

GOVERNMENT COLLEGE FOR WOMEN(AUTONOMOUS)

KUMBAKONAM

ALLOTMENT OF DUTIES 2023-2024

S.NO	COMMITTEE/DUTY	NAME
		Asst. /Asso. Prof./Dr. /Mrs/Ms/Mr
1.	Chairperson	Principal
2.	Controller of Examinations	Dr. W. Jayaseeli (Com)
	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	Dr. S. Ahila (Tam) Dr. S. Venkatalakshmi (Zool) Dr. F. Kurus Malai Selvi (CS) Mrs. C. Thenmozhi (Eng) Mrs. P.P. Sujatha (His)
6.	College Union-in-charge	Department of Tamil
7.	Curriculum Development Cell	Dean of Arts : Dr. S. Ahila Dean of Science : Dr. R. Radha Dean of Research: Dr. S. Venkatalakshmi IQAC Coordinator: Dr. F. Kurus Malai Selvi Controller of Examinations: Dr. W. Jayaseeli
8.	Research Ethics and Advisory Committee	Dean of Arts : Dr. S. Ahila Dean of Sciences : Dr. R. Radha Dean of Research : Dr. S. Venkatalakshmi IQAC Co-ordinator : Dr. F. Kurus Malai Selvi
9.	Academic Council Member Secretary	Mrs. C. Thenmozhi (Eng) Deputy Controller of Examinations
10.	Finance Committee	Dr. S. Ahila (Tam) Dr. W. Jayaseeli (Com) Controller of Examinations Mrs. C. Thenmozhi (Eng) Deputy Controller of Examinations
11.	NAAC-Steering Committee	Dr. R. Radha (Co-ordinator) Dr. W. Jayaseeli (COE) Dr. F. Kurus Malai Selvi (IQAC) Dr. S. Venkatalakshmi(Part V Co-ordinator) Dr. R. Gowri (Mat) Dr. G. Jayasree (Tamil)
12.	UGC Internal Committee	Dr. R. Radha (Phy) Dr. S. Venkatalakshmi (Zool) Dr. W. Jayaseeli (Com) Dr. F. KurusMalaiSelvi (CS) Mr. Mathivanan (Lib) Dr. R. Gowri (Mat) Dr. T. Thilagavathi (Phy)

13.	RUSA Coordinator	Dr. W. Jayaseeli (Com) Dr. S. Geetha (Geo)
14.	Naan Mudhalvan Scheme - Co-ordinator Naan Mudhalvan Scheme -SPOC	Dr. M. Govindarajan (Zool) Dr. S. Geetha (Geo)
15.	E - Governance	Dr. F. Kurus Malai Selvi
16.	AISHE, TNGASA incharge &MHRD Nodal Officer	Dr. S. Sundareswari (CS)
17.	Examination Committee	Dr. W. Jayaseeli (Com) - COE Mrs. C. Thenmozhi (Eng) - DCOE Dr. S. Ahila (Tam) Dr. R. Radha (Phy)
18.	Result Awarding Committee	Dr. W. Jayaseeli (Com) - COE Mrs. C. Thenmozhi (Eng) - DCOE
	All Heads of the Department External Member from Arts and Humanities :	Dr. S. Mayilvahanan, Dean, AVC College, Mayiladuthurai.
	External Member from Science:	Dr. Muthunatesan, Associate Professor of Physics, Government Arts College(A), Kumbakonam.
19.	Placement Cell & Career Guidance Cell	Co-Ordinator : Dr. R. Gowri (Mat) Members: Arts: Dr. T. Tamilmathi (Com) Science: Dr. U. GnanaSheela (Phy)
20.	Building Maintenance Committee	Dr. P. Senthilkumari (Tam) Dr. M. Kala (His) Dr. G. Senthilkumar (Eco)
21	Water Facility in-charge	Dr. R. Mathivanan (Lib) Dr. A. Jeyakodi (Eco) Dr. M. Govindarajan (Zool)
22	Temp. Teachers Selection Committee	Dr. S. Ahila (Tam) Dr. R. Radha (Phy) HOD of the concerned Department
23	Internal Complaints Committee	Dr. R. Radha (Phy) Dr. W. Jayaseeli (Com) - COE Lawyer : S. Sathyaprabha Police : G. Sariga
24	Anti-ragging Cell	Co-Ordinator: Mrs. P.P. Sujatha (His) - Deputy Warden Members: Dr. D. Soumady (Zoo) Dr. M. Kala (His) Dr. A. Jeyachitra (Com) Student President: K. Sivapriya B.A History III year
25	Grievance Appeal (Redressal) /Enquiry Cell &	Dr. S. Rajkumari (Mat) Dr. W. Jayaseeli (Com)

	Counselling Cell	Dr. G. Rajeswari (Eng) Dr. J.V. Santha Jayakumari (His)
26	Computer Literacy Programme	Dr. F.KurusMalaiSelvi (CS)(Co-ordinator) Dr. R. Radha (Phy) Dr. S. Rajkumari (Mat)
27	Sports Committee	Dr. R. Vidhyasree (PD) Dr. W. Jayaseeli (Com) Dr. F.Kurus Malai Selvi (CS)
28	Network Resource Centre (WIFI)	Dr. R. Radha (Phy) Dr. R. Mathivanan (Lib)
29	Media Centre	Dr. S. Anusuya (His)
30	Website Maintenance & Upgradation	Dr. W. Jayaseeli (Com) COE (for examination related matters) Dr.S. Sundareswari (CS) (for other general matters)
31	Fine Arts Committee	Co-Ordinator: Dr. A. V. Kavitha (Zool)Members : Dr. K. Bhavani (Zool) Dr. T. Tamilmathi (Com)
32	Discipline Committee	Co-Ordinator: Dr. R. Vidhyasree (PD) Members: Dr. D. Asokan, (Tam) Dr. M. Govindarajan (Zool)
33	Library Committee	Dr. R.Mathivanan (Lib) Dr. T. Thilagavathi (Phy) Dr. M. Govindarajan (Zool)
34	Furniture in-charge	Dept. of Economics
35	Parents Teachers Association (PTA)	Dr. B. Anusuya (Geo)
36	SC/ST Cell	Dr. R. Revathi (Commerce) Co-ordinator & Scholarship signing Dr. S. Renuka (Phy)
37	Soft Skill Programme Officer	Dr. M. Maheswari (Commerce)
38	Bridge Course	Department of English
39	Main Hostel - Hostel Committee	Mrs. P. P. Sujatha (His) Deputy Warden Members: Dr. S. Venkatalakshmi (Zool) Dr. W. Jayaseeli (Com)
40	OBC Cell	Dr. P. Senthilkumari (Tamil) Dr. S. Geetha (Geo)
41	Minority Cell	Dr. J.V. Santha Jayakumari (His) Dr. U. Gnanasheela (Phy)
42	Canteen Monitoring Committee	Dr. G. Jayasree (Tamil) Dr. M. Muthulakshmi (Eng) Dr. A. Anusuya (Geo)
43	Time Table In-charge	Dr. S. Venkatalakshmi (Zool) Dr. W. Jayaseeli (Com) – COE Dr. C. Jayanthi (Che)
44	Non-Major Elective Course (NMEC)	Dr. J.V. Santha Jayakumari (His)

	& Extra Disciplinary Course (EDC)	
45	Workload In-charge	Dr. S. Ahila (Tam) Dr. R. Radha (Phy)
46	Press Committee	Dr. S. Venkatalakshmi (Zool) Dr. M. Govindarajan (Zool) Dr. K. Bhavani (Zool)
47	College Calendar In-charge	Dr. T. Thilagavathi
48	College Magazine Committee	Dr. G. Rajeswari (Eng) Dr. P. Senthilkumari (Tam) Dr. A. Jeyachitra (Com) Dr. M. Maheswari (Com)
49	College Co-operative Stores	Dr. W. Jayaseeli (Com) Dr. S. Geetha (Geo)
50	AVE Committee	Dr. R. Radha (Phy) Dr. S. Renuka (Phy)
51	Day Care Centre	Dr. M. Muthulakshmi (Eng)
52	Old Student Association (OSA)	Dr. R. Rajkumari (Maths) Dr. C. Jayanthi (Che) Dr. V. Kavitha (Zool)
53	E- Service Centre in charge	Dr. S. Anusuya (His)
54	State / National Scholarship Advisor	Dr. M. Govindarajan (Zool)
55	Health Care Centre	Dr. R. Vidhyasree (PD)
56	Students Welfare Scheme	Dr. J.V. Santha Jayakumari (His)
57	Staff Club	Dr. R. Mathivanan (Lib) – President Dr. W. Jayaseeli (Com) -Secretary
58	Moovalur Ramamirtham Scheme	Dr. S. Renuka (Phy)
59	Institution's Innovation Council (IIC)	Dr. R. Radha (Phy) Dr. T. Thilagavathi (Phy)
60	DST – CURIE	Dr. R. Radha (Phy) (PI) Dr. F. Kurus Malai Selvi (CS)(Co-PI) Dr. S. Venkatalakshmi (Zool) (Nodal Officer)
61	National Academic Depository (NAD) Incharge	Mrs. C. Thenmozhi (Eng) – DCOE
62	PFMS Coordinator	Dr. S. Anusuya (His)
63	Classroom Allotment	Dr. S. Venkatalakshmi (Zool)
64	ICT Academy Coordinator	Mrs. S. Sheela (CS)
65	PSTM Signing Incharge	Dr. W. Jayaseeli (COE)
66	TC Signing In-charge	Dr. R. Mathivanan (Lib)
67	Bus/Train Pass / Bonafide Signing In-charge	Dr. J.V. Santha Jayakumari (His)
68	Farmers Scholarship In-charge	Dr. M. Muthulakshmi (Eng)

69	Bona fide Signing In-charge	Dr. G. Jayasree (Tamil)
70	Invitation Duty	Dr. C. Jayanthi (Che)
71	Students ID card incharge	Dr. G. Rajeswari
72	Extension Activities: - Part V Coordinator In charge staff	
i.	NSS	Dr. S. Venkatalakshmi (Zool) Dr. D. Soumady (Zool) Dr. M. Kala (His) Dr. A. Jeyachitra (Com)
ii.	NCC	Dr. S. Anusuya (His)
iii.	YRC	Dr. S. Renuka (Phy)
iv.	Red Ribbon Club	Dr. K. Bhavani (Zool)
v.	Rotaract Club	Dr. P. Veerachamy (Eco)
vi.	Leo Club	Mrs. C. Thenmozhi (Eng)
vii.	Youth Development Scheme	Dr. M. Maheswari (Com)
viii.	Green Environment Club	Dr. S. Radhakrishnan (Bot)
ix.	Consumer Forum	Dr. A. Jayakodi (Eco)
x.	Social Service League	Dr. R. Balasubramaniam (Zool)
xi.	Helping Hearts	Dr. G. Senthilkumar (Eco)
xii.	Women Cell	Dr. M. Muthulakshmi (Eng)
xiii.	Fine Arts	Dr. A.V. Kavitha (Zool)
xiv.	Sports	Dr. R. Vidhyasree (PD)
xv.	Entrepreneurship Development Cell (EDC)	Dr. R. Revathi (Com)
xvi.	Exnora	Dr. P. Mathivanan (Lib)




 Principal
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