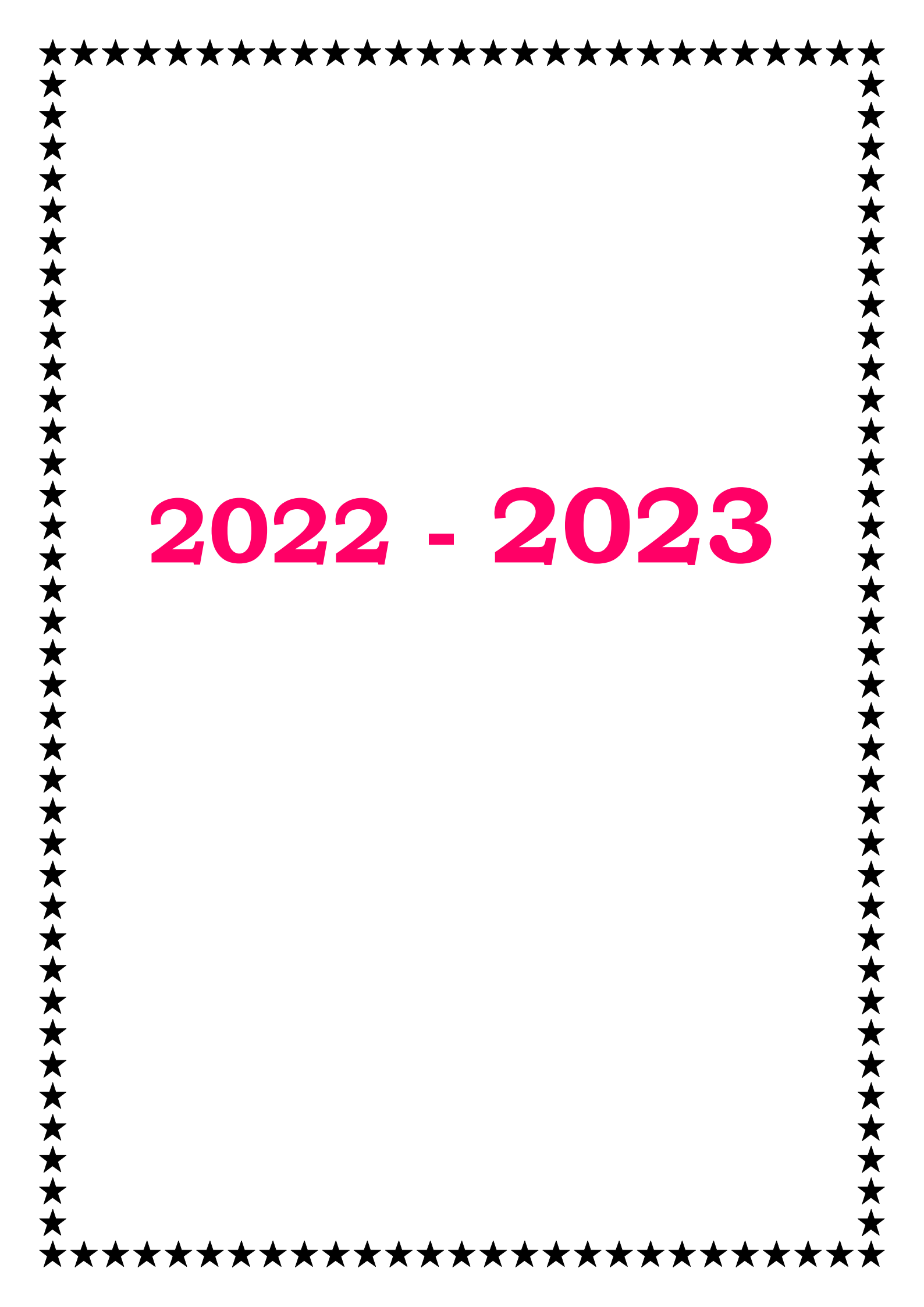


**DUTY
ALLOTMENT
(For the Faculty)**



2022 - 2023

M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN DINDIGUL

NON ACADEMIC DUTIES FOR THE ACADEMIC YEAR 2022-2023

DUTY	NAME OF THE STAFF	DESIGNATION
1 DEPUTY WARDEN	DR.P.SATHIYABAMA	ASSOCIATE PROFESSOR IN ZOOLOGY
2 PHYSICAL DIRECTOR	DR.S.SIYAMALA DEVI	ASSOCIATE PROFESSOR IN COMMERCE
3 PTA TREASURER	DR.M.EATHEL POLINE	ASSISTANT PROFESSOR IN ZOOLOGY
NSS PO UNIT-1	DR.T.RAJAM	ASSISTANT PROFESSOR IN TAMIL
NSS -PO UNIT-2	DR. K.SABITHA	ASSISTANT PROFESSOR IN COMMERCE
4 NSS -PO UNIT-3	DR.R.NANDHINI	ASSISTANT PROFESSOR IN HISTORY
5 NCC	DR.A.SHANTHA SHEELA	ASSISTANT PROFESSOR IN COMPUTERSCIENCE
6 COUNCIL MINUTES RECORDING	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS
7 NAAC CO ORDINATOR-1	DR.P.SATHIYABAMA	ASSOCIATE PROFESSOR IN ZOOLOGY
8 IQAC CO ORDINATOR IQAC MEMBER	DR.K.M.SUMATHI	ASSISTANT PROFESSOR IN ENGLISH
	DR.K.RAMASAMY	LIBRARIAN
RUSA CO-ORDINATOR-1	DR.K.ANNADURAI	ASSISTANT PROFESSOR IN MATHS
9 RUSA CO-ORDINATOR-2	TMT.S.RAJATHI	ASSISTANT PROFESSOR IN COMPUTERSCIENCE
10 UGC CO ORDINATOR-1	DR.K.AMUTHA	ASSISTANT PROFESSOR IN BBA
11 SWAYAM CO ORDINATOR-1	DR.B.Asha Devi	ASSISTANT PROFESSOR IN COMPUTER SCIENCE
12 CORONA SOP CO ORDINATOR NODAL OFFICER	DR.M.RAJARAM	ASSISTANT PROFESSOR IN ENGLISH
13 NIRF CO ORDINATOR	DR.A.SHANTHA SHEELA	ASSISTANT PROFESSOR IN COMPUTERSCIENCE
14 AISHE CO ORDINATOR	DR.A.SHANTHA SHEELA	ASSISTANT PROFESSOR IN COMPUTERSCIENCE
15 AUTONOMOUS CO ORDINATOR	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS
16 UNIVERSITY REPRESENTATIVE	DR.T.RAMACHANDRAN	ASSISTANT PROFESSOR IN MATHS
17 EXAMINATION-ODD -2021-2023		DEPARTMENT OF BBA
EXAMINATION-EVEN-2021-2023		DEPARTMENT OF BBA
18 MVM JOURNAL	PROF.H.SURYA PRABHA	ASSISTANT PROFESSOR IN ENGLISH
19 PLACEMENT CELL	DR.J.J.SOUNDARARAJ	ASSISTANT PROFESSOR IN COMMERCE
20 LEGAL LITERACY CELL	DR.V.S. ESWARI	ASSISTANT PROFESSOR IN TAMIL
21 COUNCELLING CELL	PROF.P.VIMALARANI	ASSISTANT PROFESSOR IN ENGLISH
	DR.R.KARTHIKA DEVI	ASSISTANT PROFESSOR IN ENGLISH

22	CONSUMER CLUB	DR.R.ABBAS	ASSISTANT PROFESSOR IN HISTORY
23	CAREER GUIDANCE	DR.M.SAKTHIVEL	ASSISTANT PROFESSOR IN ENGLISH
24	YOUTH RED CROSS & RED RIBBON(YRC&RRC)	DR.J.DHANASEKARAN	ASSISTANT PROFESSOR IN HISTORY
25	ALL COMPETITIONS AND YOUTH WELFARE	DR.P.GUNASEKARAN	ASSISTANT PROFESSOR IN ECONOMICS
26	ENROLMENT OF VOTERS LIST	DR.M.RAMESH	ASSISTANT PROFESSOR IN PHYSICS
27	ANTI RAGGING & SEXUAL HARASSMENT CELL	DR.P.KARTHIYAYINI	ASSISTANT PROFESSOR IN ECONOMICS
		DR.R.VAHITHA	ASSISTANT PROFESSOR IN ZOOLOGY
28	STUDENTS GRIEVANCE CELL	DR.P.ENOLA ARUTCHELVI PARVATHA	ASSOCIATE PROFESSOR IN ENGLISH
29	GRAND FATHER/GRAND MOTHER CLUB	DR.R.KARTHIKA DEVI	ASSISTANT PROFESSOR IN ENGLISH
30	ECO CLUB	DR.M.RAJARAM	ASSISTANT PROFESSOR IN ENGLISH
		DR.M.SAKTHIVEL	ASSISTANT PROFESSOR IN ENGLISH
31	ROTARY CLUB	DR.R.MUTHU	ASSISTANT PROFESSOR IN HISTORY
32	LIONS CLUB	DR. P.SENTHIL ELANGO	ASSISTANT PROFESSOR IN ZOOLOGY
33	BOOK BANK	DR.M.JOTHI	ASSISTANT PROFESSOR IN TAMIL
34	PRO	PROF.N.MUGUNTHAN	ASSISTANT PROFESSOR IN MATHS
35	COMPUTER LITERACY PROGRAMME(CLP)	DR.A.SUBRAMANI	ASSISTANT PROFESSOR IN COMPUTER SCIENCE
	DEPARTMENT DUTIES		
			DEPARTMENT
	UNION		MATHEMATICS
	FINE ARTS		PHYSICS
	CONVOCATION -OSA		GEOGRAPHY
	AUDIO VISUAL		COMPUTER SCIENCE
	AMENITIES		BOTANY
	CALENDAR/MAGAZINE		ZOOLOGY
	STORES		
	CANTEEN		ECONOMICS
	IDENTITY CARD		ENGLISH

BUS-PASS 2022-2023 ID.		HISTORY
SEMESTER STATIONERY		CHEMISTRY
FURNITURE /CLUB ACTIVITIES CO-ORDINATION		DEPARTMENT OF COMMERCE
Reader's club		
		Dr. K. Ramakrishna - Librarian
COLLEGE FUNCTION DUTIES		
		DEPARTMENT
RECEPTION & KOLAM		ENGLISH
STAGE DECORATION DIAS		ECONOMICS
REFRESHMENT		TAMIL
MEDIA INCHARGE		PHYSICS
SEATING ARRANGEMENT		HISTORY
INVITATION		TAMIL
MIKE ARRANGEMENT		COMPUTERSCIENCE

M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN DINDIGUL

DUTY	STAFF NAME	DESIGNATION
TAMILNADU OPEN UNIVERSITY CO-ORDINATOR	DR.J.THENMOZHI	ASSOCIATE PROFESSOR IN GEOGRAPHY
T.C. CHARGE (FOR ARTS)	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS
T.C. CHARGE (FOR SCIENCE)	DR.G.S.ANGELIN	ASSOCIATE PROFESSOR IN ENGLISH
B.C/MBC WELFARE HOSTEL	DR.G.S.ANGELIN	ASSOCIATE PROFESSOR IN ENGLISH
	DR.J.THENMOZHI	ASSOCIATE PROFESSOR IN GEOGRAPHY
	DR.S.SIYAMALA DEVI	ASSOCIATE PROFESSOR IN COMMERCE
SC - SCHOLARSHIP & HOSTEL WELFARE <i>Hostel</i>	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS
TAMIL MEDIUM STIPEND	DR.J.THENMOZHI	ASSOCIATE PROFESSOR IN GEOGRAPHY
	DR.T.RAMACHANDRAN	ASSISTANT PROFESSOR IN MATHS
	PROF.L.BENCHILA	ASSISTANT PROFESSOR IN HISTORY

M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN DINDIGUL

ADMISSION COMMITTEE

STAFF NAME	DESIGNATION
PROF.P.NIRMALA ✓	ASSOCIATE PROFESSOR IN STATISTICS
DR.J.NALATHAM ✓	ASSOCIATE PROFESSOR IN ECONOMICS
DR.G.S.ANGELIN ✓	ASSOCIATE PROFESSOR IN ENGLISH
DR.K.NAGANANDHINI X	ASSOCIATE PROFESSOR IN TAMIL
DR.P.SATHIYABAMA X	ASSOCIATE PROFESSOR IN ZOOLOGY
Co-opted member DR.S.SIYAMALADEVI (PG) ✓	ASSOCIATE PROFESSOR IN COMMERCE
DR.P.ENOLA ARUTCHELVI PARVATHA (PG) UG ✓	ASSOCIATE PROFESSOR IN ENGLISH

Mrs. Benchilla (UG).

M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN DINDIGUL

COMMITTEES AND COMMITTEE MEMBERS

COMMITTEE	NAME OF THE STAFF	DESIGNATION
RESEARCH ETHICAL COMMITTEE	DR.K.NAGANANDHINI	ASSOCIATE PROFESSOR IN TAMIL
	DR.P.SATHIYABAMA	ASSOCIATE PROFESSOR IN ZOOLOGY
	DR.J.THENMOZHI	ASSOCIATE PROFESSOR IN GEOGRAPHY
	DR.K.M.SUMATHI	ASSISTANTPROFESSOR IN ENGLISH
PTA COMMITTEE <i>K. Vaganandhini Tamil</i>	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS
	DR.G.S.ANGELIN	ASSOCIATE PROFESSOR IN ENGLISH
	DR.P.SATHIYABAMA	ASSOCIATE PROFESSOR IN ZOOLOGY
	DR.C.FLORENCEANNAL	ASSISTANTPROFESSOR IN GEOGRAPHY
OSA COMMITTEE	DR.P.KARTHIYAYINI	ASSISTANTPROFESSOR IN ECONOMICS
	PROF.P.HEMALATHA	ASSISTANTPROFESSOR IN ENGLISH
	PROF.L.BENCHILA	ASSISTANTPROFESSOR IN HISTORY
CLEAN CAMPUS - COMMITTEE	DR.P.KARTHIYAYINI	ASSISTANTPROFESSOR IN ECONOMICS
	DR.M.SAKTHIVEL	ASSISTANTPROFESSOR IN ENGLISH
	DR.R.PALKANNAN	ASSISTANTPROFESSOR IN HISTORY
	DR.M.RAMESH	ASSISTANTPROFESSOR IN PHYSICS

<i>Dr. K. Ramakrishna</i> <i>Librarian</i> COLLEGE JOURNAL- COMMITTEE	DR.G.S.ANGELIN	ASSOCIATE PROFESSOR IN ENGLISH
	DR.K.NAGANANDHINI	ASSOCIATE PROFESSOR IN TAMIL
	PROF.H.SURYAPRABHA	ASSISTANTPROFESSOR IN ENGLISH
WATER MANAGEMENT COMMITTEE	DR.N.KUMARESAN	ASSISTANTPROFESSOR IN MATHS
	DR.M.RAJARAM	ASSISTANTPROFESSOR IN ENGLISH
	DR.P.MURUGESWARI	ASSISTANTPROFESSOR IN HISTORY
RUSA COMMITTEE	DR.K.ANNADURAI	ASSISTANTPROFESSOR IN MATHS
	DR.P.ENOLA ARUTCHELVI PARVATHA	ASSOCIATE PROFESSOR IN ENGLISH
	DR.J.THENMOZHI	ASSOCIATE PROFESSOR IN GEOGRAPHY
NAAC STEERING COMMITTEE	DR.S.SIYAMALADEVI	ASSOCIATE PROFESSOR IN COMMERCE
	DR.P.SATHIYABAMA	ASSOCIATE PROFESSOR IN ZOOLOGY
	PROF.P.MUTHAMIL SELVI	ASSISTANTPROFESSOR IN COMPUTERSCIENCE
	DR.K.RAMASAMY	LIBRARIAN
	DR.A.SHANTHASHEELA	ASSISTANTPROFESSOR IN COMPUTERSCIENCE
	DR.M.EATHEL POLINE	ASSISTANT PROFESSOR IN ZOOLOGY

NAAC
STEERING

	DR.M.RAJARAM	ASSISTANT PROFESSOR IN ENGLISH
AUTONOMOUS COMMITTEE	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS
	DR.L.A.UMAMAHESWARI	ASSISTANT PROFESSOR IN TAMIL
	DR.M.RAJARAM	ASSISTANT PROFESSOR IN ENGLISH
	DR.K.RAMASAMY	LIBRARIAN
	PROF.J.SUKANYA	ASSISTANT PROFESSOR IN COMPUTER SCIENCE
	DR.P.SATHIYABAMA	ASSOCIATE PROFESSOR IN ZOOLOGY
WEBSITE CO- ORDINATING COMMITTEE	DR.A.SUBRAMANI	ASSISTANT PROFESSOR IN COMPUTER SCIENCE
	DR.S.KRISHNAVENI	ASSISTANT PROFESSOR IN COMPUTER SCIENCE
	PROF.J.SUKANYA	ASSISTANT PROFESSOR IN COMPUTER SCIENCE
	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS
HOSTEL COMMITTEE	DR.G.S.ANGELIN	ASSOCIATE PROFESSOR IN ENGLISH
	DR.K.NAGANANDHINI	ASSOCIATE PROFESSOR IN TAMIL

GL COMMITTEE	PROF.P.NIRMALA	ASSOCIATE PROFESSOR IN STATISTICS
	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS
	<i>Dr. G. S. Angelina</i> DR.K.NAGANANDHINI	ASSOCIATE PROFESSOR IN TAMIL
SPORTS COMMITTEE	DR.G.S.ANGELIN	ASSOCIATE PROFESSOR IN ENGLISH
	DR.K.NAGANANDHINI	ASSOCIATE PROFESSOR IN TAMIL
	DR.V.RAJALAKSHMI	ASSISTANTPROFESSOR IN ECONOMICS
HEALTH COMMITTEE	DR.M.RAJARAM	ASSISTANTPROFESSOR IN ENGLISH
	DR.K.SABITHA	ASSISTANTPROFESSOR IN COMMERCE
	DR.R.NANDHINI	ASSISTANTPROFESSOR IN HISTORY
DISCIPLINE COMMITTEE	DR.N.KUMARESAN	ASSISTANTPROFESSOR IN MATHS
	DR.R.MUTHU	ASSISTANTPROFESSOR IN HISTORY
	DR.S.DHANDAPANI	ASSISTANTPROFESSOR IN TAMIL
	DR.M.SAKTHIVEL	ASSISTANTPROFESSOR IN ENGLISH
	DR.B.RAJAGOPAL	ASSISTANTPROFESSOR IN ZOOLOGY
	DR.V.S.ESWARI	ASSISTANTPROFESSOR IN TAMIL
BUILDING COMMITTEE	DR.G.S.ANGELIN	ASSOCIATE PROFESSOR IN ENGLISH
	DR.K.NAGANANDHINI	ASSOCIATE PROFESSOR IN TAMIL
	DR.P.SATHIYABAMA	ASSOCIATE PROFESSOR IN ZOOLOGY
	DR.J.THENMOZHI	ASSOCIATE PROFESSOR IN GEOGRAPHY

BUILDING
COMMITTEE

DR.T.RAMACHANDRAN	ASSISTANT PROFESSOR IN MATHS
DR.M.EATHEL POLINE	ASSISTANT PROFESSOR IN ZOOLOGY
DR.K.RAMASAMY	LIBRARIAN

Dr. S. Krishnaveni

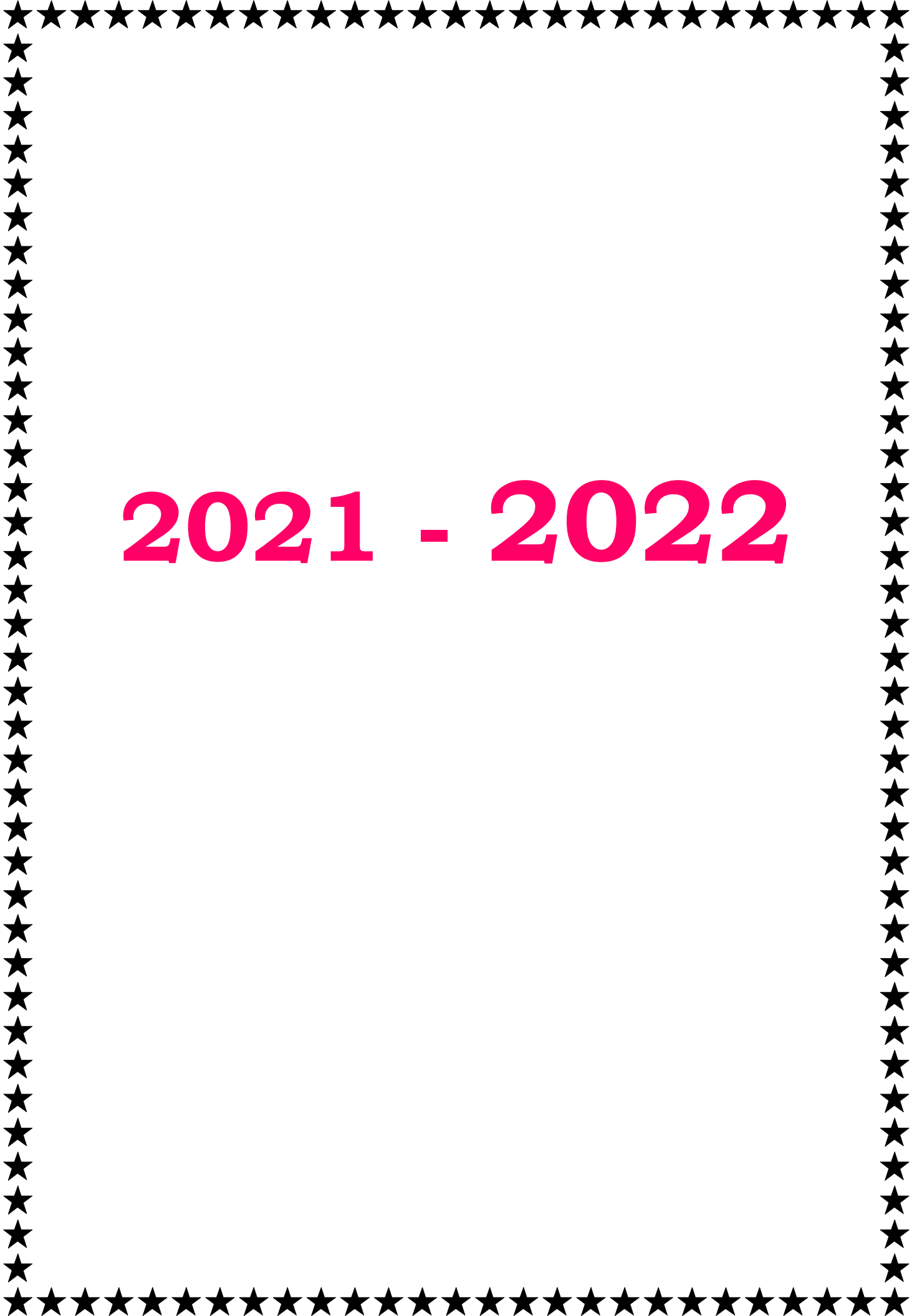
Dept of Comp-S

Dr. K.N. Sumathi

Dept of English

S. Lakshmi

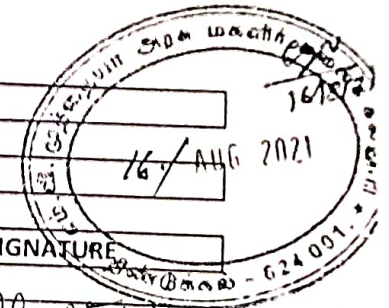
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எம்.வி. முத்தையா அரசினர்
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திண்டுக்கல்-1.



2021 - 2022

M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN DINDIGUL

NON ACADEMIC DUTIES FOR THE ACADEMIC YEAR 2021-2022

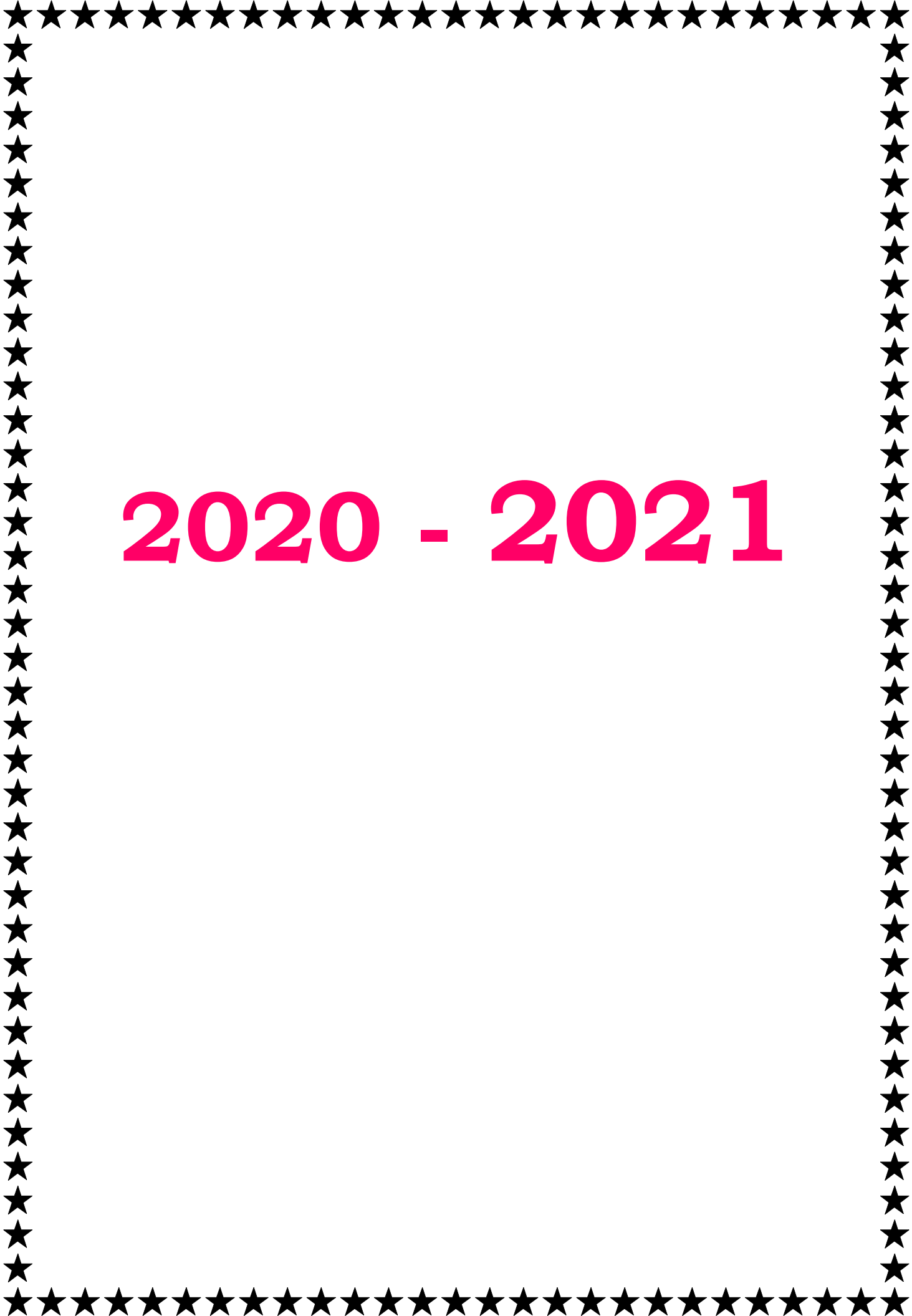


S.NO	DUTY	NAME OF THE STAFF	DESIGNATION	SIGNATURE
1	DEPUTY WARDEN	DR.P.SATHIYABAMA	ASSOCIATE PROFESSOR IN ZOOLOGY	
2	PHYSICAL DIRECTOR	DR.S.SIYAMALA DEVI	ASSOCIATE PROFESSOR IN COMMERCE	
3	PTA TRIASURER	DR.M.EATHIEL POLINE	ASSISTANT PROFESSOR IN ZOOLOGY	
	NSS PO UNIT-1	DR.T.RAJAM	ASSISTANT PROFESSOR IN TAMIL	
	NSS -PO UNIT-2	DR. K.SABITHA	ASSISTANT PROFESSOR IN COMMERCE	
4	NSS -PO UNIT-3	DR.R.NANDHINI	ASSISTANT PROFESSOR IN HISTORY	
5	NCC	DR.A.SHANTHA SHEELA	ASSISTANT PROFESSOR IN COMPUTERSCIENCE	
6	COUNCIL MINUTES RECORDING	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS	
7	NAAC CO ORDINATOR-1	DR.P.SATHIYABAMA	ASSOCIATE PROFESSOR IN ZOOLOGY	
8	IQAC CO ORDINATOR	DR.K.M.SUMATHI	ASSISTANT PROFESSOR IN ENGLISH	
	IQAC MEMBER	DR.K.RAMASAMY	LIBRARIAN	
	RUSA CO ORDINATOR-1	DR.K.ANNADURAI	ASSISTANT PROFESSOR IN MATHS	
9	RUSA CO-ORDINATOR-2	TMT.S.RAJATHI	ASSISTANT PROFESSOR IN COMPUTERSCIENCE	
10	UGC CO ORDINATOR-1	DR.K.AMUTHA	ASSISTANT PROFESSOR IN BBA	
11	SWAYAM CO ORDINATOR-1	DR.K.M.SUMATHI	ASSISTANT PROFESSOR IN ENGLISH	
12	CORONA NODAL OFFICERS	DR.M.RAJARAM	ASSISTANT PROFESSOR IN ENGLISH	
13	NIRF CO ORDINATOR	DR.A.SHANTHA SHEELA	ASSISTANT PROFESSOR IN COMPUTERSCIENCE	
14	AISHE CO ORDINATOR	DR.A.SHANTHA SHEELA	ASSISTANT PROFESSOR IN COMPUTERSCIENCE	
15	AUTONOMOUS CO ORDINATOR	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS	
16	UNIVERSITY REPRESENTATIVE	DR.T.RAMACHANDRAN	ASSISTANT PROFESSOR IN MATHS	
	EXAMINATION-ODD -2021-2022		DEPARTMENT OF BBA	
17	EXAMINATION-EVEN-2021-2022		DEPARTMENT OF BBA	
18	MVM JOURNAL	PROF.H.SURYA PRABHA	ASSISTANT PROFESSOR IN ENGLISH	
19	PLACEMENT CELL	DR.J.J.SOUNDARARAJ	ASSISTANT PROFESSOR IN COMMERCE	
20	LEGAL LITERACY CELL	DR.V.S. ESWARI	ASSISTANT PROFESSOR IN TAMIL	
		PROF.P.VIMALARANI	ASSISTANT PROFESSOR IN ENGLISH	
21	COUNCELLING CELL	DR.R.KARTHIKA DEVI	ASSISTANT PROFESSOR IN ENGLISH	

22	✓ CONSUMER CLUB	DR.R.ABBAS	ASSISTANT PROFESSOR IN HISTORY	
23	✓ CAREER GUIDANCE	DR.M.SAKTHIVEL	ASSISTANT PROFESSOR IN ENGLISH	
24	✓ YOUTH RED CROSS & RED RIBBON(YRC&RRC)	DR.J.DHANASEKARAN	ASSISTANT PROFESSOR IN HISTORY	
25	✓ ALL COMPETITIONS AND YOUTH WELFARE	DR.P.GUNASEKARAN	ASSISTANT PROFESSOR IN ECONOMICS	<i>[Signature]</i> 18/8/21
26	✓ ENROLMENT OF VOTERS LIST	DR.M.RAMESH	ASSISTANT PROFESSOR IN PHYSICS	<i>[Signature]</i> 18/8/21
27	✓ ANTI RAGGING & SEXUAL HARASSMENT CELL	DR.P.KARTHIYAYINI DR.R.VAHITHA	ASSISTANT PROFESSOR IN ECONOMICS ASSISTANT PROFESSOR IN ZOOLOGY	<i>[Signature]</i> 18/8/21
28	STUDENTS GRIEVANCE CELL	DR.P.ENOLA ARUTCHELVI PARVATHA	ASSOCIATE PROFESSOR IN ENGLISH	
29	✓ GRAND FATHER/GRAND MOTHER CLUB	DR.R.KARTHIKA DEVI	ASSISTANT PROFESSOR IN ENGLISH	
30	✓ ECO CLUB	DR.M.RAJARAM DR.M.SAKTHIVEL	ASSISTANT PROFESSOR IN ENGLISH ASSISTANT PROFESSOR IN ENGLISH	
31	✓ ROTARY CLUB	DR.R.MUTHU	ASSISTANT PROFESSOR IN HISTORY	
32	✓ LIONS CLUB	DR. P.SENTHIL ELANGO	ASSISTANT PROFESSOR IN ZOOLOGY	<i>[Signature]</i>
33	BOOK BANK	DR.M.JOTHI	ASSISTANT PROFESSOR IN TAMIL	
34	PRO	PROF.N.MUGUNTHAN	ASSISTANT PROFESSOR IN MATHS	<i>[Signature]</i> 18/8/2021
35	COMPUTER LITERACY PROGRAMME(CLP)	DR.A.SUBRAMANI	ASSISTANT PROFESSOR IN COMPUTER SCIENCE	<i>[Signature]</i> 18/8/2021
DEPARTMENT DUTIES				
			DEPARTMENT	SIGNATURE
	UNION		MATHEMATICS	<i>[Signature]</i>
	FINE ARTS		PHYSICS	
	CONVOCATION -OSA		GEOGRAPHY	
	AUDIO VISUAL		COMPUTER SCIENCE	
	AMENITIES		BOTANY	
	CALENDAR/MAGAZINE		ZOOLOGY	<i>[Signature]</i> 18/8/2021
	STORES			
	CANTEEN		ECONOMICS	
	IDENTITY CARD		ENGLISH	

2021-2022 IDENTITY CARD			
SEMESTER STATIONERY		HISTORY	
FURNITURE /CLUB ACTIVITIES CO-ORDINATION		CHEMISTRY	
READERS CLUB		DEPARTMENT OF COMMERCE	
		DR.K.RAMASAMY - LIBRARIAN	
COLLEGE FUNCTION DUTIES			
RECEPTION & KOLAM		DEPARTMENT	SIGNATURE
STAGE DECORATION DIAS		ENGLISH	
REFRESHMENT		ECONOMICS	
MEDIA INCHARGE		TAMIL	
SEATING ARRANGEMENT		PHYSICS	
INVITATION		HISTORY	
MIKE ARRANGEMENT		TAMIL	
		COMPUTERSCIENCE	

By: 17/8/21
 16/08/2021
 16/8/2021
 17-08-2021



2020 - 2021

DUTIES ALLOTTED FOR THE ACADEMIC YEAR 2019-2020

S.NO	DUTY	DEPARTMENT	NAME OF THE FACULTY	SIGNATURE
	Deputy Warden	Tamil	Dr.Tmt. Nagananthini,	
2	Red Cross, Red Ribbon	Plant-Bio-Technology	Dr.Lakshmanan	
3.	Carrier guidance	Economics Commerce	Dr. R. Latha Dr.Sabitha	
4.	Grandfather and Grandmother Committee	Tamil	Dr.Uma Maheswari	
5.	Rusa	Tamil Com.Sci	Dr.K.PeriyaSamy Dr.A.Subramani	
6.	All Competition & Youth welfare	Tamil	Dr.Uma Maheswari	
7.	Consumer Club	History	Dr.R.Abbas	
8.	ECO Club	English	Dr.M.Rajaram	
9.	NSS	History Physics Comp.Sci	Dr.Tmt.B.Murugeswari Dr.L.Ruby Nirmala Dr.B.AshaDevi	
10.	Counseling cell	English English	Dr.K.M.Sumathi Tmt.P.Vimala Rani	
11	UGC	English	Dr.K.M.Sumathi	
12	Physical Director	Economics	Dr.Rajalakshmi	
13	Rotary Club	Maths	Thiru.N.Muguthan	
14	Enrollment of voters list	Tamil	Dr.S.Dhandapani	
15	Lions Club	Commerce	Dr.M.Devakumar	
16	Anti Ragging and Compliant Sexual Harassment of women	Zoology English	Dr.R.Vahitha Dr.P.Karthiyayini Karthika Devi	

18	IQAC Co-ordinator	BBA English	Dr.K. Amutha Tmt.H.Surya Prabha	
19	AICHE (Nodal Officer) NIRF	Comp.Science	Dr.A.Shanthasheela	27.7.2019
20	Placement	BBA Economics	Dr.K. Amutha Dr.P.GunaSekaran	19.12.2019
21	Legal Literacy Cell		Dr.J.J.Soundararajan	
22	Building Committee	Zoology Geography Maths	Dr.P.Sathiya Bama Dr.J.Thenmozhi Dr.T.Ramachandran Dr.K.Ramasamy	5.2.2020
23	Sports Committee	Maths	Dr.S.Rajathi Dr.N.Mugunthah Dr.M.Eathel Poline Dr.M.Devakumar	5.2.2020
24	GI's Committee	Statistics Economics English	Selvi.P.Nirmala Dr.J.Nalatham Tmt.G.S.Angelin	19.12.2019
25	Book Bank	History	Dr.R.Muthu	
26	Convocation	Comp.Science	Dr.Krishnaveni	19.12.2019
27	Examination	Chemistry	Dr.P.Gnanasoundari November 2019 Exan only Dr.S.Krishnaveni March 2020 Exam Only	19.12.2019

Principal 19/3/2020
M.V.Muthiah Govt. Arts College for Women,
Dindigul - 624 001.

19/3/2020

1/2

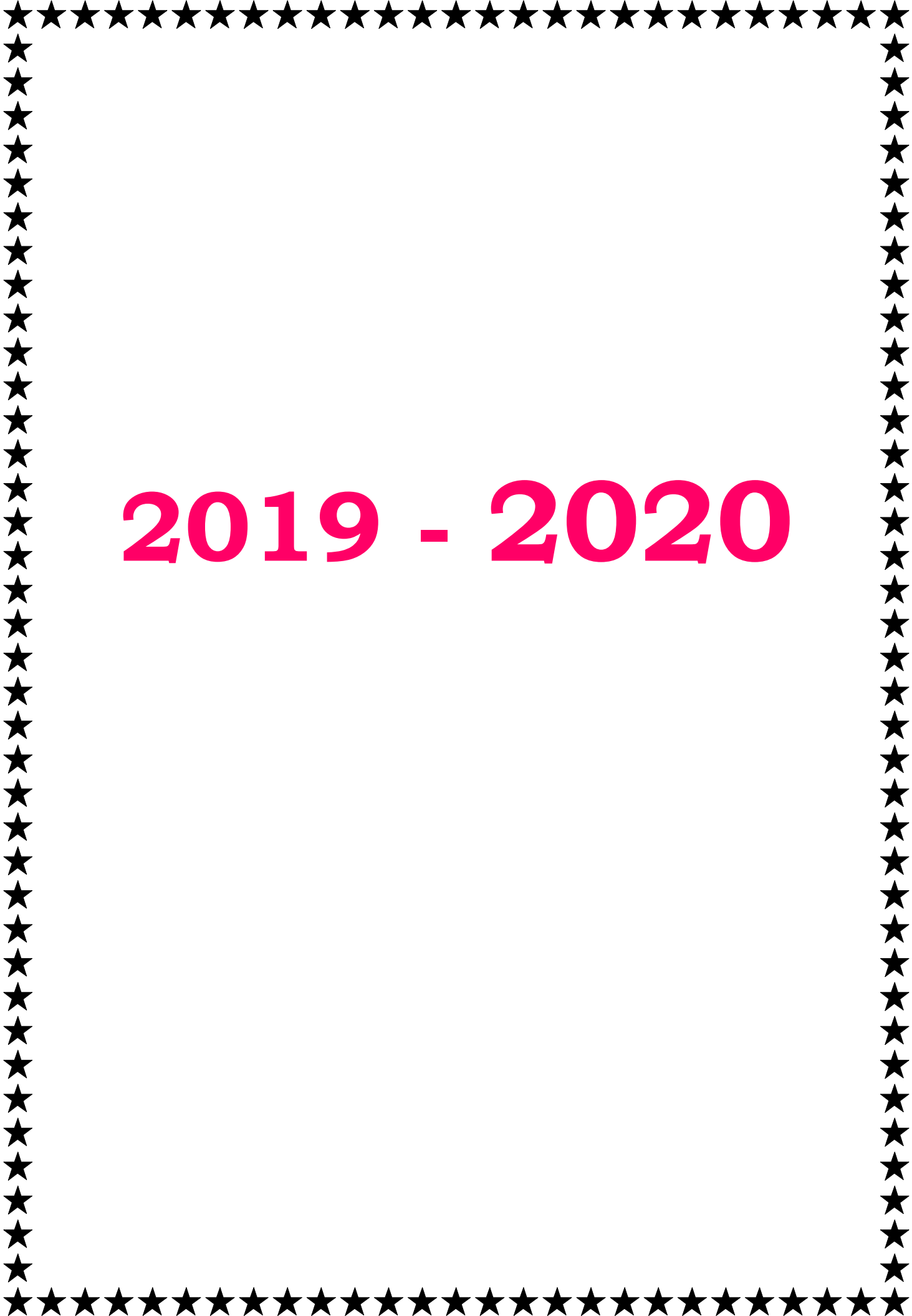
Departmental Duties Duties

S.No	Department	-	In-charges
1.	Maths	-	Store and Canteen <i>SL</i>
2.	History	-	Fine arts <i>SL</i>
3.	Zoology	-	Calendar and Magazine <i>SL</i>
4.	English	-	ID Card
5.	Economics	-	Union <i>SL</i>
6.	Physics	-	Amenity and AV Fund
7.	Geography	-	Semester Stationary
8.	Botany Liberian	-	Bus Pass <i>Dr. Ramasamy</i> 20/8/2020 Dr. Ramasamy
9.	Commerce		Furniture Club Activities (Co-ordinator)
10.	Computer Science		OSA with Accounts <i>SL</i> CLP <i>SL</i> 25/3/22

Principal *14/3/2020*
M.V.Muthiah Govt. Arts College for Women.
Dindigul - 624 001.

19/3/2020

2/2



2019 - 2020

DUTIES ALLOTTED FOR THE ACADEMIC YEAR 2019-2020

S.NO	DUTY	DEPARTMENT	NAME OF THE FACULTY	SIGNATURE
	Deputy Warden	Tamil	Dr.Tmt. Nagananthini,	
2	Red Cross, Red Ribbon	Plant-Bio-Technology	Dr.Lakshmanan	
3.	Carrier guidance	Economics Commerce	Dr. R. Latha Dr.Sabitha	
4.	Grandfather and Grandmother Committee	Tamil	Dr.Uma Maheswari	
5.	Rusa	Tamil Com.Sci	Dr.K.PeriyaSamy Dr.A.Subramani	
6.	All Competition & Youth welfare	Tamil	Dr.Uma Maheswari	
7.	Consumer Club	History	Dr.R.Abbas	
8.	ECO Club	English	Dr.M.Rajaram	
9.	NSS	History Physics Comp.Sci	Dr.Tmt.B.Murugeswari Dr.L.Ruby Nirmala Dr.B.AshaDevi	
10.	Counseling cell	English English	Dr.K.M.Sumathi Tmt.P.Vimala Rani	
11	UGC	English	Dr.K.M.Sumathi	
12	Physical Director	Economics	Dr.Rajalakshmi	
13	Rotary Club	Maths	Thiru.N.Muguthan	
14	Enrollment of voters list	Tamil	Dr.S.Dhandapani	
15	Lions Club	Commerce	Dr.M.Devakumar	
16	Anti Ragging and Compliant Sexual Harassment of women	Zoology English	Dr.R.Vahitha Dr.P.Karthiyayini <i>Karthika Devi</i>	

18	IQAC Co-ordinator	BBA English	Dr.K. Amutha Tmt.H.Surya Prabha	
19	AICHE (Nodal Officer) NIRF	Comp.Science	Dr.A.Shanthasheela	27.7.20
20	Placement	BBA Economics	Dr.K. Amutha Dr.P.GunaSekaran	19.12.20
21	Legal Literacy Cell		Dr.J.J.Soundararajan	
22	Building Committee	Zoology Geography Maths	Dr.P.Sathiya Bama Dr.J.Thenmozhi Dr.T.Ramachandran Dr.K.Ramasamy	20.12.20
23	Sports Committee	Maths	Dr.S.Rajathi Dr.N.Mugunthah Dr.M.Eathel Poline Dr.M.Devakumar	20.12.20
24	GI's Committee	Statistics Economics English	Selvi.P.Nirmala Dr.J.Nalatham Tmt.G.S.Angelin	20.12.20
25	Book Bank	History	Dr.R.Muthu	
26	Convocation	Comp.Science	Dr.Krishnaveni	20.12.20
27	Examination	Chemistry	Dr.P.Gnanasoundari November 2019 Exan only Dr.S.Krishnaveni March 2020 Exam Only	20.12.20

Principal 19/3/2020
M.V.Muthiah Govt. Arts College for Women,
Dindigul - 624 001.
19/3/2020

Departmental Duties Duties

S.No	Department	-	In-charges
1.	Maths	-	Store and Canteen <i>SL</i>
2.	History	-	Fine arts <i>SL</i>
3.	Zoology	-	Calendar and Magazine <i>SL</i>
4.	English	-	ID Card
5.	Economics	-	Union <i>SL</i>
6.	Physics	-	Amenity and AV Fund
7.	Geography	-	Semester Stationary
8.	Botany Liberian	-	Bus Pass <i>Dr. Ramasamy</i> Dr. Ramasamy <i>20/8/2020</i>
9.	Commerce		Furniture Club Activities (Co-ordinator)
10.	Computer Science		OSA with Accounts <i>SL</i> CLP <i>SL</i> <i>25/3/22</i>

Principal *14/3/2020*
M.V.Muthiah Govt. Arts College for Women.
Dindigul - 624 001.

19/3/2020

2/2



2018 - 2019

M.V.MUTHIAH GOVT. ARTS COLLEGE FOR WOMEN, DINDIGUL
DUTIES ALLOTTED FOR THE ACADEMIC YEAR 2018-19

2018-19

S.NO	DUTY	DEPARTMENT	NAME OF THE FACULTY	SIGNATURE
1.	Red Cross, Red Ribbon	Plant-Bio-Technology	Dr.Lakshmanan	
2.	Carrier guidance	Tamil Maths	Dr. M. Thangavel Dr.P.Meenapriya	
3.	Grandfather and Grandmother Committee	History	Dr.R.Handhini	
4.	Rusa	Tamil Com.Sci	Dr.K.PeriyaSamy Dr.A.Subramani	
5.	All Competition&Youth welfare	Tamil	Dr.S.Dhanadapani.	
6.	Consumer Club	English	Dr..M.Sakthivel	
7.	ECO Club	English	Dr.M.Rajaram	
8.	NSS	History Comp.Sci	Dr.Tmt.J.JeyaKumari Gnana Deepam, Dr.Tmt.B.Murugeswari, Dr.B.AshaDevi	
9.	Counseling cell	History Physics	Dr.N.Muthu Dr.Ramesh	
10	UGC	English	Dr.K.M.Sumathi	
11	Physical Director	Economics	Dr.Rajalakshmi	
12	Rotary Club and enrollment of voters list	Economics	Dr.Thiru.P.GunaSekaran	
13	Lions Club	History	Dr.R.Abbas	
14	Anti Ragging and Compliant Sexual Harassment of women	PHYSICS Geography	Dr.L.Ruby Nirmala Dr.Selvi. Florence Annal	
15	PTA	Chemistry	Dr.P.Gnanasoundari	
16	IQAC Co-ordinator	Comp.Sci	Tmt.S.Rajathi Selvi.P.Muthamil Selvi	
17	Deputy warden	English	Tmt.J.S.Angelin	
18	AICHE (Nodel Officer)	Comp.Science	Dr..A.Shanthasheela	
19	Legal Literacy Cell	History	Dr.PaulKannan	
20	Placement	Maths Commerce	Thiru.N.Muguthan Dr.J.J.Soundarajan	
21	Building Committee	Chemistry Statistics Commerce Economics English	Dr.Tmt.D.Lakshmi Selvi.P.Nirmala Dr.M.Subramani Dr.J.Nalatham Tmt.G.S.Angelin	
22	Sports Committee	Chemistry Statistics Commerce Economics English	Dr.Tmt.D.Lakshmi Selvi.P.Nirmala Dr.M.Subramani Dr.J.Nalatham Tmt.G.S.Angelin	
23.	GI's Committee	Chemistry Statistics Commerce Economics English	Dr.Tmt.D.Lakshmi Selvi.P.Nirmala Dr.M.Subramani Dr.J.Nalatham Tmt.G.S.Angelin	
24.	Book Bank	History	Dr.R.Muthu	

FUNCTION DUTIES

S.No	Department	-	Duties
1.	Tamil	-	Invitation Printing and distributions
2.	Maths	-	Refreshment
3.	Commerce	-	Seating arrangement
4.	Economics	-	Kolam and Decoration
5.	Physics	-	Mike arrangements ,Audio&Video
6.	Chemistry	-	Panthal
7.	Zoology	-	Press,Photo
8.	Computer Science	-	Reception.
9.	English	-	Días

Departmental Duties Duties

S.No	Department	-	Incharges
1.	Tamil	-	Bus Pass
2.	Maths	-	Store and Canteen
3.	History	-	Furniture
4.	Zoology	-	Fine arts
5.	English	-	OSA with Accounts
6.	Economics	-	Semester Stationary
7.	Physics	-	Aminity
8.	Chemistry	-	Calendar and Magazine
9.	Geography	-	Union
10.	Botany	-	ID Card
11.	Commerce	-	Club Activities(Co-ordinator)
12.	ComputerScience	-	CLP


 எம். வி. முத்தையா
 அரசு மகளிர் கலைக் கல்லூரி
 திண்டுக்கல்-624 001