

DUTIES & RESPONSIBILITIES

COMMITTEE FOR THE ACADEMIC YEAR 2025-26		
Principal		Dr.A.John Peter
Controller of Examination		Dr.D.Malarvizhi (HOD of Economics)
Assistant Controller of Examination		Dr.A.Kanmani Joan of Arch (Commerce)
University Senate Member		Dr.P.Indhira Gandhi (Tamil)
<i>I. College Administrative Duties :</i>		
1	Council Secretary Treasurer	Dr.D.Malarvizhi (HOD of Economics) Dr.S.Vaijayanthimala (HOD of Tamil)
2	Admission Committee	Dr.D.Malarvizhi (HOD of Economics) Dr.S.Vaijayanthimala (HOD of Tamil) Dr.G.Gomathy (History) PRO: Dr.G.Tamilselvi (Tamil)
	Admission – Rank List Preparation & Issue	Dr.V.Kayalvizhi (HOD of Comp. Science)
3	Academic Council Member Secretary	Dr.R.Ramapriya (HOD of English)
4	IQAC (Co- ordinator) IQAC Faculty representatives	Dr.N.Chandrakala (HOD of Zoology) Dr.S.Periyanayaki (Tamil) Dr.A.Saburnisha (English) Dr.N.Karthika (Botany) Dr.A.Kanmani Joan of Arch (Commerce) Dr.P.Serfoji (Zoology) Dr.M.Lakshmi Bala (HOD of Busi. Admn.) Dr.S.Sreekala (Geography) Dr.R.Geetha (Chemistry) Dr.T.Geetha (Maths) Dr.R.Sankaralingam (Librarian)
5	NAAC Co -ordinator	Dr.N.Chandrakala (HOD of Zoology)
6	Autonomous Review Co –ordinator Autonomous Review Executive Committee	Dr.N.Chandrakala (HOD of Zoology) Dr.A.Karkuzhali (HOD of History) Dr.T.Anuradha (History) Dr.G.Anuradha (HOD of Physics) Dr.R.Hemalatha (Tamil) Dr.K.Duraiaraj (Zoology) Dr.S.V.Soundaravalli (Commerce)
7	UGC XII Plan Co –ordinator	Dr.R.Sagayagiri (HOD of Botany)
8	UGC Peer Team	Dr.S.Sreekala (Geography) Dr.P.Thangamathi (Zoology)
9	RUSA Co –ordinator Member	Dr.D.Malarvizhi (HOD of Economics) Dr.R.Sagayagiri (HOD of Botany)
10	UMIS & Pudumai Pen / Moovalur Ramamirtham Scholarship coordinator	Dr.V.Kayalvizhy (HOD of Comp.Science) Dr.S.V.Soundaravalli (Commerce)
11	NIRF Co –ordinator	Mr.A.Senthilvelan (Geography)
12	ARIIA	Dr.R.Punithavathi (Maths)
13	National Academic Repository (NAD)	Dr.M.Boominathan (Botany)

14	AISHE – Nodal Officer	Dr.V.Latha (Botany)
15	Institute Management Committee- Govt G.O.96, higher education department (G1). Dated,28.05.2025.	
	Institute Management Committee Industrialist 1 (Chairman) Industrialist 2 (Member) Industrialist 3 (Member) Senior Faculty Placement Officer NGO/Community service organization member Student Representative Parent	Rtn.Karthikeyan Lion.A.Karunaikadal Lion Thirumaran Dist. Emp. Officer (Ex-officio) Principal (Ex-officio) Dr.D.Malarvizhi (HOD of Economics) Dr.S.Indrakala (HOD of Maths) Dr.Radhika Michael S.Shahira Begum (II M.A.English Student) Mr.G.Sreenivasan
16	Building M & R Committee	Dr.S.Sreekala (Geography) Dr.P.Serfoji (Zoology)
17	Equipment Purchase Scrutiny Committee	Dr.N.Chandrakala (HOD of Zoology) Dr.R.Sagayagiri (HOD of Botany)
18	Research Cell Research Co –ordinating Committee	Arts : Dr.S.Vaijayanthimala (HOD of Tamil) Sci : Dr.K.Banukumar (HOD of Geography)
19	Code of Conduct Committee	Dr.S.Thenmozhi (Physical Director) Dr.D.Anuradha (History) Dr.Ira.Tamiladiyan (Tamil)
20	Student Grievances Redressal Cell & Anti – Ragging Committee	Dr.P.Indhira Gandhi (Tamil) Mrs. S.Sujithra (English) Dr.G.Hemalatha (Geo) (UG Hostel Warden) Dr.J.Prahannayaki (Comm) (PG Hostel Warden) Tmt.Kalaivani – PC Police Representative (Mandatory)
21	College union –Vice Chairman	Dr.R.Ramapriya (HOD of English)
22	Workload Co –ordinator & Time Table Class room Allocation	Dr.N.Saburunnisa (English) Dr.M.Lakshmi Bala (HOD of BBA) Dr.Thangamthi (Zoology) Dr.S.Sreekala (Geography) Dr.A.Karkuzhali (HOD of History) Dr.V.Soundaravalli (Commerce)
23	Course Re –do Committee	COE & ACOE Concern Head of the Dept
24	Anti-Sexual harassment Committee (as per the sexual harassment at Work Place (Prevention Prohibition and Redressal) Act - 2013	Co –ordinator : Dr.D.Malarvizhi (HOD of Economics) Assisting Team : Dr. M.Vellaisamy (HOD of Chemistry) Dr.K.Banukumar (HOD of Geography) Dr.P.Muthamil Thirumagal (HOD of Commerce) Dr.S.S.Nirmala (English)
25	Internal Complaints Committee (ICC) Presiding officer-(only Senior female staff) Member (Female) Member (Male) External Convenor – Doctor/lawyer/NGO	Dr.D.Malarvizhi (HOD of Economics) Dr.M.Lakshmi Bala (HOD of BBA) Dr.Boominathan (Botany) Mrs.Thenmozhi Lenin (Advocate)
26	Legal Issues Committee	Dr.D.Malarvizhi (HOD of Economics) Dr.P.Serfoji (Zoology) Officer : Bursar Superintendent

		Mr.R.Mohangandhi (Asst)
27	Incubation – Start Up	Dr.K.Banukumar (HOD of Geography) Dr.P.Muthamil Thirumagal (Commerce)
II. Additional Responsibilities		
1	ODD SEMESTER (NOV -2025) CIA EXAMS SEMESTER EXAM CV	Statistics & BBA Maths Zoology
2	Even SEMESTER (May -2026) CIA EXAMS SEMESTER EXAM CV	Botany Physics Computer Science
3	Website Maintenance	COE (Ex-Officio) Dr.N.Chandrakala- (HOD of Zoology) IQAC Coordinator
4	News/Media in Charge	Principal
5	College Dairy of Events	Dr.S.Periyanayaki (Tamil) Dr.P.Thiravidamani (Tamil)
6	General Library & Digital Library Library Committee	Dr.R.Sanakaralingam (Librarian) Dr.N.Karthika (Botany) Dr.G.Subasri (Botany) Dr.V.Chezhiyan (Comp.Science) Dr.S.Manivannan (Zoology)
7	CLP Co- ordinator	Dr.V.Kayalvizhy (HOD of Comp. Science) Dr.S.Indrakala (HOD of Maths)
8	Elective Course Allocation – 2025-2026	Science – Dr.G.Anuradha (HOD of Physics) Arts - Dr. K.Suseela (Economics)
9	SC/ST Coaching Class	Dr.S.Shanthi (History) Ms.G.Gomathy (History)
10	MOOC – Swayam Coordinator	Dr.J.J.Jeyakumari (Commerce)
11	Signing Authorities: Transfer Certificate PSTM- Tamil medium Certificate Bonafide Certificate Uzhavar Pathukkapu Thittam	Dr.S.Vaijayanthimala (HOD of Tamil) Dr.K.Banukumar (HOD of Geography) Dr.S.Sreekala (Geography) Dr.A.Karkuzhali (HOD of History)
13	National Scholarship Portal Verifying Authority & Minority Scholarship	Dr.A.Saburunnisa (English)
14	Bus Pass + Train Pass Verifying Authority	Arts : Dr.P.Revathi(Tam) Science : Mrs.G.Subasri(Bot)
16	BC/MBC: Scholarship Coordinator	Dr.M.Anusya (Maths)
17	SC/ST: Scholarship Coordinator	Dr.R.Sankaralingam (Librarian)
18	College Assembly & Discipline	Mrs.S.Thenmozhi (Physical Director)
19	Sports Committee	Mrs.S.Thenmozhi (Physical Director) Dr.S,Sujithra (English) Dr.V.Latha (Botany) Dr. A.Radha (Zoology)
20	CCTV Surveillance & Public AVE Addressing System	Dr.G.Anuradha (HOD of Physics) Dr.K.Nithya Devi (Physics) Dr.P.Kavitha (Physics)
21	Biometric Attendance	Dr.A.Thirumalairaj (Comp.Science)
22	College Magazine Committee	Department of English & Tamil

23	College Calendar	2025-26 – Dr.Anuradha (Physics) 2026-27 - Department of Botany
24	Furniture in charge (College & Govt.Funds)	Dept. of History
25	Endowment Prizes	Dr.T.Amutha (History) Dr.M.Radha (History)
26	PTA:Treasurer	Dr.T.Geetha (Maths) Dr.R.Punithavathi (Maths) Dr.P.Dravidamani (Tamil)
27	OSA President Vice President Secretary Joint secretary Treasurer Executive Committee member Executive Committee member	Dr.A.Karkuzhali (HoD of History) Dr.G.Gomathy (History) Dr.R.Punithavathi (Maths) Dr.A.Saraswathi (Tamil) Dr.S.Indrakala (HoD of Maths) Dr.M.Anusuya (Maths) Dr.G.Umarani (Computer Science)
28	Students Co-Operative Stores	Dr.K.Durairaj (Zoology)
29	e-TDS Filing	Dr.S. Indrakala (HOD of Maths) Dr.J.Prahannayaki (Commerce)
30	IIRS - Online Progra mme Coordi nator	Mr.A.Senthilvelan (Geography)
31	ICT Academy Coordinator	Mrs.M.Ida Rose (Comp.Science)
32	NaaN Mudalvan Coordinator : (SPOC) Committee members	Dr.R.Sangaralingam (Librarian) Dr.A.Kanmani Joan of Arc (Commerce) Mrs.M.Idarose (Comp.Science)
33	E-Governance	Dr.V.Kayalvizhy (HOD of Comp. Science)
34	Group Insurance	Dr.P.Indhira Gandhi (Senate Member) Ex officio
35	Conduct of Government Exams	Dr.K.BanuKumar (HoD of Geography) Dr.S.Sreekala (Geography) Dr.A.Karkuzhali (HOD of History) Dr.T.Anuradha (History) Dr.K.Gomathi (History) Dr.Subha (Physics) Dr.P.Muthamil Thirumagal (HOD of Commerce) Dr.S.V.Soundaravalli (Commerce) Dr.S.Periyanayaki (Tamil) Dr.P.Dravidamani (Tamil) Dr.N.Karthika (Botany) Dr.G.Subasri (Botany) Dr.V.Latha (Botany) Dr.V.Kayalvizhy (HOD of Comp. Science) Dr.P.Serfoji (Zoology) Dr.A.Radha (Zoology) Mrs.M.Ida Rose (Comp.Science) Dr.A.Kanmani Joan of Arch (Commerce)

36	Drop-out Follow-up Committee	Ex Officio – PRO _ Dr.G.Tamilselvi (Tamil) Ex Officio- NM coordinator – Dr.R.Sankaralingam
37	Help Desk	Dr.S.Indrakala (HoD Maths) Dr.P.Serfoji (Zoology)
III. Extension Activities		
1	NCC	Dr.G.Gomathi (Maths)
2	Fine Arts	Dr.Punithavathi (Maths) Dr.M.Anusuya (Maths)
3	NSS	Dr.P.Indhira Gandhi (Tamil) Unit -1 Dr.P.Thangamathi (Zoo) Unit –2 Dr.T.Geetha (Maths) Unit – 3
4	Entrepreneur Development Cell	Dr.P.MuthamilThirumagal (HOD of Commerce)
5	Career Guidance & Counseling Cell	Dr.S.Indrakala (HOD .of Maths) Dr.A.Saburunnisa (English)
6	Leo Club	Dr.J.Jeyakumari (Commerce)
7	YRC	Dr. Serfoji (Zoology)
8	SSL	Dr.M.Vembu (Tamil)
9	Red Ribbon Club	Dr.Punithavathi (Maths)
10	Consumer Forum	Dr.M.Lakshmi Bala (HoD of BBA)
11	Science Club	Dr.S.Manivannan (Zoology)
12	Rotract Club	Dr.A.Meenakshi (History)
13	Exnora	Dr.V.Latha (Botany) Mrs.S.K.Vennila (English)
14	NIS (National Integration Scheme)	Dr.P.Nithyadevi (Physics)
15	Women cell Coordinator	Dr.M.Kannammal (Tamil)
16	Environmental Education Club	Dr.P.Dravidamani (Tamil)
17	Yoga	Dr.A.Radha (Zoology)
18	Clean Thanjavur / Clean College	Dr.S.Periyanayaki (Tamil) Dr. D.Gomathi (Maths)
	College Beautification and Garden Maintenance	Dept. of Botany & NSS Dr.K.Uma Maheswari (Zoology) Dr.P.Suseela (Economics) Dr.D.Amutha (History) Dr.P.Vijayalakshmi (Commerce)
19	Kunthavai Cyber Security (KCS CLUB)	Dr.V.Kayalvizhi (HOD of Comp. Science)
20	Anti-Drug Club	Dr.T.Anuradha (History) Dr.K.Poongodi (History)

		Mrs.M.Ida Rose (Comp.Science)
21	Polivuru Kunthavai	Dr.M.Kannammal (Tamil)
22	TNOU	Dr.A Karkuzhali (HOD of History)
IV. Hostels		
1	Hostel Deputy Warden(PG Hostel)	Dr.G.Hemalatha (Geography)
2	Hostel Deputy Warden(UG)	Dr.J.Prahannayaki (Commerce)
3	Hostel Committee (UG & PG)	Dr.R.Sagayagiri (HOD of Botany) Dr.P.Thangamathi (Zoology)
4	BC I &II, MBC & DNC welfare Hostel Coordinator	Dr.P.Indhira Gandhi (Tamil)
5	SC I & II welfare Hostel Coordinator	Dr.S.Shanthi (History) Dr.M.Radha (History)