

DUTIES & RESPONSIBILITIES

COMMITTEE FOR THE ACADEMIC YEAR 2024-2025		
	Principal	Dr.A. John Peter
	<i>Controller of Examination</i>	Dr.D.Malarvizhi (HOD of Economics)
	<i>Assistant Controller of Examination</i>	Mrs. M.Ida Rose (Comp Sci)
	<i>University Senate Member</i>	Dr. P. Indhira Gandhi (Tamil)
I.College Administrative Duties :		
1	Council Secretary Treasurer	Dr.D.Malarvizhi (HOD of Economics) Dr. G. Shanthi (HOD of Botany)
2	Admission Committee	Dr.D.Malarvizhi (HOD of Economics) Dr.G.Shanti (HOD of Botany) Dr.S.Shanthi (History) PRO: Dr. D.Anuradha (History)
	Admission – Rank List Preparation & Issue	Mrs.V.Kayalvizhi & CLP staff
3	Academic Council Member Secretary	Dr. R. Ramapriya (HOD of English)
	IQAC (Co-ordinator) IQAC Faculty representatives	Dr.K. Banukumar (Geography) Dr.D.Malarvizhi (Economics) Dr.S.Vaijayanthimala (Tamil) Dr.N.Chandrakala(Zoology) Dr.S.Periyanyaki (Tamil) Dr.A.Saburunnisa (English) Mr.A.Senthilvelan (Geography) Dr.M.Lakshmi Bala (Busi. Admn) Dr.A.Kanmani Joan of Arc (Comm) Dr.N.Karthika (Botany) Dr. P.Serfoji (Zoology)
4	NAAC Coordinator	Dr.K.Banu Kumar (HOD of Geo)
5	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)
6	UGC(Co-ordinator) XII plan	Dr.R.Sagayagiri (Botany)
7	UGC Peer Team	1.Dr. S.Sreekala (Geography) 2. Dr.P. Thangamathi(Zoo)
8	RUSA (Co Ordinator)	Dr.D. Malarvizhi (Economics)
9	RUSA Assistance	Dr. R. Sagayagiri (Botany)
10	NIRF Coordinator	Mr.A.Senthilvelan(Geography)
11	ARIIA	Dr.R.Punithavathi (Maths)
12	National Academic Repository (NAD)	Dr.M.Boominathan(Botany)
13	AISHE - Nodal Officer	Dr.V.Latha (Botany)
14	Building M&R Committee	Dr.K.Usha Kumari (Economics) Dr.S.Sreekala (Geography) Dr.P.Serfoji (Zoology)
15	Equipment Purchase Scrutiny Committee	Dr.N.Chandrakala (HOD of Zoo) Dr.G.Shanthi (HOD of Bot)
16	Research Cell Research Co-Ordinating Committee	Arts: Dr.S.Vaijayanthimala (Tamil) Sci : Dr.K. Banukumar (Geography)
17	Code of Conduct Committee	Dr.S.Thenmozhi (Physical Director) Dr.D.Anuradha (Hisory) Dr.A.Maharunisa Begam (Economics) Dr.Ira.Tamiladiyan (Tamil)
18	Student Grievances Redressal Cell & Anti-Ragging Committee	Dr. P. Indhira Gandhi (Tamil) Mrs.S.Sujithra (Eng) Dr.G.Hemalatha (Geo) UG Hostel Warden Dr.P.Thangamathi- PG Hostel Warden Tmt. Kalaivani - PC Police representative (Mandatory)

19	College Union-Vice Chairman	Dr. R. Ramapriya (HOD of English)
20	Workload Coordinator & Time Table - Classroom Allocation	Dr.T.Ponnyin selvi (Geo) Dr.M.Lakshmi Bala (BBA)
21	Course Re-do Committee	COE & ACOE Concern Head of the Dept 1. Dr.G.Shanthi (HOD of Botany) 2. Dr. N.Chandrakala (HOD of Zoo)
22	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. Banukumar (HOD of Geo) Dr.P.Muthamil Thirumagal (Comm) Dr.S.S.Nirmala (English)
23	Internal Complaints Committee	Dr. P. Indhira Gandhi (Tamil) Dr.P.Thangamathi (zoo) Dr. M.Kannammal (Tam) Mrs.S.Sujithra (Eng)
24	Legal Issues Committee	Dr.D.Malarvizhi(Eco) Dr.P.Serfoji(Zoo) Office: Bursar Superintendent Mr.R.MohanGandhi(Asst)
25	Incubation – Start Up	Dr.K. Banukumar (HOD of Geo) Dr.P.Muthamil Thirumagal (Comm)

II. Additional Responsibilities

1	ODD SEMESTER (Nov 2024) CIA EXAMS SEMESTER EXAMS CV	Department of Economics Department of Commerce Department of Geography
2	EVEN SEMESTER (May 2025) CIA EXAMS SEMESTER EXAMS CV	Department of Commerce Dept of Zoology Department of Maths
3	Website Maintenance	COE & ACOE Dr. K. Banukumar (HOD of Geo)
4	News/ Media in charge	Final Approval -Principal
5	e-News Letter	Dr.M. Lakshmi Bala (HOD of Busi.Admn)
6	College Diary of Events	Dr.G.S.Subashini (BBA) Dr. P. Indhira Gandhi (TAM)
7	MIS (Management Information System) Coordinator	Mrs. V.Kayalvizhy (HoD of CS) Mrs.M. Ida Rose Dr.M.Lakshmi Bala
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)
9	Digital Library& N-list	Mrs.V. Kayalvizhi (Computer Science)
10	CLP Coordinator	Mrs.V. Kayalvizhi (HoD of CS) Mrs. M.Ida Rose (Comp Sci) Dr.K.Subha (Physics)
11	Elective Course Allocation 2024-25	1. Science – Dr.G.Anu Radha (Physics) 2.Arts - Dr.K.Suseela (Economics)

12	Soft skill Training Programme	Dr.N.Chandrakala (HOD of Zoology) Mrs.V. Kayalvizhi (Computer Science)
13	SC/ST Coaching Class	Dr.S.Shanthi (His) Dr.G.Gomathy (His)
14	MOOC – Swayam Coordinator	Dr.J.J.Jeyakumari (Comm)
15	TC signing	Dr.N.Chandrakala (HOD of Zoology)
16	Bonafide Certificate Signing	Dr.G.Shanthi (Botany)
17	PSTM- Tamil medium- Certificate Signing	Dr.S.Champagalakshmi (Tamil)
18	National Scholarship Portal Verifying Authority	Dr.T.Ponnyin Selvi(Geo)
19	Bus Pass + Train Pass Verifying Authority	Arts –Dr.P.Revathi(Tam) Science – Mrs.G.Subasri(Bot)
20	Pudumai Pen / Moovalur Ramamirtham Scholarship coordinator	Dr. P. Indhira Gandhi (Tamil) Dr.G.Poongodi (History) Dr.M.Radha (History)
21	BC/MBC: Scholarship Coordinator SC/ST: Scholarship Coordinator	Dr.S.Vaijayanthimala (Tamil) Dr.M.Vellaisamy(HOD of Chemistry)
22	Minority Scholarship	Mrs.T.Ponnyin selvi (Geography)
23	Uzhavar Pathukkapu Thittam-Scholarship signing	Dr.A.Karkuzhali (History) Dr.R.Hemalatha (Tamil)
24	College Assembly & Discipline	Mrs.S.Thenmozhi (Physical Director)
25	Physical Education Director Physical Sports Committee	Mrs.S.Thenmozhi Dr. S.Sujithra (English) Dr. V.Latha (Botany) Dr. A.Radha (Zoology)
26	AVE Committee CCTV Surveillance & Public Addressing System	Dept. of Physics Mrs.G.Anuradha (Physics) Dr.P.Kavitha(Physics)
27	Biometric Attendance	Dr. A.Thirumalairaj (Computer Science)
28	College Magazine Committee	Department of Tamil
29	College Calendar	2024-25 – Department of Physics
30	Furniture in charge (College & Govt.Funds)	Dept. of History
31	Endowment Prizes	Dr.K.Dhanalakshmi (History) Dr.A.Meenatchi (History)
32	PTA: Treasurer	Dr. T. Geetha (Maths)
33	OSA President Vice President Secretary Joint Secretary Treasure Joint Treasure	Dr D.Malarvizhi - Economics Dr.N.Chandarakla - Zoology Dr.Tamilselvi -Tamil Dr.J.Prahannayaki - Commerce Dr D.Anuradha History Dr.S.Indrakala - Mathamatics
34	Students Co-Operative Stores	Dr.K.Durairaj (Zoology)
35	RTI Response	Office
36	e-TDS Filing	Dr.S. Indrakala (Maths) Dr.J.Prahannayaki (Commerce)
37	Temporary Staff Appointment Committee	Dr.S.Vaijayanthimala (Tamil) Dr.P.Muthamil Thirumagal (Comm)
38	IIRS - Online Programme Coordinator	Mr.A.Senthilvelan (Geography)
39	ICT Academy Coordinator	Mrs.M.Ida rose (comp Sci)
40	NaaN Mudalvan Coordinator : Committee members	Dr.J.J.Jeyakumari(Commerce) Dr.A.Kanmani Joan of Arc (Comm) Mrs.M.Idarose (Comp.Sci)
41	E-Governance	Mrs.V. Kayalvizhi (HoD of CS)

42	Group Insurance	Dr. P. Indhira Gandhi (Tamil)
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.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.Periyayaki (Tamil) Dr.P.Diravidamani (Tamil)

III. Extension Activities

1	NCC	Dr. D.Gomathi (Maths)
2	Fine Arts	Dr.Ira.Tamiladiyan (Tamil) Dr.P.Karikalan (Tamil)
3	NSS	Unit 1. Dr.K.Subha (Physics) Unit 2. Mrs. M.Ida Rose (Comp Sci) Unit 3. Dr. T.Geetha (Mat)
4	Entrepreneurial Development Cell	Dr.P.MuthamilThirumagal (HoD Com) Dr.V.Soundravalli (Commerce)
5	Career Guidance & Counselling Cell	Dr.A.Kanmani Joan of Arc(Comm) Dr.A.Saburunnisa (Eng)
6	Leo Club	Dr.J.Jeyakumari (Commerce)
7	YRC	Dr. Serfoji (Zoology)
8	SSL	Dr.M.Vembu (Tamil)
9	Red Ribbon Club	Dr. P. Indhira Gandhi (Tamil)
10	Citizen Consumer Forum	Dr.K.Usha Kumari (Economics)
11	Science Club	Dr. S.Manivannan(Zoology)
12	Rotract Club	Dr.A.Meenakshi (His)
13	Exnora	Dr. V.Latha (Botany) Mrs.S.K.Vennila (English)
14	NIS (National Integration Scheme)	Dr.V.Amutha (Tamil)
15	Women cell Coordinator	Dr.M.Kannammal (Tamil)
16	Environmental Education Club	Dr. P.Dravidamani (Tamil)
17	Yoga	Dr.A.Radha (Zoology)
18	Social media coordinators	Mrs. M.Ida Rose (Comp Sci) Dr.Thirumalairaj (Computer Science)
19	Clean Thanjavur / Clean College	Dr. D.Gomathi (Maths) Dr.A.Radha (Zoology)
	College Beautification and Garden Maintenance	Dept. of Botany & NSS Dr.Uma Maheswari (Zoology) Dr.P.Suseela (Economics) Dr.D.Amutha (History) Dr.P.Vijayalakshmi (Commerce)
20	Kunthavai Cyber Security (KCS CLUB)	Mrs. V.Kayalvizhi (HoD of CS)
21	Anti Drug Club	Dr.D.Malarvizhi (HOD of Economics) Dr. G. Shanthi (Botany) Mrs.M.Ida Rose (CS)
22	Polivuru Kunthavai	Dr.M.Kannammal (Tamil) Dr.T.Hemalatha(Tamil)
23	TNOU	Dr. A.Karkuzhali (HIS)

IV. Hostels

1	Hostel Deputy Warden(PG Hostel)	Dr.P.Thangamathi(Zoo)
2	Hostel Deputy Warden(UG)	Dr.G.Hemalatha (Geography)
3	Hostel Committee (UG & PG)	Dr.R.Sagayagiri (Botany) Dr.A.Maharunisa begam (Economics)
4	BC, MBC & DNC welfare hostel Coordinator	Dr. P. Indhira Gandhi (Tamil)
5	SC I & II welfare Hostel Coordinator	Dr.S.Shanthi (History) Dr.M.Radha(His)

Dr. P. Indhira Gandhi
21/07/2024

Principal

PRINCIPAL,

**Kunthavai Naacchiyar Govt. Arts College for Women (A),
Thanjavur - 613 007.**