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

2023 – 2024 INDIVIDUAL DUTIES

8	No	D	uties	INDIVIDUALI	DUTIES	
	110	-	30.000	Staff In charge	Designation and Department	Signature
	·	R	loovalur amamirtham ammaiyar HE- Assurance Scheme		Assistant Professor & HoD, Department of English	
1	2.	1	ICT Academy	Mrs.B.Hemalatha	Assistant Professor & HoD, Department of Computer Science	Volyez
	3.		RUSA	Mrs.B.Hemalatha	Assistant Professor & HoD, Department of Computer Science	Volyey
	4.		AVE Fund and stock	Dr.S.Balamurugan	Assistant Professor & HoD, Department of Commerce(IB)	doc so
	5.		Rotary Club	Dr.B.Manivannan	Assistant Professor& HoD, Department of Tamil	Samb 7-27
	6.		Website Incharge	Dr.R.Dharani	Assistant Professor& HoD, Department of English	RIGHT
	7.		NAAC Co-ordinator	Dr.R.Dharani	Assistant Professor& HoD, Department of English	RION
	8.		Election Nodal Officer	Dr.B.Manivannan	Assistant Professor& HoD, Department of Tamil	Cam. 6 (0.7.2)
	9.	4	Naan Muthalvan Co -ordinator	Dr.B.Manivannan	Assistant Professor& HoD, Department of Tamil	Camb 10-7.27
	10	0.	NSS	Dr.S.Halimabi (a) Shakilabanu	Assistant Professor & HoD, Department of Chemistry	entations
	13	2.	Youth Red Cross	Dr.V.B.Senthil Kumar	Assistant Professor, Department of Chemistry	Jan had
	1	3.	AISHE	Dr.P.S.Selva Tharangini	Department of Commerce	* mm
	1	14.	TNOU Coordinator	Dr.S.Balamurugan	Assistant Professor& HoD, Department of Commerce (IB)	Colins
		15.	IQAC Coordinator	Dr.A.Geetha	Assistant Professor, Department of Computer Science	A leath phy
		16.	DCE - Data Collection	Dr.A.Geetha	Assistant Professor, Department of Computer Science	Alatha,
		17.	E- Governnance	Dr.A.Geetha	Assistant Professor, Department of Computer Science	Affactly 123
		18.	TNGASA	Dr.P.R.Vijaylakshmi	Assistant Professor, Department of Chemistry Assistant Professor, Department of	2004
		19.	ERP	Dr. A. Geetha	Computer Science	41-815/2s
		20	Centralised Purchase Incha	rge Dr.A.Balamurugan	Assistant Professor & HoD, Department of Physics	aphilolatics
		21	l. NIRF	Dr.C.Gayathri	Assistant Professor, Department of English	Chaplan

22.	Stationery and sale of application Fund	Mr.S.Louies	Libraian	s. fam
23.	State Scholarship	Mr.P.Prasanna Kumar	Physical Director	yas
24.	NSP	Mr.P.Prasanna Kumar	Physical Director	<i>بهغ</i>
25.	Bus Pass	Mr.P.Prasanna Kumar	Physical Director	(فراهلا
26.	ID Card	Mr.P.Prasanna Kumar	Physical Director	yorig
27.	MGNCRE	Dr.A.Balamurugan	Assistant Professor & HoD, Department of Physics	8/W (0/2/23
28.	CLP	Dr.P.R.Vijaylakshmi	Assistant Professor, Department of Chemistry	كوي

College Duties

S.No	Duties	Department InCharge	Signature
1,	All Competitions	Tamil	and
2.	Furniture	Commerce (IB)	June
3.	College Union and College day	Commerce	65
4.	Seminar Hall	Commerce (IB)	down
5.	Convocation	Tamil	Grap
6.	Fine Arts	Economics	Ge 8/4/23
7.	Computer Stationery	Computer Science	Uney Tolle
3,	Magazine	Tamil & English	Lower Orb
	Press	Chemistry	mystar's
0.	Calendar	Commerce (BA)	8-04-8 8/7/23

COMMITTEES DUTIES

No	Committees	Members Name & Designation	Signature
		Mrs. B. Hemalatha	/ 0
	4 45	Assistant Professor & HoD,	12011/23
		Department of Computer Science.	8111
		Dr. R. Dharani	20 120
		Assistant Professor & HoD,	10 0 V 3 1 4 C
		Department of English.	1 20
	Discipline	Dr. S. Halimabi (a) Shakilabanu	24.4
	Committee	Assistant Professor & HoD,	eggins
		Department of Chemistry	N. W.
		Mr. P. Prasanna Kumar	2.48
			V(0)
	· 1073	Physical Director	1
		Mr. S. Louies	c. dar)
		Libraian	7/0
	4	Dr. S. Halimabi (a) Shakilabanu	0/00/05
		Assistant Professor & HoD,	SIK 1
	,	Department of Chemistry	
		Dr. P. S. Selva Tharangini	D 1102
2.	PTA - Committee	Assistant Professor & HoD,	80 011VD
••		Department of Commerce	7011
		Dr. A. Balamurugan	.0
	3	Asst. Professor & HoD,	ofhio12123
		Department of Physics.	
		Mr. P. Prasanna Kumar	VB 9
		Physical Director	100
		Mrs. B. Hemalatha	may 1:
		Assistant Professor & HoD,	87725
		Department of Computer Science	
		Dr. R. Dharani	0 60
3.	Anti- Ragging	Assistant Professor & HoD,	210
		Department of English	
		Dr. S. Balamurugan	81, 19
		Assistant Professor & HoD,	10 Colores
		Department of Commerce (IB)	
		Dr. S. Halimabi (a) Shakilabanu	OMBINS
		Assistant Professor& HoD,	100
	x 2*	Department of Chemistry	0
		Dr. B. Manivannan	
	las a	Assistant Professor & HoD,	Can: 10.7.21
4.	Eco Club	Department of Tamil	(0,
	۸.	Dr. A. Balamurugan	
		Assistant Professor & HoD,	De (0/9/2)
		Department of Physics	
		Dr. B. Manivannan	
		Assistant Professor & HoD,	Samo 0.23
		Department of Tamil	10.11
	Anti Drug	Dr. V. B. Senthil Kumar	() Man
5.	Committee	Assistant Professor, Department of	den
٥,	(Tobacco Free)	Chemistry	B.org. Dasi
	(Tobacco Tree)	Dr. K. Arun T.J.AYWI	1 m. 2000
		Assistant Professor & HoD,	817/23
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		Mr. S. Louies	6.4
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		Dr.P.S.Selva Tharangini	
		Assistant Professor& HoD,	A
		Assistant Professore Tropy	V .
		Department of Commerce	The contract
	Placement & Career	Dr. A. Arun, J. J. Ayun Assistant Professor & HoD,	500.00017/2
(i 14:1	Guidance Cell	Assistant Professor & HoD,	011/10
	Guidance Con	Department of Commerce(BA)	1 1 M d 12
		D D Mithau	2. Nu 10/7/
		Guest Lecturer Department of English	1
		Dr.C.Gayathri Assistant Professor	change 11/23
		Department of English	
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		Assistant Professor & HoD of	2011 00 8/4/22
		Commerce(BA)	
	Cleanliness	Mrs. D. Punitharani	CAR 103
8.	Committee	Guest Lecturer, Department of Tamil	38/7/23
	Committee	Dr. G. Buvaneshwari	
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		Commerce Mr.P.Prasanna Kumar	your views
		(Physical Director)	your
		Mrs.B.Hemalatha	07/
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9.	G Committee	Department of Com-	
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		Dr.S.Halimabi (a) Shakilabanu	000103
		Assistant Professor & HoD,	18901
		Department of Chemistry	1 2
		Dr. B. Manivannan	Qtr. 1,24
		Assistant Professor& HoD,	G7/0
		Department of Tamil	SI
		Dr.P. R.Vijaylakshmi Assistant Professor, Department of	Des
	Vigilance Awareness	Assistant Floressor, Department	/
10.	Committee	Chemistry Dr. A. Balamurugan	· K
	Committee	Assistant Professor,	26/0/2123
		Department of Physics	1
		Dr. B. Manivannan	Q 12 2
		Assistant Professor & HoD,	San 1 2 2
		Department of Tamil	110
		Dr.V. B. Senthil Kumar	<i>y</i>
	OSA	Assistant Professor,	
11.		Department of Chemistry	0
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1			Dr. B. Maniyannan	
			Assistant Professor & HoD,	Camb 7.23
	Kan	ith Tamil	Department of Tamil	10.
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			Mrs. B. Hemalatha,	60-1-1
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			Department of Computer Science	
	1		Dr. R. Dharani	0 16/
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			Dr.B.Manivannan	Quar 7,23
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			Mr. S. Nachimuthu Superintendent	108/10
			Dr. P. Tamilselvi Guest lecturer	In.
			Department of Computer Science	Har Da.
			Dr. V. Puvana devi Guest lecturer	10.7.202
			Department of Chemistry	M810
			M. Suriyaprabha, Guest lecturer, Department of English	108/1
	1		Dr. & Nithiya Guest Lecturer,	a state
	Ĭ	IQAC Department wise members to submit data to IQ	Department of Economics	9
14.			D. V. Sueithra	(A)
1			Guest Lecturer, Department of B.Com	W
			Dr. A. Saroja	0801
			Guest Lecturer,	NOO
1			Department of B.Com-BA	30.60
			Mrs. Dr. B. Indrani	No.
		V	Cuest Lecturer	& F
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-	_		Mrs. B. Hemalatha	11011
			Assistant Professor& HoD,	Viet
		Dyn F	Department of Computer Science	
		Otomino	Dr. P. S. Selva Tharangini Assistant Professor& HoD,	
1	5.	NAAC- Steering Committee	Assistant Professor Tiob, Department of Commerce	~
1			Dr. A. Balamurugan	Total Control
			Assistant Professor& HoD,	De 12/23
			Department of Physics	(0)(0)
			Dr. A. Balamurugan	2/Cro12123
	-		Assistant Professor& HoD,	2/4/012/27
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		IPR Cell	Dr. A. Arun T. J. Ayun	30m. 200 8 17 123
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		Department of English	
17.	12(D) Toom	Dr. A. Balamurugan	
17.	12(B) Team	Assistant Professor & HoD,	Hugg-123
	7	Department of Physics	(C)
		Dr. P. S. Selvatharangini HoD,	Q
		Department of Commerce	
		Dr. S. Balamurugan	01 .
		Assistant Professor & HoD.	6. James
	SC - ST Grievance	Department of Commerce (IB)	(2011)
18.	Committee	Mr. P. Prasanna Kumar	208
		Physical Director	4000) -
		Mr. S. Louies	1 harry
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	Scholarship Help	Physical Director	400
19.	Desk	Mr. S. Louies	1
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		Mrs. B. Hemalatha	
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20.	Cyber Crime Cell	Department of Computer Science	
		Dr. A. Geetha Asst Professor,	A. San I als
_	14	Department of Computer Science	0, 8, 1× 10110
		Dr. A. Balamurugan	26/12/28
		Asst Professor, Department of Physics	0/2/5/4/1
	F-4-	Dr. P. Parameswari	1-0
-	Preparation and	Guest Lecturer,	8/7/23
21.	Uploading of Annual	Department of Economics	20
	Report to BU	Miss. M. Nandhini	1.5500
		Guest Lecturer,	8/1/23
	, J. (1	Department of Tamil.	- [17
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22.	Minority Cell	Dr. S. Halimabi (a) Shakilabanu	DUNE 2
	PI Z	Asst. Professor& Head of the	20/23
	4	Department of Chemistry	01,
		Dr. P. Ishwarya	5 CM1 /
	Naan Mudhalvan-	Guest Lecturer, Department of	V. Olli
23.	Team Members	Computer Science.	e 108:
	1 cam memoers	Mr. N. Manikandan	Mr. Contin
	4	Guest Lecturer, Department of Maths.	1 - 1
		Dr.S.Balamurugan Assistant Professor& HoD,	Edem
		Department of Commerce (IB)	1
24.	Yoga & Meditation	Dr. C. Ramya	0
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