



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



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

Affiliated to the University of Madras

IQAC Meeting 25.07.2019

- July 29th Monday Abdul Kalam Day will be celebrated.
- We can submit research proposals to NITI Aayog. Also check guidelines for RSNA.
- Check both 2015 to 2018 research guidelines.
- Funding for seminars will be given; Upto 5 Lakhs.
- Last date is August 1st to submit proposal to principal.
- ICMR is funding for all departments.
- On Aug 17th 100 staff should go to Anna University for International Seminar.

Rafique
IQAC COORDINATOR

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Heads Meeting 18.06.2019

- Thursday II and III years are starting college.
- Room allocation for Psychology is as follows:

I Year A2

II Year A15

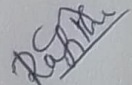
III Year A8

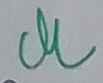
- III Years will have regular major papers. II Years will have soft skills in the first hour and EVS in last 2 hours.
- Soft Skill Schedule:

II Psychology will do Comp.Sc Soft Skills.

Personality enrichment is offered by Psychology to BCA and Comp.Sc based on Schedule given by Dr Uma Neela.

- Ms Raji from the department of English will teach Value Education.
- 28th of June, 2019 we will follow day order I for II years and III Years.
- I B.Com (G) and B.Com AF will have classes in Natya Block,
- I BBA will be their class along with 1-25 roll no's from BA Eng
- I B. Com CS will also be their class along with roll no's 26-50 from BA English.
- Psychology students will go for Eng Soft skill in Seminar hall.
- NME has to be handled by the respective departments.
- I Year soft skills will be conducted from 1 st to 8th July. 28th of June they will be in their Department.
- For Fee defaulters absent should be marked in register. They are allowed to attend class only after paying the college fees.
- 28th June , Bridge course should be conducted for all I years.
- All Conferences conducted should be interdisciplinary.
- All certificate issued to conference participants should have a serial number.
- Fee defaulters can meet the placemat in charge to check for part time job.


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Heads Meeting 24.06.2019

- Call and inform parents of Fees defaulters.
- Have volunteers to guide parents and students near gate on 27th. Read out instructions carefully.
- One copy of instruction will be signed by parents and students. The English version of instruction should be filed. Keep Venue ready. Get phone no's of both parents.
- Teachers have to come early to college, reach at 7.45 am.
- On 28th panel discussion on new Education policy discussion. Recommendation to be sent to 15 Ministries.
- Venue is theatre block heads should attend.
- Collect passport photos from teachers in saree.
- Get sticker photos from students
- Typed copy of receipt numbers.
- Commissions are going to happen for all departments.
- Student name list from each department has to be collected.
- July 6th or 13th, 2019 - start certificate course.

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Heads Meeting 06/12/2019

- Valuation has to be done after college hours (UNOM)-after 1.30-pm.
- Dec 16th Library seminar will be conducted.
- 2 students should attend the seminar plus registered faculty too should attend the seminar the entire day.
- 8th of Dec is alumni day.
- Reporting time for alumni day is 2.30 pm
- Registration desk will be allotted for each department.
- The alumni should be disciplined inside the auditorium.
- Department Alumni In-charge should collect the registration form
- Refreshments will be provided when they leave.
- Villaku mukkapu should face the east and lighting of lamp should be done in clockwise direction.
- Senate In charge is Dr Umashankari (Shift II).
- EVS will be handled by Bio and Micro Depts from 16th to 19th Dec.
- Christmas and MGR Remembrance Day will be conducted on Dec 23rd.
- Teachers should take care of discipline; ID cards are compulsory.
- 12th and 13th of December, 2019 Two day technical workshop on Intellectual Property Rights will be conducted. From 9 to 4.30 pm.

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Heads Meeting 20/12/2019

Student discipline must be checked. Students are loitering in the campus after 1.15pm.
Teachers kindly note.

Staff should inform the parents of students who take leave.

There should be cordial relationship between staff in the department.

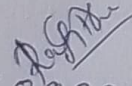
Staff should not be too friendly with students.

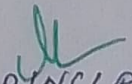
Exam committee schedule must be followed.

Announcements to be made in the class in first hour so that all students know.

Staff who avail leave should get prior permission from principal.

Dress code should be followed.


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Heads Meeting 21/01/2020

- 23rd Jan sports day, 7.30 am is the reporting time. For both students and staff.
- March past practice will be there today. Staff should monitor discipline.
- Tomorrow full day practice for March past and Zumba.
- Regular class from tomorrow.
- Shift I and Shift II will sit together.
- Refreshments for the students should be provided by the department.
- PTA form should be collected.
- Discuss about the internal marks to the students.
- 30th Jan we have leprosy awareness program.
- For rank holders go to Madras University and get the list.
- 27th February College Day will be conducted. Rank holders and Proficiency list should be made ready.

Rajitha

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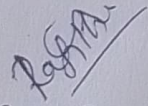
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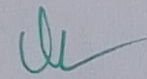


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General Staff Meeting 22.11.2019

- Wear ID Card daily.
- Teachers should not sit in class.
- Walk during invigilation. No Sitting.
- Don't Take mobiles to class or invigilation. If you have urgent calls leave phone in principal's office.
- No reading material in invigilation hall.
- Reporting time is 9 am.
- Write register numbers in board and desk.
- Learn to behave as teachers. Proceed to exam hall with red and blue pen.
- Timing for exam 10-1pm (FN Exam), 2-5 pm (AN Exam).
- A6 is the Exam Control room.
- Plan well in advance. No Excuse to exam committee. After collecting material proceed straight to the examination room.
- Squad should make sure students enter the hall on time.
- Check ID, Pouch, hand, Hall ticket of student.
- Take attendance from 10am or 2pm. Check all details in front page and then sign.
- Mark absent AAA in red.
- Double check Question paper.


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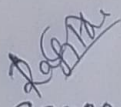
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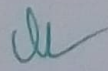


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General Staff Meeting 04.10.2019

- 8th October Vijaydashami celebration at 10 am.
- Circular must be sent to parents.
- Golu will be organised at Natya block at 10.30 am.
- Note to be sent to students on 9th.
- October 30th hall tickets will be issued.
- Instruct the students not to carry mobile phones.
- Every day spend 10 minutes for guidance of students.
- Unless its an emergency do not take leave. Avail prior permission . No sending msgs in last minute.
- If discipline committee teachers are taking leave should make alternative arrangements.
- Send articles for college magazines.
- Passed out batch students who have arrear should be informed from 14th to 23rd October.
- NME, Soft skill, VE arrear will be conducted on 23rd Oct 2019.
- Seating plans to be checked.


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