

GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS) KUMBAKONAM

Academic Year 2024-25

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	Dr.R. Radha(Phy)
		Dr. S. Venkatalakshmi (Zool)
		Dr. F. Kurus Malai Selvi (CS)
		Dr. P.P. Sujatha (His)
6	College Union-in-charge	Department of Tamil
7	Curriculum Development Cell	Co-Ordinator Dr. S. Venkatalakshmi (Zool)
		Controller of Examinations Dr. W.Jayaseeli (Com)
		IQAC Co-ordinator Dr. F. Kurus Malai Selvi (CS)
		Dean of Science Dr. R. Radha(Phy)
		Dean of Arts Dr.S. Ahila (Tam)
		NaanMudhalvan SPOC Dr.C. Jayanthi(Che)
		Co-Ordinator Dr. W.Jayaseeli (Com)
8	OBE Cell	Members: Dr.S. Venkatalakshmi (Zool)
		Dr.F. Kurus Malai Selvi (CS)
		Mrs.C. Thenmozhi (Eng)
		Dr.S. Sundareswari)CS)
		Dr.S. Renuka (Phy)
		Dr.S.Anusuya (His)

9	Research Ethics and Advisory Committee	Dr. R. Radha(Phy)
		Dr. S. Venkatalakshmi(Zool)
		Dr. F. Kurus Malai Selvi (CS)
10	Academic Council Member Secretary	Mrs.C. Thenmozhi (Eng) Deputy Controller of Examinations
11	Finance Committee	Dr.R.Radha (Phy)
		Dr. W.Jayaseeli (Com) Controller of Examinations
		Mrs.C. Thenmozhi (Eng) Deputy Controller of Examinations
12	IQAC Data support team	Cri-I - 1. Mrs.C. Thenmozhi(Eng) 2. Dr.A. Jeyachithra(Com)
		Cri-II - 1. Dr.S. Rajkumari(Math) 2. Dr.M. Kala(His)
		Cri-III - 1. Dr.S.Geetha (Geo) 2. Dr.T.Thilagavathy (Phy)
		Cri-IV - 1. Dr.B. Anusuya(Geo) 2. Dr.D. Soumady (Zoo)
		Cri-V - 1. Dr.P.P. Sujatha(His) 2. Dr.G. Jayasree(Tam)
		Cri-VI - 1. Dr.R.Revathi (Com) 2. Dr.A.V.Kavitha(Zoo)
		Cri-VII - 1. Dr.G. Rajeswari(Eng) 2. Dr.S. Geetha(Geo)
13	UGC	Dr.R.Mathivanan (Lib)
14	RUSA Coordinator	Dr.G. Rajeswari (Eng)
15	Naan Mudhalvan - SPOC	Dr.C. Jayanthi (Che)
16	E-Governance	Dr. F. Kurus Malai Selvi (CS)
17	AISHE, TNGASA incharge&MHRD Nodal Officer	Dr. S. Sundareswari (CS)
18	Examination Committee	Dr. W.Jayaseeli (Com) COE
		Mrs.C. Thenmozhi (Eng) DCOE
		Dr. R. Radha (Phy)
		Dr.s.Venkatalakshmi (Zoo)

19	Result Awarding Committee	Dr. W.Jayaseeli (Com) COE
		Mrs.C. Thenmozhi (Eng) DCOE
		All Heads of the Departments
		External Member from Arts
		External Member from Science
20	Placement Cell & Career Guidance Cell	Co-Ordinator: Dr.S. Rajkumari(Mat)
		Members: Arts:Dr.T. Tamilmathi (Com)
		Science:Dr. U. GnanaSheela (Phy)
21	Building Maintenance & Water Facility Committee	Dr.R.Mathivanan (Lib)
		Dr. A. Jeyakodi (Eco)
		Dr.M.Goveindarajan (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
		Police
24	Anti-ragging Cell	Co-Ordinator: Dr. W.Jayaseeli (Com)
		Members: Dr.P. Senthilkumari(Tam) Deputy Warden
		Dr. M. Kala (His) -NSS
		Dr. D. Soumady (Zoo)-NSS
		Dr. A. Jeyachitra (Com)-NSS
		Student Union President: M.Kirthika III B.Com
25	Grievance Appeal (Redressal)/Enquiry Cell & Counselling Cell	Union Incharge Department Staff Concerned Department HOD & Staff
26	Computer Literacy Programme	Dr.F.Kurus Malai Selvi (CS) (Co-ordinator)
		Dr.R. Radha (Phy)
		Dr. S. Rajkumari (Mat)

27	Sports Committee	Dr.R. Vidhyasree (PD)
		Dr. W.Jayaseeli (Com) COE
		Dr.F.KurusMalaiSelvi (CS)
28	Network Resource Centre (WIFI)	Dr.R. Radha (Phy)
		Dr. R.Mathivanan (Lib)
29	Media Centre	Dr. S. Geetha(Geo)
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. M.Muthulakshmi (Eng)
		Members:Dr. K. Bhavani (Zool)
		Dr. T. Tamilmathi (Com)
32	Discipline Committee	Co-Ordinator:Dr.R. Vidhyasree (PD)
		Members: Dr.D. Ashokan, (Tamil)
		Dr.M.Govindarajan (Zoo)
33	Library Committee	Dr.R.Mathivanan (Lib)
		Dr. T. Thilagavathi (Phy)
		DrM.Govindarajan (Zoo)
34	Furniture in-charge	Dept. of Economics
35	Parents Teachers Association (PTA)	Dr. B. Anusuya (Geo)
36	SC/ST Cell	Dr. R.Revathi (Com) Co-Ordinator & Scholarship incharge
		Dr.B.Anusuya (Geo) Scholarship incharge
37	Soft Skill Programme Officer	Dr. M. Maheswari (Com)
38	Bridge Course	Department of English
39	Main Hostel - Hostel Committee	Dr.P. Senthilkumari (Tamil) Deputy Warden
		Members: Dr.S.Venkatalakshmi (Zoo)
		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. B. Anusuya (Geo)
		Dr.M.Muthulakshmi (Eng)
		Dr. G. Jayasree (Tamil)
43	Time Table In-charge	Dr. S. Venkatalakshmi – (Zool)
		Dr. W.JYawwli (Com) - COE
		Dr.C.Jayanthi (Che)
44	Non-Major Elective Course (NMEC) & Extra Disciplinary Course (EDC)	Dr. A.V. Kavitha (Zool)
45	Workload In-charge	Dr. S. Ahila (Tam)
		Dr. R. Radha (Phy)
46	Press Committee	Dr. S. Venkatalakshmi (Zool)
		Dr.R. Balasubramanian(Zool)
47	College Calendar Incharge	Dr. T.Thilagavathi (Phy)
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.G.Jayasree (Tam)
50	AVE Committee	Dr.R. Radha (Phy)
		Dr. S. Renuka (Phy)
51	Day Care Centre	Dr.A. Jeyachitra(Com)
52	Old Student Association (OSA)	Dr. P. Senthilkumari (Tam)
		Dr. C. Jayanthi (Che)
		Dr. V. Kavitha (Zool)
53	E-Service Centre incharge	Dr.M. Kala(His)
54	State / National Scholarship Advisor	Dr.M.Govindarajan (Zoo)
55	Health Care Centre	Dr. R. Vidhyasree(PD)
56	Students Welfare Scheme	Dr.P.P. Sujatha(His)
57	Staff Club	1. Dr. W.Jayaseeli (Com)
		2. Dr.P.Senthilkumari (Tam)
		3. Dr. G. Senthilkumar – (Eco)
58	Pudhumai Penn-SPOC	Dr.P.P. Sujatha(His)

59	Institution's Innovation Council (IIC)	Dr. R. Radha (Phy)
		Dr. T. Thilagavathi (Phy)
60	DST – CURIE	Dr. R. Radha (Phy) (PI)
		Dr. F. KurusMalaiSelvi (CS) (Co-PI)
		Dr. S. Venkatalakshmi – (Zool)(N.O)
61	Science Club	Dr.R. Radha(Mentor) Dr.S. Venkatalakshmi (Co-ordinator)
62	Menstrual Hygeine Management Council	Dr.R. Gowri (Maths)
63	SC/ST/SCA TAHDCO Co-Ordinator for CS	Dr.S. Sundareswari (CS)
64	UMIS Co-Ordinator	Mrs.C. Thenmozhi (Eng)
65	National Academic Depository (NAD) Incharge	Mrs.C.Thenmozhi (Eng) -DCOE
66	PFMS Coordinator	Dr. S. Anusuya (His)
67	Classroom Allotment	Dr. S. Venkatalakshmi (Zool)
68	ICT Academy Co-ordinator	Mrs.S.Sheela (CS)
69	PSTM Signing Incharge	Dr.W.Jayaseeli (COE)
70	TC Signing In-charge	Dr.R.Mathivanan (Lib)
71	Bus/Train Pass / Bonafide Signing Incharge	Dr.P.P. Sujatha(His)
72	Farmers Scholarship Incharge	Dr.M.Muthulakshmi (Eng)
73	Bonafide Signing Incharge	Dr.G.Jayasree (Tam)
74	Students ID card incharge	Dr.S.Rajeswari (Eco)
75	Extension Activities: - Part V Coordinator	Dr.S.Venkatalakshmi (Zool)
76	1. NSS	In charge staff: Dr. D. Soumady (Zool)
		Dr. M. Kala (His)
		Dr. A. Jeyachitra (Com)
	2. NCC	Dr. S. Anusuya (His)
	3. YRC	Dr.K.Ananda Ravi Sasthri (Tam)
	4. Red Ribbon Club	Dr.U. Gnanasheela, (Phy)
	5. Rotaract Club	Dr.C. Jayanthi (Che)
	6. Leo Club	Mrs.C. Thenmozhi(Eng)
	7. Green Environment Club	Dr.B. Anusuya (Geo)
	8. Consumer Forum	Dr.A. Jayakodi (Eco)
	9. Social Service League	Dr.R. Balasubramanian (Zool)
	10. Helping Hearts	Dr.R. Gowri (Maths)

	11. Women Cell	Dr.P.P. Sujatha(His)
	12. Sports	Dr.R. Vidhyasree (PD)
	13. Entrepreneurship Development Cell	Dr.R.Revathi (Com)
	14. Exnora	Dr.R.Mathivanan


PRINCIPAL
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