
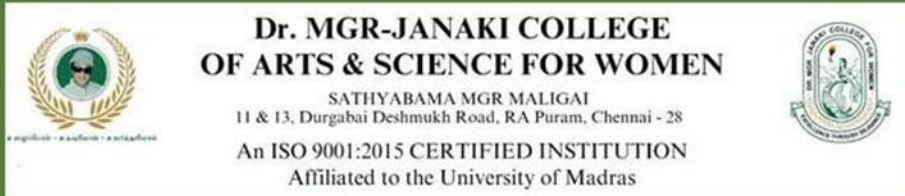
 **Dr. MGR-JANAKI COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**   
SATHYABAMA MGR MALIGAI  
11 & 13, Durgabai Deshmukh Road, RA Puram, Chennai - 28  
An ISO 9001:2015 CERTIFIED INSTITUTION  
Affiliated to the University of Madras

## CRITERION 1



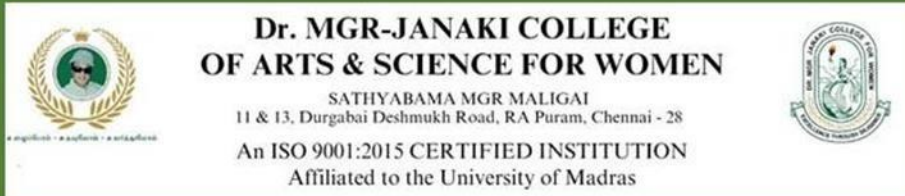
## CURRICULAR ASPECTS



## **CRITERION 1**

### **1.1: CURRICULAR PLANNING AND IMPLEMENTATION**

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



## CRITERION 1

### 1.1: CURRICULAR PLANNING AND IMPLEMENTATION

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

**2022 – 2023**

***Minutes of Meeting***

## Verified and Certified Documents

Metric No: ..... 1.1.1 .....

Page No 05 to 76 .....

  
Principal



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

**Dr. MGR-JANAKI**College of Arts and Science for Women  
"Excellence Through Diligence"

IQAC MEETING

Document ID:	MJC/2022-23/COL/ IQAC/1	Document Name:	CIRCULAR/ ATTENDANCE
Date	10.06.2022		
Timing:	12:30 -1:30 pm		

**IQAC COMMITTEE MEMBERS  
ACADEMIC YEAR 2022-2023**

S.NO	NAME	CIRCULAR	ATTENDANCE
		06/06/22	10/06/22
1	Dr. R. Manimekalai (Principal)		
2	Dr. Lakshmi Balaji		
3	Dr. V C Santhilakshmi		
4	Dr. Ragitha Radhakrishnan		
5	Dr. Uma Maheswari. S		
6	Dr. Latika		
7	Dr. Nirmala		
8	Ms. Renuka		



**Dr. MGR-JANAKI**

College of Arts and Science for Women  
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STAFF MEETING

Document ID:

MJC/2022-23/ODD /COL/  
SM/CIR

Document Name:

CIRCULAR

**FACULTY MEMBERS (SHIFT I & II)**

S.No		20.07.22	04.08.22		
	<b>Principal</b>				
1	Dr. R. Manimekalai M.Sc., M. Tech., Ph.D.				
	<b>Vice Principal</b>				
2	Dr. Lakshmi Balaji M.A., M. Phil., Ph.D.				
	<b>Dean – Academics</b>				
3	Dr. V.C. Santhi Lakshmi M.A., M. Phil., Ph.D., NET.				
	<b>Dean – Students</b>				
4	Dr. Apitha Sabapathy M.A., B.Ed., Ph.D.	Leave	Leave		
	<b><u>SHIFT – I</u></b>				
	<b><u>Department of English</u></b>				
1	Dr. V.C. Santhilakshmi M.A., M. Phil., Ph.D., NET.				
2	Dr. Lakshmi Balaji M.A., M.Phil., Ph.D.				
3	Ms. K. V. Priya M.A., M.Phil.				
4	Ms. S. Sarjana M.A., M.Sc.				
5	Ms. S. Surekha M.A., M. Phil. NET.				
6	Ms.R.V.M.Aarathi M.A.				
7	Ms. R. Roshini M.A.				
8	Ms. Gayathri M.A				
9	Ms. Nandhini M.A				
10	Ms. Akshaya M.A.				
11	Ms. Tasneem. N M.A				
	Ms. Rajalakshmi. E M.A.,NET				
12	MS.R. Annalakshmi M.A., M.Phil., B.Ed., NET				
13					



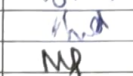

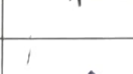
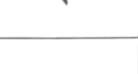
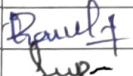
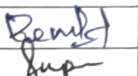
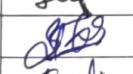
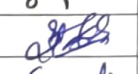
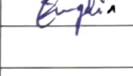
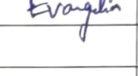




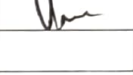
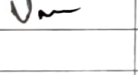


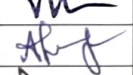


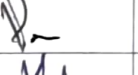
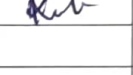

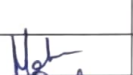
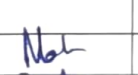






	<b><u>Department of Tamil</u></b>		
14	Dr. ApithaSabapathy M.A., B.Ed., Ph.D.	leave	leave
15	Dr. M. ViniKumari M.A., M.Phil., Ph.D.	✓	✓
16	Dr. K. Priya M.A., Ph.D. SET.	✓	✓
17	Dr. S. Shanthi M.A. M.Phil., Ph.D.	✓	✓
18	Dr.R.Subha M.A.,B.Ed.,M.Phil.,P.hD.	for ✓	for ✓
19	Dr. V.M Ambika M.A., M.Phil, M. L.I.S., Ph.D.	for ✓	for ✓
20	Ms.T. Sathyapriya M.A., M.Phil., NET.	for ✓	for ✓
21	Dr. S. Sowndhri M.A., M.Phil, NET, Ph.D	for ✓	for ✓
	<b><u>Department of Hindi</u></b>		
22	Dr. Ranjana Rai B.Ed., M.A., Ph.D., PGDJ (Hindi) P.G. Dip (Translation).	for ✓	for ✓
	<b><u>Department of Sanskrit</u></b>		
	<b><u>Department of French</u></b>		
23	Ms. K.V. Kameshwari M.A. (English), M. Phil., (French), B.Ed., IELT, PGDTA, D.C.A., Diploma in German.	for ✓	for ✓
	<b><u>Department of Biochemistry &amp; PG Department of Bioinformatics</u></b>		
24	Dr. R. Manimekalai M.Sc., M.Tech., Ph.D.	for ✓	for ✓
25	Dr. M. VictoriyaSalomi M.Sc., Ph.D., SLET.	for ✓	for ✓
26	Mrs. J. Premila M.Sc., M.Phil. SET. (Leave for 6 months)	-	-
27	Mrs. S. Deepa M.Sc., M.Phil. SET. (Leave for 6 months)	-	-
28	Dr. B. Brindha Banu M.Sc., M.Phil., SET. Ph.D.	for ✓	for ✓
29	Dr. M. Durga M.Sc., M.Phil., Ph.D., SET.	for ✓	for ✓
30	Ms. P. Deepika Lakshmi M. Sc.	for ✓	for ✓
31	Ms. Sandhya .P M.Sc.	for ✓	for ✓
32	Ms. Ramya .M M.Sc.	for ✓	for ✓
33	Dr. Fathima Bushra.M M.Sc., Ph.D	for ✓	for ✓
34	Dr.M. Nishandhini M.Sc.,M.Phil., Ph.D	for ✓	for ✓
	<b><u>Department of Microbiology (UG &amp; PG)</u></b>		
35	Dr. D. Lakshmi Priya M.Sc., M.Phil., Ph.D., SET.	for ✓	for ✓
36	Dr. V. Nithyakalyani M.Sc., M.Phil., Ph.D.	for ✓	for ✓
37	Dr. C. Banu Rekha M.Sc., M.Phil.,NET., SET., Ph.D.	for ✓	for ✓
38	Dr. R. Vidhyalakshmi M.Sc., M.Phil, Ph.D.	for ✓	for ✓

39	Dr.RamyaAnandan M.Sc., M.Phil., Ph.D., SET	<i>Ramya</i>	<i>Ramya</i>
40	Dr. Shahin Banu, M.Sc., M.Phil, Ph.D.	<i>Shahin</i>	<i>Shahin</i>
41	Ms. M. G Anu M.Sc	<i>M.G Anu</i>	<i>M.G Anu</i>
42	Dr. S. Sai Subhashini M.Sc., Ph.D	<i>S. Sai</i>	<i>S. Sai</i>
43	Ms. Preethi.S M.Sc	<i>P. Preethi</i>	<i>P. Preethi</i>
<b><u>Department of Computer Science &amp; PG Department of IT</u></b>			
44	Mrs. V.R. Viju M.Sc. (CS), M.Phil., SET.	<i>V.R. Viju</i>	<i>V.R. Viju</i>
45	Mrs. P. Renuka M.Sc. (CT), M.Phil.	<i>P. Renuka</i>	<i>P. Renuka</i>
46	Mrs. K. Ganga Devi MCA., M.Phil., B.Ed. (Leave)	<i>K. Ganga Devi</i>	<i>K. Ganga Devi</i>
47	Ms. H. PushpaLatha M.C.A., M.Phil.	<i>H. PushpaLatha</i>	<i>H. PushpaLatha</i>
48	Ms. Soundarya MCA	<i>Soundarya</i>	<i>Soundarya</i>
49	Ms Sruthi .B M.Sc., M.Phil	<i>Sruthi .B</i>	<i>Sruthi .B</i>
50	Ms. D. Thenmozhi M.C.A.,M.Phil.,SET	<i>D. Thenmozhi</i>	<i>D. Thenmozhi</i>
51	Ms. Divya .D M.Sc	<i>Divya .D</i>	<i>Divya .D</i>
<b><u>Department of Mathematics</u></b>			
52	Dr. V. Agnes Lavanya M.Sc., M.Phil., SET.,Ph.D.	<i>V. Agnes Lavanya</i>	<i>V. Agnes Lavanya</i>
53	Dr. P. Lakshmi Gayathri M.Sc. SET. Ph.D.	<i>P. Lakshmi Gayathri</i>	<i>P. Lakshmi Gayathri</i>
54	Dr. V. Vishnupriya M.Sc., M.Phil., Ph.D.	<i>V. Vishnupriya</i>	<i>V. Vishnupriya</i>
55	Ms. R. Pamila M. Sc., M.Phil.	<i>R. Pamila</i>	<i>R. Pamila</i>
56	Ms. C. Preethy, M.Sc.,	<i>C. Preethy</i>	<i>C. Preethy</i>
57	Ms. A. Muthulakshmi M.Sc., M.Phil.	<i>A. Muthulakshmi</i>	<i>A. Muthulakshmi</i>
58	Ms. R. Krithika M. Sc.	<i>R. Krithika</i>	<i>R. Krithika</i>
<b><u>Department of Statistics</u></b>			
59	Dr. N.R. Yamuna M.Sc.,M.Phil.,Ph.D	<i>N.R. Yamuna</i>	<i>N.R. Yamuna</i>
<b><u>Department of Psychology</u></b>			
60	Dr. Ragitha Radhakrishnan M.Sc., Ph.D., SET, NET.	<i>Ragitha Radhakrishnan</i>	<i>Ragitha Radhakrishnan</i>
61	Ms. N. Datchyaayane M.Sc. NET.	<i>N. Datchyaayane</i>	<i>N. Datchyaayane</i>
62	Ms. Malarvizhi. M M.Sc.	<i>M. Malarvizhi</i>	<i>M. Malarvizhi</i>
63	Ms. Amrin Fowzi.S M.Sc.	<i>Amrin Fowzi</i>	<i>Amrin Fowzi</i>
64	Ms.H.Humera Begum M.Sc.	<i>H. Humera Begum</i>	<i>H. Humera Begum</i>
65	Ms.S.Ponrathi M.Sc.	<i>S. Ponrathi</i>	<i>S. Ponrathi</i>
66	Ms. Sr <del>ee</del> Krithika M.Sc.	<i>Sr<del>ee</del>Krithika</i>	<i>Sr<del>ee</del>Krithika</i>
67	Ms. Shree Swathi Bhavani M K M.Sc. Counselling Psychology	<i>Shree Swathi Bhavani</i>	<i>Shree Swathi Bhavani</i>

	<b><u>Department of BCA</u></b>		
68	Mrs. N.S. Kothai MCA., M.Phil. SET, NET.	N.S.K	N.S.K
69	Mrs. L.S. Kavitha MCA., M.Phil.	L.S.K	L.S.K
70	Mrs. Ramya Vasudevan MCA., M. Phil., NET.	R.V	R.V
71	Ms. Deepika Lakshmi Mahendran MCA	D.L.M	D.L.M
72	Ms. T. Tulasi MCA, M.E.	T.T	T.T
73	Ms.S. Archana BCA	S.A	S.A
74	Ms. Meenakshi .A BCA., MCA.	M.A	M.A
75	Ms. R. T. Reshma Hashmi M.Sc. IT	R.T.R.H	R.T.R.H
76	Ms. D. Deepika MCA	D.D	D.D
77	Ms. Sumathi S M.Sc. Information Technology	S.S	S.S
	<b><u>Department of Commerce – General</u></b>		
78	Ms. E. Nirmala M.Com., M. Phil., SET. Ph.D PGDHE	E.N	E.N
79	Ms. V. Subathra M.Com., B.Ed., M.Phil	V.S	V.S
80	Ms. S. Pavithra M.Com. (Maternity leave for one year from 30.06.2022)	-	-
81	Ms.M.M.Rabiyathul Badaviya M.Com.,M.Phil.,	M.M.R.B	M.M.R.B
82	Ms. M.S. Asma Fathima M.Com., M.Phil.,	M.S.A.F	M.S.A.F
	<b><u>Department of Accounting &amp; Finance</u></b>		
83	Mrs. K. Banumathy M.Com., M.Phil., NET.	K.B	K.B
84	Ms. A. Nivedha M.Com.	A.N	A.N
85	Dr. C. Nithya M.Com., M.Phil., SET., Ph.D., PGDHE	C.N	C.N
86	K. S Pavithra M.Com.	K.S.P	K.S.P
	<b><u>Department of Corporate Secretaryship</u></b>		
87	Dr. K. Sucharitha M.A., MBA.	K.S	K.S
88	Ms. S.Selvi MBA., M.Phil	S.S	S.S
89	Ms. Alagumeenal .C M. Com	A.A	A.A
90	Ms. S. Sathiyapriya M. Com	S.S	S.S
	<b><u>Department of Business Administration &amp; Human Resource Management</u></b>		
91	Dr. K. Latika MBA., M.Com., M.Phil. (Com), MHRM., M.Phil. (Mgmt), Ph.D., SET., NET.	K.L	K.L
92	Mrs. M. Vijayaselvi MBA	M.V	M.V
93	Dr. S. Nalini Devi, MBA., Ph.D.	S.N.D	S.N.D

94	Ms. A. Kavaya Priya, MBA, M.Phil., PGDPR		
95	Ms. Kaavya V, MBA, NET		
96	Ms. M. Shalini B.E., MBA, M.Phil. (Ph.D)		
97	Ms. Dharmasanyaradhini, TM, Com.		
98	Dr. D. Jamuna Rani M.A. M. Phil., Ph.D.		
<b><u>Department of Natya</u></b>			
99	Dr. Sujatha Mohan M.A., M.Phil. (Sanskrit), MFA (Bharata Natya), Ph.D. (Natya), P.G. Dip. (Yoga)		
100	Ms. S. Suganya M.A.		
101	Ms. P. Harini M.A. Natya		
102	Ms. Swati Athmanathan, MA. Natya, NET		
<b><u>Department of Visual Communication</u></b>			
103	Ms. S. Pavithra M.Sc. (Electronic Media), M. Phil.		
104	Ms. Sadia Hauma M.A Journalism & Communication		
105	Ms. V. Poornima M.Sc Electronic Media		
<b><u>Department of Physical Education</u></b>			
106	Dr. R. Selvarani M.P.Ed., M.Phil., Ph.D.		
<b><u>Department of Library Science</u></b>			
107	Dr. N. Thilagavathy MCA., MLIS., M.Phil., Ph.D.		
<b><u>SHIFT - II</u></b>			
<b><u>Shift - II - Coordinator</u></b>			
1	Dr. Ragitha Radhakrishnan M.Sc., Ph.D., SET., NET.		
<b><u>Department of English</u></b>			
2	Dr. S. Uma Maheswari M.A., M.Phil., Ph.D.		
3	Ms. K. Jyothi M. A M. Phil		
4	Ms. M. Abhaya M.A. M. Phil		
5	Ms. Shivani Hariharan M.A.		
<b><u>Department of Tamil</u></b>			
6	Dr. K. Sathyapriya M.A., M.Phil., Ph.D. SET, NET		
7	Dr. P. Sharmila M.A., M.Phil., Ph.D., SET.		
8	Ms. K. Divya M.A., M.Phil., NET.		
9	Dr. C. Maheswari M.Ed., M.Phil., NET., SET., Ph.D		

10	Dr. P. Umasankari M.A. B.Ed., M.Phil., Ph.D.	<i>U</i>	<i>U</i>		
11	Ms. Abinaya Ravisankar M.A., M. Com., NET (Part time)	<i>Abinaya</i>	<i>Abinaya</i>		
<b><u>Department of Computer Science</u></b>					
12	Ms. J. SahayaSheeba Mangalam M.Sc., M. Phil, B.Ed., SET.	<i>J</i>	<i>J</i>		
13	Ms. Kapila Kaviya MCA, M.Phil	<i>K</i>	<i>K</i>		
14	Ms. Gayathri .K, B.Tech, M.E.	<i>Gayathri</i>	<i>Gayathri</i>		
15	Ms. K. Krithika, M.Sc. (IT) NET	<i>KK</i>	<i>KK</i>		
<b><u>Department of BCA</u></b>					
16	Ms. L. Poongothai, M.Sc., B.Ed.	<i>L</i>	<i>L</i>		
17	Ms.S.Anusuya M.Sc, B.Ed. M Phil.	<i>S</i>	<i>S</i>		
18	Ms. R. Srividhya M. Sc. I.T.	<i>R</i>	<i>R</i>		
19	Ms. C Radhika MCA.,M.Phil.	<i>C</i>	<i>C</i>		
20	Ms. Senthamil Selvi .E MCA	<i>S</i>	<i>S</i>		
21	Ms. Selin Chandra .C.S M.C.A. M.Phil.	<i>Selin</i>	<i>Selin</i>		
22	Ms.M.Kokila	<i>M</i>	<i>M</i>		
23	Ms. B. Malarvizhi MCA	<i>B</i>	<i>B</i>		
<b><u>Department of Mathematics</u></b>					
24	Ms. J. Preethika Rangasayee M.Sc., M.Phil., SET.	<i>J</i>	<i>J</i>		
25	Ms. G. Sangeetha M.Sc., M.Phil.(Leave)	-	-		
26	Ms. S. Ramya M.Sc., M.Phil. (Maternity Leave)	-	-		
27	Ms. K. Abinaya M.Sc., M.Phil (Stats.)	<i>K</i>	<i>K</i>		
28	Ms. Uma M.Sc., M.Phil	<i>U</i>	<i>U</i>		
29	Ms. Subhashiny M.Sc. M.Phil	<i>S</i>	<i>S</i>		
30	Ms. K. Venmani Priya M.Sc., M.Phil. (Stats.)	<i>K</i>	<i>K</i>		
<b><u>Department of Commerce</u></b>					
31	Ms G. Kavitha B.A.(C.S), M.Com, M.Phil, MBA	<i>G</i>	<i>G</i>		
32	Ms. M. Janani M.Com., M.Phil.	<i>M</i>	<i>M</i>		
33	Ms. K. Sindhuja M.Com., MBA., M. Phil., NET. (Maternity Leave)	<i>S</i>	<i>S</i>		
34	Dr. R.R Mahalakshmi M.Com.,M.Phil.,Ph.D(relieving on 15.10.2022)	<i>R</i>	<i>R</i>		
35	Ms. R. Koteswari M. Com., M. Phil	<i>R</i>	<i>R</i>		

	<b><u>Department of Accounting &amp; Finance</u></b>		
36	Ms. J. Divya M.Com., M. Phil.		
37	Ms. J. Shama Afrin M.Com.,M.Phil.		
38	Ms. Indumathy .C M. Com		
39	Ms. S. Mohana Priyanka MBA.,M.Com.,M.Phil		
	<b><u>Department of Corporate Secretaryship</u></b>		
40	Ms. K. Renuka M.Com., M. Phil.		
41	Ms. R. Supreetha M.Com.,		
42	Ms. S. Shankari M.Com., M. Phil.		
43	Ms. Evangelin Rajbharath M.Com		
	<b><u>Department of Bank Management</u></b>		
44	Ms. Sheeba Fathima M.Com., M.Phil.		
45	Ms. S. Deepalakshmi M.Com., MBA.		
46	Ms. Uma.S M.A., M.Phil., SET.		
	<b><u>Department of Business Administration &amp; Human Resource Management</u></b>		
47	Ms. V. Visalakshi M.A., M.Phil.		
48	Ms. A. Lavanya Bharathi M.Com.		
49	Ms. Pavithra M.Com.		
50	Ms. K. Kokilavani M.Com.		
	<b><u>Department of Microbiology</u></b>		
51	Mrs. D. Mahalakshmi M.Sc., M.Phil., NET., SET.		
52	Ms. S. Preetha, M.Sc., M.Phil., TNSET.		



**Dr. MGR-JANAKI**  
College of Arts and Science for Women  
"Excellence Through Diligence"



**STAFF MEETING**

<b>Document ID:</b>	<b>MJC/2022-23/ODD /COL/ SM/ATT</b>	<b>Document Name:</b>	<b>ATTENDANCE</b>
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**FACULTY MEMBERS (SHIFT I & II)**

S.No		22.07.22	05.08.22		
	<b>Principal</b>				
1	Dr. R. Manimekalai M.Sc., M. Tech., Ph.D.				
	<b>Vice Principal</b>				
2	Dr. Lakshmi Balaji M.A., M. Phil., Ph.D.				
	<b>Dean – Academics</b>				
3	Dr. V.C. Santhi Lakshmi M.A., M. Phil., Ph.D., NET.				
	<b>Dean – Students</b>				
4	Dr. Apitha Sabapathy M.A., B.Ed., Ph.D.	Leave	Leave		
	<b>SHIFT – I</b>				
	<b>Department of English</b>				
1	Dr. V.C. Santhilakshmi M.A., M. Phil., Ph.D., NET.				
2	Dr. Lakshmi Balaji M.A., M.Phil., Ph.D.				
3	Ms. K. V. Priya M.A., M.Phil.				
4	Ms. S. Sarjana M.A., M.Sc.				
5	Ms. S. Surekha M.A., M. Phil. NET.				
6	Ms.R.V.M.Aarthi M.A.				
7	Ms. R. Roshini M.A.				
8	Ms. Gayathri M.A				
9	Ms. Nandhini M.A				
10	Ms. Akshaya M.A.				
11	Ms. Tasneem. N M.A				
12	Ms. Rajalakshmi. E M.A.,NET				

13	MS.R. Annalakshmi M.A., M.Phil., B.Ed., NET	Annalakshmi	Annalakshmi
<b><u>Department of Tamil</u></b>			
14	Dr. Apitha Sabapathy M.A., B.Ed., Ph.D.	Leave	Leave
15	Dr. M. Vini Kumari M.A., M.Phil., Ph.D.	20/2	20/2
16	Dr. K. Priya M.A., Ph.D. SET.	2	2
17	Dr. S. Shanthi M.A. M.Phil., Ph.D.	2	2
18	Dr. R. Subha M.A., B.Ed., M.Phil., Ph.D.	me sub	me sub
19	Dr. V.M. Ambika M.A., M.Phil., M. L.I.S., Ph.D.	for	for
20	Ms. T. Sathyapriya M.A., M.Phil., NET.	for	for
21	Dr. S. Sowndhri M.A., M.Phil., NET, Ph.D.	for	for
<b><u>Department of Hindi</u></b>			
22	Dr. Ranjana Rai B.Ed., M.A., Ph.D., PGDJ (Hindi) P.G. Dip (Translation).	Ranjana	Ranjana
<b><u>Department of Sanskrit</u></b>			
<b><u>Department of French</u></b>			
23	Ms. K.V. Kameshwari M.A. (English), M. Phil., (French), B.Ed., IELT, PGDTA, D.C.A., Diploma in German.	K.V. Kameshwari	K.V. Kameshwari
<b><u>Department of Biochemistry &amp; PG Department of Bioinformatics</u></b>			
24	Dr. R. Manimekalai M.Sc., M.Tech., Ph.D.	Manimekalai	Manimekalai
25	Dr. M. Victoriya Salomi M.Sc., Ph.D., SLET.	for	for
26	Mrs. J. Premila M.Sc., M.Phil. SET. (Leave for 6 months)	-	-
27	Mrs. S. Deepa M.Sc., M.Phil. SET. (Leave for 6 months)	-	-
28	Dr. B. Brindha Banu M.Sc., M.Phil., SET. Ph.D.	Brindha	Brindha
29	Dr. M. Durga M.Sc., M.Phil., Ph.D., SET.	of	of
30	Ms. P. Deepika Lakshmi M. Sc.	for	for
31	Ms. Sandhya .P M.Sc.	Sh	Sh
32	Ms. Ramya .M M.Sc.	M. Ramya	M. Ramya
33	Dr. Fathima Bushra M M.Sc., Ph.D	For	For
34	Dr. M. Nishandhini M.Sc., M.Phil., Ph.D	ND	ND
<b><u>Department of Microbiology (UG &amp; PG)</u></b>			
35	Dr. D. Lakshmi Priya M.Sc., M.Phil., Ph.D., SET.	D. Lakshmi Priya	D. Lakshmi Priya
36	Dr. V. Nithyakalyani M.Sc., M.Phil., Ph.D.	Ny	Ny

37	Dr. C. Banu Rekha M.Sc., M.Phil.,NET., SET., Ph.D.				
38	Dr. R. Vidhyalakshmi M.Sc., M.Phil, Ph.D.				
39	Dr.RamyaAnandan M.Sc., M.Phil., Ph.D., SET				
40	Dr. Shahin Banu, M.Sc., M.Phil, Ph.D.				
41	Ms. M. G Anu M.Sc				
42	Dr. S. Sai Subhashini M.Sc., Ph.D				
43	Ms. Preethi.S M.Sc				
<b><u>Department of Computer Science &amp; PG Department of IT</u></b>					
44	Mrs. V.R. Viju M.Sc. (CS), M.Phil., SET.				
45	Mrs. P. Renuka M.Sc. (CT), M.Phil.				
46	Mrs. K. Ganga Devi MCA., M.Phil., B.Ed. (Leave)				
47	Ms. H. PushpaLatha M.C.A., M.Phil.				
48	Ms. Soundarya MCA				
49	Ms Sruthi .B M.Sc., M.Phil				
50	Ms. D. Thenmozhi M.C.A.,M.Phil.,SET				
51	Ms. Divya .D M.Sc				
<b><u>Department of Mathematics</u></b>					
52	Dr. V. Agnes Lavanya M.Sc., M.Phil., SET.,Ph.D.				
53	Dr. P. Lakshmi Gayathri M.Sc. SET. Ph.D.				
54	Dr. V. Vishnupriya M.Sc., M.Phil., Ph.D.				
55	Ms. R. Pamila M. Sc., M.Phil.				
56	Ms. C. Preethy, M.Sc.,				
57	Ms. A. Muthulakshmi M.Sc., M.Phil.				
58	Ms. R. Krithika M. Sc.				
<b><u>Department of Statistics</u></b>					
59	Dr. N.R. Yamuna M.Sc.,M.Phil.,Ph.D				
<b><u>Department of Psychology</u></b>					
60	Dr. Ragitha Radhakrishnan M.Sc., Ph.D., SET, NET.				
61	Ms. N. Datchyaayane M.Sc. NET.				
62	Ms. Malarvizhi. M M.Sc.				
63	Ms. Amrin Fowzi.S M.Sc.				
64	Ms.H.Humera Begum M.Sc.				
65	Ms.S.Ponrathi M.Sc.				

66	Ms. Sreekrithika M.Sc.		
67	Ms. Shree Swathi Bhavani M K M.Sc. Counselling Psychology		
<b><u>Department of BCA</u></b>			
68	Mrs. N.S. Kothai MCA., M.Phil. SET, NET.		
69	Mrs. L.S. Kavitha MCA., M.Phil.		
70	Mrs. RamyaVasudevan MCA., M. Phil., NET.		
71	Ms. Deepika Lakshmi Mahendran MCA		
72	Ms. T. Tulasi MCA, M.E.		
73	Ms.S. Archana BCA		
74	Ms. Meenakshi .A BCA., MCA.		
75	Ms. R. T. Reshma Hashmi M.Sc. IT		
76	Ms. D. Deepika MCA		
77	Ms. Sumathi S M.Sc. Information Technology		
<b><u>Department of Commerce – General</u></b>			
78	Ms. E. Nirmala M.Com., M. Phil., SET. Ph.D PGDHE		
79	Ms. V. Subathra M.Com., B.Ed., M.Phil		
80	Ms. S. Pavithra M.Com. (Maternity leave for one year from 30.06.2022)		
81	Ms.M.M.Rabiyathul Badaviya M.Com.,M.Phil.,		
82	Ms. M.S. Asma Fathima M.Com., M.Phil.,		
<b><u>Department of Accounting &amp; Finance</u></b>			
83	Mrs. K. Banumathy M.Com., M.Phil., NET.		
84	Ms. A. Nivedha M.Com.		
85	Dr. C. Nithya M.Com., M.Phil., SET., Ph.D., PGDHE		
86	K. S Pavithra M.Com.		
<b><u>Department of Corporate Secretaryship</u></b>			
87	Dr. K. Sucharitha M.A., MBA.		
88	Ms. S.Selvi MBA., M.Phil		
89	Ms. Alagumeenal .C M. Com		
90	Ms. S. SathiyaPriya M. Com		
<b><u>Department of Business Administration &amp; Human Resource Management</u></b>			
91	Dr. K. Latika MBA., M.Com., M.Phil. (Com), MIHRM., M.Phil. (Mgmt), Ph.D., SET., NET.		

92	Mrs. M. Vijayaselvi MBA	For VJ	For VJ		
93	Dr. S. Nalini Devi, MBA., Ph.D.	For S. Nalini	For S. Nalini		
94	Ms. A. Kaviya Priya. MBA., M.Phil., PGDPR	For A. Kaviya	For A. Kaviya		
95	Ms. Kaavya .V MBA, NET	For Kaavya	For Kaavya		
96	Ms. M. Shalini B.E., MBA, M.Phil, (Ph.D)	For M. Shalini	For M. Shalini		
97	Ms. Dharmasamvardhini .TM.Com.	For Dharmasamvardhini	For Dharmasamvardhini		
98	Dr. D. Jamuna Rani M.A. M. Phil., Ph.D.	For D. Jamuna Rani	For D. Jamuna Rani		
	<b><u>Department of Natya</u></b>				
99	Dr. Sujatha Mohan M.A., M.Phil.,(Sanskrit), MFA (BharataNatya), Ph.D. (Natya), P.G. Dip.(Yoga)	For Sujatha Mohan	For Sujatha Mohan		
100	Ms. S. Suganya M.A	For S. Suganya	For S. Suganya		
101	Ms. P. Harini M.A. Natya	For P. Harini	For P. Harini		
102	Ms. Swati Athmanathan, MA. Natya, NET	For Swati Athmanathan	For Swati Athmanathan		
	<b><u>Department of Visual Communication</u></b>				
103	Ms. S. Pavithra M.Sc. (Electronic Media), M. Phil.	For S. Pavithra	For S. Pavithra		
104	Ms. Sadia Hauma M.A Journalism & Communication	For Sadia Hauma	For Sadia Hauma		
105	Ms. V. Poornima M.Sc Electronic Media	For V. Poornima	For V. Poornima		
	<b><u>Department of Physical Education</u></b>				
106	Dr. R. Selvarani M.P.Ed., M.Phil., Ph.D.	For R. Selvarani	For R. Selvarani		
	<b><u>Department of Library Science</u></b>				
107	Dr. N. Thilagavathy MCA., MLIS., M.Phil., Ph.D.	For N. Thilagavathy	For N. Thilagavathy		
	<b><u>SHIFT - II</u></b>				
	<b><u>Shift - II - Coordinator</u></b>				
1	Dr. Ragitha Radhakrishnan M.Sc., Ph.D., SET., NET.	For Ragitha Radhakrishnan	For Ragitha Radhakrishnan		
	<b><u>Department of English</u></b>				
2	Dr. S. Uma Maheswari M.A., M.Phil., Ph.D.	For S. Uma Maheswari	For S. Uma Maheswari		
3	Ms. K. Jyothi M. A M. Phil	For K. Jyothi	For K. Jyothi		
4	Ms. M. Abhaya M.A. M. Phil	For M. Abhaya	For M. Abhaya		
5	Ms. Shivani Hariharan M.A.	For Shivani Hariharan	For Shivani Hariharan		
	<b><u>Department of Tamil</u></b>				
6	Dr. K. Sathyapriya M.A., M.Phil., Ph.D. SET, NET	For K. Sathyapriya	For K. Sathyapriya		
7	Dr. P. Sharmila M.A., M.Phil., Ph.D., SET.	For P. Sharmila	For P. Sharmila		

8	Ms. K. Divya M.A.,M.Phil., NET.	<i>Divya</i>	<i>Divya</i>		
9	Dr. C. Maheswari M.Ed.,M.Phil.,NET.,SET.,Ph.D	<i>C. Maheswari</i>	<i>C. Maheswari</i>		
10	Dr. P. Umasankari M.A. B.Ed., M.Phil., Ph.D.	<i>U. Sankari</i>	<i>U. Sankari</i>		
11	Ms. Abinaya Ravisankar M.A., M. Com., NET (Part time)	<i>Abinaya</i>	<i>Abinaya</i>		
	<b><u>Department of Computer Science</u></b>				
12	Ms. J. SahayaSheebaMangalam M.Sc., M. Phil, B.Ed., SET.	<i>J. Sheeba</i>	<i>J. Sheeba</i>		
13	Ms. Kapila Kaviya MCA, M.Phil	<i>K. Kaviya</i>	<i>K. Kaviya</i>		
14	Ms. Gayathri .K, B.Tech, M.E.	<i>Gayathri</i>	<i>Gayathri</i>		
15	Ms. K. Krithika, M.Sc. (IT) NET	<i>K. Krithika</i>	<i>K. Krithika</i>		
	<b><u>Department of BCA</u></b>				
16	Ms. L. Poongothai, M.Sc., B.Ed.	<i>L. Poongothai</i>	<i>L. Poongothai</i>		
17	Ms.S.Anusuya M.Sc, B.Ed. M Phil.	<i>S. Anusuya</i>	<i>S. Anusuya</i>		
18	Ms. R. Srividhya M. Sc. I.T.	<i>R. Srividhya</i>	<i>R. Srividhya</i>		
19	Ms. C Radhika MCA.,M.Phil.	<i>C. Radhika</i>	<i>C. Radhika</i>		
20	Ms. Senthamil Selvi .E MCA	<i>S. Selvi</i>	<i>S. Selvi</i>		
21	Ms. Selin Chandra .C.S M.C.A. M.Phil.	<i>Selin</i>	<i>Selin</i>		
22	Ms.M.Kokila	<i>M. Kokila</i>	<i>M. Kokila</i>		
23	Ms. B. Malarvizhi MCA	<i>B. Malarvizhi</i>	<i>B. Malarvizhi</i>		
	<b><u>Department of Mathematics</u></b>				
24	Ms. J. Preethika Rangasayee M.Sc., M.Phil., SET.	<i>J. Preethika</i>	<i>J. Preethika</i>		
25	Ms. G. Sangeetha M.Sc., M.Phil.(Leave)	-	-		
26	Ms. S. Ramya M.Sc., M.Phil. (Maternity Leave)	-	-		
27	Ms. K. Abinaya M.Sc., M.Phil (Stats.)	<i>K. Abinaya</i>	<i>K. Abinaya</i>		
28	Ms. Uma M.Sc., M.Phil	<i>S. Uma</i>	<i>S. Uma</i>		
29	Ms. Subhashiny M.Sc. M.Phil	<i>Subash</i>	<i>Subash</i>		
30	Ms. K. Venmani Priya M.Sc., M.Phil. (Stats.)	<i>V. Priya</i>	<i>V. Priya</i>		
	<b><u>Department of Commerce</u></b>				
31	Ms G. Kavitha B.A.(C.S), M.Com, M.Phil, MBA	<i>G. Kavitha</i>	<i>G. Kavitha</i>		
32	Ms. M. Janani M.Com., M.Phil.	<i>M. Janani</i>	<i>M. Janani</i>		
33	Ms. K. Sindhuja M.Com., MBA., M. Phil., NET. (Maternity Leave)	<i>S. Sindhuja</i>	<i>S. Sindhuja</i>		
34	Dr. R.R Mahalakshmi M.Com.,M.Phil.,Ph.D(relieving on 15.10.2022)	<i>R. Sindhuja</i>	<i>R. Sindhuja</i>		

35	Ms. R. Koteswari M. Com., M. Phil	R.K.W	R.K.W		
<b><u>Department of Accounting &amp; Finance</u></b>					
36	Ms. J. Divya M.Com., M. Phil.	J. Divya	J. Divya		
37	Ms. J. Shama Afrin M.Com.,M.Phil.	J. Shama	J. Shama		
38	Ms. Indumathy .C M. Com	Ind	Ind		
39	Ms. S. Mohana Priyanka MBA.,M.Com.,M.Phil	M.P.	M.P.		
<b><u>Department of Corporate Secretaryship</u></b>					
40	Ms. K. Renuka M.Com., M. Phil.	Renuka	Renuka		
41	Ms. R. Supreetha M.Com.,	Sup	Sup		
42	Ms. S. Shankari M.Com., M. Phil.	S. Shankari	S. Shankari		
43	Ms. Evangelin Rajbharath M.Com	Evangelin	Evangelin		
<b><u>Department of Bank Management</u></b>					
44	Ms. Sheeba Fathima M.Com., M.Phil.	S.F.	S.F.		
45	Ms. S. Deepalakshmi M.Com., MBA.	S. Deepalakshmi	S. Deepalakshmi		
46	Ms. Uma S M.A., M.Phil., SET.	Uma	Uma		
<b><u>Department of Business Administration &amp; Human Resource Management</u></b>					
47	Ms. V. Visalakshi M.A., M.Phil.	V. Visalakshi	V. Visalakshi		
48	Ms. A. Lavanya Bharathi M.Com.	A. Lavanya	A. Lavanya		
49	Ms. Pavithra M.Com.	Pavithra	Pavithra		
50	Ms. K. Kokilavani M.Com.	K. Kokilavani	K. Kokilavani		
<b><u>Department of Microbiology</u></b>					
51	Mrs. D. Mahalakshmi M.Sc., M.Phil., NET., SET.	Mahalakshmi	Mahalakshmi		
52	Ms. S. Preetha, M.Sc., M.Phil., TNSET.	S. Preetha	S. Preetha		

**Dr. MGR-JANAKI**College of Arts and Science for Women  
"Excellence Through Diligence"**HOD MEETING**

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**SHIFT I & II**

S.No	Name	Department	09.08.22	10.08.22	17.08.22	30.08.22	07.11.22
1	Dr. R. Manimekalai	Principal					
2	Dr. Lakshmi Balaji	Vice Principal					
3	Dr. V.C. Shanthi Lakshmi	Dean - Academics					
4	Dr. Apitha Sabapathy	Dean - Students	Leave	Leave	Leave	Leave	Leave
5	Dr. Ragitha Radhakrishnan	Co-ordinator (Shift - II)					
6	Dr. Victoriya Salomi	Biochemistry					
7	Ms. K. V. Priya (Dept. In-charge)	English					
8	Dr. V. Nithyakalyani	Microbiology (UG)					
9	Dr. D. Lakshmi Priya	Microbiology (PG)					
10	Ms. V.R. Viju	Computer Science					
11	Dr. V. Agnes Lavanya	Mathematics					
12	Dr. Ragitha Radhakrishnan	Psychology					
13	Ms. N.S. Kothai	BCA					
14	Dr. K. Latika	BBA					
15	Dr. E. Nirmala	B. Com (G)					
16	Ms. K. Banumathy	B. Com (AF)					

17	Dr. K. Sucharitha	B. Com (CS)	Sucharitha	Sucharitha	Sucharitha	Such	Such
18	Ms. S. Pavithra	Visual Communication	S	P	S	P	S
19	Dr.Sujatha Mohan	Natya	For P.H	For P.H	For P.H	For P.H	For P.H
20	Dr. R. Selvarani	P D	P.D	P.D	P.D	P.D	P.D
21	Dr.Thilagavathy	Library	T	T	T	T	T
22	Dr.RanjanaRai	Hindi	R	R	R	R	R
23	Dr.GayathriPreethy	Sanskrit	Leave	Leave	Leave	Leave	Leave
24	MsKameeshwari	French	K	K	K	K	K

### SHIFT II

S.No	Name	Department	09.08.22	10.08.23	17.08.22	30.08.22	07.11.22
1	Dr.Ragitha Radhakrishnan	Co-ordinator	Ragitha	Ragitha	Ragitha	Ragitha	Ragitha
2	Dr.ApithaSabapathy	Tamil	Leave	Leave	Leave	Leave	Leave
3	Ms.Poongothai	BCA	L Poon	L Poon	L Poon	L Poon	L Poon
4	Ms.Sheeba	Computer Science	S	S	S	S	S
5	Ms.Preethika	Mathematics	P.Preethika	P.Preethika	P.Preethika	P.Preethika	P.Preethika
6	Ms G.K. Kavitha	B.Com(G)	for K	for K	for K	for K	for K
7	Ms. J. Divya	B.Com (AF)	J.Divya	J.Divya	J.Divya	J.Divya	J.Divya
8	Ms.Renuka	BCS	Renuka	Renuka	Renuka	Renuka	Renuka
9	Ms.SheebaFathima	BBM	S	S	S	S	S
10	Ms.Visalakshi	BBA	V	V	V	V	V
11	Ms.Poongothai	Exam Committee	L Poon	L Poon	L Poon	L Poon	L Poon

**Dr. MGR-JANAKI**College of Arts and Science for Women  
"Excellence Through Diligence"**HOD MEETING**

Document ID:



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COL/HM/ATTDocument  
Name:**ATTENDANCE****SHIFT I & II**

S.No	Name	Department	10.08.22	10.08.22	18.08.22	01.09.22	08.11.22
1	Dr. R. Manimekalai	Principal					
2	Dr. Lakshmi Balaji	Vice Principal					
3	Dr. V.C. Shanthi Lakshmi	Dean - Academics					
4	Dr. Apitha Sabapathy	Dean – Students	leave	leave	leave	leave	leave
5	Dr .Ragitha Radhakrishnan	Co-ordinator (Shift – II)					
6	Dr.Victoriya Salomi	Biochemistry					
7	Ms. K. V. Priya (Dept. In-charge )	English					
8	Dr. V. Nithyakalyani	Microbiology (UG)					
9	Dr. D. Lakshmi Priya	Microbiology (PG)					
10	Ms. V.R. Viju	Computer Science					
11	Dr. V. Agnes Lavanya	Mathematics					
12	Dr. Ragitha Radhakrishnan	Psychology					
13	Ms. N.S. Kothai	BCA					
14	Dr. K. Latika	BBA					
15	Dr. E. Nirmala	B. Com (G)					
16	Ms. K. Banumathy	B. Com (AF)					
17	Dr. K. Sucharitha	B. Com (CS)					

18	Ms. S. Pavithra	Visual Communication					
19	Dr.Sujatha Mohan	Natya	for P.H	for P.H	for P.H	for P.H	for P.H
20	Dr. R. Selvarani	P D					
21	Dr.Thilagavathy	Library	no	no	no	no	no
22	Dr.RanjanaRai	Hindi					
23	Dr.GayathriPreethy	Sanskrit	Leave	Leave	Leave	Leave	Leave
24	Ms. Kameeshwari	French					

### SHIFT II


S.No	Name	Department	09.08.22	10.08.23	17.08.22	30.08.22	07.11.22
1	Dr. Ragitha Radhakrishnan	Co-ordinator					
2	Dr. Apitha Sabapathy	Tamil	Leave	Leave	Leave	Leave	leave
3	Ms.Poongothai	BCA	L Poorn	L Poorn	L Poorn	L Poorn	L Poorn
4	Ms.Sheeba	Computer Science					
5	Ms.Preethika	Mathematics					
6	Ms G.K. Kavitha	B.Com(G)	for	for	for	for	for
7	Ms. J. Divya	B.Com (AF)					
8	Ms.Renuka	BCS					
9	Ms.SheebaFathima	BBM					
10	Ms.Visalakshi	BBA					
11	Ms.Poongothai	Exam Committee	L Poorn	L Poorn	L Poorn	L Poorn	L Poorn


 <b>Dr. MGR-JANAKI</b> College of Arts and Science for Women <i>"Excellence Through Diligence"</i> 		<b>IQAC MEETING</b>	
<b>Document ID:</b>	<b>MJC/2022-23/ COL/IQAC/1/CIR</b>	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	<b>06.06.2022</b>		


There will be Staff meeting on 10 June 2022 in Director. K. Subrahmanyam Hall.

**Agenda of the meeting:**


- Plan of action for academic year 2022-23

  
IQAC COORDINATOR

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

  
PRINCIPAL



 <b>Dr. MGR-JANAKI</b> College of Arts and Science for Women <small>"Excellence Through Diligence"</small>		<b>IQAC MEETING</b>	
<b>Document ID:</b>	<b>MJC/2022-23/COL/ IQAC /1/ MOM</b>	<b>Document Name:</b>	<b>MINUTES OF THE MEETING</b>
<b>Date</b>	<b>10.06.2022</b>		
<b>Timing:</b>	<b>12:30-1:30 pm</b>		

### MINUTES OF THE MEETING

A Meeting of the IQAC core committee was held on, June 10<sup>th</sup> 2022 at 12.30 PM in Director K. Subrahmanyam Hall

The following members were present:

1. Dr. R. Manimekalai (Principal)
2. Dr. Lakshmi Balaji
3. Dr. V C Santhilakshmi
4. Dr. Ragitha Radhakrishnan
5. Dr. Uma Maheswari. S
6. Dr. Latika
7. Dr. Nirmala
8. Ms. Renuka


Dr. Ragitha Radhakrishnan shared the plan of action, the IQAC shall work to accomplish in 2022-2023. All departments have to be ready for ISO audit and accreditation. All events in college, documents should be collected, as per previous year instruction.

1. Communication to resource persons
2. Acceptance
3. Profile
4. Registration
5. Feedback
6. Report (welcome address, vote of thanks and rapporteur, photographs)
7. Outcome of the program

Dr. R. Manimekalai announced that the webinar on "Women in Teaching: Empowering with Values" will be held on July 8th between 10.00A.M to 3.30 P.M

Workload, syllabus, club activity, result analysis, timetable has been completed by Shift 1- Biochemistry, Microbiology, B.Com Corporate Secretaryship, Shift 2 - B.Sc Computer Science, B.Com Accounting & Finance. All other departments are insisted to submit as soon as possible.

  
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**DR. MGR JANAKI COLLEGE OF**  
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 CHENNAI - 600 028

  
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 <b>Dr. MGR-JANAKI</b> College of Arts and Science for Women <i>"Excellence Through Diligence"</i> 		<b>STAFF MEETING</b>	
<b>Document ID:</b>	<b>MJC/2022-23/ COL/SM/1/CIR</b>	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	<b>20.07.2022</b>		

There will be Staff meeting on 22<sup>nd</sup> July 2022 in Director K. Subrahmanyam Hall at 12:30 pm

**Agenda of the meeting:**


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

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

### MINUTES OF THE MEETING

HOD's meeting was convened by the Principal.

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

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

#### GENERAL INSTRUCTION BY PRINCIPAL:

- Maintenance of Log book
- Maintenance of Substitution Register
- Staff should be regular to the class, subject in-charge should be in the classroom during the assembly
- Staff Requirement details should be given by today(22.07.22), staff interview to be held on 25.07.22 Monday
- Reopening for I year is on 10.08.22, instruction regarding will be given later
- Languages (Hindi, Sanskrit, French and Arabic) syllabus were changed from this academic year 2022-23
- Staff should not use mobile phone in the class room
- Students are instructed not to use the mobile phone inside the campus, not to bring the valuable things, college is not responsible for the loss. Student should go through the hand book thoroughly. Be kind to the students
- Collect the University Valuation letter from Exam Committee by today  
 Shift I valuation time after 1:30 pm  
 Shift II Valuation time before 12:20 pm

#### ISO:

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

- ISO Internal audit on 27.07.22 and on 28.07.22. Schedule will be shared. ISO Standards should be followed in all laboratories

- First Aid Training for Faculty members, Extension Staff in-charge, non teaching staff and 2 student volunteers will be conducted on 23.07.22 Saturday. Student list should be given by 22.07.2022
- ISO Departmental Manual is on process by the external source

#### EXAM COMMITTEE INSTRUCTION:

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

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

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

*[Handwritten Signature]*

IQAC COORDINATOR

*[Handwritten Signature]*  
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*[Handwritten Signature]*

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 <b>Dr. MGR-JANAKI</b> College of Arts and Science for Women <small>"Excellence Through Diligence"</small> 		<b>STAFF MEETING</b>	
<b>Document ID:</b>	<b>MJC/2022-23/COL/SM/2/CIR</b>	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	<b>04.08.2022</b>		

There will be a Staff meeting on 5<sup>th</sup> August 2022. Venue - Dr.Subrahmanyam Hall at 12:30 pm

**Agenda of the meeting:**



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

  
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 <b>Dr. MGR-JANAKI</b> College of Arts and Science for Women <small>"Excellence Through Diligence"</small> 		<b>STAFF MEETING</b>	
<b>Document ID:</b>	<b>MJC/2022-23/COL/SM/2/MOM</b>	<b>Document Name:</b>	<b>MINUTES OF THE MEETING</b>
<b>Date</b>	<b>05.08.2022</b>		
<b>Timing:</b>	<b>12:30 -1:30 pm</b>		

### MINUTES OF THE MEETING

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

#### **11.08.22 - 22<sup>nd</sup> Graduation day (BATCH 2017-20)**

Date & Time : 11.08.2022, 11.00.am

Venue: College Ground

Chief Guest :Prof.Dr.SanthoshKumar, Vice Chancellor  
Dr. Ambedkar Law University

Staff reporting time 8.00am

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

#### **TEACHERS ON DUTY FOR CONVOCATION**

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

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

#### **12.08.22 - 23<sup>rd</sup> Graduation day (BATCH 2018-2021)**

Date & Time: 12.08.2022, 11.00.am

Venue: College Ground

Guest of honor: Dr.Saranya Jaikumar, Member, TNCPCR

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

### 15.8.22 - INDEPENDENCE DAY CELEBRATION

8.30 am flag hoisting

9.30 am Programme at auditorium

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

### 15<sup>th</sup> August Independence day celebration

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

### General Instructions

- Teachers should be punctual to class. Teaching hours should not be used for any other work.
- Teachers should not take leave often. First years have to be given extra attention and teachers should be in class from bell to bell.
- Teachers should be very considerate to the students.
- Teachers should come well prepared to handle classes.
- Academic Audit will be conducted under supervision of Dean Academics Dr.VC Santhi Lakshmi.
- Teachers who do not perform well will be given a warning and written explanation will be called for.

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<b>Document ID:</b>	MJC/2022-23/COL/HM/1/CIR	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	09.08.2022		

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

**Agenda of the meeting:**



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

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

### MINUTES OF THE MEETING

IQAC meeting was convened by the IQAC coordinator.

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



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

  
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<b>Document ID:</b>	MJC/2022-23/COL/ HM/ 2/ CIR	<b>Document Name:</b>	CIRCULAR
<b>Date</b>	10.08.2022		

HOD's meeting is scheduled on 10<sup>th</sup> August 2022 in the Principal's office at 2:00 pm for both Shift I & II.

**Agenda of the meeting:**

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



  
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<b>Document ID:</b>	<b>MJC/2022-23/ COL /HM/2 / MOM</b>	<b>Document Name:</b>	<b>MINUTES OF THE MEETING</b>
<b>Date</b>	<b>10.08.2022</b>		
<b>Timing:</b>	<b>2:00 -2:30 pm</b>		


### MINUTES OF THE MEETING

HOD's meeting was convened by the principal.

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

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

  
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<b>Document ID:</b>	<b>MJC/2022-23 /COL/HM/3/CIR</b>	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	<b>17.08.2022</b>		

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

**Agenda of the meeting:**

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

*Rafique*


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*Transcribed*  
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 <b>Dr. MGR-JANAKI</b> College of Arts and Science for Women "Excellence Through Diligence"		<b>HOD's MEETING</b>	
<b>Document ID:</b>	<b>MJC/2022-23/COL/HM/3/MOM</b>	<b>Document Name:</b>	<b>MINUTES OF THE MEETING</b>
<b>Date</b>	<b>18.08.2022</b>		
<b>Timing:</b>	<b>12:30 -1:30 pm</b>		

### MINUTES OF THE MEETING


HOD's meeting was convened by the Principal.

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

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

Dr. Ragitha announced the FDP on Assessment of Learning on 28th October 2022

  
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<b>Document ID:</b>	<b>MJC/2022-23 / COL/HM/4/CIR</b>	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	<b>30.08.2022</b>		

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

**Agenda of the meeting:**



- Discussion about the Revised College timings
- Discussions about the I PG reopening dates
- General instruction to the staff members
- General instructions from exam committee.

  
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<b>Document ID:</b>	MJC/2022-23/COL/ HM/4/ MOM	<b>Document Name:</b>	MINUTES OF THE MEETING
<b>Date</b>	01.09.2022		
<b>Timing:</b>	12:30 -1:30 pm		

### MINUTES OF THE MEETING

HOD's meeting was convened by the Principal.



- All Saturdays are working day for I Years.
- English and Lang time table will be given, departments must give the major and allied time table and the staff allotted for Saturdays to principal's office by 2<sup>nd</sup> September 2022. Compensation leave is given to the Staff members on Monday.
- Room allotment, for Shift I (I Years) same class rooms, for Shift II (I Years) II Year class rooms can be utilized.
- All Mondays will be a holiday for I UG, all Tuesdays II UG students can go for internship, and all Fridays III UG can go for project work. Detailed note to be sent to parents by the class teachers and signed letters from the parents should be maintained in the department.
- Students can be permitted to use the restroom during the class hours.
- Reopening date for I PGG is 5<sup>th</sup> Sep 2022, I PG students will come to respective departments at 9:00 am, orientation program is conducted by the respective departments.
- I UG & I PG examination database details must be ready. Remedial marks to be submitted.
- Complete the portions and semester exams will start by Nov 2022.
- ISO Stage I audit is to be scheduled on 9<sup>th</sup> Sep 2022, Model department will be Comp Sci. All HOD's must attend.
- All the department activity reports from July22-Aug 22 must be submitted on 12<sup>th</sup> September 2022 to IQAC.
- Senate installation is on 9<sup>th</sup> Sep 2022.
- IAs Academy classes to be conducted, Dr. Victoria of Biochemistry dept In-Charge, II Year class teacher kindly inform the students.
- CCM dates will be given
- Knowledge sharing session for the teachers of both the shifts to be conducted only on Fridays.

  
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<b>Document ID:</b>	<b>MJC/2022-23 / COL/HM/5/CIR</b>	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	<b>07.11.2022</b>		

HOD's meeting is scheduled on 8 November 2022 in the Principal's office at 12:30 pm for both Shift I & II.

**Agenda of the meeting:**

- Revised college timings
- Discussions about the alumni meet association.
- Discussion about the MGR Endowment lecture to be held on 8 January 2023
- General instruction about seminar/ conference/ guest lecture
- General instructions from exam committee.



  
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<b>Document ID:</b>	<b>MJC/2022-23/COL/ HM/5/ MOM</b>	<b>Document Name:</b>	<b>MINUTES OF THE MEETING</b>
<b>Date</b>	<b>08.11.2022</b>		
<b>Timing:</b>	<b>12:30 -1:30 pm</b>		

### MINUTES OF THE MEETING

HOD's meeting was convened by the Principal.

- Timings from this semester 8:20 am - 12:50 pm (Shift 1)
- 8:20- 8:30 am assembly
- 8:30 - 9:10 am (1\* hr)
- 9:10 - 9:50 am (2" hr)
- 9:50 -10:30 am (3" hr)
- 10:30- 11:10 (4" hr)
- 11:10 - 11:30 am Lunch Break
- 11:30 - 12:10 pm (5" hr)
- 12:10- 12:50 pm (6" hr)

Lunch Break is reduced by 10 mins.

Students should be permitted to use rest room at any time during the day.

- All Saturdays are working day for I years for both the shifts, timings from 8:30am - 3:30 pm. Same staff must come on all Saturdays for ease of administration. Club activity sessions, self defense classes and yoga training must be conducted between 2:00 and 3:30 pm for I year students.

- Department Workload, time table, planner for the even semester to be sent to principal's mail by 14" November 2022.
- Two guest lecture for each semester and one seminar and workshop for the academic year to be conducted
- Only College events must be organised in MGR Arangam. Details about the guest and the venue must be informed to the Principal.
- SAI Academy IAS coaching classes will be conducted on all Saturdays for registered students. (24 hrs of offline and 6 hrs. of online classes/week for this semester).
- Online classes must be conducted for II years from 8:30 - 10:30am on all Saturdays.
- Completed log books must be submitted on 18" November 2022. Old attendance register must be maintained for II & III Years, New attendance register will be given for I year students.
- Alumni meet is scheduled on 27" November 2022, Faculty in-charge -Ms. Krithika Dept of Maths for Shift I & Ms Divya B.Com for shift II. Student count must be submitted by 12 November 2022. There should be minimum 30 registrations for each

department. Registration form link will be in the invite. Alumni connect is very important.

- Book release on 8" January 2023, staff in-charge Dr.Sucharitha of B.Com. CS, faculty from all departments must submit the articles by 4 December 2022. Topic will be on S-Risks.
- University examination will begin soon for the I year students. So complete the portion soon. Model re-test must be conducted for the absentees
- Feedback for the French, Sanskrit & Arabic classes for I & II years must be updated in principal's office the next day.



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





















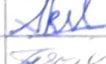



PRINCIPAL



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

 <b>DR. MGR-JANAKI COLLEGE OF ARTS &amp; SCIENCE FOR WOMEN</b> <small>117, K. J. Somaiya Building, K. J. Somaiya Road, K. J. Somaiya Colony, Thiruvananthapuram - 695 014 APPROVED BY THE DISTRICT INSPECTOR, Affiliated to the University of Madras</small>		<b>STAFF MEETING</b>	
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**FACULTY MEMBERS (SHIFT I & II)**

S.No		27.03.23	11.05.23		
	<b>Principal</b>				
1	Dr. R. Manimekalai M.Sc., M. Tech., Ph.D.				
	<b>Vice Principal</b>				
2	Dr. Lakshmi Balaji M.A., M. Phil., Ph.D.				
	<b>Dean – Academics</b>				
3	Dr. V.C. Santhi Lakshmi M.A., M. Phil., Ph.D., NET.				
	<b>Dean – Students</b>				
4	Dr. Apitha Sabapathy M.A., B.Ed., Ph.D.	Leave	Leave		
	<b><u>SHIFT – I</u></b>				
	<b><u>Department of English</u></b>				
1	Dr. V.C. Santhilakshmi M.A., M. Phil., Ph.D., NET.				
2	Dr. Lakshmi Balaji M.A., M.Phil., Ph.D.				
3	Ms. K. V. Priya M.A., M.Phil.				
4	Ms. S. Sarjana M.A., M.Sc.				
5	Ms. S. Surekha M.A., M. Phil. NET.				
6	Ms.R.V.M.Aarthi M.A.				
7	Ms. R. Roshini M.A.				
8	Ms. Gayathri M.A				
9	Ms. Nandhini M.A				
10	Ms. Akshaya M.A.				
11	Ms. Tasneem. N M A				

12	Ms. Rajalakshmi. E M.A.,NET	B	B		
13	Ms. Erica Florence Machado.T M.A.	Erica	Erica		
14	Ms M.Elakkiya M.A. B.Ed., M.Ed	B	B		
	<b><u>Department of Tamil</u></b>				
15	Dr. ApithaSabapathy M.A., B.Ed., Ph.D.	Leave	Leave		
16	Dr. M. ViniKumari M.A., M.Phil., Ph.D.	2/2/2	2/2/2		
17	Dr. K. Priya M.A., Ph.D. SET.	P	P		
18	Dr. S. Shanthi M.A. M.Phil., Ph.D.	f	f		
19	Dr.R.Subha M.A.,B.Ed.,M.Phil.,P.hD.	for	for		
20	Dr. V.M Ambika M.A., M.Phil, M. L.I.S., Ph.D.	for M. f	for M. f		
21	Dr. S. Sowndhri M.A., M.Phil, NET, Ph.D	for M. f	for M. f		
22	Ms.M.Iyyammal M.A., M.Phil, SET	for M. f	for M. f		
	<b><u>Department of Hindi</u></b>				
23	Dr. Ranjana Rai B.Ed., M.A., Ph.D., PGDJ (Hindi) P.G. Dip (Translation).	f.f	f.f		
	<b><u>Department of Sanskrit</u></b>				
	<b><u>Department of French</u></b>				
24	Ms. K.V. Kameshwari M.A. (English), M. Phil., (French), B.Ed., IELT, PGDTA, D.C.A., Diploma in German.	b	b		
	<b><u>Department of Biochemistry &amp; PG</u></b>				
	<b><u>Department of Bioinformatics</u></b>				
25	Dr. R. Manimekalai M.Sc., M.Tech., Ph.D.	all	all		
26	* Ms. J.Premila M.Sc, M.Phil. SET.	Prud	Prud		
27	Dr. B. Brindha Banu M.Sc., M.Phil., SET. Ph.D.	P. S. D	P. S. D		
28	Dr. M. Durga M.Sc., M.Phil., Ph.D., SET.	f	f		
29	Ms. Sandhya .P M.Sc.	for	for		
30	Ms. Ramya .M M.Sc.	M. T. H	M. T. H		
31	Dr. Fathima Bushra.M M.Sc., Ph.D	M. T. H	M. T. H		
32	Dr.M. Nishandhini M.Sc.,M.Phil., Ph.D	M. T. H	M. T. H		

33	Dr. B. Sabana M.Sc., M.Phil., Ph.D.				
	<b><u>Department of Microbiology (UG &amp; PG)</u></b>				
34	Dr. D. Lakshmi Priya M.Sc., M.Phil., Ph.D., SET.				
35	Dr. V. Nithyakalyani M.Sc., M.Phil., Ph.D.	NK	NK		
36	Dr. C. Banu Rekha M.Sc., M.Phil., NET., SET., Ph.D.				
37	Dr. R. Vidhyalakshmi M.Sc., M.Phil, Ph.D.				
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40	Dr. S. Sai Subhashini M.Sc., Ph.D				
41	Ms. Preethi.S M.Sc	S. Preethi	S. Preethi		
42	Dr. K. Ghana Priya M.Sc., Ph.D.	K. Ghana Priya	K. Ghana Priya		
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	<b><u>Department of IT</u></b>				
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44	Mrs. K. Ganga Devi MCA., M.Phil., B.Ed.				
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46	Ms. Soundarya MCA	St.	St.		
47	Ms Sruthi .B M.Sc., M.Phil				
48	Ms. D. Thenmozhi M.C.A., M.Phil., SET				
49	Ms. Divya .D M.Sc				
	<b><u>Department of Mathematics</u></b>				
50	Dr. V. Agnes Lavanya M.Sc., M.Phil., SET., Ph.D.				
51	Dr. P. Lakshmi Gayathri M.Sc. SET. Ph.D.				
52	Dr. V. Vishnupriya M.Sc., M.Phil., Ph.D.				
53	Ms. R. Pamila M. Sc., M.Phil.				
54	Ms. C. Preethy, M.Sc.,				
55	Ms. A. Muthulakshmi M.Sc., M.Phil.				
56	Dr. N.R.Yamuna M.Sc., M.Phil., Ph.D (stats)				
	<b><u>Department of Psychology</u></b>				



57	Dr. Ragitha M.Sc., Ph.D., SET, NET.			
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59	Ms. Malarvizhi. M M.Sc.	Ms. Malarvizhi	Ms. Malarvizhi	
60	Ms. Amrin Fowzi.S M.Sc.	Ms. Amrin Fowzi	Ms. Amrin Fowzi	
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64	Ms. Mithila Lakshmi M.Sc Counselling Psychology	Ms. Mithila Lakshmi	Ms. Mithila Lakshmi	
<b>Department of BCA</b>				
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66	Mrs. P. Renuka M.Sc. (CT), M.Phil. (Department In-charge)	Mrs. P. Renuka	Mrs. P. Renuka	
67	Mrs. L.S. Kavitha MCA., M.Phil.	Mrs. L.S. Kavitha	Mrs. L.S. Kavitha	
68	Ms. T. Tulasi MCA, M.E.	Ms. T. Tulasi	Ms. T. Tulasi	
69	Ms.S. Archana BCA, M.Sc. IT, M.Phil	Ms. S. Archana	Ms. S. Archana	
70	Ms. Meenakshi .A BCA., MCA.	Ms. Meenakshi .A	Ms. Meenakshi .A	
71	Ms. R. T. Reshma Hashmi M.Sc. IT	Ms. R. T. Reshma Hashmi	Ms. R. T. Reshma Hashmi	
72	Ms. D. Deepika MCA	Ms. D. Deepika	Ms. D. Deepika	
73	Ms. Sumathi S M.Sc. Information Technology	Ms. Sumathi S	Ms. Sumathi S	
74	Ms R. Nandhini M.Sc.IT	Ms. R. Nandhini	Ms. R. Nandhini	
<b>Department of Commerce - General</b>				
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76	Ms. V. Subathra M.Com., B.Ed., M.Phil	Ms. V. Subathra	Ms. V. Subathra	
77	Ms.M.M.Rabiyathul Badaviya M.Com.,M.Phil.,	Ms. M.M.Rabiyathul Badaviya	Ms. M.M.Rabiyathul Badaviya	
78	Ms. M.S. Asma Fathima M.Com., M.Phil.,	Ms. M.S. Asma Fathima	Ms. M.S. Asma Fathima	
<b>Department of Accounting &amp; Finance</b>				
79	Mrs. K. Banumathy M.Com., M.Phil., NET.	Mrs. K. Banumathy	Mrs. K. Banumathy	
80	Ms. A. Nivedha M.Com.	Ms. A. Nivedha	Ms. A. Nivedha	
81	Dr. C. Nithya M.Com., M.Phil., SET., Ph.D.,	Dr. C. Nithya	Dr. C. Nithya	

	PGDHE				
82	K. S Pavithra M.Com.	Pass	Pass		
	<b><u>Department of Corporate Secretaryship</u></b>				
83	Dr. K. Sucharitha M.A., MBA.	Pass	Pass		
84	Ms. S.Selvi MBA., M.Phil	Pass	Pass		
85	Ms. M. Anu Gayathri M.Com. NET	AmBAM	AmBAM		
86	Ms. R. Anithadevi M.Com., M.Phil.	Pass	Pass		
	<b><u>Department of Business Administration &amp; Human Resource Management</u></b>				
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88	Mrs. M. Vijayaselvi MBA	Pass	Pass		
89	Dr. S. Nalini Devi, MBA., Ph.D.	S.Nalini	S.Nalini		
90	Ms. A. Kaviya Priya. MBA., M.Phil.,PGDPR	Pass	Pass		
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93	Ms. Dharmasamvardhini .T M.Com.	Pass	Pass		
94	Dr. D. Jamuna Rani M.A. M. Phil., Ph.D.	Pass	Pass		
	<b><u>Department of Natya</u></b>				
95	Dr. Sujatha Mohan M.A., M.Phil.,(Sanskrit), MFA (BharataNatya), Ph.D. (Natya), P.G. Dip.(Yoga)	Pass	Pass		
96	Ms. S. Suganya M.A	Pass	Pass		
97	Ms. P.Harini M.A. Natya	Pass	Pass		
98	Ms. Swati Athmanathan, MA. Natya, NET	Pass	Pass		
	<b><u>Department of Visual Communication</u></b>				
99	Ms. S. Pavithra M.Sc. (Electronic Media), M. Phil.	Pass	Pass		
100	Ms. Rathi Chithra	Pass	Pass		
101	Ms. V. Poornima M.Sc Electronic Media	Pass	Pass		
	<b><u>Department of Physical Education</u></b>				





























102	Dr. R. Selvarani M.P.Ed., M.Phil., Ph.D.	<i>RS</i>	<i>RS</i>		
	<b>Department of Library Science</b>				
103	Dr. N. Thilagavathy MCA., MLIS., M.Phil., Ph.D.	<i>NT</i>	<i>NT</i>		
	<b>SHIFT – II</b>				
	<b>Shift – II – Coordinator</b>				
1	Dr. Ragitha M.Sc., Ph.D., SET., NET.	<i>✓</i>	<i>✓</i>		
	<b>Department of English</b>				
2	Dr. S. Uma Maheswari M.A., M.Phil., Ph.D.	<i>Sum</i>	<i>Sum</i>		
3	Ms. K. Jyothi M. A M. Phil	<i>Jyothi</i>	<i>Jyothi</i>		
4	Ms. M. Abhaya M.A. M. Phil	<i>Abhaya</i>	<i>Abhaya</i>		
5	Ms. Shivani Hariharan M.A.	<i>Shivani</i>	<i>Shivani</i>		
	<b>Department of Tamil</b>				
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7	Dr. P. Sharmila M.A., M.Phil., Ph.D., SET.	<i>PSh</i>	<i>PSh</i>		
8	Ms. K. Divya M.A., M.Phil., NET.	<i>Divya</i>	<i>Divya</i>		
9	Dr. C. Maheswari M.Ed., M.Phil., NET., SET., Ph.D	<i>CM</i>	<i>CM</i>		
10	Ms. Gayathri K M.A. M.Phil.,	<i>Gayathri</i>	<i>Gayathri</i>		
11	Ms. Aritha M.A. NET	<i>Aritha</i>	<i>Aritha</i>		
12	Ms. Anusiya M.A., B.Ed.,	<i>Anusiya</i>	<i>Anusiya</i>		
	<b>Department of Computer Science</b>				
13	Ms. J. SahayaSheeba Mangalam M.Sc., M. Phil, B.Ed., SET.	<i>JS</i>	<i>JS</i>		
14	Ms. Kapila Kaviya MCA, M.Phil	<i>Kapila</i>	<i>Kapila</i>		
15	Ms. Gayathri .K, B.Tech, M.E.	<i>Gayathri</i>	<i>Gayathri</i>		
16	Ms. K. Krithika, M.Sc. (IT) NET	<i>KK</i>	<i>KK</i>		
17	Ms. R. Anitha Prabha MCA, M.Phil	<i>RAnitha</i>	<i>RAnitha</i>		
	<b>Department of BCA</b>				
18	Ms. L. Poongothai, M.Sc., B.Ed.	<i>LP</i>	<i>LP</i>		
19	Ms. S. Anusuya M.Sc, B.Ed. M Phil.	<i>SA</i>	<i>SA</i>		
20	Ms. R. Srividhya M. Sc. I.T.	<i>RS</i>	<i>RS</i>		

21	Ms. Senthamil Selvi .E MCA	for P.P.P.	for P.P.P.		
22	Ms. Selin Chandra .C.S M.C.A. M.Phil.	Selin	Selin		
23	Ms.M.Kokila	for P.P.P.	for P.P.P.		
24	Ms. B. Malarvizhi MCA	for P.P.P.	for P.P.P.		
25	Ms. Sajeetha Begum .I, M.Sc. B.Ed	for P.P.P.	for P.P.P.		
26	Ms. V. Jenifar M.Sc	for P.P.P.	for P.P.P.		
	<b><u>Department of Mathematics</u></b>				
27	Ms. J. Præethika Rangasayee M.Sc., M.Phil., SET.	J. Præethika Rangasayee	J. Præethika Rangasayee		
28	Ms. G.Sangeetha M.Sc M.Phil.	Sangeetha	Sangeetha		
29	Ms.S.Ramya M.Sc M.Phil.	Ramya	Ramya		
30	Ms. Uma M.Sc., M.Phil	S. Uma	S. Uma		
31	Ms. Subhashiny M.Sc. M.Phil	Subha	Subha		
32	Ms. K. Venmani Priya M.Sc., M.Phil. (Stats.)	K. Venmani Priya	K. Venmani Priya		
33	Ms. R. Krithika M.Sc	R. Krithika	R. Krithika		
	<b><u>Department of Commerce</u></b>				
34	Ms G. Kavitha B.A.(C.S), M.Com, M.Phil, MBA	G. Kavitha	G. Kavitha		
35	Ms. S.Pavithra M.Com	S. Pavithra	S. Pavithra		
36	Ms. M. Janani M.Com., M.Phil.	M. Janani	M. Janani		
37	Ms. Uma.S M.A., M. Phil., SET.	Uma.S	Uma.S		
38	Ms.Sindhuja M.Com., MBA., M.Phil., NET	S. Sindhuja	S. Sindhuja		
	<b><u>Department of Accounting &amp; Finance</u></b>				
39	Ms. J. Divya M.Com., M. Phil.	J. Divya	J. Divya		
40	Ms. J. Shama Afrin M.Com.,M.Phil.	J. Shama Afrin	J. Shama Afrin		
41	Ms. Indumathy .C M. Com	Indumathy	Indumathy		
42	Ms. S. Mohana Priyanka MBA.,M.Com.,M.Phil	S. Mohana Priyanka	S. Mohana Priyanka		
	<b><u>Department of Corporate Secretaryship</u></b>				
43	Ms. K. Renuka M.Com., M. Phil.	K. Renuka	K. Renuka		
44	Ms. R. Supreetha M.Com.,	R. Supreetha	R. Supreetha		
45	Ms. S. Shankari M.Com., M. Phil.	S. Shankari	S. Shankari		

46	Ms. Evangelin Rajbharath M.Com	Evaydin	Evaydin		
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48	Ms. Sheeba Fathima M.Com., M.Phil.	of	of		
49	Ms. K. Kokilavani M.Com.	K.kokila	K.kokila		
50	Ms. Rushmi Durairajan M.Com Banking & Insurance	Rushmi	Rushmi		
<b><u>Department of Business Administration &amp; Human Resource Management</u></b>					
51	Ms. V. Visalakshi M.A., M.Phil.	V	V		
52	Ms. A. Lavanya Bharathi M.Com.	A	A		
53	Ms.S.Deepikalakshmi M.Com., MBA	S	S		
<b><u>Department of Microbiology</u></b>					
54	Mrs. D. Mahalakshmi M.Sc., M.Phil., NET., SET.	Mahalak	Mahalak		
55	Ms. S. Preetha, M.Sc., M.Phil., TNSET.	S.P	S.P		

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**FACULTY MEMBERS (SHIFT I & II)**

S.No		28.03.23	12.05.23		
	<b>Principal</b>				
1	Dr. R. Manimekalai M.Sc., M. Tech., Ph.D.				
	<b>Vice Principal</b>				
2	Dr. Lakshmi Balaji M.A., M. Phil., Ph.D.				
	<b>Dean – Academics</b>				
3	Dr. V.C. Santhi Lakshmi M.A., M. Phil., Ph.D., NET.				
	<b>Dean – Students</b>				
4	Dr. Apitha Sabapathy M.A., B.Ed., Ph.D.	Leave	Leave		
	<b><u>SHIFT – I</u></b>				
	<b><u>Department of English</u></b>				
1	Dr. V.C. Santhilakshmi M.A., M. Phil., Ph.D., NET.				
2	Dr. Lakshmi Balaji M.A., M.Phil., Ph.D.				
3	Ms. K. V. Priya M.A., M.Phil.				
4	Ms. S. Sarjana M.A., M.Sc.				
5	Ms. S. Surekha M.A., M. Phil. NET.				
6	Ms.R.V.M.Aarthi M.A.				
7	Ms. R. Roshini M.A.				
8	Ms. Gayathri M.A				
9	Ms. Nandhini M.A				
10	Ms. Akshaya M.A.				
11	Ms. Tasneem. N M.A				

12	Ms. Rajalakshmi. E M.A.,NET	<i>R</i>	<i>R</i>		
13	Ms. Erica Florence Machado.T M.A.	<i>Erica</i>	<i>Erica</i>		
14	Ms M.Elakkiya M.A. B.Ed., M.Ed	<i>El</i>	<i>El</i>		
	<b><u>Department of Tamil</u></b>				
15	Dr. ApithaSabapathy M.A., B.Ed., Ph.D.	<i>Leave</i>	<i>Leave</i>		
16	Dr. M. ViniKumari M.A., M.Phil., Ph.D.	<i>2nd</i>	<i>2nd</i>		
17	Dr. K. Priya M.A., Ph.D. SET.	<i>P</i>	<i>P</i>		
18	Dr. S. Shanthi M.A. M.Phil., Ph.D.	<i>S</i>	<i>S</i>		
19	Dr.R.Subha M.A.,B.Ed.,M.Phil.,P.hD.	<i>for</i>	<i>for</i>		
20	Dr. V.M Ambika M.A., M.Phil, M. L.I.S., Ph.D.	<i>for</i> <i>M.L</i>	<i>for</i> <i>M.L</i>		
21	Dr. S. Sowndhri M.A., M.Phil, NET, Ph.D	<i>for</i> <i>S.S</i>	<i>for</i> <i>S.S</i>		
22	Ms.M.Iyyammal M.A., M.Phil, SET	<i>M.I</i>	<i>M.I</i>		
	<b><u>Department of Hindi</u></b>				
23	Dr. Ranjana Rai B.Ed., M.A., Ph.D., PGDJ (Hindi) P.G. Dip (Translation).	<i>R.Rai</i>	<i>R.Rai</i>		
	<b><u>Department of Sanskrit</u></b>				
	<b><u>Department of French</u></b>				
24	Ms. K.V. Kameshwari M.A. (English), M. Phil., (French), B.Ed., IELT, PGDTA, D.C.A., Diploma in German.	<i>K</i>	<i>K</i>		
	<b><u>Department of Biochemistry &amp; PG</u></b>				
	<b><u>Department of Bioinformatics</u></b>				
25	Dr. R. Manimekalai M.Sc., M.Tech., Ph.D.	<i>Manimekalai</i>	<i>Manimekalai</i>		
26	Ms. J.Premila M.Sc, M.Phil. SET.	<i>Paul</i>	<i>Paul</i>		
27	Dr. B. Brindha Banu M.Sc., M.Phil., SET. Ph.D.	<i>B</i>	<i>B</i>		
28	Dr. M. Durga M.Sc., M.Phil., Ph.D., SET.	<i>M</i>	<i>M</i>		
29	Ms. Sandhya .P M.Sc.	<i>S</i>	<i>S</i>		
30	Ms. Ramya .M M.Sc.	<i>M.R</i>	<i>M.R</i>		
31	Dr. Fathima Bushra.M M.Sc., Ph.D	<i>F</i>	<i>F</i>		
32	Dr.M. Nishandhini M.Sc.,M.Phil., Ph.D	<i>N</i>	<i>N</i>		

33	Dr. B. Sabana M.Sc., M.Phil., Ph.D.				
	<b><u>Department of Microbiology (UG &amp; PG)</u></b>				
34	Dr. D. Lakshmi Priya M.Sc., M.Phil., Ph.D., SET.				
35	Dr. V. Nithyakalyani M.Sc., M.Phil., Ph.D.				
36	Dr. C. Banu Rekha M.Sc., M.Phil., NET., SET., Ph.D.				
37	Dr. R. Vidhyalakshmi M.Sc., M.Phil, Ph.D.				
38	Dr. Shahin Banu, M.Sc., M.Phil, Ph.D.				
39	Ms. M. G Anu M.Sc				
40	Dr. S. Sai Subhashini M.Sc., Ph.D				
41	Ms. Preethi.S M.Sc				
42	Dr. K. Ghana Priya M.Sc., Ph.D.				
	<b><u>Department of Computer Science &amp; PG</u></b>				
	<b><u>Department of IT</u></b>				
43	Mrs. V.R. Viju M.Sc. (CS), M.Phil., SET.				
44	Mrs. K. Ganga Devi MCA., M.Phil., B.Ed.				
45	Ms. H. PushpaLatha M.C.A., M.Phil.				
46	Ms. Soundarya MCA				
47	Ms Sruthi .B M.Sc., M.Phil				
48	Ms. D. Thenmozhi M.C.A., M.Phil., SET				
49	Ms. Divya .D M.Sc				
	<b><u>Department of Mathematics</u></b>				
50	Dr. V. Agnes Lavanya M.Sc., M.Phil., SET., Ph.D.				
51	Dr. P. Lakshmi Gayathri M.Sc. SET. Ph.D.				
52	Dr. V. Vishnupriya M.Sc., M.Phil., Ph.D.				
53	Ms. R. Pamila M. Sc., M.Phil.				
54	Ms. C. Preethy, M.Sc.,				
55	Ms. A. Muthulakshmi M.Sc., M.Phil.				
56	Dr. N.R. Yamuna M.Sc., M.Phil., Ph.D (stats)				
	<b><u>Department of Psychology</u></b>				
57	Dr. Ragitha M.Sc., Ph.D., SET, NET.				


58	Ms. N. Datchyaayane M.Sc. NET.	for ds	for ds		
59	Ms. Malarvizhi. M M.Sc.	for ds	for ds		
60	Ms. Amrin Fowzi.S M.Sc.				
61	Ms.H.Humera Begum M.Sc.				
62	Ms.S.Ponrathi M.Sc.				
63	Ms. Shree Swathi Bhavani M K M.Sc. Counselling Psychology	for ds	for ds		
64	Ms. Mithila Lakshmi M.Sc Counselling Psychology				
<b><u>Department of BCA</u></b>					
65	Mrs. N.S. Kothai MCA., M.Phil. SET, NET.	N.S.K	N.S.K		
66	Mrs. P. Renuka M.Sc. (CT), M.Phil. (Department In-charge)	P. Renuka	P. Renuka		
67	Mrs. L.S. Kavitha MCA., M.Phil.	L.S.K	L.S.K		
68	Ms. T. Tulasi MCA, M.E.	T.V	T.V		
69	Ms.S. Archana BCA, MSc(IT), M.Phil	Archana	Archana		
70	Ms. Meenakshi .A BCA., MCA.	Meenakshi	Meenakshi		
71	Ms. R. T. Reshma Hashmi M.Sc. IT	Reshma	Reshma		
72	Ms. D. Deepika MCA	Deepika	Deepika		
73	Ms. Sumathi S M.Sc. Information Technology	Sumathi	Sumathi		
74	Ms R. Nandhini M.Sc.IT	Nandhini	Nandhini		
<b><u>Department of Commerce - General</u></b>					
75	Ms. E. Nirmala M.Com., M. Phil., SET.	E.Nirmala	E.Nirmala		
76	Ms. V. Subathra M.Com., B.Ed., M.Phil	V.S	V.S		
77	Ms.M.M.Rabiyathul Badaviya M.Com.,M.Phil.,	MMPB	MMPB		
78	Ms. M.S. Asma Fathima M.Com., M.Phil.,	Asmafathima	Asmafathima		
<b><u>Department of Accounting &amp; Finance</u></b>					
79	Mrs. K. Banumathy M.Com., M.Phil., NET.	K.Banumathy	K.Banumathy		
80	Ms. A. Nivedha M.Com.	A.Nivedha	A.Nivedha		
81	Dr. C. Nithya M.Com., M.Phil., SET., Ph.D., PGDHE	C.Nithya	C.Nithya		

82	K. S Pavithra M.Com.	Pam	Pam		
<b><u>Department of Corporate Secretaryship</u></b>					
83	Dr. K. Sucharitha M.A., MBA.	Se	Se		
84	Ms. S.Selvi MBA., M.Phil	Se	Se		
85	Ms. M. Anu Gayathri M.Com. NET	Anu	Anu		
86	Ms. R. Anithadevi M.Com., M.Phil.	Anu	Anu		
<b><u>Department of Business Administration &amp; Human Resource Management</u></b>					
87	Dr. K. Latika MBA., M.Com., M.Phil. (Com), MHRM., M.Phil. (Mgmt), Ph.D., SET., NET.	Lk	Lk		
88	Mrs. M. Vijayaselvi MBA	For VSV	For VSV		
89	Dr. S. Nalini Devi, MBA., Ph.D.	For NDA	For NDA		
90	Ms. A. Kaviya Priya. MBA., M.Phil.,PGDPR	For KPH	For KPH		
91	Ms. Kaavya .V MBA, NET	For KVA	For KVA		
92	Ms. M. Shalini B.E., MBA, M.Phil, (Ph.D)	For SM	For SM		
93	Ms. Dharmasamvardhini .T M.Com.	For DSV	For DSV		
94	Dr. D. Jamuna Rani M.A. M. Phil., Ph.D.	D.JR	D.JR		
<b><u>Department of Natya</u></b>					
95	Dr. Sujatha Mohan M.A., M.Phil.,(Sanskrit), MFA (BharataNatya), Ph.D. (Natya), P.G. Dip.(Yoga)	For SJM	For SJM		
96	Ms. S. Suganya M.A	For SS	For SS		
97	Ms. P.Harini M.A. Natya	For PH	For PH		
98	Ms. Swati Athmanathan, MA. Natya, NET	For SA	For SA		
<b><u>Department of Visual Communication</u></b>					
99	Ms. S. Pavithra M.Sc. (Electronic Media), M. Phil.	SP	SP		
100	Ms. <del>Ra</del> <sup>Re</sup> thi Chithra	RA RCH	RA RCH		
101	Ms. V. Poornima M.Sc Electronic Media	VP	VP		
<b><u>Department of Physical Education</u></b>					
102	Dr. R. Selvarani M.P.Ed., M.Phil., Ph.D.	RS	RS		













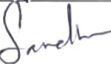











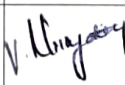
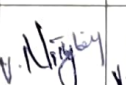
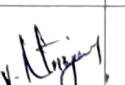










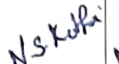






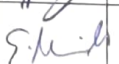
	<b><u>Department of Library Science</u></b>				
103	Dr. N. Thilagavathy MCA., MLIS., M.Phil., Ph.D.	<i>TS</i>	<i>TS</i>		
	<b><u>SHIFT – II</u></b>				
	<b><u>Shift – II – Coordinator</u></b>				
1	Dr. Ragitha M.Sc., Ph.D., SET., NET.	<i>✓</i>	<i>✓</i>		
	<b><u>Department of English</u></b>				
2	Dr. S. Uma Maheswari M.A., M.Phil., Ph.D.	<i>Xeenu</i>	<i>Xms</i>		
3	Ms. K. Jyothi M. A M. Phil	<i>Jyothi</i>	<i>Jyothi</i>		
4	Ms. M. Abhaya M.A. M. Phil	<i>Abhaya</i>	<i>Abhaya</i>		
5	Ms. Shivani Hariharan M.A.	<i>Shivani</i>	<i>Shivani</i>		
	<b><u>Department of Tamil</u></b>				
6	Dr. K. Sathyapriya M.A., M.Phil., Ph.D. SET, NET	<i>Sathyapriya</i>	<i>Sathyapriya</i>		
7	Dr. P. Sharmila M.A., M.Phil., Ph.D., SET.	<i>Sharmila</i>	<i>Sharmila</i>		
8	Ms. K. Divya M.A.,M.Phil., NET.	<i>Divya</i>	<i>Divya</i>		
9	Dr. C. Maheswari M.Ed.,M.Phil.,NET.,SET.,Ph.D	<i>Maheswari</i>	<i>Maheswari</i>		
10	Ms. Gayathri K M.A. M.Phil.,	<i>Gayathri</i>	<i>Gayathri</i>		
11	Ms. Aritha M.A. NET	<i>Aritha</i>	<i>Aritha</i>		
12	Ms. Anusiya M.A., B.Ed.,	<i>Anusiya</i>	<i>Anusiya</i>		
	<b><u>Department of Computer Science</u></b>				
13	Ms. J. SahayaSheebaMangalam M.Sc., M. Phil, B.Ed., SET.	<i>@</i>	<i>@</i>		
14	Ms. Kapila Kaviya MCA, M.Phil	<i>Kapila</i>	<i>Kapila</i>		
15	Ms. Gayathri .K, B.Tech, M.E.	<i>Gayathri</i>	<i>Gayathri</i>		
16	Ms. K. Krithika, M.Sc. (IT) NET	<i>Krithika</i>	<i>Krithika</i>		
17	Ms. R. Anitha Prabha MCA, M.Phil	<i>Anitha</i>	<i>Anitha</i>		
	<b><u>Department of BCA</u></b>				
18	Ms. L. Poongothai, M.Sc., B.Ed.	<i>Poongothai</i>	<i>Poongothai</i>		
19	Ms.S.Anusuya M.Sc, B.Ed. M Phil.	<i>Anusuya</i>	<i>Anusuya</i>		
20	Ms. R. Srividhya M. Sc. I.T.	<i>Srividhya</i>	<i>Srividhya</i>		
21	Ms. Senthamil Selvi .E MCA	<i>Senthamil</i>	<i>Senthamil</i>		

22	Ms. Selin Chandra .C.S M.C.A. M.Phil.	Selin	Selin
23	Ms.M.Kokila	M.Kokila	M.Kokila
24	Ms. B. Malarvizhi MCA	B. Malarvizhi	B. Malarvizhi
25	Ms. Sajeetha Begum .I, M.Sc. B.Ed	Sajeetha Begum	Sajeetha Begum
26	Ms. V. Jenifar M.Sc	V. Jenifar	V. Jenifar
<b><u>Department of Mathematics</u></b>			
27	Ms. J. Preethika Rangasayee M.Sc., M.Phil., SET.	J. Preethika	J. Preethika
28	Ms. G.Sangeetha M.Sc M.Phil.	G.Sangeetha	G.Sangeetha
29	Ms.S.Ramya M.Sc M.Phil.	S.Ramya	S.Ramya
30	Ms. Uma M.Sc., M.Phil	Uma	Uma
31	Ms. Subhashiny M.Sc. M.Phil	Subhashiny	Subhashiny
32	Ms. K. Venmani Priya M.Sc., M.Phil. (Stats.)	K. Venmani Priya	K. Venmani Priya
33	Ms. R. Krithika M.Sc	R. Krithika	R. Krithika
<b><u>Department of Commerce</u></b>			
34	Ms G. Kavitha B.A.(C.S), M.Com, M.Phil, MBA	G. Kavitha	G. Kavitha
35	Ms. S.Pavithra M.Com	S.Pavithra	S.Pavithra
36	Ms. M. Janani M.Com., M.Phil.	M. Janani	M. Janani
37	Ms. Uma.S M.A., M. Phil., SET.	Uma.S	Uma.S
38	Ms.Sindhuja M.Com., MBA., M.Phil., NET	Sindhuja	Sindhuja
<b><u>Department of Accounting &amp; Finance</u></b>			
39	Ms. J. Divya M.Com., M. Phil.	J. Divya	J. Divya
40	Ms. J. Shama Afrin M.Com.,M.Phil.	J. Shama Afrin	J. Shama Afrin
41	Ms. Indumathy .C M. Com	Indumathy	Indumathy
42	Ms. S. Mohana Priyanka MBA.,M.Com.,M.Phil	S. Mohana Priyanka	S. Mohana Priyanka
<b><u>Department of Corporate Secretaryship</u></b>			
43	Ms. K. Renuka M.Com., M. Phil.	K. Renuka	K. Renuka
44	Ms. R. Supreetha M.Com.,	R. Supreetha	R. Supreetha
45	Ms. S. Shankari M.Com., M. Phil.	S. Shankari	S. Shankari
46	Ms. Evangelin Rajbharath M.Com	Evangelin	Evangelin

	<b><u>Department of Bank Management</u></b>				
47	Ms.R. Koteswari M. Com., M. Phil	<i>R.Koteswari</i>	<i>R.Koteswari</i>		
48	Ms. Sheeba Fathima M.Com., M.Phil.	<i>S.Fathima</i>	<i>S.Fathima</i>		
49	Ms. K. Kokilavani M.Com.	<i>K.Kokilavani</i>	<i>K.Kokilavani</i>		
50	Ms. Rushmi Durairajan M.Com Banking & Insurance	<i>R.Durairajan</i>	<i>R.Durairajan</i>		
	<b><u>Department of Business Administration &amp; Human Resource Management</u></b>				
51	Ms. V. Visalakshi M.A., M.Phil.	<i>V.Visalakshi</i>	<i>V.Visalakshi</i>		
52	Ms. A. Lavanya Bharathi M.Com.	<i>A.Lavanya</i>	<i>A.Lavanya</i>		
53	Ms.S.Deepikalakshmi M.Com., MBA	<i>S.Deepikalakshmi</i>	<i>S.Deepikalakshmi</i>		
	<b><u>Department of Microbiology</u></b>				
54	Mrs. D. Mahalakshmi M.Sc., M.Phil., NET., SET.	<i>D.Mahalakshmi</i>	<i>D.Mahalakshmi</i>		
55	Ms. S. Preetha, M.Sc., M.Phil., TNSET.	<i>S.Preetha</i>	<i>S.Preetha</i>		

 <p style="text-align: center;"><b>Dr. MGR-JANAKI COLLEGE OF ARTS &amp; SCIENCE FOR WOMEN</b> SRIKALYANIPURAM, PATTINAM AN ISO 9001:2015 CERTIFIED INSTITUTION Affiliated to the University of Madras</p>		<b>HOD MEETING</b>	
<b>Document ID:</b>	<b>MJC/2022-23/ EVEN / COL/HM/CIR</b>	<b>Document Name:</b>	<b>CIRCULAR</b>


**SHIFT I & II**

S.No	Name	Department	21.12.22	27.02.23	27.04.23
1	Dr. R. Manimekalai	Principal			
2	Dr. Lakshmi Balaji	Vice Principal			
3	Dr. V.C. Shanthi Lakshmi	Dean - Academics			
4	Dr. Apitha Sabapathy	Dean – Students	Leave	Leave	Leave
5	Dr. Ragitha Radhakrishnan	Co-ordinator (Shift – II)			
6	Ms. Sandhya	Bioinformatics (PG)			
7.	Ms. Ramya	Biochemistry (UG)			
8	Ms. K. V. Priya (Dept. In-charge )	English			
9	Dr. D. Lakshmi Priya	Microbiology (PG)			
10	Dr. V. Nithyakalyani	Microbiology (UG)			
11	Ms. V.R. Viju	Computer Science			
12	Dr. V. Agnes Lavanya	Mathematics			
13	Dr. Ragitha Radhakrishnan	Psychology			
14	Ms. N.S. Kothai	BCA			
15	Dr. K. Latika	BBA			
16	Dr. E. Nirmala	B. Com (G)			




















































17	Ms. K. Banumathy	B. Com (AF)	leave	leave	leave		
18	Dr. K. Sucharitha	B. Com (CS)	Sucharitha	Sucharitha	Sucharitha		
19	Ms. S. Pavithra	Visual Communication	S.P.	S.P.	S.P.		
20	Dr.Sujatha Mohan	Natya	for P.H.	for P.H.	for P.H.		
21	Dr. R. Selvarani	P D	P.H.	P.H.	P.H.		
22	Dr.Thilagavathy	Library	MS	MS	MS		
23	Dr.RanjanaRai	Hindi	R.Rai	R.Rai	R.Rai		
24	Dr.GayathriPreethy	Sanskrit	leave	leave	leave		
25	Ms Kameeshwari	French	K.	K.	K.		

**SHIFT II**

S.No	Name	Department	22.12.22	28.02.23	27.04.23		
1	Dr.Ragitha Radhakrishnan	Co-ordinator	R.R.	R.R.	R.R.		
2	Dr.K.Sathyapriya (Dept.In-charge)	Tamil	G.S.	G.S.	G.S.		
3	Ms.Poongothai	BCA	P.	P.	P.		
4	Ms.Sheeba	Computer Science	S.	S.	S.		
5	Ms.Preethika	Mathematics	P.P.	P.P.	P.P.		
6	Ms G. Kavitha	B.Com(G)	G.K.	G.K.	G.K.		
7	Ms. J. Divya	B.Com (AF)	D.D.	D.D.	D.D.		
8	Ms.Renuka	BCS	R.	R.	R.		
9	Ms.R.Koteswari	BBM	R.K.	R.K.	R.K.		
10	Ms.Visalakshi	BBA	V.	V.	V.		
11	Ms.N.S Kothai	Exam Committee	N.S.	N.S.	N.S.		

 <p style="text-align: center;"> <b>Dr. MGR-JANAKI COLLEGE OF ARTS &amp; SCIENCE FOR WOMEN</b>  <small>SATHI ABANAI M. RAMAIAH UNIVERSITY OF DISTANCE EDUCATION A-ISO 9001:2015 CERTIFIED INSTITUTION Affiliated to the University of Madras</small> </p>		<b>HOD MEETING</b>	
Document ID:	MJC/2022-23/ EVEN / COL/HM/ATT	Document Name:	ATTENDANCE



**FACULTY MEMBERS (SHIFT I & II)**

S.No	Name	Department	22.12.22	28.02.23	27.04.23		
1	Dr. R. Manimekalai	Principal					
2	Dr. Lakshmi Balaji	Vice Principal					
3	Dr. V.C. Shanthi Lakshmi	Dean - Academics					
4	Dr. Apitha Sabapathy	Dean - Students	Leave	Leave	Leave		
5	Dr. Ragitha Radhakrishnan	Co-ordinator (Shift - II)					
6	Ms. Sandhya	Bioinformatics (PG)					
7	Ms. Ramya	Biochemistry (UG)					
8	Ms. K. V. Priya (Dept. In-charge)	English					
9	Dr. D. Lakshmi Priya	Microbiology (PG)					
10	Dr. V. Nithyakalyani	Microbiology (UG)					
11	Ms. V.R. Viju	Computer Science					
12	Dr. V. Agnes Lavanya	Mathematics					
13	Dr. Ragitha Radhakrishnan	Psychology					
14	Ms. N.S. Kothai	BCA	 N.S. Kothai	 N.S. Kothai	 N.S. Kothai		
15	Dr. K. Latika	BBA					
16	Dr. E. Nirmala	B. Com (G)					
17	Ms. K. Banumathy	B. Com (AF)					
18	Dr. K. Sucharitha	B. Com (CS)					

19	Ms. S. Pavithra	Visual Communication					
20	Dr.Sujatha Mohan	Natya	For P.K.	For P.K.	For P.K.		
21	Dr. R. Selvarani	P D					
22	Dr.Thilagavathy	Library					
23	Dr.RanjanaRai	Hindi					
24	Dr.GayathriPreethy	Sanskrit	Leave	Leave	Leave		
25	Ms Kameeshwari	French					

### SHIFT II

S.No	Name	Department	22.12.22	28.02.23	27.04.23		
1	Dr.Ragitha Radhakrishnan	Co-ordinator					
2	Dr.K.Sathyapriya (Dept.In-charge)	Tamil	Gsa.	Gsa.	Gsa.		
3	Ms.Poongothai	BCA	L Poon	L Poon	L Poon		
4	Ms.Sheeba	Computer Science					
5	Ms.Preethika	Mathematics					
6	Ms G. Kavitha	B.Com(G)	For	For	For		
7	Ms. J. Divya	B.Com (AF)					
8	Ms.Renuka	BCS					
9	Ms.R.Koteswari	BBM					
10	Ms.Visalakshi	BBA					
11	Ms.N.S Kothai	Exam Committee					

 <b>Dr. MGR-JANAKI</b> College of Arts and Science for Women <small>"Excellence Through Diligence"</small> 		<b>HOD's MEETING</b>	
<b>Document ID:</b>	<b>MJC/2022-23 / COL/HM/6/CIR</b>	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	<b>21.12.2022</b>		

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

**Agenda of the meeting:**


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

  
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 <b>Dr. MGR-JANAKI</b> College of Arts and Science for Women <i>"Excellence Through Diligence"</i>		<b>HOD's MEETING</b>	
Document ID:	MJC/2022-23/COL/ HM/6/ MOM	Document Name:	MINUTES OF THE MEETING
Date	22.12.2022		
Timing:	11:30 am -12:00 pm		

### MINUTES OF THE MEETING

HOD's meeting was convened by the Principal.

- Department's should submit the name list of the students, interested in singing & dancing for the college team by 23.12.22.
- Only one official Whats app group must be maintained for each class.
- Teachers are instructed to post the information shared in a faculty group with the students without fail.
- All staff must have mgrjanaki.ac.in domain, all the online class link must be posted only from the official id, any queries to be discussed with Ms Kothai of BCA department.
- Online class schedules should be posted in respective groups in the defined format, classes must be conducted regularly in the stipulated timings.
- Kindly inform the parents about the students not attending the online classes. For I & II years revision classes for Lang and English, major and allied classes for even semesters should be taken.
- Convocation, college day, sports day & cultural tentatively will be in January 2023
- Club activity and department report for this semester should be submitted
- All departments must conduct the seminar or workshop for this academic year before January 2023.
- Master mark register, attendance register, log book must be maintained neatly.
- University inspection is to be expected in January 2023, all documents and registers must be maintained and updated .
- "Chennai Literary Fest" is on 4<sup>th</sup> January, Ms Annalakshmi of English department, Dr Sowndhari of Tamil department are in-charge of the events. Department must send the students volunteers name list.
- Natya and other language department book requirements must be updated to the Librarian.
- Invigilators must be vigilant while doing university invigilation. Invigilation date list must be checked by the invigilator properly.
- Online entry must be done properly without mistake, heads of the departments must check before submitting to the exam committee.
- First year class teachers inform the students to bring the hall tickets on the date of exam, failing which a fine of Rs 100 will be collected to issue the duplicate hall ticket.
- Strict action will be taken when the students are found doing malpractices in the examination hall by the university squad team.



  
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 <b>Dr. MGR-JANAKI</b> College of Arts and Science for Women <small>"Excellence Through Diligence"</small> 		<b>HOD's MEETING</b>	
<b>Document ID:</b>	<b>MJC/2022-23 / COL/HM/7/CIR</b>	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	<b>27.02.2023</b>		

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

**Agenda of the meeting:**

- Discussion about Fee collection
- Information regarding PTA meeting
- General instruction about discipline
- Information about the Naan Mudhalvan classes
- Notice period for faculty members



  
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Document ID:	MJC/2022-23/COL/ HM/7/ MOM	Document Name:	MINUTES OF THE MEETING
Date	28.02.2023		
Timing:	11:00 am -12:30 pm		

### MINUTES OF THE MEETING

HOD's meeting was convened by the Principal.

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



  
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<b>Document ID:</b>	<b>MJC/2022-23 / COL/HM/8/CIR</b>	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	<b>26.04.2023</b>		

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

**Agenda of the meeting:**

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

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<b>Document ID:</b>	MJC/2022-23/COL/ HM/8/ MOM	<b>Document Name:</b>	MINUTES OF THE MEETING
<b>Date</b>	27.04.2023		
<b>Timing:</b>	1:00 -1:30 pm		

### MINUTES OF THE MEETING

HOD's meeting was convened by the Principal.

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



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

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

**Agenda of the meeting:**

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

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 <b>Dr. MGR-JANAKI</b> College of Arts and Science for Women <small>"Excellence Through Diligence"</small>		 <b>STAFF MEETING</b>	
<b>Document ID:</b>	<b>MJC/2022-23 / COL/SM/3 /MOM</b>	<b>Document Name:</b>	<b>MINUTES OF THE MEETING</b>
<b>Date</b>	<b>28.03.2023</b>		
<b>Timings</b>	<b>12:30-1:30 pm</b>		


### MINUTES OF THE MEETING

HOD's meeting was convened by the Principal.

- Departments with fee defaulters in the III years to pay the fees as early as possible.
- Last date to pay fees for the academic year 2023 – 2024 will be March 30, 2023.
- The internal assessment answer books should be evaluated sincerely with proper marks break-up.
- Remedial classes for failures in the University Exam to be conducted.
- Departments should prepare the documents for NAAC and Internal Audit as per the criteria suggested.
- Students should be on time to class after the break hours and teachers who are free after the break should ensure that the students do not roam in the campus after the break.
- Exam committee details will be communicated through meetings and there will not be personal meetings held for each staff. Exam fee should be collected and make students aware that the students pay the college fee and exam fee before online registration.
- Teachers should enroll themselves in any of the professional bodies pertaining to their department.
- Conduct intercollegiate activities which will give more exposure and subject knowledge to the students.

  
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<b>Document ID:</b>	<b>MJC/2022-23/COL/SM/4/CIR</b>	<b>Document Name:</b>	<b>CIRCULAR</b>
<b>Date</b>	<b>11.05.2023</b>		

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

**Agenda of the meeting:**

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

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 <b>Dr. MGR-JANAKI</b> College of Arts and Science for Women <small>"Excellence Through Diligence"</small>		<b>STAFF MEETING</b>	
<b>Document ID:</b>	<b>MJC/2022-23/COL/SM/4/MOM</b>	<b>Document Name:</b>	<b>MINUTES OF THE MEETING</b>
<b>Date</b>	<b>12.05.2023</b>		
<b>Timings</b>	<b>11:00am</b>		

### MINUTES OF THE MEETING

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

<b>STAFF NAME</b>	<b>IN-CHARGE</b>
Dr. Ragitha Radhakrishnan	Shift II (Co-ordinator)
Ms.Banumathy	Shift II (In-charge for Commerce Dept)
Ms.Sheeba	Shift II (In-charge for Comp.Sci & BCA)
Ms.Sarjana	Natya Dept (In-charge)
<b>Staff Secretary</b>	

Ms.Viju	Shift I
Ms.Visalakshi	Shift II
<b>Senate In-charge</b>	
Dr.Bridha Banu	Shift I
Ms Humera	Shift I
Ms. Mahalakshmi	Shift II
<b>Placement</b>	
Ms.Preethika	Shift II
Ms.Pavithra	Shift I
Ms.Anu	Shift I
Ms Preethi	Shift I
Ms Uma	Shift II
Ms.Srividhya	Shift II
<b>Alumae In- charge</b>	
Ms Sandhiya	Shift I
<b>NAAC In- charge</b>	
Dr. Ragitha Radhakrishnan	
Dr.Latika	
Ms.Nirmala	
Ms.Uma Maheshwari	
<b>Exam Committee</b>	
Ms.Kothai	Shift I
Ms.Premina	Shift I
Ms.Preethy	Shift II
Ms.Meenakshi	Shift I
Ms.Reshmi	Shift I
Ms.Renuka	Shift II
<b>Advisor Advisee In- charge</b>	
Dr.Durga	Shift I
Ms.Kavitha	Shift II
<b>Eye Opener In- charge</b>	
Ms.Nithya	Shift I
Ms.Abiya	Shift II
<b>Sports</b>	
Dr.Selva Rani	
<b>Disciple committee</b>	
Dr. Agnes	Shift I
Dr Ghana Priya	Shift II

Dr Sharmila	Shift II
<b>Calender</b> Dr.Nithyakalyani	Shift I
<b>Magazine</b> Dr.Sucharitha	Shift I
<b>Certificate Course</b> Ms.Sruthi	Shift I
<b>NME &amp; Bridge Course</b> Ms.Akshaya	Shift I
<b>Extension activities</b>	
<b>Rotaract</b> Ms. Sarjana	Shift-I
<b>NSS</b> Dr. C.Banu Rekha (Unit-I) Ms Muthu lakshmi (Unit-II)	Shift-I
<b>RRC</b> Dr. Shabana Ms. Haritha	Shift-I Shift-II
<b>YRC</b> Ms.Hamren Ms.Divya	Shift-I Shift-II
<b>Foreign Students</b> Ms.L.S.Kavitha	
<b>Special student In-charge</b> Dr.Sathya priya	
<b>Book Exhibition</b> Dr.Thilakavathy Ms.Rajeshwari	
<b>Anit-ragging Committee</b> Dr.V.C Santhi Lakshmi Dr.Abitha Sabapathy	
<b>Attendance In-charge</b> Ms.Kavya Priya Ms.Venmani Priya	Shift-I Shift-II
<b>Scholarship In-charge</b> Ms.Ganga Devi	Shift-I
<b>Log Book In-charge</b> Dr.Lakshmi Priya Ms.Divya	Shift-I Shift-II
<b>Insurance In-charge</b> Dr. Nithya Ms.Deeepika	Shift-I Shift-II
<b>ICT Academy</b> Dr.Nirmala Ms G.Kavitha	Shift-I Shift-II
<b>Furniture In-charge</b> Dr.Vini Kumari Dr.Shankari	Shift-I Shift-II

<b>Computers In-charge</b> Ms.Anusuya	Shift-II
<b>UG Projects In-charge</b> Ms.Selvi Ms Kokila	Shift-I Shift-II
<b>Naan mudhalvan Thittam</b> Ms.Preethika	Shift-II
<b>Pudhumai Penn Thittam</b> Dr.Lakshmi Gayathri	Shift-II
<b>SAI Academy</b> Dr.Lakshmi Priya Dr.Bridha banu	Shift-I Shift-II

#### **Exam Committee:**

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

#### **About College Fees:**

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

#### **Instruction for the Invigilators:**

1. Reporting Time for the Invigilators for the forenoon session is 9 am and for the Afternoon session is 1 pm.
2. Arts block Room No. 6 will be the control room for April exams. Invigilators can collect and submit the answer booklets, seating plan and other necessary requirements from A6 for the exams. Also kindly check the count of the answer booklet and cover
3. Invigilators can make the necessary changes with their own departments or with other departments if they are unable to come on the scheduled date. Do not hand over the duty to the exam committee.
4. Invigilators are required to sign the hall allocation book, note down the Exam Hall, Strength of the Hall may be 30 to 33. If it is more than 40 we will send one member to the exam hall for assistance initially.
5. After collecting the materials (Attendance sheet, seating plan and Answer booklets) from the Exam Cell, please proceed to the exam hall directly with blue and red pen. Do not take reading materials and cell phones during invigilation to the Exam hall.
6. Clearly write all the essential details on the black board and also the complete register number on the table.
7. Invigilators should thoroughly check the ID card, Hall ticket, hand, handkerchief, pouch and calculator of the candidate. Only Transparent pouches and water bottles will be allowed. Also check if she has ear pods.
8. All the candidates should bring their hall ticket and ID card to the exam hall, failing which they should be directed to the conference hall for getting the temporary ID cards or Hall tickets. Students must wear the ID card.
9. From 9.30 a.m onwards students can be allowed into the hall. Answer booklets can be distributed to the candidates and help them to fill up the front page details.

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

**Instruction for the Squad duty:**

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

  
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