

**DUTIES ALLOTTED TO THE MEMBERS OF THE  
VARIOUS FACULTIES 2019-2020**

1.	Feedback Committee	Mrs.R.SuyaPadhraHaridha Mrs.S.Prabavathy	<ul style="list-style-type: none"> <li>• create feedback forms for all activities</li> <li>• collect feedback and prepare feedback analysis</li> <li>• post feedback analysis &amp; report on website</li> </ul>
2.	Syllabus and Timetable Committee	Dr.K.Subbulakshmi Mrs.R.Suya Padhra Haridha	<ul style="list-style-type: none"> <li>• collect syllabus from all depts; note revision in syllabus</li> <li>• record BoS members details with evidences</li> <li>• record POs and COs</li> </ul>
3.	EXAMINATION CELL COORDINATOR	Dr.K.Palani	Coordinate Internal and External Exam activities
4.	Internal and External Examination Committee	Dr.D.Sankary Dr.S.Mallika Mrs.S.Sudha Ms.R.Vijayalakshmi Dr.M.Muthukumari	<ul style="list-style-type: none"> <li>• fix internal test dates &amp; make arrangements for tests</li> <li>• uploading internal test marks on Exam Pro and on website to be ensured</li> </ul>
5.	Result Review Committee	Mrs.Sowmya Fernandez Dr.L.Sangeetha	<ul style="list-style-type: none"> <li>• collect result sheets from all depts.</li> <li>• arrange for result review meetings, record minutes and write report</li> <li>• follow up revaluation results</li> </ul>
6.	APCIAN RESEARCH FORUM COORDINATOR	Mrs.H.Kohila Subathra Christy	<ul style="list-style-type: none"> <li>• coordinate all research &amp; extension activities</li> <li>• motivate publications</li> </ul>
7.	Intellectual Property Rights Cell	Dr.D.Shanmuga Priya Dr.N.Vanitha Dr. Akkini Devi	<ul style="list-style-type: none"> <li>• arrange and record all research related activities</li> <li>• establish MoUs, linkages and collaborations</li> <li>• identify SCI indexed journals for publications</li> </ul>
8.	Student and Staff Research Projects Cell	Dr.T.Sakthika Mrs.R.Samundeeswari Mrs.S.Sankara Vadivu	<ul style="list-style-type: none"> <li>• identify funding agencies</li> <li>• motivate project proposals, record and monitor progress</li> <li>• collect student project records</li> </ul>
9.	MIC – Incubation Centre	Dr.J.Clara Jeyageetha Mrs. A. Agnes Mary	<ul style="list-style-type: none"> <li>• identify incubatees and track progress</li> </ul>
10.	NCC	Mrs.M.Muthukani	<ul style="list-style-type: none"> <li>• coordinate NCC activities</li> </ul>
11.	NSS	Mrs.H.Kohila Subathra Christy Dr.J.Vasantha Sena	<ul style="list-style-type: none"> <li>• coordinate NSS activities</li> <li>• arrange for programmes by MHRD (Clean India)</li> </ul>

12.	YRC	Dr.A.Vijayalakshmi Ms.J.Sivaranjini	<ul style="list-style-type: none"> <li>• collect name list for Part V</li> <li>• conduct classes and tests</li> <li>• arrange for awareness progs</li> </ul>
13.	SSL	Dr.U.Viji Ms.M.Maheswari	<ul style="list-style-type: none"> <li>• coordinate social service activities</li> </ul>
14.	RSP	Mrs.R.Anista	<ul style="list-style-type: none"> <li>• appoint students to regulate traffic near the college</li> </ul>
15.	RRC	Dr.J.Vasantha Sena	<ul style="list-style-type: none"> <li>• arrange for awareness progs</li> </ul>
16.	Sports	Mrs.R.Anista	<ul style="list-style-type: none"> <li>• identify students under sports quota and encourage them</li> <li>• motivate students to participate and win laurels in sports</li> </ul>
17.	CAREER GUIDANCE & PLACEMENT COORDINATOR	Dr.D.Radha	<ul style="list-style-type: none"> <li>• coordinate career guidance and placement activities</li> </ul>
18.	Career Guidance Cell	Mrs.P.Karpagavalli Dr.E.Vasuki Ms.K.Chandra	<ul style="list-style-type: none"> <li>• arrange for career guidance sessions</li> <li>• monitor certificate programmes on career guidance</li> </ul>
19.	Entrepreneurship Development Cell	Dr.K.Jothilekshmi Dr.K.Chitra Chellam Mrs.P.Muthulakshmi	<ul style="list-style-type: none"> <li>• monitor EDC activities</li> <li>• upload activities on EDII portal</li> </ul>
20.	Women Empowerment Cell	Dr.K.Neetha Ms.R.Vadivukarasi Mrs.J.Arockia Jeyanthi Mrs. Stella Packiam Mrs.S.Vedha Valli	<ul style="list-style-type: none"> <li>• conduct course on Women Studies</li> <li>• organize programmes on Women Empowerment</li> </ul>
21.	Placement Cell	Dr.V.Shyamala Susan Dr.R.Rajeswari	<ul style="list-style-type: none"> <li>• arrange for placement services and record placement</li> </ul>
22.	Counselling Cell	Dr.T.Chellammal	<ul style="list-style-type: none"> <li>• monitor mentor mentee system</li> <li>• arrange for counseling sessions</li> </ul>
23.	Discipline Committee	Dr.D.Radha Dr.T.Lilly Golda Mrs.R.Anista Dr.V.Shyamala Susan	<ul style="list-style-type: none"> <li>• ensure discipline in the campus</li> </ul>
24.	Library Advisory Committee	Dr.S.Banumathi Dr.Monica Ramraj Mrs.R.Samundeeswari Mrs.S.Kalaiarasi Ms.P.Gurulakshmi	<ul style="list-style-type: none"> <li>• orient students on library usage and encourage library visit</li> </ul>
25.	Alumnae Association	Ms.A.V.Chellamma Dr.G.Sharmely	<ul style="list-style-type: none"> <li>• APCian Alumnae Association to be registered</li> <li>• alumnae to register in website</li> <li>• Alumnae higher education and placement to be tracked and recorded</li> <li>• Feedback to be collected</li> </ul>

			<ul style="list-style-type: none"> <li>• Alumnae meetings to be arranged</li> <li>• Induction programme to be conducted at the end of the year</li> <li>• Alumnae Association to be active on social media</li> </ul>
26.	Parent Teacher Association	Dr.S.Sivakamisundari	<ul style="list-style-type: none"> <li>• Parent teacher meetings to be arranged</li> <li>• Feedback to be collected</li> </ul>
27.	Calendar Committee	Dr.K.Bala Deepa Arasi Mrs. Sophia Morais	<ul style="list-style-type: none"> <li>• Calendar to be designed and prepared</li> </ul>
28.	Journal Committee (ENRICH)	Dr.S.Banumathi Dr.K.Palani Dr.D.Shanmuga Priya Mrs.A.Jane Ms.P.Meenakshi	<ul style="list-style-type: none"> <li>• Articles to be encouraged from staff for the journal</li> <li>• Steps to be taken to bring the journal online</li> </ul>
29.	Convocation Committee	Dr.Monica Ramraj Dr.S.Vijayakalavani	<ul style="list-style-type: none"> <li>• collect graduating students list from all depts;</li> <li>• organize Graduation Day prog</li> </ul>
30.	Breeze Committee	Members of IQAC	<ul style="list-style-type: none"> <li>• collect details of all activities and bring out newsletter</li> </ul>
31.	STUDENT COUNCIL COORDINATOR	Dr.P.Bala Shanmuga Devi	<ul style="list-style-type: none"> <li>• coordinate all student council and association activities under SCHEME</li> <li>• assign kind of activities to</li> </ul>
32.	Student Council Incharge	Dr.P.Yogeswari Nithya Dr.L.Sangeetha Ms.M.Maheswari Mrs.S.Murugalakshmi Mrs.K.P.Bhavatharini	<ul style="list-style-type: none"> <li>• conduct Student Council election</li> <li>• organize activities of student council</li> </ul>
33.	Health Club	Dr.S.Mary Suba Selvarani Dr.K.Sivagama Shunmuga Sundari	<ul style="list-style-type: none"> <li>• organize health awareness progs</li> </ul>
34.	Eco Club	Dr.V.Sornalakshmi Ms.C.K.Muthu Mariammal	<ul style="list-style-type: none"> <li>• organize programmes on eco consciousness</li> <li>• monitor maintenance of department gardens</li> </ul>
35.	Ethics Club	Dr.V.Maheswari Mrs.A.Rajeswari	<ul style="list-style-type: none"> <li>• play motivational audio messages</li> <li>• monitor thought for th day reading</li> <li>• organize progs on ethics</li> </ul>
36.	Consumer Club	Dr.S.Sivakamisundari Ms.M.Vijayalakshmi	<ul style="list-style-type: none"> <li>• organize progs on consumer awareness</li> </ul>
37.	Quiz Club	Mrs.K.Kavitha Mrs.V.Bhuvanewari	<ul style="list-style-type: none"> <li>• prepare students for Quiz progs</li> </ul>

38.	EXCEL Club	Ms.K.S.Anushya	<ul style="list-style-type: none"> <li>• update software on languages skills in language lab</li> <li>• conduct classes on communications skills</li> </ul>
39.	Fine Arts Club	Ms.B.Abinaya Bharathi Dr. V.Mahalakshmi Dr.M.Pushpagavalli Ms.P.Meenakshi Mrs.K.Paul Duraichi Ms. Indhuja	<ul style="list-style-type: none"> <li>• organize fine arts competitions</li> <li>• train and escort students to participate in intercollegiate fine arts competitions</li> </ul>
40.	Internal Complaints Cell	Dr.Monica Ramraj	<ul style="list-style-type: none"> <li>• check complaints received from students and follow up action</li> </ul>
41.	Anti-Ragging Cell	Dr.S.Vijayakalaivani	<ul style="list-style-type: none"> <li>• ensure ragging free campus and take action if any problem</li> </ul>
42.	Grievance Redressal Cell	Dr.R.Selvalatha	<ul style="list-style-type: none"> <li>• identify grievances and rectify</li> <li>• record grievance redressal</li> </ul>
43.	Website Updation	Ms.P.Solai Rama Sri Mrs.B.Durga Devi Dr.S.Insha Amir Ms.D.Mariselvi Ms.J.Beulah	<ul style="list-style-type: none"> <li>• collect details from all depts. and clubs and post it on website</li> </ul>
44.	Media Centre	Dr. V.Shyamala Susan Mrs. A. Jane Mrs.A.Devi	<ul style="list-style-type: none"> <li>• encourage e content development</li> <li>• steps to be taken to capture lectures and upload on You Tube</li> </ul>
45.	MOOC Coordinator	Dr.S.Uma Mageswari	<ul style="list-style-type: none"> <li>• monitor enrollment of staff &amp; students in MOOC</li> <li>• assist students to attend online classes and take up exams</li> </ul>
46.	APCM Academy	Dr. V.Maheswari Dr. V.Sornalakshmi	<ul style="list-style-type: none"> <li>• monitor A.P.C. Mahalaxmi Ammal memorial scholarship beneficiaries</li> <li>• arrange for Spoken English classes and other value added courses</li> </ul>