

KUNTHAVAI NAACCHIYAAR GOVT. ARTS COLLEGE FOR WOMEN (AUTONOMOUS), THANJAVUR 613 007 COMMITTEE FOR THE ACADEMIC YEAR 2021-2022			Mobile no
Principal		Dr.P.Cynthia Selvi	7397507650
I. College Duties :			
1	Council Secretary Treasurer	Dr.S.Chandravadhanam (HOD of His) Dr.M.Lakshmi Bala (HOD of Business Administration)	9443869742 9843362600
2	Admission Committee(Seniority basis)	Science: Dr.R.Dravidarani (HOD of Tamil) Dr.D.Malarvizhi (Economics) Dr.G.Gomathy (History) Arts: Dr.C.ChitraDevi(HOD of Eco) Dr.P. Vembarasi (History) Dr.S.Shanthi (History) } PRO: Dr.A.Saburunnisa (Eng)	9780046687
	Admission – Rank List Preparation & Issue	CLP Staff	
	Admitted Candidates Entry Verification	Office	
3	Controller of Examination Assistant Controller of Examination	Mrs. M.Ida Rose (Comp Sci) Dr.Chitra Devi (HOD of Economics)	8124420099 9487192391
4	Academic Council Member Secretary		
5	IQAC (Co-Ordinator)	Dr.K.Banu Kumar (HOD of Geography) Dr.R.Dravidarani (HOD of Tamil) Dr.D.Malarvizhi (Economics) Dr.V.Vinoba (Maths) Dr.S.Indrakala(Maths) Dr.Periyannayagi (Tamil) Dr.A.Saburunnisa (English) Mr.A.Senthilvelan (Geography) Dr.M.Lakshmi Bala (HOD of Busi.Admn) Dr.A.KanmaniJoan of Arc (Commerce) Dr. K.Subha (Physics) Dr. P.Serfoji (Zoology)	9751214535 9791354277 9791354277 9788514002 9843362600 9566302552
	IQAC Faculty representatives		
6	NAAC Coordinator	Dr.K.Banu Kumar (HOD of Geography)	9751214535
7	Autonomous Review Coordinator Autonomous Review Executive Committee	Dr.N.Chandrakala(Zoology) Dr.M.Anusya(Maths) Dr.K.Subha (Phy) Dr.M.Lakshmi Bala (HOD of Busi.Admn.)	9488006777 9841630268 9843362600
8	NIRF Coordinator	Mr.A.Senthilvelan(Geography)	6380713106
9	ARIIA	Dr.R.Punithavathi (maths)	8825912165
10	UGC(Co-ordinator) XII plan	Dr.R.Sagayagiri (Botany)	9942318777
	UGC Peer Team	1.Mrs. S.Sreekala (Geography) 2. Dr.P.Thangamathi(Zoo)	

	RUSA (Rashtriya Uchchar Shiksha Abhiyan) (National Higher Education Mission) Coordinator	Dr.R.Dravida Rani (HOD of Tamil)	
	RUSA Peer Team:	1. Dr.D.Malarvizhi (Economics) 2Dr.V.Vinoba (HOD of Maths)	
12	Building M&R Committee	Dr.R.Dravida Rani (HOD of Tamil) Dr.Chitra devi (HOD of Economics) Electrical : Mrs.G.Anuradha (Physics) Civil & PWD : Dr.P.Serfoji (Zoology)	9791354277 9487192391 9952540649
13	Equipment Purchase Scrutiny Committee	Dr.N.Chandrakala (HOD of Zoo) Dr.G.Shanthi (HOD of Bot)	
14	Research Cell Research 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 Geo)	9791354277 9791402323 9751214535
15	Code of Conduct Committee	Dr.G.Vasuki(HOD of Physics) Dr.D.Anuradha (Hisory) Dr.S.V.Soundaravalli (Commerce)	
16	Student Grievances Redressal Cell & Anti-Ragging Committee	Dr.P.IndiraGandhi (Tam) Mrs.S.Sujithra (Eng) UG Hostel Warden (Mandatory) PG Hostel Warden (Mandatory) Police representative (Mandatory)	
17	College Union incharge	Dept. of Tamil	
18	Workload Coordinator	Dr.K.Shanthi (HOD of Botany)	9442346202
19	Time Table & Class room Allocation Arts Departments: Science Departments:	Dr.V.Soundravalli (Commerce) Dr.R.Punithavathi (Maths)	9842662926 8825912165
20	Online CIA Exams Coordinating Committee in addition to the following: Online Class, Scrutiny of e-content & upload in website	COE & ACOE Dr.R.Rama Priya (HOD of English) Dr.V.Banu Kumar (HOD of Geo) Dr.M.Lakshmi Bala (HOD of Busi.Admn)	9443888228 9751214535 9843362600
21	Course Re-do Committee	COE & ACOE Concern Head of the Dept 1. Dr.D.Malarvizhi (Eco) 2. Dr.V.Vinoba (HOD of Maths)	
22	Women cell Coordinator	Dr.P. Thiravidamani (Tamil)	9488705895
23	Internal Complaints Committee & Anti Sexual harassment Committee (as per the Sexual harassment at Work Places (prevention, Prohibition and Redressal) Act 2013	Dr.D.Malarvizhi (Economics) Dr.M.Vellaisamy(HOD of Chæ) Dr.J.Prahannayaki (Comm) Dr.A.Radha(Zoo) Dr.G.Poongodi (History)	8778931320
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)	

	Online Class Monitoring Committee	Dr.G.Vasuki (HOD of Phy) Dr.Periyannayagi (Tamil) Dr.J.J.Jayakumari (Comm) Dr.M.Boominathan(Bot) Student Representative Parent Representative Female Advocate Female Police	
26	Incubation – Start Up	Dr.V.Banu Kumar (HOD of Geo) Dr.P.Muthamil Thirumagal (HOD of Commerce) Mrs. S.Sreekala (Geography)	
	II. Other Responsibilities		
1	All India Survey on Higher Education AISHE - Nodal Officer	Dr.R.Ramapriya (HOD of English)	9443888228
2	National Academic Repository (NAD)	Dr.M.Boominathan(Bot)	
3	Website Maintenance	COE & ACOE Dr.K.Banukumar (HOD of Geo)IQAC	
4	MIS (Management Information System) Coordinator	Mrs.V. Kayalvizhi (HOD of Comp.Sci) Mrs.M. Ida Rose	
5	Entrepreneur Development Cell Placement cell	Dr.P.Muthamil Thirumagal (HOD of Commerce) Dr.A.KanmaniJoan of Arc (Commerce)	9894710617 9566302552
6	General Library, Digital Library& N-list Library Committee	Mrs.V. Kayalvizhi (HOD of Comp.Sci) Dr.P.Muthamil Thirumagal (HOD of Commerce) Mrs.R. Geetha (Chemistry) Mrs.K.Nithyadevi (Physics)	
7	a.CLP Co-Ordinator b.CLP Monitoring Committee	Mrs.V.Kayalvizhi(HOD of Comp.Sci) Dr. V.Vinoba (HOD of Maths) Dr.K.Subha (Physics)	8056815744 9841630268
8	Syllabus framing - Life skill Office Management Tamil for Competitive Exams Environmental Studies Soft Skill Development	IQAC Co ordinator Dr.A.Kanmani Joan of Arc (Comm) Dept of Tamil Dr. S .Chandradharam (History) Dr.M.Lakshmi Bala (BBA)	9751214535 9566302552 9443869742 9843362600
9	Elective Course Allocation	1.Science – Dr.S.Indrakala (Maths) 2.Arts - Dr.D.Anuradha (History)	
10	Soft skill Training Programme	Dr.J.E.Mohana (Eng) Dr.S.S.Nirmala(Eng)	
11	SC/ST Coaching Class	Dr.S.Shanthi (His) Ms.G.Gomathy (His)	
12	MOOC – Swayam Coordinators	Dr.S.Ramapriya (HOD of Eng) Dr.P.IndiraGandhi (Tam) Dr.T.Ponniyin Selvi(Geo) Dr.J.J.Jayakumari (Comm) Dr.A.Radha(Zoology)	
13	Conduct of Yoga classes	Dr.M.Subadra (Che)	
14	TC signing	Dr.R.Diravida Rani (HOD of Tamil)	9791354277

	Bonafide Certificate Signing	Dr.V.Vinoba (HOD of Maths)	9944690117
16	Scholarship Coordinator	BC/MBC: Dr.S.Vaijayanthimala (Tam) SC/ST: Dr.M.Vellaisamy(HOD of Che)	
17	Uzhavar Pathukkapu Thittam-Scholarship signing	Dr.A.Karkuzhali (History)	
18	National Scholarship Portal Verifying Authority	Dr.R.Hemalatha (Tam) Dr.I.Ponniyin Selvi(Geo)	
19	Bus Pass + Train Pass Verifying Authority	Arts -Dr.P.Revathi(Tam) Science - Mrs.G.Subasri(Bot)	
20	College Assembly & Discipline	Dept of Phy. Edn.	
21	Physical Education Coordinator: Supporting Team:	Dr.J.J.Jeyakumari(Commerce) Dr.M.Kannammal(Tam) Dr. K.Dhanalakshmi (History)	
22	AVE (Mandatory)	Dept. of Phy	
23	AVE Committee	Mrs.G.Anuradha (Physics) Dr.P.Kavitha(Phy)	
24	College Magazine Committee	Head of the Department -English	
25	College Calendar	Dept. of Commerce	
26	Furniture in charge (College & Govt.Funds)	Dept. of English	
27	Endowment Prizes	Dr.S.V.Soundravalli (Comm)	
28	Canteen Quality Monitoring Committee	Dr.G.Hemalatha(Geo) Dr.A.Radha(Zoo)	
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. S.Sreekala (Geography)	8940775814
31	OSA	Dr. V.Latha (Botany) Mrs.N.Karthika (Botany)	9787799254 9791754833
32	Students Co-Operative Stores	Dr.A.Meenakshi (History)	7904383281
33	RTI Response	Office	
34	Staff Attendance Maintenance (all)	Office	
35	e-TDS Filing	Dr.S. Indrakala (Maths) Dr.J.Prahannayaki (Comm)	
36	Temporary Staff Appointment Committee	Dr.V.Vinoba (HOD of Maths) Dr.P.Muthamil Thirumagal (HOD of Commerce)	
37	News Media in charge	Dr.P. Thiravidamani (Tamil) Dr.V.Kavitha (English)	9488705895 9487775185
38	Nodal Officer (Covid-19 containment) : Coordinating Committee:	Mrs. M.Ida Rose (Comp Sci) 1. Dr.K.Subha (Physics) 2. Dr.T.Geetha (Mat)	8124420099
39	Mark Statement Verification Coordinator	Dr.K.Shanthi (HOD of Botany)	
40	e-News Letter Coordinator: Supporting Team:	Dr.M.Lakshmi Bala (HOD of Busi.Admn) Mr.A.Senthilvelan(Geo) Dr.S.Krishnapriya(Eng)	

41	Surveillance Equipment & Public Address System	Dept. of Physics	
42	TNOU Coordinator	Dr.A.Karkuzhali (History)	9626062410
43	Conduct of Government Exams	Dr.S.Indrakala (Statistics) Dr.M.Anusya (Maths) Dr.S.Kavitha (Physics) Dr.K.Subha (Physics) Dr.P.Muthamil Thirumagal (Comm) Dr.S.V.Soundravalli (Comm) Mrs.V.Kayalvizhi (Comp Sci) Mrs.M.Ida Rose (Comp.Sci) Dr.A.Radha (Zoology) Dr.V.Sukumaran (Zoology)	
44	IIRS - Online Programme Coordinator	Mr.A.Senthilvelan(Geography)	6380713106

III. Extension Activities			
1	Fine Arts	Dr.P.Diravidamani (Tamil) Dr.V.Amutha (Tamil)	9488705895 9489403870
2	NSS	Unit 1. Dr.K.Subha (Physics) Unit 2. Mrs. M.Ida Rose (Comp Sci) Unit 3. Dr.T.Geetha (Mat)	9841630268 8124420099
3	Science Club	Dr.V.Sukumaran(Zoo)	
4	YRC	Dr. S. Krishna Priya (English)	9894408821
5	SSL	Dr.Kannammal (Tamil)	9865252105
6	Red Ribbon Club	R.Tamiladiyan (Tamil)	8940775814
7	Consumer Forum	Dr.S.Revathi (Tamil)	9442714591
8	Leo Club	Dr.J.Jeyakumari (Commerce)	9443699942
9	Rotaract Club	Dr.A.Meenakshi (His)	9965982225
10	Exnora	Dr.N.Chandrakala (HOD of Zoology)	9790378977
11	Clean Thanjavur / Clean College Movement	Dr.S.Kavitha Dr. Gomathi (Maths)	9976867325 9843446399
12	Garden Maintenance (Mandatory) Front garden	Dept. of Botany Dr.T.Hemalatha (Tam) & NSS	
IV. Hostels			
1	Hostel Deputy Warden(PG Hostel) 2020-2021	Mrs.R. Geetha (Chemistry)	6383402829
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.Subathra(Che) Dr.M.Radha(His)	
6	You tube Channel Co-ordinators	Dr.J.Jeyakumari (Commerce) Mrs. M.Ida Rose (Comp Sci) Dr.S.Krishnapriya(Eng)	
7	Campus Cleanliness Committee	Dr.J.Jeyakumari (Commerce) Dr.T.Hemalatha (Tam)	