



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
Sivakasi**

(Affiliated to Madurai Kamaraj University, Reaccredited with "A" Grade by NAAC,
College with Potential for Excellence by UGC & Mentor Institution under UGC PARAMARSH)

NAAC SSR Cycle IV (2015-2020)

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.2 DECENTRALISATION AND PARTICIPATIVE MANAGEMENT

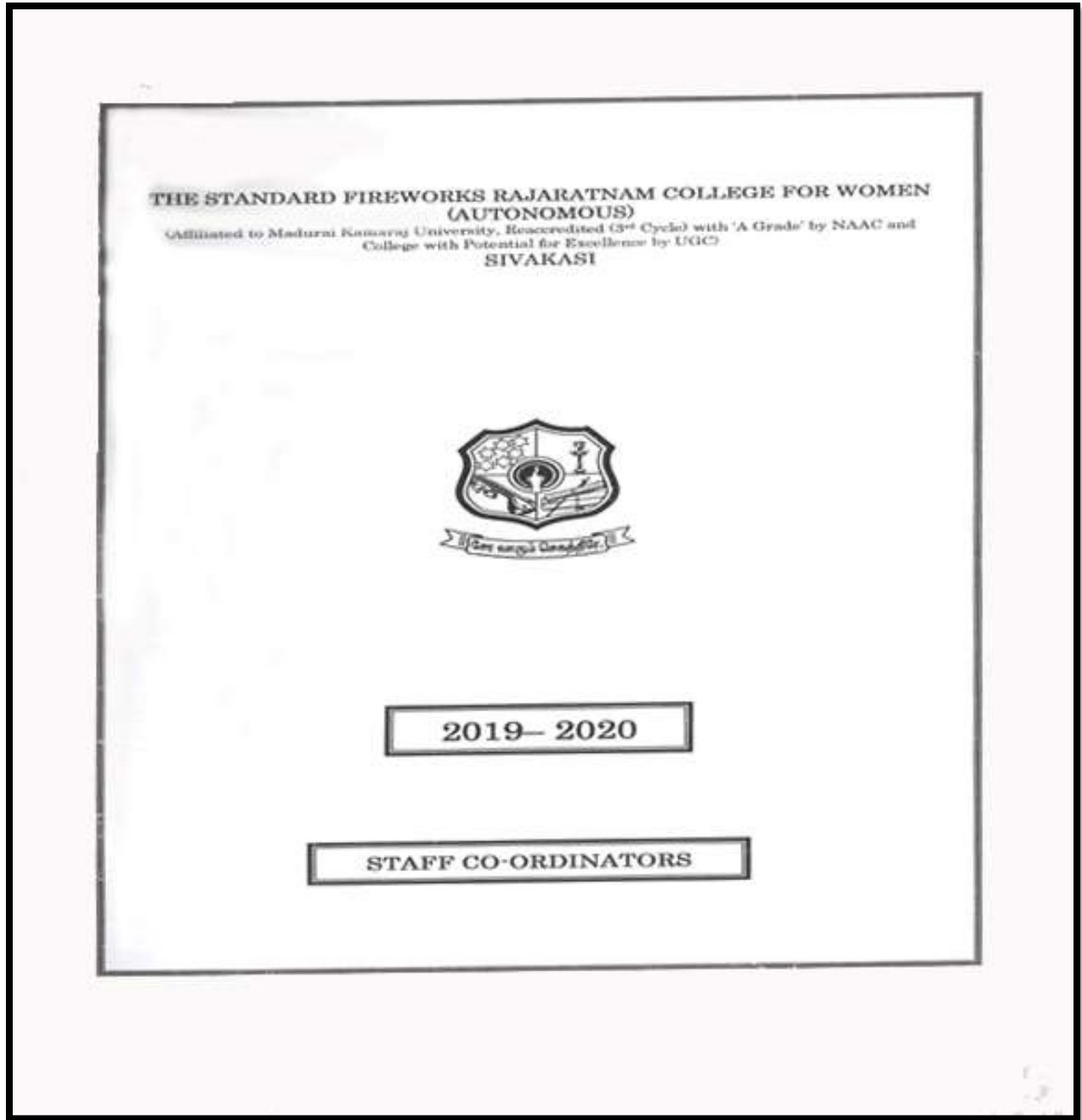
**COLLEGE DUTY LIST -
HIGHLIGHTING THE ASSIGNMENT OF
FACULTY MEMBERS AS
JOB ORIENTED COURSE COORDINATORS
2015 - 2020**



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
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2019-2020





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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN
(AUTONOMOUS) SIVAKASI**

STAFF CO-ORDINATORS 2019– 2020

S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
1.	Prayer & Discipline	1	Dr.(Mrs.) S. Vijayakumari	Phy. Dir	<i>[Signature]</i>
		2	Ms. V.Sasi Priya	Phy. Dir	<i>[Signature]</i>
		3	Mrs.N.Banumathi	English	<i>[Signature]</i>
		4	Mrs.J.Vallimayil	Botany	
		5	NCC, Scout & College Union	-	
			All HODs	-	
2.	Council Secretary	1	Mrs. M. Sowthamani <i>NR</i>	Chemistry	
		2	Dr. M.S. Yasmeen Beevi <i>Meenakshi</i>	Busi. Admn	<i>[Signature]</i>
3.	Staff Club Secretary	1	Dr.(Mrs.)M.Kavitha <i>Malini</i>	History	<i>[Signature]</i>
		2	Mrs. S.Thazhai Pushpam <i>Selva</i>	Commerce	<i>[Signature]</i>
4.	College Union	1	Dr.(Mrs.)M.Kavitha	History	<i>[Signature]</i>
		2	Dr.(Ms.) A. Josephine Stella	Commerce	<i>[Signature]</i>
		3	Mrs. S. Selvalakshmi	Physics	<i>[Signature]</i>
		4	Dr.(Mrs.) V.S. Shakila	English	<i>[Signature]</i>
		5	Dr.(Mrs.) K. Mangaiyarkarasi	English	
		6	Mrs. P. Ananthi	Tamil	<i>[Signature]</i>
		7	Dr.(Mrs.) P.Shanthi	Maths	<i>[Signature]</i>
		8	Mrs U Muthumari <i>(Subs)</i>	Maths	<i>[Signature]</i>
		9	Mrs. J. Porkodi	Chemistry	<i>[Signature]</i>
		10	Dr.N.Sasikala	Botany	<i>[Signature]</i>
		11	Mrs.R. Vasanthi	Comp.Sc	<i>[Signature]</i>
		12	Mrs.M.Poongothai	Tamil	
		13	Mrs. M.Rajeswari	Commerce	<i>[Signature]</i>
		14	Mrs.P.Muthulakshmi	Comp.Appl	<i>[Signature]</i>
		15	Mrs.G.Krishnaveni	IT	<i>[Signature]</i>
		16	Mrs. P.Karthika @ Nandhini	Busi. Adm	<i>[Signature]</i>
		17	Ms.G.Kowshalya	N & D	<i>[Signature]</i>
		18	Dr.(Mrs) S.Radha	Micro	<i>[Signature]</i>
		19	Mrs.R.Narmatha	CD & F	<i>[Signature]</i>



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
5.	Time Table & Class Arrangement	1	Mrs. N. Uma Sangari	Chemistry	N. Uma
		2	Dr.(Mrs.) B.Meenakshi	Tamil	B.Meenakshi
		3	Mrs. M. Sudhakani	Comp. App	M. Sudhakani
		4	Dr. (Mrs.) V.Vishnu Priya	Commerce	V. Vishnu Priya
6.	Semester Monitoring Cell				
	Adviser.	1	(Mrs.) S. Sivadevi	Physics	S. Sivadevi
	Members.	2	Dr.(Mrs.) S.Kalaiselvi	Maths	S. Kalaiselvi
		3	Mrs. D. Ganga Devi	Comp. App	D. Ganga Devi
		4	Mrs. A.P. Gowsalya Devi	Botany	A.P. Gowsalya Devi
		5	Dr.(Ms.) A. Muthuselvi	Maths	A. Muthuselvi
		6	Dr.(Mrs.) A.Amutha	Physics	A. Amutha
		7	Dr.(Mrs.) J. Vinnarasi	Chemistry	J. Vinnarasi
		8	Mrs. R.Suriya Devi	Commerce	R. Suriya Devi
		9	Ms.M.Poongothai	Tamil	M. Poongothai
		10	(Mrs.) M.Shanthi	English	M. Shanthi
		11	Ms.D.Ponezhil	English	D. Ponezhil
		12	Ms. R. Kalaivani	History	R. Kalaivani
		13	Mrs.R. Vasanthi	Comp. Sc	R. Vasanthi
		14	Ms. D. Mahalakshmi	Com - COP	D. Mahalakshmi
		15	Kalarathi	Com - COP	Kalarathi
		16	Mrs.V.Saradha	IT	V. Saradha
		17	Mrs. A. Muthumari	Busi. Adm	A. Muthumari
		18	Mrs.M.Kaleeswari	Micro Bio	M. Kaleeswari
		19	Ms.R.Iswaryae Ms.G.Kambalaya	N & D	R. Iswaryae
		20	Ms. T.Agasthiya Ambika	C D & F	T. Agasthiya Ambika
		21	Mrs. A. Saiyed Ali Fathima	Comp.COP	A. Saiyed Ali Fathima
		22	Mrs. C. Ramalakshmi	Office	C. Ramalakshmi
		23	Mrs. S. Mahalakshmi	CoE Office	S. Mahalakshmi
		24	Mrs. G. Muthumari	CoE Office	G. Muthumari
25		Mr. P. Senthil Kumar	Office	P. Senthil Kumar	
7.	Tutorial & Advisory System (Guidance, Counselling & Mentoring Activities)	1	Mrs.D.Roselind Gnanakumari	Maths	D. Roselind Gnanakumari
		2	Mrs. C.Thamarai Chelvi	Chemistry	C. Thamarai Chelvi
		3.	Dr.(Mrs.) S. Dhanalakshmi	Tamil	S. Dhanalakshmi



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2019-2020

S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
8.	Study Circle				
	a. Kendra Exam	1	Dr.(Mrs.) R.Senbagavalli	Tamil	<i>R. Senbagavalli</i>
	b. Swamiji's Discourse Vinayaka Temple, Pooja, Kolu etc.	2	Mrs.K.Valarmathi	Tamil	<i>K. Valarmathi</i>
		3	Dr.(Mrs.) G.Uma Devi	English	<i>G. Umadevi</i>
		4	Dr.(Mrs.) J. Arun Nandini	Commerce	<i>J. Arun Nandini</i>
		5	Mrs.K.Amutha	Office	<i>K. Amutha</i>
6	Sub wardens				
9.	Computer Lab. Management	1	Mrs. E. Ponmalar	C. Sc	<i>E. Ponmalar</i>
		2	Mrs.M.Sudhakani	Comp.App	<i>M. Sudhakani</i>
		3	Mrs. M. Govindammal	Commerce	<i>M. Govindammal</i>
10.	Computer Courses (Certificate & Diploma)	1	Mrs.V.Vanthana (S.W.)	Comp.App	<i>V. Vanthana</i>
		2	Ms. B. Gokila Devi	Comp.App	<i>B. Gokila Devi</i>
		3	Ms.S.Nimala	COP	<i>S. Nimala</i>
		4	Ms. M. Jayalaxmi	COP	<i>M. Jayalaxmi</i>
11.	Job Oriented Courses				
	Adviser	1	Mrs. C. Gokilamani	Chemistry	<i>C. Gokilamani</i>
	Members	2.	Dr.(Mrs.) P. Prasanna Devi	English	<i>P. Prasanna Devi</i>
		3.	Dr. M. S. S. S. S.	History	<i>M. S. S. S. S.</i>
12.	Peace Education Course	1	Dr.(Mrs.) S.Sobana	English	<i>S. Sobana</i>
		2	Dr.(Mrs.) V.C.Priyadharshini	English	<i>V. C. Priyadharshini</i>
13.	Women Studies	1	Mrs.V.Annapackiam	Tamil	<i>V. Annapackiam</i>
		2	Dr.(Mrs.) S.Jayanthi	Physics	<i>S. Jayanthi</i>
14.	GK Book & Career Guidance	1	Dr.(Mrs.) D. Rajamani	Chemistry	<i>D. Rajamani</i>
		2	Ms. M. Govindammal	Commerce	<i>M. Govindammal</i>
		3	Mrs.K.Rama Jeyalakshmi	English	<i>K. Rama Jeyalakshmi</i>
15.	Gandhian Thought	1	Mrs. K. Valarmathi	Tamil	<i>K. Valarmathi</i>
		2	Dr.(Mrs.) R.Senbagavalli	Tamil	<i>R. Senbagavalli</i>
16.	Part-V – Student Services				
	Adviser	1	Mrs. B. Theresita Mary Shanthi	C.Sc	<i>B. Theresita Mary Shanthi</i>
	Co-ordinator	1	Mrs. R. Vijaya Priya	Tamil	<i>R. Vijaya Priya</i>
16.1	NSS Unit 179	1	Dr.(Mrs.) N.Kavitha	Tamil	<i>N. Kavitha</i>
		2	Ms.K.Jeya Devi	Micro	<i>K. Jeya Devi</i>
		3	Ms.M.Keerthana	CD&F	<i>M. Keerthana</i>



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2018-2019

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SIVAKASI



2018 – 2019

STAFF CO-ORDINATORS

INTERNAL QUALITY ENHANCEMENT CIRCLE

FUNCTIONARIES OF AUTONOMY

ANNUAL ACCOUNTS AND REPORTS



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SIVAKASI

STAFF CO-ORDINATORS 2018-2019

S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
1.	Prayer & Discipline	1	All HODs		
		2	Dr.(Mrs.) S. Vijayakumari ✓	Phy. Dir	<i>[Signature]</i>
		3	Ms. V.Sasi Priya ✓	Phy. Dir	
		4	Mrs.N.Banumathi ✓	English	<i>[Signature]</i>
		5	NCC & College Union ✓		
2.	Council Secretary	1	Dr.(Mrs.) S.Sivadevi	Physics	
		2	Ms. S. Subha Ranjani	Micro	<i>[Signature]</i>
3.	Staff Secretary	1	Dr.(Mrs.) P.Prasanna Devi	English	<i>[Signature]</i>
		2	Mrs.A.Uma Devi	English	<i>[Signature]</i>
4.	College Union ✓	1.	Dr. (Mrs.) M. Padma Priya	Tamil	<i>[Signature]</i>
		✓ 2.	Mrs.P. Prescilla	IT	<i>[Signature]</i>
		✓ 3.	Dr.(Mrs.) V.S.Shakila	English	<i>[Signature]</i>
		✓ 4.	Mrs. C. Thamaraichelvi	Chemistry	<i>[Signature]</i>
		✓ 5.	Mrs.K.Rama-Jeyalakshmi	English	<i>[Signature]</i>
		✓ 6.	Mrs.J.Vallimayil	Botany	<i>[Signature]</i>
		✓ 7.	Dr.(Ms.)A.Josephine Stella	Commerce	<i>[Signature]</i>
		✓ 8.	Mrs. R. Maheswari	Commerce	<i>[Signature]</i>
		✓ 9.	Dr.(Mrs.)S.Deepa	Commerce	<i>[Signature]</i>
		✓ 10.	Mrs. S. Vinotha	Tamil	<i>[Signature]</i>
		✓ 11.	Dr.(Mrs.) S.Pavithra	Maths	<i>[Signature]</i>
		✓ 12.	Mrs.R. Vasanthi	Comp.Se	<i>[Signature]</i>
		✓ 13.	Ms. R. Kalaivani	History	<i>[Signature]</i>
		✓ 14.	Mrs. S. Selvalakshmi	Physics	<i>[Signature]</i>
		✓ 15.	Mrs.J.Mahalakshmi New	N & D	<i>[Signature]</i>
		✓ 16.	Dr.(Mrs) S.Radha	Micro	<i>[Signature]</i>
		✓ 17.	Mrs.V.Vanthana	Comp.Appl	<i>[Signature]</i>
		✓ 18.	Mrs. A.Muthumari	Busi. Adm	<i>[Signature]</i>
		✓ 19.	Ms. T.Agasthiya Ambika	CD & F	<i>[Signature]</i>
5.	Time Table & Class Arrangement	1	Mrs. N. Uma Sangari	Chemistry	<i>[Signature]</i>
		2	Dr.(Mrs.) B.Meenakshi	Tamil	<i>[Signature]</i>
		3	Mrs. M. Sudhakani	Comp. App	<i>[Signature]</i>
		4	Dr. (Mrs.) V.Vishnu Priya	Commerce	<i>[Signature]</i>
6.	Semester Monitoring & Evaluation Cell	1.	Mrs. S. Sivadevi	Physics	<i>[Signature]</i>
		2.	Mrs. S.P.Nandhini	Maths	<i>[Signature]</i>
		3.	Mrs. D. Ganga Devi	Comp. App	<i>[Signature]</i>
		4.	Dr.(Mrs.) S. Grahalakshmi	Commerce	<i>[Signature]</i>
		5.	Mrs. A.P. Gowsalya Devi	Botany	<i>[Signature]</i>



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
		6.	Mrs.S.Vetriselvi	Maths	S. Vetriselvi
		7.	Dr.(Ms.)S.Jayanthi	Physics	S.J.
		8.	Ms.M. Poongothai	Tamil	M.P.
		9.	Ms. S.Vanthana	English	S. Vanthana
		10.	Dr.(Mrs.)G.Vennila	History	G. Vennila
		11.	Mrs.R. Vasanthi	Comp. Sc	R. Vasanthi
		12.	Mrs. P.Karthika @ Nandhini	Busi. Adm	P. Karthika
		13.	Mrs.R.Maheswari	CD & F	R. Maheswari
		14.	Mrs.M.Kaleeswari	Micro Bio	M. Kaleeswari
		15.	Ms. M. Gnanasuronmani	N & D	M. Gnanasuronmani
		16.	Ms. D. Mahalakshmi	Com - COP	D. Mahalakshmi
		17.	Ms. B. Gokila Devi	Comp.COP	B. Gokila Devi
		18.	Mrs. A. Saiyed Ali Fathima	Comp.COP	A. Saiyed Ali Fathima
		19.	Mrs. C. Ramalakshmi	Office	C. Ramalakshmi
		20.	Mrs. S. Mahalakshmi	CoE Office	S. Mahalakshmi
		21.	Mrs. G. Muthumari	CoE Office	G. Muthumari
		22.	Mr. M. Selvaraj	Office	M. Selvaraj
7.	Tutorial & Advisory System (Guidance, Counselling & Mentoring Activities)	1	Mrs. D.Roselind Gnanakumari	Maths	D. Roselind Gnanakumari
		2	Mrs. Ramya	History	Ramya
8.	Study Circle	3.	Ms. H. Mohamed Rizhana Naveen	CD&F	H. Mohamed Rizhana Naveen
	1. Kendra Exam	1	Dr.(Mrs.) R.Senbagavalli	Tamil	R. Senbagavalli
	2. Swamiji's Discourse etc. Vinayaka Temple, Pooja, Kolu etc.	2	Mrs.K.Valarmathi	Tamil	K. Valarmathi
		3	Dr.(Mrs.) J. Arun Nandini	Commerce	J. Arun Nandini
		4	Mrs.M.Kaleeswari	Micro	M. Kaleeswari
		5	Mrs.M. Banu Priya	Office	M. Banu Priya
		6	Sub Wardens		
9.	Computer Lab. Management	1	Mrs. E. Ponmalar	Comp.Sc	E. Ponmalar
		2	Mrs.M.Sudhakani	Comp.App	M. Sudhakani
		3	Mrs. M. Govindammal	Comp.App	M. Govindammal
10.	Computer Courses (Certificate & Diploma)	1	Mrs. S. Vetriselvi	Maths	S. Vetriselvi
		2	Mrs.V.Vanthana	Comp.App	V. Vanthana
11.	Soft Skill Enhancement	1	Mrs. B. Sivapriya	English	B. Sivapriya
		2	Ms.D.Ponezhil	English	D. Ponezhil
12.	Library & Information Science	1	Dr. M. Yashini	Librarian	M. Yashini
13.	Job Oriented Courses	1	Mrs. C. Gokilamani	Chemistry	C. Gokilamani
		2	Dr.(Mrs.) P. Prasanna Devi	English	P. Prasanna Devi
14.	Range Education Course	1	Dr.(Mrs.) S.Sobana	English	S. Sobana
		2	Dr.(Mrs.) V.C. Priyadarshini	English	V.C. Priyadarshini
15.	Women Studies	1	Mrs.V.Annapackiam	Tamil	V. Annapackiam
		2	Dr.(Ms.)S.Jayanthi	Physics	S. Jayanthi



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
16.	GK Book & Career Guidance	1	Mrs. S. Latha	Commerce	<i>[Signature]</i>
		2	Dr.(Mrs.)D. Rajamani	Chemistry	<i>[Signature]</i>
		3	Ms. M. Govindammal	Comp. App	<i>[Signature]</i>
17.	Gandhian Thought	1	Mrs.K.Valarmathi	Tamil	<i>[Signature]</i>
		2	Dr.(Mrs.) R.Senbagavalli	Tamil	<i>[Signature]</i>
18.	PART-V – STUDENT SERVICES				
	Co-ordinator	1	Mrs. B. Theresita Mary Shanthi	Comp.Sc	<i>[Signature]</i>
	Assistant(Typing Work)	2	Ms. M. Sasikala	COP(C.Sc)	<i>[Signature]</i>
18.1	NSS Unit 179	1	Dr.(Mrs.)N.Kavitha	Tamil	<i>[Signature]</i>
		2	Ms. K.Jeyadevi	Micro Bio	<i>[Signature]</i>
		3	Ms.M.Keerthana	CD&F	<i>[Signature]</i>
18.2	NSS Unit 180	1	Dr.(Mrs.) K.Geetha	Botany	<i>[Signature]</i>
		2	Dr.(Mrs.) S.Pavithra	Maths	<i>[Signature]</i>
		3	Mrs.J.Rajeswari	Commerce	<i>[Signature]</i>
18.3	NSS Unit 181	1	Dr.(Mrs.)J.Vinnarasi	Chemistry	<i>[Signature]</i>
		2	Dr.(Ms.)S.Jayanthi	Physics	<i>[Signature]</i>
		3	Ms.J.Merlin Rani	Nutrition	<i>[Signature]</i>
18.4	NSS Unit 182	1	Dr. (Mrs.) S. Kartheswari	Commerce	<i>[Signature]</i>
		2	Mrs.U.Muthumari	Maths	<i>[Signature]</i>
		3	Ms.S.Vanthana	English	<i>[Signature]</i>
18.5	NSS Unit 210	1	Mrs. A. Uma Devi	English	<i>[Signature]</i>
		2	Dr.(Mrs.) S.Deepa	Commerce	<i>[Signature]</i>
		3	Mrs. K.Jansi Rani	Nutrition	<i>[Signature]</i>
18.6	Red Ribbon Club	1	Mrs. S. Dhanalakshmi	Tamil	<i>[Signature]</i>
		2	Mrs. K. Sounthara Priya	Commerce	<i>[Signature]</i>
		3	Ms.D.Ponezhil	English	<i>[Signature]</i>
18.7	Social Service League	1	Mrs. V. Saradha	Comp.App	<i>[Signature]</i>
		2	Dr.(Mrs.)S.Gayathri	Commerce	<i>[Signature]</i>
		3	Mrs. M. Manonmani	Micro	<i>[Signature]</i>
18.8	Extension Activity	1	Mrs.A.Vijaya Shree	Commerce	<i>[Signature]</i>
		2	Mrs.G.Krishnaveni	IT	<i>[Signature]</i>
		3	Mrs. S. Vinotha	Tamil	<i>[Signature]</i>
18.9	Youth Red Cross & Blood Donor's Club	1	Mrs. R. Vijaya Priya	Tamil	<i>[Signature]</i>
		2	Dr.(Mrs.) B.Meenakshi	Tamil	<i>[Signature]</i>
		3	Mrs. J. Vallimayil	Botany	<i>[Signature]</i>
18.10	National Cadet Corps	1	Mrs. N. Banumathi	English	<i>[Signature]</i>
		2	Dr.(Mrs.) J. Meēala Devi	History	<i>[Signature]</i>
		3	Mrs. D.Sudha Maheswari	Comp.Sc	<i>[Signature]</i>



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE	
18.11	Citizen Consumer Club	1	Dr. (Mrs.) S.Grahalakshmi	Commerce	<i>G. Srinivas</i>	
		2	Mrs. M.Muthuselvi	Tamil		
		3	Mrs. P. Karthika @ Nandhini	Busi.Admn	<i>P. Karthika</i>	
18.12	Environment Club	1	Mrs.A.P.Gowsalya Devi	Botany	<i>A.P. Gowri</i>	
		2	Mrs. G.Sona	Micro. Bio	<i>S. Sona</i>	
		3	Ms. M. Gnanasuronmani	N&D	<i>M. Gnanasuronmani</i>	
18.13	Physical Education	1	Mrs.V.Kaniselvi	English	<i>V. Kaniselvi</i>	
		2	Mrs.P.Muthulakshmi	Comp. Appl.	<i>P. Muthulakshmi</i>	
19.	Equal Opportunity Centre	i. SC / ST Cell	1	Mrs. M. Malini Devi	Maths	<i>M. Malini</i>
			2	Mrs. M.Sathya	English	<i>M. Sathya</i>
			3	Mrs. C.Thamarai Chelvi	Chemistry	<i>C. Thamarai Chelvi</i>
		ii. Differently Abled	1	Dr.(Mrs.) S. Pethanachi Selvam	Maths	<i>S. Pethanachi Selvam</i>
			2	Dr.(Mrs.) K. Sounthara Priya	Com(R)	<i>K. Sounthara Priya</i>
20.	i. Audio-Visual Equipment	1	Mrs. F. Kingslin Mary Genova	Physics	<i>F. Kingslin Mary Genova</i>	
		2	Mrs. S.Selvalakshmi	Physics	<i>S. Selvalakshmi</i>	
	ii. Photography Club	1	Mrs.M.Nithya	Physics	<i>M. Nithya</i>	
		2	Dr.(Mrs.)B.Siva Sankari	Physics	<i>B. Siva Sankari</i>	
21.	Placement Cell	1	Mrs. C. Devi Arockia Vanitha	Comp.Sc	<i>C. Devi Arockia Vanitha</i>	
		2.	Dr.(Mrs.)V.C.Priyadharshini	English	<i>V.C. Priyadharshini</i>	
		3.	Dr.(Mrs.) S. Grahalakshmi	Busi.Admn	<i>S. Grahalakshmi</i>	
		4.	Dr.(Mrs.)S.Kalai Selvi	Maths	<i>S. Kalai Selvi</i>	
		5.	Dr.(Mrs.)G.Vennila	History	<i>G. Vennila</i>	
		6.	Ms. M. Gnanasuronmani	Nutrition	<i>M. Gnanasuronmani</i>	
		7.	Mrs. V. Saradha	IT	<i>V. Saradha</i>	
		8.	Dr.(Ms.)A.Josephine Stella	Commerce	<i>A. Josephine Stella</i>	
		9.	Mrs.M.Nithya	Physics	<i>M. Nithya</i>	
		10.	Mrs.D.Sudha Maheswari	Comp.Sc	<i>D. Sudha Maheswari</i>	
		11.	Ms. P. Muthulakshmi	Comp. App	<i>P. Muthulakshmi</i>	
22.	YWED Courses	1	Dr.(Mrs.) P.Prasanna Devi	English	<i>P. Prasanna Devi</i>	
		2	Dr.(Mrs.)A.Mydeen Bibi	Maths	<i>A. Mydeen Bibi</i>	
		3	Dr.K.J. Sunmista	Commerce	<i>K. J. Sunmista</i>	
		4	Dr.(Mrs.)P.R.Kavitha Rani	Chemistry	<i>P. R. Kavitha Rani</i>	
		5	Ms.U.Uma Devi	Botany	<i>U. Uma Devi</i>	
		6	Dr.(Mrs.)V.S.Shakila	English	<i>V. S. Shakila</i>	
		7	Mrs. S. Thazhai Pushpam	Commerce	<i>S. Thazhai Pushpam</i>	
		8	Mrs. J. Jeeva Priya	Com(SF)	<i>J. Jeeva Priya</i>	



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2017-2018

Upto Pg. 12

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN
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SIVAKASI



STAFF CO-ORDINATORS

INTERNAL QUALITY ENHANCEMENT CIRCLE

FUNCTIONARIES OF AUTONOMY

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SIVAKASI

STAFF CO-ORDINATORS 2017– 2018

S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
1.	Prayer & Discipline	1	Dr.(Mrs.) S. Vijayakumari	Phy. Dir	<i>S. G. S.</i>
		2	Ms. V.Sasi Priya	Phy. Dir	<i>V. Sasi Priya</i>
		3	Mrs.N.Banumathi	English	<i>N. Banumathi</i>
		4	NCC & College Union	-	
		5	All HODs	-	
2.	Council Secretary	1	Mrs.S.Meenakshi	Maths	<i>S. Meenakshi</i>
		2	Mrs. A.Bamini	Comp.Appl	<i>A. Bamini</i>
3.	Staff Secretary	1	Mrs. D. Roselind Gnanakumari	Maths	
		2	Mrs.J.Vallimayil	Botany	
4.	College Union	1	Dr. (Mrs.) M. Padma Priya	Tamil	
		2	Mrs.P. Prescilla	IT	<i>P. Prescilla</i>
		3	Mrs.S.Darling Selvi	Comp.Appl	<i>S. Darling Selvi</i>
		4	Mrs.K.Rama Jeyalakshmi	English	<i>K. Rama Jeyalakshmi</i>
		5	Mrs. V. Muthulakshmi	Tamil	<i>V. Muthulakshmi</i>
		6	Mrs. C. Thamarachelvi	Chemistry	<i>C. Thamarachelvi</i>
		7	Mrs. J. Vallimayil Mrs. J. Vallimayil	Botany	<i>J. Vallimayil</i>
		8	Ms. A. Josephine Stella	Com(R)	<i>A. Josephine Stella</i>
		9	Ms. V. Rajasulochana	Maths	<i>V. Rajasulochana</i>
		10	Ms. R. Kalaivani	History	<i>R. Kalaivani</i>
		11	Mrs.S.Deepa	Com(SF)	<i>S. Deepa</i>
		12	Mrs. R. Maheswari Mrs. R. Maheswari	Com(SF)	<i>R. Maheswari</i>
		13	Mrs. J. Mahalakshmi	N & D	<i>J. Mahalakshmi</i>
		14	Ms. M. Manonmani	Micro	<i>M. Manonmani</i>
		15	Mrs. S. Selvalakshmi	Physics	<i>S. Selvalakshmi</i>
		16	Mrs. P.Karthika @ Nandhini	Busi. Adm	<i>P. Karthika</i>
		17	Ms. T.Agasthiya Ambika	CD & F	<i>T. Agasthiya Ambika</i>
5.	Time Table & Class Arrangement	1	Mrs. M. Shunmugathai	Maths	<i>M. Shunmugathai</i>
		2	Mrs. N. Uma Sangari	Chemistry	<i>N. Uma Sangari</i>
		3	Dr.(Mrs.) B.Meenakshi	Tamil	<i>B. Meenakshi</i>
		4	Mrs. M. Sudhakani	Comp. App	<i>M. Sudhakani</i>
		5	Dr. (Mrs.) V.Vishnu Priya	Commerce	<i>V. Vishnu Priya</i>
6.	Semester Monitoring & Evaluation Cell	1	Mrs. S. Sivadevi	Physics	<i>S. Sivadevi</i>
		2	Mrs. M. Sathya Shanthi	English	<i>M. Sathya Shanthi</i>
		3	Mrs. A.P. Gowsalya Devi Mrs. A.P. Gowsalya Devi	Botany	<i>A.P. Gowsalya Devi</i>
		4	Mrs.S.Vetriselvi	Maths	<i>S. Vetriselvi</i>
		5	Ms. A.Bismibanu	Physica	<i>A. Bismibanu</i>



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2017 - 2018

S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
		6	Mrs. J. Buvaneswari	Tamil	<i>[Signature]</i>
		7	Ms. R. Anchana	English	<i>[Signature]</i>
		8	Ms. R. Kalaivani	History	<i>[Signature]</i>
		9	Mrs. R. Vasanthi	Comp. Sc	<i>[Signature]</i>
		10	Ms. D. Mahalakshmi	Com - COP	<i>[Signature]</i>
		11	Dr.(Mrs.) S. Grahalakshmi	Com(SE)	<i>[Signature]</i>
		12	Mrs. D. Ganga Devi	Comp. App	<i>[Signature]</i>
		13	Ms. B. Gokila Devi	Comp.COP	<i>[Signature]</i>
		14	Mrs. A. Muthumari	Busi. Adm	<i>[Signature]</i>
		15	Mrs.M.Kaleeswari	Micro Bio	<i>[Signature]</i>
		16	Mrs. M. Gnanasuranmani	N & D	
		17	Ms. T. Agasthiya Ambika	CD & F	<i>[Signature]</i>
		18	Mrs. A. Salyed Ali Fathima	Comp.COP	
		19	Mrs. C. Ramalakshmi	Office	
		20	Mrs. S. Mahalakshmi <i>M. Lakshmi Priya</i>	CoE Office	<i>[Signature]</i>
		21	Mrs. G. Muthumari	CoE Office	<i>[Signature]</i>
		22	Mr. M. Selvaraj	Office	
7.	Tutorial & Advisory System (Guidance & Mentoring Activities)	1	Dr.(Mrs.) M. Santhi	Botany	<i>[Signature]</i>
		2	Mrs. N. Ramya	History	<i>[Signature]</i>
8.	Study Circle				
	1. Kendra Exam	1	Dr.(Mrs.) R. Senbagavalli	Tamil	<i>[Signature]</i>
	2. Swamiji's Discourse etc.	2	Dr.(Mrs.) M. Santhi	Botany	<i>[Signature]</i>
	3. Vinayaka Temple, Pooja, Kolu etc.	3	Mrs. K. Valarmathi	Tamil	<i>[Signature]</i>
		4	Mrs. J. Arun Nandini	OM	<i>[Signature]</i>
		5	Ms. M. Kalpana	CoE Office	<i>[Signature]</i>
		6	Sub wardens	2 Nos.	
9.	Computer Lab. Management	1	Mrs. E. Ponmalar	C. Sc	<i>[Signature]</i>
		2	Mrs. M. Sudhakani	Comp.App	<i>[Signature]</i>
		3	Mrs. M. Govindammal	Comp.App	<i>[Signature]</i>
10.	Computer Courses (Certificate & Diploma)	1	Mrs. S. Vetriselvi	Maths	<i>[Signature]</i>
		2	Mrs. V. Vanthana	Comp.App	<i>[Signature]</i>
11.	Soft Skill Enhancement	1	Mrs. B. Sivapriya	English	<i>[Signature]</i>
		2	Ms. S. Vandhana	English	<i>[Signature]</i>
12.	Library & Information Science	1	Dr. M. Yasmin	Librarian	<i>[Signature]</i>
13.	Job Oriented Courses	1	Mrs. C. Gokilamani	Chemistry	<i>[Signature]</i>
		2	Dr.(Mrs.) P. Prasanna Devi	English	<i>[Signature]</i>
14.	Peace Education Course	1	Dr.(Mrs.) J. Sobhana Devi	English	<i>[Signature]</i>
		2	Ms. D. Ponezhil	English	<i>[Signature]</i>
15.	Women Studies	1	Ms. G. Sathibama	Geo	<i>[Signature]</i>
		2	Mrs. V. Annapackiam	Tamil	<i>[Signature]</i>
16.	GK Book & Career Guidance	1	Mrs. S. Latha	Commerce	<i>[Signature]</i>
		2	Ms. M. Govindammal	Comp. App	<i>[Signature]</i>

Mrs. J. Mahalakshmi
S. Lingammal



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
17.	Gandhian Thought	1	Dr.(Mrs.) M.Padma Priya	Tamil	
		2	Dr.(Mrs.) R.Senbagavalli	Tamil	<i>R. Senbagavalli</i>
18.	Part-V – Student Services				
	Co-ordinator	1	Mrs. B. Theresita Mary Shanthi	C.Sc	<i>T. S.</i>
	Assistant(Typing Work)	2	Ms. M. Sasikala	COP(C.Sc)	<i>M. Sasikala</i>
19.1	NSS Unit 179	1	Dr.(Mrs.) F. Sweetlyn Joy Christy	Com (SF)	<i>F. Sweetlyn</i>
		2	Ms.R.Anchana	English	<i>R. Anchana</i>
		3	Ms. K.Jeyadevi	Micro Bio	<i>K. Jeyadevi</i>
19.2	NSS Unit 180	1	Mrs. S. Dhanalakshmi	Tamil	<i>S. Dhanalakshmi</i>
		2	Dr. (Mrs.)K. Geetha	Botany	<i>K. Geetha</i>
		3	Ms.S.J.Harini	Costume	<i>S. J. Harini</i>
19.3	NSS Unit 181	1	Ms. K. Neela Pushpam	History	<i>K. Neela Pushpam</i>
		2	Ms.A.Bismi Banu	Physics	<i>A. Bismi Banu</i>
		3	Mrs. A. Vijaya Shree	Com(R)	<i>A. Vijaya Shree</i>
19.4	NSS Unit 182	1	Dr. (Mrs.) S. Kartheeswari	Com(R)	<i>S. Kartheeswari</i>
		2	Mrs.U.Muthumari	Maths	<i>U. Muthumari</i>
		3	Ms. J. Meenakshi Mrs. J. Parvathi	English	<i>J. Parvathi</i>
19.5	NSS Unit 210	1	Mrs. A. Uma Devi	English	<i>A. Uma Devi</i>
		2	Dr.(Mrs.) N.Kavitha	Tamil	<i>N. Kavitha</i>
		3	Ms. J. Kanaga Priya	English	<i>J. Kanaga Priya</i>
19.6	Red Ribbon Club	1	Ms. S.P. Nandhini	Maths	<i>S. P. Nandhini</i>
		2	Ms. M. Kaleeswari	Mic. Bio	<i>M. Kaleeswari</i>
		3	Mrs. K. Sounthara Priya	Com(R)	<i>K. Sounthara Priya</i>
19.7	Social Service League	1	Mrs. D. Rajamani	Chemistry	<i>D. Rajamani</i>
		2	Mrs. V. Saradha	IT	<i>V. Saradha</i>
		3	Mrs. S. Gayathri	Com (SF)	<i>S. Gayathri</i>
19.8	Extension Activity	1	Mrs. S. Grahalakshmi	Busi. Admi	<i>S. Grahalakshmi</i>
		2	Ms.S.Padmashini	Maths	<i>S. Padmashini</i>
		3	Mrs.G.Krishnaveni	IT	<i>G. Krishnaveni</i>
19.9	Youth Red Cross & Blood Donor's Club	1	Mrs. R. Vijaya Priya	Tamil	<i>R. Vijaya Priya</i>
		2	Dr.(Mrs.) B.Meenakshi	Tamil	<i>B. Meenakshi</i>
		3	Ms. J. Vallimayil	Botany	<i>J. Vallimayil</i>
19.10	National Cadet Corps	1	Mrs. N. Banumathi	English	<i>N. Banumathi</i>
		2	Mrs. J. Mehaladevi	History	<i>J. Mehaladevi</i>
		3	Mrs. D. Sutha Maheswari	Comp.Sc.	<i>D. Sutha Maheswari</i>
19.11	Citizen Consumer Club	1	Dr. (Mrs.) S.Grahalakshmi	Com(SF)	<i>S. Grahalakshmi</i>
		2	Mrs.M. Muthuselvi	Tamil	<i>M. Muthuselvi</i>
		3	Ms. P. Karthika @ Nandhini	Busi. Admn	<i>P. Karthika</i>
19.12	Environment Club	1	Mrs.A.P.Gowsalya Devi	Botany	<i>A.P.G.</i>
		2	Mrs. G.Sona	Micro. Bio	<i>G. Sona</i>
		3	Ms. M. Gnanasudamani Ms. J. Meenakshi	Micro. Bio	<i>J. Meenakshi</i>



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
19.13	Physical Education	1	(Mrs.)R. Jeyalakshmi	Com(SF)	R. Jeyalakshmi
		2	Mrs.P.Muthulakshmi	Comp.Appl	[Signature]
19.	Equal Opportunity Centre	i. SC / ST Cell			
		1	Mrs. M. Malini Devi	Maths	[Signature]
		2	Mrs. M.Sathya	English	[Signature]
		3	Mrs. C.Thamarai Chelvi	Chemistry	[Signature]
		ii. Differently Abled			
		1	Dr.(Mrs.) S. Pethanachi Selvam	Maths	[Signature]
20.	Audio-Visual Equipment	1	Mrs. F. Kingslin Mary Genova	Physics	[Signature]
		2	Mrs. S.Selvalakshmi	Physics	[Signature]
21.	Photography Club & Photo Development	1	Mrs.M.Nithya	Physics	[Signature]
		2	Ms. A. Bismi Banu	Physics	[Signature]
22.	Placement Cell	1	Mrs. C. Devi Arockia Vanitha	C. Sc.	[Signature]
		2	Mrs. D. Sudha Maheswari	C.Sc	[Signature]
		3	Mrs. V. Saradha	IT	[Signature]
		4	Dr.(Mrs.) V. Prathiba Priya	Comp	[Signature]
		5	Dr. (Mrs.)K. Geetha	Botany	[Signature]
		6	Mrs.R.Maheswari-	COP	[Signature]
23.	YWED Centre (Skill Enhancement Courses)	1	Dr.(Mrs.) P.Prasanna Devi	English	[Signature]
		2	Mrs.V.Lalithaambigai	English	[Signature]
		3	Ms.U.Uma Devi	Botany	[Signature]
		4	Mrs. S. Thazhai Pushpam	Com(SF)	[Signature]
		5	Mrs. J. Jeeva Priya	Com(SF)	[Signature]
		6	Mrs.V.Kaniselvi	English	[Signature]
		7	Mrs.A.Muthumari	Busi.Admn	[Signature]
		8	Ms. K. Jansi Rani	N&D	[Signature]
		9	Mrs. M. Manonmani	Micro	[Signature]
		10	Ms. P.Madhumitha	English	[Signature]
		11	Ms. R.Hemalatha	Physics	[Signature]
		12	Mrs.B.Rama	Maths	[Signature]
		13	Ms.S.J.Harini	CD&F	[Signature]
24.	Environmental Studies	1	Mrs. S. Meenakshi	Maths	[Signature]
		2	Dr.(Mrs.)S.Shailaja	Chemistry	[Signature]
		3	Ms. S. Subha Ranjani	Micro Bio	[Signature]
25.	Students Welfare & Grievance Redress Cell, Free Noon Meals	1	Mrs. A. Leena Benita	Comp.Sc.	[Signature]
		2	Mrs. V. Meenakshi	Com (SF)	[Signature]
		3	Ms.J.Prateeba Devi	Busi.Admn	[Signature]
		4	Ms.J.Merlin Rani	N&D	[Signature]
		5	Ms. V. Rajasulochana	Maths	[Signature]
		6	Ms. J.Kanaga Priya	English	[Signature]
26.	Commuters Cell	1	Mrs. V. Annapackiam	Tamil	[Signature]
		2	Dr.(Mrs.) R.Senbagavalli	Tamil	[Signature]



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SIVAKASI



2016– 2017

STAFF CO-ORDINATORS
INTERNAL QUALITY ENHANCEMENT CIRCLE
FUNCTIONARIES OF AUTONOMY
ANNUAL ACCOUNTS AND REPORTS
STATUTORY AND NON-STATUTORY BODIES
DEPARTMENT-WISE DUTIES



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THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS)
SIVAKASI

STAFF CO-ORDINATORS 2016– 2017

S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
1.	Prayer & Discipline	1	All HODs		
		2	Dr.(Mrs.) S. Vijayakumari	Phy. Dir	
		3	Ms. M. Sangeetha Priya	Phy. Dir	
		4	Mrs.N.Banumathi	English	
		5	NCC & College Union	-	
2.	Council Secretary	1	Dr. (Mrs.) M.Santhi	Botany	
		2	Ms. M. Mohamed Rihana Nasrin	CD&F	
3.	Staff Secretary	1	Dr.(Mrs.) N. Uma Sangari	Chemistry	N. Uma Sangari
		2	Ms.A.Mahalakshmi	Comp.Appl	A. Mahalakshmi
4.	College Union	1	Dr. (Mrs.) M. Padma-Priya	Tamil	M. Padma-Priya
		2	Mrs.P. Prescilla	IT	P. Prescilla
		3	Mrs.K.Rama Jeyalakshmi	English	K. Rama Jeyalakshmi
		4	Mrs. V. Muthulakshmi	Tamil	V. Muthulakshmi
		5	Mrs. C. Thamarachelvi	Chemistry	C. Thamarachelvi
		6	Mrs.J.Vallimayil	Botany	J. Vallimayil
		7	Mrs. S. Darling Selvi	Comp.Appl	S. Darling Selvi
		8	Ms. A. Josephine Stella	Com(R)	A. Josephine Stella
		9	Ms. V. Rajasulochana	Maths	V. Rajasulochana
		10	Ms. R. Kalaivani	History	R. Kalaivani
		11	Mrs.S.Deepa	Com(SF)	S. Deepa
		12	Mrs. R. Maheswari	Com(R)	R. Maheswari
		13	Ms. T. Agasthiya Ambika	CD & F	T. Agasthiya Ambika
		14	Ms. M.Muthamil Selvi	N & D	M. Muthamil Selvi
		15	Ms. M. Manonmani	Micro	M. Manonmani
		16	Mrs. S. Selvalakshmi	Physics	S. Selvalakshmi
5.	Time Table & Class Arrangement	1	Mrs. M. Shunmugathai	Maths	M. Shunmugathai
		2	Mrs. N. Uma Sangari	Chemistry	N. Uma Sangari
		3	Dr.(Mrs.)R.Senbagavalli	Tamil	R. Senbagavalli
		4	Mrs. M. Sudhakani	Comp. App	M. Sudhakani
		5	Ms. A. Mahalakshmi	Comp. App	A. Mahalakshmi
6.	Semester Monitoring & Evaluation Cell	1	Mrs. S. Sivadevi	Physics	S. Sivadevi
		2	Dr. (Mrs.) S. Shanthi	Chemistry	S. Shanthi
		3	Mrs. A.P. Gowsalya Devi	Botany	A.P. Gowsalya Devi
		4	Mrs.S.Vetriselvi	IT	S. Vetriselvi
		5	Ms. T. Selvalakshmi	Physics	T. Selvalakshmi
		6	Mrs. J. Buvaneswari	Tamil	J. Buvaneswari
		7	Ms. S. Selvaroja	English	S. Selvaroja



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
		8	Mrs. D. Roselind Gnanakumari	Maths	<i>[Signature]</i>
		9	Ms. R. Kalaivani	History	<i>[Signature]</i>
		10	Mrs.R. Vasanthi	Comp. Sc	
		11	Ms. D. Mahalakshmi	Coen - COP	
		12	Dr.(Mrs.) S. Grahalakshmi	Com(SF)	<i>[Signature]</i>
		13	Mrs. D. Ganga Devi	Comp. App	<i>[Signature]</i>
		14	Ms. B. Gokila Devi	Comp.COP	
		15	Mrs. A. Muthumari	Busi. Adm	
		16	Mrs.M.Kaleeswari	Micro Bio	<i>[Signature]</i>
		17	Ms. M. Gnanasuronmani	N & D	<i>[Signature]</i>
		18	Ms. R.Narmatha	C D & F	
		19	Mrs.M.Sasikala	Comp.COP	<i>[Signature]</i>
		20	Mrs. C. Ramalakshmi	Office	
		21	Mrs. S. Mahalakshmi	CoE Office	
		22	Mrs. G. Muthumari	CoE Office	
		23	Mr. M. Selvaraj	Office	
7.	Tutorial & Advisory System (Guidance, Counselling & Mentoring Activities)	1	Dr.(Mrs.) M.Santhi	Botany	
		2	Mrs. V. Ramya	History	<i>[Signature]</i>
8.	Study Circle				
	1. Kendra Exam, Swamiji's Discourse etc.	1	Dr.(Mrs.) R.Senbagavalli	Tamil	<i>[Signature]</i>
		2	Ms. P. Rajeswari	Micro Bio	<i>[Signature]</i>
		3	Mrs. S. Vazhavanthal	Office	
		4	Mrs. J. Arun Nandini	OM	
		5	Ms. M. Kalpana	CoE Office	
		6	Sub wardens	2 Nos.	
9.	Computer Lab. Management	1	Mrs. E. Ponmalar	C. Sc	
		2	Mrs.M.Sudhakani	Comp.App	<i>[Signature]</i>
		3	Mrs. M. Govindammal	Comp.App	<i>[Signature]</i>
10.	Computer Courses (Certificate & Diploma)	1	Mrs. S. Vetriselvi	IT	<i>[Signature]</i>
		2	Mrs.V.Vanthana	Comp.App	
11.	Soft Skill Enhancement	1	Mrs. B. Sivapriya	English	<i>[Signature]</i>
		2	Ms.S.Vandhana	English	
12.	Library & Information Science	1	Dr. M. Yasmin	Librarian	<i>[Signature]</i>
13.	Job Oriented Courses	1	Mrs. C. Gokilamani	Chemistry	<i>[Signature]</i>
		2	Dr.(Mrs.) P. Prasanna Devi	English	<i>[Signature]</i>
14.	Peace Education Course	1	Dr.(Mrs.) M. Ruby Dhavamani	English	
		2	Dr.(Mrs.) J.Sobhana Devi	English	
15.	Women Studies	1	Ms. G. Sathiabama	Geo	<i>[Signature]</i>
		2	Mrs.V.Annapackiam	Tamil	<i>[Signature]</i>
16.	GK Book & Career Guidance	1	Mrs. S. Latha	Commerce	<i>[Signature]</i>
		2	Ms. M. Govindammal	Comp. App	<i>[Signature]</i>



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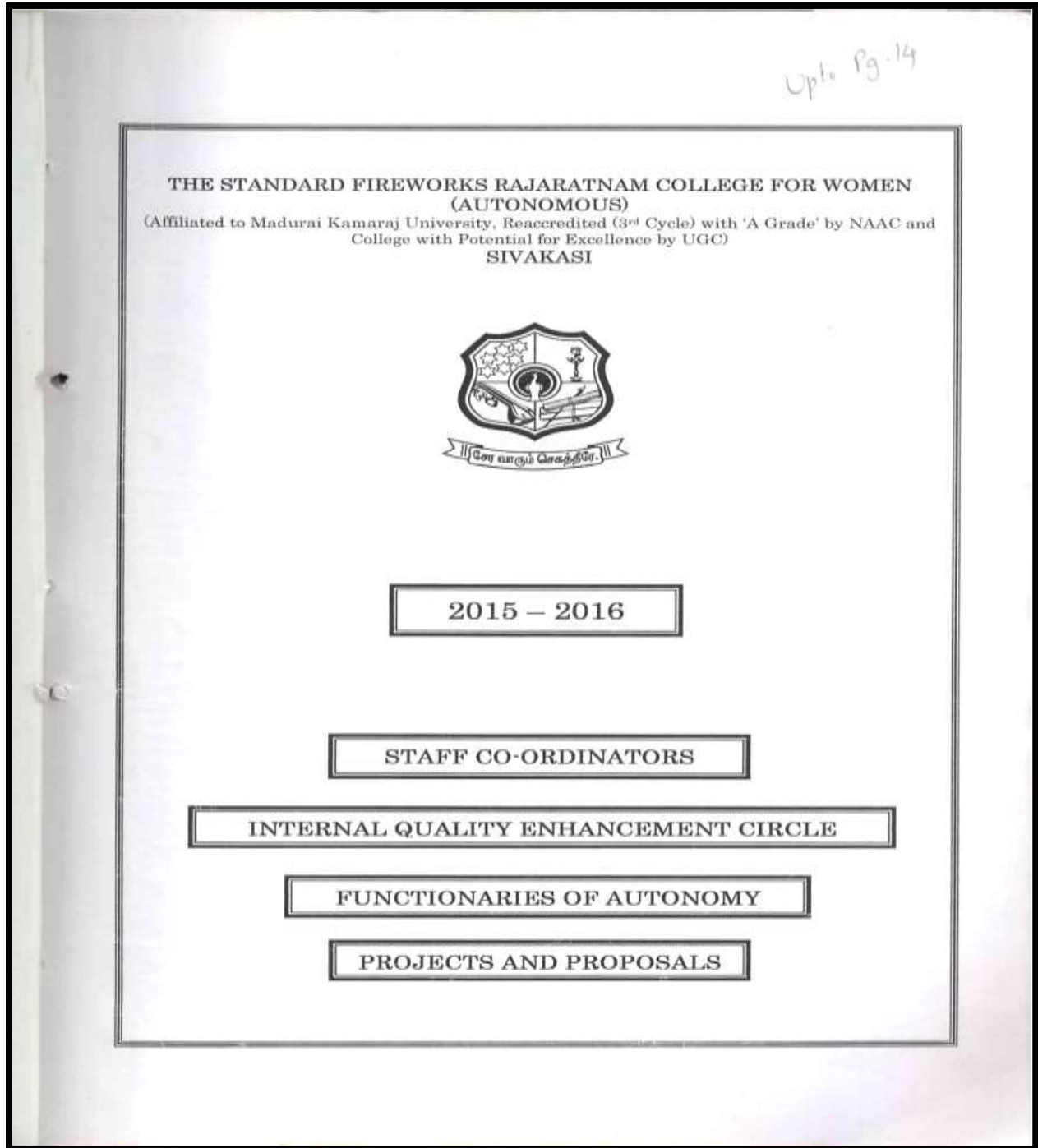
S.No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
17.	Gandhian Thought	1	Dr.(Mrs.) M.Padma Priya	Tamil	<i>[Signature]</i>
		2	Mrs.K.Valarmathi	Tamil	<i>[Signature]</i>
18.	Skill Enhancement Course				
	Co-ordinator 1. Long Term Course	1	Mrs. K. Muthamil Selvi	English	<i>[Signature]</i>
		2	Mrs.S.Thazhai Pushpam	Com(SF)	<i>[Signature]</i>
		3	Ms. R.Anchana	English	
	2. Short Term Course	4	Ms. M. Mohamed Rihana Nasrin	C D & F	
		5	Mrs. J.Jeeva Priya	Com(SF)	<i>[Signature]</i>
		6	Dr.(Mrs.) K. Geetha	Botany	<i>[Signature]</i>
		7	Ms. R.Hemalatha	Physics	<i>[Signature]</i>
19.	Part-V – Student Services				
	Co-ordinator	1	Mrs. B. Theresita Mary Shanthi	C.Sc	
	Assistant(Typing Work)	2	Ms. M. Sasikala	COP(C.Sc)	<i>[Signature]</i>
19.1	NSS Unit 179	1	Dr.(Mrs.) F. Sweetlyn Joy Christy	Com (SF)	<i>[Signature]</i>
		2	Mrs. J.Nandhini	English	
		3	Ms. P. Rajeswari	Micro Bio	<i>[Signature]</i>
19.2	NSS Unit 180	1	Mrs. S. Dhanalakshmi	Tamil	<i>[Signature]</i>
		2	Dr.(Mrs.) N.Kavitha	Tamil	
		3	Ms. R. Kanaga Priya	Physics	<i>[Signature]</i>
19.3	NSS Unit 181	1	Ms. K. Neela Pushpam	History	<i>[Signature]</i>
		2	Ms. M. Muthamil Selvi	N & D	<i>[Signature]</i>
		3	Mrs.M.Nithya- Bismi	Physics	<i>[Signature]</i>
19.4	NSS Unit 182	1	Dr. (Mrs.) S. Kartheeswari	Com(R)	<i>[Signature]</i>
		2	Dr. (Mrs).K. Geetha	Botany	<i>[Signature]</i>
		3	Mrs.U.Muthumari	Maths	
19.5	NSS Unit 210	1	Mrs. A. Uma Devi	English	<i>[Signature]</i>
		2	Ms.S.Sithammal	CD&F	
		3	Mrs.P.Muthulakshmi	Comp.Appl	
19.6	Red Ribbon Club	1	Ms. S.P. Nandhini	Maths	
		2	Ms. M. Kaleeswari	Mic. Bio	<i>[Signature]</i>
		3	Mrs. K. Sounthara Priya	Com(R)	
19.7	Social Service League	1	Mrs. D. Rajamani	Chemistry	<i>[Signature]</i>
		2	Mrs. S. Gayathri	Com (SF)	<i>[Signature]</i>
		3	Mrs. V. Saradha	Comp.App	<i>[Signature]</i>
19.8	Extension Activity	1	Mrs. S. Grahalakshmi	Busi. Admi	
		2	Ms. J. Prateeba Devi	Busi. Admi	<i>[Signature]</i>
		3	Mrs. A. Vijaya Shree	Com(R)	



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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS)
SIVAKASI**

STAFF CO-ORDINATORS 2015- 2016

S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
1.	Prayer & Discipline	1	All HODs		
		2	Dr.(Mrs.) S. Vijayakumari	Phy. Dir	<i>[Signature]</i>
		3	Ms. M. Muthulakshmi	Phy. Dir	<i>[Signature]</i>
		4	Mrs. N. Banumathi	English	<i>[Signature]</i>
		5	Ms. R. Kalaijgrasi	HR	<i>[Signature]</i>
		6	NCC & College Union		
2.	Council Secretary	1	Mrs. P. Subbulakshmi	Maths	<i>[Signature]</i>
		2	Dr.(Mrs.) M. Ruby Dhavamani	English	<i>[Signature]</i>
3.	Staff Secretary	1	Dr.(Mrs.) M. Padma Priya	Tamil	<i>[Signature]</i>
		2	Mrs. P. Prescilla	IT	<i>[Signature]</i>
4.	College Union	1	Dr.(Mrs.) M. Kavitha	History	<i>[Signature]</i>
		2	Mrs. V. Valarmathi	Tamil	<i>[Signature]</i>
		3	Mrs. V. Muthulakshmi	Tamil	<i>[Signature]</i>
		4	Mrs. C. Thamarachelvi	Chemistry	<i>[Signature]</i>
		5	Mrs. S. Darling Selvi	Comp. Appl	<i>[Signature]</i>
		6	Ms. A. Josephine Stella	Com(R)	<i>[Signature]</i>
		7	Mrs. M. Nithya	Physies	<i>[Signature]</i>
		8	Dr.(Mrs.) K. Parani	Botany	<i>[Signature]</i>
		9	Ms. R. Kalaiivani	Human Rights	<i>[Signature]</i>
		10	Mrs. R. Maheswari	Busl. Admn	<i>[Signature]</i>
		11	Mrs. U. Muthumari	Maths	<i>[Signature]</i>
		12	Ms. T. Agasthiya Ambika	CD & F	<i>[Signature]</i>
		13	Ms. M. Kavitha	N & D	<i>[Signature]</i>
		14	Mrs. G. Surya	Eng	<i>[Signature]</i>
		15	Ms. R. Jayabharathi	IT	<i>[Signature]</i>
		16	Ms. M. Manonmani	Micro	<i>[Signature]</i>
5.	Time Table, Furniture & Class Arrangement	1	Mrs. M. Shunmugathai	Maths	<i>[Signature]</i>
		2	Mrs. S. Saraswathy	Maths	<i>[Signature]</i>
		3	Mrs. N. Uma Bangani	Chemistry	<i>[Signature]</i>
		4	Mrs. M. Sudhakani	Comp. App	<i>[Signature]</i>
6.	Semester Monitoring & Evaluation Cell	1	Mrs. S. Sivadevi	Physies	<i>[Signature]</i>
		2	Dr. (Mrs.) S. Shanthi	Chemistry	<i>[Signature]</i>
		3	Mrs. R. Selvapriya	Physies	<i>[Signature]</i>
		4	Mrs. J. Buvanewari	Tamil	<i>[Signature]</i>
		5	Ms. S. Selvaroja	English	<i>[Signature]</i>
		6	Mrs. D. Roselind Gnanakumari	Maths	<i>[Signature]</i>
		7	Mrs. A.P. Gowsalya Devi	Botany	<i>[Signature]</i>



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
		8	Ms. R. Kalaivani	HR	D. Kalaivani
		9	Ms. S. Kamatchi Priyanka	Comp. Sc	S. Kamatchi
		10	Ms. D. Mahalakshmi	Com - COP	D. Mahalakshmi
		11	Dr.(Mrs.) S. Grahalakshmi	Com(SF)	S. Grahalakshmi
		12	Mrs. D. Ganga Devi	Comp. App	D. Ganga Devi
		13	Ms. B. Gokila Devi	IT	B. Gokila Devi
		14	Mrs. A. Muthumari	Busi. Adm	A. Muthumari
		15	Ms. S. Gothaiammal	Micro Bio	S. Gothaiammal
		16	Ms. K. Jansi Rani	N & D	K. Jansi Rani
		17	Ms. S.S. Muthulakshmi	C D & F	S.S. Muthulakshmi
		18	Mrs. S. Lingaiammal	Office	S. Lingaiammal
		19	Mrs. S. Mahalakshmi	CoE Office	S. Mahalakshmi
		20	Mrs. G. Muthumari	CoE Office	G. Muthumari
		21	Mr. M. Selvaraj	Office	M. Selvaraj
7.	Tutorial & Advisory System (Guidance, Counselling & Mentoring Activities)	1	Dr. (Mrs.) G. Valli	Chemistry	G. Valli
		2	Mrs. N. Ramya	History	N. Ramya
8.	Study Circle 1. Kendra Exam, Swamiji's Discourse etc. 2. Vinayaka Temple, Pooja, Kolu etc.	1	Mrs. P. Subbulakshmi	Maths	P. Subbulakshmi
		2	Mrs. B. Saroja	Chemistry	B. Saroja
		3	Ms. J. Anandhi	Physics	J. Anandhi
		4	Ms. P. Rajeswari	Micro Bio	P. Rajeswari
		5	Mrs. S. Vazhavanthal	Office	S. Vazhavanthal
		6	Mrs. J. Arun Nandini	OM	J. Arun Nandini
		7	Ms. M. Kalpana	CoE Office	M. Kalpana
9.	Computer Lab. Management	1	Mrs. E. Ponmalar	C. Sc	E. Ponmalar
		2	Mrs. V. Vishnu Priya	Commerce	V. Vishnu Priya
		3	Mrs. D. Ganga Devi	Comp.App	D. Ganga Devi
10.	Computer Courses (Certificate & Diploma)	1	Mrs. S. Vetriselvi	IT	S. Vetriselvi
		2	Ms. R. Jayabharathi	IT	R. Jayabharathi
11.	Soft Skill Enhancement	1	Mrs. B. Sivapriya	English	B. Sivapriya
		2	Mrs. P. Krishnapriya	English	P. Krishnapriya
12.	Library & Information Science	1	Dr. M. Yasmin	Librarian	M. Yasmin
13.	Job Oriented Courses	1	Mrs. C. Gokilamani	Chemistry	C. Gokilamani
		2	Dr.(Mrs.) P. Prasanna Devi	English	P. Prasanna Devi
14.	Peace Education Course	1	Dr.(Mrs.) M. Ruby Dhavamani	English	M. Ruby Dhavamani
		2	Dr.(Mrs.) J.Sobhana Devi	English	J.Sobhana Devi
15.	Women Studies	1	Ms. G. Sathiabama	Geo	G. Sathiabama
		2	Dr.(Mrs.) R.Shenbagavalli	Tamil	R.Shenbagavalli
16.	GK Book & GK	1	Mrs. S. Latha	Commerce	S. Latha
		2	Ms. M. Govindammal	Comp. App	M. Govindammal
17.	Gandhian Thought	1	Dr.(Mrs.) M.Padma Priya	Tamil	M. Padma Priya
		2	Mrs. A. Angel Rani	Tamil	A. Angel Rani



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18.	Skill Enhancement Course				
	Co-ordinator	1	Mrs. K. Muthamil Selvi	English	<i>[Signature]</i>
	1. Long Term Course	2	Mrs. K. Rama Jayalakshmi	English	<i>[Signature]</i>
		3	Ms. S. Krishnaveni	Comp.App	<i>[Signature]</i>
		4	Ms. M. Mohamed Rihana Nasrin	C.D & F	<i>[Signature]</i>
	2. Short Term Course	5	Dr.(Mrs.) K. Geetha	Botany	<i>[Signature]</i>
		6	Ms. M. Kavitha	N & D	<i>[Signature]</i>
		7	Ms. S. Sithammal	C.D & F	<i>[Signature]</i>
19.	Part-V – Student Services				
	Co-ordinator	1	Mrs. B. Theresita Mary Shanthi	C.Sc	<i>[Signature]</i>
	Assistant(Typing Work)	2	Ms. M. Sasikala	COP(C.Sc)	<i>[Signature]</i>
20.	NSS Unit 179	1	Dr.(Mrs.) F. Sweetlyn Joy Christy	Com (SF)	<i>[Signature]</i>
		2	Mrs. S. Gayathri	Com (SF)	<i>[Signature]</i>
		3	Ms. P. Rajeswari	Micro Bio	<i>[Signature]</i>
21.	NSS Unit 180	1	Mrs. S. Dhanalakshmi	Tamil	<i>[Signature]</i>
		2	Dr.(Mrs.) K. Geetha	Botany	<i>[Signature]</i>
		3	Mrs. M. Kavitha	Busi Adm	<i>[Signature]</i>
22.	NSS Unit 181	1	Ms. K. Neela Pushpam	History	<i>[Signature]</i>
		2	Dr. (Mrs.) S. Kartheeswari	Com(R)	<i>[Signature]</i>
		3	Ms. S. Jaya Latha	IT	<i>[Signature]</i>
23.	NSS Unit 182	1	Mrs. V. Annapackiam	Tamil	<i>[Signature]</i>
		2	Mrs. A. P. Gowsalya Devi	Botany	<i>[Signature]</i>
		3	Ms. S. Muthulakshmi	CDE	<i>[Signature]</i>
24.	NSS Unit 210	1	Mrs. A. Uma Devi	English	<i>[Signature]</i>
		2	Ms. V. Vanthana	MCA	<i>[Signature]</i>
		3	Ms. M. Muthamil Selvi	N & D	<i>[Signature]</i>
25.	Red Ribbon Club	1	Ms. S.P. Nandhini	Maths	<i>[Signature]</i>
		2	Ms. M. Kaleeswari	Mic. Bio	<i>[Signature]</i>
		3	Mrs. K. Sounthara Priya	Com(R)	<i>[Signature]</i>
26.	Social Service League	1	Mrs. D. Rajamani	Chemistry	<i>[Signature]</i>
		2	Ms. P. Premiya	Physics	<i>[Signature]</i>
		3	Mrs. V. Saradha	Comp.App	<i>[Signature]</i>
27.	Extension Activity	1	Mrs. S. Grahalakshmi	Busi. Admi	<i>[Signature]</i>
		2	Ms. J. Prateeba Devi	Busi. Admi	<i>[Signature]</i>
		3	Ms. B. Gokila Devi	IT	<i>[Signature]</i>
28.	Youth Red Cross & Blood Donor's Club	1	Mrs. R. Vijaya Priya	Tamil	<i>[Signature]</i>
		2	Mrs. A. Angel Rani	Tamil	<i>[Signature]</i>
		3	Ms. J. Vallimayil	Botany	<i>[Signature]</i>