

GOVERNMENT ARTS AND SCIENCE COLLEGE (Co-Education), Avinashi- 641654
DISTRIBUTIONS OF ACADEMIC DUTIES

2023 - 2024

INDIVIDUAL DUTIES

S. No	Duties	Staff In charge	Designation and Department	Signature
1.	Moovalur Ramamirtham Ammaiyar HE- Assurance Scheme	Dr.R.Dharani	Assistant Professor & HoD, Department of English	
2.	ICT Academy	Mrs.B.Hemalatha	Assistant Professor & HoD, Department of Computer Science	Valayer
3.	RUSA	Mrs.B.Hemalatha	Assistant Professor & HoD, Department of Computer Science	Valayer
4.	AVE Fund and stock	Dr.S.Balamurugan	Assistant Professor & HoD, Department of Commerce(IB)	
5.	Rotary Club	Dr.B.Manivannan	Assistant Professor & HoD, Department of Tamil	Somb 10.7.23
6.	Website Incharge	Dr.R.Dharani	Assistant Professor & HoD, Department of English	R.Dharani
7.	NAAC Co-ordinator	Dr.R.Dharani	Assistant Professor & HoD, Department of English	R.Dharani
8.	Election Nodal Officer	Dr.B.Manivannan	Assistant Professor & HoD, Department of Tamil	Somb 10.7.23
9.	Naan Muthalvan Co -ordinator	Dr.B.Manivannan	Assistant Professor & HoD, Department of Tamil	Somb 10.7.23
10.	NSS	Dr.S.Halimabi (a) Shakilabanu	Assistant Professor & HoD, Department of Chemistry	Somb 10.7.23
12.	Youth Red Cross	Dr.V.B.Senthil Kumar	Assistant Professor, Department of Chemistry	Somb 10.7.23
13.	AISHE	Dr.P.S.Selva Tharangini	Assistant Professor & HoD, Department of Commerce	Somb 10.7.23
14.	TNOU Coordinator	Dr.S.Balamurugan	Assistant Professor & HoD, Department of Commerce (IB)	Somb 10.7.23
15.	IQAC Coordinator	Dr.A.Geetha	Assistant Professor, Department of Computer Science	Somb 10.7.23
16.	DCE - Data Collection	Dr.A.Geetha	Assistant Professor, Department of Computer Science	Somb 10.7.23
17.	E- Governnance	Dr.A.Geetha	Assistant Professor, Department of Computer Science	Somb 10.7.23
18.	TNGASA	Dr.P.R.Vijaylakshmi	Assistant Professor, Department of Chemistry	Somb 10.7.23
19.	ERP	Dr. A. Geetha	Assistant Professor, Department of Computer Science	Somb 10.7.23
20.	Centralised Purchase Incharge	Dr.A.Balamurugan	Assistant Professor & HoD, Department of Physics	Somb 10.7.23
21.	NIRF	Dr.C.Gayathri	Assistant Professor, Department of English	Somb 10.7.23

22.	Stationery and sale of application Fund	Mr.S.Louies	Librarian	S. Louies
23.	State Scholarship	Mr.P.Prasanna Kumar	Physical Director	Y. G. S.
24.	NSP	Mr.P.Prasanna Kumar	Physical Director	Y. G. S.
25.	Bus Pass	Mr.P.Prasanna Kumar	Physical Director	Y. G. S.
26.	ID Card	Mr.P.Prasanna Kumar	Physical Director	Y. G. S.
27.	MGNCRE	Dr.A.Balamurugan	Assistant Professor & HoD, Department of Physics	Dr. A. Balamurugan 10/7/23
28.	CLP	Dr.P.R. Vijaylakshmi	Assistant Professor, Department of Chemistry	Dr. P. R. Vijaylakshmi

College Duties

S.No	Duties	Department InCharge	Signature
1.	All Competitions	Tamil	G. S. S.
2.	Furniture	Commerce (IB)	G. S. S.
3.	College Union and College day	Commerce	G. S. S.
4.	Seminar Hall	Commerce (IB)	G. S. S.
5.	Convocation	Tamil	G. S. S.
6.	Fine Arts	Economics	Dr. A. Balamurugan 8/7/23
7.	Computer Stationery	Computer Science	Dr. P. R. Vijaylakshmi 8/7/23
8.	Magazine	Tamil & English	Dr. P. R. Vijaylakshmi 8/7/23
9.	Press	Chemistry	Dr. P. R. Vijaylakshmi 8/7/23
10.	Calendar	Commerce (BA)	Dr. P. R. Vijaylakshmi 8/7/23

COMMITTEES DUTIES

S. No	Committees	Members Name & Designation	Signature
1.	Discipline Committee	Mrs. B. Hemalatha Assistant Professor & HoD, Department of Computer Science.	Uney 8/7/23
		Dr. R. Dharani Assistant Professor & HoD, Department of English.	R.D. 08/7/23
		Dr. S. Halimabi (a) Shakilabanu Assistant Professor & HoD, Department of Chemistry	ely 8/7/23
		Mr. P. Prasanna Kumar Physical Director	Y.P. 8/7/23
		Mr. S. Louies Libraian	S. Louie 8/7/23
2.	PTA - Committee	Dr. S. Halimabi (a) Shakilabanu Assistant Professor & HoD, Department of Chemistry	ely 8/7/23
		Dr. P. S. Selva Tharangini Assistant Professor & HoD, Department of Commerce	8/7/23
		Dr. A. Balamurugan Asst. Professor & HoD, Department of Physics.	8/7/23
3.	Anti- Ragging	Mr. P. Prasanna Kumar Physical Director	Y.P. 8/7/23
		Mrs. B. Hemalatha Assistant Professor & HoD, Department of Computer Science	Uney 8/7/23
		Dr. R. Dharani Assistant Professor & HoD, Department of English	R.D. 8/7/23
		Dr. S. Balamurugan Assistant Professor & HoD, Department of Commerce (IB)	8/7/23
4.	Eco Club	Dr. S. Halimabi (a) Shakilabanu Assistant Professor & HoD, Department of Chemistry	ely 8/7/23
		Dr. B. Manivannan Assistant Professor & HoD, Department of Tamil	8/7/23
		Dr. A. Balamurugan Assistant Professor & HoD, Department of Physics	8/7/23
5.	Anti Drug Committee (Tobacco Free)	Dr. B. Manivannan Assistant Professor & HoD, Department of Tamil	8/7/23
		Dr. V. B. Senthil Kumar Assistant Professor, Department of Chemistry	8/7/23
		Dr. A. Arun T.J. AYUM Assistant Professor & HoD, Department of Commerce(BA)	8/7/23

6.	PWD	Dr. B. Manivannan Assistant Professor & HoD, Department of Tamil	<i>Q. Anb</i> <i>10-1-23</i>
		Mr. P. Prasanna Kumar Physical Director	<i>2/8/23</i>
		Mr. S. Louies Libraian	<i>S. Louies</i>
7.	Placement & Career Guidance Cell	Dr. P.S. Selva Tharangini Assistant Professor & HoD, Department of Commerce	<i>8/17/23</i>
		Dr. A. Arun, <i>T. J. Arun</i> Assistant Professor & HoD, Department of Commerce (BA)	<i>8/17/23</i>
		Dr. R. Nithya Guest Lecturer, Department of English	<i>R. Nithya</i> <i>10/7/23</i>
8.	Cleanliness Committee	Dr. C. Gayathri Assistant Professor Department of English	<i>Chayal</i> <i>10/7/23</i>
		Dr. A. Arun <i>T. J. Arun</i> Assistant Professor & HoD of Commerce (BA)	<i>8/17/23</i>
		Mrs. D. Punitharani Guest Lecturer, Department of Tamil	<i>8/17/23</i>
		Dr. G. Buvaneshwari Guest Lecturer, Department of Commerce	<i>8/17/23</i>
9.	Sports Committee	Mr. P. Prasanna Kumar (Physical Director)	<i>2/8/23</i>
		Mrs. B. Hemalatha Assistant Professor & HoD, Department of Computer Science	<i>2/8/23</i>
		Dr. S. Halimabi (a) Shakilabanu Assistant Professor & HoD, Department of Chemistry	<i>8/17/23</i>
10.	Vigilance Awareness Committee	Dr. B. Manivannan Assistant Professor & HoD, Department of Tamil	<i>Q. Anb</i> <i>10-1-23</i>
		Dr. P. R. Vijayalakshmi Assistant Professor, Department of Chemistry	<i>2/8/23</i>
		Dr. A. Balamurugan Assistant Professor, Department of Physics	<i>2/8/23</i>
11.	OSA	Dr. B. Manivannan Assistant Professor & HoD, Department of Tamil	<i>Q. Anb</i> <i>10-1-23</i>
		Dr. V. B. Senthil Kumar Assistant Professor, Department of Chemistry	<i>2/8/23</i>
		Dr. A. Geetha Assistant Professor, Department of Computer Science	<i>2/8/23</i>
		Mr. S. Louies Libraian	<i>S. Louies</i>

12.	Kanith Tamil Peraval	Dr. B. Manivannan Assistant Professor & HoD, Department of Tamil	Edm B 10.7.23
		Dr. P. Tamil selvi, Guest lecturer Department of Computer Science	Phy
13.	ICC& Women Cell	Mrs. B. Hemalatha, Assistant Professor & HoD, Department of Computer Science	Ure
		Dr. R. Dharani Assistant Professor & HoD, Department of English	R Dharani
		Dr. B. Manivannan Assistant Professor & HoD, Department of Tamil	Edm B 10.7.23
		Mr. S. Nachimuthu Superintendent	S. Nachimuthu 12/07/23
14.	IQAC Department - wise members to submit data to IQAC	Dr. P. Tamilselvi Guest lecturer Department of Computer Science	Phy
		Dr. V. Puvana devi Guest lecturer Department of Chemistry	V. Puvana devi 10.7.2023
		M. Suriyaprabha, Guest lecturer, Department of English	M. Suriyaprabha
		Dr. B. Nithiya Guest Lecturer, Department of Economics	G. Nithiya
		Dr. V. Susithra, Guest Lecturer, Department of B.Com	V. Susithra
		Dr. A. Saroja Guest Lecturer, Department of B.Com-BA	A. Saroja
		Mrs. Dr. B. Indrani Guest Lecturer Department of B.Com- IB	B. Indrani
15.	NAAC- Steering Committee	Mrs. B. Hemalatha Assistant Professor & HoD, Department of Computer Science	Ure
		Dr. P. S. Selva Tharangini Assistant Professor & HoD, Department of Commerce	P. S. Selva Tharangini
		Dr. A. Balamurugan Assistant Professor & HoD, Department of Physics	A. Balamurugan 10/7/23
16.	IPR Cell	Dr. A. Balamurugan Assistant Professor & HoD, Department of Physics	A. Balamurugan 10/7/23
		Dr. A. Arun T J. Arun Assistant Professor & HoD, Department of Commerce(BA)	A. Arun T J. Arun 8/7/23

17.	12(B) Team	Dr. R. Dharani Assistant Professor & HoD, Department of English	<i>R.Dharani</i>
		Dr. A. Balamurugan Assistant Professor & HoD, Department of Physics	<i>A. Balamurugan</i>
		Dr. P. S. Selvatharangini HoD, Department of Commerce	<i>P.S. Selvatharangini</i>
18.	SC - ST Grievance Committee	Dr. S. Balamurugan Assistant Professor & HoD, Department of Commerce (IB)	<i>S. Balamurugan</i>
		Mr. P. Prasanna Kumar Physical Director	<i>P. Prasanna Kumar</i>
		Mr. S. Louies Libraian	<i>S. Louies</i>
19.	Scholarship Help Desk	Mr. P. Prasanna Kumar Physical Director	<i>P. Prasanna Kumar</i>
		Mr. S. Louies Libraian	<i>S. Louies</i>
20.	Cyber Crime Cell	Mrs. B. Hemalatha Assistant Professor & HoD, Department of Computer Science	<i>B. Hemalatha</i>
		Dr. A. Geetha Asst Professor, Department of Computer Science	<i>A. Geetha</i>
21.	Preparation and Uploading of Annual Report to BU	Dr. A. Balamurugan Asst Professor, Department of Physics	<i>A. Balamurugan</i>
		Dr. P. Parameswari Guest Lecturer, Department of Economics	<i>P. Parameswari</i>
		Miss. M. Nandhini Guest Lecturer, Department of Tamil.	<i>M. Nandhini</i>
22.	Minority Cell	Mr. S. Louies Libraian	<i>S. Louies</i>
		Dr. S. Halimabi (a) Shakilabanu Asst. Professor & Head of the Department of Chemistry	<i>S. Halimabi</i>
23.	Naan Mudhalvan-Team Members	Dr. P. Ishwarya Guest Lecturer, Department of Computer Science.	<i>P. Ishwarya</i>
		Mr. N. Manikandan Guest Lecturer, Department of Maths.	<i>N. Manikandan</i>
24.	Yoga & Meditation Cell	Dr. S. Balamurugan Assistant Professor & HoD, Department of Commerce (IB)	<i>S. Balamurugan</i>
		Dr. C. Ramya Guest Lecturer, Department of Commerce (IB)	<i>C. Ramya</i>



Santhya
08/07/23
PRINCIPAL
GOVT. ARTS AND SCIENCE COLLEGE
AVINASHI - 641 654.