

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

Academic Year 2022-2023

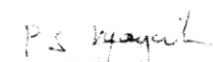
Allotment of Duties

S. No	Committee/Duty	Name Asst./Asso.Prof./Dr./Mrs/ Ms/Mr.
	Chairperson	Principal
1	Controller of Examinations	Dr. W. Jayaseeli (Com)
2	Deputy Controller of Examinations	Mrs. C. Thenmozhi (Eng)
3	IQAC Co-ordinator	Dr. F. Kurus Malai Selvi (CS)
4	IQAC Student Chapter in-charge & NIRF Co-ordinator	Mrs. S. Sheela (CS)
5	Admission Committee	Arts/Commerce Stream: Dr. S. Ahila (Tam) Dr. S. Valarmathi (Tam) Mrs. P.P. Sujatha (His) Science Stream: Dr. R. Radha (Phy) Dr. S. Venkatalakshmi (Zoo) Dr. F. Kurus Malai Selvi (CS) Mrs. P.P. Sujatha (His)
6	College Union-in-charge	Department of Tamil
7	Academic Council Member Secretary	Mrs. C. Thenmozhi (Eng) Deputy Controller of Examinations
8	Finance Committee	Dr. S. Ahila (Tam) Dr. W. Jayaseeli – (Com) Controller of Examinations Mrs. C. Thenmozhi (Eng) Deputy Controller of Examinations
9	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)
10	RUSA Co-ordinator	Dr. W. Jayaseeli (Com) Dr. S. Geetha (Geo)
11	MHRD Nodal Officer	Mrs. S. Sundareswari (CS)
12	Examination Committee	Dr. W. Jayaseeli (Com)- COE Mrs. C. Thenmozhi (Eng) - DCOE Dr. S. Ahila (Tam) Dr. R. Radha (Phy)
13	Result Awarding Committee	Dr. W. Jayaseeli (Com)- COE Mrs. C. Thenmozhi (Eng) - DCOE All Heads of the Department External Member 1-Arts/Commerce External Member 2- Science
14	Research Monitoring Cell	Science : Dr. R. Radha (Phy) Arts: Dr. P. Senthilkumari (Tam)

15	Placement Cell & Career Guidance Cell	Co-Ordinator: Dr. G. Rajeswari (Eng) Members: Arts: Dr. M. Maheswari (Com) Science: Dr. U. Gnana Sheela (Phy)
16	Building Maintenance Committee & Water Facility in-charge	Dr. R. Mathivanan (Lib) Dr. A. Jayakodi (Eco) Dr. M. Govindarajan (Zoo)
17	Temp. Teachers Selection Committee	Dr. S. Ahila (Tam) Dr. R. Radha (Phy)
18	Internal Complaints Committee	Dr. R. Radha (Phy) Dr. W. Jayaseeli (Com)- COE Lawyer : Police:
19	Anti-ragging Cell	Co-Ordinator: Mrs. P.P. Sujatha (His) Deputy Warden Members: Dr. R. Mathivanan (Lib) Dr. M. Kala (His) Dr. A. Jeyachitra (Com) Student President:
20	Grievance Appeal (Redressal)/Enquiry Cell & Counselling Cell	Dr. S. Rajkumari (Mat) Dr. W. Jayaseeli (Com) Dr. G. Rajeswari (Eng) Dr. J.V. SanthaJayakumari (His)
21	Computer Literacy Programme (CLP)	Dr. F. Kurus Malai Selvi (CS)
22	CLP Monitoring Committee	Dr. R. Radha (Phy) Dr. S. Rajkumari (Mat)
23	Sports Committee	Dr. R. Vidhyasree (PD) Dr. W. Jayaseeli (Com) Dr. F. Kurus Malai Selvi (CS)
24	NET Resource Centre (NPTEL, WIFI)	Dr. R. Radha (Phy) Dr. R. Mathivanan (Lib)
25	Website Maintenance & Updation	Dr. W. Jayaseeli (Com) COE (for examination related matters) Mrs. S. Sundareswari (CS) (for other general matters)
26	Fine Arts Committee	Co-Ordinator: Dr. A. V. Kavitha (Zoo) Members: Dr. K. Bhavani (Zoo) Dr. T. Tamilmathi (Com)
27	Discipline Committee	Co-Ordinator: Dr. R. Vidhyasree (PD) Members: Dr. N. Rajagopal (Eco) Dr. M. Govindarajan (Zoo)
28	Library Committee	Dr. R. Mathivanan (Lib) Dr. T. Thilagavathi (Phy) Dr. M. Govindarajan (Zoo)
29	Furniture in-charge	Dept. of Economics
30	Parents Teachers Association (PTA)	Dr. B. Anusuya (Geo)
31	SC/ST Cell Co-ordinator	Dr. S. Renuka (Phy)

32	Soft Skill Programme Officer	Dr. R. Mathivanan (Lib)
33	Bridge Course	Department of English
34	Main Hostel - Hostel Committee	Mrs. P. P. Sujatha (His) Deputy Warden Members: Dr. S. Venkatalakshmi (Zoo) Dr. W. Jayaseeli (Com) - COE
35	BC Hostel Co-ordinator & BC, MBC Scholarship Signing Incharge	Dr. S. Geetha (Geo)
36	MBC Hostel Co-ordinator	Dr. P. Senthilkumari (Tam)
37	SC Hostel Co-ordinator & Scholarship Signing Incharge	Dr. R. Revathi (Com)
38	Minority Hostel Co-ordinator	Dr. U. Gnanasheela (Phy)
39	Canteen Monitoring Committee	Dr. S. Venkatalakshmi (Zoo) Dr. F. Kurus Malai Selvi (CS) Mrs. C. Thenmozhi (Eng) Dr. R. Mathivanan (Lib)
40	Time Table In-charge	Dr. S. Venkatalakshmi – (Zoo) Dr. W. Jayaseeli (Com) – COE
41	Non-Major Elective Course (NMEC) & Extra Disciplinary Course (EDC)	Dr. J.V. SanthaJayakumari (His) Co-ordinator
42	Workload In-charge	Dr. S. Ahila (Tam) Dr. R. Radha (Phy)
43	Press Committee	Dr. S. Venkatalakshmi (Zoo) Dr. G. Jayasree (Tam)
44	College Calendar In-charge	Dr. T. Thilagavathi (Phy)
45	College Magazine In-charge	Dr. S. Valarmathi (Tam) Dr. G. Rajeswari (Eng) Dr. V. Kalyani (Geo) Dr. G. Renugadevi (Geo)
46	College Co-operative Stores	Dr. W. Jayaseeli (Com) Dr. S. Geetha (Geo)
47	AVE In-charge	Dr.R. Radha (Phy) Dr. S. Renuka (Phy)
48	Day Care Centre	Dr. A. Jeyachitra (Com)
49	Old Student Association (OSA)	Dr. W.Jayaseeli (Com)-President Dr. R. Revathi (Com)-Secretary Dr. S. Anusuya (His)-Treasurer
50	E- Service Centre	Co_ordinator: Dr. S. Anusuya (His)
51	State / National Scholarship Advisor	Dr. M. Govindharajan (Zoo)
52	Health Care Centre	Dr. R. Vidhyasree(PD)
53	Students Welfare Scheme	Dr. J.V. SanthaJayakumari (His)
54	Entrepreneurship Development Cell	Dr. W. Jayaseeli – (Com) - COE
55	Staff Club	Dr. R. Mathivanan (Lib) – President Dr. W. Jayaseeli (Com)- Secretary
56	Moovalur Ramamirtham Scheme	Dr. S. Anusuya (His)
57	Institution Innovation Committee (IIC)	Dr. T. Thilagavathi (Phy)

58	DST – CURIE	Dr. R. Radha (Phy) (PI)
		Dr. F. Kurus Malai Selvi (CS) (Co-PI)
		Dr. S. Venkatalakshmi – (Zoo) (Nodal Officer)
59	National Academic Depository (NAD)	Mrs. C. Thenmozhi (Eng) – DCOE
60	Classroom Allotment	Dr. S. Venkatalakshmi (Zoo)
61	ICT Academy Coordinator	Dr. F. Kurus Malai Selvi (CS)
62	PSTM Signing Incharge	Dr. W. Jayaseeli (Com)
63	TC Signing In-charge	Dr. R. Mathivanan (Lib)
64	Bus/Train Pass / Bonafide Signing In-charge	Dr. J.V. ShanthaJayakumari (His)
65	Farmers Scholarship Signing In- charge	Dr. S. Geetha (Geo)
66	Invitation Duty	Dr. C. Jayanthi (Che)
67	Photography	Dr. S. Ahila (Tam)
68	Extension Activities: - Part V Coordinator	Dr. S. Venkatalakshmi (Zoo)
	a) Green Club	Dr. S. Radhakrishnan – (Bot)
	b) NSS	Members: Dr. R. Mathivanan (Lib) Dr. M. Kala (His) Dr. A. Jeyachitra (Com)
	c) YRC	Dr. S. Renuka (Phy)
	d) Consumer Forum	Dr. A. Jayakodi (Eco)
	e) Leo Club	Mrs. C. Thenmozhi (Eng)
	f) Rotaract Club	Dr. V. Kalyani (Geo)
	g) Youth Development Scheme	Dr. S. Anusuya (His)
	h) Environmental Club	Dr. S. Radhakrishnan (Bot)
	i) Social Service League	Dr. G. Renugadevi (Geo)
	j) Red Ribbon Club	Dr. R. Revathi (Com)
	k) Fine Arts	Dr. A.V. Kavitha (Zoo)
	l) Sports	Dr. R. Vidhyasree (PD)
	m) Helping Hearts	Dr. D. Soumady (Zoo)
	n) Women Cell	Dr. M. Muthulakshmi (Eng)


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