

## VARIOUS COMMITTEES, CLUBS & CELLS FOR THE ACADEMIC YEAR 2025 - 2026

### **GOVERNING BODY**

01. Sr. Decla Mary S	-	President
02. Rev. Sr. G. Deva Sahaya Rani	-	Vice President & Secretary
03. Sr. Quietlene	-	General Procurator
04. Sr. Poorana Sheela P	-	Principal
05. Sr. Therese	-	Member
06. Sr. Ruby	-	Member

### **FINANCE COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Vice President, Procurator & Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Sr. Therese	-	Member

### **SELECTION COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Vice President & Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Sr. Therese	-	Member

### **ADMISSION COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Sr. Therese	-	Member
04. Mrs. Kalpana M	-	Member
05. Mrs. Renuga Devi A	-	Member
06. Mrs. Isabella Mary L	-	Member

### **PLANNING & EVALUATION COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mr. Jesudass M	-	Co-ordinator
04. Mrs. Kalpana M	-	Member
05. Mr. Gunasekaran P	-	Member

## ACADEMIC COUNCIL

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mr. Gunasekaran P	-	Co-ordinator
04. Mrs. Kalpana M	-	Member
05. Mrs. Renuga Devi A	-	Member

## IQAC COMPOSITION

01. Rev. Sr. G. Deva Sahaya Rani	-	Management Representative & Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mrs. Renuga Devi A	-	Co-ordinator
04. Sr. Amutha P	-	Faculty Member
05. Mr. Gunasekaran P	-	Faculty Member
06. Mrs. Kalpana M	-	Faculty Member
06. Mr. Senthilkumar M	-	Faculty Member
07. Mrs. Buvaneswari N	-	Faculty Member
08. Mrs. Malarkodi P	-	Technical Staff
09. Ms. Devadharshini R V	-	Student Teachers President
10. Mrs. Mary Manohari S	-	Alumni
11. Mr. John William C	-	Community Representative
12. Dr. Chinnappan K	-	External Expert
13. Sr. Therese	-	External Expert

## GRIEVANCE CELL

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mr. Anantharaj	-	Co-ordinator
04. Mr. Seerangan P	-	Member
05. Mrs. Kalpana M	-	Member
06. Ms. Maria Veronikka R	-	Student Member

## STUDENTS' COUNCIL

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mrs. Renuga Devi A	-	Co-ordinator
04. Mr. S. Solomon Reegen	-	Member
05. Ms. Devadharshini R V	-	Student President
06. Ms. Maria Veronikka R	-	Student Vice President
07. Ms. P. Kamali	-	Student Secretary
08. Ms. Renuga S	-	Student Joint Secretary

## **CULTURAL & EXTENSION ACTIVITIES**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mrs. Kalpana M	-	Co-ordinator
04. Mrs. Kalaivani A	-	Member
05. Mr. Solomon Reegan S	-	Member
06. Mr. Anand Kumar S	-	Member
07. Mr. Athisaya Paralagaraj T	-	Member

## **COMPETITION COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mr. Senthilkumar M	-	Co-ordinator
04. Mrs. Renuga Devi A	-	Member
05. Mrs. Buvaneswari N	-	Member

## **YRC COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mr. Senthilkumar M	-	Co-ordinator
04. Mrs. Kalpana M	-	Member
05. Mrs. Kalaivani A	-	Member

## **NSS COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mr. Gunasekaran P	-	Co-ordinator
04. Mr. Sivakumar M C	-	Member

## **SPORTS COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mr. Raja S	-	Co-ordinator
04. Mrs. Kalpana M	-	Member
05. Mrs. Renuga Devi A	-	Member
06. Mr. Senthilkumar M	-	Member

## **PARENT - TEACHERS ASSOCIATION**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mrs. K. Selvi	-	P.T.A. President
09. Mr. Arulmani K	-	Co-ordinator
04. Mrs. Renuga Devi A	-	Member
05. Mrs. Kalaivani A	-	Member

## **STUDENTS' PRAYER COMMITTEE**

01. Rev. Sr. G. Deya Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mrs. Josephine S	-	Co-ordinator
04. Mr. Solomon Reegan S	-	Member
05. Mr. Jesudass M	-	Member
06. Mr. Athisaya Paralagaraj T	-	Member
07. Ms. Emily Denina S	-	Student Member
08. Ms. Maria Veronikka R	-	Student Member
09. Ms. Silviya Nivetha A	-	Student Member

## **LIBRARY COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mrs. Josephine S	-	Co-ordinator
04. Ms. Devadharshini R V	-	Student Member

## **ROTARACT CLUB**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mr. Solomon Reegan S	-	Co-ordinator
04. Ms. Devadharshini R V	-	Rotaract President
05. Ms. Kamali P	-	Rotaract Vice President
06. Ms. Maria Veronikka R	-	Rotaract Secretary
07. Ms. Hema D	-	Rotaract Join Secretary
08. Mrs. Rasathi M	-	Rotaract Treasurer

## **ANTI - RAGGING COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mrs. Buvaneswari N	-	Co-ordinator
07. Mr. Gunasekaran P	-	Member
04. Mrs. Kalaivani A	-	Member

## **COUNSELLING AND INTERNAL COMPLAINTS COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
10. Mr. Seerangan P	-	Co-ordinator
03. Mr. Ananthraj P	-	Member
04. Mrs. Kalaivani	-	Member

## **PLACEMENT CELL**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mrs. Kalpana M	-	Co-ordinator
04. Mr. Gunasekaran P	-	Member
05. Mr. Jesudass M	-	Member

## **ENVIRONMENT CLUB**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mr. Gunasekaran P	-	Co-ordinator
04. Ms. A. Renugadevi	-	Student Member

## **CONSUMER CLUB & VIGILANCE AWARENESS COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mr. Gunasekaran P	-	Co-ordinator
04. Mr. Jesudass M	-	Member
05. Mrs. M. Rasathi	-	Student Member

## **ALUMNI ASSOCIATION COMMITTEE**

01. Rev. Sr. G. Deva Sahaya Rani	-	Secretary
02. Sr. Poorana Sheela P	-	Principal
03. Mrs. Kalpana M	-	Co-ordinator
04. Mrs. Renuga Devi A	-	Member
05. Mrs. Kalaivani A	-	Member



## VARIOUS COMMITTEES, CLUBS & CELLS FOR THE ACADEMIC YEAR 2025 - 2026

S. No	Name of the Committee	Name of the Co-ordinator
1	Governing Body, Finance Committee, Selection Committee & Admission Committee	Secretary
2	Log Note	Principal
3	Academic Council, Environment Club, Consumer Club, Vigilance Awareness Committee & NSS	Mr. Gunasekaran P
4	Cultural & Extension Activities, CEO, Placement Cell & Alumni Association Committee	Mrs. Kalpana M
5	IQAC Composition, Students' Council & Staff Meeting Minutes	Mrs. Renuga Devi A
5	Competition Committee and YRC Committee	Mr. Senthilkumar M
6	Counselling and Internal Complaints Committee	Mr. Seerangan P
7	Anti-Ragging Committee & Office Work	Mrs. Buvaneswari N
8	Parent – Teachers Association & Feedback Session	Mr. Arulmani K
9	Grievance Cell and Innovating teaching	Mr. Anantharaj P
10	Planning & Evaluation Committee, Purchasing Books for Library and Students	Mr. Jesudass M
11	Rotaract, FDP, AICUF Programme and Report writing	Mr. Solomon Reegan S
12	Students' Prayer Committee & Library Committee	Mrs. Josephine S
13	Sports Committee	Mr. Raja S

## VARIOUS LABS AND WORKS & NAME OF THE INCHARGE

S. No.	Name of the Labs and Works	Name of the In-charge
1	Physical Science Lab & Biology Lab	Mrs. Kalpana M
2	Psychology Lab	Mr. Gunasekaran P & Sr. Amutha P
3	Language Lab & Computer Lab	Mrs. Renuga Devi A & Mrs. Buvaneswari N
4	Tamil Lab	Mr. Senthilkumar M
5	Social Science Lab & Collectorate Trichy	Mr. Solomon Reegan S
6	Maths Lab & Laptop (Programme Recording)	Mr. Arulmani K
7	Media Lab, Stage Decoration & Photo Graphic Collections	Mr. Jesudass M
8	Commerce Lab, Furniture Maintenance, CEO & Collectorate Karur	Mr. Seerangan P
9	Music, Art & Craft	Mr. Athisaya Paralogaraj T, Mr. Anand Kumar S & Mr. Anantharaj P
10	Academic Mapping & Work Load	Mr. Anantharaj P
11	Mike In charge	Mr. Saravanan V
12	Photo Session	Mr. Seerangan P and Mr. Jesudass M
13	NSP and ADW Scholarships	Mrs. Buvaneswari N
14	TC Writing	Mrs. Isabella Mary L
15	Admission Register Writing	Mr. Jesudass M & Mrs. Renuga Devi A
16	Certificate Writing for Competition	Mr. Senthilkumar M & Mr. Seerangan P

## VARIOUS WORKS & NAME OF THE INCHARGE

S. No.	Name of the Works	Name of the In-charge
1.	Office Room Evening Closing, Staff PF, Phone Bill, EB Bill, Account Form System Typing, SBI Statement, Calendar Typing, AQAR Typing, NCTE, PAR Work, AISHE Work, Scholarship Work, IQAC Typing, UMIS Work, Swyam Work, Exam Time Table Typing and Supervisor Allotment Typing, College Day Report	Mrs. Buvaneswari N
2.	Library Gate Entry, Accession Register, Circulation Register, Book Bank Register, Inward Register, Out Ward Register Journal Renewal Register, Journal Register, Journal Bill File Loan Book Register, Inter Library Loan, Question Bank, Stock Rectification, Catalogue File, Book Bills File, Rovam Software, Xerox, Issue Return Register, Members Register, Prayer Committee File, Library Committee File, Counseling and Internal, RRT record, Back Volume and Maintenance	Mrs. Josephine S
3.	Lighting the Lamp, Teaching & Non – Teaching Staff Attendance and Acquaintance writing, Fees Collection, Staff and Student Original Certificate Maintenance, Things Issue Register, Staff and Student Leave Letter, Permission Letter, Admission, Sister Salary Note writing, TC Issue, Application form Maintenance, Concession Fees Note Maintenance, Repair Maintenance Work Note, Ringing the Bell, Student Photo Maintenance, Fee Receipt Maintenance, Paper Seal & Punching.	Mrs. Isabella Mary L
4.	Inward, Outward Register Writing, Checking NAAC, NCTE, UGC, TNTEU, TNTEU Login, College website, Email-id Checking and Take Printout and then File Maintenance. Bank Work, Daily Student Attendance, & Staff Attendance Fine Amount Collect, Monthly Staff Attendance Calculate, Attend the Phone, All Xerox, Tally Bills Maintenance & Bills Typing, Admission, Bonafide Certificate, Postage, Staff Photos, Account Form Note writing and Abstract, Exam Question Paper Typing and file Maintenance, Staff Salary, Sister Salary, Appointment Order Letter Collect all Staff and Typing and Secretary Sign, Monthly A/c Form File Maintenance, TMB, IOB Statement, All Original Documents Maintenance.	Mrs. Malarkodi P
5.	Bank Work, Postage, Purchase for all things, Driving, Paper Seal & Punching. Binding Work	Mr. Arumugam N
6.	Cleaning for Day (Secretary, Principal, Office, Stages, Staff room (Three) Cleaning for two days once (All Veranda and steps, Ground Maintenance) Cleaning for Weekly once, Washing the Screen & Mop for Six Room,) Cleaning for Monthly once Gardening maintenance, Coconut Tree Water Supply Staff & Student Water supply. Aqua Water Tank 1 <sup>st</sup> Floor Cleaning, 2 <sup>nd</sup> Floor Art And Graft Room Sweeping and Cleaning, Metha Step Cleaning, Green Gardening Cleaning, Dust Cleaning, Office Room, Principal Room, Secretary Room Opening And Closing, Secretary Room Deep am Vital (3 Days) Monday, Tuesday, Wednesday	Mrs. Vijaya A
7.	Opening and Closing the College Main Gate, Cleaning for two days once (Gardening maintenance, Ground Maintenance and water), Cleaning for Weekly once (Gate Matha, Guest washroom), Multi purpose hall Cleaning, Dept of English and Media Lab & Seminar Hall, Psych Lab (Guna), Bio Science Lab Cleaning, Toilet Rooms Opening And Closing, 3 Staff Room, Class Room, Step 2 And Grill Gate Opening and Closing, Matha Garden Cleaning, Compound Wall Side garden Cleaning, Main Gate Front, Back, Near cleaning, Generator Operator, Motor operator, Electrical Work, Repair Work, Aqua Water Tank 2 <sup>nd</sup> Floor Cleaning, Watering the plant front of Matha.	Mr. Saravanan V
8.	Bonafide Certificate, Admission, Exam Paper Collection, TC Issue, Fees Collection, Attend the Phone, All Xerox, Things Issue for all, Student Collect the Phone, Ringing the Bell	Mrs. Isabella Mary L, Mrs. Malarkodi P



9.	Guest Refreshment, Prepare the Tea	Mrs. Isabella Mary L, Mrs. Buvaneswari C & Mrs. Vijaya A
10.	Invitation, Programme List, Seminar Attendance, Feedback Form	Mrs. Buvaneswari N & Mrs. Malarkodi P
11.	Cleaning for Monthly once (fish tank), 3 Syntex Tank Terrace Cleaning, Coconut Tree Fertilizer Vitals.2 Tank cleaning. Watchman Garden Cleaning. Terrace Cleaning, Sun Shade Cleaning, Front Garden cleaning, Auditorium Cleaning	Mrs. Vijaya A Mr. Saravana V Mrs.C. Buvaneswari
12.	Cleaning for Day(washroom Twenty Two Toilet, (Gardening maintenance, Ground Maintenance and water).Back Side Zinc Cleaning, Computer Lab & Library Cleaning, Generator Room Cleaning, Mehta Step Room 2 Cleaning. Canteen Room & Prayer Room, Guest Room, Notice Board & Library Notice Board Cleaning, Secretary Room Deep am Vital (3 Days) Thursday, Friday Saturday, House Keeping Zinc Cleaning, Cloth Washing	Mrs. C.Buvaneswari

### Reminder

- Bus Insurance **(One Year)**, Bus Road Tax **(One Year)**, Bus Pollution **(6 months)**, Bus FC **(Two Years)**, Bus Permit **(5 Years)**, Bus Fire Refilling & Bus Speed : **(One Year)**
- Building Insurance, Property Tax, Sanitary Certificate(Online) & Fire Refilling : **(One Year)**
- Building License, Stability Certificate, TNTEU Affiliation, Building Completion Certificate, Fire Service Certificate(Online) & Land Utilization Certificate : **(Three Years)**
- Three FD Renewal (NCTE & TNTEU) : **(Five Years)**
- Building Pollution Control Certificate: **(Six Years)**



**Dr. SR.P. POORANA SHEELA**  
PRINCIPAL

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