

**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
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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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1.1: CURRICULAR PLANNING AND IMPLEMENTATION

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CURRICULUM PLANNING AND DELIVERY
THROUGH WELL PLANNED DOCUMENTED
PROCESS

2022 – 2023

LOG BOOKS



**Dr. MGR-JANAKI COLLEGE
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Verified and Certified Documents

Metric No: 1.1.1

Page No. 05 to 127



Principal

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,
Phone : 044-2493 7382/92 e-mail: admin@mgrjanaki.ac.in
Web : www.mgrjanaki.ac.in

ATTENDANCE AND ASSESSMENT RECORD

(To be maintained by the Faculty Member)

THEORY / PRACTICAL

ACADEMIC YEAR : 2022 - 2023

SEMESTER : I / II / III / IV / V / VI

Name of the Staff : Dr C. BANU REKHA

Designation : ASSISTANT PROFESSOR

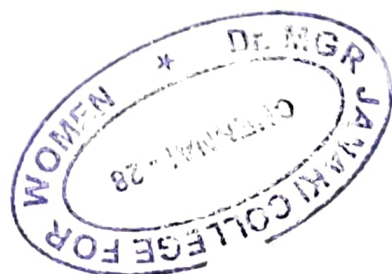
Department : APPLIED MICROBIOLOGY

Subject Code / Subject : MDT3A MICROBIAL GENETICS



INSTRUCTIONS

1. This personal logbook along with the theory course file is to be maintained for each theory handled by the respective Faculty-in-charge.
2. Faculty-in-charge as well as the Head of the Department are responsible for the safe custody of the register for that semester.
3. Lesson plan should be prepared by the Subject-in-charge ahead of the semester, at least one week before commencement of class.
4. Correct entries in this register are to be made at the end of every lab hour. Avoid usage of whitener & pasting of xeroxed pages on to the logbook.
5. Attendance should be marked in the relevant column mentioning the date / month and period including special classes.
6. At the end of the hour, the number of absentees should be clearly entered in the last row of the column in each page.
7. The record of marks should be updated regularly and analysis to be done for each test conducted.
8. At the end of every week, the entries in the register should be attested by the Head of the Department and at the end of the every month, the register is to be approved by the Principal.
9. This register along with the course file should be handed over to the Head of the Department whenever the staff member goes on long leave or when he/she resigns.
10. The registers will have to be produced for the scrutiny of the Principal or any inspection authority whenever called for. At the end of the semester, the registers will be under the safe custody of the Head of the Department.



PREFACE

Department MICROBIOLOGY

Batch 2021 - 2023

Branch APPLIED MICROBIOLOGY

Year & Semester II & III

Subject Code MDT3A

Name of the Subject MICROBIAL GENETICS

Faculty Incharge DR. C. BANU REKHA

Qualification M.Sc M.Phil SET, NET PhD

Experience 17 YEARS

Age / DOB 41 YEARS / 07.06.1981

Papers handled in
Previous year / Semester

- 1) SOIL MICROBIOLOGY
- 2) MYCOLOGY
- 3) ENVIRONMENTAL MICROBIOLOGY

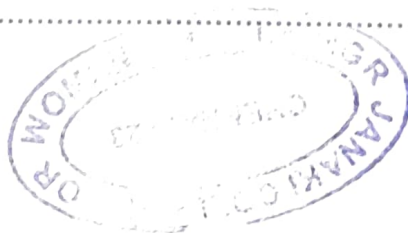
Number of times
Handled this Paper 2

Text Book

- 1) MICROBIAL GENETICS - POWAR
MOLECULAR BIOLOGY - RASTOGI
- 2)
- 3)

Reference Books

- 1) GENE CLONING - T. A BROWN
- 2) GENES TO CLONES - E. L KLINNACER
- 3)



SYLLABUS

III SEMESTER

UNIT I:

Historical Perspectives of microbial genetics. Nucleic acid as genetic information carriers: experimental evidence. DNA - types, structure & Properties topology, Superhelicity, linking number.

UNIT II:

Organization of genes and chromosomes: Definition of gene. Operon - Positive regulation. Structure of chromatin and Chromosomes - Unique and repetitive DNA, heterochromatin, euchromatin, transposons.

UNIT III:

Plasmids as extrachromosomal genetic elements; types and Properties. Structure and replication of different Plasmids: ColE1, F1 and T1 plasmids. Plasmid amplification and curing; Gene transfer mechanisms: Transformation, Conjugation and transduction.

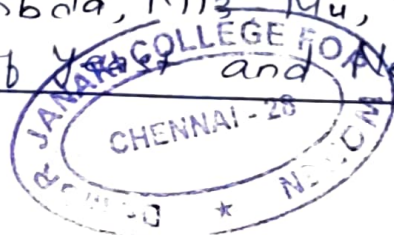
UNIT IV:

Mutation and Mutagenesis - mechanisms, biochemical basis, mutagens. Molecular basis of Spontaneous and induced mutations. Reversion and suppression. Environmental mutagenesis and toxicity testing; Carcinogenicity - Chemical Carcinogenesis and their testing. Isolation of Mutant

UNIT V:

Molecular recombination - Mechanism, Control and models. Transposition, regulatory Sequences and transacting factors. Genetic mapping in E. coli and Yeast. Genetics of Lambda, M13, Mu, T4 and OX174. Genetic Systems of *Yeast* and *Neurospora*.

C.D.R. BANU KELLER



EXTRACT OF COLLEGE WORKING DAYS

SEMESTER BEGINS ON : 11.07.22 SEMESTER ENDS ON : 17.11.22

LAST WORKING DATE (For completion on syllabus) :

SI.No.	MONTH	No. OF WORKING DAYS	No. OF PERIODS
1	JULY	14	11
2	AUGUST	18	14
3	SEPTEMBER	20	15
4	OCTOBER	13	08
5	NOVEMBER	09	04

TOTAL NO. OF PERIODS REQUIRED :
(For completing the syllabus)

46

TOTAL NO. OF PERIODS AVAILABLE :
(For completing the syllabus)

52

TEST DATES :

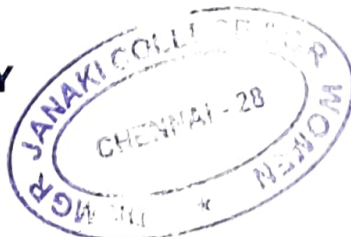
UNIT / TEST I : 03.08.22

UNIT / TEST II : 23.08.22

UNIT / TEST III : -

Model Exam : 31.10.22

SIGNATURE OF FACULTY



HOD

- * To understand & learn about the Genetic information, DNA- types, structure and properties.
- * Gain basic understanding about the Gene, Chromosomes & its types.
- * To study about the Operon model, Plasmids and its types. Gene transfer mechanisms.
- * Acquire knowledge about the mutation and Mutagenesis.
- * Learn the various gene transfer methods.



FACULTY TIME TABLE


Period Day order ▼	1	2	3	L U N C H	4	5	Total Contact Hours (TCH)	
I							MG	1
II								
III	MB	MG	MB					1 + 2
IV		MG	MB					1 + 1
V	MG		MB			MG		2 + 1
VI			MB					1

Break timings : &

Lunch timing : 11.00 - 11.30 am

Other special activities (if any) : -

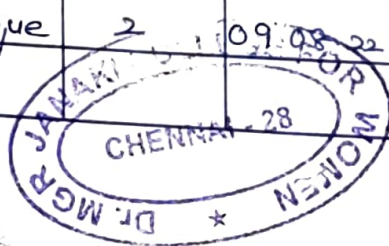
REVIEW OF COURSE WORK (For the HoD to fill)

Month ▼	Week ▼	ODD SEMESTER						EVEN SEMESTER						
		JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
Initial of HOD with date	1		A	A	A	A	A							
	2		A	A	A	A	A							
	3		A	A	A	A	A							
	4		A	A	A	A	A							
Initial of the Principal														



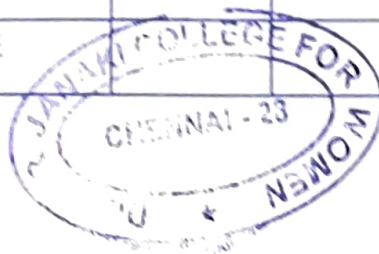
LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Covered		Remarks
		Period	Date	Period	Date	
1	Historical Perspectives of Microbial genetics	5	11.07.22	5	11.07.22	
		2	13.07.22	2	13.07.22	
2	Nucleic acids Genetic information carriers experimental evidences	2	14.07.22	2	14.07.22	
		1	15.07.22	1	15.07.22	
		3	15.07.22	3	15.07.22	
3	DNA - types & Structure	5	19.07.22	5	19.07.22	
		2	21.07.22	2	21.07.22	
4	Properties of DNA - topology, Superhelicity linking numbers etc.,	2	22.07.22	2	22.07.22	
		1	25.07.22	1	25.07.22	
		4	25.07.22	4	25.07.22	
5	Organization of genes & chromosomes	5	27.07.22	5	27.07.22	
6	Genes, operon model - Positive regulation	2	01.08.22	2	01.08.22	
		2	02.08.22	2	02.08.22	
		1 & 4	03.08.22	1 & 4	03.08.22	
7	Structure of chromatin & chromosomes, unique & repetitive DNA	5	05.08.22	5	05.08.22	
		2	09.08.22	2	09.08.22	



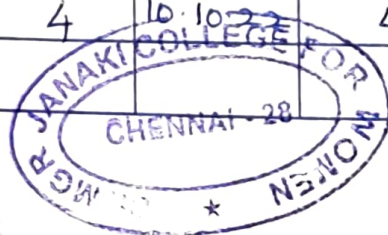
LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Covered		Remarks
		Period	Date	Period	Date	
8	Types - heterochromatin	5	16.08.22	5	16.08.22	
	§ Euchromatin	2	18.08.22	2	18.08.22	
9	Plasmids - extra	2	19.08.22	2	19.08.22	
	chromosomal genetic	5	23.08.22	5	23.08.22	
	elements, types & Properties					
10	Structure & replication	4	25.08.22	4	25.08.22	
	of Plasmids	2	26.08.22	2	26.08.22	
	i) ColE1,	1	30.08.22	1	30.08.22	
	ii) F1	4	"	4	"	
	iii) Ti					
11	Plasmid amplification & curing	5	02.09.22	5	02.09.22	
12	Gene Transfer					
	Mechanism	4	06.09.22	4	06.09.22	
	(i) Transformation	2	07.09.22	2	07.09.22	
	(ii) Conjugation	1	08.09.22	1	08.09.22	
	(iii) Transduction					



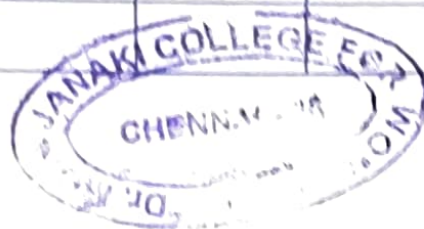
LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Covered		Remarks
		Period	Date	Period	Date	
13	Mutation:					
	Mutagenesis-mechanism	4	08.09.22	4	08.09.22	
	biochemical basis	1	13.09.22	1	13.09.22	
	mutagens					
14	Molecular basis of					
	Spontaneous §	4	15.09.22	4	15.09.22	
	Induced mutations	2	16.09.22	2	16.09.22	
15	Types of mutation					
	Reversion	1	19.09.22	1	19.09.22	
	Suppression	4	19.09.22	4	19.09.22	
16	Environmental muta-	5	21.09.22	5	21.09.22	
	toxicity testing ^{genesis}	4	23.09.22	4	23.09.22	
17	Carcinogenicity	2	26.09.22	2	26.09.22	
18	Chemical Carcinogenesis	1	27.09.22	1	27.09.22	
	§ their testing	4	27.09.22	4	27.09.22	
19	Isolation of Mutants	4	10.10.22	4	10-10-22	



LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Covered		Remarks
		Period	Date	Period	Date	
20	Molecular recombination	2	11.10.22	2	11.10.22	
	- mechanism	1	12.10.22	1	12.10.22	
	- Control & models					
21	Transposons	4	12.10.22	4	12.10.22	
22	Transposition	5	14.10.22	5	14.10.22	
23	regulatory seq. & transacting factors	4	18.10.22	4	18.10.22	
		2	19.10.22	2	19.10.22	
24	Genetic mapping					
	- <u>E. coli</u>	5	26.10.22	5	26.10.22	
	- yeast	4	15.11.22	4	15.11.22	
25	Genetics of Lambda	2	16.11.22	2	16.11.22	
	N13	1	17.11.22	1	17.11.22	
	Nu					
	T ₄ & OX174					
26	Genetic Systems of Yeast	4	17.11.22	4	17.11.22	
	Neurospora					



RECORD OF ACADEMIC ACTIVITIES

Activity Name	No. of activities per semester	Proposed date	Details
• Tutorial			
• Unit / Test	3	03/08/22	Internal test - I [1½ Unit]
		23/08/22	Internal test - II [4 units]
• Model Exam	1	31/10/22	Models [Portion completed
• Guest Lectures			
• Seminars		19.07.22	DNA Structure & type
		23.08.22	Plasmid Prep & Structure
• Industrial Visits			
• Others (Please specify the subject nature of the programme)			



ASSIGNMENT PLAN

Unit No.	Topics	Books to be referred	Date of Announcement	Date of Submission
I	Properties, types & structure of DNA	Microbial Genetics - Power	12.07.22	22.07.22
II	Gene & Chromosomes	From Genes to clones: Introduction to Gene technology - Watson & Freese	02.08.22	12.08.22
III	Plasmid property & structure	Gene cloning - Brown T.A	25.08.22	05.09.22
IV	Environmental Mutagenesis Chemical Carcinogenesis	Recombinant DNA - Watson J.D	10.09.22	21.09.22
V	Gene Mapping	Genetics - Asosa M.P	01.10.22	10.10.22

SELF STUDY TOPICS

Unit No.	Topics	Books / Journals / Magazines suggested	Date of Announcement	Date of Submission
I	Transposons	Microbial Genetics - Power	09.08.22	19.08.22
II	Isolation of Mutants	Gene VII & VIII -	22.09.22	30.10.22


 SIGNATURE OF FACULTY


 HOD

ATTENDANCE

No. of classes			1	2	3	4	5	6	7	8	9	10
Date			11	13	14	15	15	19	21	22	25	25
Month			07	07	07	07	07	07	07	07	07	07
Period			5	2	2	1	3	5	2	1	4	
Sl.No.	Reg. No.	Name	ATTENDANCE									
1	612101361	AYISHA BEGUM. M	a	a	a	a	a	x	x	y	x	x
2	612101362	CHARULATHA. C	x	x	x	x	x	x	x	x	x	y
3	612101363	DEEPIKA. R	x	a	x	x	x	x	a	a	x	x
4	612101364	DEEPIKA. S	x	x	x	x	x	x	x	x	x	x
5	61201365	DIVYA. D	a	x	x	x	x	x	v	x	a	a
6	61201366	HANSA. R	x	a	x	a	a	a	a	x	x	
7	61201367	HEMASHREE. A	x	x	x	x	x	x	x	x	x	x
8	61201368	JAYA SHREE. A	x	x	x	x	x	x	x	x	x	x
9	61201369	JAYA SHREE. D	x	x	x	x	x	x	x	x	x	x
10	61201370	JENIFAR. A	x	x	x	x	x	x	x	x	x	x
11	61201371	KAVITHA. R	x	x	x	x	x	a	a	x	y	
12	61201372	KAVIYA. B	x	x	a	a	a	a	x	x	x	
13	61201373	KEERTHANA. S	x	a	x	x	x	x	x	x	x	x
14	61201374	MANIMEGALAI. V	x	x	x	x	x	x	x	x	x	x
15	61201375	NAADIYA PARVEEN. S	a	a	a	a	a	x	x	x	a	a
16	61201376	NALINA DEVI. S	x	x	x	x	x	x	a	x	y	v
17	61201377	PAVITHRA. K	x	x	a	x	x	x	x	x	x	y
18	61201378	PAVITHRA. V	x	x	a	x	x	x	x	x	x	x
19	61201379	PREEETHI. R	x	x	x	x	x	x	a	x	x	y
20	61201380	PRIYA. K	a	x	x	x	x	a	x	x	x	x
21	61201381	RUBINI. S	x	x	x	x	x	a	x	a	x	a
22	61201382	SATHYAPRIYA. S	x	x	x	x	x	x	x	x	x	x
23	61201383	SRIVARDINI. P	x	x	x	x	x	x	x	x	x	x
24	61201384	SUBIKSHA. B	x	x	x	x	x	x	x	x	x	x
25	61201385	SUMITHRA. S	x	x	x	x	x	x	x	x	x	x
26	61201386	SWETHA. M	x	x	x	x	x	x	x	x	x	x
27	61201387	TEJASHREE. K. S	x	x	x	x	x	x	x	x	x	x
Number of Absentees			4	5	5	4	4	4	5	5	2	3

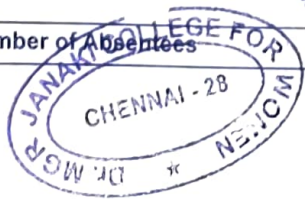


11	12	13	14	15	16	17	18	19	20
27	01	02	03	03	05	09	16	18	19
07	08	08	08	08	08	08	08	08	08
5	7	2	1	4	5	7	5	4	2
ATTENDANCE									
x	a	a	a	a	a	a	x	x	a
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	a
a	x	x	x	x	x	a	x	a	a
x	x	x	x	x	x	a	a	x	a
x	a	x	x	x	x	a	a	x	a
x	x	x	x	x	x	a	a	a	x
x	x	x	x	x	x	x	x	x	x
x	a	x	x	x	x	x	x	x	a
a	x	x	x	x	x	x	a	a	a
x	x	a	x	x	x	x	x	x	a
x	x	x	x	x	x	a	a	x	x
x	x	x	y	y	x	x	a	x	x
x	x	x	a	a	x	a	x	x	x
x	x	x	x	x	x	a	a	x	x
x	a	x	x	x	x	x	x	x	a
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	a	a	x	x
x	x	x	x	x	x	x	x	x	a
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	a	x	a	x
x	x	x	x	x	x	x	x	x	x
2	6	2	2	2	2	10	10	6	14

ATTENDANCE

No. of classes		
Date		
Month		
Period		
Sl.No.	Reg. No.	Name
1	612101361	AYISHA BEGUM. M
2	612101362	CHARULATHA. C
3	612101363	DEEPIKA. R
4	612101364	DEEPIKA. S
5	61201365	DIVYA. D
6	61201366	HANSA. R
7	61201367	HEMASHREE. A
8	61201368	JAYA SHREE. A
9	61201369	JAYA SHREE. D
10	61201370	JENIFAR. A
11	61201371	KAVITHA. R
12	61201372	KAVIYA. B
13	61201373	KEERTHANA. S
14	61201374	MANIMEGALAI. V
15	61201375	NAADIYA PARVEE
16	61201376	NALINA DEVI. S
17	61201377	PAVITHRA. K
18	61201378	PAVITHRA. V
19	61201379	PREETHI. R
20	61201380	PRIYA. K
21	61201381	RUBINI. S
22	61201382	SATHYAPRIYA. S
23	61201383	SRIVARDINI. P
24	61201384	SUBIKSHA. B
25	61201385	SUMITHRA. S
26	61201386	SWETHA. M
27	61201387	TEJASHREE. K

Number of Absentees

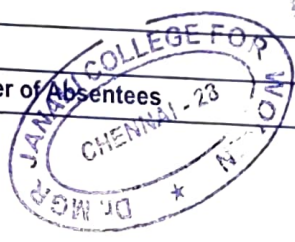


21	22	23	24	25	26	27	28	29	30
23	25	26	30	30	02	06	07	08	08
08	08	08	08	08	09	09	09	09	09
5	4	2	1	4	5	4	2	1	4
ATTENDANCE									
a	x	a	a	a	a	a	x	a	a
x	x	x	x	x	x	x	x	x	x
x	x	x	x	a	a	x	x	x	x
x	x	x	a	a	x	x	x	a	a
x	x	x	a	a	x	x	x	x	x
a	a	x	x	x	a	a	a	a	a
x	x	x	a	a	a	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	a	a	a	x	x	a	a
x	x	x	a	a	a	x	x	x	x
x	x	x	x	x	a	x	x	x	x
x	x	x	a	a	x	x	x	x	x
x	x	x	a	a	x	x	x	x	x
x	x	x	a	a	a	a	x	a	a
x	x	x	x	x	a	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	a	a	x	x	x	x	x
x	x	x	a	a	x	x	x	x	x
x	x	x	a	a	x	x	x	x	x
x	x	x	x	x	a	x	x	x	x
x	x	x	x	x	a	x	x	x	x
x	x	x	a	x	x	x	x	x	x
x	x	x	a	x	x	x	x	x	x
2	1	2	1	2	1	3	5	3	5

31	32	33	34	35	36	37	38	39	40
13	15	16	19	19	21	23	26	27	27
09	09	09	09	09	09	09	09	09	09
1	4	2	1	4	5	4	2	1	4
ATTENDANCE									
a	a	a	a	a	a	a	a	a	a
a	x	a	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	a	a
x	a	x	a	a	x	x	x	x	x
x	x	a	a	a	x	x	x	x	x
a	x	a	a	a	a	a	x	a	a
x	a	a	a	a	x	x	a	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	a	a	a	a	a	a	x	x	x
x	x	x	a	a	x	x	a	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	a	a	a	a	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	a	a	a	a	x	x	x
x	x	x	a	a	x	a	x	x	x
x	x	x	x	x	x	x	x	x	x
x	a	x	x	x	x	x	x	x	x
x	a	x	x	x	x	x	x	x	x
x	x	x	x	x	x	a	a	a	a
a	x	a	x	x	a	x	a	x	x
x	x	x	x	x	a	x	x	x	x
5	7	12	12	12	8	9	7	5	5

ATTENDANCE

No. of classes		1	2	3	4	5	6	7	8	9	10	
Date		11	13	14	15	15	19	21	22	25	25	
Month		07	07	07	07	07	07	07	07	07	07	
Period		5	2	2	1	3	5	2	2	1	4	
Sl.No.	Reg. No.	Name	ATTENDANCE									
28	612101388	YAGINIYA SREE.M	x	a	a	x	x	x	x	x	x	x
29	612101389	YAMINI. R.E	x	x	a	a	a	x	x	x	x	x
30	612101390	YESHWANDHINI.E	x	x	x	x	x	x	x	x	x	x
Number of Absentees			-	1	2	1	1	-	-	-	-	-



11	12	13	14	15	16	17	18	19	20
27	01	02	03	03	05	09	16	18	19
07	08	08	08	08	08	08	08	08	08
5	2	2	1	4	5	2	5	2	2
ATTENDANCE									
x	a	x	x	x	x	x	x	x	a
x	x	x	x	a	x	x	x	x	x
x	x	x	x	x	x	x	a	x	x
- 1 - - - 1 - 1 - 1									

ATTENDANCE

No. of classes

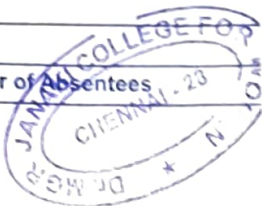
Date

Month

Period

Sl.No.	Reg. No.	Name
28	612101388	YAGINIYA SREE. M
29	612101389	YAMINI. R.E
30	612101390	YESHWANDHINI. E

Number of Absentees



21	22	23	24	25	26	27	28	29	30
28	25	26	30	30	02	06	17	08	08
08	08	08	08	08	09	09	09	09	09
5	2	2	1	4	5	7	2	1	4
ATTENDANCE									
Y	x	x	x	<	x	y	x	0	0
x	x	x	x	<	x	<	x	x	x
x	x	x	x	x	0	x	x	x	x
-	-	-	-	-	-	1	-	1	1

31	32	33	34	35	36	37	38	39	40
13	15	16	19	19	21	23	26	27	27
09	09	09	09	09	09	09	09	09	09
1	2	2	1	4	5	4	2	1	4
ATTENDANCE									
x	0	x	<	<	<	0	x	<	<
y	0	x	x	x	x	x	x	x	x
x	0	x	x	x	x	x	x	x	x
3	-	-	-	-	1	-	-	-	-

ATTENDANCE

No. of classes

Date

Month

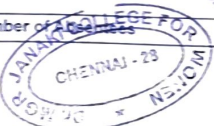
Period

61 62 63 64 65 66 67 68 69 70

ATTENDANCE

Sl.No.	Reg. No.	Name
1	61201361	AYISHA BEGUM M
2	61201362	CHARULATHA C
3	61201363	DEEPIKA R
4	61201364	DEEPIKA S
5	61201365	DIVYA D
6	61201366	HANSA R
7	61201367	HEMASHREE A
8	61201368	JAYASHREE A
9	61201369	JAYASHREE D
10	61201370	JENIFAR A
11	61201371	KAVITHA R
12	61201372	KAVIYA B
13	61201373	KEERTHANA S
14	61201374	MANIMEGALAI V
15	61201375	NAADIYA PARVE
16	61201376	NALINA DEVI S
17	61201377	PAVITHRA M
18	61201378	PAVITHRA V
19	61201379	PREETHI R
20	61201380	PRIVIA K
21	61201381	RUBINI S
22	61201382	SATHYAPRIYA S
23	61201383	SRIVARDINI P
24	61201384	SUBIMSHA B
25	61201385	SUMITHRA S
26	61201386	SWETHA M
27	61201387	TEJASHREE K

Number of classes



IRD OF MARKS

71 72 73 74 75 76 77 78 79 80

ATTENDANCE

Assignment (5)	Seminar (5)	Attendance (5)	Total (10)	Total Marks (25)
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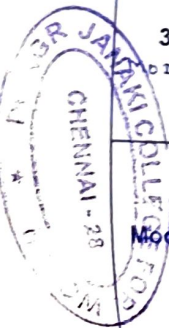
5	5	5	7	23
5	5	5	7	23
5	5	5	7	23
5	5	5	7	23
5	5	5	7	23
5	5	5	7	23
5	5	5	9	24
5	5	5	10	25
5	5	5	7	23
5	5	5	9	24
5	5	5	7	23
5	5	5	7	23
5	5	5	7	23
5	5	5	10	25
5	5	5	9	24
5	5	5	9	24
5	5	5	7	23
5	5	5	9	24
5	5	5	7	23
5	5	5	7	23
5	5	5	7	23
5	5	5	10	25



STUDENT RESULT PERFORMANCE ANALYSIS

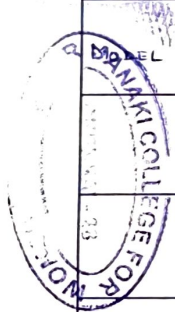
Dept. : II M Sc APPLIED MICROBIOLOGY Year / Sem : II / III Batch : 2021-2023
 Sub Name : MICROBIAL GENETICS Subject Code : MBT3A Staff incharge : DR. BANU PERIA Passing Minimum :

Name and Date of the Exam	No. of Students					Pass Percentage		No. of Students					Initial of		
	Total	Present	Absent	Failed	Passed	Based on Total Students	Based on Students appeared	< 30%	31% to 59%	60% to 79%	80% to 89%	90% to 100%	Staff in Charge	HOD	Principal
IA-1	30	28	02	04	24	80	85	4	17	06	1	-	[Signature]	[Signature]	[Signature]
IA-2	30	27	03	17	10	33	36	17	8	2	-	-	[Signature]	[Signature]	[Signature]
3 MODEL	30	27	03	14	13	43	48	14	6	7	-	-	[Signature]	[Signature]	[Signature]
Model															



STUDENT PERFORMANCE CORRECTIVE ACTION

Name of the Exam	% Pass	% Fail	% Absent	Reason for		Corrective Action for		Initial of		
				Absent	Failure	Absent	Failure	Staff in Charge	HOD	Principal
IA - I	85	1	1	Sick	Long Absent	Jumped Parents	Advised to be Regular			
IA - II	36	62	1	Sick	Long Absent	"	"			
MODEL	48	51	10	Sick	lack of Conc.	Informed the Parents	Re test Remedial			

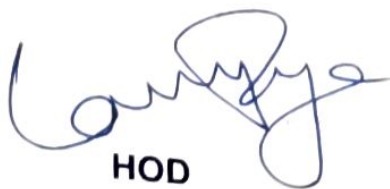


COURSE DELIVERY ANALYSIS

Program Name	No of Programs		Remarks
	Planned	Executed	
No. of Periods	46	52	-
Units Covered	5	5	Covered all units
Seminars / Guest lectures	2	2	Seminars executed
Assignment	4	4	Assignments Submitted
Internal Tests	3	2	Internal test Conducted
Model Exams	1	1	Model exams Conducted



SIGNATURE OF FACULTY



HOD



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

UNIVERSITY EXAM MARK LIST

MDT3A

COURSE: M.Sc.

SUBJECT: Microbial

GENETICS

Mon & Year of Exam:

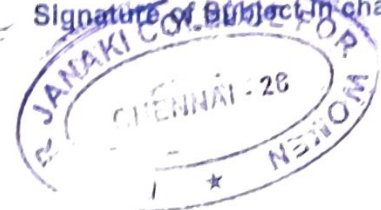
Nov 22

Reg. No.	MARKS	Reg. No.	MARKS	Reg. No.	MARKS
612101361	RA	612101385	76		
612101362	78	612101386	RA		
612101363	64	612101387	84		
612101364	84	612101388	87		
612101365	71	612101389	79		
612101366	76	612101390	88		
612101367	85				
612101368	74				
612101369	79				
612101370	73				
612101371	81				
612101372	70				
612101373	78				
612101374	80				
612101375	84				
612101376	68				
612101377	63				
612101378	85				
612101379	74				
612101380	96				
612101381	92				
612101382	76				
612101383	73				
612101384	89				

Dr C. BANU REKHA

Date : 28/03/23 Name of the Subject in charge

Signature of Subject in charge



UNIVERSITY EXAM RESULT ANALYSIS

Date: 28/03/23

DEPARTMENT OF MICROBIOLOGY

1. Batch : 2021-2023
2. Year & Semester : II YEAR, III SEM
3. Total No. of Students : 30
4. No. of student absent : 01
5. No. of Student appeared : 29
6. No. of students passed : 28
7. No. of students failed : 01
8. Percentage of pass (a) Based on total students : 96%
(b) Based on students appeared : 93%

RESULT ANALYSIS

Description	Below 30%	30% to 39%	40% to 49%	50% to 59%	60% to 69%	70% to 79%	80% to 89%	90% to 100%
No. of students	-	-	01	-	03	13	10	02

Passing Minimum : 50


SIGNATURE OF FACULTY


HOD





മ.ഗ്ര.ജനകി കോളേജ് - കലയും ശാസ്ത്രവും

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



"SATHYABAMA MGR MALIGAI"

11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028,
Phone : 044-2493 7382/92 e-mail: admin@mgrjanaki.ac.in
Web : www.mgrjanaki.ac.in

ATTENDANCE AND ASSESSMENT RECORD

(To be maintained by the Faculty Member)

THEORY / PRACTICAL

ACADEMIC YEAR : 2022 - 2023

SEMESTER : I / II / III / IV / V / VI

Name of the Staff : M. G. ANU

Designation : M.Sc

Department : MICROBIOLOGY.

Subject Code / Subject : MEDICAL BACTERIOLOGY / SN25A



INSTRUCTIONS

1. This personal logbook along with the theory course file is to be maintained for each theory handled by the respective Faculty-in-charge.
2. Faculty-in-charge as well as the Head of the Department are responsible for the safe custody of the register for that semester.
3. Lesson plan should be prepared by the Subject-in-charge ahead of the semester, at least one week before commencement of class.
4. Correct entries in this register are to be made at the end of every lab hour. Avoid usage of whitener & pasting of xeroxed pages on to the logbook.
5. Attendance should be marked in the relevant column mentioning the date / month and period including special classes.
6. At the end of the hour, the number of absentees should be clearly entered in the last row of the column in each page.
7. The record of marks should be updated regularly and analysis to be done for each test conducted.
8. At the end of every week, the entries in the register should be attested by the Head of the Department and at the end of the every month, the register is to be approved by the Principal.
9. This register along with the course file should be handed over to the Head of the Department whenever the staff member goes on long leave or when he/she resigns.
10. The registers will have to be produced for the scrutiny of the Principal or any inspection authority whenever called for. At the end of the semester, the registers will be under the safe custody of the Head of the Department.

PREFACE

Department MICROBIOLOGY

Batch : 2020 - 2023

Branch : MICROBIOLOGY

Year & Semester : III + V

Subject Code : SN25A

Name of the Subject : MEDICAL BACTERIOLOGY

Faculty Incharge : M. G. ANU

Qualification : M. Sc

Experience : -

Age / DOB : 24 / 09 / 06 / 1998

Papers handled in : 1) -

Previous year / Semester : 2)

: 3)

Number of times : -

Handled this Paper :

Text Book : 1) Medical Microbiology by David Greenwood

: 2) Textbook of Microbiology by Ananthanarayan

: 3) and Paniker's

Reference Books : 1) Textbook of Microbiology by R.C. Dubey

: 2) Fundamentals and Applications by

: 3) Purohit, Ss



COURSE CONTENT:

SYLLABUS

UNIT - I

classification and General properties of medically important bacteria. Principles and specific procedures for the collection and transport of clinical samples from skin, respiratory tract (upper & low), Urinary tract, Genital tract & blood.

UNIT - II

Isolation of bacteria from clinical specimens: Primary media for the isolation of microorganisms, common staining procedures [Gram, Negative - capsule, Acid fast & spore staining] and biochemical tests. AST by Kirby-Bauer disc diffusion method and determination of MIC by broth dilution method.

UNIT - III

Morphology, cultural characteristics, pathogenicity, Laboratory diagnosis, prevention and treatment of disease caused by the following organisms, Staphylococcus aureus, Streptococcus pyogenes, Corynebacterium diphtheria, M. tuberculosis, M. leprae.

UNIT - IV

Vibrio cholera, H. influenzae, P. aeruginosa, B. Pertussis, E. coli, S. typhi, shigella, Proteus, Klebsiella pneumonia, N. meningitidis, N. gonorrhoea.

UNIT - V

B. anthracis, Brucella, clostridium [Perfringens, tetani, botulinum], Mycoplasma, Rickettsia rickettsi, Treponema pallidum, Leptospira, Borrelia and Helicobacter pylori.



EXTRACT OF COLLEGE WORKING DAYS

SEMESTER BEGINS ON : 11/07/2022 SEMESTER ENDS ON : 17/11/2022

LAST WORKING DATE (For completion on syllabus) :

Sl.No.	MONTH	No. OF WORKING DAYS	No. OF PERIODS
1	JULY	14	13
2	AUGUST	18	12
3	SEPTEMBER	16	16
4	OCTOBER	17	08
5	NOVEMBER	09	06

TOTAL NO. OF PERIODS REQUIRED :
(For completing the syllabus)

60

TOTAL NO. OF PERIODS AVAILABLE :
(For completing the syllabus)

55

TEST DATES :

UNIT / TEST I : 02/08/2022

UNIT / TEST II : 22/08/2022

UNIT / TEST III : -

Model Exam : 31/10/2022

M. G. Anu
SIGNATURE OF FACULTY

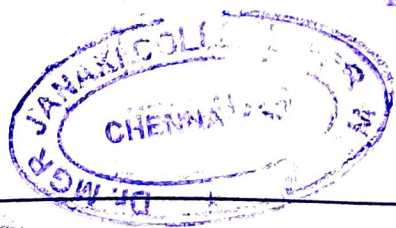
[Signature]
HOD



COURSE OUTCOME

LEARNING OUTCOME:

1. Knowledge of various techniques of sample collection, transport and processing for laboratory diagnosis of bacterial disease.
2. Knowledge of basic and general concepts of causation of disease by the pathogenic microorganisms.
3. Information for the assessment of their severity including the broad categorization of the methods of diagnosis.
 - A. Insights to practical aspects of antibiotic sensitivity testing.
5. Knowledge of various zoonotic infections, ways to tackle them and use biosafety precautions.



FACULTY TIME TABLE

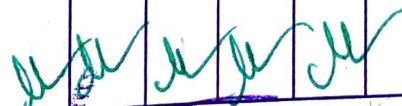
Period Day order ▼				L U N C H			Total Contact Hours (TCH)
	1	2	3		4	5	
I	G.M PRACTICALS	Bact	Bact		-	-	1
II	SOIL	Bact	Bact		-	-	2
III	Bact	SOIL	-		-	-	1
IV	SOIL	-	SOIL		-	-	1
V	Bact	I.M	MUNO LOGGW	PRACTICALS.		1	
VI	MEDICAL	BACT		PRACTICALS.			

Break timings : &

Lunch timing : 11:00 - 11:30am.

Other special activities (if any) :

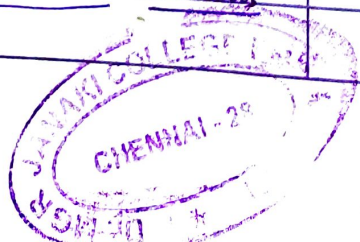
REVIEW OF COURSE WORK (For the HoD to fill)

Month ▶	Week ▼	ODD SEMESTER						EVEN SEMESTER						
		JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
Initial of HOD with date	1		NH	NH	NH	Ⓢ	Ⓢ							
	2		NH	NH	NH	Ⓢ	Ⓢ							
	3		NH	NH	NH	Ⓢ	Ⓢ							
	4		NH	NH	NH	Ⓢ	Ⓢ							
Initial of the Principal														



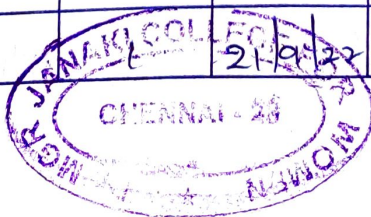
LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Covered		Remarks
		Period	Date	Period	Date	
01	Classification of Medically important bacteria	1	16/8/22	1	16/8/22	
02	Collection + transport of clinical sample	2	17/8/22	2	17/8/22	
03	Isolation of bacteria from clinical sample.	1	18/8/22	1	18/8/22	
04	Common staining Procedure Gram + Negative staining	1	29/8/22	1	29/8/22	
05	Acid fast staining + Spore staining methods.	1	29/8/22	1	29/8/22	
06	Biochemical test	4	02/9/22	4	02/9/22	
			06/9/22		06/9/22	
07	Asi - Kirby baues Method	1	13/9/22	1	13/9/22	
08	MIC - broth dilution method	2	14/9/22	2	14/9/22	
09	<u>Staphylococcus aureus</u>	6	11/7/22 to 19/7/22	6	11/7/22 to 19/7/22	



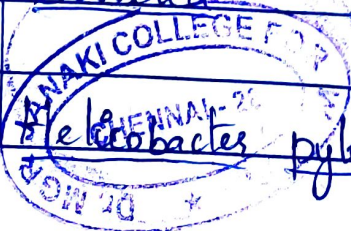
LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Covered		Remarks
		Period	Date	Period	Date	
10	<u>Streptococcus pyogenes</u>	3	20/7/22 to 29/7/22	3	20/7/22 to 29/7/22	
11	<u>C. diphtheria</u>	2	15/9/22 19/9/22	2	15/9/22 19/9/22	
12	<u>Mycobacterium tuberculosis</u>	3	19/9/22 21/9/22	3	19/9/22 21/9/22	
13	<u>Mycobacterium leprae</u>	2	26/9/22	2	26/9/22	
14	<u>Vibrio cholera</u>	2	27/9/22 29/9/22	2	27/9/22 29/9/22	
15	<u>H. influenzae</u>	1	2/9/22	1	2/9/22	
16	<u>P. aeruginosa</u>	2	6/9/22 13/9/22	2	6/9/22	
17	<u>B. Pertussis</u>	2	14/9/22	2	14/9/22	
18	<u>E. coli</u>	B	15/9/22	B	15/9/22	
19	<u>Salmonella typhi</u>	2	16/9/22	2	16/9/22	
20	<u>Shigella</u>	2	19/9/22	2	19/9/22	
21	<u>Proteus</u>		21/9/22	1	21/9/22	



LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Covered		Remarks
		Period	Date	Period	Date	
22	<u>Klebsiella pneumoniae</u>	26/9/22	26/9/22	1	6/10/22	
23	<u>N. meningitidis</u>	1	27/9/22	2,3	17/10/22	
24	<u>N. gonorrhoea</u>	2	29/9/22	1	18/10/22	
25	<u>B. anthracis</u>	3	6/10/22	1	11/10/22	online class
26	<u>Brucella</u>	2	7/10/22	1	20/10/22	
27	<u>Clostridium</u> sps.	2	8/10/22	2	27/10/22	
28	<u>Mycoplasma</u>	1	13/10/22	1	26/10/22	
29	<u>Rickettsia rickettsi</u>	2	15/10/22	2	15/10/22	
30	<u>Treponema pallidum</u>	1	17/10/22	1	17/10/22	
31	<u>Leptospira</u>	2	20/10/22	2	20/10/22	
32	<u>Borrelia</u>	2	21/10/22	2	21/10/22	
33	<u>Helicobacter pylori</u>	3	22/10/22	3	22/10/22	



RECORD OF ACADEMIC ACTIVITIES

Activity Name	No. of activities per semester	Proposed date	Details
• Tutorial		15/11/2022	Anthrax.
• Unit / Test	I II	02/08/2022 22/08/2022	IA - 1 [25 marks]. IA - 2 [50 marks]
• Model Exam	I	31/10/2022	MODEL [75 marks]
• Guest Lectures	-		
• Seminars		15/10/2022 17/10/2022 20/10/2022 21/10/2022 22/10/2022	Rickettsia Treponema Leptospira Borrelia Helicobacter pylori
• Industrial Visits	-		
• Others (Please specify the subject nature of the programme)			



ASSIGNMENT PLAN

Unit No.	Topics	Books to be referred	Date of Announcement	Date of Submission
01	CLASSIFICATION OF MEDICALLY IMPORTANT BACTERIA	TEXTBOOK OF MICROBIOLOGY BY ANANTHANAIRAVAN + PANIKER'S	09/08/2022	17/08/2022
02	PRINCIPLE, PROCEDURE AND RESULT INTERPRETATION OF TSI TEST	PRACTICAL MEDICAL MICROBIOLOGY BY MACKIE AND McCARTNEY.	12/09/2022	14/09/2022
03	NOSOCOMIAL AND ZOOONOTIC INFECTIONS.	MICROBIOLOGY BY JAWETZ	10/10/2022	20/10/2022
-	-	-	-	-
-	-	-	-	-

SELF STUDY TOPICS

Unit No.	Topics	Books / Journals / Magazines suggested	Date of Announcement	Date of Submission
I	<u>Pseudomonas</u> - Basic features	Medical Microbiology by Paniker.	29/7/2022	5/8/2022
II	<u>Klebsiella pneumoniae</u> - Basic features	Medical Microbiology by David Greenwood.	25/8/2022	6/9/2022
III	<u>Proteus</u> - Basic features	Medical Microbiology. by Paniker.	14/9/2022	6/10/2022


 SIGNATURE OF FACULTY


 HOD

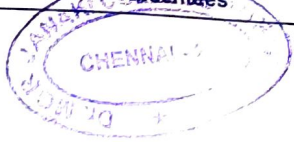


ATTENDANCE

No. of classes
Date
Month
Period

Sl.No.	Reg. No.	Name
01	222006478	CHRISTINA EVANGEL
02	222006479	DIVYAGAYATHRI. E
03	222006480	MEENA. H
04	222006481	SUDHISRI. K
05	222006482	VAIJAYANTHI. S
06	222006487	AISHWARYA. T
07	222006489	BAGAYATHI KEERTANA
08	222006490	BHAYATHARANI. R
09	222006491	BHUVANESHWARI. K
10	222006492	BOUTIKA. V. A
11	222006493	CHARULATHA. B
12	222006494	DAPHNE JOY KIRUBA
13	222006495	DARSANA. D
14	222006499	GDWSHIKA. T. M.
15	222006500	HEMAVENKATA LAKSH
16	222006501	JANANI. S
17	222006502	JAYAVANI. L
18	222006504	TEBAVINOLIN. S.
19	222006506	KALPANA. A
20	222006508	KAYAVIZHI. S
21	222006509	KIRUTHIKA. A. P
22	222006510	KIRUTHIKA. S
23	222006513	LOKESHNARI. K.
24	222006514	MARY PETRISIA. S
25	222006515	NAVAGNA. Y.
26	222006516	NIRANJANAA. D
27	222006517	NITHYA. V.
28	222006518	NIVEDHITHA. SS

Number of Absentees



21	22	23	24	25	26	27	28	29	30
17	17	18	23	25	02	5	5	6	13
8	8	8	8	8	09	9	9	9	9
2	3	1	3	1	3	2	3	1	3
ATTENDANCE									
x	x	x	x	x	x	x	x	x	x
a	a	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
a	a	x	x	x	x	x	x	x	x
a	a	a	x	x	x	x	x	x	x
a	a	a	x	x	x	a	a	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	a	x
x	x	x	x	x	x	x	x	a	a
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	a	a	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
a	a	x	a	a	a	a	a	x	a
x	x	x	x	a	x	a	a	x	y
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
a	a	a	a	a	a	a	a	a	a
b	b	4	3	3	2	4	4	4	A

31	32	33	34	35	36	37	38	39	40
14	14	15	19	19	19	21	26	26	27
9	9	9	9	9	9	9	9	9	9
2	3	1	1	2	3	3	2	3	1
ATTENDANCE									
x	x	x	x	x	x	x	x	x	x
a	a	x	a	a	a	a	a	a	a
x	x	x	x	x	x	x	x	x	a
x	x	x	x	x	x	x	x	x	x
x	x	a	x	x	x	x	x	x	x
a	a	x	x	x	x	x	x	x	a
x	x	x	x	x	x	x	x	x	a
a	a	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
y	y	x	x	x	x	x	x	x	a
x	x	a	x	x	a	x	x	x	y
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	a	a	a	x	x	x	a
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
a	a	a	x	x	x	a	a	a	a
x	x	a	x	x	x	x	a	a	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	a	a	a	x	x	x	x
x	x	a	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
a	a	a	a	a	a	a	a	a	a
5	5	6	4	4	4	4	4	4	8

ATTENDANCE

No. of classes
Date
Month
Period

Sl.No.	Reg. No.	Name
29	222006520	PAVITHRA . A
30	222006521	PAVITHRA . B . S
31	222006526	RAAZHINE . G.
32	222006527	RAMYA . S
33	222006530	RIFANA THAHSEEN .
34	222006532	SANGEETHA . J
35	222006533	SARANYA . B
36	222006537	SATHIMITHA . S
37	222006538	SHANMADHI . K.
38	222006539	SHREYA AMDGIAA . S .
39	222006540	SHRIYIDHYA . S
40	222006541	SINDUJA . B.
41	222006542	SOWMIYA . N
42	222006543	SOWMIYA . U
43	222006544	SUMATHI . H
44	222006548	THARINI . U
45	222006550	VARSHINI . S
46	222006551	YOGASREE . U .

Number of Absentees



21	22	23	24	25	26	27	28	29	30
17	17	18	27	25	02	05	05	06	13
8	8	8	8	8	09	09	09	09	09
2	3	1	3	1	3	2	2	01	03

ATTENDANCE

x	x	x	x	x	x	x	x	x	x
a	a	x	a	a	a	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
a	a	x	x	x	x	x	x	a	a
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
a	a	x	x	x	x	x	x	x	x
a	a	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	a	x	x	a	a	a	a	x
x	x	x	x	x	a	x	x	x	x
a	a	x	a	x	x	x	x	x	a
x	x	x	x	x	a	x	x	x	x
x	x	x	x	x	a	x	x	x	x
x	x	x	x	x	a	x	x	x	x
5	5	1	2	1	6	1	1	2	2

31	32	33	34	35	36	37	38	39	40
14	14	15	19	19	19	21	26	26	27
09	09	9	9	9	9	9	9	9	9
2	3	1	1	2	3	3	2	3	1

ATTENDANCE

x	x	x	x	x	x	x	x	x	x
x	x	x	a	a	a	x	x	x	x
x	x	a	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	a	a	a	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	a	a	a	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
0	0	3	5	5	5	3	2	2	0

ATTENDANCE

		1	2	3	4	5	6	7	8	9	10	
No. of classes		11	12	12	13	15	19	20	21	25		
Date		7	7	7	7	7	7	7	7	7		
Month		3	2	3	1	1	3	2	3	1		
Period												
		ATTENDANCE										
Sl.No.	Reg. No.	Name										
29	222.006520	PAYITHRA A	x	x	x	x	x	x	a	a	x	x
30	222.006521	PAYITHRA B S	a	x	x	a	x	a	a	a	x	x
31	222.006526	RAAZHINE G	x	x	x	x	x	x	a	a	x	x
32	222.006527	RAMYA S	x	x	x	x	x	x	x	x	x	x
33	222.006530	RIFANA THAHSEEN S	a	a	a	x	x	a	x	x	x	x
34	222.006532	SANGEETHA J	x	x	a	x	x	x	a	a	x	x
35	222.006533	SARANYA B	x	x	x	x	x	x	a	a	x	x
36	222.006537	SATHIMITHA S	x	x	x	x	x	x	a	a	x	x
37	222.006538	SHANMADHI K	x	x	x	x	x	x	a	a	x	x
38	222.006539	SHREYA AMDGIAA S	a	x	x	x	x	x	a	a	x	x
39	222.006540	SHRIYATHYAS	x	x	x	x	x	x	a	a	x	x
40	222.006541	SINDUJA B	a	x	x	x	a	a	a	x	x	
41	222.006542	SOHMIYA N	x	x	x	x	x	x	a	a	x	x
42	222.006543	SOLSMIYA V	x	x	x	x	x	x	a	a	a	
43	222.006544	SUMATHI H	x	x	x	x	x	a	a	x	x	
44	222.006548	THARINI U	x	x	x	a	x	x	a	a	x	x
45	222.006550	VARSHINI S	x	x	x	x	x	x	a	a	x	x
46	222.006551	YOGI ASREE D	x	x	x	x	x	x	a	a	x	a
Number of Absentees												
		A	1	1	1	1	1	2	16	16	3	2

Number of Absentees

DEPARTMENT OF CHEMISTRY

RD OF MARKS

		11	12	13	14	15	16	17	18	19	20	
No. of classes		27	29	29	1	3	5	8	8	9	16	
Date		7	7	7	8	8	8	8	8	8	8	
Month		3	2	3	1	1	3	2	3	1	3	
Period												
		ATTENDANCE										
Sl.No.	Reg. No.	Name										
29	222.006520	PAYITHRA A	x	x	x	x	x	x	a	a	x	x
30	222.006521	PAYITHRA B S	x	x	x	a	x	x	a	a	x	x
31	222.006526	RAAZHINE G	x	x	x	x	x	x	x	x	x	x
32	222.006527	RAMYA S	x	x	x	a	a	x	x	x	x	x
33	222.006530	RIFANA THAHSEEN S	x	x	x	x	x	a	x	x	x	x
34	222.006532	SANGEETHA J	x	x	x	x	x	x	a	a	x	x
35	222.006533	SARANYA B	x	x	x	x	x	x	x	y	x	x
36	222.006537	SATHIMITHA S	x	x	x	x	x	x	x	x	x	x
37	222.006538	SHANMADHI K	x	x	x	x	a	x	x	x	x	a
38	222.006539	SHREYA AMDGIAA S	x	a	a	x	x	x	x	x	x	x
39	222.006540	SHRIYATHYAS	x	x	x	a	x	x	x	x	x	x
40	222.006541	SINDUJA B	x	x	x	x	x	x	x	x	a	x
41	222.006542	SOHMIYA N	a	x	x	a	x	x	x	x	x	y
42	222.006543	SOLSMIYA V	a	a	a	x	x	x	x	x	x	x
43	222.006544	SUMATHI H	x	x	x	a	x	x	x	x	a	x
44	222.006548	THARINI U	x	x	x	a	a	a	a	a	a	x
45	222.006550	VARSHINI S	x	x	x	x	x	x	x	x	x	x
46	222.006551	YOGI ASREE D	x	x	x	x	x	x	x	x	x	x
Number of Absentees												
		2	2	2	7	3	2	4	4	3	2	

Assignment (5)	Seminar (5)	Attendance (5)	Test (10)	Total Marks (25)
----------------	-------------	----------------	-----------	------------------

05	05	03	10	23
05	05	03	10	23
05	05	03	10	23
05	05	05	10	25
05	05	03	10	23
05	05	04	10	24
05	05	05	10	25
05	05	02	10	23
05	05	02	10	23
05	05	03	10	23
05	05	03	10	23
05	05	04	10	24
05	05	03	10	23
05	05	03	10	23
05	05	04	10	24
05	05	03	10	23

ANAHILCOLLEGE FOR WOMEN

Principal:

10:

STUDENT RESULT PERFORMANCE ANALYSIS

Dept. : MICROBIOLOGY

Year / Sem : III / V

Batch : 2020 - 2023

Sub Name : MEDICAL BACTERIOLOGY

Subject Code : SN25A

Staff incharge : M. G. ANU

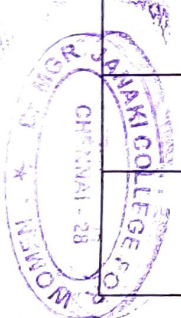
Passing Minimum : 30.

Name and Date of the Exam	No. of Students					Pass Percentage		No. of Students					Initial of		
	Total	Present	Absent	Failed	Passed	Based on Total Students	Based on Students appeared	< 30%	31% to 59%	60% to 79%	80% to 89%	90% to 100%	Staff in Charge	HOD	Principal
1	46	44	02	13	31	67	70	< 9 12	10-15 20	16-19 07	20-22 04	23-25 01	M. G. Anu	M/G	all
2	46	39	07	15	24	52	61	18-20 16	21-30 14	31-38 09	39-44 -	45-50 -	M. G. Anu	M/G	all
3															
Model	46	45	01	-	45	97	100	0-22 -	23-44 42	45-59 02	60-67 01	68-75 -	M. G. Anu	M/G	all



STUDENT PERFORMANCE CORRECTIVE ACTION

Name of the Exam	% Pass	% Fail	% Absent	Reason for		Corrective Action for		Initial of		
				Absent	Failure	Absent	Failure	Staff in Charge	HOD	Principal
IA-1	31	28	4	Family Issues	Lack of Concentration	Retest	Remedial	M. G. Anu		
IA-2	24	32	15	Health Issues	Lack of time Management	Retest	Remedial	M. G. Anu		
MODEL	45	0	1	Long Absent	-	Retest	-	M. G. Anu		



COURSE DELIVERY ANALYSIS

Program Name	No of Programs		Remarks
	Planned	Executed	
No. of Periods	60	55	
Units Covered	5	5	Syllabus covered as per the schedule.
Seminars / Guest lectures	SEMINARS 5	SEMINARS 5	Seminars executed based on the syllabus.
Assignment	3	3	Assignments submitted based on the syllabus.
Internal Tests	2	2	As per the plan internal test were conducted.
Model Exams	1	1	

M. B. Sharma

SIGNATURE OF FACULTY

Carryya

HOD

[Signature]

PRINCIPAL



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

UNIVERSITY EXAM MARK LIST

COURSE: III B.Sc MICRO SUBJECT ^{MEDICAL} BACTERIOLOGY Mon & Year of Exam: Dec 2022

Reg. No.	MARKS	Reg. No.	MARKS	Reg. No.	MARKS
222006478	065 /	222006515	050 /		
222006479	053 /	222006516	074 /		
222006480	079 /	222006517	073 /		
222006481	033	222006518	AAA		
222006482	061 /	222006520	071 /		
222006487	053 /	222006521	062 /		
222006489	055 /	222006526	076 /		
222006490	069 /	222006527	072 /		
222006491	068 /	222006530	083 /		
222006492	062 /	222006532	074 /		
222006493	054 /	222006533	070 /		
222006494	070 /	222006537	-		
222006495	071 /	222006538	058 /		
222006499	AAA	222006539	053 /		
222006500	060 /	222006540	067 /		
222006501	067 /	222006541	060 /		
222006503	063 /	222006542	064 /		
222006504	057 /	222006543	055 /		
222006506	076 /	222006544	063 /		
222006508	056 /	222006548	070 /		
222006509	088 /	222006550	074 /		
222006510	076 /	222006551	068		
222006513	070 /				
222006514	079 /				

Date: 24/3/23 Name of the Subject in charge

M.G.ANU

M.G.Anu
Signature of Subject in charge



UNIVERSITY EXAM RESULT ANALYSIS

Date : 24/03/2024

DEPARTMENT OF MICROBIOLOGY

1. Batch : 2020-2023
2. Year & Semester : III & V
3. Total No. of Students : 46
4. No. of student absent : 02
5. No. of Student appeared : 44
6. No. of students passed : 42
7. No. of students failed : 02
8. Percentage of pass (a) Based on total students : 91
(b) Based on students appeared : 95

RESULT ANALYSIS

Description	Below 30%	30% to 39%	40% to 49%	50% to 59%	60% to 69%	70% to 79%	80% to 89%	90% to 100%
No. of students	2	2	-	10	14	16	02	-

Passing Minimum : 40

M. G. Anu
SIGNATURE OF FACULTY

V. Nityajothy
HOD



Principal
PRINCIPAL



உறுதியும் • உழைப்பும் • உயர்வுமே

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

(ISO 9001:2015 CERTIFIED INSTITUTION)

“SATHYABAMA MGR MALIGAI”

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

Phone : 044-2493 7382/92 e-mail: admin@mgrjanaki.ac.in

Web : www.mgrjanaki.ac.in



ATTENDANCE AND ASSESSMENT RECORD

(To be maintained by the Faculty Member)

THEORY / PRACTICAL

ACADEMIC YEAR : 2020 - 2023

SEMESTER : I / II / III / IV / V / VI

Name of the Staff : Dr. V. NITHYAKALYANT

Designation : ASSISTANT PROFESSOR

Department : MICROBIOLOGY

Subject Code / Subject : ENVIRONMENTAL MICROBIOLOGY

- SN26A



INSTRUCTIONS

1. This personal logbook along with the theory course file is to be maintained for each theory handled by the respective Faculty-in-charge.
2. Faculty-in-charge as well as the Head of the Department are responsible for the safe custody of the register for that semester.
3. Lesson plan should be prepared by the Subject-in-charge ahead of the semester, at least one week before commencement of class.
4. Correct entries in this register are to be made at the end of every lab hour. Avoid usage of whitener & pasting of xeroxed pages on to the logbook.
5. Attendance should be marked in the relevant column mentioning the date / month and period including special classes.
6. At the end of the hour, the number of absentees should be clearly entered in the last row of the column in each page.
7. The record of marks should be updated regularly and analysis to be done for each test conducted.
8. At the end of every week, the entries in the register should be attested by the Head of the Department and at the end of the every month, the register is to be approved by the Principal.
9. This register along with the course file should be handed over to the Head of the Department whenever the staff member goes on long leave or when he/she resigns.
10. The registers will have to be produced for the scrutiny of the Principal or any inspection authority whenever called for. At the end of the semester, the registers will be under the safe custody of the Head of the Department.

PREFACE

Department MICROBIOLOGY

Batch : 2020-2023

Branch : MICROBIOLOGY

Year & Semester : III YEAR / VI SEMESTER

Subject Code : SN26A

Name of the Subject : ENVIRONMENTAL MICROBIOLOGY

Faculty Incharge : Dr. V. NITHYAKALYANI

Qualification : M.Sc., M.Phil., Ph.D

Experience : 15 YEARS

Age / DOB : 37 / 20/12/1984

Papers handled in : 1) Allied Biinstrumentation

Previous year / Semester : 2) Mycology

: 3)

Number of times : 8

Handled this Paper

Text Book : 1) Microbial Ecology - Atlas Ronald & Bartha

: 2) Environmental Microbiology - Dr. Vijaya Ramesh

: 3) Environmental Microbiology - Joseph. C. Daniel

Reference Books : 1) Introduction to Environmental Microbiology - Mitchell

: 2) Microbial Ecology - Cambell

: 3)



SYLLABUS

UNIT-I

Introduction: Organization of the biosphere and Components of ecosystem, Natural habitats of microorganisms, Microbial Communities in aquatic and terrestrial habitats, Microorganisms as Components of ecosystem - as producers and decomposers.

UNIT-II :

Microbes in air: Composition of air; Number and kinds of organisms in air; Distribution and Sources of air borne organisms, droplet nuclei - aerosol, Assessment of air quality - Some important air borne diseases Caused by bacteria, fungi, viruses their symptoms and Preventive measures.

UNIT-III :

Aquatic Microbiology: Distribution of Microorganisms in the Aquatic Environment - Fresh water (ponds, lake, River) Sources and Types of Water Pollution, Biological Indicators of Water Pollution. Determination of the quality of Water - MPN Index, Membrane Filtration, Biological Oxygen Demand. Potability of Water - Microbial



SYLLABUS

assessment of water quality, waterborne diseases and Preventive measures.

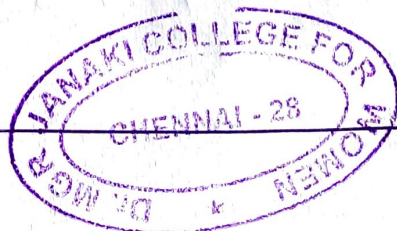
UNIT - IV :

Waste Treatment : Types of wastes - Characterisation of Solid and liquid wastes - wastes treatment and Useful byproducts, Solid - Saccharification - gasification - Composting, Vermicomposting - liquid Waste treatment - aerobic - anaerobic methods.

UNIT - V :

Degradation of Pesticides and detergents; Degradation of lignin; Synthetic Polymers, Petroleum and hydrocarbon degradation, Detoxification of heavy metals [Chromium, Lead, Arsenic, Mercury].

V. Nityakany -



EXTRACT OF COLLEGE WORKING DAYS

SEMESTER BEGINS ON : 07/12/2022 SEMESTER ENDS ON : 28/04/2023

LAST WORKING DATE (For completion of syllabus) : 07/04/2023

Sl.No.	MONTH	No. OF WORKING DAYS	No. OF PERIODS
1	December	19	20
2	January	19	15
3	February	24	12
4	March	26	11
5	April	15	3

TEST DATES :

UNIT / TEST I : IA - 1 - 18/01/2023

UNIT / TEST II : IA - 2 - 20/02/2023

UNIT / TEST III :

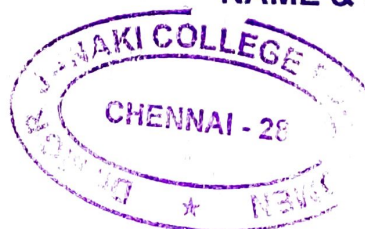
Model Exam : 12/04/2023

V. Nithyakalyan
[V. NITHYAKALYAN]

NAME & SIGNATURE OF FACULTY

V. Nithyakalyan
[V. NITHYAKALYAN]

NAME & SIGNATURE OF HO



COURSE OUTCOME

1. The basic knowledge about the natural ecosystem and role of microorganisms in the ecosystem.
2. An understanding of the composition of air, air borne organisms and how the organisms causes the diseases and its preventive measures.
3. Knowledge about different types of microorganism in water cause of water pollution and methods to analyze the quality of water and treatment for purification of drinking water, hygienic practices to control the water borne diseases.
4. An understanding the role and applications of microorganisms to degrade the environmental contaminants and microbes involved in solid and liquid waste management.
5. Knowledge about the role of microbes in biodegradation and bioremediation of heavy metals and hydrocarbon etc.



FACULTY TIME TABLE

Period Day	1	2	3	4	L U N C H	5	6	Total Contact Hours (TCH)
Monday		ENV				Myco		1
Tuesday		← GIM PRACS					BI	
Wednesday		ENV	Myco	ENV				2
Thursday		← MEDS →	PRACS			ENV		1
Friday		ENV (o)	Myco					1
Saturday								

REVIEW OF COURSE WORK (For the HoD to fill)

Month	Week	ODD SEMESTER						EVEN SEMESTER					
		JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Initial of HOD with date	1							NIY 9/12	NIY 6/01	NIY 03/02	NIY 10/02	NIY 07/04	
	2							NIY 16/12	NIY 13/01	NIY 10/02	NIY 17/03	NIY 14/04	
	3							NIY 23/12	NIY 20/01	NIY 17/02	NIY 24/03	NIY 21/04	
	4							NIY 30/12	NIY 27/01	NIY 24/02	NIY 31/03	NIY 28/04	
Initial of the Principal													



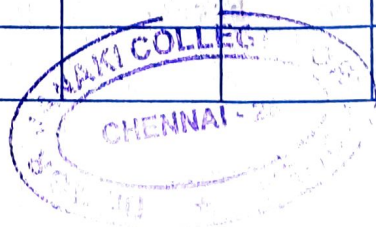
LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Actual		Remarks
		Period	Date	Period	Date	
	UNIT-I					
1.	Organization of biosphere	2	07/12/2022	2	07/12/2022	
2.	Components of ecosystem	4	07/12/2022	4	07/12/2022	
3.	Communities in natural habitats	5	08/12/2022	5	08/12/2022	
4.	Aquatic habitats	1, 2	12/12/2022	1, 2	12/12/2022	
5.	Terrestrial habitats	2	13/12/2022	2	13/12/2022	
6.	Producers, Consumers + decomposers					
	UNIT-II					
7.	Composition of air.	2	14/12/2022	2	14/12/2022	
8.	Number and kinds of microbes in air	3	14/12/2022	3	14/12/2022	
9.	Distribution and sources of microbes in air	1	15/12/2022	1	15/12/2022	
10.	Droplet, droplet nuclei and aerosol.	1	19/12/2022	1	19/12/2022	
11.	Airborne diseases - Bacteria	2	19/12/2022	2	19/12/2022	



LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Actual		Remarks
		Period	Date	Period	Date	
12.	Airborne diseases - Viruses of Fungi	2	20/12/2022	2	20/12/2022	
13.	Preventive Measures of Airborne diseases	2	21/12/2022	2	21/12/2022	
		4	21/12/2022	4	21/12/2022	
14.	Aquatic Microbiology.					
15.	Distribution of microbes in H ₂ O	2	23/12/2022	2	23/12/2022	
16.	Freshwater - Ponds	2	26/12/2022	2	26/12/2022	
17.	Freshwater - lakes	2	27/12/2022	2	27/12/2022	
18.	Freshwater - Rivers	2	28/12/2022	2	28/12/2022	
19.	Marine H ₂ O	2	29/12/2022	2	29/12/2022	
20.	Sources of H ₂ O pollution	2	30/12/2022	2	30/12/2022	
21.	Types of H ₂ O pollution	1	01/01/2023	1	02/01/2023	
22.	Indicators of H ₂ O Pollution	2	04/01/2023	2	04/01/2023	



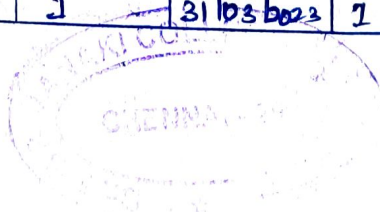
LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Actual		Remarks
		Period	Date	Period	Date	
23.	Quality of H ₂ O	2	05/01/2023	2	05/01/2023	
24.	Bacteriological examination of H ₂ O	2	06/01/2023	2	06/01/2023	
25.	MPN Index	1	09/01/2023	1	09/01/2023	
26.	SPC, Membrane Filtration	2	09/01/2023	2	09/01/2023	
27.	BOD, COD	2	11/01/2023	2	11/01/2023	
28.	Potability of H ₂ O	4	11/01/2023	4	11/01/2023	
29.	Water borne diseases-I	2	18/01/2023	2	18/01/2023	
30.	Water borne diseases-II	4	18/01/2023	4	18/01/2023	
31.	Preventive Measures	5	19/01/2023	5	19/01/2023	
32.	Waste & its Composition	2	23/01/2023	2	23/01/2023	
33.	Types of Waste	1	24/01/2023	1	24/01/2023	
34.	Solid & liquid waste	2	27/01/2023	2	27/01/2023	
35.	Characters of waste-I	2	30/01/2023	2	30/01/2023	
36.	Characters of waste-II	5	02/02/2023	5	02/02/2023	
37.	Waste treatment & Products	2	06/02/2023	2	06/02/2023	
38.	Liquid Waste treatment	2	08/02/2023	2	08/02/2023	
39.	Process of liquid waste treatment	1	09/02/2023	1	09/02/2023	



LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Actual		Remarks
		Period	Date	Period	Date	
40.	Primary treatment - I	1	10/02/2023	1	10/02/2023	
41.	Primary treatment - II	2	13/02/2023	2	13/02/2023	
42.	Secondary treatment - I	2	15/02/2023	2	15/02/2023	
43.	Aerobic treatments	4	15/02/2023	4	15/02/2023	
44.	Anaerobic treatments	5	16/02/2023	5	16/02/2023	
45.	Biological activities in Sewage	1	17/02/2023	1	17/02/2023	
46.	Disinfection methods	2	20/02/2023	2	20/02/2023	Postponed due to...
47.	Chlorination	2	27/02/2023	2	27/02/2023	
48.	Tertiary Treatment	5	09/03/2023	5	09/03/2023	
48	Solid waste treatment	2	10/03/2023	2	10/03/2023	
	Mechanisms - Introduction					
49.	Saccharification, gasification Pyrolysis	2, 4	14/03/2023	2, 4	14/03/2023	
50.	Silage, Composting	5	16/03/2023	5	16/03/2023	
51.	Vermicomposting	5	16/03/2023	5	16/03/2023	
52.	Degradation of Pesticides	1	17/03/2023	1	17/03/2023	
53.	Degradation by detergent	2	27/03/2023	2	27/03/2023	
54.	Degradation of lignin	2	29/03/2023	2	29/03/2023	
55.	Degradation of Synthetic Polymers	4	29/03/2023	4	29/03/2023	
56.	Petroleum hydrocarbon degradation	5	30/03/2023	5	30/03/2023	
57.	Xenobiotic Compounds	1	31/03/2023	1	31/03/2023	



LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Actual		Remarks
		Period	Date	Period	Date	
58.	Heavy Metals	2	03/04/2023	2	03/04/2023	
	degradation (Chromium, Lead)	2	05/04/2023	2	05/04/2023	
59.	Arsenic, Mercury	2	05/04/2023	2	05/04/2023	
	biodegradation					
60.	Detoxification, bioaccumulation, biosorption	4	05/04/2023	4	05/04/2023	



ASSIGNMENT PLAN

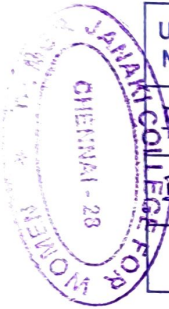
Unit No.	Topics	Books to be referred	Date of Announcement	Date of Submission	
I.	Components of ecosystem	Environmental Microbiology - Mitchell	20/12/2022	29/12/2022	29/12/2022
II.	Numbers & kinds of organisms in air.	Microbial Ecology - Atlas & Bartha	05/01/2023	11/01/2023	11/01/2023
III.	Detoxification of heavy metals	Microbial Bioremediation - Parshil.	03/02/2023	20/02/2023	-

SELF STUDY TOPICS

Unit No.	Topics	Books / Journals / Magazines suggested	Date of Announcement	Date of Submission
I.	Organization of Biosphere	Environmental Microbiology - Vijaya Ramesh	14/12/2022	19/12/2022
II.	Waterborne Preventive Measures	Environmental Microbiology - Wiley Online	18/01/2023	23/01/2023

V. Nityakalyani -
SIGNATURE OF FACULTY

V. Nityakalyani -
HOD

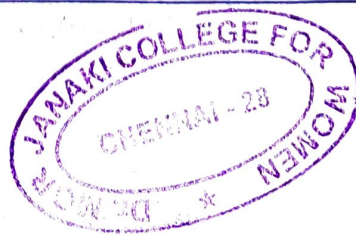


DEPARTMENT PLANNER

MONTH: DECEMBER			MONTH: JANUAR		
ACTIVITY	DATE		ACTIVITY	DATE	
	PLANNED	ACTUAL		PLANNED	ACTUAL
Club Activity - World AIDS Day	01/12/2022	05/12/2022	Food Safety Workshop	09/01/2023	11/01/2023 12/01/2023
Alumni Semec Talk	09/12/2022	Not conducted due to	Guest lecture: Wastewater Processing	24/01/2023	-
			Guest lecture: Research in Life Sciences: Pathways to make Scientific Impact	19/01/2023	19/01/2023
			Club Activity: World Leprosy Day	31/01/2023	02/02/2023
MONTH: FEBRUARY			MONTH:		
ACTIVITY	DATE		ACTIVITY	DATE	
	PLANNED	ACTUAL		PLANNED	ACTUAL
National Webinar on "Diversified Fungi: Insights and Implications"	01/02/2023	01/02/2023			
Guest Lecture: Bioremediation of					
Environmental Pollutants	08/02/2023	08/02/2023			
National Science Day	28/02/2023				

RECORD OF ACADEMIC ACTIVITIES

Activity Name	No. of activities per semester	Proposed date	Details
♦ Unit / Test	02	18/01/2023	IA-1 organized as per Schedule
		20/02/2023	IA-2 organized as per Schedule
♦ Model Exam	01	12/04/2023	Model exam Conducted as per Schedule.
♦ Guest Lectures	1	08/02/2023	Bioremediation of Environmental Pollutants
♦ Club Activity	-		
♦ Seminar / Conference	-		
♦ Industrial Visits	01	20/03/2023	Sewage treatment Plant - CMBT 120 km Station, Chennai.
♦ Others (Please specify the subject nature of the programme)	✓		



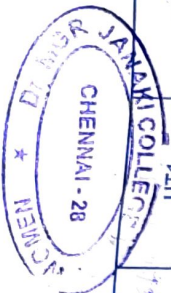
ATTENDANCE

No. of classes		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Date		07	07	08	12	12	13	14	14	15	15	19	20	21	21	23	26	27	28	29	30	
Month		12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	
Period		2	4	5	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Name		ATTENDANCE																				
Sl.No.	Reg. No.	ATTENDANCE																				
1.	222006478	CHRISTINA EVANGELINE. L	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2.	222006479	DIYAGAYATHRI. F	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3.	222006480	MEENA. H	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4.	222006481	SUDHISRI. K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5.	222006482	VALIYANTHI. S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6.	222006487	AISHWARYA. J	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7.	222006489	BAGAVATHI KEERTHANA. K	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
8.	222006490	BHAVATHARANI. R	x	x	x	a	a	x	a	a	x	a	a	x	x	x	x	x	x	x	x	x
9.	222006491	BHUVANESHWARI. K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10.	222006492	BOUTIKA. V. A.	x	x	x	x	x	x	x	a	a	x	x	x	x	x	a	x	a	x	x	x
11.	222006493	CHARULATHA. B	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	a	a	a	a	a
12.	222006494	DAPHNE JOY KIRUBA. J	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
13.	222006495	DARSANA. D	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14.	222006499	GOWSHIKA. T. M.	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x
15.	222006500	HEMAYENKATA LAKSHMI. G	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
16.	222006501	JANANI. S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
17.	222006503	JAYAYANI. L	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
18.	222006504	JEBAYINDLIN. S	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
19.	222006506	KALPANA. A	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
20.	222006508	KAYALVIZHI. S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
21.	222006509	KIRUTHIKA. A. P.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
22.	222006510	KIRUTHIKA. S	x	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x
23.	222006513	LOKESHWARI. K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
24.	222006514	MARY PETRISIA. S	x	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x
25.	222006515	NAVEENA. V	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
26.	222006516	NIRANJANA. D	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
27.	222006517	NITHYA. V	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
28.	222006518	NIVEDHITHA. S. S.	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
Number of Absentees		4 4 4 2 2 2 8 8 4																				



STUDENT RESULT PERFORMANCE ANALYSIS

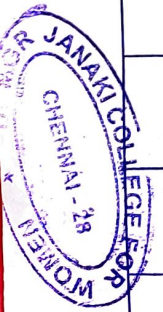
Dept. : Microbiology Year / Sem : III / V Batch : 2020-2023
 Sub Name : Environmental Microbiology Subject Code : Staff incharge : V. N. Thyagarajan Passing Minimum : 40



Name and Date of the Exam		No. of Students					Pass Percentage		Initial of		
		Total	Present	Absent	Failed	Passed	Based on Total Students	Based on Students appeared	Staff in Charge	HOD	Principal
UT1	Date: 18/01/2023	46	40	06	14	26	57%	65%	N/T	N/T	
UT2	Date: 20/02/2023	46	40	06	08	32	69.56%	80%	N/T	N/T	
UT3	Date:										
Model	Date: 12/04/2022	45	34	11	10	24	53%	70.58%	N/T	N/T	

STUDENT PERFORMANCE CORRECTIVE ACTION

Name of the Exam	% Pass	% Fail	% Absent	Reason for		Corrective Action for		Initial of		
				Absent	Failure	Absent	Failure	Staff in Charge	HOD	Principal
IA-1	57%	30.4%	13%	Health issues	Lack of Preparation	Extra Class	Remedial	N/T	N/T	
IA-2	69.56%	17.39%	13%	Multiple Personal reasons	Time shortage & availability	Retest	Remedial	N/T	N/T	
Model	53%	22%	24%	Short time for exam	Preparation for practical exams	Retest	Remedial	N/T	N/T	



COURSE DELIVERY ANALYSIS

Program Name	No of Programs		Remarks
	Planned	Executed	
No. of Periods	50	61	Completed classes as per the schedule and more revision classes Conducted
Units Covered	5	5	All units Covered
Seminars / Guest lectures	01	01	-
Assignment	03	03	Submitted on time.
Internal Tests	02	02	Conducted as per Schedule
Model Exams	01	01	Conducted as per Schedule

V. Nityakoty —
SIGNATURE OF FACULTY

V. Nityakoty —
HOD


PRINCIPAL



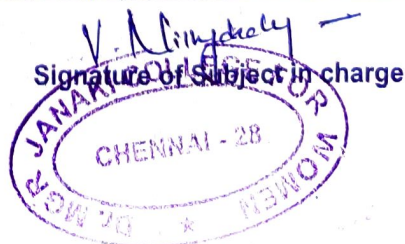
Dr. MGR - JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN

UNIVERSITY EXAM MARK LIST

COURSE: MICROBIOLOGY SUBJECT ENVIRONMENTAL MICROBIOLOGY Mon & Year of Exam: APRIL 2023

Reg. No.	MARKS			Reg. No.	MARKS			Reg. No.	MARKS		
	EA	IA	Total		EA	IA	Total		EA	IA	Total
222006478	59	24	83	222006514	65	24	89				
222006479	47	23	70	222006515	46	24	70				
222006480	59	24	83	222006516	52	24	76				
222006481	45	24	69	222006517	58	24	82				
222006482	54	23	77	222006520	50	24	74				
222006487	50	23	73	222006521	42	23	65				
222006489	49	24	73	222006526	72	24	96				
222006490	48	25	73	222006527	60	25	85				
222006491	49	25	74	222006530	43	23	66				
222006492	63	25	88	222006532	56	24	80				
222006493	49	24	73	222006533	55	24	79				
222006494	63	24	87	222006537	36	24	60				
222006495	63	24	87	222006538	47	24	71				
222006499	30	24	54	222006539	54	23	77				
222006500	40	24	64	222006540	56	23	79				
222006501	48	25	73	222006541	60	24	84				
222006503	46	24	70	222006542	55	24	79				
222006504	42	23	65	222006543	48	23	71				
222006506	56	25	81	222006544	53	23	76				
222006508	48	23	71	222006548	47	24	71				
222006509	62	25	87	222006550	43	24	67				
222006510	55	25	80	222006551	32	24	56				
222006513	65	24	89								

Date: 14/04/2023 Name of the Subject in charge

Signature of Subject in charge


UNIVERSITY EXAM RESULT ANALYSIS

Date : 14/09/2023

DEPARTMENT OF MICROBIOLOGY

1. Batch : 2020-2023
2. Year & Semester : III YEAR ; VI SEMESTER
3. Total No. of Students : 45
4. No. of student absent : NIL
5. No. of Student appeared : 45
6. No. of students passed : 45
7. No. of students failed : NIL
8. Percentage of pass (a) Based on total students : 100%
(b) Based on students appeared : 100%

RESULT ANALYSIS

Description	Below 30%	30% to 39%	40% to 49%	50% to 59%	60% to 69%	70% to 79%	80% to 89%	90% to 100%
No. of students	-	-	-	02	07	21	19	01

Passing Minimum : 40

V. Nityakaly -

SIGNATURE OF FACULTY

V. Nityakaly -

HOD


PRINCIPAL



அறிவுச்செல்வம் + அன்புச்செல்வம் + உயர்நம்பிக்கை

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



"SATHYABAMA MGR MALIGAI"

11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028,
Phone : 044-2493 7382/92 e-mail: admin@mgrjanaki.ac.in
Web : www.mgrjanaki.ac.in

ATTENDANCE AND ASSESSMENT RECORD

(To be maintained by the Faculty Member)

THEORY / PRACTICAL

ACADEMIC YEAR : 2022

SEMESTER : I / II / III / IV / V / VI

Name of the Staff : Dr. Ranjana Rai

Designation : Assistant Professor

Department : Hindi

Subject Code / Subject : CLE3H / Hindi



INSTRUCTIONS

1. This personal logbook along with the theory course file is to be maintained for each theory handled by the respective Faculty-in-charge.
2. Faculty-in-charge as well as the Head of the Department are responsible for the safe custody of the register for that semester.
3. Lesson plan should be prepared by the Subject-in-charge ahead of the semester, at least one week before commencement of class.
4. Correct entries in this register are to be made at the end of every lab hour. Avoid usage of whitener & pasting of xeroxed pages on to the logbook.
5. Attendance should be marked in the relevant column mentioning the date / month and period including special classes.
6. At the end of the hour, the number of absentees should be clearly entered in the last row of the column in each page.
7. The record of marks should be updated regularly and analysis to be done for each test conducted.
8. At the end of every week, the entries in the register should be attested by the Head of the Department and at the end of the every month, the register is to be approved by the Principal.
9. This register along with the course file should be handed over to the Head of the Department whenever the staff member goes on long leave or when he/she resigns.
10. The registers will have to be produced for the scrutiny of the Principal or any inspection authority whenever called for. At the end of the semester, the registers will be under the safe custody of the Head of the Department.

PREFACE

Department Hindi

Batch 2020 - 2023

Branch
.....

Year & Semester II year & III semester

Subject Code CLE3H

Name of the Subject Hindi

Faculty Incharge Dr. Ranjana Rai

Qualification Ph.D

Experience 11 year

Age / DOB 45 years / 17 June 1977

Papers handled in
Previous year / Semester 1) Modern poetry

..... 2) Introduction to Hindi Literature

..... 3) (Aadhunik Kaal)

Number of times
Handled this Paper 9 years

Text Book 1) Ancient Poetry

..... 2) Introduction to Hindi Lit.

..... 3) (Aadi Kaal to Riti Kaal)

Reference Books 1) Hindi Sahitya Ka Itihas

..... 2) Hindi Sahitya Yug Aur Prakri-
thiya

..... 3) Hindi Sahitya Ka Subodh Itihas



SYLLABUS

I Ancient Poetry

- 1) Kabirdas - Saakhi (Dohas from 1-10)
- 2) Surdas - Bramargeet Saar only
- 3) Tulasidas - Vinay ke Pad only
- 4) Meera Bai - Pad only
- 5) Biharilal - Dohas 1 to 5
- 6) Tiruvalluvar - Dharmakaand only.

II Introduction to Hindi Literature (up to Reetikaal)

- 1) Literary Trends of Veeragatha Kaal (Aadikaal)
Important poets: 1. Chand baradai,
2. Vidhyapathi and their works.
- 2) Literary Trends of Bhakthi Kaal - Important
Poets: 1. Kabirdas 2. Jayasi 3. Tulasidas
4. Surdas and their works.
- 3) Literary Trends of Reetikaal - Important
Poets: 1. Biharilal 2. Bhushan
3. Ghananand and their works.

EXTRACT OF COLLEGE WORKING DAYS

SEMESTER BEGINS ON : 11/7/2022 SEMESTER ENDS ON : 27/10/2022

LAST WORKING DATE (For completion on syllabus) :

Sl.No.	MONTH	No. OF WORKING DAYS	No. OF PERIODS
1	July	13	12
2	August	20	15
3	September	19	14
4	October	12	12
5			

TOTAL NO. OF PERIODS REQUIRED :
(For completing the syllabus)

64

TOTAL NO. OF PERIODS AVAILABLE :
(For completing the syllabus)

53

TEST DATES :

UNIT / TEST I : 3/8/2022

UNIT / TEST II : 23/8/2022

UNIT / TEST III :

Model Exam : 4/11/2022



SIGNATURE OF FACULTY



HOD



COURSE OUTCOME

I कविता शिक्षण की विशेषताओं का ज्ञान होना

1) कवि की अनुभूति का ज्ञान कराना - जब कवि की अनुभूति इतनी तीव्र हो जाती है कि वह मैन रू कर उसे नहीं रोक सकता तब कवि की भावना उसे प्रकृत कर देती है वह भाषा के माध्यम से प्रकृत होती है। इसमें कल्पना एवं अनुभूति की प्रधानता होती है।

2) सौंदर्य अनुभूति का ज्ञान कराना - सौंदर्य अनुभूति कविता का मुख्य उद्देश्य है। परंतु इसमें सत्यता एवं कल्पना का मिश्रण होता है।

3) कविता के कलात्मक भाव को समझना - कविता के लय-ताल, अरोह-अवरोह को समझना / कविता के भाषा से परिचित होना / कविता की रसानुभूति का ज्ञान होना / कविता का अलोचनात्मक अध्ययन करना।

II साहित्य शिक्षण की विशेषताओं का ज्ञान -

1) साहित्य अध्ययन से छात्रों की संवेदना व्यापक हो जाती है।

2) छात्रों के सोचने-समझने का दायरा बढ़ता है।

3) साहित्य पढ़ कर छात्र समाज, राजनीति, अर्थ और आस-पास के परिवेश को और अधिक बेहतर समझने योग्य हो पाते हैं।

FACULTY TIME TABLE

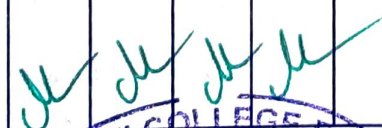
Period Day order ▼				11:00 11:30 L U N C H			Total Contact Hours (TCH)
	1	2	3		4	5	
	8.15- 9.20	9.20 10.10	10.10 11.00		11.30 12.20	12.20 1.10	
I			I Arts		I Sci	II	1
II			„		„	„	1
III			„		„	„	1
IV			„		„	„	1
V			„		„	„	1
VI			„		„	„	—

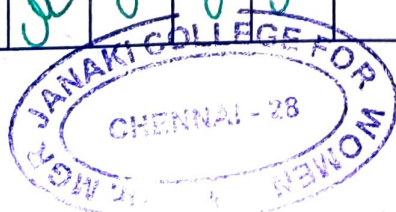
Break timings : 11.00 to 11.30 &

Lunch timing :

Other special activities (if any) :

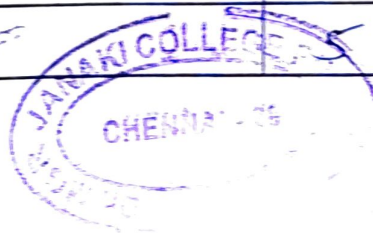
REVIEW OF COURSE WORK (For the HoD to fill)

Month ▶	Week ▼	ODD SEMESTER						EVEN SEMESTER					
		JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Initial of HOD with date	1		R.Kar 1/8	R.Kar 3/9	R.Kar 5/10								
	2		R.Kar 4/7	R.Kar 8/8	R.Kar 6/9	R.Kar 12/6							
	3		R.Kar 22/7	R.Kar 16/8	R.Kar 13/9	R.Kar 17/6							
	4		R.Kar 29/7	R.Kar 23/8	R.Kar 20/9	R.Kar 22/6							
Initial of the Principal													



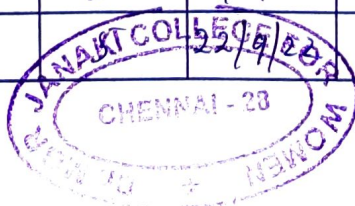
LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Covered		Remarks
		Period	Date	Period	Date	
1.	पादयुक्त परिचय	5	11/7/22	5	11/7/22	
2.	कबीर का परिचय, आल आदि	5	12/7/22	5	12/7/22	
3.	कबीर दास का दोहा	5	13/7/22	5	No class	Lesson
4.	कबीरदास का दोहा	5	14/7/22	5	14/7/22	
5.	कबीरदास का दोहा	5	15/7/22	5	15/7/22	
6.	कबीरदास का दोहा	5	19/7/22	5	19/7/22	
7.	कबीरदास का दोहा	5	20/7/22	5	20/7/22	
8.	महा परिक्षा	5	21/7/22	5	21/7/22	
9.	साहित्यिक परिचय	5	22/7/22	5	22/7/22	
10.	आदि आल का परिचय	5	25/7/22	5	25/7/22	
11.	आदि आल की परिस्थितियाँ	5	27/7/22	5	27/7/22	
12.	आदि आल की आध्यत्म विशेषताएँ	5	28/7/22	5	28/7/22	
13.	आदि आल की आध्यत्म विशेषताएँ	5	29/7/22	5	29/7/22	
14.	आदि आल के कवि एवं रचनाएँ	5	1/8/22	5	No class	Final Review
15.	पुनरावृत्ति	5	2/8/22	5	2/8/22	
16.	आंतरिक परीक्षा-25	5	3/8/22	5	3/8/22	
17.	सूरदास का परिचय	5	5/8/22	5	No class	ISS meet
18.	सूरदास का परिचय	5	8/8/22	5	8/8/22	
19.	सूरदास का पद	5	9/8/22	5	9/8/22	
20.	सूरदास का पद	5	10/8/22	5	No class	1 Year Joint Conv.
21.	"	5	11/8/22	5	No cl	1st
22.	"	5	12/8/22	5	No class	conv.
23.	"	5	15/8/22	5	No class	15 Aug



LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Covered		Remarks
		Period	Date	Period	Date	
24.	सूरदास का पद	5	16/8/22	5	16/8/22	
25.	सूरदास का पद	5	17/8/22	5	17/8/22	
26.	कक्षा परिक्षा	5	18/8/22	5	18/8/22	
27.	सूरदास के प्रश्न-उत्तर	5	19/8/22	5	19/8/22	
28.	सूरदास के प्रश्न-उत्तर	5	20/8/22	5	No class	CL Leave
29.	सूरदास के प्रश्न-उत्तर	5	23/8/22	5	23/8/22	
30.	सप्रसंग व्याख्या	5	24/8/22	5	24/8/22	
31.	सप्रसंग व्याख्या	5	25/8/22	5	25/8/22	
32.	विस्तृत प्रश्न-उत्तर	5	26/8/22	5	26/8/22	
33.	अतिरिक्त सम्भाषण	5	30/8/22	5	30/8/22	
34.	गुलामीदास का परिचय	5	2/9/22	5	2/9/22	
35.	गुलामीदास का पद	5	3/9/22	5	3/9/22	
36.	गुलामीदास का पद	5	6/9/22	5	6/9/22	
37.	गुलामीदास का पद	5	7/9/22	5	7/9/22	
38.	सप्रसंग व्याख्या	5	9/9/22	5	9/9/22	
39.	सप्रसंग व्याख्या	5	12/9/22	5	No class	Leave
40.	सप्रसंग व्याख्या	5	13/9/22	5	No class	No class
41.	सप्रसंग व्याख्या	5	14/9/22	5	No class	OD
42.	सप्रसंग व्याख्या	5	15/9/22	5	15/9/22	
43.	प्रश्न उत्तर	5	16/9/22	5	16/9/22	
44.	मीराबाई का परिचय	5	19/9/22	5	19/9/22	
45.	मीराबाई का पद	5	21/9/22	5	21/9/22	
46.	मीराबाई का पद	5	22/9/22	5	22/9/22	



LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Covered		Remarks
		Period	Date	Period	Date	
47.	भारतवादी लेख	5	23/9/22	5	23/9/22	ISS
48.	सप्रसंग व्याख्या	5	26/9/22	5	26/9/22	Meel
49.	सप्रसंग व्याख्या	5	27/9/22	5	27/9/22	
50.	प्रश्न-उत्तर	5	28/9/22	5	No class	Dhan
51.	प्रश्न-उत्तर	5	29/9/22	5	29/9/22	
52.	भक्ति काल का परिचय	5	30/9/22	5	30/9/22	
53.	भक्ति काल - परिस्थितियाँ	5	6/10/22	5	6/10/22	
54.	भक्ति काल सगुण भक्ति विशेषताएँ	5	7/10/22	5	7/10/22	
55.	निगुण भक्ति - विशेषताएँ	5	10/10/22	5	10/10/22	
56.	कैम मार्गी - विशेषताएँ	5	12/10/22	5	12/10/22	
57.	आनमार्गी विशेषताएँ	5	13/10/22	5	13/10/22	
58.	राम भक्ति - विशेषताएँ	5	14/10/22	5	14/10/22	
59.	कृष्ण भक्ति - विशेषताएँ	5	17/10/22	5	17/10/22	
60.	तिरुक्कुरल परिचय	5	18/10/22	5	18/10/22	
61.	तिरुक्कुरल	5	19/10/22	5	19/10/22	
62.	शीतिकाल	5	20/10/22	5	20/10/22	
63.	शीतिकाल	5	26/10/22	5	26/10/22	
64.	शीतिकाल	5	27/10/22	5	27/10/22	

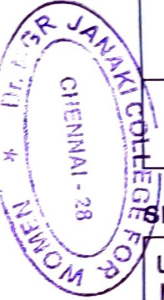


RECORD OF ACADEMIC ACTIVITIES

Activity Name	No. of activities per semester	Proposed date	Details
• Tutorial			
• Unit / Test			
• Model Exam			
• Guest Lectures		30/8/22	142 वां 'मुंशी प्रेमचंद जयन्ती' विषय - 'प्रेमचंद की रचनाएं' - विविध परिप्रेक्ष्य में मुख्य वक्ता - डॉ. पी. बी. वजीरा उप प्राचार्या, श्रीकन्यका परमेश्वरी कॉलेज
• Seminars		13/8/22 October	विषय - प्रयोजन मूलक शिक्षण वक्ता - रेखा वसा अध्यक्ष प्राध्यापिका गुरुनानक कॉलेज, विषय - अनुवाद के सिद्धांत
• Industrial Visits			14/10/22 वक्ता - डॉ. डॉली, सहाय प्राध्यापिका, गुरुनानक कॉलेज विषय - पत्रकारिता
• Others (Please specify the subject nature of the programme)			



Unit No.	Topics	Books to be referred	Date of Announcement	Date of Submission
1.	लबीरदास का परिचय	हिन्दी साहित्य का इतिहास	13/7/22	20/7/22
2.	आदि काल का विशेषताय -	हिन्दी साहित्य का सरल इतिहास	16/8/22	23/7/22



SELF STUDY TOPICS

Unit No.	Topics	Books / Journals / Magazines suggested	Date of Announcement	Date of Submission
I.	प्राचीन कवियों के काव्य	प्राचीन कवियों की काव्यताएँ	21/7/22	28/7/22

f. L. ni
SIGNATURE OF FACULTY

f. L. ni
HOD

COURSE DELIVERY ANALYSIS

Program Name	No of Programs		Remarks
	Planned	Executed	
No. of Periods	64	53	
Units Covered	6	6	
Seminars / Guest lectures	2	2	
Assignment	2	2	
Internal Tests	2	2	
Model Exams	1	1	

S. Sairi

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S. Sairi

HOD

S. Sairi

PRINCIPAL



UNIVERSITY EXAM RESULT ANALYSIS

Date : 28/3/23

DEPARTMENT OF Hindi

1. Batch : 2020-2023
2. Year & Semester : 2022 / III semester
3. Total No. of Students : 10
4. No. of student absent : Nil
5. No. of Student appeared : 10
6. No. of students passed : 8
7. No. of students failed : 2
8. Percentage of pass (a) Based on total students : 80 %
(b) Based on students appeared : 80 %

RESULT ANALYSIS

Description	Below 30%	30% to 39%	40% to 49%	50% to 59%	60% to 69%	70% to 79%	80% to 89%	90% to 100%
No. of students		1	1	1	2	4	1	

Passing Minimum :

SIGNATURE OF FACULTY



HOD

PRINCIPAL



உறவுகள் • உருவங்கள் • உயர்வுகள்

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



"SATHYABAMA MGR MALIGAI"

11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028,
Phone : 044-2493 7382/92 e-mail: admin@mgrjanaki.ac.in
Web : www.mgrjanaki.ac.in

ATTENDANCE AND ASSESSMENT RECORD

(To be maintained by the Faculty Member)

THEORY / PRACTICAL

ACADEMIC YEAR : 2022 - 2023

SEMESTER : I / II / III / IV / V / VI

Name of the Staff : S. SELVI

Designation : ASST PROF

Department : CORPORATE SECRETARYSHIP

Subject Code / Subject : AY23B / SECRETARIAL PRACTICE



INSTRUCTIONS

1. This personal logbook along with the theory course file is to be maintained for each theory handled by the respective Faculty-in-charge.
2. Faculty-in-charge as well as the Head of the Department are responsible for the safe custody of the register for that semester.
3. Lesson plan should be prepared by the Subject-in-charge ahead of the semester, at least one week before commencement of class.
4. Correct entries in this register are to be made at the end of every lab hour. Avoid usage of whitener & pasting of xeroxed pages on to the logbook.
5. Attendance should be marked in the relevant column mentioning the date / month and period including special classes.
6. At the end of the hour, the number of absentees should be clearly entered in the last row of the column in each page.
7. The record of marks should be updated regularly and analysis to be done for each test conducted.
8. At the end of every week, the entries in the register should be attested by the Head of the Department and at the end of the every month, the register is to be approved by the Principal.
9. This register along with the course file should be handed over to the Head of the Department whenever the staff member goes on long leave or when he/she resigns.
10. The registers will have to be produced for the scrutiny of the Principal or any inspection authority whenever called for. At the end of the semester, the registers will be under the safe custody of the Head of the Department.

PREFACE

Department CORPORATE SECRETARYSHIP [COMMERCE]

Batch : 2021-2024

Branch : CORPORATE SECRETARYSHIP

Year & Semester : I & III

Subject Code : AY23B

Name of the Subject : COMPANY LAW AND SECRETARIAL PRACTICE

Faculty Incharge : SELVI. S

Qualification : MBA., M. PHIL., M. COM.,

Experience : 13 Years

Age / DOB : 43, 22.09.1979

Papers handled in
Previous year / Semester : 1) Marketing Management
2) Legal System in business
3) Labour Welfare

Number of times
Handled this Paper : Once

Text Book : 1) Elements of Mercantile law
2) Company law and Secretarial Practice
3) N. D. Kapoor, Sultan Chand & Sons

Reference Books : 1) Taxman Publication, New Delhi
2) Mr. Srinivasan Margham Publication
3) India business law



SYLLABUS

UNIT I - INCORPORATION OF COMPANY AND ROLE OF COMPANY SECRETARY

Evolution of company law - Meaning and characteristics of a company - stages of incorporation - e-filing Memorandum of Association and Articles of Association - Alteration - Effects of registration Doctrine of constructive notice - ultra vires and indoor management - lifting of corporate veil. Role and importance of company secretary. Key Managerial Personnel - Compliance officer - Compulsory Appointment - Qualification and disqualification - Powers, duties and responsibilities of secretary - Resignation and removal of company secretary - officer in default.

UNIT II - PROSPECTUS & SHARE CAPITAL

Prospectus - Shelf prospectus - Red herring prospectus - Civil & criminal liability for mis-statement in prospectus - Statement in lieu of prospectus - Secretarial duties in the issue of prospectus. Share capital - Alteration of share capital - Right issue, Bonus issue, private and preferential allotment - Dividend interim dividend warrants and mandates - Secretarial duties in the issue of share capital.

UNIT III - MEMBERS AND SHAREHOLDERS

Members - Rights and responsibilities - who can be a member - member, Share holder, contributory difference - transfer and transmission of shares (including depository mode) - Nomination and importance.

EXTRACT OF COLLEGE WORKING DAYS

SEMESTER BEGINS ON : 11.07.2022 SEMESTER ENDS ON : 16.11.2022

LAST WORKING DATE (For completion on syllabus) :

Sl.No.	MONTH	No. OF WORKING DAYS	No. OF PERIODS
1	JULY	14	16
2	AUGUST	17	11
3	SEPTEMBER	17	11
4	OCTOBER	14	10.
5	NOVEMBER	09	0

TOTAL NO. OF PERIODS REQUIRED :
(For completing the syllabus)

50

TOTAL NO. OF PERIODS AVAILABLE :
(For completing the syllabus)

48

TEST DATES :

UNIT / TEST I : 5/8/22
UNIT / TEST II : 25/8/22
UNIT / TEST III : -
Model Exam : 3/11/22



SIGNATURE OF FACULTY



HOD

COURSE OUTCOME

UNIT IV - KEY MANAGERIAL PERSONNEL AND MEETINGS
Directors - Women Director - Independent Director
and whole time Key managerial personnel -
Director Identification Number and its significance
duties, qualification and disqualification.
Board meeting, Share holder meeting, committee
meeting, mandatory meeting - Role and composition
power of the board - Notice Agenda, minutes
and resolution - Secretarial duties in meeting.

UNIT V - WINDING UP
Modes of winding up - winding up by the
tribunal - Voluntary winding up - NCLT -
Special courts - Mediation and conciliation panel.

To acquire knowledge at practical and procedural aspects of a company formation and e-governance digital signature and compliance requirements.



FACULTY TIME TABLE

Period Day order ▶ ▼	1	2	3	L U N C H	4	5	Total Contact Hours (TCH)
I		IT	CL		BL	VE	1
II	CL				BL	IT	1
III	CL	IT				BL	1
IV			BL		IT		-
V	CL	BL				IT	1
VI		CL	BL		IT		1

Break timings : &

Lunch timing :

Other special activities (if any) :

REVIEW OF COURSE WORK (For the HoD to fill)

Month ▶ ▼	Week	ODD SEMESTER						EVEN SEMESTER					
		JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Initial of HOD with date	1			✓	✓	✓	✓						
	2		✓	✓	✓	✓	✓						
	3		✓	✓	✓	✓	-						
	4		✓	✓	✓	✓	-						
Initial of the Principal			✓	✓	✓	✓	✓						



LESSON PLAN AND RECORD OF REGULAR CLASS WORK

Sl. No.	Topics	Planned		Covered		Remarks
		Period	Date	Period	Date	
24	Legal Position of Company Secretary	1	17.8.22	1	17.8.22	
25	Appointing of Company Secretary	1	18.8.22	1	18.8.22	
26	Functions of Company Secretary	1	25.8.22	1	25.8.22	
27	Statutory duties	1	29.8.22	1	30.8.22	
28	Statutory duties	1	30.8.22	1	30.8.22	
29	Rights and liabilities	2	01.9.22	2	01.9.22	
30	Dismissal of Company Secretary	3	02.9.22	3	02.9.22	
31	Prospectus, Meaning	1	14.9.22	1	14.9.22	
32	Red herring prospectus	1	15.9.22	1	15.9.22	
33	Content of prospectus	1	19.9.22	1	19.9.22	
34	Company Secretaries in India	3	21.9.22	3	21.9.22	
35	Transfer of shares	3	22.9.22	3	22.9.22	
36	Director Identification Number	5	23.9.22	5	23.9.22	
37	Resolution, Agenda	2	28.9.22	2	28.9.22	
38	Purpose of meeting	1	29.9.22	1	29.9.22	
39	winding up by Tribunal.	2	29.9.22	2	29.9.22	
40	Modes of winding up	3	6.10.22	3	6.10.22	
41	Official liquidator	3	7.10.22	3	7.10.22	
42	General power of Tribunal	1	12.10.22	1	12.10.22	
43	Voluntary winding up	2	13.10.22	2	13.10.22	
44	Dismissal of Company Secretary	3	14.10.22	3	14.10.22	
45	Compulsory winding up	1	17.10.22	1	17.10.22	
46	Revision 2 more questions	1	26.10.22	1	26.10.22	



RECORD OF ACADEMIC ACTIVITIES

Activity Name	No. of activities per semester	Proposed date	Details
♦ Tutorial			
♦ Unit / Test	2	05-8-22	Internal Assessment - 1
		25-8-22	Internal Assessment - 2
♦ Model Exam	1	3.11.22	Model Examination
♦ Guest Lectures	3	26.7.22	E-Filing and Submission of returns
		18.8.22	Share holders rights and responsibilities Resource Person: Ms Durga Advocate
		20.9.22	Valuation of Goodwill and share Resource Person: Dr. V. Sudha
♦ Seminars			
♦ Industrial Visits			
♦ Others (Please specify the subject nature of the programe)			



ASSIGNMENT PLAN

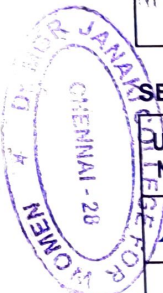
Unit No.	Topics	Books to be referred	Date of Announcement	Date of Submission
1	List of Public Ltd Co., and Pvt Ltd Co.,	https://www.quora.com https://www.business-standard.com	18/7/22	21/7/22
2	Certificate of Incorporation - Specimen	https://www.corporate-cases.com	20/8/22	25/8/22
3	Prospectus - Specimen	https://www.Byjus.com	9/9/22	15/9/22
4	List of winding up companies 2021-2022	https://www.Byjus.com	7/10/22	14/10/22

SELF STUDY TOPICS

Unit No.	Topics	Books / Journals / Magazines suggested	Date of Announcement	Date of Submission
A	Women director	Company law - N.D. Kapoor	30.9.22	6.9.22


SIGNATURE OF FACULTY


HOD



ATTENDANCE

No. of classes			1	2	3	4	5	6	7	8	9	
Date			11	12	13	14	14	15	18	20	21	
Month			7	7	7	7	7	7	7	7	7	
Period			2	1	1	3	4	1	2	3	1	
Sl.No.	Reg. No.	Name	ATTENDANCE									
1.	122102655	TEJASWINI SRINIVAS	a	a	a	a	a	a	x	x	x	
2.	122102656	ANUPRIYA S	x	a	a	x	x	x	a	x	x	
3.	122102657	MADHUMITHRA N	x	a	a	a	a	a	x	x	x	
4.	122102658	MAHALAKSHMI R	x	x	a	x	x	a	x	a	a	
5.	122102659	MAHALAKSHMI S	a	x	x	x	x	x	x	a	a	
6.	122102660	PRAGATHI D	x	x	a	x	x	a	a	x	x	
7.	122102661	SRI PRIYA N	x	x	x	x	x	x	a	a	a	
8.	122102662	ABINAYA K	x	x	x	x	x	x	x	x	x	
9.	122102663	AISWARYA P	x	x	x	x	x	x	a	x	x	
10.	122102664	AKSHAYA K	a	a	a	a	a	a	a	a	x	
11.	122102665	ANANDHA LAKSHMI A	x	x	x	x	x	x	x	x	x	
12.	122102666	ANANDHI T	x	x	s	x	s	s	s	s	s	
13.	122102667	BHARATHI M	x	x	x	x	x	x	x	x	x	
14.	122102668	CHARUSREE S	x	x	x	x	a	x	x	x	x	
15.	122102669	DIVYA S	x	x	x	x	x	x	x	x	x	
16.	122102670	DURGASHREE J	x	x	x	x	x	a	a	a	a	
17.	122102671	ELLAKIYA R	x	x	x	x	x	x	x	x	x	
18.	122102672	FLORENCE A	x	x	x	x	x	x	x	x	x	
19.	122102673	GAYATHRI S	a	x	x	x	x	x	a	a	a	
20.	122102674	GREETHAPRIYA S	a	x	x	x	x	x	a	x	x	
21.	122102675	HEMA MALINI C	x	a	x	x	x	x	x	x	x	
22.	122102676	HEHAVATHY G	x	x	a	a	a	x	x	a	a	
23.	122102677	JANUNA T	a	a	x	x	x	x	a	x	x	
24.	122102678	JANANI A	x	x	x	x	x	a	x	x	x	
25.	122102679	JAYALAKSHMI R	x	x	s	x	s	s	s	s	s	
26.	122102680	JAYASHRI K	x	x	x	x	x	x	a	x	x	
27.	122102681	JENIFER D	x	x	x	x	x	x	a	x	x	
28.	122102682	JENNIFER B	a	x	x	x	x	x	x	x	x	
Number of Absentees			6	3	1	4	6	3	7	0	12	



ATTENDANCE

No. of classes

Date

Month

Period

Sl.No.	Reg. No.	Name
1.	122102655	TEJASWINI SRINIYAS
2.	122102656	ANUPRIYA S
3.	122102657	MADHUMITHRA N
4.	122102658	MAHALAKSHMI R
5.	122102659	MAHALAKSHMI S
6.	122102660	PRAGATHI D
7.	122102661	SRI PRIYA N
8.	122102662	ABINAYA K
9.	122102663	AISWARYA P
10.	122102664	AKSHAYA K
11.	122102665	ANANDHA LAKSHMI A
12.	122102666	ANANDHI T
13.	122102667	BHARATHI M
14.	122102668	CHARUSREE S
15.	122102669	DIVYA S
16.	122102670	DURGASHREE T
17.	122102671	ELLAKIYA R
18.	122102672	FLORENCE A
19.	122102673	GAYATHRI S
20.	122102674	GEEETHAPRIYA S
21.	122102675	HEMA MALINI C
22.	122102676	HEHAVATHY G
23.	122102677	JAMUNA T
24.	122102678	JAYANI A
25.	122102679	JAYALAKSHMI R
26.	122102680	JAYASHRI K
27.	122102681	JENIFER D
28.	122102682	JENNIFER B

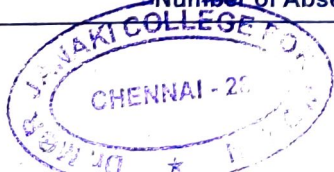
Number of Absentees

21	22	23	24	25	26	27	28	31	32	33	34	35	36	37	38	39	40
08	09	16	17	18	25	30	01	15	19	21	22	23	28	29	29	06	07
8	8	8	8	8	8	8	8	9	9	9	9	9	9	9	9	10	10
1	1	3	1	1	1	1	2	1	1	3	3	5	2	1	2	3	3
ATTENDANCE																	
X	a	X	X	a	X	X	X	X	a	X	X	X	X	a	a	a	X
X	X	a	X	X	X	X	a	X	X	X	X	X	X	a	a	a	X
X	a	X	X	X	X	X	a	a	X	a	a	X	X	a	a	a	a
X	a	a	a	a	X	a	X	a	X	a	X	a	X	X	X	a	a
X	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	a	X
X	a	a	X	X	X	a	X	a	X	a	X	X	X	X	X	a	a
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
a	X	X	X	X	X	a	X	X	a	X	X	X	X	X	X	X	X
X	a	a	X	a	X	X	X	X	a	X	X	X	X	X	X	a	X
a	a	X	X	a	X	a	X	X	X	X	X	X	X	X	X	a	X
X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
S	S	S	S	S	S	S	S	S	S	X	S	S	S	S	S	S	S
X	X	a	X	X	X	a	X	X	X	X	a	X	X	a	a	X	X
X	a	X	X	X	X	a	a	X	a	X	X	X	X	a	a	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
S	S	S	S	X	X	S	S	S	S	X	S	S	S	X	X	S	S
X	a	X	X	X	X	X	a	X	X	a	X	X	X	X	X	a	X
X	X	X	a	X	X	X	X	X	X	X	X	a	X	X	X	X	a
X	a	X	X	X	X	X	a	X	X	X	X	a	X	X	X	X	a
X	a	X	X	X	X	X	a	X	X	X	X	a	X	X	X	X	a
3	13	6	4	7	0	9	5	7	7	9	4	5	2	10	10	17	10



ATTENDANCE

No. of classes			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Date			11	12	13	14	14	15	18	20	21	22	25	26	27	29	01	03	04	05			
Month			7	7	7	7	7	7	7	7	7	7	7	7	7	8	8	8	8				
Period			2	1	1	3	4	1	2	3	1	5	4	1	1	3	1	1	1	2	3		
Sl.No.	Reg. No.	Name	ATTENDANCE																				
29.	122102683	KAMACHI G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30.	122102684	KARTHIGA S	X	a	a	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31.	122102685	KARTHIGESHNARI A	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
32.	122102686	KAVIYA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33.	122102687	KAVIYA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34.	122102688	KEERTHI M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35.	122102689	KIRUTHIKAS	a	a	X	a	a	a	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
36.	122102690	KOUSALYA S	X	a	X	X	X	X	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X
37.	122102691	LALITHA V	X	X	X	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38.	122102692	LEELA R	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39.	122102693	MOHAMED AFEEN M	a	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
40.	122102694	MOHANALAKSHMI P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
41.	122102695	MOHANAPRIYA R	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
42.	122102696	NISHANTHINI K	X	X	X	X	X	X	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X
43.	122102697	NIVETHITHA KS	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
44.	122102698	ONIYA C	a	X	X	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45.	122102699	PAVITHRA R	X	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
46.	122102700	POLIMETLA SREE HARINI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47.	122102701	POOJASRI P	a	a	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
48.	122102702	PRASANNA S	X	X	X	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
49.	122102703	PRIYADHARSHINI A	X	X	X	X	X	a	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
50.	122102704	PRIYADHARSHINI S	a	a	a	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X
51.	122102705	RANITHA P	X	a	X	X	X	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
52.	122102706	SAADHIYA R	X	X	a	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
53.	122102707	SANDHIYA N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
54.	122102708	SANDHYA K	X	X	X	a	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
55.	122102709	SANTHIYA G	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
56.	122102710	SARANYA R	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
Number of Absentees			5	8	7	8	8	7	9	9	2	2	1	4	6	8	6	8	3	4			



ATTENDANCE

No. of classes

Date

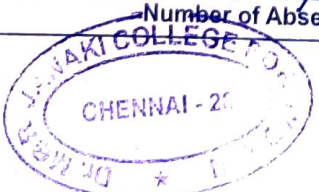
Month

Period

Sl.No.	Reg. No.	Name
29.	122102683	KAMACHI G
30.	122102684	KARTHIGA S
31.	122102685	KARTHIGESHNARI A
32.	122102686	KAVIYA P
33.	122102687	KAVIYA R
34.	122102688	KEERTHI M
35.	122102689	KIRUTHIKAR
36.	122102690	KOUSALYA S
37.	122102691	LALITHA V
38.	122102692	LEELA R
39.	122102693	MOHAMED AFREEN M
40.	122102694	MOHANALAKSHMI P
41.	122102695	MOHANAPRIYA R
42.	122102696	NISHANTHINI K
43.	122102697	NIVEETHITHA KS
44.	122102698	DIYAC
45.	122102699	PAVITHRA R
46.	122102700	POLIMETLA SREE HAR
47.	122102701	POOJASRI D
48.	122102702	PRASANNA S
49.	122102703	PRIYADHARSHINI A
50.	122102704	PRIYADHARSHINI S
51.	122102705	RAMITHA P
52.	122102706	SAADHIYA R
53.	122102709	SANDHIYA N
54.	122102708	SANDHYA K
55.	122102709	SANTHIYA G
56.	122102710	SARANYA R

Number of Absentees

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
08	09	16	17	18	25	30	01	01	01	15	19	21	22	23	28	29	29	06	07
8	8	8	8	8	8	8	8	8	8	9	9	9	9	9	9	9	9	10	10
1	1	3	1	1	1	1	2	2	2	1	1	3	3	5	2	1	2	3	3
ATTENDANCE																			
x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	a	a	a
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a
a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x
x	x	x	x	a	x	a	x	x	x	x	x	x	x	x	x	x	x	a	x
x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	a
a	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	a
x	a	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x
x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	a
x	x	a	x	x	x	a	a	a	a	a	a	a	a	a	a	x	x	a	a
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x
x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	a	a
x	x	x	x	x	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a
a	x	x	x	x	x	a	a	a	a	a	a	a	a	a	a	x	x	x	a
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7	11	10	8	9	6	9	13	6	5	10	5	11	12	5	4	4	17	16	



ATTENDAN

No. of classes		
Date		
Month		
Period		
Sl.No.	Reg. No.	Name
29.	122102683	KAMACHI G
30.	122102684	KARTHIGA S
31.	122102685	KARTHIGESHWARI A
32.	122102686	KAVIYA P
33.	122102687	KAVIYA R
34.	122102688	KEERTHI M
35.	122102689	KIRUTHIKAR
36.	122102690	KOUSALYA S
37.	122102691	LALITHA Y
38.	122102692	LEELA R
39.	122102693	MOHAMED AFREEN M
40.	122102694	MOHANALAKSHMI P
41.	122102695	MOHANAPRIYA R
42.	122102696	NISHANTHINI K
43.	122102697	NIVETHITHA KS
44.	122102698	ONIYA C
45.	122102699	PAVITHRA R
46.	122102700	POLIMETLA SREE HAR
47.	122102701	POOJASRI D
48.	122102702	PRASANNA S
49.	122102703	PRIYADHARSHINI A
50.	122102704	PRIYADHARSHINI S
51.	122102705	RAMITHA P
52.	122102706	SAADHIYA R
53.	122102707	SANDHIYA N
54.	122102708	SANDHYA K
55.	122102709	SANTHIYA G
56.	122102710	SARANYA R

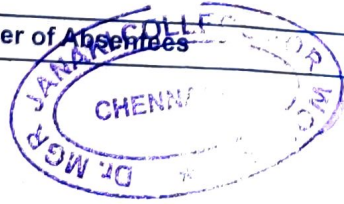
Number of Absentees



41	42	43	44	45	46	47	48	49
12	13	14	17	26	27	28	29	30
10	10	10	10	10	10	10	10	10
1	2	3	1	1	1	1	1	3
ATTENDANCE								
X	X	X	X	X	X	a	a	
X	X	X	x	x	a	a	a	
a	a	a	a	a	a	a	a	
X	X	X	a	a	a	a	a	
X	X	X	X	x	x	a	a	
X	a	a	x	x	x	x	x	
X	X	X	X	x	a	a	a	
X	X	X	a	a	x	a	a	
X	X	X	a	a	a	a	a	
X	X	a	x	a	X	a	a	
X	X	X	X	x	X	X	X	
X	X	X	X	a	a	X	X	
X	X	a	x	x	a	X	X	
X	X	a	a	a	a	a	a	
X	a	X	X	x	X	a	a	
X	X	X	X	a	a	a	a	
X	X	a	a	a	a	a	a	
X	X	X	X	x	X	a	a	
X	X	X	X	x	X	X	X	
X	X	a	X	a	a	a	a	
X	X	X	X	x	X	a	a	
X	X	X	X	x	a	a	a	
X	a	a	a	a	a	a	a	
a	a	X	X	a	a	a	a	
a	X	X	a	x	a	a	a	
X	X	X	X	x	X	a	a	
a	X	X	a	a	X	a	a	
X	X	X	X	x	X	X	X	
X	X	X	a	a	a	a	a	
A	5	8	10	14	16	22	22	

ATTENDANCE

No. of classes			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Date			11	12	13	14	14	15	18	20													
Month			7	7	7	7	7	7	7	7													
Period			2	1	1	3	4	1	2	3													
Sl.No.	Reg. No.	Name	ATTENDANCE																				
57	122102711	SARANYA S	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
58	122102712	SHATHI SRI S	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
59	122102713	SHREEYA Kp	x	x	x	a	a	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	
60	122102714	SHRUTHIKA A	x	x	x	x	x	a	x	a	x	x	x	x	x	x	x	x	x	x	x	x	
61	122102715	SOUNTHARYA E	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
62	122102716	SOWMIYA A	x	x	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
63	122102717	SRI NIVETHA R	x	x	x	x	x	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	
64	122102718	SUDHA T	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
65	122102719	SUITHRA S	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
66	122102720	SWETHA S	a	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	
67	122102721	SWETHA T	x	a	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	a	a	
68	122102722	VANI R.	x	x	x	a	a	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	
69	122102723	VANITHA M	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	
70	122102724	VIDHYA A	x	x	x	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
71	122102725	VIJAYALAKSHMI A	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
72	122102726	VINODHINI K	x	x	a	x	x	x	x	a	a	a	x	x	x	x	a	x	x	x	x	x	
73	122102727	YASMEN A	x	a	x	x	x	a	a	a	x	x	x	x	a	x	x	x	x	a	x	x	
74	122102728	YATHISHA P	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	
75	122102729	YOGESHWARI S.	x	x	a	x	x	x	x	x	a	a	a	x	x	x	x	x	x	x	x	a	



Number of Absences

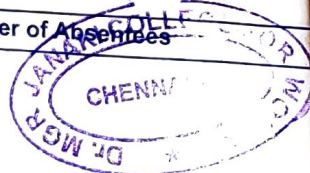
3	2	4	5	5	6	5	5	4	4	6	4	4	7	1	1	1	1	2
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

ATTENDANCE

No. of classes
Date
Month
Period

Sl.No.	Reg. No.	Name
57.	122102711	SARANYA S
58.	122102712	SHATHI SRI S
59.	122102713	SHREEYA KP
60.	122102714	SHRUTHIKA A
61.	122102715	SOUNTHARVA E
62.	122102716	SOWMIYA A
63.	122102717	SRI NIVETHA R
64.	122102718	SUDHA T
65.	122102719	SUJITHRA S
66.	122102720	SWETHA S
67.	122102721	SWETHA T
68.	122102722	VANI R.
69.	122102723	VANITHA M
70.	122102724	VIDHYA A
71.	122102725	VIJAYALAKSHMI A
72.	122102726	VINODHINI K
73.	122102727	YASMIN A
74.	122102728	YATHISHA P
75.	122102729	YOGESHWARI S.

Number of Absences



21	22	23	24	25	26	27	28
08	09	16	17	18	25	30	01
8	8	8	8	8	8	8	9
1	1	3	1	1	1	1	2

ATTENDANCE							
a	x	x	x	x	x	x	x
x	a	a	x	x	x	x	a
a	a	x	a	x	x	a	x
a	x	a	a	a	x	x	a
x	x	x	x	x	x	x	x
x	a	x	x	x	x	x	x
x	x	a	x	x	x	x	x
x	x	a	x	x	x	a	x
a	x	x	x	a	a	x	x
a	a	x	a	a	x	a	a
x	a	x	a	a	x	x	x
x	x	x	x	x	x	a	a
x	x	x	x	x	x	x	x
x	a	a	x	x	x	x	a
x	a	x	a	x	x	x	x
x	a	x	x	x	x	x	x
x	a	x	x	x	x	x	x
a	x	a	a	a	x	a	a
x	a	x	x	a	x	a	x
x	a	x	x	x	a	x	x

31	32	33	34	35	36	37	38	39	40
15	19	21	22	23	28	29	29	06	07
9	9	9	9	9	9	9	9	10	10
1	1	3	3	2	2	1	2	3	3

ATTENDANCE									
x	x	x	x	x	x	a	a	a	a
a	x	x	a	a	x	a	a	a	a
x	x	a	x	a	x	x	x	a	a
x	a	x	x	x	x	x	x	a	a
x	x	a	x	x	a	x	x	x	x
a	a	x	x	x	x	x	x	a	a
x	a	x	x	x	x	x	x	a	x
x	x	x	x	x	x	x	x	x	a
x	x	x	x	x	x	x	x	x	a
x	a	x	x	a	x	a	a	a	a
x	x	x	x	x	x	x	x	x	x
x	a	x	x	x	x	x	a	a	a
a	x	a	a	a	x	a	x	x	a
x	a	x	x	a	x	a	x	x	x
x	a	x	x	x	a	x	x	x	a

6 10 6 6 6 2 7 6 1 4 8 3 5 5 6 5 5 13 13

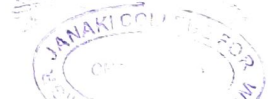
ATTENDANCE

No. of classes			1	2	3	4	5	6	7	8	9	11	12	13	14	15	16	17	18	19	20					
Date			11	12	13	14	15	18	20	21	22	21	22	25	26	27	29	01	03	04	05					
Month			7	7	7	7	7	7	7	7	7	7	7	7	7	7	8	8	8	8						
Period			2	1	1	3	4	1	2	3	1	5	4	1	1	3	1	1	1	2	3					
Sl.No.	Reg. No.	Name	ATTENDANCE												ATTENDANCE											
29.	122102683	KAMACHI G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
30.	122102684	KARTHIGA S	X	a	a	X	X	X	a	X	X	X	X	X	X	a	X	X	X	X	X	X				
31.	122102685	KARTHIGESHWARI A	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a				
32.	122102686	KAVIYA P	X	X	X	X	X	X	X	a	X	X	X	X	a	X	X	X	X	X	X	X				
33.	122102687	KAVIYA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
34.	122102688	KEERTHI M	X	X	X	X	X	X	X	X	X	X	X	X	a	X	a	X	X	X	X	X				
35.	122102689	KIRUTHIKAR	a	a	X	a	a	a	X	a	X	X	X	X	X	X	X	X	X	X	X	X				
36.	122102690	KOUSALYA S	X	a	X	X	X	X	a	X	X	X	X	a	a	a	X	X	X	X	X	X				
37.	122102691	LALITHA V	X	X	X	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
38.	122102692	LEELA R	X	X	a	X	X	X	X	X	a	X	X	X	X	a	X	X	X	X	X	X				
39.	122102693	MOHAMED AFEEN M	a	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X				
40.	122102694	MOHANALAKSHMI P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
41.	122102695	MOHANAPRIYA R	X	a	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X				
42.	122102696	NISHANTHINI K	X	X	X	X	X	X	a	a	X	X	X	X	X	X	X	X	X	X	X	X				
43.	122102697	NIVETHITHA KS	X	X	X	X	X	X	a	X	X	X	X	X	a	X	X	X	X	X	X	X				
44.	122102698	OMIYA C	a	X	X	a	a	X	X	X	X	X	X	X	a	X	X	a	a	a	a	a				
45.	122102699	PAVITHRA R	X	a	a	a	a	a	X	X	X	X	X	X	X	a	X	X	X	X	X	X				
46.	122102700	POLIMETLA SREE HARINI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
47.	122102701	PONJASRI D	a	a	a	a	a	a	a	X	X	X	a	X	a	X	X	X	X	a	a	a				
48.	122102702	PRASANNA S	X	X	X	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
49.	122102703	PRİYADHARSHINI A	X	X	X	X	X	a	X	a	X	X	X	X	X	X	X	X	X	X	X	X				
50.	122102704	PRİYADHARSHINI S	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a				
51.	122102705	RANITHA P	X	a	X	X	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
52.	122102706	SAADHIYA R	X	X	a	X	X	X	X	X	X	X	X	X	a	X	a	X	X	X	X	X				
53.	122102709	SANDHIYA N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
54.	122102708	SANDHIYA K	X	X	X	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
55.	122102709	SANTHIYA G	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
56.	122102710	SARANYA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Number of Absentees			5	8	7	8	8	7	9	9	2	2	1	4	6	8	6	8	3	4	3	6				

RD OF MARKS

(5)	Seminar (5)	Attendance (5)	Test (10)	Total Marks (25)	
29	4	4	9	23	
30	5	4	9	23	
31	LEFT	→	→	→	
32	5	4	9	23	
33	5	5	4	9	23
34	5	4	5	10	24
35	5	5	4	9	23
36	5	4	5	10	24
37	5	4	4	9	23
38	5	4	4	9	23
39	5	4	5	10	24
40	5	4	5	10	24
41	4	5	5	9	23
42	5	4	5	10	24
43	5	4	5	10	24
44	5	4	5	10	24
45	5	4	5	10	24
46	5	4	5	10	24
47	5	4	5	10	24
48	5	4	5	10	24
49	5	5	4	9	23
50	4	5	5	9	23
51	5	4	5	10	24
52	5	4	5	10	24
53	5	4	5	10	24
54	5	4	5	10	24
55	5	4	5	10	24
56	4	4	5	9	23

Principal: 

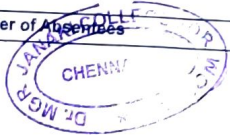


ATTENDANCE

No. of classes	1	2	3	4	5	6	7	8	9
Date	11	12	13	14	15	18	20	21	22
Month	7	7	7	7	7	7	7	7	7
Period	2	1	3	4	1	2	3	1	1

Sl.No.	Reg. No.	Name	ATTENDANCE											
57	122102711	SARANYA S	a	x	x	x	x	x	x	x	x	x	x	x
58	122102712	SHATHI SRI S	x	x	a	x	x	x	x	x	x	x	x	x
59	122102713	SHREEYA KP	x	x	x	a	a	x	a	x	x	x	x	x
60	122102714	SHRUTHIKA A	x	x	x	x	x	a	x	a	x	x	x	x
61	122102715	SOUNTHARVA E	x	x	x	x	x	x	x	x	x	x	x	x
62	122102716	SOMNIYA A	x	x	a	a	a	a	x	x	a	x	x	x
63	122102717	SRI NIVETHA R	x	x	x	x	x	a	a	a	x	x	x	x
64	122102718	SUDHA T	x	x	x	x	x	x	x	x	x	x	x	x
65	122102719	SUJITHRA S	a	x	x	x	x	x	x	x	x	x	x	x
66	122102720	SWETHA S	a	x	a	a	a	a	a	x	x	x	a	a
67	122102721	SWETHA T	x	a	x	x	x	x	a	x	x	x	y	y
68	122102722	VANI R	x	x	x	a	a	x	x	x	x	x	x	x
69	122102723	VANITHA M	x	x	x	x	x	x	x	x	x	x	x	x
70	122102724	VIDHYA A	x	x	x	a	a	a	x	x	x	x	x	x
71	122102725	VIJAYALAKSHMI A	x	x	x	x	x	x	x	x	x	x	x	x
72	122102726	VINODHINI K	x	x	a	x	x	x	x	a	x	x	x	x
73	122102727	YASMEN A	x	a	x	x	x	a	a	x	x	a	x	y
74	122102728	YATHISHA P	x	x	x	x	x	x	x	x	x	x	x	y
75	122102729	YOGESHWAR I S.	x	x	a	x	x	x	x	x	x	x	a	a

Number of Absences: 3 2 4 5 5 6 5 4 4 4



11	12	13	14	15	16	17	18	19	20
21	22	25	26	27	29	01	03	04	05
7	7	7	7	7	7	8	8	8	8
5	4	1	1	3	1	1	1	2	3

ATTENDANCE									
x	x	x	x	x	x	x	x	x	x
x	a	x	x	a	x	x	a	x	x
x	x	x	x	x	x	x	x	x	x
x	a	x	x	a	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
a	x	x	a	a	x	x	x	x	x
x	a	x	x	x	x	x	x	x	x
x	x	a	x	x	x	x	x	x	x
x	a	a	a	a	a	x	x	x	x
x	x	x	x	a	x	x	x	a	a
x	x	a	x	a	x	x	x	y	y
a	x	x	x	x	x	x	x	x	x
a	a	x	x	x	x	a	x	x	y
a	a	x	x	x	x	x	x	x	a

4 6 4 4 7 1 1 1 1 2

ORD OF MARKS

Assignment (5)	Seminar (5)	Attendance (5)	Test (10)	Total Marks (25)
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5	5	4	9	23
5	4	5	10	24
5	4	5	10	24
5	4	5	10	24
5	4	5	10	24
5	4	5	10	24
5	4	5	10	24
5	4	5	10	24
5	4	5	10	24
5	5	4	9	23
5	5	4	9	23
5	4	5	10	24
5	4	5	10	24
5	5	4	9	23
5	5	4	9	23
5	4	5	10	24

Dr. S. Sathyanarayanan Principal



STUDENT RESULT PERFORMANCE ANALYSIS

Dept. : CORPORATE SECRETARYSHIP Year / Sem : III / V Batch : 2020-2023
 Sub Name : COMPANY LAWS, SECRETARIAL PRACTICE Subject Code : AY23B Staff Incharge : MBS SELVA Passing Minimum : 40



Name and Date of the Exam	No. of Students					Pass Percentage		No. of Students					Initial of		
	Total	Present	Absent	Failed	Passed	Based on Total Students	Based on Students appeared	< 30%	31% to 59%	60% to 79%	80% to 89%	90% to 100%	Staff in Charge	HOD	Principal
1	75	65	10		65	86	100	-	52	13			S	P	U
2	75	65	10	7	58	86	100	7	51	6	1		S	P	U
3															
Model	75	64	11	2	62	82.6	100	2	57	5	-	-	S	P	U

STUDENT PERFORMANCE CORRECTIVE ACTION

Name of the Exam	% Pass	% Fail	% Absent	Reason for		Corrective Action for		Initial of		
				Absent	Failure	Absent	Failure	Staff in Charge	HOD	Principal
Internal Assessment 1	86	0	13.3	Health issue		Retest		S	P	U
Internal Assessment 2	86	10.7	13.3	Sick		Retest		S	P	U
Model	82.6	2.6%	14.6%	Health issue.		Retest		S	P	U

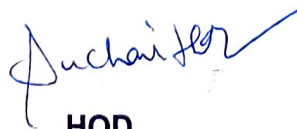


COURSE DELIVERY ANALYSIS

Program Name	No of Programs		Remarks
	Planned	Executed	
No. of Periods	48	48	-
Units Covered	5	5	As per UNOM syllabus all 5 units covered
Seminars / Guest lectures	1	1	E-Filing and submission of returns Share holders rights and responsibilities.
Assignment	5	5	Unit 1, 3, 5 assignments
Internal Tests	3	2	IA1 - 5.8.22 IA2 -
Model Exams	1	1	Model Exam 3.11.22 Full syllabus



SIGNATURE OF FACULTY



HOD



PRINCIPAL



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

UNIVERSITY EXAM MARK LIST

COURSE : B. Com (CS) SUBJECT ^{Company Law and} Secretarial Practice Mon & Year of Exam : Nov 2022

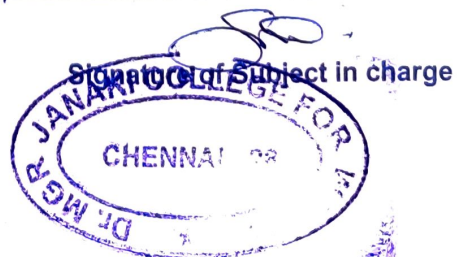
Reg. No.	MARKS	Reg. No.	MARKS	Reg. No.	MARKS
122102655	60	122102679	70	122102704	31
122102656	71	122102680	63	122102705	34
122102657	67	122102681	55	122102706	35
122102658	83	122102682	29	122102707	76
122102659	66	122102683	58	122102708	78
122102660	58	122102684	59	122102709	77
122102661	57	122102686	76	122102710	71
122102662	67	122102687	78	122102711	69
122102663	62	122102688	36	122102712	89
122102664	59	122102689	25	122102713	73
122102665	70	122102690	56	122102714	71
122102666	64	122102691	56	122102715	61
122102667	57	122102692	69	122102716	55
122102668	63	122102693	59	122102717	57
122102669	67	122102694	77	122102718	69
122102670	56	122102695	62	122102719	75
122102671	78	122102696	71	122102720	72
122102672	58	122102697	67	122102721	53
122102673	60	122102698	70	122102722	67
122102674	75	122102699	71	122102723	54
122102675	-	122102700	75	122102724	60
122102676	62	122102701	64	122102725	61
122102677	68	122102702	83	122102726	74
122102678	83	122102703	74	122102727	69
				122102728	79
				122102729	78

Date :

23.3.23

Name of the Subject in charge

S. SELVA



UNIVERSITY EXAM RESULT ANALYSIS

Date : 23.3.23

DEPARTMENT OF CORPORATE SECRETARYSHIP

1. Batch : 2021-2024
2. Year & Semester : II 4 III
3. Total No. of Students : 74
4. No. of student absent : -
5. No. of Student appeared : 74
6. No. of students passed : 67
7. No. of students failed : 07
8. Percentage of pass (a) Based on total students : 90%
(b) Based on students appeared : 90%

RESULT ANALYSIS

Description	Below 30%	30% to 39%	40% to 49%	50% to 59%	60% to 69%	70% to 79%	80% to 89%	90% to 100%
No. of students	5	2		16	23	24	4	

Passing Minimum : 40



SIGNATURE OF FACULTY



HOD



PRINCIPAL