

GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS), KUMBAKONAM

ACADEMIC YEAR 2019 - 2020

ALLOTMENT OF DUTIES

S.No.	Committee / Duty	Name
		Asst./Asso.Prof. /Mrs/Ms/Mr.
	Chairperson	Principal
1	Controller of Examinations	Dr. S. Venkatalakshmi (Zoo)
2	Additional Controller of Examinations	Dr. W. Jeyaseeli (Com)
3	IQAC Coordinator	Dr. F. Kurus Malai Selvi (CS)
4	IQAC Student Chapter Incharge	Mrs. S.Sheela (CS)
5	Admission Committee	Science Stream:
		Dr. R. Radha (Phy)
		Mrs. B. Anusuya (Geo)
		Arts / Commerce Stream:
		Dr. S. Ahila (Tam)
		Dr. A. Jeyachithra (Comm)
6	College Union-in-charge	Department of Tamil
7	Academic Council Member Secretary	Dr. W. Jeyaseeli (Com)
8	Finance Committee	Dr. S. Ahila (Tam) – Senior I
		Dr. S. Venkatalakshmi (Zoo) – COE
		Dr. W. Jayaseeli (Com) - ACOE
9	Purchase Committee	Dr. R. Radha (Phy)
		Dr. S. Ahila (Tam) – COE
		Bursar
10	UGC Internal Committee	Dr. R. Radha (Phy)
		Dr. S. Venkatalakshmi (Zoo)
		Dr. W. Jayaseeli (Com)
		Dr. F. Kurus Malai Selvi (CS)
		Mr. Mathivanan (Lib)
		Dr. R. Gowri (Mat)
		Dr. T. Thilagavathi (Phy)
11	RUSA Coordinator	Dr. W. Jayaseeli (Com)
12	PFMS Coordinator	Dr. Anusuya (His)
13	MHRD Nodal Officer	Mrs.S.Sundareswari (CS)
14	Examination Committee	Dr. S. Venkatalakshmi (Zoo) – COE
		Dr. W. Jayaseeli (Com) – ACOE
		Dr. S. Ahila (Tam)
		Dr. R. Radha (Phy)
15	Result Awarding Committee	Dr. S. Venkatalakshmi (Zoo) - COE
		Dr. W. Jayaseeli (Com) - ACOE
		All Heads of the Department
		External Member1 – Arts/Commerce
		External Member2 - Science
16	Research Monitoring Cell	Dr. R. Radha (Phy)
		Dr. W. Jayaseeli (Com)
		Dr. R. Gowri (Maths)

17	Placement Cell & Career Guidance Cell	Coordinator:
		Mrs.G.Rajeswari (Eng)
		Members:
		Mrs. C. Thenmozhi (Eng) Mrs. S. Sheela (CS) Dr. M. Maheswari (Comm)
18	Building Maintenance Committee	Coordinator:
		Mr. R. Mathivanan (Librarian)
		Members: Dr.A. Jayakodi (Eco) Dr.G.Viruthagiri (Phy)
19	Water Facility Incharge	Dr. F. Kurus Malai Selvi (CS)
20	Temp. Teachers Selection Committee	Dr.S. Ahila (Tam)
		Mrs.P.P. Sujatha(His)
		Concerned HOD
21	Women Cell	Coordinator:
		Dr.D. Soumady (Zoo)
		Members: Dr.K.Bavani (Zoo) Dr.T.Tamilmathi (Comm)
22	Women Internal Complaints Committee	Dr.K.Bavani (Zoo)
		Dr.T.Tamilmathi (Comm)
23	Main Hostel Deputy Warden	Dr.M.Kala (His)
24	Anti-ragging Cell	Coordinator:
		Mrs.S. Geetha (Geo)
		Members :
		Dr.M.Kala (His) – Deputy Warden
		Dr.S.Rajkumari (Maths) NSS PO
		Dr.G.Jayasri (Tam) NSS PO
		Dr.P.Chellammal (Tam) NSS PO
Student Chairman		
25	Grievance Appeal (Redressal) /Enquiry Cell & Counselling Cell	Dr.S.Rajkumari (Maths)
		Dr. W.Jayaseeli (Comm)
		Mrs.G.Rajeswari (Eng)
26	Computer Literacy Programme (CLP) Coordinator	Dr. F. Kurus Malai Selvi (CS)
27	CLP Monitoring Committee	Dr.S.Rajkumari (Maths)
		Dr. R. Radha (Phy)
28	Sports Committee	Dr. R. Vidhyashri (PD)
		Dr. W.Jayaseeli (Comm)
		Dr. S. Valarmathi (Tam)
29	NET Resource Centre (NPTEL, WIFI)	Coordinator:
		Dr. R. Radha (Phy)
		Members:
		Mr. R. Mathivanan (Lib) Mrs.S. Sundareswari (CS)

30	Website Maintenance & Updation	Office of the COE Dept. of Computer Science
31	Fine Arts Committee	Coordinator: Mrs. S. RajaRajeswari (Eco) Members: Mrs. M. Muthulakshmi (Eng) Dr. G. Jayasree (Tam) Dr. N. Rajagopal (Eco)
32	Discipline Committee	Coordinator: Dr.R. Vidhyashri (Physical Director) Members: Dr. N. Rajagopal (Eco) Dr. M. Govindarajan (Zoo)
33	Library Committee	Mr. R. Mathivanan (Lib) Dr. T. Thilagavathi (Phy) Dr. G. Renugadevi (Geo)
34	Furniture in-charge	Dept. of History
35	Parents Teachers Association (PTA)	Treasurer: Dr.K. Chandra (Eco)
36	SC/ST Cell Coordinator	Mrs.P.P.Sujatha(His)
37	Soft Skill Programme Officer	Mrs. G. Rajeswari (Eng)
38	Bridge Course	Mrs. M. Muthulakshmi (Eng) Mrs. R. Abee (Eng)
39	Hostel Committee (Main Hostel)	Dr. M. Kala (His) Deputy Warden Dr. R. Revathi (Comm) Mrs. S. RajaRajeswari (Eco)
40	BC Hostel Coordinator	Mrs. S. RajaRajeswari (Eco)
41	MBC Hostel Coordinator	
42	SC Hostel Coordinator	Dr. R. Revathi (Comm)
43	Minority Hostel Coordinator	Dr. S. Anusuya (His)
44	Canteen Committee	Dr. S. Valarmathi (Tam) Mrs. C. Thenmozhi (Eng)
45	TC Signing In-charge	Mrs. C. Thenmozhi (Eng)
46	Staff Attendance Closing	Arts / Commerce: Dr. J.V. Shantha Jayakumari (His) Science: Mrs. B. Anusuya (Geo)
47	Time Table Incharge	Dr. W. Jeyaseeli (Comm) Mrs. C. Jayanthi (Che)
48	Non-Major Elective Course (NMEC) Coordinators	COE Office Dr. R. Jeyachithra (Comm)
49	Part -V Coordinator	Dr. S. Valarmathi (Tam) Dr. R. Revathi (Comm)
50	Workload Incharge	Dr. W. Jeyaseeli (Comm) Dr. R. Gowri (Maths)
51	News Media Incharge	Head, Dept. of Tamil Head, Dept. of English
52	College Calendar Incharge	Dr. S. Anusuya (His)
53	College Magazine Incharge	Dr. P. Chellammal (Tam) Dr. S. Thenmozhi(Eng)

54	College Cooperative Stores	Mrs. K. Chandra (Eco)
		Mrs. S. Geetha (Geo)
55	Bus / Train Pass / Cycle Money Incharge	Mrs. B. Anusuya (Geo)
56	AVE Incharge	Dr. R. Radha(Phy)
		Dr S. Renuka (Phy)
57	Day Care Centre	Dept. of Commerce
58	Old Student Association (OSA)	Dr. W. Jeyaseeli (Comm) - President
		Dr. R. Revathi (Comm) - Secretary
		Dr. Anusuya (His)- Treasurer
59	Student Internet Centre	Coordinator : Dr. Anusuya (His)
60	Farmers Scholarship Incharge	Dr. M. Muthulakshmi (Eng)
Extension Activities:		
61	NSS	Dr. S. Rajkumari (Maths) NSS PO
		Dr. G. Jayashree (Tam) NSS PO
		Dr. P. Chellammal (Tam) NSS PO
62	YRC	Dr. M. Sekar (Tam)
		Dr. N. Sathya (Tam)
		Dr. M. Maheswari (Comm)
63	Consumer Forum	Dr. R. Revathi (Comm)
64	Leo Club	Dr. A.V. Kavitha (Zoo)
65	Rotaract Club	Dr. M. Govindarajan (Zoo)
66	YDS Incharge	Dr. S. Venkatalakshmi (Zoo)
67	SSL	Dr. Renuga Devi (Geo)
68	Green College Club	Dept. of Botany
69	Student Welfare Scheme	Mrs. S. RajaRajeswari (Eco)


 21/08/20
PRINCIPAL
 Government College for Women (Autonomous),
 KUMBAKONAM.