Marudhar Kesari Jain College for Women

(A Project of Sri Marudhar Kesari Jain Trust)

Recognised u/s 2(f) & 12(B) by UGC Act, 1956 - Permanently Affiliated to Thiruvalluvar University

Accredited by NAAC with "A" Grade (3rd Cycle) - An ISO 21001:2018 (EOMS) Certified Institution

INTERNAL QUALITY ASSURANCE CELL (IQAC) &
FACULTY DEVELOPMENT CELL

Organizes

FACULTY ORIENTATION PROGRAMME

INVITATION

MARUDHAR KESARI JAIN COLLEGE FOR WOMEN,
VANIYAMBADI

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Marudhar Nagar, Chinnakallipalli, Vaniyambadi -635751

INTERNAL QUALITY ASSURANCE CELL

&

FACULTY DEVELOPMENT CELL

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FACULTY ORIENTATION PROGRAMME

13.06.2023 to 17.06.2023

Time: 10.00 AM **Venue: Seminar Hall**

Sri. C. Lickmichand Jain
Secretary

Dr. M. Inbavalli
Principal

Dr. C. Nithya
IQAC Co-Ordinator

Dr. C. Pavithra & Dr. M. Charumathy
Convener

PRINCIPAL
Marudhar Kesari Jain College for Women
Vaniyambadi - 635 751

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AGENDA

Objectives

- Understand their roles and responsibilities as faculty members
- Familiarize themselves with the structure, functioning, rules, regulations and professional expectations.
- Explore pedagogical processes-aim of higher education, curriculum, instructional planning, classroom management, use of resources and assessment.
- Recognize the importance of self-development, socio-emotional development of students and the importance of nurturing ethics and values in higher education.

Syllabus

Module 1: University Regulations, Curriculum & Syllabus schemes. Roles and Regulations of MKJC.

Module 2: College Practices ISO, NAAC, Clubs & Committee, Scholarship, Management welfare for Faculty and Students.

Module 3: Time Management & Teaching Pedagogy, Lesson Plan, Work Diary, Slow learners, Toppers, Students Motivation, Students Grievance and Counselling.

Module 4: Laboratory Classes, Assessment, Demonstration, Stock Register and Safety Procedures.

Module 5: Feedback Systems, Suggestion Box, Library E - resources.

S. No	Topic	Name of the Faculty	Signature
1.	Time Management & Teaching Pedagogy	Dr. M. Inbavalli, Principal, MKJC	
2.	University Regulation, Curriculum & Syllabus Schemes	Dr. M. Gomathi, Head, PG & Research Department of Biotechnology	
3.	Rules and Regulations of MKJC, Management Welfare for Faculty and Students	Ms. B. Sakthimala, PRO & Assistant Professor PG & Research Department of Business Administration	
4.	College Practices, ISO, Feedback Systems, Suggestion Box	Ms. C. B. Sumathi Head, PG & Research Department of Mathematics	
5.	NAAC	Dr. C. Nithya Head, PG & Research Department of Commerce	
6.	Clubs & Committee	Ms. S. Semmalar Assistant Professor PG & Research Department of Mathematics	
7.	Scholarship	Mr. J. Karthick, Scholarship In charge, Office	
8.	Students Grievance and Counseling	Ms. S. Abirami Head, Department of Computer Applications	
9.	Lesson Plan, Work Diary, Slow Learners & Topper, Students Motivation	Dr. K. Priya, Head, Department of Computer Science	
10.	Laboratory Classes, Assessment, Demonstration, Stock Register And Safety Procedures	Dr. R. Jesu Jaya Sudan Research Head, PG & Research Department of Biotechnology	
11.	Library E- Resources	Ms. K. Kalaiyarasi Librarian	

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REPORT

Training Program for Laboratory Supporting Staff was organized by Faculty Development Cell on the topic **"FACULTY ORIENTATION PROGRAMME 2023-2024"** from 13.06.2023 to 17.06.2023. On the first day, the program started with the invocation of prayer song.

At the outset Dr. M. Charumathy, FDP Cell Co-ordinator & Assistant Professor, PG & Research Department of Biochemistry, MKJC welcomed the gathering with gladsome welcome address and the Felicitation was given by MS. C. B. Sumathi, Head & Assistant Professor, and Department of Mathematics.

On the first day, 13.06.2023, Dr. M. Inbavalli, Principal, gave a special talk on "Time Management & Teaching Pedagogy", where she elaborated on the need for teachers to be efficient in managing time and inculcating new methodologies via teaching, followed by Dr. M. Gomathi, Head & Assistant Professor, PG & Research Department of Biotechnology, who delivered the speech on the topic "University Regulation, Curriculum & Syllabus Schemes", via which she elaborated the norms of the university and the schemes of structuring the syllabus. Later Ms. B. Sakthimala, PRO & Assistant Professor PG & Research Department of Business Administration, orated on the topic "Rules and Regulations of MKJC, Management Welfare for Faculty and Students". She ended the day on a positive note while highlighting the regulations and rules of MKJC.

On the second day, 14.06.2023, MS. C. B. Sumathi, Head & Assistant Professor, Department of Mathematics, delivered the speech on the topic "College Practices, ISO, Feedback Systems, Suggestion Box" She explained the way of handling the ISO files, how to incorporate the feedback system and suggestion box. Followed by Dr. C. Nithya, Head, PG & Research Department of Commerce, who spoke about "NAAC", while elucidating the norms and practices of NAAC.

On the third day 15.06.2023, Ms. S. Semmalar, Assistant Professor, PG & Research Department of Mathematics, delivered the speech on the topic "Clubs & Committee" during the

morning session. She stated the importance of clubs and committees in MKJC and the various roles they play. On the same day, Afternoon session, Mr. J. Karthick, Scholarship In charge, Office delivered the speech on the topic "Scholarship". He explained the various procedures and process to avail scholarships for the college students in a very clear method.

On the fourth day 16.06.2023, Ms. S. Abirami, Head, Department of Computer Applications, elaborated on the topic "Students Grievance And Counseling" in the morning session. She explained the significance of Grievance and Counseling, and it's role in upgrading the teaching and learning environment at MKJC. On the same day, Afternoon session, Dr. K. Priya, Head, Department of Computer Science, interactively lectured on the topic "Lesson Plan, Work Diary, Slow Learners & Topper, Students Motivation". She stated the importance of planning the lessons before hand and how to better the learning process of slow learners in a crystal clear way.

On the fifth day 17.06.2023, Dr. R. Jesu Jaya Sudan, Research Head, PG & Research Department of Biotechnology, delivered the speech on the topic "Laboratory Classes, Assessment, Demonstration, Stock Register And Safety Procedures" in the morning session. He explained how to assess the lab classes and the safety norms and procedures to be followed at a lab in a coherent manner. On the same day, Afternoon session, Ms. K. Kalaiyarasi, Librarian delivered the speech on the topic "Library E- Resources". She explained the various E-Sources one can avail via the library and about the various databases available at MKJC.

Finally, the program came to an end with a vote of thanks proposed by Dr. C. Pavithra, FDP Cell Co-ordinator, Head & Assistant Professor, PG & Research Department of Physics, and by singing the National anthem.

17/6/23.

17/6/2023.

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WORKSHOP ON AQAR DATA PREPARATION

PHOTOS









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