

KUNTHAVAI NAACCHIYAAR GOVT. ARTS COLLEGE FOR WOMEN (AUTONOMOUS), THANJAVUR 613 007 COMMITTEE FOR THE ACADEMIC YEAR 2023-2024 : Revised Up To 31.1.2024			Mobile Number
	PRINCIPAL	Dr.A. John Peter	9842764205
I. College Duties:			
1	CouncilSecretary Treasurer	Dr.D.Malarvizhi (HOD of Economics) Dr.G.Shanti(HOD of Botany)	9486467627 9442346202
2	AdmissionCommittee(Senioritybasis)	Arts: Dr.D.Malarvizhi (HOD of Economics) Dr.V.Vinoba (HoD of Maths) Dr.S.Shanthi (History) Dr.R.Sagayagiri (Botany)	9486467627 9944690117 9976327329 9942318777
	Admission–Rank List Preparation & Issue	CLP	
3	Controller of Examination Assistant Controller of Examination	Dr.D.Malarvizhi(HOD of Economics) Mrs.M.IdaRose (Comp.Sci)	9486467627 8124420099
4	Academic Council Member Secretary	Dr.R.Ramapriya (HOD ofEnglish)	9442986351
5	IQAC (Co-ordinator) IQACFaculty representatives	Dr.K.BanuKumar (HOD of Geography) Dr.D.Malarvizhi(Economics) Dr.V.Vinoba(Maths) Dr.S.Vaijayanthimala(Tamil) Dr.N.Chandrakala(Zoology) Dr.S.Periyanayaki(Tamil) Dr.A.Saburunnisa(English) Mr.A.Senthilvelan(Geography) Dr.M.LakshmiBala(HOD of Busi. Admn) Dr.A.KanmaniJoanofArc (Comm) Dr.N.Karthika(Botany) Dr.P.Serfoji(Zoology)	9751214535 9486467627 9944690117 7373440336 9790378977 9486605064 9788514002 6382606806 9843362600 9566302552 9791754833 9952540649
6	NAACCoordinator	Dr.K.BanuKumar (HOD of Geo)	9751214535
7	Autonomous ReviewCoordinator AutonomousReviewExecutive Committee 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
	UGCPeerTeam	1.Dr.S.Sreekala(Geography) 2.Dr.P.Thangamathi(Zoo)	9788782169 9677348991
9	RUSA (Rashtriya Uccharat Shiksha Abhiyan) (National Higher Education Mission) Coordinator	Dr.D.Malarvizhi (Economics)	9442617757
	RUSA Assistance	Dr.R.Sagayagiri (Botany)	9942318777
10	NIRFCoordinator	Mr.A.Senthilvelan (Geography)	6380713106
11	ARIIA	Dr.R.Punithavathi (Maths)	8825912165
12	NationalAcademicRepository(NAD)	Dr.M.Boominathan (Botany)	9865841371
13	AISHE-AllIndiaSurveyonHigherEducationr	Dr.V.Latha(Botany)	9787799254

14	Building M&R Committee	Dr.K.Usha Kumari (economics) Dr.S.Sreekala (Geography) Dr.P.Serfoji (Zoology) Dr. V.Sukumaran (Zoology)	9790558413 9788782169 9952540649 9944495750
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.S.Vaijayanthimala (Tamil) Science: Dr. V. Vinoba (HOD of maths) IQAC Coordinator: Dr.K. Banu Kumar (HOD of Geo)	7373440336 9944690117 9751214535
17	Code of Conduct Committee	Dr.S.Thenmozhi Dr.D.Anuradha (Hisory) Dr.A.Maharunisa begam (Economics) Dr.Ira.Tamiladiyan (Tamil)	9486469164 9790379794 9443648455 8778172042
18	Student Grievances Redressal Cell & Anti-Ragging Committee	Dr.P.IndiraGandhi (Tam) Mrs.S.Sujithra (Eng) Dr.A.Maharunisa begam (Economics) UG Hostel Warden Dr.P.Thangamathi- PG Hostel Warden Police representative (Mandatory)	9751004362 9445272058 9443648455 9677348991
19	College Union	Department of English	9443888228
20	Workload Coordinator	Dr.K.Shanthi (HOD of Botany)	9442346202
21	Time Table & Class room Allocation 23-24 2024-2025	Dr.P.Kavitha (Physics) Dr. V.Kavitha (English) Dr. T.Ponnyin selvi (Geo) Dr.M.Lakshmi Bala (BBA)	9487775185 8778097682 8778097682 9843362600
22	Course Re-do Committee	COE & ACOE Concern Head of the Dept 1. Dr.G.Shanthi (HOD of Botany) 2. Dr.V.Vinoba (HOD of Maths)	9442346202 9944690117
23.	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.K.Banu Kumar (HOD of Geo) Dr.P.Muthamil Thirumagal (Comm) Dr.S.S.Nirmala (English)	9442617757 8526023329 9751214535 9894710617 9486873259
24	Internal Complaints Committee	Dr.P.IndiraGandhi (Tam) Dr.P.Thangamathi (zoo) Dr. M.Kannammal Mrs.S.Sujithra (Eng)	9751004362 9677348991 9865252105 9445272058

25	Legal Issues Committee	Dr.D.Malarvizhi(Eco) Dr.V.Vinoba (maths) Dr.P.Serfoji(Zoo) Office: Bursar Superintendent Mr.R.MohanGandhi(Asst)	9442617757 9944690117 9952540649 9025375797 8903222451 9790643891
26	Incubation – Start Up	Dr.K.Banu Kumar (HOD of Geo) Dr.P.Muthamil Thirumagal (Comm)	9751214535 9894710617
II. Additional Responsibilities			
1	ODD SEMESTER (Nov 2023) CIA EXAMS SEMESTER EXAMS CV	Department of English Department of Economics Department of BBA & Statistics	
2	EVEN SEMESTER (May 2024) CIA EXAMS SEMESTER EXAMS CV	Department of Tamil Dept of Geography Department of Commerce	
3	Website Maintenance	COE & ACOE Dr. K. Banukumar (HOD of Geo)	9751214535
4	News/ Media in charge	Final Approval -Principal	
5	e-News Letter	Dr.M. Lakshmi Bala (HOD of Busi.Admn)	9843362600
6	College Diary of Events	Dr.G.S.Subashini (BBA) Dr.A.Meenatchi (History)	9486959383 9600592238
7	MIS (Management Information System) Coordinator	Mrs. V.Kayalvizhy (HoD of CS) Mrs.M. Ida Rose Dr.M.Lakshmi Bala	8056815744 8124420099 9843362600
8	General Library - Librarian in charge Library Committee	Dr.P.Serfoji (Zoology) Dr. N.Karthika (Botany) Dr.G.Subasri (Botany) Dr.V.Chezhiyan(Computer Sci) Dr.S.Manivannan (Zoology)	9952540649 9791754833 9952335758 7904144750 9442378151
9	Digital Library& N-list	Mrs.V. Kayalvizhy (HOD of Comp.Sci)	8056815744
10	a.CLP Coordinator	Mrs. V.Kayalvizhy (HoD of CS-Coordinator) Mrs. M.Ida Rose (Comp Sci) Dr.K.Subha (Physics)	8056815744 8124420099 9841630268
11	Syllabus framing - Tamil for Competitive Exams Environmental Studies (TANSCHÉ) Soft Skill Development	Dept of Tamil Department o Zoology Dr.M.Lakshmi Bala (BBA)	
12	Elective Course Allocation 2023-24 & 2024-25	1. Science – Dr.K.Anu Radha (Physics) 2. Arts - Dr.K.Suseela (Economic)	9486052563 9095940951
13	Soft skill Training Programme	Dr.N.Chandrakala (HOD of Zoology) Mrs.V.Kayalvizhy (HOD of Comp.Sci)	9790378977 8056815744

14	SC/ST Coaching Class	Dr.S.Shanthi (His) Ms.G.Gomathy (His)	9788046687 9976327329
15	MOOC – Swayam Coordinator	Dr.J.J.Jeyakumari (Comm) SPOC	9443699942
16	TC signing	Dr.V.Vinoba (Maths)	9944690117
17	Bona fide Certificate Signing	Dr.G.Shanthi (Botany)	9442346202
18	PSTM- Tamil medium- Certificate Signing	Dr.S.Champagalakshmi (Tamil)	9865042507
19	National Scholarship Portal Verifying Authority	Dr.T.Ponnyin Selvi(Geo)	8778097682
20	Bus Pass + Train Pass Verifying Authority	Arts –Dr.P.Revathi(Tam) Science –Mrs.G.Subasri(Bot)	9585683198 9952335758
21	Pudumai Pen / Moovalur Ramamirtham Scholarship coordinator	Dr.P.Indira Gandhi (tamil) Dr.G.Poongodi (History) Dr.M.Radha (History)	9751004362 8778931320 8220901927
22	BC/MBC: Scholarship Coordinator SC/ST: Scholarship Coordinator	Dr.S.Vaijayanthimala (Tamil) Dr.M.Vellaisamy(HOD of Chemistry)	7373440336 8526023329
23	Minority Scholarship	Mrs.T.Ponnyin selvi (Geography)	8778097682
24	Uzhavar Pathukkapu Thittam-Scholarship signing	Dr.A.Karkuzhali (History) Dr.R.Hemalatha (Tamil)	9626062410 9489568068
25	College Assembly & Discipline	Dept of Phy. Edn. Mrs.S.Thenmozhi	9486469164
26	Physical Education Director Physical Education Committee	Mrs.S.Thenmozhi Dr. S,Sujithra (English) Dr. V.Latha (Botany) Dr. A.Radha (Zoology)	9486469164 9445272058 9787799254 9597519187
27	AVE (Mandatory)	Dept. of Physics	9487192391
28	AVE Committee	Mrs.G.Anuradha (Physics) Dr.P.Kavitha(Physics)	9486052563 8870023603
29	College Magazine Committee	Department of History	9626062410
30	College Calendar	2023-24 – Department of Commerce 2024-25 – Department of Physics	9894710617 9486052563
31	Furniture in charge (College & Govt.Funds)	Dept. of History	9443869742
32	Endowment Prizes	Dr.K.Dhanalakshmi (History) Dr.A.Meenatchi (History)	9080006273 9965982225
33	Nodal officer for electoral enrollment and to attend meetings	Dr.A.Meenatchi (History)	9965982225
34	PTA: Treasurer Joint secretary	Dr.R.Punithavathy (Maths) Dr. S.Sreekala (Geography)	8825912165 9788782169
35	OSA	Dr D.Malarvizhi, Associate Prof of Economics -President Dr.N.Chandarakla (HoD Zoology) - Vice President Dr.Tamilselvi Asst Prof of Tamil-Secretary Dr.J.Prahannayaki Asst.Prof of Commerce -Joint Secretary Dr D.Anuradha Asst.Prof of History - Treasurer Dr.S.Indrakala (HoD of Statistics)-Joint Treasurer .	9486467627 9790378977

36	Students Co-Operative Stores	Mrs.V.Kavitha (English)	9487775185
37	RTI Response	Office	
38	e-TDS Filing	Dr.S. Indrakala (Maths) Dr.J.Prahannayaki (Commerce)	9894101267 9486742135
39	Temporary Staff Appointment Committee	Dr.V.Vinoba (HOD of Maths) Dr.P.Muthamil Thirumagal (HOD of Commerce)	9944690117 9894710617
40	Nodal Officer (Covid-19 containment) : Coordinating Committee: Covid-19 Task Group	1. Dr.K.Subha (Physics) 2. Dr.T.Geetha (Mat) 3.Mrs. M. Ida Rose (Comp Sci) 4.Dr. Ira.Tamiladiyan (Tamil)	9841630268 9578576650 8124420099 8778172042
41	Surveillance Equipment & Public Address System	Dept. of Physics	9486052563
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.V. Latha (Botany) Dr.P.Serfoji (Zoology) Dr.A.Radha(Zoology) Dr. S.Periyanayaki (Tamil) Dr.P.Diravidamani (Tamil)	9894710617 9842662926 8056815744 8124420099 9944495750 9566302552 9791754833 9952335758 9626062410 9787799254 9952540649 9597519187 9486605064 9488705895
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 : Committee members	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.Ira.Tamiladiyan (Tamil) Dr.P.Karikalan (Tamil)	8778172042
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)	9566302552 9780046687
5	Leo Club	Dr.J.Jeyakumari (Commerce)	9443699942
6	YRC	Dr. Serfoji (Zoology)	9952540649
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.A.Radha (Zoology)	8825858679
17	Social media coordinators	Mrs. M.Ida Rose (Comp Sci) Dr.Thirumalairaj (Computer Science)	8124420099
18a.	Clean Thanjavur / Clean College	Dr. D.Gomathi (Maths) Dr.A.Radha (Zoology)	9843446399 9597519187
b.	Smart Kunthavai coordinator	Dr.T.Hemalatha (Tam)	9865053834
	College Beautification and Garden Maintenance Team.	Dept. of Botany & NSS Dr.Uma Maheswari (Zoology) Dr.P.Suseela (Economics) Dr.D.Amutha (History) Dr.P.Vijayalakshmi (Commerce)	9095940951 9488613065
19	Kunthavai Cyber Security (KCS CLUB)	Mrs. V.Kayalvizhi (HoD of CS)	8056815744
20	Anti Drug Club	Dr.D.Malarvizhi (HOD of Economics) Dr.V.Vinoba (HoD of Maths) Dr.S.Shanthi (History)	9486467627 9944690117 9976327329
21	Kunthavai Coaching Centre for Employment	Dr.Ira.Tamiladiyan (Tamil) Dr.P.Karikalan (Tamil)	8778172042
IV. Hostels			
1	Hostel Deputy Warden(PG Hostel)	Dr.P.Thangamathi(Zoo)	9677348991
2	Hostel Deputy Warden(UG)	Dr.A.Maharunisa begasQm (Economics)	
3	Hostel Committee (UG & PG)	Dr.R.Sagayagiri (Botany) Dr.A.Karkuzhali (History)	9942318777 9626062410
4	BC I & II, MBC & DNC welfare hostel Coordinator	Dr.P.Indira Gandhi (Tamil)	9751004362
5	SC I & II welfare Hostel Coordinator	Dr.S.Shanthi (History) Dr.M.Radha(His)	9025053932 8220901927


 31/01/2024
 Principal,
 Kunthavai Naacchiyaar
 Govt. Arts College (Women)
 Thanjavur-613 002