



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**

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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



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2022 – 2023

COLLEGE PROSPECTUS



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Verified and Certified Documents

Metric No: 1.1

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Principals
Principal

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



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



**PROSPECTUS
&
INFORMATION BROCHURE**

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



“Sathyabama MGR Maligai”

11 & 13, Durgabai Deshmukh Road,

Raja Annamalai Puram,

Chennai - 600 028, Tamil Nadu.

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e-mail: admin@mgrjanaki.ac.in

visit us at www.mgrjanaki.ac.in

This institution does not accept capitation fees or donation in cash or kind for admission. The candidates seeking admission should directly contact the staff in the college office if they have any clarification regarding the admission procedure. The institution also does not encourage recommendation or canvassing of any kind. Any kind of recommendation / canvassing will make the candidate ineligible for admission.

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

ABOUT THE COLLEGE

Dr. MGR Janaki College of Arts and Science for Women has been founded in fond memory of the Late Chief Ministers, Dr. MGR and his beloved wife Mrs. Janaki Ramachandran. The objective of the college is to provide quality higher education for women. The college presently offers selected undergraduate and post graduate courses which are job-oriented. The courses offered are a reflection of the progressing technological trends and the increasing demands of the job market.

AFFILIATION

All courses offered by the college are affiliated to the prestigious University of Madras and approved by the Government of Tamil Nadu.

MOTTO

“Excellence through Diligence” – The motto of the college reflects the principle that both Dr. MGR and Mrs. Janaki Ramachandran believed in. We create an atmosphere in which students can work diligently, in such an atmosphere that “Excellence” is not an effort – it just blossoms.

VISION

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

MISSION

- To financially empower women by freeing them from economic dependence. Towards achieving this end, the institution has embarked on various job-oriented courses that are in demand in the employment market.
- To motivate women to look beyond academic qualifications and develop core competencies and attain self-actualization. The knowledge components, the skill sets and attitudinal frameworks are so designed that help women in achieving this.
- To achieve inclusive education. As part of this goal as well as reflecting Bharat Ratna Dr. MGR's concern for the hearing impaired and physically challenged, the institution integrates as many of such students as possible in the mainstream.
- To build a gender-neutral society by infusing in students a sense of equality, purpose, accountability, responsibility and personal strength to meet the challenges with stoic courage.
- To help students become leaders of tall standing, serving and building the society. By setting rigorous academic standards and giving students the support they need to meet those standards, the institution enables them to unlock their potentials and discover their own capabilities which provide them with the required confidence to lead.
- To develop well-rounded personalities through innovative and robust curricula. Learning to learn is the focus of the

institution and not merely training for any specific vocation.

Learning at the institution is an experience in itself.

LOCATION & INFRASTRUCTURAL FACILITIES

CAMPUS

The college is located in the heart of the city of Chennai at Raja Annamalai Puram, near Adyar. This centrally located campus, with all its well maintained sylvan gardens and inspiring ambience is well connected by innumerable buses that touch the “Sathya Studios Bus Stop” from all parts of the city. Apart from being in the proximity of acclaimed institutions like the Indian Institute of Technology, Central Leather Research Institute, Anna University, Malar Hospitals, Kalakshetra, PGIBMS, Tamil Nadu Music & Fine Arts University, Cancer Institute, The Voluntary Health Services, Theosophical Society, M.S. Swaminathan Research Foundation, Tamil Nadu Dr.Ambedkar Law University and the Andhra Mahila Sabha, it also has facilities like shops, post offices and banks within walking distance.

The infrastructure includes

- ❖ Air-Conditioned auditorium which can accommodate 800 persons
- ❖ Well-furnished lecture halls and class rooms
- ❖ Seminar & Examination halls
- ❖ Requisite facilities for sports & games
- ❖ Laboratories

- ❖ Canteen offering quality food and snacks
- ❖ Open Air Theatre

LIBRARY

The library is well stocked and housed in a large hall of reading material. The Library has a total collection of about 28,000 books and provides access to more than 100 journals and magazines. E-Library facility (INFLIBNET and DELNET) which provides access to a number of online resources are also available. Each department has a department library. Photocopying facility is provided for the benefit of students and faculty. The college has an institutional membership with the British Council Library and University of Madras.

COMPUTER CENTER

The college provides a highly sophisticated computer center with more than 220 computers. This provides an opportunity for excellent hands-on experience on the most updated machines and latest software and tools for the benefit of students. The college also has a Microprocessor and a Digital Laboratory.

LABORATORY

The college has well equipped Laboratories for Microbiology, Visual Communication, Biochemistry, Bioinformatics & Psychology.

A Digital Language Lab is also available.

SPORTS

Facilities are available for students to learn and develop their interest in sports. There is a full time Physical Director to guide the students. There is a gymnasium as well.

FACULTY

The students are taught by a team of young spirited, well qualified faculty led by an ever enterprising and dynamic Principal.

TIMINGS

The College functions in two shifts:

Shift I : 8.15 am – 1.10 pm

Shift II : 1.20 pm – 5.30 pm

CAREER GUIDANCE & PLACEMENT CELL

The Career Guidance and Placement Cell is headed by a Director, aiming at cent percent placement.

A comprehensive Career Guidance Programme is offered to the students to help them plan their higher studies. Campus recruitment is one of the important aspects of this institution and reputed organizations are invited for recruitment. Most of the students who have passed out of this college are either placed in various multinational companies or pursuing higher education in India or abroad. Career guidance and counseling programs aim to help students make better educational and career choices. Among other benefits, these programs offer information on career options and provide academic and occupational training needed to succeed in the workplace. Programs also often provide teachers, administrators, and parents with information required to explore higher educational and career opportunities of their wards. Activities associated with career guidance and counselling programs include

- Advising students and parents on academic curriculum and preparing them for pursuing Higher Education.
- Planning and preparation for admission tests.
- Developing career portfolios, which include test and credit results, examples from students work, resumes and covering letters to prospective employers.

- Arranging job fair, work placements and community based learning programs to allow students to directly experience workplace situations.
- Sponsoring workshops, classes, focus groups and special presentations that focus on job skills and personal development.
- Providing specialized counselling and intervention services to assist students with individualized attention.

SEMESTER SYSTEM WITH CREDITS

The College follows the Semester System of education with credits of the University of Madras.

Semester System with credits has evolved as the most popular and functional pattern of education throughout the world. It is adopted in renowned education institutions and universities. In the semester system of study, every academic year is divided into two semester sessions. Each semester shall have a minimum of 90 working days and each day will have 5 working hours.

Credit is a weightage given to what a teacher teaches and what a student learns. It is normally related to the number of hours a teacher teaches a particular subject. It is also related to the number of hours a student spends learning a subject or carrying out an activity.

Credit is a universally accepted unit of measurement. It is an internationally recognized yardstick of assessment that is of very great advantage to students especially when they move from one educational institution to another, either within or outside the country.

GENERAL ADVANTAGES

- (i) It is an important and major step towards evolving a more flexible and student friendly pattern of education and learning process.
- (ii) Modular approach to learning facilitates, earning of specific portions of a subject manner within fixed time.
- (iii) It gives feasibility to learn skill oriented program and need based program of study within a short time frame. It also promotes innate talents among the students.
- (iv) There is a feasibility of cross interaction and migration of students from artificially separated disciplines.
- (v) It offers facility of students to diversity or even change their study program at any point of time.
- (vi) It offers a possibility of providing a holistic education by way of creating awareness among the student community, of the advances in other branches of Science, Arts & Humanities by offering elementary level courses.
- (vii) Students are easily accepted in other universities, especially those abroad, when students graduate from institutions that follow semester system with credits.
- (viii) It facilitates better learning and comprehension of the subject matter in view of regulated portions that are taught in every semester.

MARKSHEET

The final consolidated mark sheet contains marks, credits, grades, grade point average, weighted average marks, cumulative grade point average, overall weighted percentage of marks and passing minimum in order to benefit the student.

SPECIAL FEATURES

Regular academic coaching is substantiated by invited guest lectures providing a wider exposure to students. Field trips, visits to Research centers/Institutions are organized regularly.

Maximum opportunities are given for extra-curricular / co-curricular activities. Music, Dance, Yoga, Gymnastics, Aerobics and Karate are conducted after class hours. Short term value added certificate courses are offered to all students.

OTHER ACTIVITIES

Extra-curricular activities blended with sports and games form an integral part of a student's college life. Our students are encouraged to take part in various cultural events and inter-collegiate competitions. Apart from the prescribed syllabus, the college offers coaching in gymnastics, karate, dance, yoga, athletics, football, throwball and badminton. Our college also has its own NSS, Rotaract and Junior Red Cross units. The NSS unit of the college conducts special literacy camps, adult education programme and health camps in nearby rural areas. Blood donation camps conducted by the Red Cross Society are held quite regularly. To expose the students to the issues concerning

society, experts from various fields are regularly invited to address the students. Value education classes make students aware of their social rights and responsibilities, to become responsive human beings. Students are encouraged to participate in the various clubs, both departmental as well as cultural.

Inter-departmental and Inter-collegiate cultural competitions are regularly held, in a spirit of friendly competition to showcase the talents of the students. The college magazine "Sprout" is published every year. Seminars are conducted by each and every department to promote and encourage information exchange. Students and Faculty are also sent to seminars and programmes organized by other institutions of higher learning and are encouraged to present papers and actively participate. More than thirty endowment prizes have been instituted by the management and well-wishers of the college to be awarded to students excelling in various fields.

COURSED OFFERED

The College offers the following courses:

UNDERGRADUATE

Part I : Tamil, Hindi, French, Sanskrit, Arabic

Part II : English

Part III :

1. B.Sc. : Biochemistry

Eligibility : Higher Secondary with Chemistry and preferably Biology

CAREER PROSPECTS

Higher Studies:

1. M.Sc. in Biochemistry, Microbiology, Biomedical Genetics, Endocrinology, Biotechnology, Molecular Biology, Environmental Sciences, Forensic Science, Food Technology, Nutritional Biochemistry, Immunology, etc.
2. MS in Bio-Chemical Engg., Biotechnology etc., in IIT & Abroad.
3. M.Sc. Bioinformatics and Clinical Trial Management (Non-Medical)
4. MBA
5. Diploma in Medical Laboratory Technology, Food Technology, Hospital Administration.

6. Ph.D. in various fields of life sciences – Biotechnology, Genetics, Immunology, Cancer-genetics, Pharmaceuticals, Molecular Biology etc.

Job Opportunities:

1. R&D Departments in
 - (a) Pharmaceutical companies
 - (b) Food processing units
 - (c) Enzyme development units
 - (d) Breweries & Distilleries
 - (e) CFTRI, CLRI and other Research Laboratories
2. Quality control units in Hotels, Fermentation Industries, Food and Drug Departments.
3. As Biochemist in Hospitals, Laboratories, Blood Banks.

2. B.Sc. : Computer Science

Eligibility : Higher Secondary with Mathematics / Business Mathematics

Timings : Shift I and Shift II

CAREER PROSPECTS

Higher Studies:

1. MCA (Master of Computer Applications)
2. MIS (Master in Information Systems)

3. M.Sc. in Computer Science, Information Technology, Software Engineering, Information Science
4. MBA (Master of Business Administration)
5. B.Ed.

Job Opportunities:

1. Programmer
2. Quality Analyst
3. System Analyst
4. Software Consultant
5. Marketing in IT Industry

3. B.Sc. : Microbiology

Eligibility : Higher Secondary with Chemistry and Biology

CAREER PROSPECTS

Higher Studies:

1. M.Sc in Medical Microbiology, Industrial Microbiology, Food Microbiology, Agricultural Microbiology, Soil Microbiology, etc.
2. Integrated M.Tech. as above
3. MS in Genetics, Immunology, Food, Agricultural, Medical, Soil, Mining and Veterinary Microbiology, etc.
4. MBA

Job Opportunities:

1. R&D Departments in Pharmaceutical and Food processing units, Breweries and Distilleries, CSIR Labs and Universities.
2. Quality Control in Fermentation Industries, Hotels, Food and Drug Control Departments and Laboratories.
3. As Microbiologists in Hospitals, Laboratories, Blood Banks, etc.

4. B.Sc. : Psychology

Eligibility : Higher Secondary preferably Biology

CAREER PROSPECTS

Higher Studies:

1. M.A. in Human Resource Management
2. M.Sc. Psychology with different specializations
3. MBA
4. Personnel Management
5. MSW (Social work)
6. M.Sc. Criminal Psychology

Job Opportunities

1. Officer in HR Department
2. Counsellor
3. Clinical Psychologist
4. Child Psychologist

5. Juvenile Development Centre as Counsellor
6. Rehabilitation/De-addiction centres for Alcohol, Drugs, Tobacco etc.

5. B.Sc. : Mathematics

Eligibility : Higher Secondary with Mathematics

CAREER PROSPECTS

Higher Studies:

1. M.Sc. Mathematics / M.Sc Applied Mathematics
2. MBA / M.Sc. Information Technology / MCA / PGDCA
3. M.A. Econometrics
4. B.Ed.

Job Opportunities:

1. Business process outsourcing units
2. Heavy demand for Mathematics teachers in UK and USA
3. Statistician, Numerics – Manager posts in IT Companies
4. Self-Employment through Tutorial centers
5. Actuarial Asst. in Banks / Financial Institutions

6. B.Sc. : Visual Communication

Eligibility : Higher Secondary with a flair for creativity – Applicants with good skills in drawing or writing

or public speaking in any language will be given preference.

CAREER PROSPECTS

Higher Studies:

1. M.Sc. Visual Communication
2. M.Sc. Mass Communication and Journalism
3. M.A. English
4. M.Phil. and Ph.D. (after Post Graduation)

Job Opportunities:

1. Advertising
2. Digital Media
3. Films
4. Journalist
5. Animators
6. Video production
7. Public Relation Specialist
8. Page Designer / Layout Designer
9. Director for Advertisements or Feature films
10. Print Media
11. Journalism
12. Event Management
13. Media person
14. Web developers
15. Photography
16. Graphic Designer / Artist

7. B.Com. : Corporate Secretaryship

Eligibility : Higher Secondary with Accountancy and Commerce

Timings : Shift I and Shift II

CAREER PROSPECTS

Higher Studies:

1. M.Com.
2. MCS
3. MBA
4. MHRM
5. CA
6. ICWA
7. MFM
8. MFT
9. ACS

Job Opportunities:

1. Accounts Officer
2. PRO
3. Bank Jobs
4. Marketing

8. BCA : Computer Application

Eligibility : Higher Secondary preferably with
Mathematics / Business Mathematics

Timings : Shift I and Shift II

CAREER PROSPECTS

Higher Studies:

1. MCA (Master of Computer Applications)
2. MIS (Master in Information Systems)
3. M.Sc. in Computer Science, Information Technology, Software Engineering, Information Science, etc.

4. MBA (Master of Business Administration)
5. B.Ed.

Job Opportunities:

1. Programmer
2. Quality Analyst
3. Marketing Professional
4. System Analyst
5. Software Consultant
6. Marketing in IT Industry

9. B.Com. : General / Accounting and Finance

Eligibility : Higher Secondary with Accountancy and Commerce

Timings : Shift I and Shift II

CAREER PROSPECTS

Higher Studies:

1. M.Com
2. Institute of Cost & Works Accountant of India (ICWA)
3. Associates of Company Secretary (ACS)
4. Chartered Financial Analyst (CFA)
5. MBA
6. CA

Job Opportunities:

1. Offers career opportunities both in India and abroad in Banks and Financial Institutions.
2. Independent practice or placement in firms after completing CA, ICWA, ACS, CFS, etc.

10. B.Com. : Bank Management

Eligibility : Higher Secondary with Accountancy and Commerce

Timings : Shift II

CAREER PROSPECTS

Higher Studies:

1. M.Com
2. Institute of Cost & Works Accountant of India (ICWA)
3. Associates of Company Secretary (ACS)
4. Chartered Financial Analyst (CFA)
5. MBA
6. CA

Job Opportunities:

1. Offers career opportunities both in India and abroad in Banks and Financial Institutions.
2. Independent practice or placement in firms after completing CA, ICWA, ACS, CFS, etc.

11. BBA : Business Administration

Eligibility : Higher Secondary

Timings : Shift I and Shift II

CAREER PROSPECTS

Higher Studies:

1. MBA
2. M.Com
3. Associates of Company Secretary (ACS)
4. Chartered Financial Analyst (CFA)
5. Institute of Cost & Works Accountant of India (ICWA)
6. CA

Job Opportunities:

1. Offers career opportunities in companies in India and abroad
2. Independent practice or placement in firms and banks

12. B.A : English

Eligibility : Higher Secondary in English Medium

CAREER PROSPECTS

Higher Studies:

1. M.A. English
2. M.A. Human Resource Management
3. Master of Social Work (MSW)
4. M.A. Mass Communication / Journalism
5. B.Ed.

6. M.S. Education Management
7. P.G. Diploma in Journalism
8. M.A. Personnel Management
9. Master of Women's Studies
10. M.A. Travel and Tourism Management
11. M.A. Public Administration / Sociology / Psychology

Job Opportunities:

1. Business Process outsourcing units
2. Local and International Call centers
3. Journalism
4. School Teacher
5. All Front office demanding good communication skill
6. Publishing Line – Editing, Proof Reading
7. Translators
8. Mass Media and New Media

13. B.A : Tamil

Eligibility : Higher Secondary

Timings : Shift II

CAREER PROSPECTS

Higher Studies:

1. M.A. Tamil
2. M.A. Journalism

3. B.Ed.
4. M.A. Public Administration
5. M.A. Sociology

Job Opportunities:

1. Teacher
2. Translator
3. Journalist
4. News Anchor
5. Freelancer
6. Publishing Line – Editing, Proof Reading
7. Travel & Tourism

14. B.A : Natya (Music, Dance & Theatre)

(Students have the option of continuing the course for 2 more years to secure an M.A. Natya Degree)

Eligibility : Higher Secondary

CAREER PROSPECTS

Higher Studies:

1. M.A. Performing Arts
2. M.A. Journalism
3. M.A. Travel and Tourism
4. M.A. Human Resource Management

5. M.A. Philosophy
6. M.A. Sociology
7. M.A. History
8. M.Sc. Mass Communication
9. M.Sc. Psychology
10. M.Phil. and Ph.D in the Performing Arts (after M.A. Natya)

Job Opportunities:

1. As Faculty in performing arts in schools and colleges
2. Travel and Culture Tourism
3. Diplomatic services: Cultural Ambassadors
4. Public shows
5. Event Management
6. Mass media: Radio, Television and Cinema
7. Art Historian
8. Can head independent institutions of Music, Dance and Drama
9. Research in performing arts
10. Censor Board Member

POST GRADUATE COURSES

1. M.Sc. Information Technology

Eligibility : Bachelor's Degree with Mathematics or Statistics or Business Mathematics, Business Statistics or Mathematical Physics as Main or Allied Subject.

CAREER PROSPECTS

Higher Studies:

1. MBA (Master of Business Administration)
2. MS (Research in various fields)
3. Ph.D. (Research in various fields)
4. M.Tech.
5. M.E.

Job Opportunities:

1. System Analyst
2. Software Consultant
3. Research & Development Units
4. Quality Analyst
5. Programmer
6. System Administrator
7. Marketing Professional

2. M.Sc. Microbiology

Eligibility : Bachelor's Degree in any Biological Science

CAREER PROSPECTS

Higher Studies:

1. M.Phil. / Ph.D. in Microbiology
2. M.Phil. / Ph.D. in Genetics
3. Can pursue higher studies (M.Phil./Ph.D.) in any Biological Science

Job Opportunities:

1. Research Associate in R&D centers of various companies
2. Microbiologist in Hospitals / Research Centers
3. Quality control in Fermentation Industries, Hotels, Food & Dairy Control Developments & Laboratories

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

Eligibility : Bachelor's Degree in Science in the disciplines of Biology, Botany, Zoology, Biotechnology, Microbiology, Chemistry, Biochemistry, Physics, Mathematics, Statistics, Computer Science, Agriculture, BE/B.Tech, B.V.Sc, MBBS, BDS or any equivalent degree

CAREER PROSPECTS

Higher Studies:

M.S, M.Phil. or Ph.D. in Bioinformatics, Proteomics, Genomics

Job Opportunities:

JRF, SRF in Bioinformatics Labs like CCMB Hyderabad, IIS Bangalore, JNU, New Delhi Research & Development units as Research Associate, Faculty, Bioinformatics System & Software Analyst, Bioinformatics Consultant, etc.

4. M.A. Human Resource Management

Eligibility : Any Bachelor's Degree

CAREER PROSPECTS

Higher Studies:

1. M.Phil.
2. Ph.D. – Behavioral Science, Human Resource Management

Job Opportunities:

1. Trainee / Management Trainee
2. HR – Executive
3. Training Groups
4. Recruitment Manager / Executive
5. Administrative Executive / Officer

5. M.A. English

Eligibility : B.A. English or any UG Degree with English medium, in the Higher Secondary Level

CAREER PROSPECTS

Higher Studies:

1. M.Phil. / Ph.D.
2. B.Ed.
3. P.G. in Communication / Journalism

Job Opportunities:

1. All jobs that require written or verbal communication in English – Technical writing, Copy writing, etc.
2. English Language Teachers
3. Media / Journalism
4. Public Relations / Human Resource
5. Translators

6. M.Sc. Applied Psychology

Eligibility : B.A./ B.Sc. in Psychology/Under-graduate in other disciplines with Psychology as a core subject/Bachelor of Social Work (BSW) / UG degree in Nursing / Physiotherapy/BDS/MBBS.

CAREER PROSPECTS

Higher Studies:

1. B.Ed.
2. M.Phil. in Clinical Psychology
3. Ph.D. in any branch of Psychology

Job Opportunities:

1. Counsellor
2. Teaching in Schools and Colleges
3. Human Resource Manager
4. Psychological Consultant
5. Research Associate
6. Rehabilitation Psychologist
7. Forensic Psychologist
8. School Psychologist
9. Career Counsellor
10. Child Psychologist
11. Health Psychologist
12. Community Psychologist
13. Student Counsellor
14. Family and Marital Counsellor
15. Psycho Oncologist
16. Social Psychologist

ADMISSION – PROCEDURE

Students are required to register along with the completed application forms. A self-addressed stamped envelope should be submitted along with the application. After registration, communication will be sent to those students who have been provisionally selected. The provisionally selected student has to attend an interview along with her parents on the date and time specified in the intimation card. If the student fails to attend the interview on the date and time mentioned, the provisional selection is automatically cancelled. All admissions are provisional, subject to approval by the University of Madras. The decision of the Admission Committee will be final in all matters concerning admission.

The following certificates should be produced in original at the time of interview:

1. The Tamil Nadu Higher Secondary course (or its equivalent) Mark Certificate (original +2 photocopies attested by a Gazetted Officer) for UG Courses and Provisional Certificate or Degree Certificate for PG Courses.
2. **UG Courses:** Candidates who have passed an examination other than the Tamil Nadu Higher Secondary Course should produce an Eligibility certificate from the University of Madras.

PG Courses: Candidates from any University other than the University of Madras should produce Eligibility Certificate from the University of Madras

3. Transfer Certificate
4. Conduct Certificate
5. Medical Certificate from a Government Registered Medical Practitioner.
6. Community Certificate (one photocopy attested by a Gazetted Officer) if the student belongs to BC/MBC/SC/ST
7. Income Certificate of parent issued by an authority not below the rank of Tashildar or equivalent.

PAYMENT OF FEES

If the provisional selection is confirmed, the candidate should be prepared to pay the fees immediately. Generally, a student once admitted to a course will not be permitted to withdraw. However, under unavoidable circumstances, withdrawal may be allowed, provided the student pays the fees for the whole academic year. Fees once paid is not refundable under any circumstance.

NOTE FOR PARENTS

Parents are requested to cooperate with the college authorities in enforcing punctuality & regularity in attendance. Other than regular tests we hold examinations in September and March. We report the marks and statement of attendance after each of these examinations. Parents are expected to come in person for the Open Day to receive the mark statement and meet the teachers, who would like to discuss with them the progress of

their wards. Parents who wish to meet the teachers on other days must enquire and wait at the principal's office only. Warning letters are sent to the parents if their wards are irregular to college.

This institution does not accept capitation fees or donation in cash or kind for admission. The candidates seeking admission should directly contact the staff in the college office if they have any clarification regarding the admission procedure. The institution also does not encourage recommendation or canvassing of any kind. Any kind of recommendation / canvassing will make the candidate ineligible for admission.

SPECIAL NOTE TO STUDENTS

1. Dress regulations- Students are expected to wear clothes which are simple and modest. No student will be allowed to wear short, flimsy and tight clothes.
2. Ragging in any form is a serious offence and strict action will be taken against those indulging in it.
3. Students riding two wheelers should wear helmet.
4. Mobile phones are not permitted within the campus.
5. Students are not permitted to participate in fashion shows, modelling or talk shows and other TV programmes without prior permission from the Management / Principal. They

should uphold the moral standards of honesty, respect for elders and kindness towards all.

6. The Management / Principal or other constituted college authorities may frame and issue from time to time disciplinary rules of a permanent or temporary nature regulating the conduct outside the college, that seem necessary to maintain the credit, usefulness and reputations laid down by the college.

ATTENDANCE

Regular attendance in the classroom as well as the laboratory and the fulfillment of required assignments are expected of all students. Attendance is taken at every lecture, practical or any tutorial of any kind prescribed in the college timetable, including Games, NSS, Eye Opener, etc.

Permission for absence will be given subject to valid explanation.

- a) Absence due to illness should be supported by a medical report from a registered medical practitioner.
- b) Students absenting to participate in extracurricular activities representing the college should submit permission letters to the Principal through the authorized staff member.
- c) Leave letter for any other purpose should be signed by the class teacher.
- d) Any student coming in after the Assembly will be marked absent for one hour. If a student is absent for one hour, she will lose half-a-day's attendance.

- e) A student will be permitted to take the University Examination only if she has minimum of 75% attendance per course.
- f) The decision of the Management / Principal shall be final in all matters concerning attendance.

IDENTITY CARDS

Each student of this college is expected to possess an Identity Card with her photograph affixed on it, duly attested by the Principal. Students are advised to keep the card with them always and use them for getting concessional ticket to travel by bus, rail or air, to become a member of Public Libraries or for the receipt of payment of scholarship, etc. Identity Cards for the first year students will be provided in the college. Students will have to produce the ID card during the University Examinations.

EXAMINATIONS

1.
 - a) No student shall absent herself from any examination without prior permission of the Principal.
 - b) Disciplinary action will be taken against absentees from examinations and tests.
 - c) All assignments and practical records / books should be submitted on time. Punctuality in attendance and work is important.
2. The conduct of the students during the test and examinations should be beyond reproach. Any student indulging in unfair practices or caught copying, will be dealt with seriously.

3. Assessment will be in the form of a comprehensive examination of each paper at the end of each semester.
4. University examinations will be conducted at the end of each semester in the college. Students should register for the examinations paying the prescribed fees.
5. Using Mobile phones inside the college campus is prohibited.

ALUMNAE

The Alumnae Association of Dr. MGR –Janaki College was formed in 1999, three years after the college was established. The aim of the Alumnae Association is to keep alive in the hearts of the alumnae, memories of the college, its deals and values and to remind the college of its daughters who are spread all over the world. The initiation of the final year students into the Alumnae Association is held at the end of the academic year, usually in March. The Alumnae meet is held every last Sunday of November.