

GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS) KUMBAKONAM**Academic Year 2025-26****Allotment of Duties**

S. No	Committee/Duty	Name Asst./Asso.Prof./Dr./Mrs/Ms/Mr
	Chairperson	Principal
1	Controller of Examinations	Dr. F. Kurus Malai Selvi (CS)
2	Deputy Controller of Examinations	Dr. S. Sundareswari (CS)
3	IQAC Co-ordinator	Dr.S. Venkatalakshmi (Zoo)
4	Admission Committee	Dr.S.Ahila(Tam)
		Dr.R. Radha(Phy)
		Dr. S. Venkatalakshmi (Zool)
		Dr. F. Kurus Malai Selvi (CS)
		Dr. P.P. Sujatha (His)
5	College Union-in-charge	Department of Tamil
6	Curriculum Development Cell	Co-Ordinator Dean of Science Dr. R. Radha(Phy)
		Controller of Examinations Dr. F. Kurus Malai Selvi (CS)
		IQAC Co-ordinator Dr. S. Venkatalakshmi (Zool)
		Dean of Arts Dr.S. Ahila (Tam)
		Naan Mudhalvan SPOC Dr.C. Jayanthi(Che)
7	OBE Cell	Co-Ordinator Dr. R. Radha(Phy)
		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)
8	Research Ethics and Advisory Committee	Dr.S.Ahila(Tam)
		Dr. R. Radha(Phy)
		Dr. S. Venkatalakshmi(Zool)
		Dr. F. Kurus Malai Selvi (CS)
9	Academic Council Member Secretary	Dr. S. Sundareswari (CS) Deputy Controller of Examinations

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10	Finance Committee	Dr.S. Ahila (Tamil)
		Dr. F. Kurus Malai Selvi (CS) Controller of Examinations
		S. Sundareswari(CS) Deputy Controller of Examinations
11	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.T. Thilagavathi(Phy) 2. Dr.S. Renuga (Phy)
		Cri-IV - 1. Dr.B. Anusuya(Geo) 2. Dr.D. Soumady (Zoo)
		Cri-V - 1. Dr.P.P. Sujatha(His) 2. Dr.R.Gowri(Mat)
		Cri-VI - 1. Dr.A.V. Kavitha(Zool) 2. Dr.M.Maheswari(Com)
		Cri-VII - 1. Dr.G. Rajeswari(Eng) 2. Dr.S. Geetha(Geo)
12	RUSA Coordinator	Dr.G.Rajeswari(Eng)
13	Naan Mudhalvan - SPOC	Dr.C. Jayanthi (Che)
14	E-Governance	Dr. F. Kurus Malai Selvi (CS)
15	AISHE-MHRD Nodal Officer	Dr. S. Sundareswari (CS)
16	National Academic Depository (NAD)Incharge	Dr.S. Sundareswari – DCOE
17	NIRF Co-ordinator	Dr.S.Geetha(Geo)
18	Examination Committee	Dr. F. Kurus Malai Selvi (CS)
		Dr. S. Sundareswari (CS)
		Dr. R. Radha (Phy)
		Dr.S. Ahila (Tamil)
19	Result Awarding Committee	Dr. F. Kurus Malai Selvi (CS)
		Dr. S. Sundareswari (CS)
		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.D. Ashokan (Tamil)
		Dr.P.Kodithurai
		Dr. A. Jeyakodi (Eco)
		Dr.R.Balasubramanian (Zoo)
22	Temp. Teachers Selection Committee	Dr. S. Ahila (Tam)
		Dr. R. Radha (Phy)
		HOD of the concerned Department
23	Internal Complaints Committee	Dr. P.P.Sujatha
		Dr. R.Vidhyasree (P.D)
		Lawyer
		Police
24	Anti-ragging Cell	Dr.G.Rajeswari(English)
		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
25	Grievance Appeal (Redressal)/Enquiry Cell & Counselling Cell	Dr.G. Jayashree (Tamil) Union Incharge Department 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. S. Ahila (Tam)
		Dr.F.KurusMalaiSelvi (CS)
28	Network Resource Centre (WIFI)	Dr.R. Radha (Phy)
		Dr. R. Gowri (Maths)
29	Media Centre	Dr. S. Geetha(Geo)
30	Swayam SPOC	Dr.A.Jayakodi(Eco)

31	Website Maintenance & Upgradation	Dr.F.Kurus Malai Selvi (CS) (for examination related matters)
		Dr. S. Sundareswari (CS) (for other general matters)
32	Fine Arts Committee	Co-Ordinator: Dr. Akilandeswari (Physics)
		Members: Dr. K. Bhavani (Zool)
		Dr. T. Tamilmathi (Com)
33	Discipline Committee	Co-Ordinator: Dr.R. Vidhyasree (PD)
		Members: Dr.D. Ashokan, (Tamil)
		Dr.G. Senthilkumar(Eco)
34	Library Committee	Dr.R. Gowri (Maths)
		Dr. T. Thilagavathi (Phy)
		Dr.P. Kodithurai (Tamil)
35	Furniture in-charge	Dept. of Economics
36	Parents Teachers Association (PTA)	Dr. B. Anusuya (Geo)
37	SC/ST Cell	Dr. G. Senthilkumar (Eco) (Scholarship incharge)
38	Soft Skill Programme Officer	Dr. M. Maheswari (Com)
39	Bridge Course	IQAC & Department of English
40	Main Hostel - Hostel Committee	Dr.P. Senthilkumari (Tamil) Deputy Warden
		Members: Dr. S. Ahila (Tam)
		Dr.F.Kurus Malai Selvi
		Mrs.C. Thenmozhi (Eng)
41	OBC Cell	Dr. P. Kodithurai (Tamil)
		Dr. S. Geetha (Geo)
42	Minority Cell	Dr.S. Renuka (Physics)
		Dr. U. Gnanasheela (Phy)
43	Canteen Monitoring Committee	Dr. B. Anusuya (Geo)
		Dr. G. Jayasree (Tamil)
44	Time Table In-charge	Dr. S. Venkatalakshmi – (Zool)
		Dr. C. Jayanthi (Che)
45	Non-Major Elective Course (NMEC) & Extra Disciplinary Course (EDC)	Dr. A.V. Kavitha (Zool)
46	Workload In-charge	Dr. S. Ahila (Tam)
		Dr. R. Radha (Phy)
47	Press Committee	Dr. S. Venkatalakshmi (Zool)
		Dr.R. Balasubramanian(Zool)
48	College Calendar Incharge	Dr. D. Ashokan, (Tamil)

49	College Magazine Committee	Dr. G. Rajeswari (Eng)
		Dr. G.Jayasree(Tam)
		Dr. A. Jeyachitra (Com)
		Dr. M. Maheswari (Com)
50	College Co-operative Stores	Dr.G. Jayasree(Tam)
51	AVE Committee	Dr.R. Radha (Phy)
		Dr. S. Renuka (Phy)
52	Day Care Centre	Dr.A. Jeyachitra(Com)
53	Old Student Association (OSA)	Dr. P. Senthilkumari (Tam)
		Dr. C. Jayanthi (Che)
		Dr. V. Kavitha (Zool)
54	E-Service Centre incharge	Dr.M. Kala(His)
55	Health Care Centre	Dr. R. Vidhyasree(PD)
56	Students Welfare Scheme	Dr.P.P. Sujatha(His)
57	Staff Club	1. Dr. P. Senthilkumari (Tam)
		2. Dr.S.Geetha(Geo)
		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	Antidrug Co-Ordinator	Dr.S. Renuka (Phy)
66	PFMS Coordinator	Dr. S. Anusuya (His)
67	Classroom Allotment	Dr. S. Venkatalakshmi (Zool)
68	ICT Academy Co-ordinator	Dr.S. Sundareswari (CS)
69	PSTM Signing Incharge	Dr.F. Kurus Malai Selvi (COE)
70	TC Signing In-charge	Dr. Kala (His)
71	Bus/Train Pass / Bonafide Signing Incharge	Dr.P.P. Sujatha(His)
72	Farmers Scholarship Incharge	Mrs.C. Thenmozhi (Eng)
73	Bonafide Signing Incharge	
74	Students ID card incharge	Dr.A.Jeyachitra (Com)

75	Extension Activities: - Part V Coordinator	Dr.G.Rajeswari(Eng)
76	1. NSS	In charge staff:
		Dr. D. Soumady (Zool)
		Dr. M. Kala (His)
	2. NCC	Dr. A. Jeyachitra (Com)
		Dr. S. Anusuya (His)
		Dr. G. Jayasree (Tamil)
	4. Red Ribbon Club	Dr.U. Gnanasheela, (Phy)
	5. Rotaract Club	Dr.C. Jayanthi (Che)
	6. Leo Club	Mrs.C. Thenmozhi(Eng)
	7. Youth Development Scheme	Dr.S. Sundareswari (CS)
	8. Green Environment Club	Dr.B. Anusuya (Geo)
	9. Consumer Forum	Dr.A. Jayakodi (Eco)
	10. Social Service League	Dr.R. Balasubramanian (Zool)
	11. Helping Hearts	Dr.R. Gowri (Maths)
	12. Women Cell	Dr.P.P. Sujatha(His)
	13. Sports	Dr.R. Vidhyasree (PD)
	14. Entrepreneurship Development Cell	Dr.M.Maheswari(Com)
	15. Exnora	Dr.S. Radhakrishnan (Bot)


PRINCIPAL
 Government College for Women (Autonomous)
 KUMBAKONAM.