

KUNTHAVAI NAACCHIYAAR ARTS COLLEGE FOR WOMEN (AUTONOMOUS),

THANJAVUR -7

COMMITTEE FOR THE ACDEMIC YEAR 2020-2021& 2021-2022

Planning And Evaluation Committee	Dr.R.Dravidarani Dr.R.Chitra Devi Dr.S.Chandravathanam Dr.G.Vasuki	9791354277 9487192391 9443869742 9791402323
Student Welfare Committee	Dr.P.Indiragandhi Mrs.S.Sujithra UG.Hostel Warden PG.Hostel Warden Hostel Deputy Warden(UG &PG)	9751004362 9445272058
Academic and Audit Committee	Dr.R.Dravidarani Dr.R.Chitra Devi Dr.S.Chandravathanam Dr.G.Vasuki	9791354277 9487192391 9443869742 9791402323

m. S. S. S. S. S.
28.08.2021.

Principal,
Kunthavai Naacchiyaar
Govt. Arts College (Women)
Thanjavur-613 007.

**KUNTHAVAI NAACCHIYAAR GOVT. ARTS COLLEGE FOR WOMEN
(AUTONOMOUS), THANJAVUR 613 007
ALLOTMENT OF DUTIES FOR THE ACADEMIC YEAR 2020-2021**

			Mobile no
Principal / Ex-Officio		Dr.P.Cynthia Selvi	7397507650
I. College Duties :			
1	Council Secretary Treasurer 2020-2021	Dr. S .Chandradharam (HOD of History) Dr.M.Lakshmi Bala (HOD of Business Administration)	9443869742 9843362600
2	Admission Committee(Seniority basis) 2020-2021	Dr.R.Dravid Rani (HOD of Tamil Arts: Dr.P. Vembarasi (History) Dr.M.Kannaiyan(Tamil) Science: Dr.D.Malarvizhi (Economics } Dr.S.Shanthi (History) }	9791354277 9486467627 9600792241 9442617757 9788046687
	Admission Data Entry for 2020-21 (Rotation)	Online entry TNGASA by DCE	
	Admitted Candidates Entry Verification	Office	
3	Controller of Examination Assistant Controller of Examination	Dr.G.Vasuki (HOD of Physics) Dr.P.Thangamathi (Zoology)	9791402323 9677348991
4	Academic Council Member Secretary	Dr.Chitra Devi (HOD of Economics)	9487192391
5	IQAC (Co-Ordinator)	Dr.K.Banu Kumar (HOD of Geo) Dr.R.Dravid Rani (HOD of Tamil) Dr.D.Malarvizhi (Economics) Dr.Periyannayagi (Tamil) Dr.M.Lakshmi Bala (HOD of Busi.Admn) Dr.A.KanmaniJoan of Arch (Commerce) Dr.K.Subha (Physics) Mr.A.Senthilvelan(Geography) Dr.P.Serfoji (Zoology)	9751214535 9791354277 9442617757 9486605064 9843362600 9566302552 9841630268 6380713106 9952540649 9751214535
	IQAC Committee members		
6	NAAC Coordinator	Dr.K.Banu Kumar (HOD of Geography)	
7	Autonomous Review Executive Committee	Dr.M.Anusuya(Maths) Dr.D.Gomathi (Maths) Dr.K.Subha (Phy) Dr.M.Lakshmi Bala (HOD of Busi.Admn.)	9488006777 9843446399 9841630268 9843362600
8	NIRF Coordinator	Mr.A.Senthilvelan(Geography)	6380713106
9	ARIIA	Dr.M.Lakshmi Bala (HOD of Busi.Admn.)	9843362600
10	UGC(Co-ordinator) XII plan	Dr.R.Sagayagiri (Botany)	9942318777
	UGC Committee members	1.Mrs. S.Sreekala (Geography) 2.Mrs. M.Ida Rose (Computer Science)	9788782169 8124420099
11	RUSA (Rashtriya Uchatar Shiksha Abhiyan) (National Higher Education Mission) Co-ordinators	Dr.R.Dravid Rani (HOD of Tamil)	9791354277

	Building M&R Committee	Dr.R.Diravida Rani (HOD of Tamil) Dr.Chitra devi (HOD of Economics) Electrical : Mrs.G.Anuradha (Physics) Civil & PWD : Dr.P.Serfoji (Zoology)	9791354277 9487192391 9486052563 9952540649
13	Equipment Purchase Scrutiny Committee	Dr. S. Chandravadhanam (HOD of History) Dr.K.Banu Kumar (HOD of Geo)	9443869742 9751214535
14	Research Cell : Co-Ordinating Committee	Arts: Dr.R.Dravida Rani (HOD of Tamil) Science: Dr.G.Vasuki(HOD of Physics) IQAC Coorditor : Dr.K.Banu Kumar (HOD of Geography)	9791354277 9791402323 9751214535
15	Student Grievances Redressal Cell & Anti-Ragging Committee	Dr.J.Prahannayaki (Commerce) UG Warden (Mandatory) PG Warden (Mandatory) Police representative (Mandatory)	9486742135
16	College Union incharge	Dept. of Tamil Dr.R.Diravida Rani (HOD of Tamil)	9791354277
17	Workload Coordinator	Dr.G.Shanthi (HOD of Botany)	9442346202
18	Time Table Co-ordinating Team: Science Departments: Arts Departments:	Dr.K.Tamil Selvi (Tamil) Dr. R.Geetha (Chemistry) Dr.Tamiladiyan (Tamil)	9003781727 9994915933 8778172042
19	Online CIA Exams Coordinating Committee in addition to the following: Online Class, Scrutiny of e-content & upload in website	Dr.G.Vasuki (COE & HOD of Physics) Dr.R.Rama Priya (HOD of English) Dr.V.Banu Kumar (HOD of Geo) Dr.M.Lakshmi Bala (HOD of Busi.Admn) Mrs. V.Kayalvizhi (HOD of Computer Science)	9791402323 9442986351 9751214535 9843362600 8056815744
20	Course Re-do Committee	COE & ACOE Concern Head of the Dept 1. Dr.S.Chandravadhanam (HOD of History) 2. Dr.Chitra devi (HOD of Economics)	9443869742 9487192391
21	Women cell Co-ordinator	Dr.P. Thiravidamani (Tamil)	9488705895
22	Internal Complaints Committee – Anti Sexual harassment. (as per the Sexual harassment at Work Places (prevention, Prohibition and Redressal) Act 2013	Dr.R.Diravida Rani (HOD of Tamil) Dr.S.Chandravadhanam (HOD of History) Dr.D.Malarvizhi (Economics) Dr.Dhanalakshmi (His)	9791354277 9443869742 9442617757 8675067474

4. Other Responsibilities

1	All India Survey on Higher Education AISHE - Nodal Officer	Dr.R.Ramapriya (HOD of English)	9442986351
2	National Academic Repository (NAD)	Dr.R.Punithavathi (Maths)	8825912165
3	Website Maintenance	Controller of Examination Dr.K.Banu Kumar (HOD of Geo) IQAC Mrs. V. Kayalvizhi (HOD of Comp Science) Dr.M.Lakshmi Bala (HOD of Busi.Admn)	9751214535 8056815744 9843362600
4	MIS (Management Information System) Coordinator	Mrs. V. Kayalvizhi (HOD of Comp Science)	8056815744
5	Entrepreneur Development Cell Placement cell	Dr.P.Muthamil Thirumagal (HOD of Commerce) Dr.A.Kanmani Joan of Arch (Commerce)	9894710617 9566302552
6	General Library, Digital Library & N-list	Mrs. G.S.Mohanavalli (Librarian)	9489575784
7	a.CLP Co-Ordinator	Mrs.V.Kayalvizhi (HOD of Computer Science)	8056815744
	b.CLP Monitoring Committee	Mrs. M.Ida Rose (Computer Science) Dr.K.Subha (Physics)	8124420099
8	Syllabus framing - Life skill Office Management Tamil for Competitive Exams Environmental Studies Soft Skill Development	IQAC Co ordinator: Dr.K.Banukumar (HOD of Geo) Dr.A.Kanmani Joan of Arch (Comm) Tamil Dept Dr. S .Chandradharam (History) Dr.M.Lakshmi Bala (BBA)	9751214535 9566302552 9443869742 9843362600
9	Elective Course Allocation	1.Science – Dr.S.Viveka (Zoology) 2.Arts -Dr.M.Radha (History)	8903043780 8220901927
10	Soft skill Training Programme	Mrs.M.Ida Rose (Computer science) Mrs.V. Kayalvizhi (HOD of Comp Science)	8124420099 8056815744
11	SC/ST Coaching Class	Dr.D.Malarvizhi (Economics)	9442617757
12	MOOC – Swayam Coordinators	Dr.A.Kanmani Joan of Arch (Commerce) Mrs. V. Kayalvizhi (HOD of Comp Science) Dr.M.Lakshmi Bala (HOD of Busi.Admn.)	9566302552 8056815744 9843362600
13	Conduct of Yoga classes	Mrs.V.Kayalvizhi (HOD of Comp Sci)	8056815744
14	TC signing	Dr.R.Diravida Rani (HOD of Tamil)	9791354277
15	Bonafide Certificate Signing	Dr.V.Vinoba (HOD of Maths)	9944690117
16	Scholarship Coordinator	BC & MBC: Dr.C.Chitra devi (HOD of Eco) SC: Dr.R.Diravidarani (HOD of Tamil)	9487192391 9791354277
17	Uzhavar Pathukkapu Thittam-Scholarship signing	Dr.C.Champakalakshmi (Tamil) Dr.P. Vembarasi (History)	9865042507 9486467627

	National Scholarship Portal Verifying Authority	Mrs.M.Ida Rose (Computer science)	8124420099
19	Bus Pass + Train Pass Verifying Authority	Arts -Mrs.P.Revathi (Tamil) Science -Mrs. Karthika (Botany)	9585683198 9791954833
20	College Assembly & Discipline	Dept of Phy. Edn.	
21	Sports Committee	Dr. S.Sreekala (Geography) Dr.V.Vinoba (HOD of Maths) Dr.D.Amutha (History) Dr.S.Revathi (Tamil)	9788782169 9944690117 9941427909 9442714591
22	AVE (Mandatory)	Physics Department	
23	AVE Committee	Mrs.G.Anuradha (Physics) Mrs.V.Kayalvizhi (HOD of Comp Science)	9486052563 8056815744
24	College Magazine Committee	Head of the Department -English	9442986351
25	College Calendar	Commerce Department	
26	College Furniture I/C & CM Fund Furniture	English Department	
27	Endowment Prizes	Mrs.S.K.Vennila (English)	9566789522
28	Canteen Quality Monitoring	Dr.R.Sagayagiri (Botany)	9942318777
29	Nodal officer for electoral enrollment and to attend meetings	Dr.A.Meenatchi (History)	9965982225
30	PTA: Treasurer Joint secretary	Dr.R.Tamiladiyan (Tamil) Mrs. V.Kayalvizhi (HOD of Comp Science)	8778172042 8056815744
31	OSA	Dr. V.Latha (Botany) Mrs.N.Karthika (Botany)	9787799254 9791754833
32	Students Co-Operative Stores	Dr.A.Meenakshi (History)	9965982225
33	RTI Response	Office	
34	Regular Staff & Guest Lecturer Attendance Maintenance	Office	
35	e-TDS Filing	Dr.S. Indrakala (Maths) Dr. S.Kavitha(Maths)	9894101267 9976867325
36	Conduct of TNPSC Exams	Mrs. M.Ida Rose (Comp Science) Mrs.V.Kayalvizhi (HOD of Comp Science) Dr.G.Subasri (Botany) Dr.K.Subha (Physics) Dr.N.Chandrakala (HOD of Zoology) Dr.V.Vinoba (HOD of Maths) Dr.T.Geetha (Maths)	8124420099 8056815744 9952335758 9841630268 9790378977 9944690117 9578576650
37	Nodal Officer (Covid-19 containment) Coordinating Committee	Dr.R.Sagayagiri (Botany) Dr.M.Vembu (Tamil) Mrs. M.Ida Rose (Comp Sci)	9942318777 9489454415 8124420099
38	TNOU Coordinator	Dr.M.Kannaiyan(Tamil)	9600792241

III. Extension Activities

1	Fine Arts	Dr.P.Diravidamani (Tamil) Dr.V.Amutha (Tamil)	9488705895 9489403870
2	NSS	Unit 1.Dr.R.Sagayagiri (Botany) Unit 2. Mrs. M.Ida Rose (Comp Sci) Unit 3. Dr.M.Vembu (Tamil) Dr. S. Krishna Priya (English)	9942318777 8124420099 9489454415 9894408821
3	YRC		8778172042
4	Red Ribbon Club	R.Tamiladiyan (Tamil)	9442714591
5	Consumer Forum	Dr.S.Revathi (Tamil)	9443699942
6	Leo Club	Dr.L.Jeyakumari (Commerce)	9965982225
7	Rotaract Club	Dr.A.Meenakshi	9790378977
8	Exnora	Dr.N.Chandrakala (HOD of Zoology)	9944690117 9488006777
9	Clean Thanjavur / Clean College Movement	Dr.V.Vinoba (HOD of Maths) Dr.M.Anusuya(Maths)	
10	Garden Maintenance (Mandatory) Front garden	Botany Department NSS	

IV. Hostels:

1	Hostel Deputy Warden(PG Hostel) 2020-2021	Mrs.R. Geetha (Chemistry)	9994915933
2	Hostel Deputy Warden(UG) 2020-2021	Mrs.S.K.Vennila (English)	9566789522
3	Hostel Committee (UG & PG) 2020-2021	Dr.C.Vaijayanthimala (Tamil) Mrs.K.Nithyadevi (Physics)	7373440336 9791272189
4	BC & MBC Hostel Residents Coordinator	Dr.P.Indira Gandhi (Tamil)	9751004362
5	SC Hostel Selection Coordinator	Dr.M.Vembu (Tamil) Dr. P.Revathi (Tamil)	9489454415 9585683198