



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	DR.K.M.SUMATHI	ASSISTANT PROFESSOR IN ENGLISH
	RUSA CO-ORDINATOR-1	DR.K.RAMASAMY	LIBRARIAN
9	RUSA CO-ORDINATOR-2	DR.K.ANNADURAI	ASSISTANT PROFESSOR IN MATHS
10	UGC CO ORDINATOR-1	TMT.S.RAJATHI	ASSISTANT PROFESSOR IN COMPUTERSCIENCE
	SWAYAM CO ORDINATOR-1	DR.K.AMUTHA	ASSISTANT PROFESSOR IN BBA
11	CORONA SOP-CO-ORDINATOR	DR.B.AshoDevi	ASSISTANT PROFESSOR IN COMPUTER SCIENCE
12	MIRF CO ORDINATOR	DR.M.RAJARAM	ASSISTANT PROFESSOR IN ENGLISH
13	AISHE CO ORDINATOR	DR.A.SHANTHA SHEELA	ASSISTANT PROFESSOR IN COMPUTERSCIENCE
14	AUTONOMOUS CO ORDINATOR	DR.A.SHANTHA SHEELA	ASSISTANT PROFESSOR IN COMPUTERSCIENCE
15	UNIVERSITY REPRESENTATIVE	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS
16	EXAMINATION-ODD-2021-2022	DR.T.RAMACHANDRAN	ASSISTANT PROFESSOR IN MATHS
17	EXAMINATION-EVEN-2021-2022		DEPARTMENT OF BBA
18	MVM JOURNAL	PROF.H.SURYA PRABHA	DEPARTMENT OF BBA
19	PLACEMENT CELL	DR.J.J.SOUNDARARAJ	ASSISTANT PROFESSOR IN ENGLISH
20	LEGAL LITERACY CELL	DR.V.S. ESWARI	ASSISTANT PROFESSOR IN COMMERCE
		PROF.P.VIMALARANI	ASSISTANT PROFESSOR IN TAMIL
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
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
31	ROTARY CLUB	DR.M.SAKTHIVEL	ASSISTANT PROFESSOR IN ENGLISH
32	LIONS CLUB	DR.R.MUTHU	ASSISTANT PROFESSOR IN HISTORY
33	BOOK BANK	DR.P.SENTHIL ELANGO	ASSISTANT PROFESSOR IN ZOOLOGY
34	PRO	DR.M.JOTHI	ASSISTANT PROFESSOR IN TAMIL
		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
	CONVOCAION -OSA		GEOGRAPHY
	AUDIO VISUAL		COMPUTER SCIENCE
	AMENITIES		BOTANY
	CALENDAR/MAGAZINE		ZOOLOGY
	STORES		
	CANTEEN		ECONOMICS
	IDENTITY CARD		ENGLISH

BUS-PASS	2022-10-32	AD.	HISTORY
SEMESTER STATIONERY			CHEMISTRY
FURNITURE / CLUB ACTIVITIES CO-ORDINATION			DEPARTMENT OF COMMERCE
Readers Club			Dr. K. Ramaswamy - Librarian
COLLEGE FUNCTION DUTIES			
RECEPTION & KOLAM			DEPARTMENT
STAGE DECORATION DIAS			ENGLISH
REFRESHMENT			ECONOMICS
MEDIA INCHARGE			TAMIL
SEATING ARRANGEMENT			PHYSICS
INVITATION			HISTORY
MIKE ARRANGEMENT			TAMIL
			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
	DR.G.S.ANGELIN	ASSOCIATE PROFESSOR IN ENGLISH
B.C/MBC WELFARE HOSTEL	DR.J.THENMOZHI	ASSOCIATE PROFESSOR IN GEOGRAPHY
SC - SCHOLARSHIP & HOSTEL WELFARE Hostel	DR.S.SIYAMALA DEVI	ASSOCIATE PROFESSOR IN COMMERCE
	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS
	DR.J.THENMOZHI	ASSOCIATE PROFESSOR IN GEOGRAPHY
TAMIL MEDIUM STIPEND	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 ✓	ASSOCIATE PROFESSOR IN TAMIL
DR.P.SATHIYABAMA ✓	ASSOCIATE PROFESSOR IN ZOOLOGY
Co-opted member P.S. ✓	ASSOCIATE PROFESSOR IN COMMERCE
DR.P-ENGLA-ARUTGHEVI ✓	ASSOCIATE PROFESSOR IN ENGLISH
PARVATHA (P.S. U.S.) ✓	

Mrs. Benchilla (U.S.)

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	ASSISTANT PROFESSOR IN ENGLISH
<i>To</i> Dr. Naganandhini <i>-family</i> PTA COMMITTEE	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS
	DR.G.S.ANGELIN	ASSOCIATE PROFESSOR IN ENGLISH
	DR.P.SATHIYABAMA	ASSOCIATE PROFESSOR IN ZOOLOGY
	DR.C.FLORENCE ANNAL	ASSISTANT PROFESSOR IN GEOGRAPHY
OSA COMMITTEE	DR.P.KARTHIYAYINI	ASSISTANT PROFESSOR IN ECONOMICS
	PROF.P.HEMALATHA	ASSISTANT PROFESSOR IN ENGLISH
	PROF.L.BENCHILA	ASSISTANT PROFESSOR IN HISTORY
	DR.P.KARTHIYAYINI	ASSISTANT PROFESSOR IN ECONOMICS
CLEAN CAMPUS - COMMITTEE	DR.M.SAKTHIVEL	ASSISTANT PROFESSOR IN ENGLISH
	DR.R.PALKANNAN	ASSISTANT PROFESSOR IN HISTORY
	DR.M.RAMESH	ASSISTANT PROFESSOR IN PHYSICS

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

NAAC
STEERING

	DR.M.RAJARAM	ASSISTANT PROFESSOR IN ENGLISH
	DR.J.NALATHAM	ASSOCIATE PROFESSOR IN ECONOMICS
AUTONOMOUS COMMITTEE	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 COMPUTERSCIENCE
WEBSITE CO- ORDINATING COMMITTEE	DR.P.SATHIYABAMA	ASSOCIATE PROFESSOR IN ZOOLOGY
	DR.A.SUBRAMANI	ASSISTANT PROFESSOR IN COMPUTERSCIENCE
	DR.S.KRISHNAVENI	ASSISTANT PROFESSOR IN COMPUTERSCIENCE
	PROF.J.SUKANYA	ASSISTANT PROFESSOR IN COMPUTERSCIENCE
	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
	DR.G.S.ANGELIN	ASSOCIATE PROFESSOR IN ENGLISH
SPORTS COMMITTEE	DR.K.NAGANANDHINI	ASSOCIATE PROFESSOR IN TAMIL
	DR.V.RAJALAKSHMI	ASSISTANT PROFESSOR IN ECONOMICS
	DR.M.RAJARAM	ASSISTANT PROFESSOR IN ENGLISH
	DR.K.SABITHA	ASSISTANT PROFESSOR IN COMMERCE
HEALTH COMMITTEE	DR.R.NANDHINI	ASSISTANT PROFESSOR IN HISTORY
	DR.N.KUMARESAN	ASSISTANT PROFESSOR IN MATHS
	DR.R.MUTHU	ASSISTANT PROFESSOR IN HISTORY
	DR.S.DHANDAPANI	ASSISTANT PROFESSOR IN TAMIL
DISCIPLINE COMMITTEE	DR.M.SAKTHIVEL	ASSISTANT PROFESSOR IN ENGLISH
	DR.B.RAJAGOPAL	ASSISTANT PROFESSOR IN ZOOLOGY
	DR.V.S.ESWARI	ASSISTANT PROFESSOR IN TAMIL
	DR.G.S.ANGELIN	ASSOCIATE PROFESSOR IN ENGLISH
BUILDING COMMITTEE	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. K. S. Shrivastava

Dr. K. N. Sumathi

Dept of comp-s

Dept of English

S. Laxmi
முதலவர்

எம்.வி. முத்தையா அரசினர்
மகளிர் கலைக்கல்லூரி,
திண்டுக்கல்-1.