

KUNTHAVAI NAACCHIYAAR GOVT. ARTS COLLEGE FOR WOMEN (AUTONOMOUS), THANJAVUR 613 007 COMMITTEE FOR THE ACADEMIC YEAR 2022-2023			Mobile no
	Principal	Dr.P.Cynthia Selvi	7397507650
I. College Duties :			
1	Council Secretary Treasurer	Dr.S.Chandradharam (HOD of History) Dr.G.Shanti (HOD of Botany)	9443869742 9442346202
2	Admission Committee(Seniority basis)	Arts: Dr.R.Dravid Rani (HOD of Tamil) Dr. P.Vembarasi (History) } Dr.S.Shanthi (History) } Science: Dr.G.Vasuki (HOD of Physics) Dr.D.Malarvizhi (Economics) Dr.G.Gomathy (History) PRO: Dr.A.Saburunnisa	9791354277 9442617757 9976327329 9487192391 9486467627 9788046687 9788514002
	Admission – Rank List Preparation & Issue	CLP	
3	Controller of Examination Assistant Controller of Examination	Dr.S.Chandradharam (History) Mrs. M.Ida Rose (Comp Sci)	9443869742 8124420099
4	Academic Council Member Secretary	Dr. R. Ramapriya (HOD of English)	9442986351
5	IQAC (Co-ordinator) IQAC Faculty representatives	Dr.K.Banu Kumar (HOD of Geography) Dr.R.Dravid Rani (HOD of Tamil) Dr.D.Malarvizhi (Economics) Dr.V.Vinoba (Maths) Dr.N.Chandrakala(Zoology) Dr.S.Periyanyaki (Tamil) Dr.A.Saburunnisa (English) Mr.A.Senthilvelan (Geography) Dr.M.Lakshmi Bala (HOD of Busi. Admn) Dr.A.Kanmani Joan of Arc (Comm) Dr.N.Karthika (Botany) Dr. P. Serfoji (Zoology)	9751214535 9791354277 9442617757 9944690117 9790378977 9486605064 9788514002 6382606806 9843362600 9566302552 9791754833 9952540649
6	NAAC Coordinator	Dr.K.Banu Kumar (HOD of Geo)	9751214535
7	Autonomous Review Coordinator Autonomous Review Executive Committee for forthcoming autonomous Review(2024)	Dr.N.Chandrakala(Zoology) Dr. M. Anusya (Maths) Dr.P.Thangamathi (zoology) Dr.G.Subasri (Botany)	9790378977 9488006777 9677348991 9952335758
8	UGC(Co-ordinator) XII plan	Dr.R.Sagayagiri (Botany)	9942318777
	UGC Peer Team	1.Dr. S.Sreekala (Geography) 2. Dr.P.Thangamathi(Zoo)	9788782169 9677348991
9	RUSA (Rashtriya Uchchar Shiksha Abhiyan) (National Higher Education Mission) Coordinator	Dr.D.Malarvizhi (Economics)	9442617757
	RUSA Assistance	Dr. R. Sagayagiri (Botany)	9942318777
10	NIRF Coordinator	Mr.A.Senthilvelan(Geography)	6380713106

11	ARIIA	Dr.R.Punithavathi (Maths)	8825912165
12	National Academic Repository (NAD)	Dr.M.Boominathan(Botany)	9865841371
13	AISHE - All India Survey on Higher Education r	Dr.R.Ramapriya (HOD of English)	9443888228
14	Building M&R Committee	Dr.R.Dravida Rani (HOD of Tamil) Dr.Chitra devi (HOD of Economics) Electrical : Mrs.G.Anuradha (Physics) Civil : Dr.P.Serfoji (Zoology)	9791354277 9487192391 9486052563 9952540649
15	Equipment Purchase Scrutiny Committee	Dr.N.Chandrakala (HOD of Zoo) Dr.G.Shanthi (HOD of Bot)	9790378977 9442346202
16	Research Cell Research Co-Ordinating Committee	Arts:Dr.R.Dravida Rani (HOD ofTamil) Science: Dr.G.Vasuki(HOD of Physics) IQAC Coordinator : Dr.K.Banu Kumar (HOD of Geo)	9791354277 9791402323 9751214535
17	Code of Conduct Committee	Dr.G.Vasuki(HOD of Physics) Dr.D.Anuradha (Hisory) Dr.A.Meharunisa begum (Economics)	9791402323 9790379794
18	Student Grievances Redressal Cell & Anti-Ragging Committee	Dr.P.IndiraGandhi (Tam) Mrs.S.Sujithra (Eng) UG Hostel Warden (Dr.A.Karkulali) PG Hostel Warden (Dr.R.Sagayagiri) Police representative (Mandatory)	9751004362 9445272058
19	College Union	Department of Tamil	
20	Workload Coordinator	Dr.K.Shanthi (HOD of Botany)	9442346202
21	Time Table & Class room Allocation 22-23 Arts Departments: Science Departments: 2023-2024	Dr.V.Soundravalli (Commerce) Dr.R.Punithavathi (Maths) Dr.P.Kavitha (Physics) Dr.V.Kavitha (English)	9842662926 8825912165 9487775185
22	Course Re-do Committee	COE & ACOE Concern Head of the Dept 1. Dr.G.Vasuki(HOD of Physics) 2. Dr.V.Vinoba (HOD of Maths)	9791402323 9944690117
23	Internal Complaints Committee & Anti Sexual harassment Committee (as per the Sexual harassment at Work Places (prevention, Prohibition and Redressal) Act 2013	Co Ordinator: Dr.D.Malarvizhi (Eco) Assisting Team: Dr.M.Vellaisamy(HOD of Che) Dr.D.Amutha (History) Dr.A.Radha(Zoo) Dr.P.Suseela (Economics)	9442617757 8526023329 8668009115 9940738699 9095940951
24	Legal Issues Committee	Dr.R.Dravidarani(HOD of Tamil) Dr.S.Chandravadhanam (HOD of His) Dr.D.Malarvizhi(Eco) Dr.P.Serfoji(Zoo) Office: Bursar Superintendent Mr.R.MohanGandhi(Asst)	9791354277 9443869742 9442617757 9952540649 9025375797 8903222451 9790643891
25	Incubation – Start Up	Dr.K.Banu Kumar (HOD of Geo) Dr.P.Muthamil Thirumagal (Comm) Dr.M.Boominathan(Botany)	9751214535 9894710617 9865841371

	II. Additional Responsibilities		
1	ODD SEMESTER (Nov 2022) CIA EXAMS SEMESTER EXAMS CV	Department of Chemistry Department of History Department of Botany	
2	EVEN SEMESTER (May 2023) CIA EXAMS SEMESTER EXAMS CV	Department of Computer Science Dept of Statistics & Business Admn Department of Economics	
3	Website Maintenance	COE & ACOE Dr.K.Banukumar (HOD of Geo)	9751214535
4	News/ Media in charge	Principal & Office	
5	e-News Letter Coordinator: ODD SEM EVEN SEMESTER	Dr.M.Lakshmi Bala (HOD of Busi.Admn) Mr.A.Senthilvelan(Geo)	9843362600 6382606806
6	MIS (Management Information System) Coordinator	Mrs. V.Kayalvizhy (HoD of CS) Mrs.M. Ida Rose Dr.M.Lakshmi Bala	8056815744 8124420099 9843362600
7	General Library	Dr. N.Karthika (Botany) Dr.G.Subasri (Botany) Dr.V.Chezhiyan(Computer Sci) Dr.S.Manivannan (Zoology)	9791754833 9952335758
8	Digital Library& N-list	Mrs.V. Kayalvizhi (HOD of Comp.Sci)	8056815744
9	a.CLP Coordinator	Mrs. V.Kayalvizhy (HoD of CS-Coordinator) Mrs. M.Ida Rose (Comp Sci)	8056815744 8124420099
10	Syllabus framing - Life skill Office Management Tamil for Competitive Exams Environmental Studies Soft Skill Development Life Skills	Dr.K.Banukumar IQAC Co ordinator Dr.A.Kanmani Joan of Arc (Comm) Dept of Tamil Dr. S .Chandradhanam (History) Dr.M.Lakshmi Bala (BBA) Mrs. V.Kavitha (English)	9751214535 9566302552 9443869742 9843362600
11	Elective Course Allocation 2022-23 2023-24	1.Science – Dr.S.Indrakala (Maths) 2.Arts - Dr.D.Anuradha (History) 1.Science – Dr.K.Anu Radha (Physics) 2.Arts - Dr.K.Susheela (Economic)	9894101267 9790379794 9486052563 9095940951
12	Soft skill Training Programme	Dr.N.Chandrakala (HOD of Zoology) Mrs. V.Kayalvizhy(HOD of Comp.Sci)	9790378977 8056815744
13	SC/ST Coaching Class	Dr.S.Shanthi (His) Ms.G.Gomathy (His)	9788046687 9976327329
14	MOOC – Swayam Coordinator Supporting team:	Dr.J.J.Jeyakumari (Comm) SPOC Dr.S.Ramapriya (HOD of Eng) Dr.P.IndiraGandhi (Tam) Dr.T.Ponniyin Selvi(Geo) Dr.A.Radha(Zoology) Dr.P.Vijaya lakshmi(Commerce)	9443699942 9442986351 9751004362 8778097682 9940738699 9488613065
15	TC signing	Dr.G.Vasuki (HOD of Physics)	9487192391

16	Bona fide Certificate Signing	Dr.N.Chandrakala (HOD of Zoology)	9790378977
17	PSTM- Tamil medium- Certificate Signing	Dr.D.Anuradha (History)	9790379794
18	National Scholarship Portal Verifying Authority	Dr.T.Ponniyin Selvi(Geo)	8778097682
19	Bus Pass + Train Pass Verifying Authority	Arts –Dr.P.Revathi(Tam) Science –Mrs.G.Subasri(Bot)	9585683198 9952335758
20	Moovalur Ramamirtham Scholarship coordinator	Dr.T. Geetha (Maths) Dr.Poongodi (History) Dr.M.Radha (History)	9578576650 8778931320 8220901927
21	BC/MBC: Scholarship Coordinator SC/ST: Scholarship Coordinator	Dr.S.Vaijayanthimala (Tamil) Dr.M.Vellaisamy(HOD of Chemistry)	7373440336 8526023329
22	Minority Scholarship	Mrs.T.Ponniyin selvi (Geography)	8778097682
23	Uzhavar Pathukkapu Thittam- Scholarship signing	Dr.A.Karkuzhali (History) Dr.R.Hemalatha (Tamil)	9626062410 9489568068
24	College Assembly &Discipline	Dept of Phy. Edn. Dr.S.Tamilarasan (Economics)	
25	Physical Education Director Physical Education Committee	Mrs.S.Thenmozhi Dr.J.J.Jeyakumari(Commerce) Dr.J.E.Mohana (English)	9486469164 9443699942 9751406384
26	AVE (Mandatory)	Dept. of Physics	9487192391
27	AVE Committee	Mrs.G.Anuradha (Physics) Dr.P.Kavitha(Physics)	9486052563 8870023603
28	College Magazine Committee	Head of the Department –English	9442986351
29	College Calendar	2022-23 - Department of Commerce 2023-24 – Department of Physics	9894710617 9487192391
30	Furniture in charge (College & Govt.Funds)	Dept. of History	9443869742
31	Endowment Prizes	Dr.K.Dhanalakshmi (History)	9080006273
32	Nodal officer for electoral enrollment and to attend meetings	Dr.A.Meenatchi (History)	9965982225
33	PTA: Treasurer Joint secretary	Dr.R.Punithavathy (Maths) Dr. S.Sreekala (Geography)	8825912165 9788782169
34	OSA		
35	Students Co-Operative Stores	Mrs.V.Kavitha (English)	9487775185
36	RTI Response	Office	
37	e-TDS Filing	Dr.S. Indrakala (Maths) Dr.J.Prahannayaki (Commerce)	9894101267 9486742135
38	Temporary Staff Appointment Committee	Dr.V.Vinoba (HOD of Maths) Dr.P.Muthamil Thirumagal (HOD of Commerce)	9944690117 9894710617
39	Nodal Officer (Covid-19 containment) : Coordinating Committee: Covid-19 Task Group	1. Dr.K.Subha (Physics) 2. Dr.T.Geetha (Mat) 3.M.Ida Rose (Comp Sci) 4.Dr.Ira.Tamiladiyan (Tamil)	9841630268 9578576650 8124420099 8778172042

40	Mark Statement Verification Coordinator	Dr.G.Shanthi (HOD of Botany)	9442346202
41	Surveillance Equipment & Public Address System	Dept. of Physics	
42	TNOU Coordinator	Dr.A.Karkuzhali (History)	9626062410
43	Conduct of Government Exams	Dr.P.Muthamil Thirumagal (Comm) Dr.S.V.Soundravalli (Comm) Mrs. V.Kayalvizhi (Comp Sci) Mrs.M.Ida Rose (Comp.Sci) Dr.V.Sukumaran (Zoology) Dr.A.Kanmani Joan of Arc(Comm) Dr. N.Karthika (Botany) Dr.G.Subasri (Botany) Dr.A.Karkuzhali (History) Dr.Latha (Botany) Dr.P.Serfoji (Zoology) Dr.A.Radha(Zoology)	9894710617 9842662926 8056815744 8124420099 9944495750 9566302552 9791754833 9952335758 9626062410 9787799254 9952540649 9597519187
44	IIRS - Online Programme Coordinator	Mr.A.Senthilvelan (Geography)	6382606806
45	ICT Academy Coordinator	Mrs.M.Ida rose (comp Sci)	8124420099
46	NaaN Mudalvan Coordinator & Logistics BFSI TCSiON,	Dr.J.J.Jeyakumari(Commerce) Dr.A.Kanmani Joan of Arc (Comm) Mrs.M.Idarose (Comp.Sci)	9566302552 9443699942 8124420099
47	E-Governance	Mrs. V.Kayalvizhy (HoD of CS)	8056815744

III. Extension Activities			
1	Fine Arts	Dr.S.Revathi (Tamil) Dr.J.Aruna devi (Tamil)	9442714591
2	NSS	Unit 1. Dr.K.Subha (Physics) Unit 2. Mrs. M.Ida Rose (Comp Sci) Unit 3. Dr.T.Geetha (Mat)	9841630268 8124420099 9578576650
3	Entrepreneur Development Cell	Dr.P.MuthamilThirumagal (HoD Com) Dr.V.Soundravalli (Commerce)	9894710617 9842662926
4	Placement cell	Dr.A.Kanmani Joan of Arc(Comm) (Coordinator) Dr.A.Saburunnisa (Eng) Dr.M.Lakshmi Bala(HoD of BBA)	9566302552 9780046687 9843362600
5	Leo Club	Dr.J.Jeyakumari (Commerce)	9443699942
6	YRC	Dr. S. Krishna Priya (English)	9894408821
7	SSL	Dr.M.Vembu (Tamil)	9489454415
8	Red Ribbon Club	Dr.P.Indra Gandhi	9751004362
9	Consumer Forum	Dr.K.Usha Kumari (Economics)	9790558413
10	Science Club	Dr. V.Sukumaran(Zoology)	9944495750
11	Rotract Club	Dr.A.Meenakshi (His)	9965982225
12	Exnora	Dr. V.Latha (Botany) Mrs.S.K.Vennila (English)	9787799254 9566789522
13	NIS (National Integration Scheme)	Dr.V.Amutha (Tamil)	9489403870
14	Women cell Coordinator	Dr.M.Kannammal (Tamil)	9865252105
15	Environmental Education Club	Dr.S.S.Nirmala (English)	9486873259
16	Conduct of Yoga classes	Dr.M.Subadra (Che)	9750493561
17	You tube Channel coordinators	Mrs. M.Ida Rose (Comp Sci) Dr.S.Krishnapriya(Eng)	8124420099 9894408821
18	Clean Thanjavur / Clean College	Dr. D.Gomathi (Maths) Dr.A.Radha (Zoology)	9843446399 9597519187
	College Beautification and Garden Maintenance	Dept. of Botany & NSS Dr.T.Hemalatha (Tam) Dr.Uma Maheswari (Zoology)	9865053834
19	Kunthavai Cyber Security (KCS CLUB)	Mrs. V.Kayalvizhy (HoD of CS)	8056815744
IV. Hostels			
1	Hostel Deputy Warden(PG Hostel)	Dr.R.Sagayagiri (Botany)	9942318777
2	Hostel Deputy Warden(UG)	Dr.A.Karkuzhali (History)	9626062410
3	Hostel Committee (UG & PG)	Mrs.R. Geetha (Chemistry) Mrs.S.K.Vennila (English)	6383402829 9566789522
4	BC & MBC Hostel Residents Coordinator	Dr.P.Indira Gandhi (Tamil)	9751004362
5	SC Hostel Selection Coordinator	Dr.M.Subathra(Che) Dr.M.Radha(His)	9750493561 8220901927