



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN
(Affiliated to the University of Madras)
Chennai 600 099, Tamilnadu.

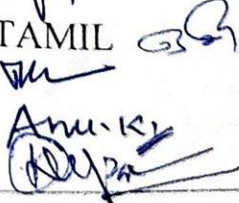
DUTY ALLOTMENT

2022-2023

DEPARTMENT DUTIES ALLOTMENT 2022-2023

S. No	DUTIES	NAME OF THE STAFF	DEPARTMENT
1.	Staff Council Secretary	Dr. A. Vinnarasi	HRM <i>d.v.</i>
2.	Staff Secretary	Ms. Suganthi. R	ENGLISH <i>[Signature]</i>
3.	Aspiration	Ms. G. Vijaya girija Ms. K. Nirmala Devi Ms. J. Parvathy Ms. P. Rajasubha	ISM <i>[Signatures]</i> <i>Rajasubha</i>
4.	Reception	Dr. S. Mary Sujatha Ms. N. Unnamalai Sangeetha Ms. T. Jeeva Dr. P.L. Alamelu Ms. S. Usha Devi Dr. V. Premalatha Dr. R. Krishnaveni Ms. S. Shobana Ms. A. Yuvarani Ms. S. Jayalakshmi Ms. N. Sasirekha Ms. T. Tamilarasi Ms. M. Sridurga Ms. P. Senthilmathi Ms. T. Tamilarasi	COMMERCE <i>[Signatures]</i> <i>[Handwritten notes]</i>
5.	Examination Committee	Ms. M. Vijaya Sumathi Ms. P. Kalpana Ms. V. Nagavalli Ms. R. Jayaravitha	BBA <i>[Signatures]</i> <i>Jayaravitha</i>

6.	Calendar and Editing	Dr. R. Sandhya lakshmi Ms. R. Suganthi Ms. K. Buji Ms. D. Deepa Ms.K.Kanthimathi Ms. B. Hemavathy Ms.R.Sharmila Ms.E.Jijitha Mary Ms.M.AhamedSadhiqua Dr.UmaNeela. B Ms.JerryElkha. k Ms. B. Subashini	ssd Suganthi ENGLISH <u>Thom</u> Deepa Kanthimathi B. Hemavathy R. Sharmila Jijitha A. Sadhiqua B. UmaNeela Jerry Elkha B. Subashini
7.	Photos, Videos, and Media	Ms. D. Subashini Dr. C. Latha Ms. L. Anna sheeba	BIO CHEMISTRY Subashini Latha Anna sheeba
8.	Time Table, Class room allotment	Ms. S. Joseph Bency Prisca Ms. T. Sasikala Ms. B. Deepa Dr. R. Bhavani	ECONOMICS Joseph Bency Prisca Sasikala Deepa Bhavani
9.	Compeering and Report	Dr. R. Sandhyalakshmi Ms. R. Suganthi Ms. K. Buji Ms.K.Kanthimathi Ms. B. Hemavathy Ms.R.Sharmila Ms.E.Jijitha Mary Ms.M.AhamedSadhiqua Dr. B.UmaNeela Ms.JerryElkha K. Dr. B. Subhashini Dr. D.Rani Elizabeth Dr. E. Geetha Dr. T.V. Chandrika Dr. K. Anuradha Dr. G. Daisy Maria Packiam Dr. AR. Abirami Ms. P. Parameshwari Ms. A. Steffiecraf	ENGLISH Suganthi Buji Kanthimathi Hemavathy Sharmila Jijitha A. Sadhiqua B. UmaNeela Jerry Elkha B. Subhashini D. Rani Elizabeth E. Geetha T. V. Chandrika K. Anuradha G. Daisy Maria Packiam A. Abirami P. Parameshwari A. Steffiecraf TAMIL Anuradha Daisy Maria Packiam Abirami Parameshwari Steffiecraf

		Dr.R.Sasikala Ms.V.C.Chitra	
10.	Campus Maintenance	MS. K.Y. Anandhi	
11.	Endowment Prizes	Dr. A. Vinnarasi Lt. K. Amudhavalli Dr. W. Pramila Devi Dr. S. Mahadevi Ms. J. Bavani	HRM   HISTORY S. Mahadevi 
12.	Discipline	Ms. M. Grace Ms. C.T. Ashita Ms. R. Mary Sheeba Ms. M. Anitha Devi Dr. R. Kiruthiga Ms. J. Jabamalai Priya Ms. G. Bhuvaneswari Ms. N. Kalpana Dr. S. Mahadevi Ms. J. Jayasri	BCA  ACCOUNTING AND FINANCE S. Mahadevi HISTORY
13.	Nalam clinic	Ms. D. Subashini Dr. C. Latha Ms. L. Anna sheeba	BIO CHEMISTRY 
14.	Mentoring	Mrs. J. Vimal Rosy Mrs. P. Hemalatha Mrs. C. Rajeswari Dr. C. Thavamani Ms. D. Malathy	COMPUTER SCIENCE SHIFT 2
15.	College Union Advisory	Dr. D. Rani Elizabeth Dr. E. Geetha Dr. T.V. Chandrika Dr. K. Anuradha Dr. G. Daisy Maria Packiam	TAMIL 

		Dr. AR. Abirami Ms. P. Parameshwari Ms. A. Steffiecraft Dr.R.Sasikala Ms.V.C.Chitra	Dr. AR. Abirami P.P. A. Steffiecraft R.S. V.C.
16	Canvassing, Admission duty, Prospectus	Ms. P.Dhanalakshmi Ms. M.Ramya devi Ms. J.Chellamanorathi Ms. S. Anitha Ms. E. Praveena Ms. T. Sophia beatrice Ms. R. Puspallatha Ms. J. Jackline dayana Ms.R. Narmadha Devi Ms.R.Anitha Ms. R. Sathya	P.D. M.R. J.C. S.A. E.P. T.S. R.P. J.J. M.R. R.A. R.S.
17	Hospitality	Ms. M. Bhuvaneswari Ms. J. Jabamalai Priya Ms. S. Sivakalai Ms. S.T.ImmaculateLowara Ms. J. Jabamalai Priya Ms. G. Bhuvaneswari Ms. N. Kalpana Dr. Lydia Eric Ms.D. Kanimozhi Ms.M. Thaarashree Ms. M.Mary Esther	M.B. J.J. S.S. S.T. J.J. G.B. N.K. L.E. D.K. M.T. M.M.
18	Buying gifts	Ms.M.Vijaya Sumathi Ms. P.Kalpana Ms.Nagavalli.V Ms. Jayaravitha. R	BBA P.K. V.N. J.R.

19.	Proficiency Prizes	Ms. M. Bhuvaneswari Ms. J. Jabamalai Priya Ms. S. Sivakalai Ms. S.T.ImmaculateLowara	B COM CS <i>[Signature]</i>
20.	Invitation	Ms. M.Grace <i>[Signature]</i> Ms. C.T.Ashita Ms. R.MarySheeba <i>[Signature]</i> Ms. M.Anitha Devi <i>[Signature]</i> Dr. R.Kiruthiga	BCA <i>[Signature]</i>
21.	Stage, Visitors Note Book & Nostalgia	Ms.N.S.Kiruthika <i>[Signature]</i> Ms.T.S. Helan Mabel <i>[Signature]</i> Ms. V.Sivagamasundari <i>[Signature]</i> Ms.V.Thilagavathy <i>[Signature]</i> Ms.P.Kalyani <i>[Signature]</i>	COMPUTER SCIENCE SHIFT I
22.	Scholarship	Dr. S.Mary Sujatha <i>[Signature]</i> Ms. N.Unnamalai Sangeetha Ms. T.Jeeva <i>[Signature]</i> Dr. P.L.Alamelu <i>[Signature]</i> Ms. S.Usha Devi <i>[Signature]</i> Dr. V.Premalatha <i>[Signature]</i> Dr. R. Krishnaveni <i>[Signature]</i> Ms. S.Shobana Ms.A.Yuvarani <i>[Signature]</i> Ms. S. Jayalakshmi <i>[Signature]</i> Ms. N. Sasirekha Ms. T. Tamilarasi Ms. M. Sridurga Ms. P. Senthilmathi	COMMERCE <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
23.	Transportation	Ms. P.Dhanalakshmi Ms. M.Ramyadevi Ms. J.Chellamanorathi Ms. S. Anitha Ms. E. Praveena	MATHS <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>

		Ms. T. Sophia beatrice Ms. R. Pushpalatha Ms. J. Jackline Dayana Ms.R. Narmadha Devi Ms.R.Anitha Ms. R. Sathya	TQ B.P. JP Narmadha AR S.
24.	Newspaper TV and Report to Media	Ms.K.Srimathi Dr. S. Mahadevi Ms. Bhavani.J Ms.N.Pardita Ms.H. Shobana	SOCIOLOGY S. Mahadevi HISTORY TTM
25.	Seating	Ms. G. Vijayagirija Ms. K. Nirmala Devi Ms. J. Parvathy Ms. P. Rajasubha Ms. Joseph Bency Prisca Ms. T. Sasikala Ms. B.Deepa Dr.P. Senthilmthi	BCOM ISM ECONOMICS
26.	Fine Arts	Mrs.J.Vimal Rosy Mrs.P.Hemalatha Mrs.C.Rajeswari Dr. C.Thavamani Ms. D. Malathy	COMPUTER SCIENCE SHIFT 2

SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN
SethuBhaskara Nagar, Madhanangkuppam, Chennai-99.

Duty Allotment for the Academic Year 2022-2023

Sl. No	Name of the Duty	Name of the Staff Members	Department Name
1.	Placement Cell	Ms.S.Usha Devi (Co-Ordinator)	Commerce
		Dr. T.V. Chandrika	Tamil
		Ms. E. Jijitha Mary	English
		Ms.P. Hemalatha	Computer Science (Shift-II)
		Ms. K. Srimathi	Sociology
		Ms. N. Kalpana	Accounts & Finance
2.	Career Guidance Cell	Ms. R. Suganthi (Co Ordinator)	English
		Ms.J.ChellaManorathi	Maths
		Ms. R. Kiruthiga	BCA
		Ms.N.Sasi Rekha	Commerce
		Dr. K. Anuradha	Tamil (Shift II)
		Ms. S.T. Immaculate Lowara	Corporate Secretaryship
3.	Research Committee	Dr. A. Vinnarasi (Co- Ordinator)	Human Resource Management
		Dr. V.Premalatha (Co-ordinator)	Commerce
		Dr. N. Unnamalai Sangeetha	Commerce
		Dr. A/R. Abirami	Tamil
		Dr. B. Uma Neela	English
		Dr. V. Padmavathy	Physics
4.	NSDC-National Skill Development Corporation	Ms. R. Mary Sheeba (Co- ordinator)	BCA
		Dr. M. Pramila Devi	HRM
		Mrs. V. Nagavalli	BBA
		Dr. B. Subhashini	English
5.	YouTube	Ms. D. Subhashini	Bio-Chemistry
	Instagram & Facebook	Ms. V. Sivagama Sundari	Computer Science (Shift-I)
		Ms. V.C. Chitra	Tamil
		Ms. M. Ahamed Sadhiqua	English
	Website	Dr. R. Kiruthiga	BCA
		Dr. B. Uma Neela	English
		Ms. C. Rajeshwari	Computer Science (Shift-II)
		Ms. V. Nagavalli	

6.	IIC	Ms. L. Anna Sheeba (president)	Bio-Chemistry
		Ms. R. Mary Sheeba (convener)	BCA
		Ms.P. Kalpana	BBA
		Ms. D. Malathy	Computer Science (Shift-II)
		Dr. U. Gomthi	MSW
7.	Students Grievance Cell	Ms. M. Anitha Devi (co-ordinator)	BCA
		Ms. P. Dhanalakshmi	Maths
8.	Counseling	Mrs. J. Vimal Rosy	Computer Science (Shift-II)
		Dr. Lydia Eric	Psychology
9.	Exam Grievance Cell	Ms. T. Sophia Beatrice	Mathematics
10.	Ikedian Research Centre & Human Values Club	Ms. K. Buji	English
		Ms. M. Ramya Devi	Maths
		Ms. T. Sasikala	Economics
		Ms. Kiyomi Tanaka	Japanese
		Ms. Shizuka Furune	Japanese
		Ms. M. Mary Esther	Psychology
11.	Women Cell	Dr. V. Padmavathy	Physics
		Ms. V.C. Chithra	Tamil
		Ms. P. Hemalatha	Computer Science (Shift-II)
		Ms. Pardita Ningthoujam	TTM
12.	Anti-Drug Cell	Ms. J. Jabamalai Priya	Corporate Secretaryship
		Ms. T. Jeeva	Commerce
13.	Anti-ragging cell	Ms. N. S. Kiruthika	Computer Science Shift-I
		Ms. M. Anitha Devi	BCA
		Mrs, R. V. Lakshmi Priyaa	Librarian
14.	Fine Arts Club	Dr. T.V. Chandrika	Tamil
		Ms. B. Deepa	Economics
		Ms. J. Parvathy	ISM
		Ms. K. Jerry Elkha	English
		Ms. M. Thaarasri	Psychology
15.	IQAC	Dr. R. Sandhya Lakshmi (Co-Ordinator)	English
		Dr. D. Rani Elizabeth (Co-Ordintor)	Tamil
		Ms. P. Kalpana (Co-coordintor)	BBA

16.	IQAC-FC	Dr. C. Thavamani	Computer Science (Shift-II)
		Ms. S. Anitha	Maths (Shift - I)
		Ms. J. Parvathy	ISM
		Ms. T. Sophia Beatrice	Maths
17.	ISO	Ms. G. Vijaya Girija	ISM
		Ms. R. Dhanalakshmi	MSW
		Ms. P. Kalpana	BBA
		Ms. M. Ahamed Sadhiqua	English
18.	AISHE	Dr. D. Rani Elizabeth (Co-Ordinator)	Maths
		Dr. R. Sandhya Lakshmi	English
		Ms. P. Kalpana	BBA
		Ms. T. Sophia Beatrice	Maths
19.	Special Need Cell	Dr. E. Geetha (Coordinator)	Tamil
		Ms. P. Parameshwari	Tamil
		Ms. B. Hemavathy	English
		Dr. Lydia Eric	Psychology
		Dr. S. Mahadevi	History
20.	Electoral Committee	Ms.S.Anitha (Coordinator)	Mathematics
		Dr. R. Sasikala	Tamil
		Ms.R.Anitha	Mathematics shift -II
		Ms. D. Kanimozhi	Psychology
21.	Enactus	Ms. K. Nirmala Devi (Co-Ordinator)	ISM
		Ms. L. Anna Sheeba	Bio-Chemistry
		Ms. P. Kalyani	Computer Science (Shift-I)
		Ms. S. Sivakalai	B. Com CS
22.	Language Club	Ms. S. Usha Devi Coordinator	Commerce
		Ms. C.T. Ashita	BCA
		Ms. E. Jijitha Mry	English
		Ms. Akilandeswari	French
		Ms. Sri Durga	Commerce
		Ms. Mutyala Sridurga	Commerce
23.	ED Cell & Soka Stationery	Dr. N. Unnamalai Sangeetha Co-ordinator	Commerce
		Ms. M. Anitha Devi	BCA
24.	Green Club	Ms. C.T. Ashita	BCA
		Ms. E. Praveena	Mathematics
		Ms. P. Raja Subha	ISM
		Ms. R. Sathya	Maths

25.	Inniya Ikeda News Letter	Ms. T.S. Helan Mabel	Computer Science (Shift-I)	h
		Ms. C. Rajeswari	Computer Science (Shift-II)	h
		Ms. Jerry Elkha K.	English	h
26.	Heritage Club	Dr. K. Anuradha	Tamil	h
		Dr. S. Mahadevi	History	h
		Ms. Mutyala Sri Durga	Commerce	h
		Ms. D. KaniMozhi	Psychology	h
27.	Data Collections	Ms. Joseph Bency Prisca	Economics	h
		Ms. B. Deepa	Economics	h
		Ms. T. Sasikala	Economics	h
		Dr. R. Bhavani	Economics	h
		Dr. G. Daisy Maria Packiam	Tamil	h
		Ms. M. Bhuvaneshwari	B. Com CS	h
28.	Part-V NSS (Unit-I)	Dr. R. Krishnaveni Co-ordinator	Commerce	h
		Ms. R. Sharmila	English	h
	NSS (Unit-II)	Ms. R. Puspallatha	Maths	h
		Ms. J. Jabamalai Priya	B. Com CS	h
		Ms. Jayaravitha	BBA	h
		Ms. J. Bhavani	Historical Studies	h
29.	Rotaract	Ms. S. Shobana Co-ordinator	Commerce	h
		Ms. M. Anitha Devi	BCA	h
		Ms. K. Kanthimathi	English	h
		Ms. G. Bhuvaneshwari	Accounts & Finance	h
30.	YRC	Ms. S. Jayalakshmi Coordinator	Commerce	h
		Ms. R. Narmadha Devi	Mathematics	h
		Ms. S.T. Immaculate Lowra	Corporate Secretaryship	h
31.	RRC	Ms. T. Sasi Kala (Coordinator)	Economics	h
		Ms. R. Sathya	Mathematics	h
32.	NCC	Ltn. K. Amuthavalli (Coordinator)	HRM	h
		Ms. Senthilmathi (Assistant)	Economics	h
33.	Aavin	Ms. A. Yuvarani	Commerce	h
		Ms. B. Deepa	Economics	h
		Ms. Tamilarasi	Commerce	h

34.	University	Ms. V. Thilagavathy Ms. J. Jacqueline Dayana	Computer Science (Shift-I) Mathematics	V. P.H.
35.	Mushroom Cultivation	Dr. C. Latha Dr. M. Pramila Devi	Bio-Chemistry HRM	HRM PS
36.	Staff Grievance Committee	Dr. Meera Murugesan, Dr. Kanmani Subramanian Dr. A. Vinnarasi, Council Secretary Ms. R. Suganthi, Staff Club Secretary	Principal Vice-Principal Human Resource Management English	PS G.S. Prasad A.V. SP
37.	Consumer Club	Dr. PL. Alamelu Ms. M. Bhuvaneswari Ms. N. Kalpana	Commerce B. Com CS B.Com A&F	A NP V
38.	NIRF	Dr. S. Mary Sujatha Mrs. P. Kalpana Ms. E. Praveena	Commerce BBA Maths	A P.K. EP
39.	Reminding Circular	Dr. D. Rani-Elizabeth	Tamil	Qu
40.	Sports Committee	Ms. R. Suganthi Ms. T. S. Helan Mabel Ms. E. Praveena Ms. T. Sasikala Ms. R. Mary Sheeba Ms. K. Nirmala Devi Ms. H. Shobana Ms. R. Narmadha Devi Ms. N. Sasirekha Ms. D. Kanimozhi	English Computer Science (Shift-I) Maths Economics BCA ISM TTM Maths Commerce Psychology	PS PS Rf H. Shobana Ngameth D. Kanimozhi
41.	Discipline & Sports	Dr. V. Revathi	Physical Director	V.R.
42.	Director, Alumni Association	Dr. S. Mary Sujatha	Commerce	A

SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN, CHENNAI-99

CRITERIA – I

Coordinator – Mrs. M. Grace, Head, Department of BCA

POSITION	NAME OF THE STAFF	DEPARTMENT
HEADS	Mrs. P. Dhanalakshmi	Maths
	Mrs. P. Hemalatha	Computer Science (Shift II)
MEMBERS	Dr. E. Geetha	Tamil
	Dr. V. Premalatha	Commerce
	Mrs. J. Jacklin Dayana	Maths
	Dr. B. Subhashini	English
	Ms. H. Shobana	TTM

CRITERIA – II

Coordinator – Mrs. J. Vimal Rosy, Head, Department of Computer Science (Shift – II)

POSITION	NAME OF THE STAFF	DEPARTMENT
HEADS	Dr. P.L. Alamelu	Commerce
	Dr. C. Latha	Bio-Chemistry
MEMBERS	Dr. A.R. Abirami	Tamil
	Mrs. P. Kalyani	Computer Science, Shift-I
	Mrs. M. Ramya Devi	Maths
	Mrs. J. JabamalaiPriya	B.Com CS
	Mrs. S. Sivakalai	B.Com CS
	Ms. D. Malathy	Computer Science, Shift-II
	Ms. P. Hemavathy	English

CRITERIA – III

Coordinator – Dr. A. Vinnarasi, Head, Department of HRM

POSITION	NAME OF THE STAFF	DEPARTMENT
HEADS	Mrs. G. VijayaGirija	B.Com ISM
	Dr. R. Krishnaveni	Commerce
MEMBERS	Dr. G. Daisy Maria Packiam	Tamil
	Mrs. K. Kanthimathi	English
	Dr. K. Anuradha	Tamil (Shift – II)
	Mrs. V. Nagavalli	BBA

CRITERIA – IV

Coordinator – Mrs. N. S. Kiruthika, Head, Department of Computer Science (Shift – I)

POSITION	NAME OF THE STAFF	DEPARTMENT
HEADS	Mrs. T. HelanMabel	Computer Science, Shift-I
	Mrs. P. Rajasubha	B.Com ISM
MEMBERS	Mrs. B. Hemavathy	English
	Mrs. J. ChellaManorathi	Maths
	Ms. M. Thaara Sri	Psychology
	Mrs. R.V. Lakshmi Priyaa	Librarian
	Ms. K. Amudhavalli	HRM

CRITERIA – V

Coordinator – Dr. S. Mary Sujatha, Head, Department of Commerce

POSITION	NAME OF THE STAFF	DEPARTMENT
HEADS	Mrs. T. Jeeva	Commerce
	Mrs. V. Thilagavathy	Computer Science, Shift – I
MEMBERS	Ms. A. SteffieCraf	Tamil
	Ms. R. Sharmila	English
	Mrs. V. Sivagama Sundari	Computer Science, Shift - I
	Mrs. S. Shobana	Commerce

CRITERIA – VI

Coordinator – Dr. Kanmani Subramanian, Vice-Principal

POSITION	NAME OF THE STAFF	DEPARTMENT
HEADS	Mrs. D. Subhashini	Bio Chemistry
	Mrs. E. Praveena	Maths
MEMBERS	Dr. B. Uma Neela	English
	Mrs. R. Anitha	Maths
	Ms. K. Nirmala Devi	B.Com ISM
	Dr. V. Padmavathy	Physics

CRITERIA – VII

**Coordinator – Mrs. M. Vijaya Sumathi, Head, Department of Business
Administration**

POSITION	NAME OF THE STAFF	DEPARTMENT
HEADS	Mrs. R. Suganthi	English
	Mrs. R. Dhanalakshmi	MSW
MEMBERS	Mrs. P. Parameshwari	Tamil
	Mrs. L. Anna Sheeba	Bio-chemistry
	Mrs. T. Tamilarasi	Commerce




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