

**GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS), KUMBAKONAM**

**ACADEMIC YEAR 2020 - 2021**

**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	Deputy 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	<b>Science Stream:</b> Dr. R. Radha (Phy)
		<b>Arts / Commerce Stream:</b> Dr. S. Ahila (Tam)
6	College Union-in-charge	Department of Tamil
7	Academic Council Member Secretary	Dr. W. Jeyaseeli – Deputy Controller of Examinations
8	Finance Committee	Dr. S. Ahila (Tam)
		Dr. F. Kurus Malai Selvi (CS)) – ACOE
		Dr. R. Radha (Phy)
9	Purchase Committee	Dr. S. Ahila (Tam)
		Dr. R. Radha (Phy)
		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 (Librarian)
		Dr. R. Gowri (Maths)
11	RUSA Coordinator	Dr. W. Jayaseeli (Com)
	PFMS Coordinator	Dr. Anusuya (His)
12	MHRD Nodal Officer	Mrs.S.Sundareswari (CS)
14	Examination Committee	Dr. S. Venkatalakshmi (Zoo) – COE
		Dr. W. Jayaseeli (Com) – DCOE
		Dr. S. Ahila (Tam)
		Dr. R. Radha (Phy)
15	Result Awarding Committee	Dr. S. Venkatalakshmi (Zoo) - COE
		Dr. W. Jayaseeli (Com) - DCOE
		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	<b>Coordinator:</b>
		Mrs.G.Rajeswari (Eng)
		<b>Members:</b>
		Mrs. C. Thenmozhi (Eng) Mrs. S. Sheela (CS) Dr. M. Maheswari (Comm)
18	Building Maintenance Committee	<b>Coordinator:</b>
		Mr. R. Mathivanan (Librarian)
		<b>Members:</b> Dr.A. Jayakodi (Eco)
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	<b>Coordinator:</b>
		Dr.D. Soumady (Zoo)
		<b>Members:</b>
		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	<b>Coordinator:</b>
		Mrs.S. Geetha (Geo)
		<b>Members :</b>
		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.Jeyaseeli (Comm)
		Dr. S. Valarmathi (Tam)
29	NET Resource Centre (NPTEL, WIFI)	<b>Coordinator:</b>
		Dr. R. Radha (Phy)
		<b>Members:</b>
		Mr. R. Mathivanan (Librarian) Mrs.S. Sundaeswari (CS)

30	Website Maintenance & Updation	Office of the COE Dept. of Computer Science		
31	Fine Arts Committee	<b>Coordinator:</b> Mrs. S. RajaRajeswari (Eco)		
		<b>Members:</b> Mrs. M. Muthulakshmi (Eng) Dr. G. Jayasree (Tam)		
		<b>Coordinator:</b> Dr.R. Vidhyashri (Physical Director)		
		<b>Members:</b> Dr. N. Rajagopal (Eco) Dr. M. Govindarajan (Zoo)		
33	Library Committee	Mr. R. Mathivanan (Librarian) Dr. T. Thilagavathi (Phy) Dr. G. Renugadevi (Geo)		
		34	Furniture in-charge	Dept. of History
		35	Parents Teachers Association (PTA)	<b>Treasurer:</b> 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) Dr. M. Kala (His) Deputy Warden		
39	Hostel Committee (Main Hostel)	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	Dr. M. Kala (His)
46	Staff Attendance Closing	<b>Arts / Commerce:</b> Dr. J.V. Santha Jayakumari (His)		
		<b>Science:</b> Mrs. B. Anusuya (Geo)		
		Dr. W. Jeyaseeli (Comm) Mrs. C. Jayanthi (Che)		
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. Jayaseeli (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. 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	Dr. R. Revathi (Comm)
58	Old Student Association (OSA)	Dr. W. Jayaseeli (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)
<b>Extension Activities:</b>		
61	NSS	Dr. S. Rajkumari (Maths) NSS PO
		Dr. G. Jayashree (Tam) NSS PO
		Dr. R. Gowri (Maths) NSS PO
62	YRC	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)

  
**PRINCIPAL**  
 Government College for Women (Autonomous),  
 KUMBAKONAM.