



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



SATHYABAMA MGR MALIGAI

11 & 13, Durgabai Deshmuk Road, Raja Annamalai Puram, Chennai 600028  
+91 44 2493 7582 / 2493 7392 e-mail : admin@mgrjanaki.ac.in / visit us @ www.mgrjanaki.ac.in

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

## EXAMINATION POLICY

- Dr. MGR Janaki College of Arts & Science for Women is affiliated to the University of Madras. Hence the evaluation methods of the affiliating university are followed.
- Marks obtained in class seminars, assignments and continuous internal assessments and model Examinations are considered for internal evaluation.
- The marks obtained in the end semester examinations are recorded as external marks.
- The entire evaluation process is made known to all stakeholders and communication made by the university is announced as and when it is received.
- The college facilitates exam registration of the students in the university portal.
- The exam schedule for all Continuous Internal assessment and Model is notified in the college academic calendar.
- The College conducts three internal assessments and a model examination as scheduled by the Exam Committee of the college and the same is notified to the students in the academic calendar.
- The students can express their grievances with respect to internal examinations or marks to their respective department faculty. If they are not able to resolve the matter, they can approach the chief superintendent for grievance redressal.
- Marks are entered in the University portal under the direct supervision of the Exam Cell of the college.
- In a semester, the student who holds less than 75% attendance must pay condonation fee as prescribed by the University and receive permission to write the exam.
- The end semester dates are announced through circulars as soon as the notification comes from the University
- Hall tickets are downloaded from the University website and issued to the students on a prescribed date.
- Question papers are received from the University and are kept in strong security inside college premises.
- The exam cell plans and conducts the exams, and dispatches the answer booklets to the University for Evaluation.
- Exemptions, scribe facility and extra time during examination are provided for the Differently-abled students as per the instructions of the University.
- Retotalling or revaluation can be applied for as per instructions received from the university.





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## POLICY ON FINANCIAL ASSISTANCE FOR TEACHERS

- Dr. MGR-Janaki College of Arts & Science for Women recognizes the importance of continuous learning and professional development for its faculty members. The institution aims to support and encourage teachers in their academic pursuits by providing financial assistance for conference registrations, and towards membership fee of professional bodies and facilitating on-duty leave with salary for active participation in academic events.
- All faculty members are eligible to apply for financial assistance for conference registration fees and towards membership fee of professional bodies.
- Faculty members attending conferences, presenting papers, seminars, or workshops are entitled to on-duty leave with salary. Teachers must submit a request for on-duty leave well in advance to the Principal, specifying the dates and purpose of absence. Sanction of on-duty leave is subject to approval of the Principal.
- In case the teachers require financial support, they have to submit an application to the Principal, detailing the conference/event information, purpose of attendance, and the expected benefits to their professional growth and the institution.
- The management will review the applications received. Financial aid will be granted at the discretion of the management based on the relevance of the conference to the teacher's field of expertise and the institution's academic goals.
- The financial assistance and on-duty leave are subject to budgetary constraints and the discretion of the management. Approval is not guaranteed and is based on the merits of individual applications.
- Faculty members receiving financial assistance are required to submit a copy of certificate received to the Principal.

*Principal*





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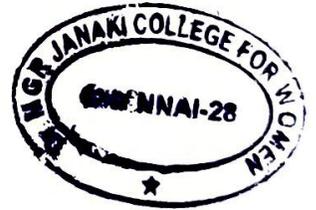
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## SCHOLARSHIP POLICY

- The Scholarship policy ensures that deserving students benefit from the various scholarships offered by government and non government agencies.
- The selection procedure involves application for consideration of partial /full tuition fee waiver for deserving students.
- The Heads of the Department recommend eligible candidates for any financial assistance. The Principal and the management shall scrutinize and approve the award of scholarship.
- Sports scholarship is instituted by the management for students who represent the college in any game/sport.
- Students recommended for scholarship should have minimum 70% attendance and should have scored good marks in the University semester examination.
- Students coming from economically and socially weak background are given fee concession on the discretion of the management..
- Students with speech and hearing impairment are given a fee waiver.





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## TEACHING LEARNING POLICY

- “Excellence through Diligence” is the motto of Dr. MGR-Janaki College of Arts and Science for Women. An orientation for faculty is given at the beginning of the academic year to ensure commitment and accountability on the part of the faculty.
- Students from diverse backgrounds are admitted. Orientation and Bridge course ensures their initiation into the system and periodical mentoring sessions ensure their holistic well being.
- The college curriculum includes teaching and learning within and outside the class to tap the potential of the students to their optimal capacity.
- The college has a clear teaching learning policy which forms the guiding framework for all academic activities throughout the course.
- During the orientation of first years into the UG/PG courses, the parents and students are informed of the syllabus structure and evaluation patterns, the expectations of the institution regarding attendance, course work, internal tests, examinations and assessment.
- Lesson plans are meticulously prepared and Principal ensures they are adhered to through periodical audit in coordination with the heads of departments.
- The units to be covered before every test/exam is charted out by the Examination Committee and this ensures balanced teaching and prompt completion of syllabus.
- Assignments and seminars are given to ensure students learn through multiple ways. ICT enabled teaching is also employed where required. Hybrid mode is adopted to keep in tune with the need of the hour
- Internships, Industrial visits, certificate courses, club activities, association activities seminars, workshops and conferences are regularly organized to add to the classroom learning. Faculty-in-charge periodically checks the progress in these aspects.



- The dates of internal tests and examinations as also the Parent-teacher meeting is mentioned in the calendar and this is religiously adhered to.
- The committee gives clarity about question paper pattern, mark allocation and mode of conduct well ahead for a systematic and consistent execution of tests/exams.
- Valuation is done and marks submitted to the exam committee as per schedule. This is followed by a meeting with parents to discuss the progress of their wards.
- Remedial classes are held for students in need of support outside class hours.
- Students with special needs are given support after class hours. Teachers undergo sign language to be able to communicate with students with speech and hearing impairment. Group hearing aid is given to teacher and students where they are more in number.
- Enrichment activities are aimed at involving students who have the capacity to imbibe more than the university prescribed syllabus
- Review of the teaching learning process is done systematically. Class Committee meetings are held regularly with all the faculty handling subjects and sample group of students to obtain feedback from students on teaching and appropriate corrective measures are taken and implemented immediately to enhance the learning process.
- Result analysis post exams is regularly done to evaluate the overall progress, problems if any are addressed immediately. Principal holds meetings with faculty department wise to ensure that teaching learning process is effective.

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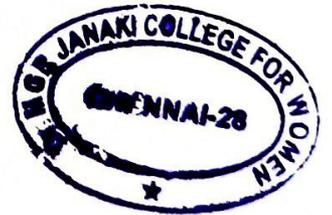
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## DOCUMENT ON MEDIA POLICY

- To enable the safe use of social media for the purposes of communication and engagement.
- Ensure that all staff members use social media responsibly so that the confidentiality of students, staff and the reputation of the institution is safeguarded.
- The policy applies to personal media platforms such as networking sites (e.g. Facebook, Google Chat), blogs, microblogs such as Twitter, chat-rooms, forums, podcasts, open access, online encyclopedias such as Wikipedia and content sharing sites such as Flickr and YouTube.
- Staff and students should be aware that there are a number of legal implications associated with the inappropriate use of social media. Liability can arise under the laws of: Defamation , Copyright, Discrimination & Human Rights
- Any misuse of social media must be reported promptly to the Head of the institution, whether carried out by students, parents/guardians or staff members.
- All users must be aware that as soon as a post is made online, it is no longer within the private sphere or in the control of the original poster.
- Staff and students should not represent their personal views as those of the institution on any social medium.
- All programs /events are recorded and a press note with suitable photographs are sent to the press after scrutiny by the Head of the institution.

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## POLICY FOR THE DIFFERENTLY ABLED

This policy document has been prepared to ensure that all members of Dr.MGR Janaki College of Arts & Science for Women are aware of the facilities provided for the students with disabilities. The institution takes utmost care in providing a supportive environment for inclusive education of differently abled.

- Barrier free easy access to buildings, classrooms, library, laboratory and toilets.
- Ensuring equal participation of differently abled students in extracurricular and co-curricular activities.
- A mentor appointed to take care of the differently abled.
- Providing assistance through special classes beyond regular classes.
- Providing soft skill training programs to enhance job opportunity.
- Regular meeting with the parent to discuss the progress of the ward.
- Train students in dance and theater to showcase their talents.
- Regular counselling sessions with mentor and the psychologist on campus.
- Providing assistance and facility needed for writing the university exam.
- Permitting the disabled students to use their personal assistive device.
- Updating the facilities available on campus for differently abled.
- Providing equal opportunities for differently abled students in sports and cultural activities.
- Providing the information brochure on facilities available in campus.
- All stake holders are given awareness about the facilities on campus for the differently abled.
- Adopting suitable methodology to teach the differently abled.
- Training teachers in different methodologies to teach differently abled





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## POLICY ON ADMISSION

The institution is affiliated to the University of Madras. 14 Undergraduate and 7 Post graduate programs are offered. Admission committee monitors the admission process.

*Admission Procedure:* Admission to program for the academic year commences in April and ends in June. Transparent and fair admission process based on merit is followed. Equal opportunity to all sections irrespective of socio- economic, cultural and educational upbringing is given during admission. Special students and students excelling in sports are given preference. The admission procedure for UG and PG program is ensured by strictly following the guidelines issued by the Government of Tamil Nadu and University of Madras.

### *UG admission:*

The Candidates who have passed Higher Secondary course , shall be able to join the first year of under graduate course subject to the stipulation that the candidate satisfy certain specific condition, if any, prescribed by the University of Madras for admission to the respective course. Students who have passed any other equivalent exam have to obtain the necessary eligibility certificate from the University of Madras.

### *PG admission:*

The Candidates who have passed Under graduate course conducted by the University shall be able to join the first year of Post graduate course subject to the stipulation that the candidate satisfy certain specific condition, if any, prescribed by the University of Madras for admission to the respective course. Students who have passed any other equivalent exam have to obtain the necessary eligibility certificate from the University of Madras.

### *International students:*

While admitting international students, it is ensured that the candidates holds a valid student visa to study in India and eligibility for admission. The students have to obtain necessary clearance from the Registrar, University of Madras with regard to eligibility of the candidate before confirming their admission.

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*Differently abled students:*

Differently abled are given preference in admission .Need based, Partial or full fee concession is provided by the Management. Disability certificate (Form IV) from State Resource Training Centre, Government of Tamilnadu and Medical certificate (Form 1V) from a Government registered medical Practitioner are essential for admission in this category.

*Sports:*

Athletes and outstanding sports persons are given preference and a fee concession is given by management during admission. They are provided with allowances and sports uniform for participation in sports events.

Following certificates have to be submitted during admission:

- Copy of the Provisional Mark statement of the qualifying examinations
- Original Transfer certificate
- Copy of the community certificate





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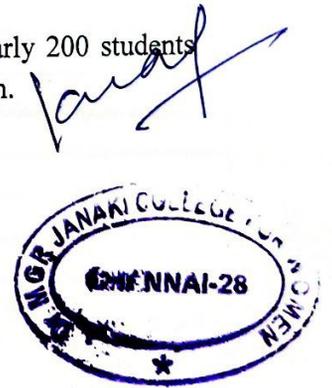
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## PLACEMENT POLICY

The Placement Cell facilitates in getting students placed in good companies, where they can start their careers.

- Final year students willing to be considered for campus placement should register in the prescribed format. Registered students only will be allowed to participate in the placement drive conducted in campus.
- Placement Cell facilitates students in career planning through various training programs such as student self-assessment test, mock interviews, mentors' interventions and employability scores.
- Guest lectures and trainings programs for enhancing employability such as resume building, group discussion and interview skills are organized.
- Invite firms/organizations for campus recruitment.
- Coordinate with mentors for students' preparedness for interviews and employment.
- Coordinate with various departments with regard to placement activities.
- Prepare the students to follow the placement schedule, job description and job location and apply for the same by filling in details in the prescribed form.
- The Placement cell acts as an information Centre for job openings in various government, public, private and start-ups sector organizations.
- Placement cell also helps in identifying organizations for project work and student internships.
- The College sponsors Civil Service Exam Coaching for nearly 200 students every year through Gurukulam at a cost of 15 lakhs per annum.





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## POLICY DOCUMENT ON E-GOVERNANCE

Implementation of e-governance helps in accelerated communication of data so that information flow is made easy inside the institution.

### *Objective :*

- To digitize the campus with e-governance system and ensure effective functioning in all areas of managing the institution.
- To ensure transparency and accountability in all operations in the institution
- To provide easy and quick access to information.
- To ensure continuous improvement of governance standards at all levels within our institution.
- To promote eco-friendly paperless culture in the campus.

### *Implementation of e-governance*

To implement e-governance in the following areas

- a) Admission process
- b) Planning and development
- c) Conduct of Examination and evaluation
- d) Teaching Learning process
- e) Student support activities
- f) Administrative purposes
- g) Financial Management
- h) Staff supportive activities (staff portal, attendance, publication details personal details)
- i) Library services

### *E-Governance Policy*

- In order to provide accessible, transparent, flexible and efficient e-governance, implement MIS (Management Information system) in all functional areas of the institution.
- Constantly upgrading technology and use ICT enabled teaching methodology.
- Updating of the institutional website.
- Using the Library Management system in library.
- A page on alumni registration in the website.





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## POLICY TO PRESERVE AND PROMOTE INDIAN CULTURAL HERITAGE

Dr. MGR-Janaki College of Arts & Science for Women shall strive to celebrate, preserve, and promote Indian art, culture, tradition, values and history by:

- Encouraging students to explore and appreciate various forms of Indian arts, including dance, music, theatre and visual arts.
- Organizing special lectures, cultural events, workshops, seminars, and exhibitions to showcase traditional Indian art forms and foster a deeper understanding among students and the community.
- Collaborating with renowned artists, scholars, and cultural organizations to provide students with exposure and practical experience in Indian arts.
- Ensuring the comprehensive development of students enrolled in the MA Natya five year integrated course through a holistic curriculum encompassing music, dance and theatre.
- Offering state-of-the-art facilities and resources, including dedicated studios, equipment, and expert faculty, to support the learning and growth of students.
- Facilitating opportunities for students to participate in national and international cultural events, competitions, and performances to hone their skills and gain exposure.
- Integrating Indian values, ethics, and historical perspectives into the academic curriculum across disciplines through offering certificate courses, fostering a sense of pride and appreciation for the rich heritage of India.
- Encouraging research and projects that delve into various aspects of Indian culture, enabling students to explore and contribute to the preservation and evolution of these traditions.
- Collaborating with local communities, NGOs, and cultural institutions to create outreach programs aimed at preserving and promoting indigenous art forms and traditions.
- Engaging in initiatives that support the socioeconomic development of traditional artisans, performers, and cultural practitioners, contributing to the sustainability of Indian art and culture.
- Encouraging students to actively participate in community service projects that promote and preserve Indian heritage, fostering a sense of responsibility and citizenship.

*Janaki*





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## POLICY ON RESOURCE MANAGEMENT

The management provides the best resources to the students and members of faculty towards fulfilling the vision and mission of the institution. Every year academic, administrative and other developmental activities are planned. The budget is then planned and funds are mobilized for the same.

*Financial resources of the institution are sourced from*

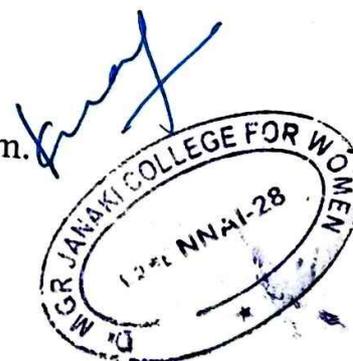
- Fees from the students
- Funds from the endowments

*Funds sanctioned by the management:*

- Funds needed to provide the infrastructure for new courses.
- Adequate funds allocated to introduce innovative teaching practices through conduct of faculty development programs. Funds to conduct interdisciplinary workshops and training programs that enhance teaching-learning.
- Financial support to faculty attending conferences, seminars, workshops. Financial support to all departments to organize seminars and conferences every year.
- Management sponsors the cost incurred to pay the salary of teachers of the free school for speech and hearing impaired in Ramapuram
- Full fee waiver for nearly 82 socially and economically back ward students identified by reputed NGOs every year.
- Fee concession is given for students who are on state/ national sports teams
- Fee concession is provided for students with special needs on the discretion of the management..
- Examination fee payable to the University for the students studying free is borne by the management.
- Provide funds for ESIC and Provident benefits for teaching and non-teaching faculty.

*Optimum utilization of funds:*

- Salary for faculty
- Student and staff welfare
- Purchase of equipment, books and periodicals
- Maintenance of infrastructure.
- College level activities
- Salary for staff of speech and hearing impaired school at Ramapuram.





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