



DHIRAJAL GANDHI COLLEGE OF TECHNOLOGY, SALEM
DUTIES AND RESPONSIBILITIES

S.NO	DUTIES AND RESPONSIBILITIES	STAFF INCHARGE
1	Civil works and Maintenance	CIVIL Department
2	System works & Maintenance	CSE Department
3	Video & Camera, LCD Projectors, Intercom, PAS & CCTV	ECE Department
4	Electrical Works and Maintenance	EEE Department
5	Transport & Maintenance	MECH Department
6	Anna University	Dr.A.Selvaraj, PRINCIPAL Mr. B. Sathyaseelan, AP/EEE
7	Dean R&D	Dr.A.Selvaraj, PRINCIPAL
8	Higher Education & Alumni Cell	Dr. M. Sumathi, Dean Academics & Professor / ECE
9	Training & Placement	Mr.J. Parthasarthy, ASP / CSE & Director P&T
10	NAAC & IQAC	MECH HoD , EEE HoD & CIVIL HoD NAAC - HoD/ MECH , IQAC - HoD/ECE
11	NBA	HoD/ECE & Dr. M. Sumathi, Dean/Academics
12	AICTE	HoD/CSE & Mr. S. Sankar, AP/CSE
13	MIS	HoD/CSE & Mr. S. Sankar, AP/CSE
14	NIRF	HoD/Civil
15	AICTE – CII Survey	HoD/EEE
16	Security and House Keeping	Mr. I.Sivakumar, PD Mr. R. Vasudevan, SO, Mr. V. Siva Kumar, Security



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17	Exam Cell	Mr. K. Gopinath, AP/Chem & Ms. Soniya, Secretarial Asst.
18	Library	Mr. S. Baskaran, Librarian, Department Library: One staff from each department
19	Transport	Dr. P.Senthilkumar, HoD/Mech Mr. T. Jayachandran AP/Mech Mr. K. Vadivel Transport I/c Mr. A. Venugopal LT/ Phy Mr.Gunasekaran, Mechanic
20	Hostel(Deputy Warden)	Mr. S. Boopathy, AP/ECE
21	Administration & Accounts	Principal, Mr. V. Muniappan AO & Ms. AN. Meena, Accounts
22	Scholarship	Mr. C.Vinothkumar, AP/ Maths & Ms. S.DivyaRanjani, Jr. Asst / Admissions
23	PRO	Dr.N.Thillaikarasi, AP/EEE
24	Admission Officer	Mr. R. Joseph Henry, AP/English
25	HR Executive	Dr. D. Rajeswari, AP/ Physics & Ms. P. Mariammal, Jr.Asst
26	Stores	Mr. A. Venugopal, LT/Physics
27	Furniture	Mr.I.Sivakumar, PD
28	Online Exam	Mr. B. Arunkumar, AP/CSE
29	Suggestion Box (Main Building)	Ms. P. Mariammal, Jr. Asst



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30	English Club	Mr. R. Joseph Henry, AP/English, Ms. M. Poornima AP/English
31	Eco-Friendly Club	Dr. S. Sukan, AP/ Phy & Ms.K.Karthi, AP/ Chemistry
32	Music Club	Ms. J. Vijayanthimala, AP/CSE & Ms. V. Gayathri, AP/Eng
33	Leadership Cell	Dr.S.Venkatesh HoD/ECE & Dr. P. Selvakumar, ASP/EEE
34	EDC Cell	Dr. P. Parandaman, AP/MECH
35	Reception	Ms. P. Mariammal, Jr.Asst
36	Daily Event Schedule	Ms. P. Mariammal, Jr.Asst
37	Girls Hostel (Deputy Warden)	Ms. R. Vijiyalakshmi, Dy. Warden
38	YRC	Mr. C.Vinothkumar , AP/ Maths
39	Educational Loan Advisor	Mr.Joseph Henry, AP/Eng & Mr. K. Selvakumar, AP/Chemistry
40	External Programme Coordinator	Dr.G.Suresh, AP/Maths & Mr.S.Vijayanath, AP/Phy
41	Sports Club	Mr.I.Sivakumar, Physical Director
42	ADITI	Dr.M.Sumathi, Professor/ ECE
43	Anti-Ragging Committee	Principal, All HoDs, PD & Deputy Warden
44	Grievance Redressal Cell	Principal, AO & PRO
45	Prevention of Sexual Harassment Cell	Dr.M.Sumathi, Prof/ECE, Mr.B.Narmada, HoD/CSE & Mrs.S.Narmada, AP/Civil.



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46	ISR Cell	Mr. Joseph Henry, AP/Eng & Mr. S. Boopathy, AP/ECE
47	Tamil Mandram	Ms. M. Sasikala, AP/CSE & Ms. K.R. Deepa, AP/ECE
48	Discipline	PD. All HoDs, Dean Academics & Principal

[Handwritten Signature]
Principal

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Secretary