



MARUDHAR KESARI JAIN COLLEGE FOR WOMEN
(AUTONOMOUS), VANIYAMBADI



**Recognized u/s 2(f) & 12 (B) by UGC Act, 1956 || Permanently Affiliated to
Thiruvalluvar University || Accredited by NAAC "A+" Grade (4th Cycle) ||
An ISO 21001:2018 (EOMS) Certified Institution || Supported by DST - FIST**

**INTERNAL QUALITY ASSURANCE CELL (IQAC) &
FACULTY DEVELOPMENT CELL (FDC)**

Jointly Organizes

FACULTY INDUCTION PROGRAMME

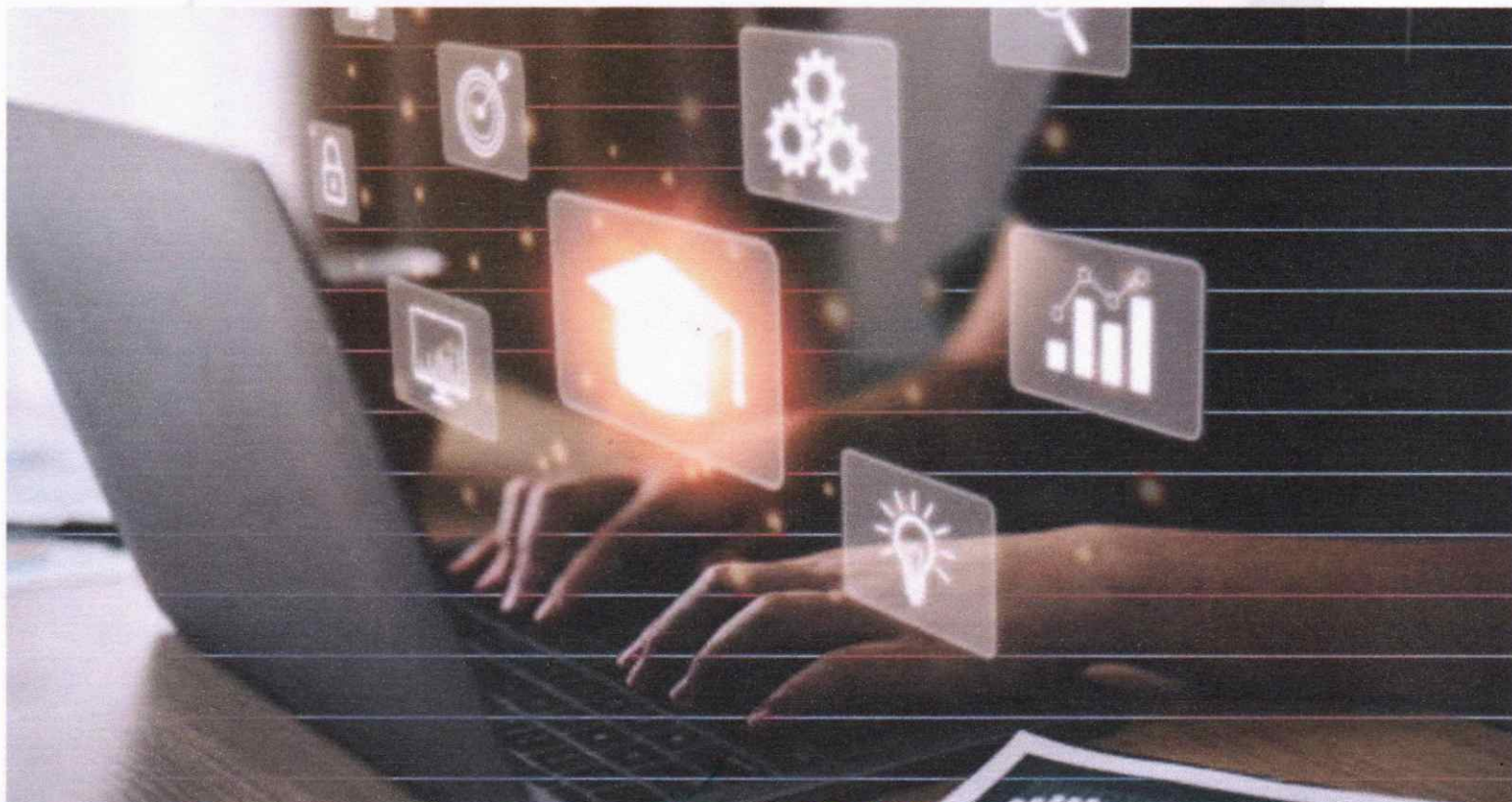
ON

LEARN, TEACH & TRANSFORM

Date: 02.06.2025 to 04.06.2025

Time :10.00 am

Venue :Sri Arihanth Block - Seminar Hall



Sri.V.Dilip Kumar Jain
President

PRINCIPAL
Sri Anand Singhvi
Secretary
Marudhar Kesari Jain College
for Women (Autonomous)
Vaniyambadi - 635 751.
Tirupattur District

Dr.M.Inbavalli
Principal



**Marudhar Kesari Jain College for Women (Autonomous),
Vaniyambadi**

Internal Quality Assurance Cell (IQAC) & Faculty Development Cell (FDC)

Jointly Organizes

Faculty Induction Programme

AGENDA

Date : 02.06.2025 to 04.06.2025 Time : 10.00 am

Prayer Song

Tamil Thai Vazhthu

Welcome Address

**: Ms.P.Priyadharshini,
Assistant Professor,
Department of English
MKJC (A)**

Felicitation

**: Dr.M.Inbavalli,
Principal
MKJC (A)**

Resource Persons

Day - I

Session - I

**: Dr.M.Inbavalli,
Principal
MKJC (A)**

Session - II

**: Ms.B.Sakthimala,
Chief Administrative Officer (CAO)
MKJC (A)**

Session - III

**: Dr.T.Balasubramanian,
Academic Advisor & CoE
MKJC (A)**

Session - IV

**: Dr.C.Nithya,
Director - IQAC, MKJC (A)
Dr.V.Magendira Mani,
Assistant Professor & Research Coordinator
Department of Biochemistry, MKJC (A)**

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**Marudhar Kesari Jain College
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Tirupattur District**

Day – II

Session - I & II

**: Dr.Merlin Mythili Nelson,
Director - Teaching Learning Centre
MKJC (A)**

Session – III

**: Ms.C.B.Sumathi,
Director - Student Affairs
MKJC (A)**

Session – IV

**: Dr.R.Jesu Jeya Sudan,
Associate Dean - Research
MKJC (A)**

Day – III

Session – I

**: Ms.K.Kalaiyarasi,
Librarian
MKJC (A)**

Session – II & III

**: Dr.Merlin Mythili Nelson
Director - Teaching Learning Centre
MKJC (A)**

Vote of Thanks

**: Dr.C.Pavithra, Assistant Professor & Head,
Department of Physics
MKJC (A)**



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Activity Report

Topic	LEARN, TEACH & TRANSFORM		
Organized By	IQAC & Faculty Development Cell		
Type of Activity	Faculty Induction Programme		
Level	Institutional		
Date	02.06.2025 to 04.06.2025	Time	10.00 am to 4.00 pm
Venue	Sri Arihanth Block Seminar Hall	Mode	Offline
Resource Person Details	02.06.2025 Session -1	Welcome and Institutional History, Vision, Mission and Values- Self appraisal	Dr. M. Inbavalli, Principal
	Session -2	Administrative procedures, HR Policies and Documentation	Ms. B. Sakthimala Chief Administrative Officer
	Session -3	Introduction to Autonomous and University Regulations	Dr. T. Balasubramanian Controller of Examination
	Session -4	Role of IQAC	Dr. C. Nithya , Director- IQAC & Research Head , Department of Commerce
	03.06.2025 Session -1	Academic Documentation Requirements as subject teachers using ISO/HiGrade/LMS	Dr. Merlin Mythili Nelson Director- Teaching Learning Centre
	Session -2	Classroom Delivery of the curriculum and effective Teaching methods	
	Session -3	Student Support Services, Student Management through Mentoring	Ms. C. B. Sumathi Director Student Support
	Session -4	Research, consultancy and Grant Writing at MKJC	Dr. Jesu Jaya Sudan Associate Dean, Research
	04.06.2025 Session -1	Institutional Resources such as Library and ICT	Ms. Kalaiyarasi Librarian

	Session -2	Learner Characteristics and Multiple intelligence	Dr.Merlin Mythili Nelson Director- Teaching Learning Centre
	Session -3	Personal Development Plan and Work life Balance	
Objective of the Programme	a. To know the Institution's Vision, Mission, policies, and HR practices. b. To learn HiGrade and LMS software tools. c. To know the basics of Autonomous regulations, University guidelines and IQAC. d. To gain knowledge on effective teaching methods. e. To explore research and consultancy options. f. To use library and ICT resources effectively. g. To acquire classroom management skills.		
Internal Participants Count	Faculty : 31	External Participants Count	Faculty : Nil

Summary

The programme commenced on **June 2, 2025**, with a warm welcome address Ms. P. Priyadharshini, followed by **Dr. M. Inbavalli, Principal**, who introduced the institutional history, vision, mission, and core values, encouraging self-appraisal among faculty. This was followed by a session on **administrative procedures and HR policies** led by **Ms. B. Sakthimala**, the Chief Administrative Officer. Later, **Dr. T. Balasubramani**, the Controller of Examinations, elaborated on **Autonomous and University Regulations**. The final session of the day was jointly handled by **Dr. C. Nithya, Director- IQAC & Research Head, Department of Commerce** discussed the **role of IQAC** in quality enhancement and assurance.

On **June 3, 2025**, the focus shifted to academic documentation and pedagogy. **Dr. Merlin Mythili Nelson**, Director of the Teaching Learning Centre, delivered two engaging sessions: one on **academic documentation using HiGrade, LMS, and ISO standards software**, and another on **effective curriculum delivery and innovative teaching methods**. In the afternoon, **Ms. C. B. Sumathi**, Director of Student Support, introduced the college's **student support services and mentoring practices**. The day concluded with an insightful session on **research, consultancy, and grant writing** conducted by **Dr. Jesu Jaya Sudan**, Associate Dean of Research.

The final day, **June 4, 2025**, began with a session on **institutional resources**, where **Ms. Kalaiyarasi**, the college librarian, explained the effective use of **Library and ICT tools**. This was followed by an interactive talk on **Learner characteristics and multiple intelligences** by **Dr. Merlin Mythili Nelson**, who also delivered the concluding session on **personal development planning and achieving work-life balance**.

Outcome of the Programme

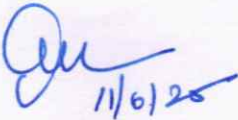
After the programme, the participants will be able to:

- Gain a comprehensive understanding of the Institution's Vision, Mission, administrative policies and HR Documentation.
- Comprehend academic administrative documentation as subject teachers and class

teachers using HiGrade, and LMS.

- c. Be familiar with the requirements of Autonomous and University Regulations and IQAC.
- d. Appreciate and start to work on Curriculum Delivery through effective teaching learning pedagogy.
- e. Understand research and consultancy opportunities.
- f. Appreciate and diligently use Institutional resources like library and ICT tools.
- g. Gain understanding of Student support services, student and class room management.


11/6/2020
Club Co ordinator / Director


11/6/20
IQAC DIRECTOR


Principal
Principal
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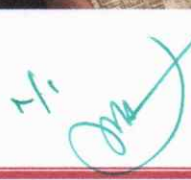
Internal Assurance Cell (IQAC)

&

Faculty Development Cell (FDC)

Programme Name: Faculty Induction Programme

Date : 02.06.2025 to 04.06.2025



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