Practical sessions and Record completion. For Semester-1& II 6. Importance of Attendance and Saturday Classes

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Dr.V.Nithyakalyani	Faculty In-charge	V. Nithyakalyani
3.	Dr.R.Vidhyalakshmi	Class Teacher	
4.	Ms. Preethi	Co-class Teacher / Soft skill	S. Preethi
5.	Dr.Shahin Zahir	Bioinstrumentation	
6.	Dr.Ambika	Tamil	
7.	Ms.Rajalakshmi	English	
8.	Priyadharshini.S	MIC- Class Committee Member	
9.	Madhumitha.S	MIC- Class Committee Member	Madhumitha.S
10.	Vaishnavi.D	MIC- Class Committee Member	Vaishnavi
11.	Divisha.P	MIC- Class Committee Member	Divisha. P.
12.	Kiruthika.K	MIC- Class Committee Member	Kiruthika. K.
13.	Praseeda.P	MIC- Class Committee Member	Praseeda Padmanabhan
14.	Sivapriya.L	MIC- Class Committee Member	L. Sivapriya.
15.	Shaheen.F.J	MIC- Class Committee Member	F.J.

V. Nithyakalyani

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V. Nithyakalyani

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/B.Sc. MIC/2023/CCM 1 /ATT2**	**Document Name:**	**Attendance**
Name of the Mentor:	Dr. R.VIDHYALAKSHMI	**Course/ Dept:**	B.Sc. MICROBIOLOGY
Name of Chairman:	DR.V.NITHYAKALYANI	**Even/Odd:**	EVEN
Academic Year:	2022-2023	**Batch:**	2022-2025
Year:	I	**Semester:**	II
CC Meeting No:	01	**Date :**	8.02.2023

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Dr.V.Nithyakalyani	Faculty In-charge	
3.	Dr.R.Vidhyalakshmi	Class Teacher	
4.	Ms. Preethi	Co-class Teacher / Soft skill	
5.	Dr.Shahin Zahir	Bioinstrumentation	
6.	Dr.Ambika	Tamil	
7.	Ms.Rajalakshmi	English	
8.	Priyadharshini.S	MIC- Class Committee Member	
9.	Madhumitha.S	MIC- Class Committee Member	
10.	Vaishnavi.D	MIC- Class Committee Member	
11.	Divisha.P	MIC- Class Committee Member	
12.	Kiruthika.K	MIC- Class Committee Member	
13.	Praseeda.P	MIC- Class Committee Member	
14.	Sivapriya.L	MIC- Class Committee Member	
15.	Shaheen.F.J	MIC- Class Committee Member	

CCC **HOD** **PRINCIPAL**

DEPT. OF MICROBIOLOGY D.G. JANAKI COLLEGE CHENNAI-28

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CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/B.Sc MIC/2023/CCM01/MOM3**	**Document Name:**	**MINUTES OF MEETING**
Chairperson:	DR.V.NITHYAKALYANI	**Department:**	**MICROBIOLOGY**
Academic Year:	2022-2023	**Even/Odd:**	EVEN
Course:	BSC	**Batch:**	2022-2025
Year/Sem	I/II	**Semester:**	II
CC Meeting No:	01	**Date :**	08.02.2023

NATURE OF MEETING	**CLASS COMMITTEE MEETING**	
VENUE	**S-2**	
SCHEDULED DATE:	**08.02.2023**	
CONVENED ON (DATE)	**08.02.2023**	**TIME: 1.05 PM**

LIST OF MEMBERS ATTENDED:

Sl.No	Name of the Members	Name of the Department
1.	Dr.R.Manimekalai	Principal
2.	Dr.V.Nithyakalyani	Faculty In-charge
3.	Dr.R.Vidhyalakshmi	Class Teacher
4.	Ms. Preethi.S	Co-class Teacher / Soft skill
5.	Dr.Shahin Zhair	Bioinstrumentation
6.	Dr.Ambika	Tamil
7.	Ms.Rajalakshmi	English
8.	Priyadharshini.S	MIC- Class Committee Member
9.	Madhumitha.P	MIC- Class Committee Member
10.	Vaishnavi.D	MIC- Class Committee Member
11.	Jenifer.R	MIC- Class Committee Member
12.	Menakadevi.K	MIC- Class Committee Member
13.	Praseeda.P	MIC- Class Committee Member
14.	Sivapriya.L	MIC- Class Committee Member
15.	Lokeshvari.C	MIC- Class Committee Member

JANAKI COLLEGE FOR WOMEN CHENNAI - 28

The following are the highlights of the class committee meeting held on 08.02.2023

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
Performance in IA-1	Discussed about students' performance in IA-1 for all the subjects. Performance in Allied paper was not as expected. Students expressed their need for group studies after class hours	Interested students would stay till 1.30 pm for additional classes and doubt clearing sessions would be conducted. Subject staff would take care of the session.
Availability of study material	Enquired about the study material availability before Assessments. Study materials for the syllabus covered in IA-1 were given on time.	Students would be encouraged for group studies to avoid concept confusion. Group coordinators would lead the session in staff presence.
Exam Registration For Semester-II	Information about the exam registration for semester was highlighted.	Students were instructed to pay the exam fees on time.
Participation in all Extracurricular Activities.	Students encouraged for participation in all events. Extrovert students will join with identified talents and involve them in participation.	Assistant representative of class and Cultural secretary.
Practical sessions and Record completion. For Semester-1 & II	Record to be completed for Semester I and made ready. Records materials for Semester II were already given and writing work started.	Staff in-charge for the practical would be responsible.
Importance of Attendance and Saturday Classes	Students informed not to take leave or come late for Saturday classes	Absenteeism would be intimated to parents on the same day by staff in-charge

Class in-charge

V. Nithyshoby

HOD

Principal

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

DEPT. OF MICROBIOLOGY M.G.R. JANAKI COLLEGE CHENNAI

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DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/B.Sc MIC/2023/CCM01/CAT.R4**	**Document Name:**	ACTION TAKEN REPORT
Chairperson:	DR.V.NITHYAKALYANI	**Department:**	**MICROBIOLOGY**
Academic Year:	2022-2023	**Even/Odd:**	EVEN
Course:	BSC	**Batch:**	2022-2025
Year/Sem	I/II	**Semester:**	II
CC Meeting No:	01	**Date :**	08.02.2023

The Following is the Action taken report for the class committee meeting held on 08.02.2023

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Performance in IA-1	Performance in Allied paper was not as expected. Students wanted extra sessions as they could not prepare well.	Remedial and enrichment sessions would be conducted.
Availability of study material	All the required materials are well available in advance	Subject staff ensures that it reaches all the students.
Exam Registration For Semester-II	Exam fees should be paid on time to avoid penalty.	Class in charge would insist students to pay the fees on time
Participation in all Extracurricular Activities.	Involvement of students in all the extracurricular activities including sports was discussed.	Students active participation would be encouraged in all inter and intra college competitions.
Practical sessions and Record completion. For Semester-1& II	Ensured the completion of Sem-I record.	Defaulters and students admitted late were instructed to complete the Sem I record work before 15.02.23.
Importance of Attendance and Saturday Classes	Students informed not to take leave or come late for Saturday classes. Discussed about Club activity hours on Saturdays and students involvement in the club activities.	Absenteeism would be intimated to parents on the same day by staff in-charge.

Class in-charge

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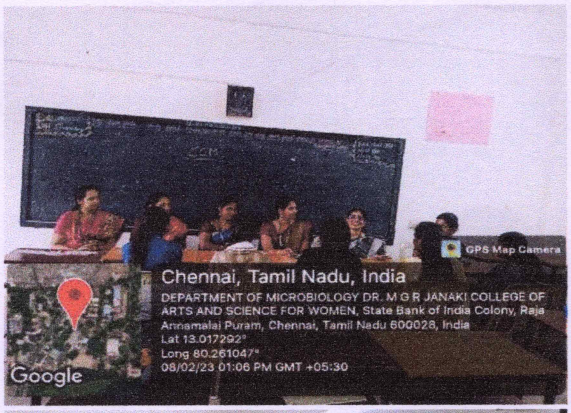
CHENNAI - 600 028.

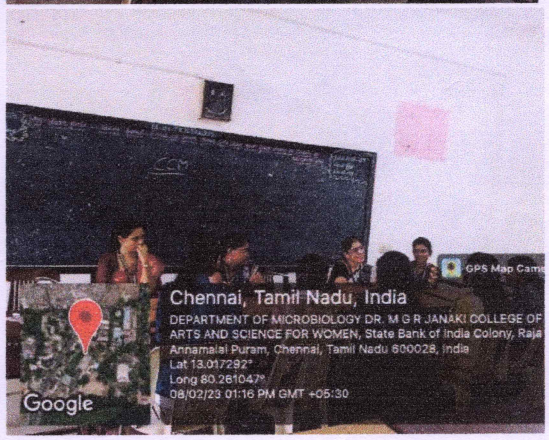
Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/B.Sc. MIC/2023/CCM01/CATR4**	**Document Name:**	**Action Taken Report-photos**
Name of the Mentor:	DR.R.VIDHYALAKSHMI	**Course/ Dept:**	B.Sc. MICROBIOLOGY
Name of Chairman:	DR.V.NITHYAKALYANI	**Even/Odd:**	EVEN
Course:	BSC	**Batch:**	2022-2025
Year:	I	**Semester:**	II
CC Meeting No:	01	**Date:**	08.02.2023

The following are the action taken report for the Class Committee meeting held on 08/02/2023









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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/M.Sc. MIC/2023/CCM2/CCR1**	**Document Name:**	**Circular**
Name of the Mentor:	Dr. SHAHIN ZAHIR	**Course/ Dept:**	M.Sc. MICROBIOLOGY
Name of Chairperson:	Dr.D.LAKSHMI PRIYA	**Even/Odd:**	EVEN
Academic Year:	2022-2023	**Batch:**	2022-2024
Year:	I	**Semester:**	II
CC Meeting No:	02	**Date :**	10.03.2023

The class committee meeting for M.SC I - MICROBIOLOGY for the academic year 2022-2023, II semester will be held on 15.03.2023 at 12:50 pm in the classroom-S5 as per the following agenda:

Agenda Detail	
1. Syllabus Coverage.	7. NPTEL – MOOC – Follow up
2. Internship – Follow up	8. Article Publication in reputed journal
3. College and Examination fee details For Even Sem.	
4. Library books. – Follow up	
5. Attendance, Submitting of leave letters – Follow up	
6. Seminars, Record work & Practicals – Follow up	

Sl.No	Name of the Members	Name of the Department	Signature
1	Dr.R.Manimekalai	Principal	
2	Dr.Shahin Zahir	Faculty In charge	
3	Dr. Lakshmipriya	Asst.professor/Microbiology	
4	Dr.V.Nithyakalyani	Asst.professor/Microbiology	
5	Dr. Ghanapriya.	Asst.professor/Microbiology	
6	Ms. M.G Anu	Asst.professor/Microbiology	
7	Dr. Yamuna N.R	Asst.professor/Mathematics	

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8	Dr. Nishandhini M	Asst.professor/ Bioinformatics	
9	Ruthranjana G	MB-Class committee member	G. Ruthranjana
10	Kamatchi N	MB-Class committee member	N. Kamatchi
11	Subhasree S	MB-Class committee member	S. Subhasree
12	Snegha B	MB-Class committee member	B. Snegha
13	Shree Selvi T	MB-Class committee member	T. Shree Selvi
14	Sindhi B	MB-Class committee member	B. Sindhi
15	Rajalakshmi B.V	MB-Class committee member	B.V. Rajalakshmi
16	Priyadharshini R.M	MB-Class committee member	R.M. Priyadharshini

CCC

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/M.Sc. MIC/2023/CCM2/ATT2**	**Document Name:**	**Attendance**
Name of the Mentor:	Dr. SHAHIN ZAHIR	**Course/ Dept:**	M.Sc. MICROBIOLOGY
Name of Chairperson:	Dr.D.LAKSHMI PRIYA	**Even/Odd:**	EVEN
Academic Year:	2022-2023	**Batch:**	2022-2024
Year:	I	**Semester:**	II
CC Meeting No:	02	**Date:**	15.03.2023

Sl.No	Name of the Members	Name of the Department	Signature
1	Dr.R.Manimekalai	Principal	
2	Dr. Shahin Zahir	Faculty In charge	
3	Dr. Lakshmipriya	Asst.professor/Microbiology	
4	Dr.V.Nithyakalyani	Asst.professor/Microbiology	
5	Dr. Ghanapriya.	Asst.professor/Microbiology	
6	Ms. M.G Anu	Asst.professor/Microbiology	
7	Dr. Yamuna N.R	Asst.professor/Mathematics	
8	Dr. Nishandhini M	Asst.professor/ Bioinformatics	
9	Ruthranjana G	MB-Class committee member	
10	Kamatchi N	MB-Class committee member	
11	Subhasree S	MB-Class committee member	
12	Snegha B	MB-Class committee member	
13	Shree Selvi T	MB-Class committee member	
14	Sindhu B	MB-Class committee member	
15	Rajalakshmi B.V	MB-Class committee member	
16	Priyadharshini R.M	MB-Class committee member	

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Dept. of MICROBIOLOGY Dr. MGR JANAKI COLLEGE CHENNAI-28

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/M.Sc. MIC/2023/CCM2/MoM3**	**Document Name:**	**Minutes of the Meeting**
Chairperson:	Dr.D.LAKSHMI PRIYA	**Department:**	M.Sc. MICROBIOLOGY
Academic Year:	2022-2023	**Even/Odd:**	Even
Course:	M.Sc	**Batch:**	2022-2024
Year/Sem	I/II	**Semester:**	II
CC Meeting No:	02	**Date :**	15.03.2023

NATURE OF MEETING	**CLASS COMMITTEE MEETING**	
VENUE	**CLASS ROOM –S5**	
SCHEDULED DATE: 15.03.2023		
CONVENED ON (DATE) :15.03.2023		**TIME: 12.50-1:20**

LIST OF MEMBERS ATTENDED:

Sl.No	Name of the Members	Name of the Department
1	Dr.R.Manimekalai	Principal
2	Dr.Shahin Zahir	Faculty In charge
3	Dr. Lakshmipriya	Asst.professor/Microbiology
4	Dr.V.Nithyakalyani	Asst.professor/Microbiology
5	Dr. Ghanapriya.	Asst.professor/Microbiology
6	Ms. M.G Anu	Asst.professor/Microbiology
7	Dr. Yamuna N.R	Asst.professor/Mathematics
8	Dr. Nishandhini M	Asst.professor/ Bioinformatics
9	Ruthranjana G	MB-Class committee member
10	Kamatchi N	MB-Class committee member
11	Subhasree S	MB-Class committee member
12	Snegha B	MB-Class committee member
13	Shree Selvi T	MB-Class committee member
14	Sindhu B	MB-Class committee member
15	Rajalakshmi B.V	MB-Class committee member

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16	Priyadharshini R.M	MB-Class committee member

The foilowing are the highlights of the class committee meeting held on 15.03.2023

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
Syllabus coverage		**Handled by**
Virology	Unit IV - Completed	Dr. Ghanapriya K
Medical Bacteriology	Unit IV - Completed	Dr. Shahin Zahir
Medical Mycology Parasitology	Unit IV - Completed	Dr.V.Nithyakalyani & M.G Anu
Industrial Fermentation Technology	Unit IV - Completed	Dr. D.Lakshmi Priya
Biostatistics Bioinformatics & Bioinstrumentation	Unit IV– Completed	Dr.V.Nithyakalyani, Dr. Nishandhini M & Dr. Yamuna N.R
Practicals: Medical Bacteriology, Medical Mycology Parasitology & Virology	Experiments were conducted	Dr. Shahin Zahir, Dr. Ghanapriya Dr.V.Nithyakalyani & Ms. M.G. Anu
Text books and notes for all subjects	Students were advised to use the Text books referred to the particular subjects. Use of Library was instructed	Dr Shahin Zahir
Internal Assessment	IA & Model Examination results were discussed.	Dr Shahin Zahir

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Soft skill	Soft skill classes conducted regularly.	Soft Skill Incharge.
NPTEL/MOOC	Students were encouraged to enroll in NPTEL/MOOC courses	Dr Shahin Zahir
Attendance	Instructions were given to avoid absence to the regular classes.	Dr Shahin Zahir
Internship	Students informed that their internship program was very useful They also suggested that the Internship can be chosen according to the individual interest rather than the group internship	Dr Shahin Zahir
Seminar & Assignment	Students were informed about the seminars and Assignments involvement & the importance of the same.	Dr. Shahin Zahir
University Examinations	Instructions were given to the students about the preparation for exam and how to present the paper in university examinations. General Protocols of Examination were elaborated.	Dr Shahin Zahir

Class In-Charge **HOD** **Principal**

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/M.Sc. MIC/2022/CCM2/ATR4**	**Document Name:**	**Action taken report**
Chairperson:	Dr.D.LAKSHMI PRIYA	**Department:**	M.Sc. APPLIED MICROBIOLOGY
Academic Year:	2022-2023	**Even/Odd:**	ODD
Course:	M.Sc	**Batch:**	2022-2024
Year/Sem	I/II	**Semester:**	II
CC Meeting No:	02	**Date :**	15.03.2023

The Following is the Action taken report for the class committee meeting held on 15.03.2023

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Syllabus completion of all subjects and laboratory - Follow ups	Students were instructed about the university exam.	Faculty were advised to cover the syllabus well on time
Text books and notes for all subjects	Students have requested to allot two hours for library reference Students were encouraged to publish articles in journals	Two hours were assigned to make use of the library Project work of the seniors were given as reference Students were given sample Journals to study
Internship follow up	Students informed that their internship program and its importance.	Students were asked to present their internship report

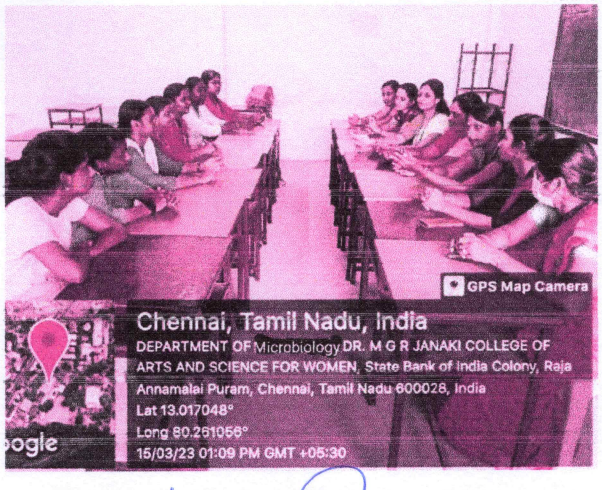
Class in-charge **HOD** **Principal**

Dept. of MICROBIOLOGY Dr. M.G.R. JANAKI COLLEGE CHENNAI-28

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/M.Sc. MIC/2022/CCM2/04**	**Document Name:**	**Photos**
Chairperson:	Dr.D.LAKSHMI PRIYA	**Department:**	M.Sc. APPLIED MICROBIOLOGY
Academic Year:	2022-2023	**Even/Odd:**	Even
Course:	M.Sc	**Batch:**	2022-2024
Year/Sem	I/II	**Semester:**	II
CC Meeting No:	02	**Date :**	15.03.2023





Class in charge HOD Principal

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/CSC2/2022/01/CCR1**	**Document Name:**	**Circular**
Name of the Mentor:	Ms.M.Kapila Kaviya	**Course/ Dept:**	B.Sc(CS) – SH2
Name of Chairman:	Ms.J.Sahaya Sheeba	**Even/Odd:**	Odd
Academic Year:	2022 – 2023	**Batch:**	2022 – 2025
Year:	I 'A'	**Semester:**	I
CC Meeting No:	01	**Date :**	02.09.2022

The first class committee meeting for I B.Sc(Computer Science) 'A' for the academic year 2022-2023, I semester will be held on 06.09.2022 at 12.00 pm in Room No.S21 as per the following agenda

Agenda Detail

1. Discussion of Academic schedule
2. Concept a day
3. Theory and Laboratory sessions
4. Online course registration
5. Internship participation
6. Student participation in internal and external events
7. Attendance
8. Student discipline maintenance

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)	
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)	M.Kapila K
4.	Ms.Subhashini	AP/B.Sc(Mathematics)	
5.	Ms. Bhuvaneshwari	AP/BA(Tamil)	for P. Sharmila
6.	Ms.Jothi	AP/BA(English)	Jyothi
7.	G Indhuja	B.Sc(CS) – Class Committee Member	G. Indhuja
8.	T Anu Priya	B.Sc(CS) – Class Committee Member	T. Anupriya
9.	E Bhavani	B.Sc(CS) – Class Committee Member	E. Bhavani
10.	H Aafiyah afsheen	B.Sc(CS) – Class Committee Member	Aafiyah Afsheen. H
11.	M Mahalakshmi	B.Sc(CS) – Class Committee Member	M. Mahalakshmi
12.	S Manisha	B.Sc(CS) – Class Committee Member	S. Manisha

HOD

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CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/CSC2/2022/CCM/ATT**	**Document Name:**	**Attendance**
Name of the Mentor:	Ms.M.Kapila Kaviya	**Course/ Dept:**	B.Sc(CS) – SH2
Name of Chairman:	Ms.J.Sahaya Sheeba	**Even/Odd:**	Odd
Academic Year:	2022 – 2023	**Batch:**	2022 – 2025
Year:	I 'A'	**Semester:**	I
CC Meeting No:	01	**Date :**	06.09.2022

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)	
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)	M. Kapila K
4.	Ms.Subhashini	AP/B.Sc(Mathematics)	
5.	Ms. Bhuvaneshwari	AP/BA(Tamil)	for P. Sharmila
6.	Ms.Jothi	AP/BA(English)	
7.	G Indhuja	B.Sc(CS) – Class Committee Member	G. Indhuja
8.	T Anu Priya	B.Sc(CS) – Class Committee Member	T. Anupriya
9.	E Bhavani	B.Sc(CS) – Class Committee Member	E. Bhavani
10.	H Aafiyah afsheen	B.Sc(CS) – Class Committee Member	Aafiyah Afsheen. H
11.	M Mahalakshmi	B.Sc(CS) – Class Committee Member	M. Mahalakshmi
12.	S Manisha	B.Sc(CS) – Class Committee Member	S. Manisha

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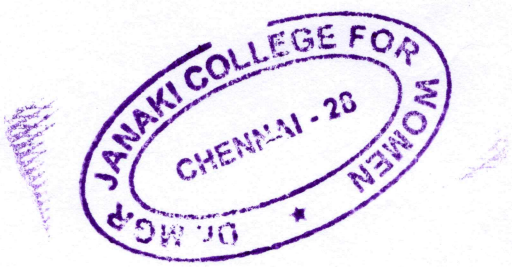
Dr. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN 11 & 13 Durgabai Deshmukh Road, Chennai – 600 028.		CLASS COMMITTEE MEETING	
Document ID:	MJC/CSC2/SH2/2022/MOM1	**Document Name:**	**Minutes of Meeting**
Chairperson:	Ms.M.KapilaKaviya	**Department:**	B.Sc(CS)-A – SH2
Academic Year:	2022 – 2023	**Even/Odd:**	Odd
Course:	B.Sc(Computer Science)	**Batch:**	2022 – 2025
Year/Sem	I/I	**Semester:**	I
CC Meeting No:	01	**Date :**	06.09.2022

NATURE OF MEETING	**CLASS COMMITTEE MEETING -1**
VENUE	**ROOM NO.19**
SCHEDULED DATE: 06.09.2022	
CONVENED ON (DATE) 06.09.2022	**TIME: 12.30 PM**

LIST OF MEMBERS ATTENDED:

Sl. No	Name of the Members	Design/Dept
1.	Dr.R.Manimekalai	Principal
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)
4.	Ms. Subhashini	AP/B.Sc(Mathematics)
5.	Ms. Bhuvaneshwari	AP/BA(Tamil)
6.	Ms.Jothi	AP/BA(English)
7.	G Indhuja	B.Sc(CS) – Class Committee Member
8.	T Anu Priya	B.Sc(CS) – Class Committee Member
9.	E Bhavani	B.Sc(CS) – Class Committee Member
10.	H Aafiyah afsheen	B.Sc(CS) – Class Committee Member
11.	M Mahalakshmi	B.Sc(CS) – Class Committee Member
12.	S Manisha	B.Sc(CS) – Class Committee Member



The following are the highlights of the First class committee meeting held on 06.09.2022.

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
Theory Syllabus Coverage		Handled by:
Subject 1: Language	• One unit have been completed and Unit 2 is yet to be completed. • Notes and references given were sufficient.	Ms. Bhuvaneshwari
Subject 2: English	• One unit have been completed and Unit 2 is yet to be completed. • She was having difficulty in understanding grammer and exercises discussed in class	Ms.Jothi
Subject 3: Problem solving using Python	• Subject is easy to understand and sufficient notes were provided. • Weekly assignment was given and Oral test was initiated. • Relevant example programmes were given.	Ms.J.Sahaya Sheeba
Subject 4: Mathematics-II	• Delivery of class is easy to understand. • . Homework and assignments were given periodically. • Sufficient notes were provided	Ms.Subhashini
CONCEPT A DAY	• Students were asked to prepare a topic a day and present the same before the class withe help of charts and newspaper	

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	cuttings. • Students asked to present the same before the class with their own creativity. • They were also asked to maintain a record of the topics discussed. • Topics will be selected on the recent trends in IT field and can be referenced from the internet or newspapers.	
LAB SESSION	• Lab sessions were completed and students were asked to complete their observations as they complete the lab session. • Students were asked to complete the record note and also prepare for viva.	Ms.M.Kapila Kaviya
STUDENTS DISCIPLINE	• Students were asked to follow discipline as per the college rules since they had online classes during their first year of college.	Ms. kapila kariya
CLUB AND INTER-COLLEGIATE	• Students were asked to participate in the external events conducted by other colleges. • The importance of the external events participation was explained and were also asked to inform their peers about the same. • Students were asked to submit copies of Certificates after their participation in various events. • Department club activities were discussed and asked the students to come up with various activities to be conducted.	Ms. kapila kariya
MODEL EXAMINATION	• Model Exam schedule was discussed with the students and they were asked to attend	

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CHENNAI - 28

	the exam without any absenteeism.	
ONLINE COURSE REGISTRATION	• Students were informed about the various workshops conducted online. • Discussed the importance of participating in the workshops which help them in career building.	

M.Kapilak

Class in-charge **HOD** **Principal**

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Dr. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN 11 & 13 Durgabai Deshmukh Road, Chennai – 600 028.		CLASS COMMITTEE	
Document ID:	MJC/CSC2/SH2/2022/ATR1	**Document Name:**	**Action taken report**
Name of the Chairperson:	Ms.M.KapilaKaviya	**Department:**	B.Sc(CS)-A – SH2
Academic Year:	2022 – 2023	**Even/Odd:**	Odd
Course:	B.Sc(Computer Science)	**Year/Sem**	I/I

The Following is the Action taken report for the first class committee meeting held on 06.09.2022

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Syllabus Coverage	The students were asked if the every subject was covered upto unit II.	Adequate concept coverage and syllabus understanding was discussed to scrutinize the comprehension of students in the syllabus taught.
Focus on the understanding that student's obtained from the taught subjects	The understanding of concepts relevant to core subjects and language was enquired, and there were some who found English to be tough.	Students were asked to bring write-ups and assignments in relevance to soft skill development.
Subject and exam overview	Students wants to know the pattern of offline exams, and subject-relevant important questions. Students were advised on time schedules of exams and relevant mark distribution for internals.	Students are provided with previous year question paper to practise.
Instructions pertaining discipline and submissions.	Submissions pertaining Python record and assignments were discussed. Disciplinary rules within the college was discussed.	The process of submissions, along with maintaining observations for lab sessions was elaborated to students.

M.S. Kapila

Class in-charge

HOD

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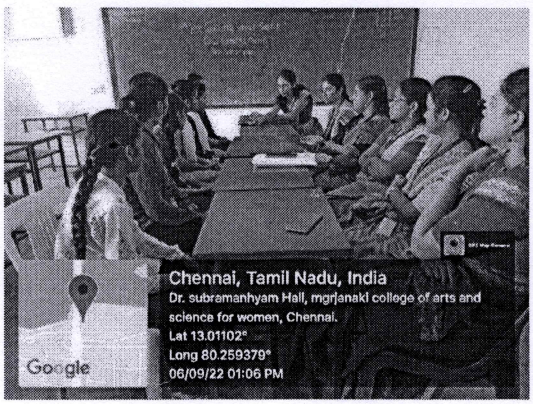
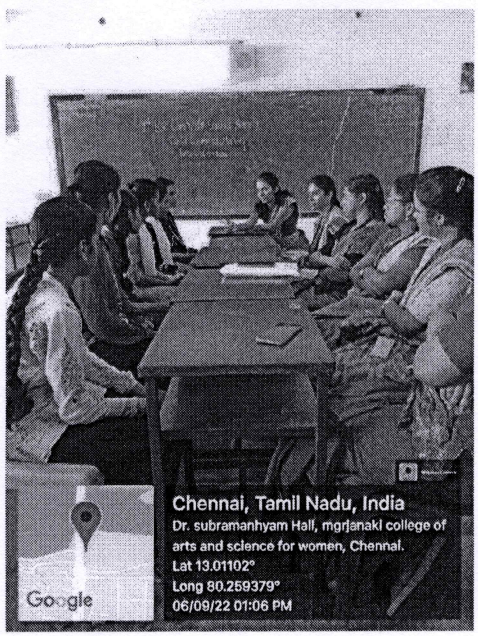
Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN SATHYABAMA MGR MALIGAI 11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028 Affiliated to the University of Madras		CLASS COMMITTEE MEETING	
Document ID:	MJC/CSC2/SH2/2022/01/CCR1	**Document Name:**	**Photos**
Name of the Mentor:	Ms.M.KapilaKaviya	**Department:**	B.Sc(CS)-A – SH2
Name of Chairperson:	Ms. J. Sahaya Sheeba	**Even/Odd:**	Odd
Academic Year:	2022-2023	**Batch:**	2022 – 2025
Year:	I	**Semester:**	I
CC Meeting No:	01	**Date :**	06-09-2022







M. kapilak
Class in-charge

HOD

Principal

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

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		CLASS COMMITTEE MEETING	
Document ID:	**MJC/CSC2/2022/02/CCR2**	**Document Name:**	**Circular**
Name of the Mentor:	Ms.K.Krithika	**Course/ Dept:**	B.Sc(CS) – SH2
Name of Chairman:	Ms.J.Sahaya Sheeba	**Even/Odd:**	Odd
Academic Year:	2022 – 2023	**Batch:**	2021 – 2024
Year:	II	**Semester:**	III
CC Meeting No:	02	**Date :**	14.10.2022

The second class committee meeting for II B.Sc(Computer Science) for the academic year 2022 - 2023, III semester will be held on 17.10.2022 at 12.00 pm in Room No.S21 as per the following agenda

Agenda Detail

1. Concept a day
2. Theory and Laboratory sessions discussion
3. Internship participation
4. Student participation in club activity and Inter-collegiate events
5. Students discipline maintenance
6. Model Examination related points

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)	
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)	
4.	Ms.K.Krithika	AP/B.Sc(CS)	
5.	Dr.Sathyapriya	AP/BA(Tamil)	
6.	Ms.Abhaya Murali	AP/BA(English)	
7.	Ms.Venmani Priya	AP/B.Sc(Mathematics)	
8.	S.Aruna	B.Sc(CS) – Class Committee Member	
9.	S Indira	B.Sc(CS) – Class Committee Member	
10.	S Abinaya	B.Sc(CS) – Class Committee Member	
11.	D Kowsalya	B.Sc(CS) – Class Committee Member	
12.	K Girija	B.Sc(CS) – Class Committee Member	
13.	S Sarathi	B.Sc(CS) – Class Committee Member	

CCC **HOD** **PRINCIPAL**

JANAKI COLLEGE FOR WOMEN CHENNAI - 28

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

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

CLASS COMMITTEE MEETING

Document ID:	**MJC/CSC2/2022/CCM/ATT**	**Document Name:**	**Attendance**
Name of the Mentor:	Ms.K.Krithika	**Course/ Dept:**	B.Sc(CS) – SH2
Name of Chairman:	Ms.J.Sahaya Sheeba	**Even/Odd:**	Odd
Academic Year:	2022 – 2023	**Batch:**	2021 – 2024
Year:	II	**Semester:**	III
CC Meeting No:	02	**Date :**	17.10.2022

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)	
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)	
4.	Ms.K.Krithika	AP/B.Sc(CS)	
5.	Dr.Sathyapriya	AP/BA(Tamil)	
6.	Ms.Abhaya Murali	AP/BA(English)	
7.	Ms.Venmani Priya	AP/B.Sc(Mathematics)	
8.	S.Aruna	B.Sc(CS) – Class Committee Member	
9.	Indira	B.Sc(CS) – Class Committee Member	
10.	Abinaya	B.Sc(CS) – Class Committee Member	
11.	Kowsalya	B.Sc(CS) – Class Committee Member	
12.	Girija	B.Sc(CS) – Class Committee Member	
13.	Sarathi	B.Sc(CS) – Class Committee Member	

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

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CLASS COMMITTEE MEETING

Document ID:	**MJC/CSC2/SH2/2022/02/MOM2**	**Document Name:**	**Minutes of Meeting**
Chairperson:	Ms. J. Sahaya Sheeba	**Department:**	B.Sc(CS) – SH2
Academic Year:	2022-2023	**Even/Odd:**	Odd
Course:	B.Sc(Computer Science)	**Batch:**	2021 – 2024
Year	II	**Semester:**	III
CC Meeting No:	02	**Date :**	17-10-2022

NATURE OF MEETING	**CLASS COMMITTEE MEETING -2**
VENUE	**ROOM NO.21**
SCHEDULED DATE: 17.10.2022	
CONVENED ON (DATE) 17.10.2022	**TIME: 12.00PM**

LIST OF MEMBERS ATTENDED:

Sl.No	Name of the Members	Design/Dept
1.	Dr.R.Manimekalai	Principal
2.	Ms.J.SahayaSheeba	In-charge/B.Sc(CS)
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)
4.	Ms.K.Krithika	AP/B.Sc(CS)
5.	Dr.Sathyapriya	AP/B.Sc(Tamil)
6.	Ms.Abhaya Murali	AP/BA (English)
7.	Ms.Venmani Priya	AP/BA (Mathematics)
8.	S.Aruna	B.Sc(CS) – Class Committee
9.	S Indira	B.Sc(CS) – Class Committee
10.	S Abinaya	B.Sc(CS) – Class Committee
11.	D Kowsalya	B.Sc(CS) – Class Committee
12.	K Girija	B.Sc(CS) – Class Committee
13.	S Sarathi	B.Sc(CS) – Class Committee

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

The following are the highlights of the second class committee meeting held on 17.10.2022.

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
THEORY SYLLABUS COVERAGE		**Handled by**
Subject 1: LANGUAGE	• All the units have been completed. • Subject is easy to understand and sufficient notes were provided.	Dr.Sathyapriya
Subject 2: ENGLISH	• All the units have been completed. • Notes and references given were sufficient	Ms.Abhaya Murali
Subject 3: JAVA AND DATA STRUCTURES	• Subject is easy to understand and subject book were provided to the students. • Unit wise revision is being held. • All the units have been completed. • Relevant example programs were provided for better understanding.	Ms.Krithika and Ms.M.Kapila kaviya
Subject 4: STATISTICS	• All five units have been completed • Home works were given periodically for practice and additional problems were given for regular practice.	Ms.Venmani Priya
CONCEPT A DAY	• Students were asked to prepare a topic a day and present the same before the class withe help of charts and newspaper cuttings. • Students asked to present the same before the class with their own creativity. • They were also asked to maintain a record of the topics discussed.	

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CHENNAI - 28

	• Topics will be selected on the recent trends in IT field and can be referenced from the internet or newspapers.	
LAB SESSION	• Lab sessions were completed and students were asked to complete their observations as they complete the lab session. • Students were asked to complete the record note and also prepare for viva.	Ms.Krithika
STUDENTS DISCIPLINE	• Students were asked to follow discipline as per the college rules since they had online classes during their first year of college.	
INTERNSHIP PARTICIPATION	• Students were asked to complete their internship. • Internship training should be taken in an organization related to IT industry. • The representative was asked to take the list of students and the name of the organization offering internship training.	
CLUB AND INTER-COLLEGIATE	• Students were asked to participate in the external events conducted by other colleges. • The importance of the external events participation was explained and were also asked to inform their peers about the same. • Students were asked to submit copies of Certificates after their participation in various events. • Department club activities were discussed and asked the students to come up with various activities to be conducted.	The planner for club activities to be conducted throughout the year has been elaborated to the students
MODEL EXAMINATION	• Model exam schedule was discussed with the students and they were asked to attend the exam without any absenteeism	

Class in-charge **HOD** **Principal**

DR. MGR JANAKI COLLEGE FOR WOMEN - CHENNAI - 28

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

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		CLASS COMMITTEE	
Document ID:	MJC/CSC2/SH2/2022/02/ATR2	**Document Name**	**Action taken report**
Name of the Chairperson:	Ms. J. Sahaya Sheeba	**Department:**	B.Sc(CS) – SH2
Academic Year:	2022-2023	**Even/Odd:**	Odd
Course:	B.Sc(Computer Science)	**Year/Sem**	II/III

The Following is the Action taken report for the second class committee meeting held on 17.10.2022

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Understanding of the Syllabus	Students discussed that they were able to understand the concepts taught for all subjects.	Seminars and class tests were conducted for the syllabus covered.
Lab sessions	Students were asked to complete the record and maintain explicitly observation for the lab classes.	Frequent checking of the observation, and the outputs received for each program was scrutinized.
Internship and online workshops	Students were encouraged to look out for internship modules in companies inorder to prepare themselves for the same.	Online workshops in ATAL and udemy were provided for students to explore.

Class in-charge **HOD** **Principal**

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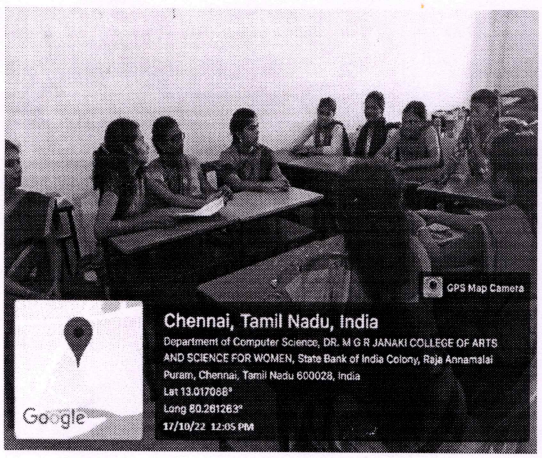
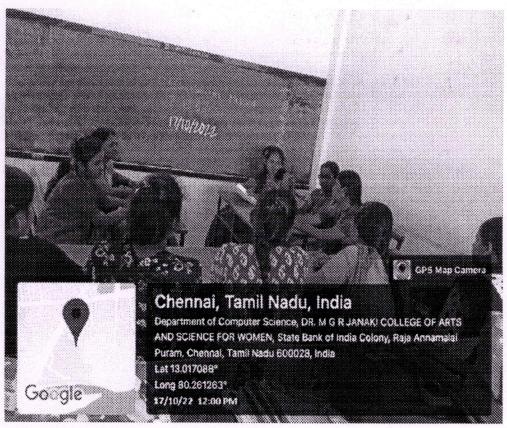
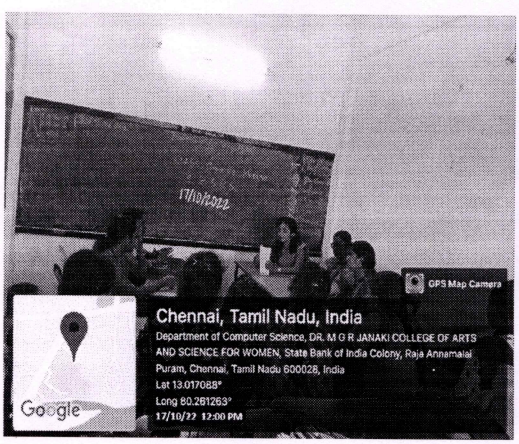
ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

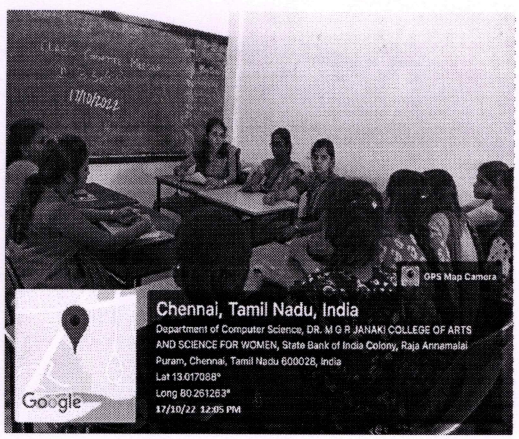
DR. JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

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		CLASS COMMITTEE MEETING	
Document ID:	**MJC/CSC2/SH2/2022/02/CCR2**	**Document Name:**	**Photos**
Name of the Mentor:	Ms. Krithika	**Department:**	B.Sc(CS) – SH2
Name of Chairperson:	Ms. J. Sahaya Sheeba	**Even/Odd:**	Odd
Academic Year:	2022-2023	**Batch:**	2021 – 2024
Year:	II	**Semester:**	III
CC Meeting No:	02	**Date :**	17-10-2022









Class in-charge **HOD** **Principal**

DR. MGR-JANAKI COLLEGE FOR WOMEN CHENNAI - 28

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/CSC2/2022/01/CCR1**	**Document Name:**	**Circular**
Name of the Mentor:	Ms.K.Krithika	**Course/ Dept:**	B.Sc(CS) – SH2
Name of Chairman:	Ms.J.Sahaya Sheeba	**Even/Odd:**	Odd
Academic Year:	2022 – 2023	**Batch:**	2021 – 2024
Year:	II	**Semester:**	III
CC Meeting No:	01	**Date :**	02.09.2022

The first class committee meeting for II B.Sc(Computer Science) for the academic year 2022 - 2023, III semester will be held on 07.09.2022 at 12.30 pm in Room No.S21 as per the following agenda

Agenda Detail

1. Discussion of Academic schedule
2. Concept a day
3. Theory and Laboratory sessions
4. Online course registration
5. Internship participation
6. Student participation in internal and external events
7. Attendance
8. Student discipline maintenance
9. Internal Examinations

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)	
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)	
4.	Ms.K.Krithika	AP/B.Sc(CS)	
5.	Ms.Sathyapriya	AP/BA(Tamil)	
6.	Ms.Abhaya Murali	AP/BA(English)	
7.	Ms.Venmani Priya	AP/B.Sc(Mathematics)	
8.	S.Aruna	B.Sc(CS) – Class Committee Member	S.Aruna
9.	S Indira	B.Sc(CS) – Class Committee Member	S.Indhira
10.	S Abinaya	B.Sc(CS) – Class Committee Member	S. Abinaya
11.	D Kowsalya	B.Sc(CS) – Class Committee Member	Kowsalya. D
12.	K Girija	B.Sc(CS) – Class Committee Member	Girija. K
13.	S Sarathi	B.Sc(CS) – Class Committee Member	S. Sarathi

CCC

HOD

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

PRINCIPAL

DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/CSC2/2022/CCM/ATT**	**Document Name:**	**Attendance**
Name of the Mentor:	Ms.K.Krithika	**Course/ Dept:**	B.Sc(CS) – SH2
Name of Chairman:	Ms.J.Sahaya Sheeba	**Even/Odd:**	Odd
Academic Year:	2022 – 2023	**Batch:**	2021 – 2024
Year:	II	**Semester:**	III
CC Meeting No:	01	**Date :**	07.09.2022

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)	
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)	
4.	Ms.K.Krithika	AP/B.Sc(CS)	
5.	Ms.Sathyapriya	AP/BA(Tamil)	
6.	Ms.Abhaya Murali	AP/BA(English)	
7.	Ms.Venmani Priya	AP/B.Sc(Mathematics)	
8.	S.Aruna	B.Sc(CS) – Class Committee Member	
9.	Indira	B.Sc(CS) – Class Committee Member	
10.	Abinaya	B.Sc(CS) – Class Committee Member	
11.	Kowsalya	B.Sc(CS) – Class Committee Member	
12.	Girija	B.Sc(CS) – Class Committee Member	
13.	Sarathi	B.Sc(CS) – Class Committee Member	

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

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

CLASS COMMITTEE MEETING

Document ID:	MJC/CSC2/SH2/2022/01/MOM1	**Document Name:**	**Minutes of Meeting**
Chairperson:	Ms. J. Sahaya Sheeba	**Department:**	B.Sc(CS) – SH2
Academic Year:	2022-2023	**Even/Odd:**	Odd
Course:	B.Sc(Computer Science)	**Batch:**	2021 – 2024
Year/Sem	II/III	**Semester:**	III
CC Meeting No:	01	**Date :**	07-09-2022

NATURE OF MEETING	**CLASS COMMITTEE MEETING -1**
VENUE	**ROOM NO.21**
SCHEDULED DATE: 07.09.2022	
CONVENED ON (DATE) 07.09.2022	**TIME: 12.30PM**

LIST OF MEMBERS ATTENDED:

Sl.No	Name of the Members	Design/Dept
1.	Dr.R.Manimekalai	Principal
2.	Ms.J.SahayaSheeba	In-charge/B.Sc(CS)
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)
4.	Ms.K.Krithika	AP/B.Sc(CS)
5.	Ms.Sathyapriya	AP/B.Sc(Tamil)
6.	Ms.Abhaya Murali	AP/BA (English)
7.	Ms.Venmani Priya	AP/BA (Mathematics)
8.	S.Aruna	B.Sc(CS) – Class Committee
9.	S Indira	B.Sc(CS) – Class Committee
10.	S Abinaya	B.Sc(CS) – Class Committee
11.	D Kowsalya	B.Sc(CS) – Class Committee
12.	K Girija	B.Sc(CS) – Class Committee
13.	S Sarathi	B.Sc(CS) – Class Committee



The following are the highlights of the first class committee meeting held on 07.09.2022.

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
THEORY SYLLABUS COVERAGE		**Handled by**
Subject 1: LANGUAGE	• Three units has been completed • Notes and references given were sufficient	Ms.Sathyapriya
Subject 2: ENGLISH	• Three units has been completed • She was having difficulty in understanding grammar and the exercise discussed in class which was addressed to the concerned staff.	Ms.Abhaya Murali
Subject 3: JAVA AND DATA STRUCTURES	• Subject is easy to understand and sufficient notes were provided. • Two unit was completed and Unit 3 is yet to be completed. • Relevant example programs were provided when necessary.	Ms.Krithika
Subject 4: STATISTICS	• Delivery of class is easy to understand. • Home works were given periodically for practice and additional problems were given for regular practice.	Ms.Venmani Priya
CONCEPT A DAY	• Students were asked to prepare a topic a day and present the same before the class withe help of charts and newspaper cuttings. • Students asked to present the same before the class with their own creativity.	Ms. K. Krithika

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

	• They were also asked to maintain a record of the topics discussed. • Topics will be selected on the recent trends in IT field and can be referenced from the internet or newspapers.	
LAB SESSION	• Lab sessions were completed and students were asked to complete their observations as they complete the lab session. • Students were asked to complete the record note and also prepare for viva.	Ms.Krithika
STUDENTS DISCIPLINE	• Students were asked to follow discipline as per the college rules since they had online classes during their first year of college.	
ATTENDANCE	• Students were informed regarding the attendance which should be above 75%. • Instructions were given to avoid absence to the regular classes.	
INTERNSHIP PARTICIPATION	• Students were asked to complete their internship. • Internship training should be taken in an organization related to IT industry. • The representative was asked to take the list of students and the name of the organization offering internship training.	Ms. Krithika
CLUB AND INTER-COLLEGIATE	• Students were asked to participate in the external events conducted by other colleges. • The importance of the external events participation was explained and were also asked to inform their peers about the same. • Students were asked to submit copies of Certificates after their participation in	The planner for club activities to be conducted throughout the year has been elaborated to the students

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

	various events. • Department club activities were discussed and asked the students to come up with various activities to be conducted.	
PARTICIPATION IN CONFERENCE AND WORKSHOP	• Students were informed about the various workshops conducted online. • Discussed the importance for participating in the workshops which helps them in career building. • Students were asked to register in the various portals which are available online. • After completion of the workshop, students were asked to submit the copies of their certificates.	Details regarding free online workshops and knowledge-based training programmes in NPTEL were discussed.

Class in-charge **HOD** **Principal**

PRINCIPAL
DR. MGR JANAKI COLLEGE OF
ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

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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		CLASS COMMITTEE	
Document ID:	MJC/CSC2/SH2/2022/01/ATR1	**Document Name**	**Action taken report**
Name of the Chairperson:	Ms. J. Sahaya Sheeba	**Department:**	B.Sc(CS) – SH2
Academic Year:	2022-2023	**Even/Odd:**	Odd
Course:	B.Sc(Computer Science)	**Year/Sem**	II/III

The Following is the Action taken report for the first class committee meeting held on 07.09.2022

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Understanding of the Syllabus	Students discussed that they were able to understand the concepts taught for all subjects.	Assignments were given and period class tests were conducted for the syllabus covered.
Lab sessions	Students were asked to complete the record and maintain explicitly observation for the lab classes.	Frequent checking of the observation, and the outputs received for each program was scrutinized.
Internship and online workshops	Students were encouraged to look out for internship modules in companies inorder to prepare themselves for the same.	Online workshops in ATAL and udemy were provided for students to explore.
Discussion for additional coaching classes for tough subjects	Additional coaching classes were requested by students for English.	English staff was approached for the time schedule.

Class in-charge **HOD** **Principal**

PRINCIPAL
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CHENNAI - 600 028.

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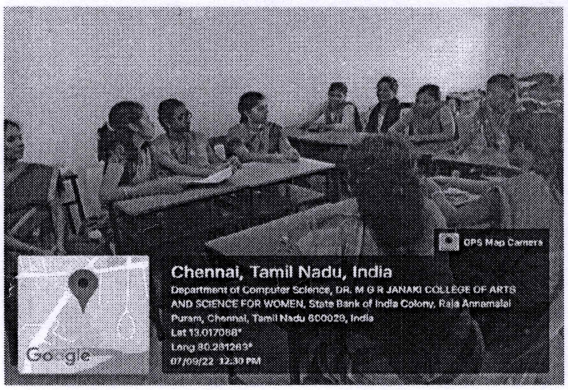
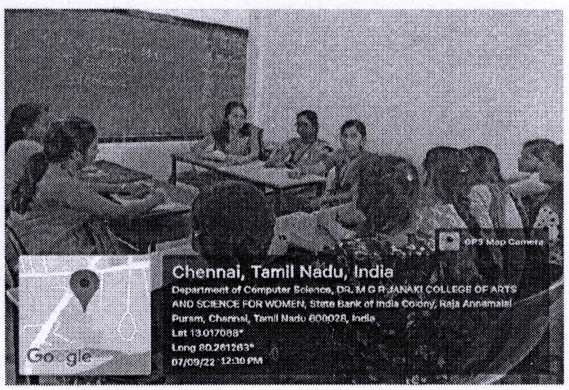
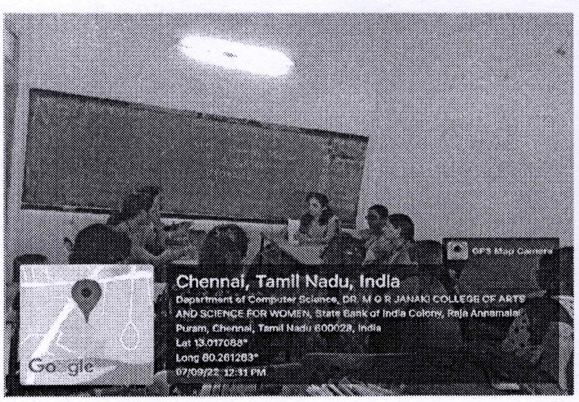
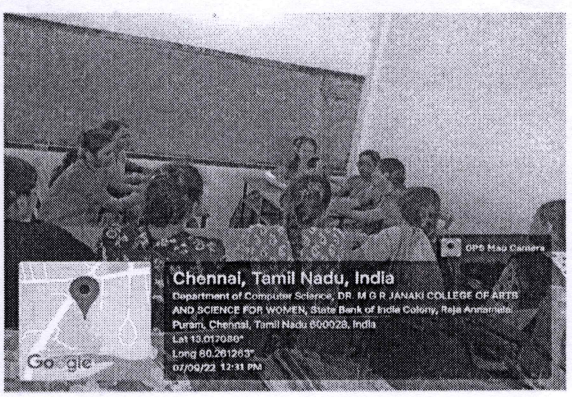
CHENNAI - 28

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		CLASS COMMITTEE MEETING	
Document ID:	MJC/CSC2/SH2/2022/01/CCR1	**Document Name:**	**Photos**
Name of the Mentor:	Ms. Krithika	**Department:**	B.Sc(CS) – SH2
Name of Chairperson:	Ms. J. Sahaya Sheeba	**Even/Odd:**	Odd
Academic Year:	2022-2023	**Batch:**	2021 – 2024
Year:	II	**Semester:**	III
CC Meeting No:	01	**Date :**	07-09-2022









Class in-charge **HOD** **Principal**

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/CSC2/2022/01/CCR1**	**Document Name:**	**Circular**
Name of the Mentor:	Ms.K.Gayathri	**Course/ Dept:**	B.Sc(CS) – SH2
Name of Chairman:	Ms.J.Sahaya Sheeba	**Even/Odd:**	Odd
Academic Year:	2022 – 2023	**Batch:**	2020 – 2023
Year:	III	**Semester:**	V
CC Meeting No:	01	**Date :**	02.09.2022

The first class committee meeting for III B.Sc(Computer Science) for the academic year 2022-2023, V semester will be held on 08.09.2022 at 12.30 pm in Room No.S21 as per the following agenda

Agenda Detail

1. Discussion of Academic schedule
2. Concept a day
3. Theory and Laboratory sessions
4. Online course registration
5. Mini projects
6. Placement training
7. Attendance
8. Student discipline maintenance
9. Internal Examinations

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)	
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)	M. Kapila
4.	Ms.K.Krithika	AP/B.Sc(CS)	
5.	Ms.K.Gayathri	AP/B.Sc(CS)	K. Gay
6.	GR Bhavadharani	B.Sc(CS) – Class Committee Member	
7.	V Mahalakshmi	B.Sc(CS) – Class Committee Member	
8.	M Priyadharshini	B.Sc(CS) – Class Committee Member	M. Priyadharshini
9.	S Keerthika	B.Sc(CS) – Class Committee Member	S. Keerthika
10.	G Vasuki	B.Sc(CS) – Class Committee Member	Vasuki. G.
11.	P Thangamariyammal	B.Sc(CS) – Class Committee Member	P. Thangamariyam

K. Gay

CCC

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DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN CHENNAI - 600 028.

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/CSC2/2022/CCM/ATT**	**Document Name:**	**Attendance**
Name of the Mentor:	Ms.K.Gayathri	**Course/ Dept:**	B.Sc(CS) – SH2
Name of Chairman:	Ms.J.Sahaya Sheeba	**Even/Odd:**	Odd
Academic Year:	2022 – 2023	**Batch:**	2020 – 2023
Year:	III	**Semester:**	V
CC Meeting No:	01	**Date :**	13.09.2022

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)	
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)	M. Kapila
4.	Ms.K.Krithika	AP/B.Sc(CS)	
5.	Ms.K.Gayathri	AP/B.Sc(CS)	
6.	GR Bhavadharani	B.Sc(CS) – Class Committee Member	
7.	V Mahalakshmi	B.Sc(CS) – Class Committee Member	
8.	M Priyadharshini	B.Sc(CS) – Class Committee Member	M. Priyadharshini
9.	S Keerthika	B.Sc(CS) – Class Committee Member	S. Keerthika
10.	G Vasuki	B.Sc(CS) – Class Committee Member	Vasuki. G.
11.	P Thangamariyammal	B.Sc(CS) – Class Committee Member	P. Thangamariyammal

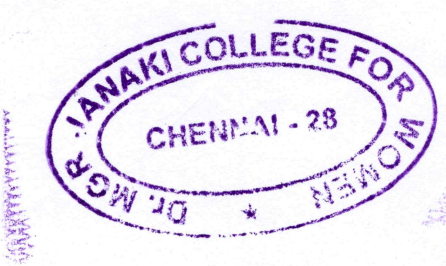
DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

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		CLASS COMMITTEE MEETING	
Document ID:	MJC/CSC2/SH2/2022/01/MOM1	**Document Name:**	**Minutes of Meeting**
Chairperson:	Ms. J. Sahaya Sheeba	**Department:**	B.Sc (CS) – SH2
Academic Year:	2022 – 2023	**Even/Odd:**	Odd
Course:	B.Sc(Computer Science)	**Batch:**	2020 – 2023
Year/Sem	III/V	**Semester:**	V
CC Meeting No:	01	**Date :**	13-09-2022

NATURE OF MEETING	**CLASS COMMITTEE MEETING – 1**
VENUE	**ROOM NO.21**
SCHEDULED DATE: 08-09-2022	
CONVENED ON (DATE) 13-09-2022	**TIME: 12.30 PM**

LIST OF MEMBERS ATTENDED:

Sl. No	Name of the Members	Design/Dept
1.	Dr.R.Manimekalai	Principal
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)
4.	Ms.K.Krithika	AP/B.Sc(CS)
5.	Ms.K.Gayathri	AP/B.Sc(CS)
6.	GR Bhavadharani	B.Sc(CS) – Class Committee Member
7.	V Mahalakshmi	B.Sc(CS) – Class Committee Member
8.	M Priyadharshini	B.Sc(CS) – Class Committee Member
9.	S Keerthika	B.Sc(CS) – Class Committee Member
10.	G Vasuki	B.Sc(CS) – Class Committee Member
11.	P Thangamariyammal	B.Sc(CS) – Class Committee Member



The following are the highlights of the first class committee meeting held on 13.09.2022. The date is changed due to government holiday

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
THEORY SYLLABUS COVERAGE		**Handled by**
Subject 1: COMPUTER NETWORKS	• Three units has been completed • Notes and references given were sufficient	Ms.Kapila kaviya
Subject 2: OPERATING SYSTEM	• Three units has been completed • Notes and references given were sufficient	Ms.K.Gayathri
Subject 3: RDBMS	• Subject is easy to understand and sufficient notes were provided. • Two unit was completed and Unit 3 is yet to be completed.	Ms.Krithika
Subject 4: AIRTIFICIAL INTELLIGENCE	• Delivery of class is easy to understand. • Three units has been completed	Ms.Sheeba
CONCEPT A DAY	• Students were asked to prepare a topic a day and present the same before the class withe help of charts and newspaper cuttings. • Students asked to present the same before the class with their own creativity. • They were also asked to maintain a record of the topics discussed. • Topics will be selected on the recent trends	Ms. K. Gayathri

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

	in IT field and can be referenced from the internet or newspapers.	
LAB SESSION	• Lab sessions were completed and students were asked to complete their observations as they complete the lab session. • Students were asked to complete the record note and also prepare for viva.	Ms.Gayathri
STUDENTS DISCIPLINE	• Students were asked to follow discipline as per the college rules since they had online classes during their first year of college.	Ms. Sheeba
ATTENDANCE	• Students were informed regarding the attendance which should be above 75%. • Instructions were given to avoid absence to the regular classes.	Ms. Gayathri
INTERNSHIP PARTICIPATION	• Students were asked to complete their internship. • Internship training should be taken in an organization related to IT industry. • The representative was asked to take the list of students and the name of the organization offering internship training.	Ms. Gayathri
CLUB AND INTER-COLLEGIATE	• Students were asked to participate in the external events conducted by other colleges. • The importance of the external events participation was explained and were also asked to inform their peers about the same. • Students were asked to submit copies of Certificates after their participation in various events. • Department club activities were discussed and asked the students to come up with	The planner for club activities to be conducted throughout the year has been elaborated to the students

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

	various activities to be conducted.	
PARTICIPATION IN CONFERENCE AND WORKSHOP	• Students were informed about the various workshops conducted online. • Discussed the importance for participating in the workshops which helps them in career building. • Students were asked to register in the various portals which are available online. • After completion of the workshop, students were asked to submit the copies of their certificates.	Details regarding free online workshops and knowledge-based training programmes in NPTEL were discussed.

Class in-charge **HOD** **Principal**

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

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DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE	
Document ID:	MJC/CSC2/SH2/2022/01/ATR1	**Document Name:**	**Action taken report**
Name of the Chairperson:	Ms. J. Sahaya Sheeba	**Department:**	B.Sc (CS) – SH2
Academic Year:	2022 – 2023	**Even/Odd:**	Odd
Course:	B.Sc(Computer Science)	**Year/Sem**	III/V

The following is the Action taken report for the first class committee meeting held on 13.09.2022

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Syllabus coverage	Students discussed the coverage of syllabus for each of the subjects.	The concepts taught were segregated to students for them be discuss and evince their understanding through presentations and seminars.
Placement training	The in-campus and off-campus placement drives were discussed, and analytical and technical round cracking procedures were elaborated.	Students were encouraged to apply for companies, and prepare for the same. Computing platforms relevant to companies were explained to them.
Club-activity and inter-collegiate	The various schedule of activities through the SWAT club was discussed.	The students were motivated to participate in the paper presentation and quiz event to be held subsequently. Students were also motivated to participate and register themselves for various online workshops.
Submissions and examinations	Submissions pertaining to record submissions and assignments was discussed. Theory examination and practical exam schedules were discussed.	Students were provided the previous year question papers to practise the same and do well in the upcoming offline exams.

K. Sahaya
Class in-charge

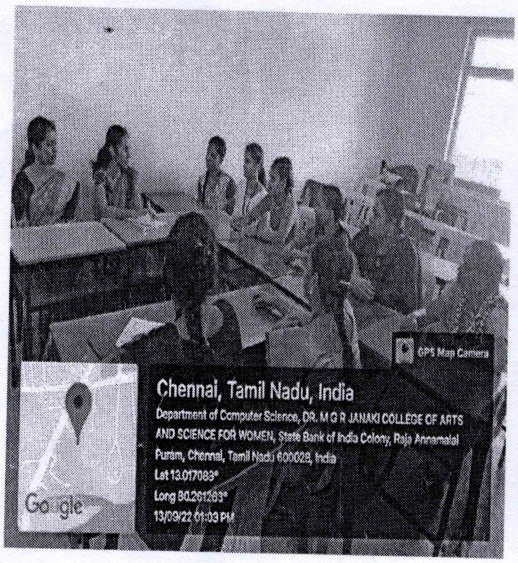
HOD

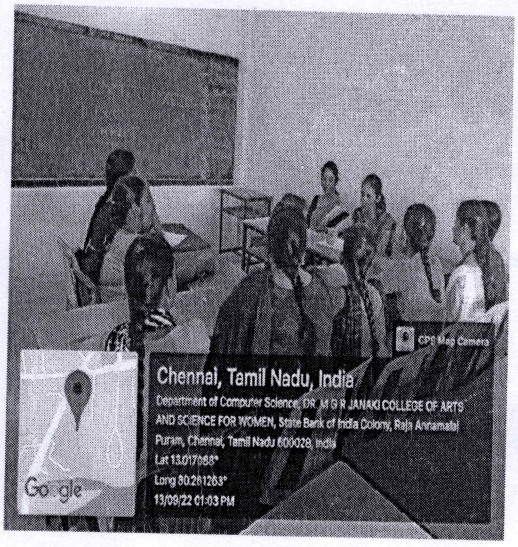
Principal

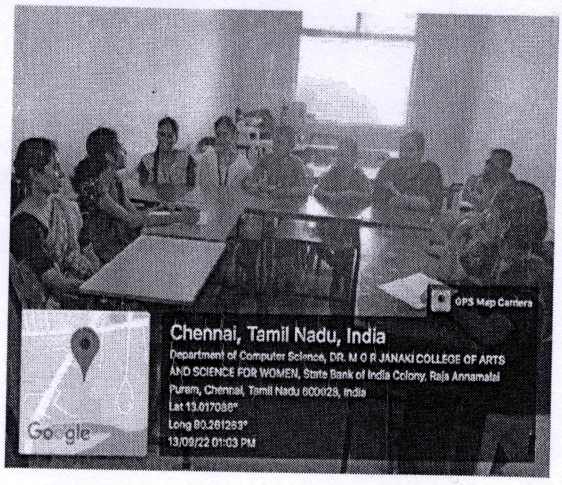
DR. JANAKI COLLEGE FOR WOMEN CHENNAI - 28

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

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		CLASS COMMITTEE MEETING	
Document ID:	MJC/CSC2/SH2/2022/01/CCR1	**Document Name:**	**Photos**
Name of the Mentor:	Ms. Gayathri.K	**Department:**	B.Sc(CS) – SH2
Name of Chairperson:	Ms. J. Sahaya Sheeba	**Even/Odd:**	Odd
Academic Year:	2022-2023	**Batch:**	2020 – 2023
Year:	III	**Semester:**	V
CC Meeting No:	01	**Date :**	13-09-2022









K. Gayathri
Class in-charge

HOD

Principal

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

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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		CLASS COMMITTEE MEETING	
Document ID:	**MJC/CSC2/2022/02/CCR1**	**Document Name:**	**Circular**
Name of the Mentor:	Ms.K. Gayathri	**Course/ Dept:**	B.Sc(CS) – SH2
Name of Chairman:	Ms.J.Sahaya Sheeba	**Even/Odd:**	Even
Academic Year:	2022 – 2023	**Batch:**	2022 – 2025
Year:	I 'B'	**Semester:**	II
CC Meeting No:	02	**Date :**	07.03.2023

The second class committee meeting for I B.Sc(Computer Science) 'B' for the academic year 2022 - 2023, II semester will be held on 10.03.2023 at 12.30 pm in Room No.S21 as per the following agenda

Agenda Detail

1. Concept a day
2. Theory and Laboratory sessions discussion
3. Attendance
4. Model examination related points
5. Parent meeting conduction on 11.03.2023
6. NPTEL and Naan Mudhalvan course registration

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)	
3.	Ms.K.Gayathri	AP/B.Sc(CS)	K. Gay.
4.	Ms.Uma	AP/B.Sc(Mathematics)	
5.	Ms.Aritha	AP/BA(Tamil)	
6.	Dr.Uma Maheshwari	AP/BA(English)	for Athaya
7.	Rendika Sri A	B.Sc(CS) – Class Committee Member	Rendhika Sri. A
8.	Saganasri S	B.Sc(CS) – Class Committee Member	Saganasri. S
9.	Sakthi Sri E	B.Sc(CS) – Class Committee Member	Sakthi Sri. E
10.	Swathi R	B.Sc(CS) – Class Committee Member	Swathi. R.
11.	Viji S A	B.Sc(CS) – Class Committee Member	S. A. Viji
12.	Swetha D	B.Sc(CS) – Class Committee Member	D. Swetha

K. Gay

CCC **HOD** **PRINCIPAL**

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

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		CLASS COMMITTEE MEETING	
Document ID:	**MJC/CSC2/2022/CCM/ATT**	**Document Name:**	**Attendance**
Name of the Mentor:	Ms.K. Gayathri	**Course/ Dept:**	B.Sc(CS) – SH2
Name of Chairman:	Ms.J.Sahaya Sheeba	**Even/Odd:**	Even
Academic Year:	2022 – 2023	**Batch:**	2022 – 2025
Year:	I 'B'	**Semester:**	II
CC Meeting No:	02	**Date :**	10.03.2023

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)	
3.	Ms.K.Gayathri	AP/B.Sc(CS)	
4.	Ms.Uma	AP/B.Sc(Mathematics)	
5.	Ms.Aritha	AP/BA(Tamil)	
6.	Dr.Uma Maheshwari	AP/BA(English)	
7.	Rendika Sri A	B.Sc(CS) – Class Committee Member	
8.	Saganasri S	B.Sc(CS) – Class Committee Member	
9.	Sakthi Sri E	B.Sc(CS) – Class Committee Member	
10.	Swathi R	B.Sc(CS) – Class Committee Member	
11.	Viji S A	B.Sc(CS) – Class Committee Member	
12.	Swetha D	B.Sc(CS) – Class Committee Member	

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

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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

CLASS COMMITTEE MEETING

Document ID:	**MJC/CSC2/SH2/2022/02/MOM2**	**Document Name:**	**Minutes of Meeting**
Chairperson:	Ms. J. Sahaya Sheeba	**Department:**	B.Sc(CS) – SH2
Academic Year:	2022-2023	**Even/Odd:**	Even
Course:	B.Sc(Computer Science)	**Batch:**	2022 – 2025
Year	I 'A'	**Semester:**	II
CC Meeting No:	02	**Date :**	10-03-2023

NATURE OF MEETING	**CLASS COMMITTEE MEETING -2**
VENUE	**ROOM NO.21**
SCHEDULED DATE: 10.03.2023	
CONVENED ON (DATE) 10.03.2023	**TIME: 12.15PM**

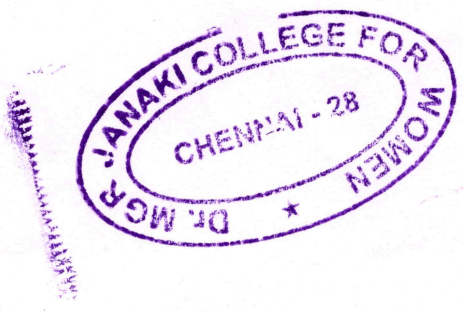
LIST OF MEMBERS ATTENDED:

Sl.No	Name of the Members	Design/Dept
1.	Dr.R.Manimekalai	Principal
2.	Ms.J.SahayaSheeba	In-charge/B.Sc(CS)
3.	Ms.M.Kapila Kaviya	AP/B.Sc(CS)
4.	Ms.Subhashiny	AP/B.Sc(Mathematics)
5.	Ms. K.Gayathri	AP/BA(Tamil)
6.	Ms.Jothi	AP/BA(English)
7.	Akshida R	B.Sc(CS) – Class Committee Member
8.	T Anu Priya	B.Sc(CS) – Class Committee Member
9.	Evangelin Powsi D	B.Sc(CS) – Class Committee Member
10.	Kiruthika E	B.Sc(CS) – Class Committee Member
11.	Ilakkiya bharathy b	B.Sc(CS) – Class Committee Member
12.	Parila p	B.Sc(CS) – Class Committee Member

DR. MGR-JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

The following are the highlights of the second class committee meeting held on 10.03.2023.

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
THEORY SYLLABUS COVERAGE		**Handled by**
Subject 1: LANGUAGE	• Three and half units have been completed • Notes and references given were sufficient	Ms.K.Gayathri
Subject 2: ENGLISH	• Three and half units have been completed • Notes and references given were sufficient	Ms.Jothi
Subject 3: COMPUTER ORGANIZATION	• Subject is easy to understand and subject book were provided to the students. • Three units have been completed • Relevant example programs were provided for better understanding.	Ms.J.Sahaya Sheeba
Subject 4: MATHEMATICS	• Three and half units have been completed • Home works were given periodically for practice and additional problems were given for regular practice.	Ms.Subhashiny
CONCEPT A DAY	• Students were asked to prepare a topic a day and present the same before the class withe help of charts and newspaper cuttings. • Students asked to present the same before the class with their own creativity. • They were also asked to maintain a record of the topics discussed. • Topics will be selected on the recent trends in IT field and can be referenced from the internet or newspapers.	



LAB SESSION	• Lab sessions were completed and students were asked to complete their observations as they complete the lab session. • Students were asked to complete the record note and also prepare for viva.	Ms.Kapila Kaviya
STUDENTS DISCIPLINE	• Students were asked to follow discipline as per the college rules.	
CLUB AND INTER-COLLEGIATE	• Students were asked to participate in the external events conducted by other colleges. • The importance of the external events participation was explained and were also asked to inform their peers about the same. • Students were asked to submit copies of Certificates after their participation in various events. • Department club activities were discussed and asked the students to come up with various activities to be conducted.	
MODEL EXAMINATION	• Model exam schedule was discussed with the students and they were asked to attend the exam without any absenteeism	
ONLINE COURSE REGISTRATION	• Students were informed about the various workshops conducted online. • Discussed the importance of participating in the workshops which help them in career building.	

Class in-charge **HOD** **Principal**

R. JANAKI COLLEGE FOR WOMEN CHENNAI - 28

PRINCIPAL DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN CHENNAI - 600 028.

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		CLASS COMMITTEE	
Document ID:	MJC/CSC2/SH2/2022/02/ATR2	**Document Name**	**Action taken report**
Name of the Chairperson:	Ms. J. Sahaya Sheeba	**Department:**	B.Sc(CS) – SH2
Academic Year:	2022-2023	**Even/Odd:**	Even
Course:	B.Sc(Computer Science)	**Year/Sem**	I/II

The following is the Action taken report for the second class committee meeting held on 10.03.2023

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Seminars and registration of workshops	Participation in class seminars, and registration of online workshops was discussed.	Students were asked to register for any domain-relevant workshops in any of the online portals such as ATAL.
Extra-curricular and club-activity participation	Details regarding inter-collegiate and intra and inter-departmental activities was elaborated to the students	Students were encouraged to be more bold and participate in the celebrations and other activities conducted through DECODE (Departmental club-house)
Additional coaching in relevance to the subjects	Different class of students highlighted that revisions in English, Maths and computer organization would be required.	Students requiring relevant understanding on the subjects were asked to meet the concerned subject-in charge before class hours.
Exam preparation	Preparation regarding Model exams was discussed.	The exam dates will be intimated shortly to the students after confirmation of the time table.

Class in-charge **HOD** **Principal**

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

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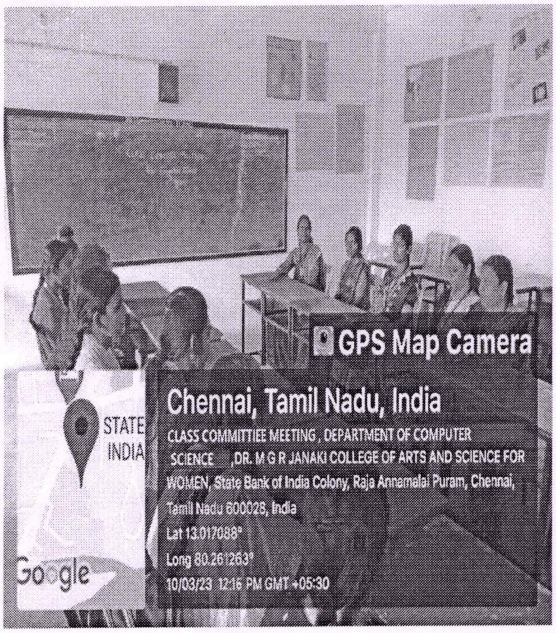
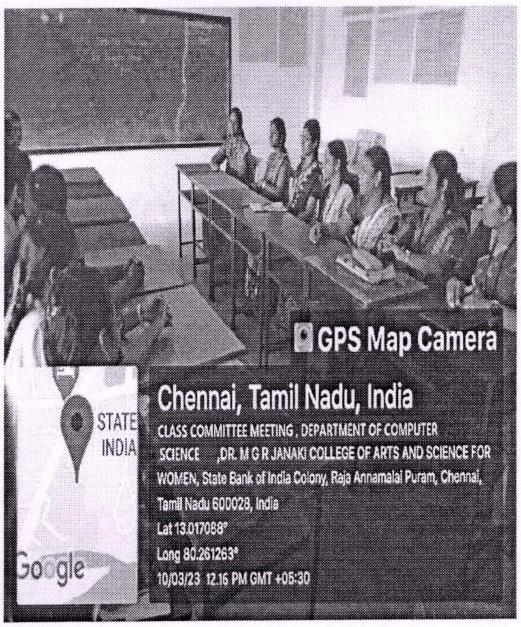
Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN SATHYABAMA MGR MALIGAI 11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028 Affiliated to the University of Madras		CLASS COMMITTEE MEETING	
Document ID:	MJC/CSC2/SH2/2022/02/CCR2	**Document Name:**	**Photos**
Name of the Mentor:	Ms.M.Kapila Kaviya	**Department:**	B.Sc(CS) – SH2
Name of Chairperson:	Ms. J. Sahaya Sheeba	**Even/Odd:**	Even
Academic Year:	2022-2023	**Batch:**	2022 – 2025
Year:	I	**Semester:**	II
CC Meeting No:	02	**Date :**	10-03-2023







Class in-charge **HOD** **Principal**

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

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		CLASS COMMITTEE MEETING	
Document ID:	**MJC/CSC2/2022/01/CCR1**	**Document Name:**	**Circular**
Name of the Mentor:	Ms.K. Gayathri	**Course/ Dept:**	B.Sc(CS) – SH2
Name of Chairman:	Ms.J.Sahaya Sheeba	**Even/Odd:**	Even
Academic Year:	2022 – 2023	**Batch:**	2022 – 2025
Year:	I 'B'	**Semester:**	II
CC Meeting No:	01	**Date :**	06.02.2023

The first class committee meeting for I B.Sc(Computer Science) 'B' for the academic year 2022 - 2023, II semester will be held on 08.02.2023 at 12.30 pm in Room No.S21 as per the following agenda

Agenda Detail

1. Concept a day
2. Theory and Laboratory sessions DISCUSSION
3. Student discipline maintenance
4. Student participation in club activity
5. Internal examination
6. Attendance
7. Online course and workshop registration for students

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)	
3.	Ms.K. Gayathri	AP/B.Sc(CS)	
4.	Ms.Uma	AP/B.Sc(Mathematics)	
5.	Ms. Haritha	AP/BA(Tamil)	
6.	Dr. Uma Maheshwari	AP/BA(English)	
7.	Rendika Sri A	B.Sc(CS) – Class Committee Member	
8.	Saganasri S	B.Sc(CS) – Class Committee Member	
9.	Sakthi Sri E	B.Sc(CS) – Class Committee Member	
10.	Swathi R	B.Sc(CS) – Class Committee Member	
11.	Viji S A	B.Sc(CS) – Class Committee Member	
12.	Swetha D	B.Sc(CS) – Class Committee Member	

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DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

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DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

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		CLASS COMMITTEE MEETING	
Document ID:	**MJC/CSC2/2022/CCM/ATT**	**Document Name:**	**Attendance**
Name of the Mentor:	Ms.K. Gayathri	**Course/ Dept:**	B.Sc(CS) – SH2
Name of Chairman:	Ms.J.Sahaya Sheeba	**Even/Odd:**	Even
Academic Year:	2022 – 2023	**Batch:**	2022 – 2025
Year:	I 'B'	**Semester:**	II
CC Meeting No:	01	**Date :**	08.02.2023

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr.R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	In-charge/B.Sc(CS)	
3.	Ms.K. Gayathri	AP/B.Sc(CS)	
4.	Ms.Uma	AP/B.Sc(Mathematics)	
5.	Ms. Haritha	AP/BA(Tamil)	
6.	Dr. Uma Maheshwari	AP/BA(English)	
7.	Rendika Sri A	B.Sc(CS) – Class Committee Member	
8.	Saganasri S	B.Sc(CS) – Class Committee Member	
9.	Sakthi Sri E	B.Sc(CS) – Class Committee Member	
10.	Swathi R	B.Sc(CS) – Class Committee Member	
11.	Viji S A	B.Sc(CS) – Class Committee Member	
12.	Swetha D	B.Sc(CS) – Class Committee Member	

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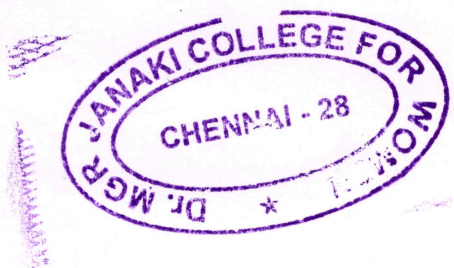
Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN SATHYABAMA MGR MALIGAI 11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028 Affiliated to the University of Madras		CLASS COMMITTEE MEETING	
Document ID:	MJC/CSC2/SH2/2022/01/MOM1	**Document Name:**	**Minutes of Meeting**
Chairperson:	Ms. J. Sahaya Sheeba	**Department:**	B.Sc(CS) – SH2
Academic Year:	2022-2023	**Even/Odd:**	Even
Course:	B.Sc(Computer Science)	**Batch:**	2022 – 2025
Year	I 'B'	**Semester:**	II
CC Meeting No:	01	**Date :**	08-02-2023

NATURE OF MEETING	**CLASS COMMITTEE MEETING -1**	
VENUE	**ROOM NO.21**	
SCHEDULED DATE: 08.02.2023		
CONVENED ON (DATE) 08.02.2023		**TIME: 12.30PM**

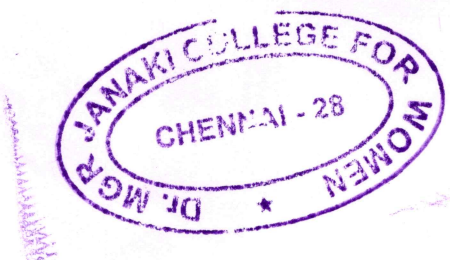
LIST OF MEMBERS ATTENDED:

Sl.No	Name of the Members	Design/Dept
1.	Dr.R.Manimekalai	Principal
2.	Ms.J.SahayaSheeba	In-charge/B.Sc(CS)
3.	Ms.K.Gayathri	AP/B.Sc(CS)
4.	Ms.Uma	AP/B.Sc(Mathematics)
5.	Ms. Haritha	AP/BA(Tamil)
6.	Dr. Uma Maheshwari	AP/BA(English)
7.	Rendika Sri A	B.Sc(CS) – Class Committee Member
8.	S Sahana Sri	B.Sc(CS) – Class Committee Member
9.	Sakthi Sri E	B.Sc(CS) – Class Committee Member
10.	Swathi R	B.Sc(CS) – Class Committee Member
11.	S A Viji	B.Sc(CS) – Class Committee Member
12.	Swetha D	B.Sc(CS) – Class Committee Member



The following are the highlights of the first class committee meeting held on 08.02.2023.

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
THEORY SYLLABUS COVERAGE		**Handled by**
Subject 1: LANGUAGE	• Two and half units have been completed • Notes and references given were sufficient	Ms. Haritha
Subject 2: ENGLISH	• Two and half units have been completed • Notes and references given were sufficient	Dr. Uma Maheshwari
Subject 3: COMPUTER ORGANIZATION	• Subject is easy to understand and subject book were provided to the students. • Two units have been completed • Relevant example programs were provided for better understanding.	Ms.K.Gayathri
Subject 4: MATHEMATICS	• Two units have been completed • Home works were given periodically for practice and additional problems were given for regular practice.	Ms.Uma
CONCEPT A DAY	• Students were asked to prepare a topic a day and present the same before the class withe help of charts and newspaper cuttings. • Students asked to present the same before the class with their own creativity. • They were also asked to maintain a record of the topics discussed. • Topics will be selected on the recent trends in IT field and can be referenced from the internet or newspapers.	Ms. k. Gayathri



LAB SESSION	• Lab sessions were completed and students were asked to complete their observations as they complete the lab session. • Students were asked to complete the record note and also prepare for viva.	Ms.K.Gayathri
STUDENTS DISCIPLINE	• Students were asked to follow discipline as per the college rules.	
CLUB AND INTER-COLLEGIATE	• Students were asked to participate in the external events conducted by other colleges. • The importance of the external events participation was explained and were also asked to inform their peers about the same. • Students were asked to submit copies of Certificates after their participation in various events. • Department club activities were discussed and asked the students to come up with various activities to be conducted.	Ms. K. Gayathri
INTERNAL EXAMINATION	• Internal exam schedule was discussed with the students and they were asked to attend the exam without any absenteeism	Ms. K. Gayathri
ONLINE COURSE REGISTRATION	• Students were informed about the various workshops conducted online. • Discussed the importance of participating in the workshops which help them in career building.	

K.gay

Class in-charge **HOD** **Principal**

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CHENNAI - 600 028.

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

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		CLASS COMMITTEE Action taken report	
Document ID:	**MJC/CSC2/SH2/2022/01/ATR1**	**Document Name**	**Action taken report**
Name of the Chairperson:	Ms. J. Sahaya Sheeba	**Department:**	B.Sc(CS) – SH2
Academic Year:	2022-2023	**Even/Odd:**	Even
Course:	B.Sc(Computer Science)	**Year/Sem**	I/II

The following is the Action taken report for the first class committee meeting held on 08.02.2023

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Seminars and registration of workshops	Participation in class seminars, and registration of online workshops was discussed.	Students were asked to register for any domain-relevant workshops in any of the online portals such as ATAL.
Extra-curricular and club-activity participation	Details regarding inter-collegiate and intra and inter-departmental activities was elaborated to the students	Students were encouraged to be more bold and participate in the celebrations and other activities conducted through SWAT (Departmental club-house)
Additional coaching in relevance to the subjects	Different class of students highlighted that revisions in English, Maths and Python would be required.	Students requiring relevant understanding on the subjects were asked to meet the concerned subject-in charge before class hours.
Exam preparation	Preparation regarding Internal exams was discussed.	The exam dates will be intimated shortly to the students after confirmation of the time table..

Class in-charge **HOD** **Principal**

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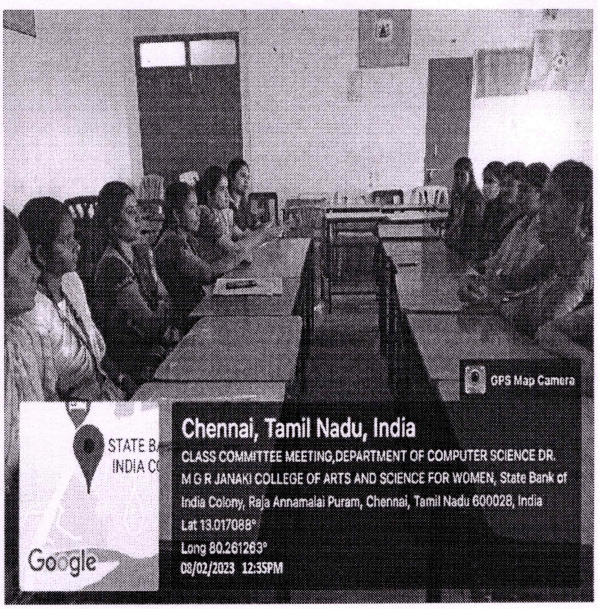
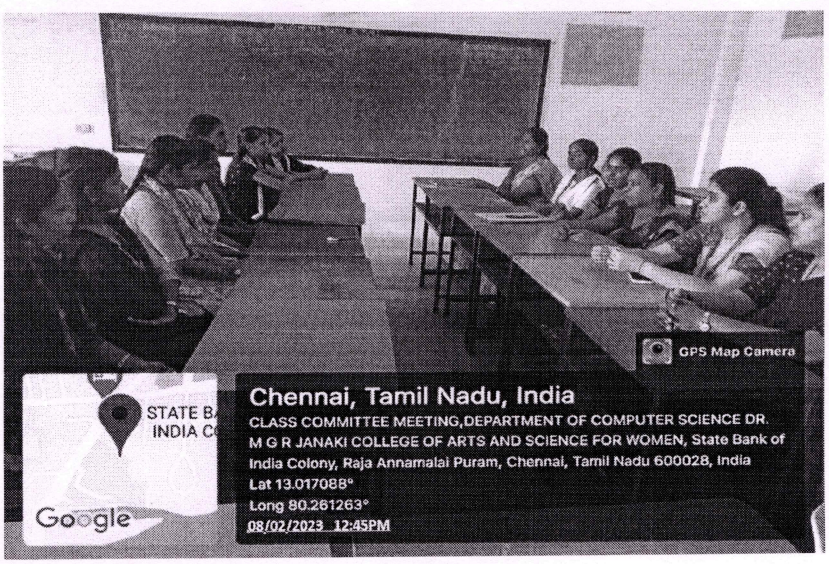
Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN SATHYABAMA MGR MALIGAI 11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028 Affiliated to the University of Madras		CLASS COMMITTEE MEETING	
Document ID:	MJC/CSC2/SH2/2022/01/CCR1	**Document Name:**	**Photos**
Name of the Mentor:	Ms.K.Gayathri	**Department:**	B.Sc(CS) – SH2
Name of Chairperson:	Ms. J. Sahaya Sheeba	**Even/Odd:**	Even
Academic Year:	2022-2023	**Batch:**	2022 – 2025
Year:	I	**Semester:**	II
CC Meeting No:	01	**Date :**	08-02-2023







K. Gaye
Class in-charge

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BIO/2022/CCM1**	**Document Name:**	**CIRCULAR**
Name of the Mentor:	Dr.B.Brindha Banu	**Course/ Dept:**	Biochemistry
Name of Chairman:	Dr. M. Victoriya Salomi	**Even/Odd:**	Odd
Academic Year:	2022-2023	**Batch:**	2022-2025
Year:	I	**Semester:**	I
CC Meeting No:	01	**Date :**	06.09.2022

The First class committee meeting for I Biochemistry for the academic year 2022-2023, I semester will be held on 06.09.2022 at 1.30 p.m. in **Room no S8** as per the following agenda.

Agenda Detail
1. Discussion about the college
2. Discussion about Academics and Syllabus
3. Internal Examination
4. University Examination

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Dr. M. Victoriya Salomi	Department In-charge	
3.	Dr.B.Brindha Banu	Assistant Professor/ Biochemistry	
4.	Ms.Sandhiya	Assistant Professor/ Biochemistry	
5.	Ms.Aashika	Assistant Professor/English	
6.	Dr.Shanthi	Assistant Professor/Tamil	
7.	Gomathi D	Class Committee Member	
8.	Yasodhai U	Class Committee Member	
9.	Akshaya.V	Class Committee Member	
10.	Sowmya K	Class Committee Member	
11.	Sooriya P	Class Committee Member	
12.	Hamsaveni.T	Class Committee Member	

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Dept. of Biochemistry & Bioinformatics
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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BIO/2022/CCM1**	**Document Name:**	**ATTENDANCE**
Name of the Mentor:	Dr.B.Brindha Banu	**Course/ Dept:**	Biochemistry
Name of Chairman:	Dr. M. Victoriya Salomi	**Even/Odd:**	Odd
Academic Year:	2022-2023	**Batch:**	2022-2025
Year:	I	**Semester:**	I
CC Meeting No:	01	**Date :**	06.09.2022

NATURE OF MEETING	**CLASS COMMITTEE MEETING - 1**	
VENUE	**Room no S8**	
SCHEDULED DATE	06.09.2022	
CONVENED ON (DATE) : 06.09.2022		**TIME: 1.00 to 1.30 pm**

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Dr. M. Victoriya Salomi	Department In-charge	
3.	Dr.B.Brindha Banu	Assistant Professor/ Biochemistry	
4.	Ms.Sandhiya	Assistant Professor/ Biochemistry	
5.	Ms.Aashika	Assistant Professor/English	
6.	Dr.Shanthi	Assistant Professor/Tamil	
7.	Gomathi D	Class Committee Member	
8.	Yasodhai U	Class Committee Member	
9.	Akshaya.V	Class Committee Member	
10.	Sowmya K	Class Committee Member	
11.	Sooriya P	Class Committee Member	
12.	Hamsaveni.T	Class Committee Member	

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BIO/2022/CCM1**	**Document Name:**	**MINUTES OF THE MEETING**
Name of the Mentor:	Dr.B.Brindha Banu	**Course/ Dept:**	Biochemistry
Name of Chairman:	Dr. M. Victoriya Salomi	**Even/Odd:**	Odd
Academic Year:	2022-2023	**Batch:**	2022-2025
Year:	I	**Semester:**	I
CC Meeting No:	01	**Date :**	06.09.2022

NATURE OF MEETING	**CLASS COMMITTEE MEETING - 1**	
VENUE	**Room no S8**	
SCHEDULED DATE	06.09.2022	
CONVENED ON (DATE) : 06.09.2022		**TIME: 1.30 to 2.15 pm**

Sl.No	Name of the Members	Name of the Department
1.	Dr. R. Manimekalai	Principal
2.	Dr. M. Victoriya Salomi	Department In-charge
3.	Dr.B.Brindha Banu	Assistant Professor/ Biochemistry
4.	Ms.Sandhya	Assistant Professor/ Biochemistry
5.	Ms.Aashika	Assistant Professor/English
6.	Dr.Shanthi	Assistant Professor/Tamil
7.	Gomathi D	Class Committee Member
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9.	Akshaya.V	Class Committee Member
10.	Sowmya K	Class Committee Member
11.	Sooriya P	Class Committee Member
12.	Hamsaveni.T	Class Committee Member

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

The following are the highlights of the First class committee meeting held on 06.09.2022.

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
Subject 1: **English**	Students from Tamil medium was scared about English, however they are very comfortable with the English teacher.	Ms.Aashika
Subject 2: **Language Tamil**	Students wanted regular word test to be attended in the class	Dr.Shanthi
Subject 3: **Major Nutritional biochemistry**	Students requested for more major classes as they have missed many major classes due to others college programs	Dr. B.Brindha Banu
Subject 4: **Allied Chemistry**	Ms. Sandhya requested all students to submit home work on time. The student representatives said they would inform it to the whole class.	Ms.Sandhya
Any other points on Discussion	• Students were given instruction regarding NME & PET • Cell phone usage was insisted • Students were informed that every month CCM will be conducted and the dates would be prior informed	Dr. Victoriya Salomi Dr. B.Brindha Banu
Text books and Notes for all Subjects	Student representatives informed they receive notes for all subjects.	All Students representatives

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CHENNAI - 28

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE Action taken report	
Document ID:	**MJC/BIO/2022/CCM1**	**Document Name:**	**Action Taken**
Name of the Chairperson:	Dr. M. Victoriya Salomi	**Department:**	Biochemistry
Academic Year:	2022-2023	**Even/Odd:**	Odd
Course:	I B.Sc BIOCHEMISTRY	**Year/Sem**	I year/ I SEM

The Following is the Action taken report for the first class committee meeting held on 06.09.2022.

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Communication from Language Teachers.	Students requested for dictation and regular test in English and language.	Language and English teachers have planned to conduct regular class test
Major /Allied	Students requested for extra major classes Students are willing to take seminar in Major /Allied subjects.	Extra major classes was planned in the Saturdays Major /Allied teachers have planned to conduct seminars frequently.

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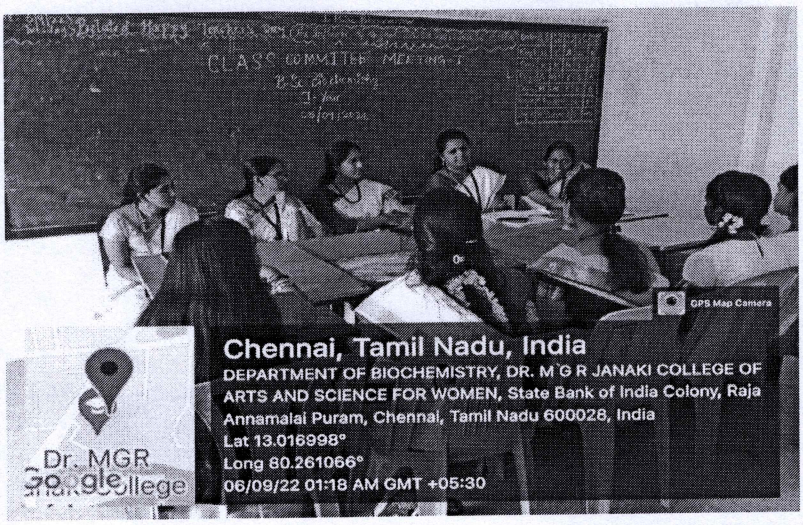
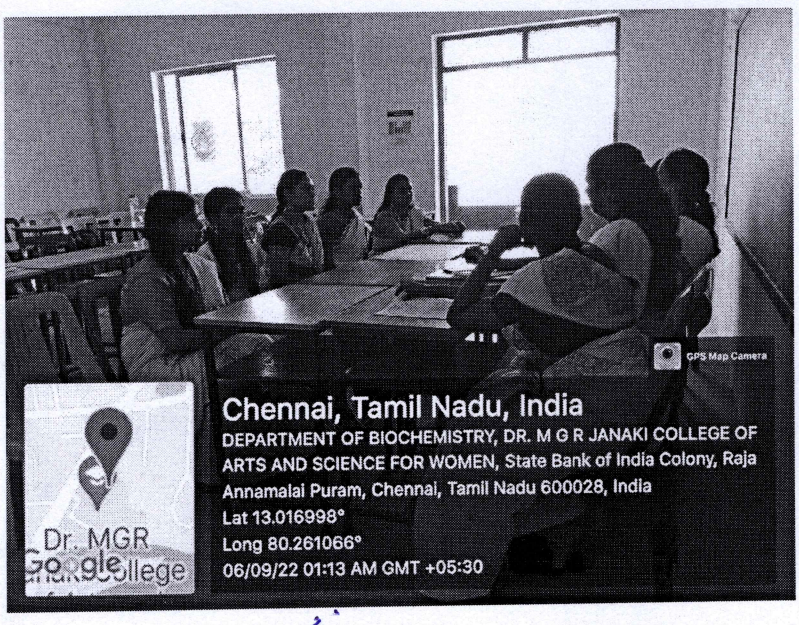
CHENNAI - 600 028

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BIO/2023/CCM1**	**Document Name:**	PHOTOS
Name of the Mentor:	Dr.B.Brindha Banu	**Course/ Dept:**	Biochemistry
Name of Chairman:	Dr.M. Victoriya salomi	**Even/Odd:**	Odd
Academic Year:	2022-2023	**Batch:**	2022-2025
Year:	I	**Semester:**	I
CC Meeting No:	01	**Date :**	06-09-2022





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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BIO/2023/CCM1**	**Document Name:**	Circular
Name of the Mentor:	Dr.Sabana	**Course/ Dept:**	Biochemistry
Name of Chairman:	Dr. Victoriya Salomi.M	**Even/Odd:**	Even
Academic Year:	2022-2023	**Batch:**	2021-2024
Year:	II	**Semester:**	IV
CC Meeting No:	01	**Date :**	03-02-2023

The First class committee meeting for II Biochemistry for the academic year 2022-2023, IV semester will be held on 06-02-2023 at 01.30 p.m. in S9 as per the following agenda.

Agenda Detail
1. Discussion of Academic Schedule
2. Attendance
3. Discussion on Internal Assessment
4. Internship report Details

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Dr. M. Victoriya Salomi	Department In-charge	
3.	Dr. Sabana	Assistant Professor/ Biochemistry	
4.	Dr.Priya	Assistant Professor/ Biochemistry	
5.	Ms.Nandhini	Assistant Professor/ Biochemistry	
6.	Dr.Vidhyalakshmi	Assistant Professor/ Biochemistry	
7.	Dr.Lakshmi Gayathri	Assistant Professor/ Biochemistry	
8.	Deepikaa.R	Class Committee Member	R.Deepikaa
9.	Vaishnavi.M	Class Committee Member	M Vaishnavi
10.	Priya.B	Class Committee Member	B. Priya
11.	Kaviya.P	Class Committee Member	P. Kaviya
12.	Manusha.	Class Committee Member	Manusha.V
13.	Akhalya.M	Class Committee Member	Akhalya. M

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BIO/2023/CCM1**	**Document Name:**	**Attendance**
Name of the Mentor:	Dr..B.Sabana	**Course/ Dept:**	Biochemistry
Name of Chairman:	Dr. Victoriya Salomi.M	**Even/Odd:**	Even
Academic Year:	2022-2023	**Batch;**	2021-2024
Year:	II	**Semester:**	IV
CC Meeting No:	01	**Date :**	06-02-2023

NATURE OF MEETING	**CLASS COMMITTEE MEETING - 1**	
VENUE	**S9**	
SCHEDULED DATE	**06-02-2023**	
CONVENED ON (DATE): 06-02-2023		**TIME: 1.00 pm**

Sl.No	Name of the Members	Name of the Department	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Dr. M. Victoriya Salomi	Department In-charge	
3.	Dr. B.Sabana	Assistant Professor/ Biochemistry	
4.	Dr.K.Priya	Assistant Professor/ Tamil	
5.	Dr. Vidhya Lakshmi	Assistant Professor/ Microbiology	
6.	Ms. S.Nanthini	Assistant Professor /English	
7.	P.Kaviya	Class Committee Member	P. Kaviya
8.	M.Vaishnavi	Class Committee Member	M Vaishnavi
9.	R.Deepika	Class Committee Member	R. Deepika
10.	M.Durga	Class Committee Member	M. Durga
11.	S.Vinitha	Class Committee Member	S. Vinitha
12.	B.Priya	Class Committee Member	B. Priya

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE MEETING	
Document ID:	**MJC/BIO/2023/CCM1**	**Document Name:**	**MINUTES OF THE MEETING**
Mentor of the Class:	Dr.B.Sabana		
Chairperson:	Dr. M. Victoriya Salomi	**Department:**	Biochemistry & Bioinformatics
Academic Year:	2022-2023	**Even/Odd:**	Even
Course:	Biochemistry	**Batch:**	2021-2024
Year	II	**Semester:**	IV
CC Meeting No:	01	**Date :**	06-02-2023

NATURE OF MEETING	**CLASS COMMITTEE MEETING - 1**	
VENUE	**S9**	
SCHEDULED DATE: 06-02-2023		
CONVENED ON (DATE): 06-02-2023		**TIME: 1.00 PM**

LIST OF MEMBERS ATTENDED:

Sl.No	Name of the Members	Name of the Department
1.	Dr. M. Victoriya Salomi	Department In-charge
2.	Dr.B.Sabana	Assistant Professor/ Biochemistry
3.	Dr .Priya	Assistant Professor/ Tamil
4.	Dr Vidhyalakshmi	Assistant Professor/ Microbiology
5.	Manusha.V	Class Committee Member
6.	Priya.B	Class Committee Member
7.	Kaviya.P	Class Committee Member
8.	Deepika.R	Class Committee Member
9.	Vaishnavi.M	Class Committee Member

DR. MGR JANAKI COLLEGE FOR WOMEN CHENNAI - 28

The following are the highlights of the First class committee meeting held on 06-02-2023.

AGENDA POINTS	HIGHLIGHTS	RESPONSIBILITY/ REMARKS
Syllabus	Even semester syllabus is discussed with students and students were asked a lot separate notebooks for all the subjects.	Dr. Victoriya Salomi Dr. Sabana B
Appreciation	Allied Microbiology staff Dr.Vidhyalakshmi appreciated all the students that all the students have Good practical skill.	Dr. Victoriya Salomi Dr. Durga M
Internship report	Internship details were informed.	Dr. Victoriya Salomi Dr. Sabana.B
Attendance	Regular attendance to college is mandatory. It was insisted.	Dr. Victoriya Salomi Dr.Sabana.B
Any other points on Discussion	1. Late comers were warned and advised to be on time to the college. 2. Students were informed that every month CCM will be conducted and the dates would be informed prior to the scheduled date.	Dr. Sabana.B

Class in-charge

HOD

Dept. of Biochemistry & Bioinformatics
Dr. M.G.R. JANAKI COLLEGE
ADYAR, CHENNAI-600 028

Principal

PRINCIPAL
DR. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CLASS COMMITTEE Action taken report	
Document ID:	**MJC/BIO/2022/CCM1**	**Document Name:**	Action Taken
Name of the Chairperson:	Dr. M. Victoriya Salomi	**Department:**	Biochemistry
Academic Year:	2022-2023	**Even/Odd:**	Even
Course:	Biochemistry	**Year/Sem**	II/IV

The Following is the Action taken report for the first-class committee meeting held on 06-02-2023

AGENDA POINTS	DETAILS OF DISCUSSION	ACTION TAKEN
Any other points on Discussion	Late comers were warned and advised to be on time	Late attendance note book to be maintained by the class teacher and every Friday it should be submitted to the Head of the Department .
Internship report	Internship details were informed.	Internship report preparation and submission date was informed

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College of Arts and Science for Women

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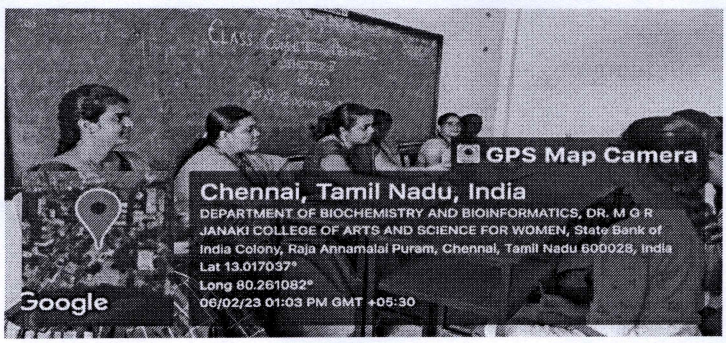
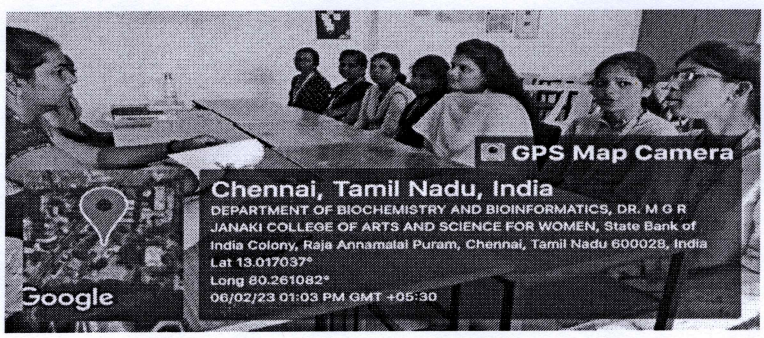
CLASS COMMITTEE MEETING

Document ID:	**MJC/BIO/2023/CCM1**	**Document Name:**	PHOTOS
Name of the Mentor:	Dr. B.Sabana	**Course/ Dept:**	Biochemistry
Name of Chairman:	Dr.Victoriya Salomi.M	**Even/Odd:**	Even
Academic Year:	2022-2023	**Batch:**	2020-2023
Year:	II	**Semester:**	IV
CC Meeting No:	01	**Date :**	06-02-2023





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RAMASAMY MANIMEKALAI

Digitally signed by RAMASAMY MANIMEKALAI
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Date: 2023.11.20 13:40:47 +05'30'