

GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS) KUMBAKONAM
Academic Year 2026-27
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. Sundareswari (CS)
4	Admission Committee	Dr.S.Ahila (Tam)
		Dr. S. Venkatalakshmi (Zoo)
		Dr. F. Kurus Malai Selvi (CS)
		Dr. P.P. Sujatha (His)
		Dr.B.Anusuya (Geo)
		PRO:Dr.A.Jayakodi (Eco)
5	College Union-in-charge	Department of Tamil
6	Curriculum Development Cell	IQAC Co-Ordinator Dr.S. Sundareswari (CS)
		Dr.S. Venkatalakshmi (Zoo)
		Controller of Examinations Dr. F. Kurus Malai Selvi (CS)
		Dr.G.Rajeswari (Eng)
		Dr.S.Rajkumari (Maths)
		NaanMudhalvan SPOC Dr.C. Jayanthi(Che)
7	OBE Cell	Dr.S. Venkatalakshmi (Zoo)
		Dr.F. Kurus Malai Selvi (CS)
		Dr.S. Sundareswari (CS)
		Dr.R.Gowri (Maths)
		Dr.S. Renuka (Phy)
		Lt.Dr.S. Anusuya (His)
8	Research Ethics and Advisory Committee	Dr. S. Venkatalakshmi (Zoo)
		Dr. F. Kurus Malai Selvi (CS)
		Dr.R.Gowri (Maths)
		Dr.P. Senthilkumari (Tamil)
		Dr.M.Kala (His)
		Dr.S.Sundareswari (CS)

9	Academic Council Member Secretary	Dr. S. Sundareswari (CS) Deputy Controller of Examinations
10	Finance Committee	Principal
		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. Dr.A. Jeyachithra (Comm) 2. Dr.S.Akilandeswari (Phy)
		Cri-II - 1. Dr.S. Rajkumari (Maths) 2. Dr.M. Kala (His)
		Cri-III - 1. Dr.T. Thilagavathi (Phy) 2. Dr.T.Tamilmathi (Comm)
		Cri-IV - 1. Dr.C.Jayanthi (Che) 2. Dr.B. Anusuya (Geo)
		Cri-V - 1. Dr.P.P. Sujatha (His) 2. Dr.S.Renuka (Phy)
		Cri-VI - 1. Dr.A.V. Kavitha (Zoo) 2. Dr.M.Maheswari (Comm)
		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 Incharge & MHRD Nodal Officer	Dr. G.Jayasree(Tam)
16	National Academic Depository (NAD)Incharge	Dr.S. Sundareswari – DCOE
17	NIRF Co-ordinator	Dr.S.Geetha (Geo)
18	Examination Reformation Committee	Dr. F. Kurus Malai Selvi (COE)
		Dr. S. Sundareswari (DCOE)
		Dr.S.Ahila (Tamil)
		Dr. S. Venkatalakshmi (Zoo)
19	Result Awarding Committee	Dr. F. Kurus Malai Selvi (COE)
		Dr. S. Sundareswari (DCOE)
		All Heads of the Departments
		External Member from Arts
		External Member from Science

20	TNGASA Nodal Officer	1.Dr.G.Jayasree (Tamil) 2.Dr.R.Gowri (Maths)
21	Placement Cell & Career Guidance Cell	Co-Ordinator: Dr.S. Rajkumari (Maths) Members: Science:Dr.B.Anusuya (Geo)) Arts:Dr.A.Jeyachitra (Comm)
22	Building Maintenance & Water Facility Committee	Dr.D. Asokan (Tam) Dr. A. Jayakodi (Eco) Dr.R.Balasubramanian (Zoo) Dr.P.Kodithurai (Tamil)
23	Temp. Teachers Selection Committee	Dr. S. Ahila (Tamil) Dr. S. Venkatalakshmi (Zoo) HOD of the concerned Department
24	Internal Complaints Committee	Dr. P.P.Sujatha (His) Dr. S. Renuga (Phy) Dr. A. Jeyachitra (Comm) Dr. P. Veerachamy (Eco) NGO : S.M.Martin Managing Director, Star Industrial Training Institute Lawyer : J. Sinthanai chelvi
25	Anti-Drug Cell	Dr.U.Gnanasheela - NSS Dr.K.Bhavani – NSS Dr.T.Tamilmathi - NSS Student Union President:
26	Grievance Appeal (Redressal)/Enquiry Cell & Counselling Cell	Dr.G. Jayashree (Tamil) Union Incharge Department Staff Dr. A. JayaKodi (Eco) Dr. A.V. Kavitha Dr. S. Sundareswari (IQAC)
27	Anti – ragging	Dr. C. Thenmozhi (Eng) Dr. A. Jeyachitra (Comm) Dr. S. Anusuya (His)
28	Computer Literacy Programme	Dr.F.Kurus Malai Selvi (CS) (Co-ordinator) Dr. S. Rajkumari (Maths) Dr.T.Thilagavathi (Phy)
29	Sports Committee	Dr.R. Vidhyasree (PD) Dr.F.KurusMalaiSelvi (CS) Dr.M.Kala (His)

30	Network Resource Centre (Wi-Fi)	Dr.T.Thilagavathi (Phy)
		Dr. R. Gowri (Maths)
31	Media Centre	Dr. S. Geetha (Geo)
32	Swayam SPOC	Dr.A.Jayakodi (Eco)
33	Website Maintenance & Upgradation	Dr.F.Kurus Malai Selvi (COE) (for examination related matters)
		Dr. S. Sundareswari (CS) (for other general matters)
34	Fine Arts Committee	Co-Ordinator: Dr. Akilandeswari (Physics)
		Members:Dr.T.Thilagavathi (Phy)
		Dr. S.Renuka (Phy)
35	Discipline Committee	Lt.Dr.S.Anusuya (NCC)
		Dr.U.Gnanasheela- (NSS)
		Dr.K.Bhavani – (NSS)
		Dr.T.Tamilmathi –(NSS)
		Dr.R.Vidhyasree - (PD)
36	Library Committee	Dr. S. Venkatalakshmi (Zoo)
		Dr.F.Kurus Malai Selvi (CS)
		Dr.G.Rajeswari (Eng)
		Mrs.C.Thenmozhi (Eng)
		Dr. B. Anusuya (Geo)
		Dr.C.Jayanthi (Che)
		Dr.T.Thilagavathi (Phy)
		Dr.P.Kodithurai (Tamil)
37	Furniture in-charge	Dr.A. Jayakodi (Eco)
		Dept. of Economics
38	Parents Teachers Association (PTA)	Dr. B. Anusuya (Geo)
39	SC/ST Cell	Dr. G. Senthilkumar (Eco) (Scholarship incharge)
40	Soft Skill Programme Officer	Dr. M. Maheswari (Comm)
41	Freshers Orientation Programme	IQAC – Co-Ordinator
42	Bridge Course	Department of English
43	Main Hostel - Hostel Committee	Mrs.C.Thenmozhi (Eng) Deputy Warden
		Dr.G.Rajeswari (Eng)
		Dr.P.Senthilkumari (Tamil)
		Dr.M.Kala (His)
44	Other Backward Community Cell	Dr. P. Kodithurai (Tamil)
		Dr. S. Geetha (Geo)
45	Minority Cell	Dr.S.Renuka (Phy)
		Dr.U.Gnanasheela (Phy)

46	IPR Coordinator	Dr.V.Kavitha
47	Canteen Monitoring Committee	Dr. Dr.P.Senthilkumari (Tamil)
		Dr.A.V.Kavitha (Zoo)
		Dr.A.Jeyachitra (Comm)
48	Time Table In-charge	Dr. C. Jayanthi (Che)
		Dr. Dr.A.V.Kavitha (Zoo)
		Dr.S.Renuka (Phy)
49	Non-Major Elective Course (NMEC) & Extra Disciplinary Course (EDC)	Dr. A.V. Kavitha (Zoo)
50	Workload In-charge	Dr.F. KurusMalaiSelvi (CS)
		Dr. S. Venkatalakshmi (Zoo)
51	Press Committee	Dr. P.Veerachamy & Department of Economics
52	College Calendar Incharge	Dr. D. Asokan (Tamil)
		Dr.P.Kodithurai (Tamil)
53	College Magazine Committee	Dr. G. Rajeswari (Eng)
		Dr. G.Jayasree (Tamil)
		Dr.P.Veerachamy (Eco)
		Dr. G.Senthilkumar (Eco)
54	College Co-operative Stores	Dr.G. Jayasree(Tamil)
55	AVE Committee	Dr.T.Thilagavathi (Phy)
		Dr. S. Renuka (Phy)
56	Day Care Centre	Dr.A.Jeyachitra (Comm)
57	Old Student Association (OSA)	Dr. P. Senthilkumari (Tamil)
		Dr. C. Jayanthi (Che)
		Dr. V. Kavitha (Zoo)
58	E-Service Centre incharge	Dr.M. Kala (His)
59	Health Care Centre	Dr. R. Vidhyasree (PD)
60	Students Welfare Scheme	Dr.G.Rajeswari English Department
61	Staff Club	1. Dr. P. Senthilkumari (Tam)
		2. Dr.S.Geetha (Geo)
		3. Dr. G. Senthilkumar – (Eco)
62	Pudhumai Penn-SPOC	Dr.P.P. Sujatha (His)
63	Institution's Innovation Council (IIC)	Dr. T. Thilagavathi (Phy)
64	DST – CURIE	Dr. F. KurusMalaiSelvi (CS) (Co-PI)
		Dr. T. Thilagavathi (Phy)
65	Science Club	Dr.S.Renuka (Phy)
		Dr.A.V.Kavitha (Zoo)
66	Menstrual Hygeine Management Council	Dr.V.Kavitha (Zoo)
67	SC/ST/SCA TAHDCO Co-Ordinator for CS	Dr.S. Sundareswari (CS)
68	UMIS Co-Ordinator	Dr.M.Kala
69	Antidrug Co-Ordinator	Dr.U.Gnanasheela (Phy)

70	Stray Dog Committee	Dr.S.Radhakrishnan (Bot)
		Dr.P.Veerachamy (Eco)
		Dr.M.Dhanalakshmi (Tamil)
71	PFMS Co-Ordinator	Lt.Dr. S. Anusuya (His) and Accountant of COE Office
72	Classroom Allotment	Dr. G.Rajeswari (Eng)
		Mrs.C.Thenmozhi (Eng)
73	ICT Academy Co-ordinator	Dr.S. Sundareswari (CS)
74	PSTM Signing Incharge	Dr.F. Kurus Malai Selvi (COE)
75	TC Signing In-charge	Dr. Kala (His)
76	Bus/Train Pass / Bonafide Signing Incharge	Dr.P.P. Sujatha(His)
77	All welfare Scholarship Incharge and Bonafide Signing Incharge	Dr.S.Rajkumari (Mat)
78	Students ID card incharge	Dr.A.Jeyachitra (Comm)
79	IQAC Steering Committee	Dr. R. Gowri (Maths)
		Dr. M. Kala (History)
		Dr. G. Jayasree (Tamil)
		Dr. A.V. Kavitha (Zoology)
		Dr. B. Anusuya (Geography)
		Dr. S. Anusuya (History)
		Dr. T. Thilagavathi (Physics)
80	Waste Paper Committee	Dr.S.Ahila (Tamil)
		Dr. F. Kurus Malai Selvi (COE)
		Dr. S. Sundareswari (DCOE)
		Dr. S. Venkatalakshmi (Zoo)
		Dr.G.Rajeswari (Eng)
		Mrs.C. Thenmozhi (Eng)
81	Intellectual Property Rights Coordinator	Dr.V.Kavitha (Zoo)
82	Internship Committee	Dr. F. Kurus Malai Selvi (COE)
		Dr. S. Sundareswari (DCOE)
		Dr. S. Rajkumari (Maths)
		Dr.R. Gowri (Maths)
		Dr.B. Anusuya (Geo)
		Dr.A. Jeyachitra (Comm)
83	CCTV Incharge	Department of Economics

84	Purchase Committee	Dr.K.Malarmathi Principal
		Dr.S.Ahila (Tamil)
		Dr.F.Kurus Malai Selvi (CS)
		Dr.G.Rajeswari (Eng)
		Dr.S.Sundareswari (CS)
		Dr.B.Anusuya (Geo)
85	Extension Activities: - Part V Co-Ordinator	Dr. G. Rajeswari (Eng)
86	1. NCC	Lt.Dr. S. Anusuya (His)
	2. NSS	Dr.U.Gnanasheela (Phy)
		Dr.K.Bhavani (Zoo)
		Dr.T.Tamilmathi (Comm)
	3. YRC	Dr.G. Jayasree (Tamil)
	4. Red Ribbon Club	Dr.S.Renuka (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 (Zoo)
	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 (Comm)
	15. Exnora	Dr.S. Radhakrishnan (Bot)

INSTITUTE MANAGEMENT COMMITTEE

1.	Industry Representative	Chairman S.M.Martin Managing Director, Star Industrial Training Institute
		Member R.Balakrishnan Managing Partner, Kali Engineering Works, Kumbakonam
		K.Durga Proprietor, Hari Infotech and Author Kumbakonam
2	District Employment Officer	G.Parameswari

3	Principal	Dr. K. Malar Mathi
4	Senior Most Faculty	Dr.S.Venkatalakshmi
5	Placement Officer	Dr.S.Rajkumari
6	NGO / Representative	Sureshkumar Crayon Child Relief and Research Institute, Kumbakonam
7	Student Representative	G.Dhanasri – Union President
8	Parent	Mrs.V.Sharmiladevi


PRINCIPAL
 Government College for Women (Autonomous)
 KUMBAKONAM.