








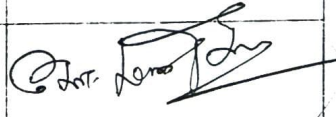
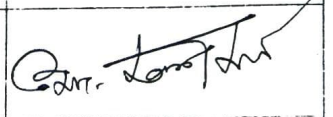







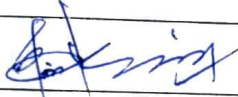
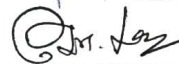

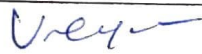
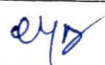
2022 - 2023

INDIVIDUAL DUTIES





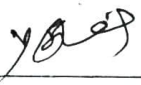


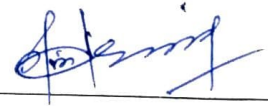



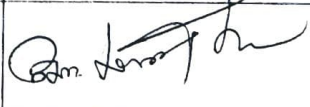

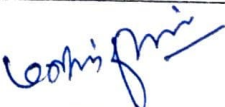
S.No	DUTIES	STAFF INCHARGE	DESIGNATION AND DEPARTMENT	SIGNATURE
1.	Moovalur Ramamirtham Ammaiyar HE - Assurance Scheme	Tmt.B.Hemalatha	Asst Professor and Head of the Department of Computer Science	
2.	ICT Academy	Tmt.B.Hemalatha	Asst Professor and Head of the Department of Computer Science	
3.	RUSA	Tmt.B.Hemalatha	Asst Professor and Head of the Department of Computer Science	
4.	AVE Fund	Tmt.B.Hemalatha	Asst Professor and Head of the Department of Computer Science	
5..	Rotary Cliub	Dr.R.Dharani	Asst Professor and Head of the Department of English	
6..	Placement & Career Guidance	Dr.R.Dharani	Asst Professor and Head of the Department of English	
7..	Website Incharge	Dr.R.Dharani	Asst Professor and Head of the Department of English	
8.	NAAC Co- ordinator	Dr.R.Dharani	Asst Professor and Head of the Department of English	
9.	Election Nodal Officer	Dr.B.Manivannan	Asst Professor and Head of the Department of Tamil	
10.	Nan Muthalvan Co-ordinator	Dr.B.Manivannan	Asst Professor and Head of the Department of Tamil	
11.	Press Incharge	Dr.B.Manivannan	Asst Professor and Head of the Department of Tamil	
12.	NSS	Dr.S.Halimabi (a) Shakilabanu	Asst Professor and Head of the Department of Chemistry	
13.	Youth Red Cross	Dr.V.B.Senthil Kumar	Asst Professor Department of Chemistry	

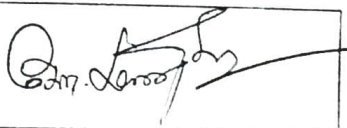



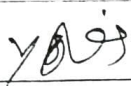







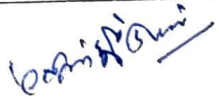
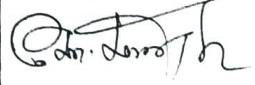
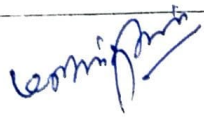
				S.No	Duties
14.	AISHE	Dr.P.Selva Tharangini	Asst Professor Head of the Department of Commerce		
15.	TNOU Co - ordinator	Dr.S.Balamurugan	Asst Professor and Head of the Department of Commerce(IB)		
16.	IQAC Co-ordinator	Dr.S.Balamurugan	Asst Professor and Head of the Department of Commerce(IB)		
17.	DCE - Data Collection	Dr.M.Senthil Kumar	Asst Professor Department of Computer Science		
18.	E- Governnance	Dr.M.Senthil Kumar	Asst Professor Department of Computer Science		
19.	TNGASA	Dr.M.Senthil Kumar	Asst Professor Department of Computer Science		
20.	Centralised Purchase Incharge	Dr.A.Balamurugan	Asst Professor and Head of the Department of Physics		
21.	NIRF	Dr.C.Gayathri	Asst Professor Department of English		
22.	Stationery	Thiru.Louies	Libraian		
23.	Calender	Thiru.Louies	Libraian		
24.	Magazine	Thiru.Louies	Libraian		
25.	State Scholarship	Thiru.P.Prasanna Kumar	Physical Director		
26.	Covid Nodal Officer	Thiru.P.Prasanna Kumar	Physical Director		
27.	NSP	Thiru.P.Prasanna Kumar	Physical Director		
28.	Bus Pass	Thiru.P.Prasanna Kumar	Physical Director		
29.	ID Card	Thiru.P.Prasanna Kumar	Physical Director		
30.	MGNCRE	Dr.A.Balamurugan	Asst Professor and Head of the Department of Physics		

Department Duties


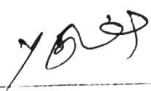










S.No	Duties	Department	Signature
1.	All Competitions	Tamil	
2.	Furniture	Commerce (BA)	
3.	College Union and College day	Commerce	
4.	Seminar Hall	Commerce (IB)	
5.	Convocation	Tamil	
6.	Fine Arts	Economics	
7.	Computer Stationery	Computer Science	
8.	CLP	Chemistry	




COMMITTEES DUTIES

S.No	Committees	Members Name & Designation	Signature
1.	Discipline Committee	All Council Members	
2.	PTA - Committee	Dr.S.Halimabi (a) Shakilabanu Asst Professor and Head of the Department of Chemistry	
		Dr.P.S.Selva Tharangini Asst Professor and Head of the Department of Commerce	
		Dr.A.Balamurugan Asst Professor and Head of the Department of Physics	
3.	Anti- Ragging	Thiru.P.Prasanna Kumar Physical Director	
		Tmt.B.Hemalatha Asst Professor and Head of the Department of Computer Science	
		Dr.R.Dharani Asst Professor and Head of the Department of English	
		Dr.S.Balamurugan Asst Professor and Head of the Department of Commerce(IB)	
4.	Eco Club	Dr. S.Halimabi (a) Shakilabanu Asst Professor and Head of the Department of Physics Chemistry	
		Dr.B.Manivannan Asst Professor and Head of the Department of Tamil	
		Dr.A.Balamurugan Asst Professor Head of the Department of Physics	
5.	Anti Drug Committee (Tobacco Free)	Dr.B.Manivannan Asst Professor and and Head of the Department of Tamil	
		Dr.V.B.Senthil Kumar Assistant Professor Department of Chemistry	
		Dr.M. Senthil Kumar Assistant Professor department of Computer Science	

6.	PWD	Dr.B.Manivannan Asst Professor and Head of the Department of Tamil	
		Thiru.P.Prasanna Kumar Physical Director	
		Thiru.S.Louies Libraian	
7.	Campus Cleaning	Dr.C.Gayathri Asst Professor Department of English	
		Dr.V.B.Senthil Kumar Assistant Professor Department of Chemistry	
8.	Sports Committee	Thiru.P.Prasanna Kumar Physical Director	
		Tmt.B.Hemalatha Asst Professor and Head of the Department of Computer Science	
		Dr.S.Halimabi (a) Shakilabanu Asst Professor and Head of the Department of Physics Chemistry	
9.	Vigilance Awarness Programe	Dr.B.Manivannan Asst Professor and Head of the Department of Tamil	
		Dr.M. Senthil Kumar Asst Professor Department of Computer Science	
		Dr.A.Balamurugan Asst Professor Department of Physics	
10.	OSA	Dr.B.Manivannan Asst Professor and Head of the Department of Tamil	
		Dr.V.B.Senthil Kumar Asst Professor Department of Chemistry	
		Dr.M. Senthil Kumar Asst Professor Department of Computer Science	
11.	Kanith Tamil Peravai	Dr.B.Manivannan Asst Professor and Head of the Department of Tamil	
		Dr.M. Senthil Kumar Asst Professor Department of Computer Science	

12.	ICC& Women Cell	Tmt.B.Hemalatha, Asst Professor and Head of the Department of Computer Science	Unal
		Dr.R.Dharani Asst Professor and Head of the Department of English	RDM
		Dr.B.Manivannan Asst Professor and HOD of the Department Tamil	Dr. Manivannan
		S.Muthulakshmi Bursar	Muthulakshmi
13.	IQAC	Dr.M. Senthil Kumar Asst Professor Department of Computer Science	comin
		Dr.V.B.Senthil Kumar Asst Professor Department of Chemistry	V.B. Senthil
		Dr.C.Gayathri Asst Professor Department of English	Chayd
		Tmt.Parameshwari Guest Lecturer (Economics)	C. Parameshwari
		Tmt.Suchithra Guest Lecturer B.Com (BA)	V. Suchithra
		Thiru.V.Thiyagarajan PTA Staff (B.Com- BA)	Thiyagarajan
		Tmt.C.Ramya (B.Com- IB)	C. Ramya
14.	NAAC- Steering Committee	Tmt.B.Hemalatha Asst Professor and Head of the Department of Computer Science	Unal
		Dr.R.Dharani Asst Professor and Head of the Department of English	RDM
		Dr.P.S.Selva Tharangini Asst Professor and Head of the Department of Commerce	P. S. Selva Tharangini
		Dr.A.Balamurugan Asst Professor and head of the Department of Physics	A. Balamurugan
15.	IPR Cell	Dr.A.Balamurugan Asst Professor and Head of the Department of Physics	A. Balamurugan
		Dr.M. Senthil Kumar Asst Professor and Department of Computer Science	comin

16.	SC - ST Grievance Committee	Dr.S.Balamurugan Asst Professor and Head of the Department of Commerce (IB)	
		Thiru.P.Prasanna Kumar Physical Director	
		Thiru.S.Louies Libraian	
17.	Scholarship Help Desk	Thiru.P.Prasanna Kumar Physical Director	
		Thiru.S.Louies Libraian	
18.	Cyber Crime Cell	Tmt.B.Hemalatha Asst Professor and Head of the Department of Computer Science	
		Dr.M. Senthil Kumar Asst Professor Department of Computer Science	
19.	Placement Cell	Tmt.B.Hemalatha Asst Professor and Head of the Department of Computer Science	
		Dr.R.Dharani Asst Professor and Head of the Department of English	
		Dr.P.S.Selva Tharangini Asst Professor and Head of the Department of Commerce	
20.	(2F) 12(B) Team	Tmt.B.Hemalatha Asst Professor and Head of the Department of Computer Science	
		Dr.R.Dharani Asst Professor and Head of the Department of English	
		Dr.S.Balamurugan Asst Professor and Head of the Department of Commerce(IB)	
		Dr.A.Balamurugan Asst Professor and Head of the Department of Physics	

21.	Preparation and Uploading of Annual Report (2020-21) to BU	Dr.A.Balamurugan Asst Professor and Head of the Department of Physics	
		Dr.P.Parameswari Guest Lecturer and Department of Economics	
		Miss.M.Nandhini Guest Lecturer and Department of Tamil.	


முதுவரை 22
 அரசு கலை அறிவியல் கல்லூரி
 அவினாசி - 641654.