



**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

6.1.1 Vision and Mission

REFLECTION OF EFFECTIVE LEADERSHIP SAMPLES

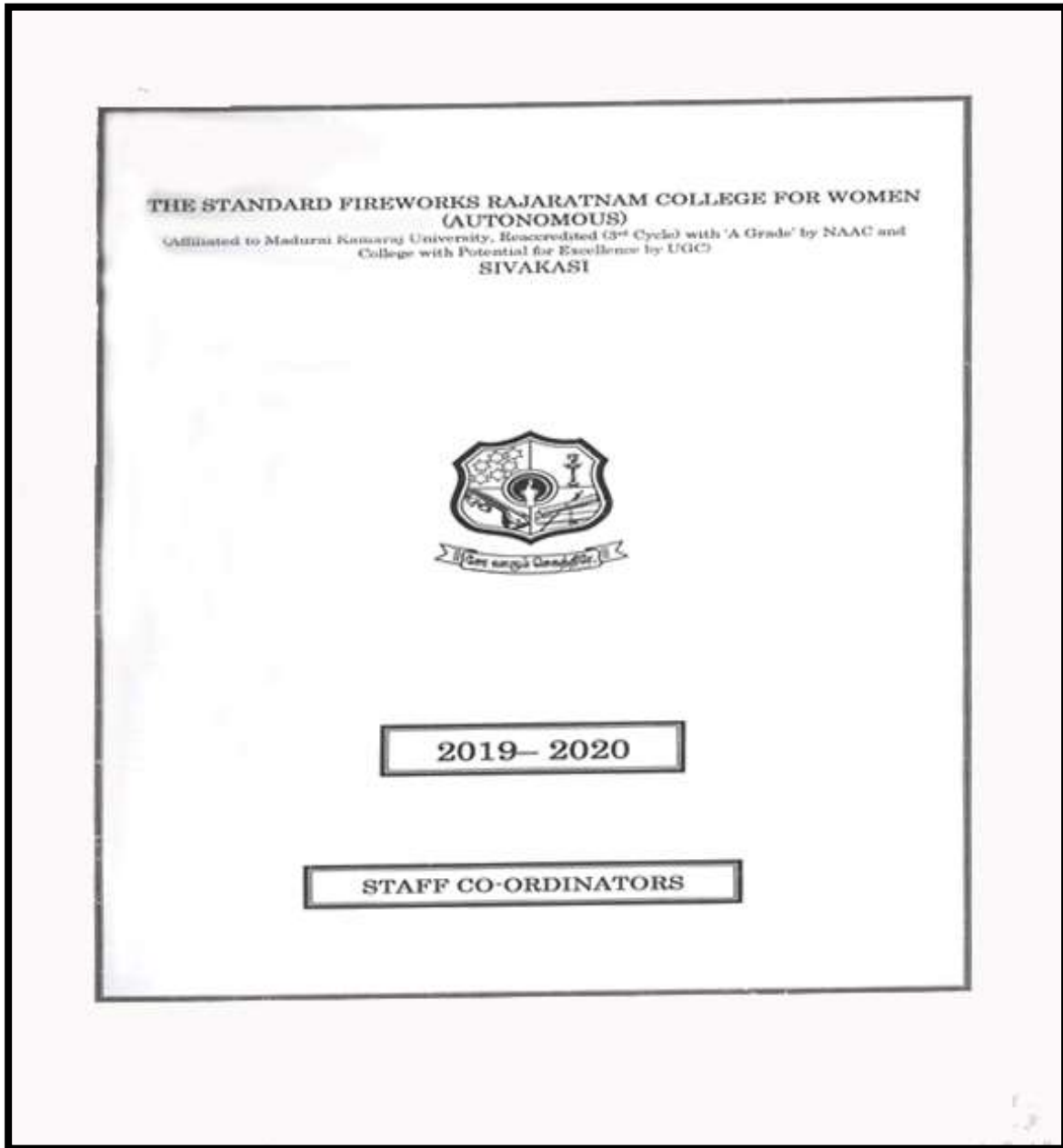
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COLLEGE DUTY LIST





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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.Vallmayil	Botany	<i>[Signature]</i>
		5	NCC, Scout & College Union	-	<i>[Signature]</i>
			All HODs	-	<i>[Signature]</i>
2.	Council Secretary	1	Mrs. M. Sowthamani <i>NR</i>	Chemistry	<i>[Signature]</i>
		2	Dr. M.S. Yasmee Beevi <i>Murali</i>	Busi Admn	<i>[Signature]</i>
3.	Staff Club Secretary	1	Dr.(Mrs.)M.Kavitha <i>Melini</i>	History	<i>[Signature]</i>
		2	Mrs. S.Thazhai Pushpam <i>Selina</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	<i>[Signature]</i>
		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	<i>[Signature]</i>
		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 Sungari	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. Ades	A. Muthumari
		18	Mrs.M.Kaleeswari	Micro Bio	M. Kaleeswari
		19	Ms.R.Iswaryao B.G.Kowthalya	N & D	R. Iswaryao
		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	R.Senbagavalli
	b. Swamiji's Discourse Vinayaka Temple, Pooja, Kolu etc.	2	Mrs.K.Valarmathi	Tamil	K.Valarmathi
		3	Dr.(Mrs.) G.Uma Devi	English	G.Umadevi
		4	Dr.(Mrs.) J. Arun Nandini	Commerce	J.Arun Nandini
		5	Mrs.K.Amutha	Office	K.Amutha
6	Sub wardens	-	-	-	
9.	Computer Lab. Management	1	Mrs. E. Ponnmalar	C. Sc	E.Ponnmalar
		2	Mrs.M.Sudhakani	Comp.App	M.Sudhakani
		3	Mrs. M. Govindammal	Commerce	M.Govindammal
10.	Computer Courses (Certificate & Diploma)	1	Mrs.V.Vanthana (Subs)	Comp.App	V.Vanthana
		2	Ms. B. Gokila Devi	Comp.App	B.Gokila Devi
		3	Ms.S.Nimala	COP	S.Nimala
		4	R. Muthuganesh	COP	R.Muthuganesh
11.	Job Oriented Courses				
	Adviser	1	Mrs. C. Gokilamani	Chemistry	C.Gokilamani
	Members	2.	Dr.(Mrs.) P. Prasanna Devi	English	P.Prasanna Devi
3		Dr.K.Geetha	Botany	K.Geetha	
12.	Peace Education Course	1	Dr.(Mrs.) S.Sobana	English	S.Sobana
		2	Dr.(Mrs.) V.C.Priyadharshini	English	V.C.Priyadharshini
13.	Women Studies	1	Mrs.V.Annapackiam	Tamil	V.Annapackiam
		2	Dr.(Mrs.) S.Jayanthi	Physica	S.Jayanthi
14.	GK Book & Career Guidance	1	Dr.(Mrs.) D. Rajamani	Chemistry	D.Rajamani
		2	Ms. M. Govindammal	Commerce	M.Govindammal
		3	Mrs.K.Rama Jeyalakshmi	English	K.Rama Jeyalakshmi
15.	Gandhian Thought	1	Mrs. K.Valarmathi	Tamil	K.Valarmathi
		2	Dr.(Mrs.) R.Senbagavalli	Tamil	R.Senbagavalli
16.	Part-V – Student ^{Support} Services				
	Adviser	1	Mrs. B. Theresita Mary Shanthy	C.Sc	B.Theresita Mary Shanthy
	Co-ordinator	1	Mrs. R. Vijaya Priya	Tamil	R.Vijaya Priya
16.1	NSS Unit 179	1	Dr.(Mrs.) .N.Kavitha	Tamil	N.Kavitha
		2	Ms.K.Jeya Devi	Micro	K.Jeya Devi
		3	Ms.M.Keerthana	CD&F	M.Keerthana



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
16.2	NSS Unit 180	1	Dr.(Mrs.) K. Geetha	Botany	K. Geetha
		2	Ms.R.Iswaryao	N&D	Ms.R.Iswaryao
		3	Mrs.M.Rajeswari	Commerce	M. Rajeswari
16.3	NSS Unit 181	1	Dr.(Mrs.) J. Vinnarasi <i>J. Vinnarasi</i>	Chemistry	J. Vinnarasi
		2	Dr.(Mrs.) R.Kalaivani	History	R. Kalaivani
		3	Ms.S.Muthulakshmi	Botany	S. Muthulakshmi
16.4	NSS Unit 182	1	Dr.S.Jeyanthi	Physics	S. Jeyanthi
		2	Mrs.P.Ananthi	Tamil	P. Ananthi
		3	Mrs.J.Porkodi <i>J. Porkodi</i>	Chemistry	J. Porkodi
16.5	NSS Unit 210	1	Mrs. G. Uma Devi	English	G. Umadevi
		2	Ms.S.Deepa	Commerce	S. Deepa
		3	Mrs.A.Muthumari	Busi. Admn	A. Muthumari
16.6	Red Ribbon Club	1	Mrs. S.Dhanalakshmi	Tamil	S. Dhanalakshmi
		2	Mrs. K. SountharaPriya	Commerce	K. Sounthara Priya
		3	Mrs.P.Muthulakshmi	Comp.App	P. Muthulakshmi
16.7	Social Service League	1	Mrs. V. Saradha	Comp.App	V. Saradha
		2	Mrs. M. Manonmani	Micro	M. Manonmani
		3	Mrs.M.Nithya	Physics	M. Nithya
16.8	Extension Activity	1	Mrs.A.Vijaya Shree	Commerce	A. Vijaya Shree
		2	Mrs. G.Krishna Veni	IT	G. Krishna Veni
		3	Mrs.R.Narmatha	CD&F	R. Narmatha
16.9	Youth Red Cross & Blood Donor's Club	1	Dr. (Mrs). B.Meenakshi	Tamil	B. Meenakshi
		2	Mrs R.Maheswari	Commerce	R. Maheswari
		3	Mrs.P.Vimala Devi	Maths	P. Vimala Devi
16.10	National Cadet Corps	1	Mrs. N. Banumathi	English	N. Banumathi
		2	Dr.V.S.Shakila	English	V. S. Shakila
		3	Mrs.D.Suthamaheswari	C.Se	D. Suthamaheswari
16.11	Citizen Consumer Club	1	Dr.(Mrs.) J.Meñala Devi	History	J. Meñala Devi
		2	Mrs.M.Muthuselvi	Tamil	M. Muthuselvi
		3	Mrs.S.Rengeswari	Commerce	S. Rengeswari
16.12	Environment Club	1	Mrs.A.P.Rowsalya Devi	Botany	A. P. Rowsalya Devi
		2	Ms.R.Dharani <i>R. S. V. Sarwani</i>	Nutrition	R. Dharani
		3	(Ms) Karthika	Micro	Karthika



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
16.13	Scout	1	Mrs. J. Vallimayil	Botany	-
		2	Dr.S.Devi	Tamil	<i>[Signature]</i>
		3	Mrs. Vigneswari	Physics	<i>[Signature]</i>
16.14	Physical Education	1	Mrs.V.Kaniselvi	English	<i>[Signature]</i>
		2	Ms. D. Ponezhil	English	-
17.	Equal Opportunity Centre i. SC / ST Cell	1	Mrs. M. Malini Devi	Maths	<i>[Signature]</i>
		2	Mrs. M.Sathya	English	<i>[Signature]</i>
		3	Mrs. C.Thamarai Chelvi	Chemistry	<i>[Signature]</i>
	ii. Differently Abled	1	Dr.(Mrs.) S. Pethanachi Selvam	Maths	<i>[Signature]</i>
		2	Dr.(Mrs.) K. Sounthara Priya	Commerce	<i>[Signature]</i>
18.	i. Audio-Visual Equipment	1	Mrs. F. Kingslin Mary Genova	Physics	<i>[Signature]</i>
		2	Mrs. S.Selvalakshmi	Physics	<i>[Signature]</i>
	ii. Photography Club	1	Mrs.M.Nithya	Physics	<i>[Signature]</i>
		2	Dr.(Mrs.) B.Siva Sankari	Physics	<i>[Signature]</i>
19.	Placement Cell	1	Dr. C. Devi Arockia Vanitha	Comp.Sc.	<i>[Signature]</i>
		2	Dr.(Mrs.) V.C.Priyadarshini	English	<i>[Signature]</i>
		x 3	Mrs. V. Saradha	IT	<i>[Signature]</i>
		4	Mrs. D. Sudha Maheswari	C.Sc	<i>[Signature]</i>
		5	Mrs. S.P.Nandhini	Maths	<i>[Signature]</i>
		6	Dr.(Mrs.) S.Grahalakshmi	Busi.Admn	<i>[Signature]</i>
		7	Dr.(Mrs.) R.Kalaivani	Geo	<i>[Signature]</i>
		x 8	Mrs. S.Padma Priya	Commerce	<i>[Signature]</i>
		x 9	Mrs.M.Nithya	Physics	<i>[Signature]</i>
		10	Ms.S.V. Sarvani	N&D	-
20.	YWED Centre (Skill Enhancement Course)	1	Dr.(Mrs.) P.Prasanna Devi	English	<i>[Signature]</i>
		2	Dr.(Mrs.) A.Mydeen Bibi	Maths	<i>[Signature]</i>
		3	Ms.U.Uma Devi	Botany	<i>[Signature]</i>
		4	Ms. K. Jansi Rani	N&D	<i>[Signature]</i>
		5	Mrs. S. Thazhai Pushpam	Commerce	<i>[Signature]</i>
		6	Ms. D.Ponezhil	English	-
		x 7	Dr.(Mrs.) P.R.Kavitha Rani	Chemistry	<i>[Signature]</i>



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
		8	Dr.(Mrs.) G, Vennila	History	<i>[Signature]</i>
		9	Dr. R. Kalaivani	History	<i>[Signature]</i>
		10	Mrs. J. Jeeva Priya	Commerce	<i>[Signature]</i>
		11	Ms. J. Prateeba Devi	Busi. Admn	<i>[Signature]</i>
		12	Dr.(Ms.) A. Muthuselvi	Maths	<i>[Signature]</i>
		13	Dr. B. Sivasankari	Physics	<i>[Signature]</i>
		14	Mrs. M. Manonmani	Micro	<i>[Signature]</i>
		15	Mrs.M.Muthuselvi	Tamil	<i>[Signature]</i>
		16	Ms.M.Keerthana	CD&F	<i>[Signature]</i>
		17	Dr.M.Karthigai Selvi	Comp.Sc.	<i>[Signature]</i>
		18	Ms.S.V.Sarvani	N&D	<i>[Signature]</i>
21.	Environmental Studies	1	Dr.(Mrs.)S.Shailaja	Chemistry	<i>[Signature]</i>
		2	Ms. S. Subha Ranjani	Micro Bio	<i>[Signature]</i>
		3	Ms.P.Sujatha	Botany	<i>[Signature]</i>
22.	Students Welfare & Grievance Redress Cell, Free Noon Meals	1	Mrs.A.Leena Benita	Comp.Sc.	<i>[Signature]</i>
		2	Mrs. V. Meenakshi	Commerce	<i>[Signature]</i>
		3	Dr.(Mrs.)S.Gayathri	Commerce	<i>[Signature]</i>
		4	Ms.G.Kowshalya	N&D	<i>[Signature]</i>
		5	Mrs.N.Akila	Maths	<i>[Signature]</i>
		6	Mrs.R.Suriya Devi	Commerce	<i>[Signature]</i>
		7	Ms.J.Priyanka	CD&F	<i>[Signature]</i>
		8	Mrs.M.Kaleeswari	Micro	<i>[Signature]</i>
23.	Commuters Cell	1	Mrs. S. Sivadevi	Physics	<i>[Signature]</i>
		2	Mrs. V. Annapackiam	Tamil	<i>[Signature]</i>
		3	Dr.(Mrs.) R.Senbagavalli	Tamil	<i>[Signature]</i>
24.	Communal Harmony, National Integration	1	Dr.(Mrs.) M.Padma Priya	Tamil	<i>[Signature]</i>
		2	Dr.Ms.K.Neela Pushpam	History	<i>[Signature]</i>
		3	Dr.(Mrs.) P.Karthika Devi	English	<i>[Signature]</i>
		4	Ms.A. Rajeswari	Micro	<i>[Signature]</i>
		5	Ms. T.Agasthiya Ambika	CD&F	<i>[Signature]</i>
		6	Mrs. P. Karthika @ Nanthini	Busi. Admn	<i>[Signature]</i>
		7	Mrs.A.Sathya	Commerce	<i>[Signature]</i>



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
25.	Youth Welfare Forum	1	Dr.(Mrs.) J. Sobhana Devi	English	<i>[Signature]</i>
		2	Dr.(Mrs.) K. J. Sunmista	Commerce	
		3	Dr.(Mrs.) F. Sweetlyn Joy Christy	Commerce	<i>[Signature]</i>
		4	Dr.(Mrs.) N. Kavitha	Tamil	<i>[Signature]</i>
		5	Mrs. M. Sathya	English	<i>[Signature]</i>
		6	Mrs. M. Shanthi	English	<i>[Signature]</i>
		7	Mrs. J. Nandhini	English	<i>[Signature]</i>
		8	Ms. A. Josephine Stella	Commerce	<i>[Signature]</i>
		9	Dr.(Mrs.) J. Jeeva Priya	Commerce	<i>[Signature]</i>
		10	Dr.(Mrs.) J. Meftala Devi	History	<i>[Signature]</i>
		11	Mrs. S. Darling Selvi	Comp. Appl	<i>[Signature]</i>
		12	Ms. B. Lakshmi Devi Ms. K. Jeyadevi	Micro	<i>[Signature]</i>
		13	Mrs. A. Muthumari	Busi. Admn	<i>[Signature]</i>
		14	Mrs. A. Vijayashree	Commerce	<i>[Signature]</i>
		15	Mrs. P. Ananthi	Tamil	<i>[Signature]</i>
		16	Ms. M. Mohamed Rihana Nasrin	CD&F	<i>[Signature]</i>
		17	Mrs. R. Narmadha	CD&F	<i>[Signature]</i>
		18	Ms. R. Dharani	N & D	<i>[Signature]</i>
		19	Mr. J. Senthil Kumar	Lab. Tech	<i>[Signature]</i>
26.	Industry Institution Interaction Cell	1	Dr. D. Rajamani	Chemistry	<i>[Signature]</i>
		2	Ms. U. Umadevi	Botany	<i>[Signature]</i>
		3	Dr.(Mrs.) J. Arun Nandini	Commerce	<i>[Signature]</i>
		4	Mrs. D. Sutha Maheswari	Comp. Sc.	<i>[Signature]</i>
		5	Mrs. J. Porkodi	Chemistry	<i>[Signature]</i>
27.	College Bulletin	1	Dr. (Mrs.) B. Ponni	Tamil	<i>[Signature]</i>
		2	Mrs. V. Kaniselvi	English	<i>[Signature]</i>
		3	Dr.(Ms.) M.S. Yasmeen Beevi	Busi. Admn	<i>[Signature]</i>
		4	Dr.(Mrs.) R. Jeyalakshmi	Commerce	<i>[Signature]</i>
		5	Dr.(Mrs.) V. Muthulakshmi	Tamil	<i>[Signature]</i>
		6	Mrs. S. Rengaswari	Commerce	<i>[Signature]</i>
28.	College Magazine	1	Dr.(Mrs.) A. Padma Priya	English	<i>[Signature]</i>
		2	Dr.(Mrs.) M. Padma Priya	Tamil	<i>[Signature]</i>
		3	Dr.(Mrs.) S. Dhanalakshmi	Tamil	<i>[Signature]</i>



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		4	Dr.(Mrs.) P.Santhi	Maths	<i>P.S.</i>
		5	Dr.(Ms.) M. Jegadeeswari	Commerce	<i>Jegadeeswari</i>
		6	Dr.(Mrs.) S. Grahalakshmi	Busi. Admn	<i>S. Grahalakshmi</i>
		7	Dr.(Mrs.) S.Radha	Micro Bio	<i>S.Radha</i>
		8	Mrs. M.Shanthi	English	<i>M.Shanthi</i>
29.	E-Content Development Cell				
	Co-ordinator	1	Mrs. S. Sathya	C. Sc.	<i>S. Sathya</i>
	Members	2	Dr.(Mrs.) A.Bamini	Comp.App	<i>A.Bamini</i>
3		Ms. V. Vanghana	Comp. App	<i>V. Vanghana</i>	
4		Mrs. M. Govindammal	Commerce	<i>M. Govindammal</i>	
5		Mrs.G.Krishnaveni	IT	<i>G. Krishnaveni</i>	
6		Thiru R.Kumaresan	Lab.Asst	<i>R. Kumaresan</i>	
		7	Mr. Senthil Kumar	Lab. Asst	<i>Senthil Kumar</i>
30.	College Website & Online News	1	Mrs. R. Vasanthi	C.Sc	<i>R. Vasanthi</i>
		2	Dr.(Mrs.) S.Pavithra	Maths	<i>S.Pavithra</i>
		3	Mrs. D. Ganga Devi	Comp. App	<i>D. Ganga Devi</i>
		4	Dr.(Mrs.) P.Karthika Devi	English	<i>P. Karthika Devi</i>
		5	Dr.P.Murugeswari	C. Se	<i>P. Murugeswari</i>
		6	Mrs.R. Valliyammal	COP	<i>R. Valliyammal</i>
		7	Mrs.A.Saiyed Ali Fatima	COP	<i>A. Saiyed Ali Fatima</i>
31.	ICT	1	Mrs.P. Prescilla	IT	<i>P. Prescilla</i>
		2	Mrs. S.Darling Selvi	Comp. App	<i>S. Darling Selvi</i>
32.	Log Book & Campus Round Up	1	Dr.(Mrs.) B. Siva Priya	English	<i>B. Siva Priya</i>
		2	Mrs.S.Selvalakshmi	Physics	<i>S. Selvalakshmi</i>
		3	Ms. S. Subha Ranjani	Micro Bio	<i>S. Subha Ranjani</i>
		4	Dr. (Mrs.) R.Jeyalakshmi	Commerce	<i>R. Jeyalakshmi</i>
		5	Dr.(Mrs.) P.Vimala Devi	Maths	<i>P. Vimala Devi</i>
		6	Ms. P.Sujatha	Botany	<i>P. Sujatha</i>
		7	Dr.(Mrs.) P.R. Kavitharani	Chemistry	<i>P. R. Kavitharani</i>
		8	Mrs.S.Padma Priya	Commerce	<i>S. Padma Priya</i>
		9	Ms.A.Sudha	CD&F	<i>A. Sudha</i>

10 New

English



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
33.	Alumnae Association	x 1	Dr.(Mrs.) J.Sobhana Devi	English	<i>[Signature]</i>
		2	Dr.(Mrs.) J. Arun Nandhini	Commerce	<i>[Signature]</i>
		3	Mrs.V.Ramya	History	<i>[Signature]</i>
		4	Mrs.J.Nandhini	English	<i>[Signature]</i>
		x 5	Mrs.M.Poonkothai	Tamil	-
		6	Dr.(Ms.) A.Muthuselvi	Maths	<i>[Signature]</i>
		7	Dr.(Ms.) A. Ametha <i>A. Vigneshwari</i>	Physics	<i>[Signature]</i>
		8	Dr.(Mrs.) J. Vignarasi <i>Mrs. J. Porkodi</i>	Chemistry	<i>[Signature]</i>
		9	Mrs. A. P. Gowsalya Devi	Botany	<i>[Signature]</i>
		10	Dr.(Mrs.) S.Gayathri	Commerce	<i>[Signature]</i>
		11	Ms. J.Prateeba Devi	Busi.Admn	<i>[Signature]</i>
		12	Mrs.M.Sudhakani	Comp.App	<i>[Signature]</i>
		13	Mrs.P.Prescilla	IT	<i>[Signature]</i>
		14	Mrs. A. Saiyed Ali Fathima	Comp.Sc	<i>[Signature]</i>
		15	Ms.A.Rajeswari <i>Mrs. B. Thirumalamma</i>	Micro	<i>[Signature]</i>
		16	Ms.R.Dharani	N&D	<i>[Signature]</i>
		17	Ms.J.Priyanka	CD&F	<i>[Signature]</i>
		18	Mrs. M.Jeyanthi	Hostel Acc.	-
		19	Mrs.K.Porkodi	Offi Acc	<i>[Signature]</i>
		20	Mrs. N.Maragatham	Lab.Asst	<i>[Signature]</i>
		21	Mrs.S.Lingammal	DEO	<i>[Signature]</i>
		22	Mrs.R.Pavithra	Lab.Asst	<i>[Signature]</i>
34.	Union Articles	1	Dr.(Ms.) K.Neela Pushpam	History	<i>[Signature]</i>
		2	Dr.(Mrs.) V. Muthulakshmi	Tamil	<i>[Signature]</i>
		3	Dr.S.Devi	Tamil English	<i>[Signature]</i>
		4	Dr.(Mrs.) S. Kartheeswari <i>Mrs. S. Subbalakshmi</i>	Commerce	<i>[Signature]</i>
		6	Mrs. V.Rajasulochana	Maths	<i>[Signature]</i>
		7	Ms. T.Agasthya Ambika	CD&F	<i>[Signature]</i>
		8	Ms.G.Kowshalya <i>Mrs. R. Swarna</i>	N&D	<i>[Signature]</i>
		9	Mrs.M. Kaleeswari	Micro	<i>[Signature]</i>



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
35.	Parents Teachers Association	1	Dr.(Mrs.)S.Shanthi	Chemistry	<i>[Signature]</i>
		2	Dr.(Mrs.) K. Mangaiyarkarasi	English	<i>[Signature]</i>
		3	Ms.S.Muthulakshmi	Botany	<i>[Signature]</i>
		4	Ms.M.Mohamed Rihana Nasrin	CD&F	<i>[Signature]</i>
		5	Mrs.P.Karthika@Nandhini	Busi.Appl	<i>[Signature]</i>
		6	Dr.(Mrs.) S.Kalaiselvi	Maths	<i>[Signature]</i>
36.	Information & Publicity Cell	i. Press & News Reports			
		1	Dr.(Mrs.) N.Rajathilagam	Commerce	<i>[Signature]</i>
		2	Dr.(Mrs.) S.Sobana	English	<i>[Signature]</i>
		3	Dr.(Mrs.) V.Annapakiam	Tamil	<i>[Signature]</i>
		ii. Press Album			
		3	Dr.(Mrs.) M. Yasmin	Librarian	<i>[Signature]</i>
37.	Photos, Photo Album, Notice Board Updation	1	Dr.(Mrs.) S.Kartheeswari	Commerce	<i>[Signature]</i>
		2	Dr.(Mrs.)S.Gayathri	Commerce	<i>[Signature]</i>
		3	Mrs.U.Muthumari	Maths	<i>[Signature]</i>
		4	Dr.N.Sasikala	Botany	<i>[Signature]</i>
		5	Ms. Karthika	Micro	<i>[Signature]</i>
		6	Dr.P.Murugeswari	Comp.Sc	-
38.	Personality Development Cell	1	Dr.(Ms.) M.S.Yasmeen Beevi	Busi.Admn	<i>[Signature]</i>
		2	Dr.(Mrs.) S. Pavithra	Maths	<i>[Signature]</i>
		3	Dr.(Mrs.) K. Mangaiyarkarasi	English	<i>[Signature]</i>
		4	Dr.(Mrs.) K.Neela Pushpam	History	<i>[Signature]</i>
		5	Mrs. S. Subalakshmi	Commerce	<i>[Signature]</i>
		6	Dr.M.Karthigai Selvi	Comp.Sc	<i>[Signature]</i>
		7	Dr.N.Sasikala	Botany	<i>[Signature]</i>
39.	Counselling Cell	1	Dr.(Mrs.) K.Muthamil Selvi	English	<i>[Signature]</i>
		2	Dr.(Mrs.) P. Stella Muthurajam	Economics	<i>[Signature]</i>
		3	Mrs.K. Rama Jeyalakshmi	English	<i>[Signature]</i>
		4	Mrs.S.P.Nandhini	Maths	<i>[Signature]</i>
		5	Dr.(Mrs.) F.Sweetlyn Joy Christy	Commerce	<i>[Signature]</i>
		6	Mrs.J.Vallimayil	Botany	-



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S. No.	NATURE OF WORK	No	STAFF-IN-CHARGE	DEPT.	SIGNATURE
40.	Expressive Articulation Session	1	Mrs. M. Sowthamani	Chemistry	M. Sowthamani
		2	Dr.(Mrs.) A.Padma Priya	English	A.Padma Priya
		3	Dr. (Mrs.) J. Kasthuri	Zoology	J. Kasthuri
		4	Dr.(Mrs.) A.Amutha	Physics	A.Amutha
		5	Dr.(Mrs.) V. Vishnu Priya	Commerce	V. Vishnu Priya
		6.	Mrs. A. Sathya	Commerce	A. Sathya
		7	Dr. (Mrs.) V. Anitha Lakshmi Mrs. M. Muthalakshmi	Tamil Tamil	M. Muthalakshmi
		8	Ms.P.Sujatha	Botany	P. Sujatha
		9	Mrs. V.Rajasulochana	Maths	V. Rajasulochana
		10	Dr.P.Murugeswari	Comp.Sc	-
41.	Co-operative Stores				
	President	1	Vacant		
	Vice-President	2	Dr. (Mrs.) T. Palaneeswari	Principal	
	Directors	3	Mrs. V. Meenakshi	Com (SF)	V. Meenakshi
		4.	Mrs. R. Malini Devi	Maths	R. Malini Devi
		5	Mrs. K. Muneeswari	Office	K. Muneeswari
	Student Directors	6	Vacant		-
7		Vacant		-	
42.	Management Stores & Canteen	1	Mrs. V. Meenakshi	Commerce	V. Meenakshi
		2	Mrs. R. Maheswari	Commerce	R. Maheswari
		3	Dr.(Mrs.) S.Kalaiselvi	Maths	S. Kalaiselvi
43.	Hostel Deputy Wardens	1	Dr. (Mrs.) M. Padma Priya	Tamil	M. Padma Priya
		2	Dr.(Mrs.) N. Rajathilagam	Commerce	-
44.	Hostel Accounts	1	Dr.(Mrs.) N. Rajathilagam	Commerce	N. Rajathilagam
45.	Day Care Centre	1	Dr. (Mrs.) M. Padma Priya	Tamil	M. Padma Priya



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INTERNAL QUALITY ENHANCEMENT CIRCLE

S. NO.	NATURE OF WORK	STAFF-IN-CHARGE	DEPT.	SIGNATURE
1.	IQAC			
	Adviser	Mrs. S.Sathya	Comp.Sc	<i>S.Sathya</i>
	Co-ordinator	Mrs. R. Sudha Periathai	Physics	<i>R.Sudha</i>
	Asst. Co-ordinator	Dr.(Mrs.) B.Sivapriya	English	<i>B.Sivapriya</i>
2.	Library Committee	Dr.(Mrs.) M.Yasmin	Librarian	<i>M.Yasmin</i>
		All HoDs & Phy. Directress	-	-
3.	Games Committee / Health Club	Dr.(Mrs.) S. Vijayakumari	Phy. Dir	<i>S.Vijayakumari</i>
		Ms.V.Sasi Priya	Phy.Dir	<i>V.Sasi Priya</i>
4.	Campus Gardening	Mrs. A.P.Gowsalya Devi	Botany	<i>A.P.Gowsalya Devi</i>
		Ms.S.Muthulakshmi	Botany	<i>S.Muthulakshmi</i>
		Ms. Karthika	Micro	<i>Karthika</i>
		Ms. A. Rajeswari	Micro	<i>A. Rajeswari</i>
5.	Admission & Fees Cell	Mrs. S.P.Nandhini	Maths	<i>S.P.Nandhini</i>
		Mrs. K. Amutha	OS	<i>K. Amutha</i>
		Mr.M. Kalirajan	Office	<i>M. Kalirajan</i>
		Mrs.S.Bhavani	Office	<i>S.Bhavani</i>
		Mrs. J. Arun Nandini	OM	<i>J. Arun Nandini</i>
		Mrs. C. Ramalakshmi	Office	<i>C. Ramalakshmi</i>
		Mrs. S.Lingammal	Office	<i>S.Lingammal</i>
	(a) Steering Committee	Dr.(Mrs.) S.Sivadevi	Physics	<i>S.Sivadevi</i>
		Dr.(Mrs.) B.Ponni	Tamil	<i>B.Ponni</i>
		Dr.(Mrs.) P.R.Kavitha Rani	Chemistry	<i>P.R.Kavitha Rani</i>
	(b) Rank List	Mrs. S. Darling Selvi	Comp. App	<i>S. Darling Selvi</i>
6.	College Hand Book	Mrs. N.Uma Sangari	Chemistry	<i>N.Uma Sangari</i>
		Mrs.V.Lalithambigai	English	<i>V.Lalithambigai</i>
		Mrs. J. Arun Nandhini	OM	<i>J. Arun Nandhini</i>
7.	Scholarship	Mrs.S.Bhavani	Office	<i>S.Bhavani</i>
		Mrs. J. Arun Nandhini	OM	<i>J. Arun Nandhini</i>
		Mrs. K. Muneeswari	Office	<i>K. Muneeswari</i>
		Mrs. S.Lingammal	Office	<i>S.Lingammal</i>
		Mrs.M.Helan Saradha	Office	<i>M.Helan Saradha</i>



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S. NO.	NATURE OF WORK	STAFF-IN-CHARGE	DEPT.	SIGNATURE
8.	Students Attendance & Leave	Mrs. J. Arun Nandhini	OM	
		Mrs. M. Kamatchi	Office	
9.	Conduct of Examinations	Mrs.V.Rani Vimala Chandra	CoE Office	
		Mrs. K. Muneeswari	Office	
		Mrs.M.Murugeswari	Office	
		Mrs. M.Guruvueswari	Lab Asst	
		Mrs.M.Banupriya	Office	
		Mrs.S.Lingammal	Office	
		Mrs.S.Bharathi	Office	
10.	Degree Certificates	Mrs.V.Rani Vimala Chandra	CoE Office	
		Mrs. K. Muneeswari	Office	
11.	Cleanliness (Inside & Outside the Rooms and the Campus)	Mrs. N. Thamarai Selvi	Supervisor	
		All College Workers		
12.	Water Supply & Electricity	Dr.(Mrs.) B.Sivasankari	Physica	
		Mr. C. Jeyaraj	Work Supervisor	
		Mrs. N. Thamarai Selvi	Supervisor	
		Mr. A. Sivakumar	Electrician	
		Mr. V. Kartheeswaran	Electrician	
		Mr. K. Marimuthu	Office	
		Mr. K. Senthil Andavan	Office	
		UG & PG Reprs.	(Reg & SF)	
13.	Furniture	Mrs. N. Uma Sangari	Chemistry	
		Dr.(Mrs.) B.Meenakshi	Tamil	
		Mrs. M. Sudhakani	Comp. App	
		Dr. (Mrs.) V.Vishnu Priya	Commerce	
		Mr. C. Jeyaraj	Work Supervisor	
		Mrs. N. Thamarai Selvi	Supervisor	
		Mr. K. Marimuthu	Gardener	
UG & PG Reprs.	(Reg & SF)			
14.	Office Automation	Mrs. J. Arun Nandhini	OM	
			Coll Office	
		Mrs. M. Kamatchi	Office	
	Two Members from Each Dept.			



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S. NO.	NATURE OF WORK	STAFF-IN-CHARGE	DEPT.	SIGNATURE
15.	Employee Grievance & Redress Cell	Mrs. J. Nandhini	English	<i>J. Nandhini</i>
		Mrs.P.Prescilla	IT	<i>P.Prescilla</i>
16.	Faculty Development, Minor & Major projects & Research Publications <i>Research Cell</i>	Dr. (Mrs.) B. Ponni	Tamil	<i>B. Ponni</i>
		Dr.(Mrs.) V.C.Priyadharshini	English	<i>V.C.Priyadharshini</i>
		Dr.(Mrs.) K. J. Sumista	Commerce	
		Dr. (Mrs.) K.Geetha <i>Shalaya</i>	Botany	
17.	Feedback: Student Feedback on Curriculum, Examinations and Evaluations, on Teachers' Performance, Staff Feedback, Alumni Feedback, Parents Feedback and Employers' Feedback etc.	Mrs. C. Thamarachelvi	Chemistry	<i>C. Thamarachelvi</i>
		Dr.(Mrs.) S.Grahalakshmi	Commerce	<i>S.Grahalakshmi</i>
		Mrs.K.Valarmathi	Tamil	<i>K.Valarmathi</i>
		Dr.(Mrs.) S.Sobana	English	<i>S.Sobana</i>
		Dr.(Mrs.) P. Santhi	Maths	<i>P. Santhi</i>
		Mrs. Subalakshmi	Commerce	<i>Subalakshmi</i>
18.	Remedial Coaching Minority SC/ST	Mrs. F. Kingslin Mary Genova	Physics	<i>F. Kingslin Mary Genova</i>
		Dr. (Mrs.)P. Stella Muthurajam	Eco	<i>P. Stella Muthurajam</i>
		Ms. R. Malini Devi	Maths	<i>R. Malini Devi</i>
19.	Entry in Service – Minority SC/ST (Coaching for Competitive Exams & IAS)	Dr.(Mrs.) V.Annapackiam	Tamil	<i>V.Annapackiam</i>
		Dr.(Mrs.) B.Meenakshi	Tamil	<i>B.Meenakshi</i>
		Dr.(Mrs.) J.Mehala Devi	History	<i>J.Mehala Devi</i>
20.	SLET/NET Coaching	Mrs. D. Roselind Gnanakumari	Maths	<i>D. Roselind Gnanakumari</i>
		Mrs. N. Akila	Maths	<i>N. Akila</i>
		Mrs. Vigneswari	Physics	<i>Vigneswari</i>



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Internal Quality Assurance Cell 2019 - 2020

S. NO.	NATURE OF WORK	STAFF-IN-CHARGE
1.	Chair Person	Dr. T. Palaneeswari, Principal
2.	IQAC Adviser	Mrs. S. Sathya, Associate Professor of Computer Science
3.	IQAC Coordinator	Dr. R. Sudha Periathai, Assistant Professor of Physics
	Assistant Coordinator	Dr. B. Siva Priya, Assistant Professor of English
4.	Members	<ol style="list-style-type: none"> 1. Dr. K.P. Radha, Associate Professor of Physics 2. Mrs. B. Theresita Mary Shanthi, Associate Professor of C.Sc 3. Mrs. E. Ponmalar, Associate Professor of C.Sc 4. Dr. P. Stella Muthu Rajam, Associate Professor of Economics 5. Dr. S. Pethanachi Selvam, Associate Professor of Mathematics 6. Mrs. V. Ramya, Assistant Professor of History 7. Dr. B. Deepa, Assistant Professor of Botany 8. Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science 9. Mrs. R. Vijaya Priya, Assistant Professor of Tamil 10. Dr. S. Shailaja, Assistant Professor of Chemistry 11. Dr. U. Uma Devi, Assistant Professor of Botany 12. Dr. A. Mydeen Bibi, Assistant Professor of Mathematics 13. Dr. D. Rajamani, Assistant Professor of Chemistry 14. Dr. K.J. Sunmista, Assistant Professor of Commerce
5.	Senior Administrative Official	1. Mrs. K. Amutha, Superintendent
6.	Member from the Management	1. Mrs. Thilagavathy Ravindran, President
7.	Nominees from the local society, students & Alumni	<ol style="list-style-type: none"> 1. Mrs. C. Anuja Chandramouly Orator, 29, Chairman A.R. Arunachalam Road, Opp. To Saphthagiri Poly Pack, Sivakasi -626124 2. Ms.K.Aruna, II M.A.English 3. Mrs.S.Mano Jegatheeswari, Alumna, No. 10, Kalimuthu Nadar Lane, Thiruthangal.
8.	Nominees from Employers/ Industrialists/Stakeholders	<ol style="list-style-type: none"> 1. Mrs. Aruna Ashok, Secretary 2. Dr. V.Venkatraman, Principal, Rajapalayam Raju's College, Rajapalayam.



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SSR & AQAR Preparation Team

S. NO.	NATURE OF WORK	STAFF-IN-CHARGE
1.	Criterion I	Dr. K. P. Radha, Associate Professor of Physics
		Dr. U. Uma-Devi, Assistant Professor of Botany
2.	Criterion II	Dr. C. Devi Arockia Vanitha, Assistant Professor of C.Sc
		Dr. S. Pethanachi Selvam, Associate Professor of Mathematics
3.	Criterion III	Dr. P. Stella Muthurajam, Associate Professor of Economics
		Mrs. R. Vijaya Priya, Assistant Professor of Tamil
4.	Criterion IV	Dr. R. Sudha Periathai, Assistant Professor of Physics
		Dr. D. Rajamani, Assistant Professor of Chemistry
5.	Criterion V	Dr. B. Deepa, Assistant Professor of Botany
		Dr. A. Mydeen Bibi, Assistant Professor of Mathematics
6.	Criterion VI	Dr. B. Siva Priya, Assistant Professor of English
		Dr. K.J. Sunmista, Assistant Professor of Commerce
7.	Criterion VII	Mrs. V. Ramya, Assistant Professor of History
		Dr. S. Shailaja, Assistant Professor of Chemistry
Language Correction for Report		Mrs. V. Lalithambigai, Assistant Professor of English
		Dr. A. Padmapriya, Assistant Professor of English



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FUNCTIONARIES OF AUTONOMY

S. NO.	NATURE OF WORK	STAFF-IN-CHARGE	DEPT.
1.	Chair Person	Dr.(Mrs.) T.Palaneeswari	Principal
2.	Dean of Academic Affairs	Dr.(Mrs.) C. Devi Arockia Vanitha	C.Sc. <i>Law</i>
	Deputy Dean of Academic Affairs	Dr.(Mrs.) Mrs.R.Vijaya Priya	Tamil
	Support Staff	Ms.J.Prateeba Devi	Busi.Admin <i>8</i>
3.	Curriculum Design & Development Cell – Adviser	Mrs. A. Leena Benita	History <i>13</i>
	Dean - CDDC	Dr.(Mrs.) B.Deepa	Comp.Sc <i>13</i>
	Deputy Dean - CDDC	<i>Dr.(Mrs.) K.J.Sunmista</i>	Botany <i>13</i>
	Support Staff	Dr.(Mrs.) S. Deepa	Commerce <i>13</i>
4.	Dean of Faculty	Mrs. J.Nandhini	English <i>13</i>
	Dean of Student Services	Dr.(Mrs.) K.P.Radha	English <i>13</i>
5.	Dean of Student Services	Dr.(Mrs.) B.Ponni	Maths <i>13</i>
6.	Dean of Research	Dr.(Mrs.) S.Shanthi	Chemistry <i>13</i>
7.	Controller of Examinations	Mrs. E.Ponmalar	C.Sc. <i>13</i>
	Deputy Controller of Examinations	Dr.(Mrs.) M. Murugalakshmi	Chemistry <i>13</i>
8.	UGC Plans	Dr.(Mrs.) S. Pethanachi Selvam	Maths <i>13</i>
		Mrs. C. Devi Arockia Vanitha	C.Sc. <i>13</i>
9.	Planning & Evaluation Committee	Dr.(Mrs.) P.Prasanna Devi	English <i>13</i>
		Mrs.V.Ramya	History <i>13</i>
10.	Purchase Committee	Dr.(Mrs.) S. Pethanachi Selvam	Maths <i>13</i>
		Dr.(Mrs.) M. Murugalakshmi	Chemistry <i>13</i>
11.	Academic Attainment Committee	Mrs. M.Sathya <i>Shailaya</i>	English <i>13</i>
		Mrs.N.Akila <i>Barnon</i>	Maths <i>13</i>
12.	Autonomous Diary	Dr.(Mrs.) J.Sobhana Devi	English <i>13</i>
		Mrs.K.Rama Jeyalakshmi	English <i>13</i>
13.	Lab - I - Co-ordinators	Dr.(Mrs.) M. Murugalakshmi	Chemistry <i>13</i>
		Dr.(Mrs.) D. Rajamani	Chemistry <i>13</i>
	Lab – II - Co-ordinator	Mrs. B.Deepa	Botany <i>13</i>
	Technical Support – Lab - I & Lab - II	Mrs. C. Thamarachelvi	Chemistry <i>13</i>
		Dr.(Mrs.) N. Uma Sangari	Chemistry <i>13</i>
		Dr.(Ms.) S. Jayanthi <i>13</i>	Physics <i>13</i>
	Mrs.S.Selvalakshmi <i>13</i>	Physics <i>13</i>	



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AUTONOMY ANNUAL ACCOUNTS AND REPORTS

S. NO.	NATURE OF WORK	STAFF-IN-CHARGE
1	Co-ordinator	Dr.(Mrs.) C.Devi Arockia Vanitha, Asst Prof of Comp.Sc
	Executive Member	Dr.(Mrs.) Mrs.R.Vijaya Priya, Assistant Professor of Tamil

DST ANNUAL ACCOUNTS AND REPORTS

S. NO.	NATURE OF WORK	STAFF-IN-CHARGE
1.	Co-ordinator	Dr.(Mrs.) M. Murugalakshmi, Assistant Professor of Chemistry
	Executive Member	Dr.(Mrs.) B. Deepa, Assistant Professor of Botany

COLLEGE WITH POTENTIAL FOR EXCELLENCE

S. NO.	NATURE OF WORK	STAFF-IN-CHARGE
1.	Co-ordinator	Dr.(Mrs.) R. Sudha Periyathai, Assistant Professor of Physics
	Executive Member	Dr.(Mrs.) S.Shailaja, Assistant Professor of Chemistry
2.	UGC Nominees	

RUSA

S. NO.	NATURE OF WORK	STAFF-IN-CHARGE
1.	Co-ordinator	Dr.(Mrs.) S.Shailaja, Assistant Professor of Chemistry
2.	Executive Member	Mrs. S. Sathya, Associate Professor of Comp.Sc
3.	Members	Dr.(Mrs.) R. Sudha Periyathai, Assistant Professor of Physics
		Dr.(Mrs.) B.Deepa, Assistant Professor of Botany
		Dr.(Mrs.) C.Devi Arockia Vanitha, Assistant Professor of Comp.Sc
		Dr.(Mrs.) M. Murugalakshmi, Assistant Professor of Chemistry
		Dr.(Mrs.) M. Kavitha, Assistant Professor of History
		Dr.(Mrs.) G.Vennila, Assistant Professor of History
		Dr.(Mrs.)S. Pavithra, Assistant Professor of Mathematics



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AWARDS COMMITTEE

1.	Chairperson	Dr.(Mrs.) T.Palaneeswari, Principal
2.	University Nominees 02.08.2018 to 01.08.2020	Dr.A.Muthumanickam, Professor, Department of Education, School of Education, Madurai Kamaraj University, Madurai.
3.		Dr.K.Balakrishnan, Professor, Department of Immunology, School of Biological Sciences, Madurai Kamaraj University, Madurai.
4.	Controller of Examinations	Dr.(Mrs.) E.Ponnmalar Associate Professor of Comp.Sc
5.	Deputy Controller of Examinations	Dr.(Mrs.) M. Murugalakshmi Assistant Professor of Chemistry
6.	Dean of Academic Affairs	Dr.(Mrs.) C.Devi Arockia Vanitha, Assistant Professor of Comp.Sc
7.	Deputy Dean of Academic Affairs	Dr.(Mrs.) Mrs.R.Vijaya Priya Assistant Professor of Tamil
8.	Dean, CDDC	Dr.(Mrs.) B.Deepa Associate Professor of Botany
9.	Deputy Dean, CDDC	Dr.(Mrs.) K.J. Saravastha Associate Professor of Commerce
10.	Secretary	Dr.(Mrs.) S.Sivadevi Head and Associate Professor of Physics
11.	Members	Mrs.M.Sowthamani Head and Associate Professor of Chemistry
12.		Mrs.A.Leena Benita Head and Associate Professor of Comp.Sc.
13.		Mrs.S.Sathya IQAC Adviser
14.		Mrs.K.Muthamil Selvi Head and Associate Professor of English
15.		Mrs. D.Roselind Gnanakumari Head and Associate Professor of Maths
16.		Dr.(Mrs.)S.Shailaja Assistant Professor of Chemistry
17.		Dr. (Mrs.) N. Rajathilagam Head and Assistant Professor of Commerce
18.		Dr.(Mrs.) A. Bamini Head in-Charge, Dept. of Computer Appl.
19.		Dr.(Ms.) S. Subha Ranjani Head in-Charge, Dept. of Micro Biology



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EXAMINATION COMMITTEE

1.	Dr.(Mrs.) T.Palaneeswari, Principal	Chairperson
2.	Mrs.E.Ponmalar, Controller of Examinations	Member <i>12</i>
3.	Dr.(Mrs.) M. Murugalakshmi, Deputy COE	Member <i>12</i>
4.	Mrs. S. Sathya, Associate Professor of Computer Science	Member
5.	Dr.(Mrs.) K.Muthamil Selvi, Assistant Professor of English	Member <i>12</i>
6.	Dr.(Mrs.)F.Sweetlyn Joy Christy, Asst Professor of Commerce	Member <i>12</i>
7.	Dr.(Mrs.) S.Grahalakshmi, Assistant Professor of Commerce	Member <i>S. Grahalakshmi</i>

NIRF

1.	Nodal Officer	1.	Mrs.S.Sathya, Associate Professor of Comp.Sc.
2.	Members	1.	Dr.(Mrs.) C.Devi Arockia Vanitha, Asst Prof of Comp.Sc. <i>12</i>
		2.	Dr. R. Sudha Periathai, Assistant Professor of Physics <i>12</i>
		3.	Dr. B. Deepa, Assistant Professor of Botany <i>12</i>
		4.	Dr. A. Mydeen Bibi, Assistant Professor of Mathematics <i>12</i>
		5.	Dr.(Mrs.) B. Ponni, Assistant Professor of Tamil
		6.	Dr.M.Yasmin, Librarian <i>12</i>

**STANDARDPRENEUR
A CENTRE FOR INCUBATION AND
DEVELOPMENT OF ENTREPRENEURSHIP (ACIDE)**

1.	Incubation Co-ordinators	1.	Dr. D.Rajamani, Assistant Professor of Chemistry <i>12</i>
		2.	Dr.K.J.Sunmista, Assistant Professor of Commerce <i>12</i>
2.	Members	1.	Dr.(Mrs.) P.Prasanna Devi, Assistant Professor of English <i>12</i>
		2.	Dr.U.Umadevi, Assistant Professor of Botany <i>12</i>
		3.	Mrs.D.Ganga Devi, Assistant Professor of Comp.Appl. <i>12</i>
		4.	Mrs.K.Jansi Rani, Assistant Professor of N & D. <i>12</i>
		5.	Mrs.S.Thasalai Pulpan, Asst. Prof of Commerce <i>12</i>



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UNNAT BHARAT ABIYAN

1.	Co-ordinator	1.	Dr.N Uma Sangari, Assistant Professor of Chemistry
2.	Members	1.	Dr.J. Shobana Devi, Assistant Professor of English
		2.	Dr.M.Murugalakshmi, Assistant Professor of Chemistry
		3.	Dr. U. Umadevi, Assistant Professor of Botany
		4.	Dr.A. Amutha, Assistant Professor of Physics
		5.	Mrs. Padma Priya, Assistant Professor of Commerce
		6.	Dr.A.Muthuselvi, Assistant Professor of Maths
		7.	Mrs.M.Govindammal, Assistant Professor of Comp.Appl.
		8.	Mrs.M. Manonmani, Assistant Professor of Microbiology
		9.	Mrs.G.Muthumari, Assistant Professor of Busi.Admn.
		10.	Mrs. J.Priyanka, Assistant Professor of CD & F
		11.	Dr.M.Kavitha, Assistant Professor of History
		12.	Mrs. V.Vanthana, Assistant Professor of Comp.Appl.
		13.	Mrs.R.Vasanthi, Assistant Professor of Comp. Sc.
		14.	Mrs. K. Jansi Rani, Assistant Professor of N & D
		15.	Dr. M. Padma Priya, Assistant Professor of Tamil

ONLINE COURSES (NPTEL, MOOC)

1.	Co-ordinators	1	Dr.(Ms.) M.Jegadeeswari, Assistant Professor of Commerce
		2	Dr. (Mrs.) R.Kalaivani, Assistant Professor of Geography
2.	Members	1	Ms. B. Gokila Devi, Assistant Professor of Comp.Appl.
		2	Ms.A.Sudha, Assistant Professor of CD & F

INTERNAL COMPLAINTS COMMITTEE

1.	Presiding Officer	1.	Dr.(Mrs.) S. Vijayakumari, Physical Directress
2.	Faculty	1.	Mrs. C.Thamarai Chelvi, Assistant Professor of Chemistry
		2.	Dr.(Mrs.) S.Grahalakshmi, Assistant Professor of Commerce
	Non-Teaching	1.	Mrs.R.Jeyalakshmi, Assistant
		2.	Mrs.M.Banu Priya, Accountant
	NGO	1.	Mrs.R.Gogapriya, Lawyer



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SIVAKASI**

GOVERNING BODY

1.	Prof.G.Hemantha Kumar, Vice-Chancellor, University of Mysore, Crawford Hall, Mysuru – 570 005.	UGC Nominee 2017-2018 to 2021-2022
2.	Regional Joint Director of Collegiate Education, Madurai Region, Madurai.	State Government Nominee
3.	Dr.V.Chinniah, Registrar Professor, Department of Management Studies, School of Business Studies, Madurai Kamaraj University, Madurai – 625 021.	University Nominee 02.08.2018 to 01.08.2020
4.	Dr.S.Arivazhagan, Principal, MEPCO Schlenk Engineering College, Sivakasi	Educationist 02.08.2018 to 01.08.2020
5.	Mrs. ThilagavathyRavindran, President Mr. A. Tenzing, Vice-President Mrs. Aruna Ashok, Secretary & Correspondent Mr. C.Gunasingh, Member Mrs. BinaRajasingh Mr. N.R.K.R.R. Rajaratnam, Member	Members from Management Trust
6.	Dr.(Mrs.) T.Palaneeswari, Principal	Ex-officio Member
7.	Dr.(Mrs.) C. Devi Arockia Vanitha Dean of Academic Affairs	Member
8.	Mrs.E.Ponmalar, Controller of Examinations	Member

FINANCE COMMITTEE

1.	Chairman	Dr.(Mrs.) T.Palaneeswari, Principal
2.	Executive Member	Mrs. Aruna Ashok, Secretary
3.	University Nominee	To be given
4.	Members	Dr. (Mrs.) B. Deepa, Assistant Professor of Botany Dr. K.Sounthara Priya, Assistant Professor of Commerce



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ACADEMIC COUNCIL

1.	Dr.(Mrs.) T.Palaneeswari, Principal	Chairman
2.	Dr.(Mrs.) C. Devi Arockia Vanitha, Assistant Professor of Computer Science	Dean of Academic Affairs
3.	Mrs.K.Muthamil Selvi, Head & Associate Professor of English	Members
	Dr. (Mrs.) B. Ponni, Head & Assistant Professor of Tamil	
	Mrs. V. Ramya, Head & Assistant Professor of History	
	Mrs.D.Roselind Gnanakumari, Head & Associate Professor of Mathematics	
	Dr.(Mrs.) S.Sivadevi, Head & Associate Professor of Physics	
	Mrs. M.Sowthamani, Head & Associate Professor of Chemistry	
	Dr.(Mrs.) M.Santhi, Head & Associate Professor of Botany	
	Mrs. A.Leena Benita, Head & Associate Professor of Computer Science	
	Dr.(Mrs.) N.Rajathilagam, Head & Assistant Professor of Commerce	
	Dr.(Ms.) M.S. Yasmeen Beevi, Assistant Professor of Business Administration	
	Dr.(Mrs.) A. Bamini Devi, Assistant Professor of Computer Applications	
	Mrs. P. Prescilla, Assistant Professor of Information Technology	
	Dr.(Ms.) S. Subha Ranjani, Assistant Professor of Micro-Biology	
	Mrs. K. Jansi Rani, Assistant Professor of Nutrition and Dietetics	
Ms. Mohamad Rihana Nasreen, Assistant Professor of Costume Design & Fashion		
4.	Dr.(Mrs.) S. Shanthi, Associate Professor of Chemistry	Senior Teachers
	Dr.(Mrs.) K.P.Radha, Associate Professor of Physics	
	Mrs.S.Sathya, Associate Professor of Computer Science	
	Dr.(Mrs.) P.Stella Muthurajam, Associate Professor of Economics	



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5.	Dr. V. Alagappan, Former Registrar, Madurai Kamaraj University, Madurai	Experts nominated by the Governing Body
	Dr. S. Govindarajan, Emeritus Professor, Bharathiyar University, Coimbatore	
	Mr.KR. Gnana Sambandan, CEO-AATHMA, Madurai	
	Dr.K Venkata Subramanian, Annai Maternity Nursing Home, Sivakasi	
	CA. Anuradha Giridharan, Anuradha Associates. Sivakasi	
6.	Dr.G.Kumaresan, Professor, Department of Genetics, School of Biological Sciences, Madurai Kamaraj University, Madurai – 625 021.	University Nominees 02.08.2018 to 01.08.2020
	Dr.R.Sudha, Professor, Department of French, School of English and Foreign Languages, Madurai Kamaraj University, Madurai – 625 021.	
	Dr.R.Saraswathi, Professor, Department of Material Science, School of Chemistry, Madurai Kamaraj University, Madurai – 625 021.	
7.	Dr.(Mrs.) S.Shailaja, Assistant Professor of Chemistry	Member Secretary
8.	Dr.(Mrs.) R.Sudha Periyathai, IQAC Co-ordinator	Special Invitees
	Dr.(Mrs.) B. Deepa, Dean, CDDC <i>K. J. Senthil</i> <i>- deputy dean</i>	
	Mrs. E.Ponmalar, Controller of Examinations	
	Dr.(Mrs.) M.Murugalakshmi, Deputy Controller of Examinations	
	Mrs. B. Theresita Mary Shanthi, Part V Advisor	
	Mrs.C.Gokilamani Co-ordinator, Job Oriented Courses	
	Dr.(Mrs.) S.Vijayakumari, Physical Directress	
	Dr.(Mrs.) M.Yasmin, Librarian	
Dr.(Mrs.) M. Padma Priya, Hostel Deputy Warden		
9.	Mrs. K.Amutha, Office Superintendent	Senior Administrative Official
10.	Ms.J.Kaleeswari, III B.A.Tamil	Student Representatives
	Ms.G.Sakthi Brindha, III B. Com(CA) R	
	Ms. P.K.M.Gayathri, III B.Sc. N&D	
	Ms.A.S. Aruna Poorani, II M.Sc. Chemistry	
	Ms.S. Grace Aykiya, II M.Sc. Comp.Sc.	



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BOARD OF STUDIES

FOR EACH DEPARTMENT

1.	HOD	Chairman
2.	Entire Faculty of the Department	Members
3.	Two Subject Experts	Nominated by the Academic Council
4.	One Expert	Nominated by the Vice-Chancellor
5.	One Representative	From industry/corporate sector/allied area relating to placement
6.	One Postgraduate Meritorious Alumnus	Nominated by the Principal
7.	One PG and one UG Students	Students Representatives

UNIVERSITY NOMINEES ON BOS FOR VARIOUS DISCIPLINES

02.08.2018 to 01.08.2020

S.No.	Departments	Name & Designation
1.	Tamil	Dr.T.Velmayil, Associate Professor, Department of Tamil, V.V.V.College for Women, Virudhunagar – 626 001.
2.	English	Dr.Fernando Delishia, Associate Professor, Department of English, Fatima College, Mary Land, Madurai – 625 018.
3.	History	Dr.G.Subbulakshmi, Associate Professor of History, NMSSVN College, Nagamalai, Madurai – 625 019.
4.	Mathematics	Dr.M.Sanathi, Associate Professor of Mathematics, Hajee Karutha Rawther Howdia College, Uthamapalayam – 625 533.
5.	Physics	Dr.S.Rajashabala, Associate Professor of Theoretical Physics, Madurai Kamaraj University, Madurai – 625 021.
6.	Chemistry	Dr.Indra Mahalakshmi, Associate Professor of Chemistry, CPA College, Bodinayakanur – 625 513



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S.No.	Departments	Name & Designation
7.	Botany	Dr.A.Jayachitra, Assistant Professor of Biotechnology School of Biotechnology, Madurai Kamaraj University, Madurai – 625 021.
8.	Computer Applications	Dr.S.Kannan, Professor, Department of Computer Applications, Madurai Kamaraj University, Madurai – 625 021.
9.	Commerce	Dr.K.Uma, Assistant Professor, Department of Commerce, School of Business Studies, Madurai Kamaraj University, Madurai – 625 021.
10.	Business Administration	Dr.J.Vijayadurai, Professor, Department of Management Studies, Madurai Kamaraj University, Madurai – 625 021.
11.	Computer Science	Dr.M.Thangaraj, Professor, Department of Computer Science, Madurai Kamaraj University, Madurai – 625 021.
12.	Information Technology	Dr.M.Sumathi, Head and Associate Professor of Computer Science, Sri Meenakshi Govt. College for Women, Madurai.
13.	Microbiology Department	Dr.H.Shakila, Professor, Department of Microbiology, Madurai Kamaraj University, Madurai – 625 021.
14.	Nutrition & Dietetics	Mr.S.Rameshraj, Associate Professor & Head, Department of Hotel Management & Catering Science, Madurai Kamaraj University, Madurai – 625 021.
15.	Biotechnology	Dr.D.Ganesh, Professor, Department of Biotechnology, Madurai Kamaraj University, Madurai – 625 021.
16.	Costume Design and Fashion	M.Anitha, Assistant Professor of Costume Design and Fashion, G.Venkatasamy Naidu College, Kovilpatti.



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COLLEGE DAY DUTY LIST

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS), SIVAKASI
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50th COLLEGE DAY – 22.02.2020

Duties of Teaching & Non-Teaching Staff Members

Convenors

1. Mrs.A.Aruna Ashok, B.Sc.,
Secretary
2. Dr.(Mrs.) T.Palaneeswari, M.Com., M.Phil., Ph.D.,
Principal

S.No.	Duties	Staff-in-Charge
1.	Co-ordinators	1. Dr.P.Stella Muthu Rajam (Economics) 2. Dr.N.Uma Sangari (Chemistry)
2.	Reception	1. Dr.S. Sivadevi (Physics) 2. Mrs.M.Sowthamani (Chemistry) <i>MS</i> 3. Mrs.B.Theresita Mary Shanthi (C.Sc.) <i>MS</i> 4. Mrs.C.Gokila Mani (Chemistry) <i>MS</i> 5. Mrs.S.Sathya (C.Sc.) <i>MS</i>
3.	Discipline & Assembling the Students	1. Dr.S. Vijayakumari (P.D) 2. Dr.M.Padma Priya (Tamil) 3. Dr.A.Muthuselvi (Maths) <i>MS</i> 4. Dr.R.Jeyalakshmi (Commerce) 5. Dr.J.Arun Nandini (Commerce) 6. Mrs.N.Banumathi (English) 7. Dr.B.Sivasankari (Physics) 8. Mrs.V.Sasipriya (P.D) <i>MS</i>
4.	Visitors Book	1. Mrs.A.Leena Benita (C.Sc.) 2. Mrs.D.Roselind Gnanakumari (Maths)
5.	Prayer, National Anthem & Arathi	1. Dr.K.P.Radha (Physics) 2. Dr.S. Petanachi Selvam (Maths) 3. Mrs.K.Gowshia Begam (Botany) <i>MS</i>
6.	Homage to the Founder & Kavithanjali	1. Dr.V. Annapackiam (Tamil) <i>MS</i>
7.	Light & Mike arrangement (Stage mike, Light arrangement) Organization during the meeting and the entertainment programme	1. Dr.F.Kingslin Mary Genova (Physics) <i>MS</i> 2. Dr.M.Vigneswari (Physics) 3. Mr.A.Sivakumar (Electrician) <i>MS</i> 4. Mr.V.Kartheeswaran (Electrician) <i>MS</i> 5. Mr.Mani kandan(Lab Attender) <i>MS</i> 6. Ms.N.Maheswari (Remedial) <i>MS</i>



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8.	Stage Back Drops (Decoration and Management)	1. Dr.S.Shailaja (Chemistry) <i>SH</i> 2. Dr.F.Sweetly In Joy Christy (Commerce) <i>X</i> 3. Mr.Titus Srinivasagam (Driver) 4. Mr.K.Murugasamy (Driver) 5. Mr.R.Murugan (Driver) 6. Mr.K.Suthagar (Driver) 7. Mr.S.Chellamari (Driver)
9.	Dias in charge & Management	1. Dr.R.Sudha Periathai (Physics) <i>F</i> 2. Mrs.C.Thamari Chelvi (Chemistry) <i>Q</i> 3. Mrs.A.Vijaya Shree (Commerce) <i>SA</i>
10.	Announcer	1. Dr.B.Ponni (Tamil) <i>or</i> 2. Dr.B.Siva Priya (English) <i>X</i>
11.	Invitation, Printing and Despatch (Press, TV, PTA, Alumnae, Retired Staff)	1. Dr.K.Muthamil Selvi (English) <i>ST</i> 2. Dr.K.Mangaiyarkarasi (English) <i>ST</i> 3. Mrs.D.Ponezhil (English) <i>X</i> 4. Ms.B.Sangeetha (Microbiology) 5. Mrs.R.Muthu Pandeewari (English Lab) <i>SB</i> 6. Mrs.J.Rama Priya (Chemistry Lab) <i>SB</i> 7. Ms.S.Ramya (COP) <i>SB</i> 8. Mr.M.Selvaraj (Chemistry Lab) <i>msr</i> 9. Mr.P.Senthilkumar (Office) <i>P. Senthil Kumar</i>
12.	a) Welcome Address, Vote of Thanks & Press report b) Felicitations (Toppers & VIP)	1. Dr.M.Shanthi (English) <i>SB</i> 2. Dr.N.Rajathilagam (Commerce) <i>NR</i>
13.	College Day Report + Felicitations Report	1. Dr.P.Prasanna Devi (English) 2. Mrs.V.Lalithambigai (English) <i>Mrs. J. Nandhini (Eng)</i> 3. Dr.K.Geetha (Botany) <i>@ P. Lakshmi</i> 4. Mrs.M.Rajeswari (Commerce) <i>M. Rajeswari</i> 5. Ms.B.Gokila Devi (MCA) <i>B. Gokiladevi</i> 6. Dr.S.Devi (Tamil) <i>Devi</i> 7. Dr.K.Selvaeswari (Tamil) <i>Dr. K. Selvaeswari</i> 8. Mrs. M.Kanatchi (Office) <i>M. Kanatchi</i> 9. Ms.A.Sunthi (IQAC) <i>Ms. A. Sunthi</i>
14.	Typing, Computer work & Xerox	1. Mr.C.Chandramohan (Typist) <i>C. Chandramohan</i> 2. Mrs.B.Porkodi (Dean Office) <i>B. Porkodi</i> 3. Mrs.S.Lingammal (Office) <i>S. Lingammal</i>
15.	Decoration a) College Entrance, Campus statue, Banner, Flag b) Administrative Block (Rangoli and Plants)	1. Dr.S.Shanthi (Chemistry) 2. Dr.J.Vinnarasi (Pavithra) (Chemistry) <i>J. Vinnarasi</i> 3. Dr.V.Vishnu Priya (Commerce) <i>V. Vishnu Priya</i> 4. Mr.E.Maruthan (Driver) 1. Mrs.R.Narmatha (CDF) <i>R. Narmatha</i> 2. Ms.J.Priyanka (CDF) <i>J. Priyanka</i>
16.	Seating	1. Dr.M.Murugalakshmi (Chemistry) <i>M. Murugalakshmi</i> 2. Dr.B.Deepa (Botany) <i>B. Deepa</i> 3. Dr.S.Kalaiselvi (Maths) <i>S. Kalaiselvi</i> 4. Dr.P.Santini (Maths) <i>P. Santini</i> 5. Dr.A. Amutha (Physics) <i>A. Amutha</i> 6. Mrs.P.Vimala Devi (Maths) 7. Ms.P.Sujitha (Botany) <i>P. Sujitha</i> 8. Mrs.M.Poonkothai (Tamil) <i>M. Poonkothai</i> 9. Ms. K. Arinivasan (CDF)



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		19. Mrs.D.Mahalakshmi (COP Instructor) ✓ 10. Mrs.A.Saiyed Ali Fathima (COP Instructor) ✓ 11. Ms. S.Nimala (COP Instructor) ✓ 12. Mr.A.Mariappan (Lab) ✓ 13. Mr.M.Vigneshkumar (Gardner) 14. Mr.R.Muthuraj (Conductor) 16. Mr.K.Durai Pandi (Conductor) 16. Mr.A.Karuppasamy (Conductor) 17. Mr.K.Kandhasamy (Driver)
17.	Tea for Teaching & Non-Teaching Staff on the College Day ✓ i. Mrs. T. Kavitha (Lab) ii. Ms. R. Revitha (Lab)	1. Dr.R.Kalaivani (Geography) 2. Dr.(Ms).Jegadeeswari (Commerce) ✓ 3. Mrs.P.Prescilla (IT) ✓ 4. Mrs.J.Merlin rani (Nutrition) ✓ 5. Mrs.K.Jeyadevi (Microbiology) ✓ 6. Mrs.G.Petchiyammal (CDF Lab) ✓ 7. Mrs.M.Brintha (Micro Lab) ✓
18.	Water supply and cleanliness ✓	1. Dr.M.Kavitha (History) ✓ 2. Dr.P.R.Kavitha Rani (Chemistry) ✓
19.	Photo & Notice Board a) Photo Exhibit before and after College Day ✓ 1. Mr. K. Saranya Devi (COP) ✓ 2. Mrs. G. Rajaswari (COP) ✓ b) Photo on Stage & Video 6. Mr. A. Mariappan (Lab)	1. Mrs.V.Ramya (History) 2. Mrs.V.Muthulakshmi (Tamil) ✓ 3. Mrs.A.Sathya (Commerce) ✓ 4. Mrs.C.Senthil Mithra (English) 5. J.Maria Jeyamani (English) ✓ 6. Ms.M.Saranya (CDF) ✓ 7. Mrs.M.Jansi Rani (Info Lab) ✓ 8. Ms.A.Mahesh Anuja (Info Lab) ✓
20.	Accounts – Things in charge	1. Mrs.S.Darling Selvi (MCA) ✓ 2. Mrs.R.Vasanthi (IT) ✓ 3. Mr.R.Kumaresan (C.Se.Lab) ✓ 4. Mr.P.Karuppasamy (Lib) ✓ 5. Mr.R.G.Raja (Chemistry Lab) ✓
21.	Purchase	1. Mrs.V.Meeankshi (Commerce) ✓ 2. Mrs.R.Suriyadevi (Commerce) ✓ 3. Dr.R.Jeyalakshmi (Office) ✓ 4. Mrs.K.Muneeswari (Office) ✓
22.	Preparation of CD ✓ Ms. B. Sathya (Lab)	1. Mr.D.Suresh Raja Kumar (Office) ✓ 2. Mr.C.Rajapandian (Office) ✓ 1. Dr.A.Bamini (MCA) 2. Mrs.M.Sudha Kani (Mrs.P.Poornima) (MCA) ✓ 3. Mrs.G.Krishnaveni (IT) ✓ 4. Mrs.D.Sudhamaheswari (MCA) ✓ 5. Mr.T.Vignesh Babu (Lab Asst) ✓ 6. Mr.Sree Ram Prabhu (Lab Asst) ✓ 7. Mr.G.Saravanan (Lab Asst) ✓
23.	Prize Distribution	1. Mrs.M.Sathya (English) ✓ 2. Dr.G.Vennila (History) ✓ 3. Mrs.N.Akila (Maths) ✓ 4. Dr.S.Grahalakshmi (Commerce) ✓ 5. Mrs.K.Rama Jeyalakshmi (English) ✓ 6. Dr.S.Kartheeswari (Commerce) ✓ 7. Dr.S.Radha (Microbiology) ✓



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
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		8. Mrs.M.Govindammal (MCA) ✓ 9. Mrs.M.Kaleeswari (Microbiology) N.K.J ✓ 10. Mr.M.Kalirajan (Office) ✓ 11. Mrs.M.Helan Saradha (Office) ✓ 12. Mrs.P.Saranya (Physics Lab) ✓
24.	Tokens for felicitation	1. Dr.J.Kasthuri (Zoology) ✓ 2. Dr.R.Senbagavalli (Tamil) ✓ 3. Mrs.A.P.Gowsalya Devi (Botany) ✓ 4. Mrs. S.Thazhai Pushpam (Commerce) ✓ 5. Mrs.U.Muthumari (Maths) ✓ 6. Mrs. M.Manonmani (Microbiology) ✓ 7. Mrs.A.Karthika (Microbiology) ✓ 8. Mrs.M.Lakshmi (Smart Lab) ✓ 9. Mrs.S.Ramathilagam (Office) ✓ 10. Mrs.P.Petchiammal (COE) ✓ 11. Mrs.S.Mahalakshmi (COE) ✓ 12. Mrs.C.Padma Jothi (COE) ✓ 13. Mrs. G.Yogapreya (COE) ✓ 14. Mrs.M.Banu (Library) ✓
25.	Typing – Prize Winners, Address list/ Felicitations	1. Mrs.M.Murugeswari (Office) ✓ 2. Mrs.C.Rama Lakshmi (Office) ✓
26.	Transport	1. Mrs.K.Porkodi (Office) ✓
27.	VIP Lunch	1. Dr.A.Mydeen Bibi (Maths) ✓ 2. Dr.D.Rajamani (Chemistry) ✓ 3. Dr.M.Yasmin (Librarian) ✓ 4. Dr.G.Umadevi (English) ✓ 5. Ms.R.Dharani (Nutrition) ✓ 6. Ms. R.Iswaryao (Nutrition) ✓ 7. Mrs.M.Banu Priya (Office) ✓ 8. Mrs.S.Bavani (Office) ✓ 9. Mrs.S.Bharathi (Office) ✓
28.	VIP Tea	1. Dr.C.Devi Arockia Vanitha (C.Sc.) ✓ 2. Dr. S. Dhanalakshmi (Tamil) ✓ 3. Mrs.D.Gangadevi (IT) ✓ 4. Dr.K.Neela Pushpam (History) ✓ 5. Dr.S.Deepa (Commerce) ✓ 6. Mrs.P.Muthulakshmi (MCA) ✓ 7. Dr.M.Karthigai Selvi (CSC) ✓ 8. Mrs.S.Selvakumari (Nutrition Lab) ✓ 9. Mr.M.Senthilandavan (Office) ✓
29.	Lunch for students Over all In-charge	1. Mrs.K.Valarmathi (Tamil) ✓ 2. Mrs.J.Porkodi (Chemistry) ✓ 3. Dr.S.Subha Ranjani (Microbiology) ✓
	Members	1. Mrs.S.Padma Priya (Commerce) ✓ 2. Dr.K.Mydeen Fathima Begum (Botany) ✓ 3. Dr.S.Gayathri (Commerce) ✓ 4. Dr.K.Sounthara priya (Commerce) ✓ 5. Ms.V.Rajasulochana (Maths) ✓ 6. Mrs.T.Agasthiya Ambika (CDF) ✓ 7. Mrs.M.Muthuselvi (Tamil) ✓ 8. Mrs.V.Vanitha (MCA) ✓



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		9. Ms.R.Murugeswari (COP Instructor)
		10. Mrs.A.Kalavathi (Commerce)
30.	Tea & Lunch – VIP Car Drivers	1. Mr.K.R.Srinivasan (COE)
31.	Lunch Committee overall In-charge	1. Dr.M.S.Yasmeen Beevi (BBA)
		2. Mrs.R.Maheswari (Commerce)
		3. Mrs.M.Shanthi (Store)
	Things In-charge	1. Mrs.M.Jeyanthi (Hostel)
		2. Ms. Nachiyar (Sub Warden)
		3. Ms.S.Dhivya (Sub.Warden)
		4. Ms.M.Annalakshmi (Sub.Warden)
	Members	1. Dr.S.Jayanthi (Physics)
		2. Dr.S.Grahalakshmi (BBA)
		3. Mrs.J.Vallimayil (Botany)
		4. Mrs.A.Muthumari (BBA)
		5. Ms.J.Prateeba Devi (BBA)
		6. Mrs.P.Karthika @ Nanthini (BBA)
		7. Ms.S.Muthulakshmi (Botany)
		8. Mrs.S.Rengeswari (Commerce)
		9. Mrs.S.Subalakshmi (Commerce)
		10. Mrs.M.Guruvu Eswari (Lab Asst)
		11. Mr.P.Karuthamuthu (COE Office)
		12. Mrs.K.Jeya Chitra (Botany Lab)
		13. Mrs.T.Kavitha (Lib.Asst)
		14. Mrs.K.Saranya Devi (COE Office)
		15. Mrs.G.Rajeswari (COE Office)
		16. Mrs.K.Annapoorani (Library)
		17. Mrs.N.Merugatham (Botany Lab)
		18. Ms.S.Selvameena (Web Lab)
		19. Mr.A.R.Sarath Kumar (COE Office)
		20. Ms.R.Pavithra (New Lab)
32.	Lunch for Participants (Veg)	1. Dr.S.Pavithra (Maths)
		2. Mrs.M.Nithya (Physics)
		3. Mrs.A.Hawa Bismi (COE)
		4. Mrs.K.Shanthi (Smart)
33.	Overall In-charge	1. Mr.C.Jayaraj (Office)
		2. Mr.S.Raja Kennedy (Office)
		3. Mr.R.Ramasubramanian (Office)
		4. Mrs.N.Thamarai Selvi (Office)

10. Ms. Selvakumari (Maths)

12. Mrs G. Prichymerani

13. Ms. M. Janti Rani (COE)

15. Ms. A. Mahesh Anaya (Office)

14. Ms. C. Padmaj (COE)

20. Ms. M. Banti (Maths)

P. Stella with Rajaraj
N. Jeyaraj
Co-ordinators

T. Palaniam
PRINCIPAL



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SPORTS DAY DUTY LIST

The Standard Fireworks Rajaratnam College for Women,
Sivakasi.

Duty List of 45th Annual Sports Meet on
27.02.2016

Organising Committee	
1. Tmt.A.Aruna B.Sc	Secretary
2. Dr.(Mrs)D.Sasireka	Principal
3. Dr.(Mrs) S.Vijaya kumari	Physical Directress <i>SV</i>
4. Miss.M.Muthulakshmi	Asst. Physical Directress <i>ML</i>
2. Invitation Design, Invitation to VIP's, Staff & Press	Dr.(Mrs.)M.Shanthi (Bot) Mrs. B.Deepa (Bot) <i>BDB</i>
3. Reception	Dr.(Mrs.) K.Rajeshwari(Com) <i>KR</i>
4. Dias Incharge: (Seating, Programme List, Invitation, Report, Shawl, Token to Chief Guest, Bouquet & Visitor's Book)	Dr (Mrs). M.Ruby Dhavamani(Eng) Mrs.M.Sathya (Eng) <i>SR</i>
5. Decoration Committee a. College Administrative Block and Lobby Rangoli b. Play ground Flag poles, Flags & Track Color flags c. College banner, Welcome banner & Main Path Flag Poles d. Shamiana & Seating Arrangement e. Light & Mike	Dr.(Mrs) B.Ponni(Tam) <i>BP</i> Dr. Mrs.N.Kavitha(Tam) <i>NK</i>
	Dr.Mrs.G.Valli(Che) <i>GV</i> Dr.Mr.M.Merigalakshmi(Che) <i>MM</i>
	Dr.Mrs.M.Jayalakshmi (Com) <i>MJ</i> Dr.(Mrs)F.Sweetlyn Joy Christy (Com) <i>FJ</i>
	Dr.Mrs.N.Vijaya(Phy) <i>NV</i> Mrs.S.Sivadevi(Phy) <i>SS</i> Mrs. R.Selvapriya(Phy) <i>RS</i>
	Dr.(Mrs.) F.Kingslin(Phy) <i>FK</i> Mr.A.Siva Kumar(Electrician)



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Tea Committee:		
6	a. Tea for guest	Mrs.C. Devi Azakiya Vanitha (IT) ^{Azackia} Mrs.P.Prescilla (IT) ^{Prescilla}
	b. Tea for Teaching, Non-teaching staff, Drivers, Watchman and Security etc.	Dr (Mrs) T.Palaneeswari (Com) ^P Mrs. S. Grahalakshmi (BBA) ^{S.G.} Mrs M.S.Yasmeen (BBA) ^Y
	e. Tea for students	Mrs. A.Leena Benita(CS) ^A Mrs E. Ponmalar (BCA) ^E Mrs S. Darling Selvi (ES) ^S
7.	Starter	Dr.(Mrs) S.Vijaya kumari ^S
8.	Olympic Torch Incharge	Ms. M. Kavitha (ND) ^{M.Kavitha}
9.	Victory Stand & Saluting Base Decoration	Ms. M. Mohamed Rihana Nasrin (CDF) ^{M.M.R.N.} Ms.R.Maheswari(CD) ^{R.M.}
10.	Annual Report, Welcome Address & Vote of thanks -preparation	Dr (Mrs), Soundaraj Geetha (Eng) ^G
11.	Announcers	Mrs.M. Padma Priya (Tam) ^{M.P.P.} Mrs. B.Sivapriya (Eng) ^{B.S.}
12.	Judges at the Finish	Mrs.R.Vijaya Priya(Tam) ^{R.V.P.} Mrs.B.Meenakshi (Tam) ^{B.M.}
13.	Fire Crackers incharge	Mr. D. Suresh Rajakumar ^{D.S.R.}
14.	Honouring the winners	Mrs.R.Anitha (CDF) ^{M.R.A.} Ms.R.Narmatha (CDF) ^{R.N.}
15.	Obstacle race - incharge	Dr.(Mrs)S.Grahalakshmi(Com) ^{S.G.} Mrs.J.Jeeva Priya(Com) ^{J.J.P.}
16.	Sportsday Events incharge	Ms. M. Jegadheeswari (Com) ^{M.J.} Mrs. A.Angel Rani(Tam) ^{A.A.R.} Dr.(Mrs).K.Parani(Bot) ^{K.P.} Mrs.M.Nithya(Phy) ^{M.N.}
17.	Kids Item	Mrs.V.Annapackiam(Tam) ^{V.A.} Mrs.S.Selvaroja (Eng) ^{S.S.}



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18.	Tug of war in-charge	Mrs. S.Subha Ranjani(MB) <i>S.S. Ranjani</i>
19.	Prize Distribution	Mrs.K Muthamil Selvi(Eng) <i>K. Selvi</i> Mrs.Rama Jeyalakshmi(Eng) <i>R. Lakshmi</i> Mrs.D.Ponezhil(Eng) <i>D. Ponezhil</i>
20.	Photo, Video incharge & Preparation of CD	Mrs.M.Sowthamani(Che) <i>M. Sowthamani</i> Mrs.A.Bamini(CS) <i>A. Bamini</i>
21.	Discipline, Water Supply and Cleanliness	Mrs.P.Subbalakshmi(Mat) <i>P. Subbalakshmi</i> Mrs.B.Saroja(Che) <i>B. Saroja</i> Mrs.S.Umarani(Cpm) <i>S. Umarani</i> Mrs. S.Meenakshi(Mat) <i>S. Meenakshi</i> Dr.(Mrs).K.P.Ratha(Phy)
22.	March Past – incharge	Mrs. N. Banumathi (Eng) <i>N. Banumathi</i> Mrs.Mekala (His) <i>M. Mekala</i>
23.	Cultural Programmes	Mrs.D.Rajamani(Che) <i>D. Rajamani</i> Dr (Mrs).S.Shilaja(Che) <i>S. Shilaja</i> M/s.Josphine Stella(Com) <i>J. Stella</i> Mrs. S .Thazhai Pushpam (Com) <i>S. Thazhai Pushpam</i>
24.	First Aid	Mrs. V.Lalithambigai(Eng) <i>V. Lalithambigai</i>
25.	Recorder	Dr.(Mrs)M.Kavitha(His) <i>M. Kavitha</i>
26.	Accounts Maintenance	Mrs. D.RoseLind Gnanakumari(Mat) <i>D. RoseLind Gnanakumari</i> Mrs.M.Murugeswari(office) <i>M. Murugeswari</i>

S. Prathima
Physical Directress
Physical Directress,
The Standard Fireworks Rajaratnam
College for Women, Sivakasi.

D. Sathya
PRINCIPAL
The Standard Fireworks
Rajaratnam College
for Women, SIVAKASI.



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STOCK VERIFICATION DUTY LIST

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS), SIVAKASI
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The following members of the staff will be in-charge of the Stock and Furniture Checking & Counter checking for the academic year 2019-2020. The complete verification report (in A4 Sheet) should be submitted to Dr. M.Kavitha, Department of History and Mrs.S.Thazhai Pushpam, Department of Commerce (CA) (SF) on or before 12.03.2020.

Stock and Furniture Checking & Counter checking 2019-2020

S.No.	Department/lab/office	Staff-in-charge CHECKING	Staff-in-charge COUNTER – CHECKING	Assisted by the Lab Assistants/ Technicians
1	Tamil Dept. and L. Lab	Dr.B.Ponni	Dr.S.P.Nandhini (Mat) Dr.P.Vimala Devi (Mat)	
2	English Dept. and L. Lab	Dr.K.Muthamil Selvi	Dr.S.Shailaja (Che) Mrs.J.Porkodi (Che)	
3	Mathematics	Dr.S.Pethanachi Selvam	Mrs.B.Sivasankari (Phy)	
4	Physics Dept., Lab and IMF	Dr.K.P.Rudha Dr.S.Sivadasan	Mrs.R.Maheswari (Commerce) Dr.S.Deepa (Commerce)	Mrs.P.Saranya Ms.M.Muthulakshmi Mr.A.Manikandan
5	Chemistry Dept. and Lab Science Instrumentation centre	Dr.S.Shanthi Dr.D.Rajamoni	Mrs.J.Nandhini (Eng) Mrs.K.Ramjevalakshmi (Eng) Mrs.B.Ganga Devi	Mrs.T.Janet Mr.M.Selvaraj Mr.R.G.Raja Mrs.K.Ramapriya Mrs.M. Suresh Emani
6	Botany Dept. and Lab	Dr.B.Deepa	Mrs.A.Vijayashree (Commerce) Mrs.S.Rengeswari (Commerce)	Mrs.N.Maragatham Mr.Jeyachitra
7	Zoology Lab	Dr.J.Kasthuri	Mrs.T.Agasthiya Ambika (CDF) Mrs.R.Narmatha (CDF)	
8	Computer Science Dept. and Lab, COP	Mrs.A.Lecna Benita	Dr.V.Annapackiyam (Tam) Dr.R.Senbagavalli (Tam)	Mr.M.Kumaresan Mr.Senthil Kumar
9	History	Mrs.V.Ramya	Dr.K.Geetha	



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S.No.	Department/lab/office	Staff-in-charge CHECKING	Staff-in-charge COUNTER – CHECKING	Assisted by the Lab Assistants/ Technicians
10.	Commerce	Dr.N.Rajathilagam	Dr.S.Jayanthi (Phy)	-
11.	Commerce (PA)	Mrs.F.Sweetlyn Joy Christy	Dr.B.Sivapriya (Eng)	-
12.	Computer applications	Dr.A.Bamini	Dr.V.S.Shakila (Eng)	-
13.	Information Technology	Mrs.P.Precilla	Mrs.P.Karthika@Nandhini (BBA)	-
14.	Business administration	Dr.M.S.Yasmeen Beevi	Dr.A.Mydeen Bibi (Mat)	-
15.	Microbiology Dept. and Lab	Dr.S.Subha Ranjani	Mrs.P.Muthalakshmi (Comp. App) Mrs.V.Vanitha (Comp. App)	Ms.M.Brindha
16.	Nutrition and Dietetics Dept. and Lab	Dr.U.Umadevi	Mrs.R.Vasanthi (CS) Mrs.G.Krishnaveni (IT)	Mrs.S.Selva Kumari
17.	Costume Design and Fashion	Dr.P.Stella Muthurajam	Dr.R.Sudha Periyathai (Phy) Mrs.S.Selvalakshmi (Phy)	Ms.Petchiammal
18.	Physical Education Dept. Indoor Stadium	Dr.S.Vijaya Kumari	Dr.J.Jeeva Priya (Commerce) Dr.S.Kartheeswari	Mr.A.Gnanaprakasam
19.	Part V (NSS & NCC) YRC	Mrs.R.Vijayapriya (Tam)	Dr.S.Kalaiselvi (Mat) Dr.A.Muthu Selvi (Mat) Mrs.M.Muthumari (Mat)	-
20.	Library (Furniture)	Dr.M.Yasmin	Mrs.N.Akila (Mat) Dr.P.Santhi (Mat)	Mrs.T.Kavitha
21.	Store, Xerox Centre, Canteen Skill Enhancement Hall	Mrs.V.Meenakshi (Commerce)	Mrs.M.Sathyu (Eng) Dr.P.Prasanna Devi (Eng)	Mrs.Santhi
22.	COE office, COE Room & Record Room	Mrs.E.Ponmalar Dr.M.Murugalakshmi	Dr.S.Sobana (Eng) Dr.K.Mangayarkarasi (Eng)	Mr.Karuthamuthu



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S.No.	Department/lab/office	Staff-in-charge CHECKING	Staff-in-charge COUNTER – CHECKING	Assisted by the Lab Assistants/ Technicians
23.	New Lab & Techno lab	Mrs.M.Govindammal (Commerce)	Dr.M.Jegadeeswari (Commerce)	Mr.A.Mariappan Ms.Pavithra
24.	VTC Lab	[Handwritten signature]	Dr.R.Kalaivani (Geography)	Mr.G.Saravanan
25.	Web Lab, & Conference Hall		Dr.K.J.Sunmista (Commerce)	Ms.Selvameena
26.	Info Lab		Dr.S.Grahalakshmi (Commerce)	Mrs.Jansirani Jo Jansi Mrs.Mahesh Anuja
27.	I-smart Lab & Multipurpose Hall (Furniture)		Dr.J.Sobhana Devi (Eng)	Mrs.M.Lakshmi Mrs.K.Shanthi
28.	Principal Office Reception, NAAC Room & Flair Room Secretary Room, Principal Room & Dean Office		Mrs.K.Amutha (Office)	Dr.R.Jeyalakshmi (Commerce)
29.	Office & Supervisor Room, Auditorium		Dr.S.Devi (Tam)	
30.	Placement Cell, ILM staff room	Dr.C.Devi Arockia Vanitha (CS)	Mrs.S.Sathya (CS)	
31.	Hostel, Dining Hall, Daycare Centre	Dr.M.Padma Priya (Tamil)	Dr.N.Kavitha (Tam) Mrs.V.Kani Selvi (Eng) Mrs.D.Ponezhil (Eng) Mrs.D.Sudha Maheswari (Comp Appl)	
32.	Entry-in-service & Remedial Coaching Centre, Multipurpose Hall (Private) Audio Visual aids	Dr.F.Kingslin Mary Genova (Phy)	Mrs.M.Muthuselvi (Tam) Mrs.P.Anandhi (Tam) Mrs.M.Poonkothai (Tam)	Mrs.N.Maheswari
33.	Union Articles Room	Dr.K.Neel: Pushpam (His)	Mrs.N.Banumathi (Eng) Dr.G.Umadevi (Eng)	



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S.No.	Department/lab/office	Staff-in-charge CHECKING	Staff-in-charge COUNTER – CHECKING	Assisted by the Lab Assistants/ Technicians
34.	Photography Club	Ms.N.Nithya (Phy)	Dr.S.Grahalakshmi (BBA)	-
35.	Classrooms Furniture	Dr.N.Uma Sankari (Che) Dr.B.Meenakshi (Tam) Dr.V.Vishnu Priya (Commerce)	Mrs.J.Vallimayil (Bot) Mrs.P.Sujatha (Bot) Mrs.V.Rajasulochana (Mat) Mrs.M.Kaleeswari (MB) Ms.K.Jeyadevi (MB)	All UG & PG Class Representatives
36.	Computers, Scanners & Printers in all Departments	Mr.T.Vignesh Babu Mr.S.Sriram Prabhu	Mrs.K.Jansi Rani (N&D) Dr.S.Radha (MB)	-
37.	Dept. Furniture Consolidated Report should be prepared by Dr.A.Josephine Stella and Mrs.R.Suriya Devi and to be handed over to Dr.K.Sountharapriya (Commerce).			

B.C. Thekkaipanni
Staff club Secretaries

T. Palanivel
PRINCIPAL



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LIBRARY CHECKING DUTY LIST

INFORMATION RESOURCE CENTRE

STOCK VERIFICATION DUTY LIST 2019 - 2020

The following members of the staff will be in-charge of the verification of library and department books for the year 2019 - 2020. The Verifications will start from 16/03/2020 and the checking reports are to be submitted to Dr. (Mrs.) M.Yasmin, Librarian on or before 04/04/2020.

S.No	Department	Name
1	Tamil	Dr.B.Ponni Dr.S.Dhanalakshmi Mrs.K.Valarmathi Dr.V.Muthulakshmi Mrs.S.Meenakshi Dr.K.Selvaeswari
2	English	Dr.K.Muthamil Selvi Dr.P.Karthika Devi Mrs.B.Lalithambigai Dr.V.C.Priyadharshini Dr.P.Saranya Ms.J.Maria Jeyaman Mrs.C.Senthil Mithra Ms.Saradha Ms.Arunpriya
3	Mathematics	Mrs. D.Roselind Gnanakumari Dr.R.Malini Devi Dr.S.Pavithra Ms.M.Santhosh Priya
4	Physics	Dr.S.Sivadevi Dr.A.Amutha Mrs.M.Nithya Dr.M.Vigneswari
5	Chemistry	Mrs.M.Sowthamani Mrs.C.Thamarai Chelvi Dr.P.R.Kavitha Rani Dr.D.Rajamani Ms.K.Pavithra
6	Botany	Dr.B.Deepta Dr.K.Mydeen Fathima Begam Mrs.A.P.Gowsalya Devi Mrs.K.Gowshia Begam



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7	Commerce & BBA	Dr.N.Rajathilagam Mrs.S.Padmapriya Dr.S.Gayathri Dr.J.Arun Nandhini Mrs.M.Rajeswari Mrs.A.Sathya Mrs.S.Subalakshmi Mrs.A.Muthumari (BBA) Dr.J.Prateeba Devi (BBA) Mrs.D.Mahalakshmi (COP) Mrs.A.Kalavathi (COP)
8	Computer Science, MCA & IT	Mrs.A.Leena Benita Dr.M.Karthigai Selvi Mrs.D.Ganga Devi Ms.B.Gokila Devi Mrs.R.Valliyammal (COP) Ms.S.Nimala (COP) Mrs.A.Saiyed Ali Fathima (COP) Ms.R.Murugeswari (COP) M.Jeyapradha AL.Yakavi P.Poornima
9	History, Geography & Economics	Mrs. V.Ramya Dr.J.Mekala Devi Dr.G.Vennila Dr.R.Kalaiivani (History)
10	Physical Education	Ms.V.Sasipriya
11	Microbiology	Dr.S.Subha Ranjani Mrs.M.Manonmani Dr.A.Karthika B.Sangeetha
12	Nutrition & Dietetics	Mrs.J.Merlin Rani Ms.R.Dharani Ms.R.Ishwarya Ms.V.Nethra
13	Costume Design & Fashion	Ms.J.Priyanka Ms.A.Sudha Ms.M.Saranya Ms.K.Abirajastri

M. Nagesan
LIBRARIAN

T. Palanisugan
28/2/20
PRINCIPAL



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
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GRADUATION DAY DUTY LIST

The Standard Fireworks Rajaratnam College for Women, Sivakasi
Duty List for Convocation - 2017
On 29.01.2018

1)	Convener	:	Tmt. Aruna Ashok, B.Sc., Secretary & Correspondent
2)	Organiser	:	Dr. (Mrs.) D.Sasireka, M.Sc., M.Phil., Ph.D., Principal
3)	Co-ordinators	:	Dr. N. Uma Sangari (Chemistry) Mrs. C. Thamarachelvi (Chemistry)
4)	Reception	:	
	i) V.I.P's	:	✓ Mrs. S. Sathya, (C.Sc.) ✓ Mrs. V. Saradha (IT) ✓ Mrs. J.Ramapriya (Lab Asst)
	ii) Parents + Graduates	:	✓ Mrs.D.SudhaMaheswari. (IT) ✓ Mrs.P.Muthulakshmi. (M.C.A.) ✓ Mr.P.Karuppusamy(Office)
5)	Prayer & National Anthem Procession in Charge, Mike & Recording, Generator	:	✓ Mrs.V.Meenakshi (Commerce SF) Ms. A. Amutha (Physics) ✓ Mrs. S.Bharathi (Remedial) ✓ Mr. A.Sivakumar (Electrician) ✓ Mr. V.Kartheeswaran (Electrician)
6)	Decoration	:	
	i) Convocation Hall & Dias, Seating	:	✓ Dr.(Mrs.) F. Sweetlyn JoyChristy, (Com.SF) ✓ Dr. Mrs. J. Jeevapriya(Com.SF) ✓ Ms.S.Muthulakshmi,(Botany) ✓ Mrs. P. Saranya (Lab Asst)
	ii) Administrative Block Flags & Banners, Rangoli	:	✓ Dr.Mrs. K. Valarmathi, (Tamil) ✓ Mrs. S. Grubalakshmi, (BBA) & G.
7)	Invitation & Invitation for V.I.P's	:	✓ Dr. (Mrs). G. Sathyabama, (Geo) ✓ B.Gokila Devi - COP (IT) • Mrs. G.Rajeswari (Cont Office)
	Invitation for Graduates and Intimation for Graduates	:	✓ Dr. (Mrs). R.VijayaPriya, (Tamil) ✓ Dr.(Mrs). J. Vinnarasi, (Chemistry) ✓ Mr. M.Selvaraj (office) ✓ Mrs. T.Kavitha (Library) • Mrs A.HawaBismi(Cont Office)
8)	Seating	:	Dr.(Mrs).P. Stella Muthurajam (Eco) Dr. (Mrs). G. Vennila(His) Dr. S. Pavithra, (Maths) Dr. (Mrs) S. Sobana (Eng) Ms. D.Mahalakshmi, (Commerce - R) Mrs. M.Gunaveswari (Lab Asst) Mr. K.Vigneshkumar (Gardner) Mr. R.Muthuraj (Gardener) Mr. Durripandi (Conductor) Mr. K. Balimurugan (Conductor)

By Mrs. A. VjayaSree
(com. R)



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i) Photo & Video/in-charge	:	Mrs. M.Nithya(Physies) <i>M.Nithya</i> Dr.S. Radha (MB) <i>S.Radha</i> Mr. S. Balamurugan (Library) <i>S. Balamurugan</i>
ii) Still Photo & Video	:	Mr. M.Mariappan (Lab Tech) <i>M.Mariappan</i> Mr. K. Saravanan (Lab Tech) <i>K. Saravanan</i> Mr. S. Sree Ram Prabu (Lab Tech) <i>S. Sree Ram Prabu</i>
10) i) Welcome Address & Report to the Press	:	Mrs. V. Lalithambigai, (English) <i>V. Lalithambigai</i> Ms. A.Santhi (NAAC Office) <i>A.Santhi</i> Ms. N.Maheswari (Remedial) <i>N.Maheswari</i>
ii) Press –Seating &Hospitality Car Drivers (Management)	:	Dr.(Mrs.) A. PadmaPriya, (English)(Pub. Cell) <i>A. PadmaPriya</i> Dr.(Mrs) V. Padmapriya(Tamil)(Pub. Cell) <i>V. Padmapriya</i> Mr. R.G.Raja (Lab Asst) <i>R.G.Raja</i> Mr. A. Manikandan (Lab Asst) <i>A. Manikandan</i>
11) Token & Visitors Book Information on the Black Board	:	Dr. (Mrs.) S.Pethanachi Selvam, (Maths) <i>S.Pethanachi Selvam</i> Mrs.U. Muthumari, (Maths) <i>U. Muthumari</i>
12) Lunch for Staff Members	:	Mrs.R. Malinidevi (Maths) <i>R. Malinidevi</i> Mrs.M. Santhi (Eng) <i>M. Santhi</i> Mrs. S. Sathya Lakshmi (Phy) <i>S. Sathya Lakshmi</i> Mrs. S. Vinotha, (Tamil) <i>S. Vinotha</i> Mrs. J. Merlin Rani, (Nutrition) <i>J. Merlin Rani</i> Mrs.V. Padmajothi (Cont Office) <i>V. Padmajothi</i>
13) Tea for Graduates (only)	:	Dr. (Mrs.) K. Geetha, (Botany) <i>K. Geetha</i> Ms.S. Vanthana (Eng) <i>S. Vanthana</i> Mr. R. Chandrasekhar (Lab Asst) <i>R. Chandrasekhar</i> Mrs.K. Annapoorani (Library) <i>K. Annapoorani</i>
14) Drinking water & Cleanliness	:	✓ Mrs. N. Thamarai Selvi (Campus Supervisor)
15) Hospitality and Lunch for Chief Guest and VIPs	:	Mrs. R. SudhaPeriyathai (Phy) <i>R. Sudha</i> Mrs.N. Akila, (Maths) <i>N. Akila</i> Dr.(Mrs)B. Meenakashi(Tamil) <i>B. Meenakashi</i> Mrs. K. Jansi Rani (N&D) <i>K. Jansi Rani</i> Dr. Mrs.J. Arun Nandini, (Office) <i>J. Arun Nandini</i> Mrs. K. Muneeswari, (office) <i>K. Muneeswari</i> Mrs. C.Ramalakshmi (Cont Office)
16) Instructions to the Graduates and announcing	:	✓ Dr.(Mrs.) A. PadmaPriya, (English) <i>A. PadmaPriya</i>
17) Assembling Graduates in to Convocation Hall	:	Dr. Kingslin Mary Genova, (Phy) <i>Kingslin Mary Genova</i> Mrs S. VetriSelvi, (Maths) <i>S. VetriSelvi</i> Dr. P. R. KavithaRani (Chem) <i>P. R. KavithaRani</i> Mrs. K. Ramajeyalakshmi (Eng) <i>K. Ramajeyalakshmi</i> Dr. K. J. Sunmista (Com.R) <i>K. J. Sunmista</i> Dr. (Mrs). V. Muthulakshmi(Tamil) <i>V. Muthulakshmi</i> Dr.(Mrs) A.P. Gowsalyadevi, (Bot) <i>A.P. Gowsalyadevi</i> Dr. Ms. K. Neelapushpan (Phy) <i>K. Neelapushpan</i> Mrs. Dr. Aravindha Devi, (Phy) <i>Aravindha Devi</i> Ms.D. Ponezhi (Eng) <i>D. Ponezhi</i> Dr. (Mrs).S. ThulasiPushpan, (Com. SF) <i>S. ThulasiPushpan</i> Dr.(Mrs).R. Jeyalakshmi, (Com. SF) <i>R. Jeyalakshmi</i> Mrs.G. Sona, (MB) <i>G. Sona</i> Ms. R. Narmatha, (Cost&fash) <i>R. Narmatha</i> Mrs. A. Sathya, (COP) <i>A. Sathya</i> Mrs. A. Muthumari (BBA) <i>A. Muthumari</i>



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18) Discipline	:	Dr. (Mrs.) S. Vijayakumari (Physical Education) Mrs. V. Sasi. P. J. (Physical Education) Mrs. M. Banumathi (Eng)
19) i) Preparation and distribution of Brochure	:	Dr. (Mrs.) S. Grahalakshmi (Com. SF) Dr. (Mrs.) A. Uma Devi. (English) Mrs. S. Lingammal (Office)
ii) Convocation report	:	Dr. (Mrs.) J. SivaPriya (English) Mrs. M. Murugeswari (Office)
20) Convocation Dress (for students, counting, Payment & Collection)	:	Dr. (Mrs.) C. Devi Arokia Vanitha (C. Sc) Dr. (Mrs.) M. Yasmin. (Lib) Dr. (Mrs.) J. Mekala Devi. (Hin) Mrs. J. Porkodi. (Chem) Mrs. R. Suriya Devi (Com. SF) Dr. Mrs. S. Gayathri (Com. SF) Mrs. M. BanuPriya Mrs. M. Kamatchi (Office) Mrs. K. Saranya devi (Cont Office)
21) Convocation Dress for VIP's and Head of the Departments	:	Mrs. V. Annappaikiam (Tamil) Mrs. S. Bhavani (Office) Mr. M. Kalirajan (Office)
22) Accounts - in-charge	:	Mrs. B. Roselin Gnanakumari. (Maths) Mrs. K. Porkodi. (office)

Almaacel
N. Anbar
Co-ordinators

SR
PRINCIPAL



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The Standard Fireworks Rajaratnam College for Women, Sivakasi

Convocation - Registration

The following Staff Members have to discharge the following duties:

- a) Checking and handing over the diplomas to the faculty next to the HOD.
b) Collecting and distributions of photo tokens to the students.

1)	Tamil - B.A., M.A., M.Phil.	:	Dr.(Mrs). N. kavitha (Tamil) ✓ Mrs. P.Ananthi, (Tamil) Mrs. M. Jancirani (Lab Asst) ✓
2)	English - B.A., M.A., M.Phil.	:	Mrs. J. Nandhini, (English) Mrs. V. Kamiselvi, (English) ✓ Mrs. M.Lakshmi (Lab Asst) ✓
3)	History - B.A., M.A. Human Rights	:	Mrs. R. Kalaivani, (History) ✓ Mrs. S. Selvakuamri (Lab Asst) ✓
4)	Commerce (R) - B.Com. M.Com. (CA), M.Com. Banking & M.Phil.	:	Dr.(Mrs). K. Sountlura Priya, (Commerce R) ✓ Dr.(Mrs).S.Kartheeswari (Commerce R) ✓ Mrs. A.Syed Alifathima (COP) ✓
5)	Commerce SF - B.Com.	:	Mrs. R.Maheshwari (Commerce SF) Mrs. S. Deepa (Commerce SF) ✓ Ms. A.Mahesh Anuja (Lab Asst) ✓
6)	BBA & MHRM	:	Mrs.P.Karthika@Nandhini (BBA) ✓ Mrs. J.Pradeepa devi, (BBA) ✓ Mrs. S.Chandra (Lab Asst) ✓
7)	B.Sc. & M.Sc. Mathematics	:	Mrs.S.P.Nandhini (Maths) ✓ Dr(Mrs).S.Kalaiselvi, (Maths) ✓ Mrs. K.Shanthi (Lab Asst) ✓
8)	B.Sc. & M.Sc. Physics	:	Ms. A.Bismibanu (Physics) ✓ Ms. S.Selvameena (Lab Asst) ✓
9)	B.Sc.,& M.Sc., Chemistry	:	Mrs.C.Gokilamani, (Chemistry) ✓ Dr. (Mrs.)M.Murugalakshmi, (Chemistry) ✓ Mrs. T.Janet (Store Keeper) ✓



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10)	B.Sc. & M.Sc. Botany	:	Mrs.J. Vallimayil, (Botany) <i>J. Vallimayil</i> Mrs.Maragatham (Lab Asst) <i>M. Maragatham</i>
11)	B.Sc. Computer Science	:	Mrs.R.Vasanthi (Computer Science) ✓ <i>R. Vasanthi</i> Mr.R. Kamalakaran (Lab Asst) <i>R. Kamalakaran</i>
12)	BCA. & MCA	:	Mrs. D.Gangadevi, (MCA) <i>D. Gangadevi</i> Mrs.P.Muthulakshmi, (COP IT) Ms. M.Rajamalar (Lab Asst) <i>M. Rajamalar</i>
13)	Information Technology	:	Mrs.P.Presella, (IT) <i>P. Presella</i> Mrs. R.Valliyamma (Cop Inst) <i>R. Valliyamma</i>
14)	Microbiology	:	Ms. K.Jeyadevi (Microbiology) <i>K. Jeyadevi</i> Ms. R.Pavithra (Lab Asst) <i>R. Pavithra</i>
15)	Nutrition & Dietetics	:	Ms. M. Gnanasaronmani, (Nutrition) <i>M. Gnanasaronmani</i> Mr. D.Sureshraj Kumar (Lab Asst)
16)	Costume Design & Fashion	:	Mrs. A.Mariapradeepa (CDF) <i>A. Mariapradeepa</i> Mrs. A.Vasanthi (Lab Asst) <i>A. Vasanthi</i>
17)	Registration and getting signature from Students	:	Mrs. Ranivimala Chandra (Cont Office) <i>R. Ranivimala</i> Mr. K.Sreemivasan (Cont Office) <i>K. Sreemivasan</i> Mrs. G.Muthumari (Office) <i>G. Muthumari</i> Mrs. Lakshmi Priya (Cont Office) <i>L. Lakshmi Priya</i> Mrs. P.Petchiammal (Cont Office) <i>P. Petchiammal</i> Mrs. Sarathkumar (Cont Office) <i>S. Sarathkumar</i> Mrs. Chitra Devi (Cont Office) <i>M. Chitra Devi</i> Mr. P.Karuthamuthu (Cont. Office) <i>P. Karuthamuthu</i>

D. Anand
Co-ordinator

SR
PRINCIPAL