## 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	Unerre
2.	ICT Academy	Tmt.B.Hemalatha	Asst Professor and Head of the Department of Computer Science	Vrey -
3.	RUSA	Tmt.B.Hemalatha	Asst Professor and Head of the Department of Computer Science	Vreye
4.	AVE Fund	Tmt.B.Hemalatha	Asst Professor and Head of the Department of Computer Science	Uneque
5	Rotary Cliub	Dr.R.Dharani	Asst Professor and Head of the Department of English	Rish
6	Placement & Career Guidance	Dr.R.Dharani	Asst Professor and Head of the Department of English	Rion
7	Website Incharge	Dr.R.Dharani	Asst Professor and Head of the Department of English	RA
8.	NAAC Co- ordinator	Dr.R.Dharani	Asst Professor and Head of the Department of English	Ron
9.	Election Nodal Officer	Dr.B.Manivannan	Asst Professor and Head of the Department of Tamil	Conversion -
10.	Nan Muthalvan Co -ordinator	Dr.B.Manivannan	Asst Professor and Head of the Department of Tamil	Oder. Jones Da
11.	Press Incharge	Dr.B.Manivannan	Asst Professor and Head of the Department of Tamil	Colm. Lors John
12.	NSS	Dr.S.Halimabi (a) Shakilabanu	Asst Professor and Head of the Department of Chemistry	eys
13.	Youth Red Cross	Dr.V.B.Senthil Kumar	Asst Professor Department of Chemistry	V.B. Senterl

					Duties
14.	AISHE	Dr.P.Selva Tharangini	Asst Professor Head of the Department of Commerce	8 FAMM	S.No D
15.	TNOU Co- ordinator	Dr.S.Balamurugan	Asst Professor and Head of the Department of Commerce(IB)	for my	1.S
16.	IQAC Co- ordinator	Dr.S.Balamurugan	Asst Professor and Head of the Department of Commerce(IB)	Informed	
17.	DCE - Data Collection	Dr.M.Senthil Kumar	Asst Professor Department of Computer Science	60m min	
18.	E- Governnance	Dr.M.Senthil Kumar	Asst Professor Department of Computer Science	com fra	-
19. 20.	TNGASA	Dr.M.Senthil Kumar	Asst Professor Department of Computer Science	65mis from	-
	Centralised Purchase Incharge	Dr.A.Balamurugan	Asst Professor and Head of the Department of Physics	all	
21.	NIRF	Dr.C.Gayathri	Asst Professor Department of English	Chargel	
22.	Stationery	Thiru.Louies	Libraian	c.born	_
23.	Calender	Thiru.Louies	Libraian	S. Join	
24.	Magazine	Thiru.Louies	Libraian	s-form	
	State Scholarship	Thiru.P.Prasanna Kumar	Physical Director	ydej	
26.	Covid Nodal Officer	Thiru.P.Prasanna Kumar	Physical Director	youig	
27.	NSP	Thiru.P.Prasanna Kumar	Physical Director	yais	_
28.	Bus Pass	Thiru.P.Prasanna Kumar	Physical Director	voir	
29.	ID Card	Thiru.P.Prasanna Kumar	Physical Director	ysist	_
30.	MGNCRE	Dr.A.Balamurugan	Asst Professor and Head of the Department of Physics	25	

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## **Department Duties**

S.No	Duties	Department	Signature
1.	All Competitions	Tamil	Clarb_
2.	Furniture	Commerce (BA)	Ø
3.	College Union and	Commerce	
	College day		87
4.	Seminar Hall	Commerce (IB)	Anin
5.	Convocation	Tamil	Outon
6.	Fine Arts	Economics	Call
7.	Computer Stationery	Computer Science	Vrey
8.	CLP	Chemistry	eyp

## **COMMITTES DUTIES**

S.No	Committees	Members Name & Designation	Signature
1.	Discipline Committee	All Council Members	-
		Dr.S.Halimabi (a) Shakilabanu	0.1.20
2.	PTA - Committee	Asst Professor and Head of the	eyra
		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	38
		Department of Physics	Su
		Thiru.P.Prasanna Kumar	
		Physical Director	MASP
3.	Anti- Ragging		100)
5.	Anti- Ragging	Tmt.B.Hemalatha	11 0
		Asst Professor and Head of the	On-leger-
		Department of Computer Science	L
		Dr.R.Dharani	
		Asst Professor and Head of the	Ph
		Department of English	$N^{V}$
		Dr.S.Balamurugan	
		Asst Professor and Head of the	Alema -
		Department of Commerce(IB)	Corr
		Dr. S.Halimabi (a) Shakilabanu	
4		Asst Professor and Head of the	ens
4.	Eco Club	Department of Physics Chemistry	4
		Dr.B.Manivannan	
		Asst Professor and Head of the	(Jon dans)
		Department of Tamil	
		Dr.A.Balamurugan	10
		Asst Professor Head of the Department	offic
		of Physics	P
5.	Anti Drug Committee	Dr.B.Manivannan	0 tah
э.	(Tobacco Free)	Asst Professor and and Head of the Department of Tamil	(Bom. Herror)
	(TODACCO FICE)	Department of Tamil Dr.V.B.Senthil Kumar	
		Assistant Professor	N.B. Suthill
		Department of Chemistry	N.10.00
		Dr M. Senthil Kumar	×
		Dr.M. Senthil Kumar Assistant Professor	Com' min

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		Department of Tamil	6347.00000
		Thiru.P.Prasanna Kumar	
		Physical Director	yo at
		Thiru.S.Louies	/ /
		Libraian	
		Dr.C.Gayathri	
7.	Campus Cleaning	Asst Professor	an and
1.	Campus Cleaning	Department of English	and
		Dr.V.B.Senthil Kumar	
		Assistant Professor	in will
	8	Department of Chemistry	N. 18. 8. 1 -
		Thiru,P.Prasanna Kumar	,
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0	0	Physical Director	your Unleyre-
8.	Sports Committee	Tmt.B.Hemalatha	1/2 Pine-
		Asst Professor and Head of the	Ung
		Department of Computer Science	
		Dr.S.Halimabi (a) Shakilabanu Asst Professor and Head of the	DOIN
		Department of Physics Chernitry	
		Dr.B.Manivannan	Q M.
		Asst Professor and Head of the	Codor. Jones Mar
9.	Vigilance Awarness	Department of Tamil	
	Programe	Dr.M. Senthil Kumar	iAmi
		Asst Professor Department of	comptin
		Computer Science	V
		Dr.A.Balamurugan	-Pt
		Asst Professor	oftin
		Department of Physics	
		Dr.B.Manivannan	Anton -
10.	OSA	Asst Professor and Head of the	5001 00000
		Department of Tamil	t it
		Dr.V.B.Senthil Kumar	N.B. Centure
		Asst Professor	v
		Department of Chemistry	N. 2.
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		Department of Computer Science	
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11. 1	Kanith Tamil Peravai	Department of Tamil	, mm
		Dr.M. Senthil Kumar	1 amil
		Asst Professor	
		Department of Computer Science	



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12.	ICC& Women Cell	Asst Professor and Head of the	1) 0,101-
		Department of Computer Science	VAVA
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		Department of English	KN F
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		Dr.B.Manivannan	$\sim$
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		Dr.M. Senthil Kumar	Neithurs hi
13.	IQAC	Asst Professor	m.
	1	Department of Computer Science	100m 0-
		Dr.V.B.Senthil Kumar	
		Asst Professor	V.p. Katal
	1	Department of Chemistry	V
	ĺ	Dr.C.Gayathri	
	ĺ	Asst Professor	1 havd
	f.	Department of English	
	l	Difmt.Parameshwari	ne
		Guest Lecturer (Economics)	cipen
	í -	Tmt.Suchithra	A AN
	l	Guest Lecturer B.Com (BA)	1
	ĺ	Thiru.V.Thiyagarajan PTA Staff ( B.Com- BA)	6 Minigagary -
	i .	Tmt.C.Ramya (B.Com- IB)	- Au
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	i	Tmt.B.Hemalatha	00
	1	Asst Professor and Head of the	Un leyer
14.	NAAC- Steering	Department of Computer Science Dr.R.Dharani	L
	Committee	Asst Professor and Head of the	2 Mar
		Department of English	
	I	Dr.P.S.Selva Tharangini	
		Asst Professor and Head of the	A Company
	2	Department of Commerce	
	4 <sup>2</sup>	Dr.A.Balamurugan	
		Asst Professor and head of the	N/
		Department of Physics	Dim
		Dr.A.Balamurugan	
15.	IPR Cell	Asst Professor and Head of the	N/
		Department of Physics	olu
		Dr.M. Senthil Kumar Asst Professor and Department of	shu compris
		Asst Professor and Department of Computer Science	compr-

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)	1	Dr.S.Balamurugan	01 0
1		Asst Professor and Head of the	Am
16.	SC - ST Grievance	Department of Commerce (IB)	Dor
	Committee	Thiru.P.Prasanna Kumar	a AD
		Physical Director	Y64
		Thiru.S.Louies	
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		Thiru.P.Prasanna Kumar	
17.	Scholarship Help Desk	Physical Director	Yanaj
		Thiru.S.Louies	
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		Tmt.B.Hemalatha	
18.	Cyber Crime Cell	Asst Professor and Head of the	Un ly v
10.	- 5	Department of Computer Science	Unite L
		Dr.M. Senthil Kumar	
		Asst Professor	10 5mm fr
		Department of Computer Science	Cev V
		Tmt.B.Hemalatha Asst Professor and Head of the	Vney -
19.	Placement Cell	Department of Computer Science	
		Dr.R.Dharani	0 DW
		Asst Professor and Head of the Department of English	Korz
		Dr.P.S.Selva Tharangini	æ
		Asst Professor and Head of the Department of Commerce	
		Tmt.B.Hemalatha	Uneren
20.	(2F) 12(B) Team	Asst Professor and Head of the	01-01
		Department of Computer Science Dr.R.Dharani	11
		Asst Professor and Head of the	p pm.
		Department of English	$\sim$
		Dr.S.Balamurugan	01 -1
		Asst Professor and Head of the	Amtront
		Department of Commerce(IB)	Ust 1
		Dr.A.Balamurugan	<b>A</b>
		Asst Professor and Head of the	sfer
		Department of Physics	-

		Dr.A.Balamurugan	
21.	Preparation and Uploading of	Asst Professor and Head of the Department of Physics	gu
	Annual Report (2020-21) to BU	Dr.P.Parameswari Guest Lecturer and Department of Economics	400-
		Miss.M.Nandhini Guest Lecturer and Department of Tamil.	Jo TETE Der

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