

Government Arts College, Udumalpet 642126 - Academic Year 2020-21

S.No	Special units and committees	Coordinators/ Members	Designation	Policy Note / Roles Defined
1.	College Student Union	Tmt.S. Ponmudi	Associate Professor and Head, Department of Mathematics	He or she will coordinate the conduct the election for the office of the student Council. He or she can invite any staff to assist him or her in the process. Any dispute arising in the conduct of the election will be resolved in consultation with the college council.
2.	Admission Committee	Dr S. K. Kalyani Tmt.S.Ponmudi Dr.H.B.Ramalingam Dr.P.S.Sivakumar Dr.M.Sivakumar	Principal Associate Professor and Head, Department of Mathematics Associate Professor and Head, Department of Physics Associate Professor , Department of Mathematics Associate Professor and Head, Department of Chemistry	The reservation policies and the admission guidelines issued by the Government of Tamilnadu through the DCE will be adhered to strictly.
3.	Conduct Rules Monitoring Committee	Dr S. K. Kalyani Tmt.S.Ponmudi Dr.H.B.Ramalingam Dr.P.S.Sivakumar	Principal Associate Professor and Head, Department of Mathematics Associate Professor and Head, Department of Physics Associate Professor , Department of Mathematics	The committee will ensure that the conduct rules of the government employees as prescribed by the Government of Tamilnadu are observed by the staff both teaching and non-teaching.

		Dr.M.Sivakumar	Associate Professor and Head, Department of Chemistry	
4.	IQAC	Dr.H.B.Ramalingam	Associate Professor and Head, Department of Physics	The IQAC will take up the tasks of submitting data for the AISHE and the IR-NIRF every year. It will continue to be part of the administration and the management. It will suggest best measures to enhance quality in all aspects. It will prepare the AQAR every year and submit it to the NAAC.
		Dr.A.Vasudevan	Associate Professor and Head, Department of English	
		Dr.E.Karthikeyan	Associate Professor and Head, Department of Computer Science	
		Dr.R.Venkatesh	Assistant Professor of Chemistry	
		Dr.M.Karunanithi	Assistant Professor of Chemistry	
		Dr.S.Babu	Assistant Professor of BBA	
		Dr.N.Maliqjan	Assistant Professor of Commerce	
5.	Sports Committee	Dr.J.Manohar Chendur Pandi	Director of Physical Education	The committee will approve of the measures and the expenditure made for the welfare of the sportspersons of the student community. It will support organizing the sports events and the sports day.
		Dr.N.Maliqjan	Assistant Professor of Commerce	
		Dr.C.Shanthi Marie	Assistant Professor of Tourism	
		Dr.D.Vijayakumar	Assistant Professor of Commerce	
		Dr.A.Ali Fatima	Assistant Professor of Physics	
		Dr.C.Maruthasenthil	Assistant Professor of Physics	
		Dr.V.Maragatham	Assistant Professor of Commerce	
6.	Issuance of students' certificates	Dr. H.B. Ramalingam	Associate Professor and Head, Department of Physics	Various certificates issued to students will be signed by the person in lieu of the Principal in

				order to speed up the process and avoid keeping students waiting.
7.	Scrutiny of scholarship forms	Dr.R.T.Karunakaran	Assistant Professor of Physics	He or she will scrutinize the application forms of students for scholarship, and forward them to the government for the sanction with the support of the office. He will maintain the record of the details of students and the disbursement.
8.	College Timetable	Mr.K. Mariappan	Assistant Professor of Economics	The general timetable will be prepared with an update from the departments every year. A softy copy of the time table will be made available well before the start of each semester. The committee will collect the input from the departments and make all changes needed.
		Dr.R. Sundar	Assistant Professor of Commerce	
		Dr.U. Karunanithi	Assistant Professor of Physics	
9.	College Handbook	Dr.A.S. VijayAnand	Assistant Professor and Head, Department of Tourism	He or she will prepare the handbook with an update of the syllabus components of each programme and of the changes in the fee structure. The book will be comprehensive with all details students and staff need. It will include all days of national and international importance and earmark the schedule of internal tests and examinations and all key events of an academic year. A soft copy will be made available on the website of the institution.
10.	College Magazine	Dr.A.Malarvannan	Associate Professor of Commerce	The annual magazine will be prepared by the committee. It will see that the magazine is representative of all levels of students and inclusive of the differently challenged. It will be brought out well before the start of the final semester university examination (at least 15 days before the last working of an academic year).
		Dr.P.Dhanasekar	Assistant Professor of English	
		Dr.F.Abubakker	Assistant Professor of Tamil	
11.	Anti-Ragging Committee (ARC) – A Statutory Committee	Dr S. K. Kalyani Tmt.S.Ponmudi	Principal Associate Professor and Head, Department of Mathematics	The ARC will convene the meetings of students of all levels and create an awareness about the legal consequences when involved in ragging and instil into students a sense of empathy and sympathy

		Dr.H.B.Ramalingam	Associate Professor and Head, Department of Physics	for fellow students or junior students. When any ragging issue is reported, the committee will conduct a proper enquiry and initiate a suitable action.
		Dr.P.S.Sivakumar	Associate Professor , Department of Mathematics	
		Dr.M.Sivakumar	Associate Professor and Head, Department of Chemistry	
12.	Women's Wing + Anti-sexual Harassment Cell	Dr.N.Ramaprabha	Assistant Professor of Tamil	The wing will organise various sensitization programmes and create awareness about the legal protection a woman can get in a place of study. It will address any harassment issue raised by staff or students, and conduct a proper enquiry and recommend any punitive action required.
		Mrs.I.Shanthi	Assistant Professor of Economics	
		Dr.Maragatham	Assistant Professor of Commerce	
		Dr.Ali Fathima	Assistant Professor of Physics	
		Dr.Rajeswari Sivaraj	Assistant Professor of Chemistry	
		Dr.V.N.Manjula	Assistant Professor of English	
13.	Events Documentation	Dr.C.Shanthi Marie	Assistant Professor of Tourism	He or she will maintain a track record of every event that takes place on the campus or in departments documenting it on a register. He or she will be given a copy of the schedule of the event, and event managers will give him or her the details of events in the form of an invitation, a photo or a report.
14.	Best Practices Monitoring Committee	Dr.R.Ilango	Assistant Professor of Physics	The committee will monitor and asses the best practices of each department and suggest to improve the practices. It will help each department to review its practices periodically.
		Mr.Bhagavathirajan	Assistant Professor of English	

15.	Examination (CIA Test, Model Exams, University Exams and Group service Exams)	Tourism department		The department will conduct the tests and the examinations of all kinds during the whole of academic year.
16.	National Service Scheme(NSS)	Dr.A.Pushpalatha	Assistant Professor of Mathematics	The Programme Officers will conduct various NSS programmes and incorporate a strong sense of social responsibility into students. They will prioritize all kinds of sensitization programmes and promote cleanliness primarily.
		Dr.K. Sakthivel	Assistant Professor of Mathematics	
17.	National Cadet Corps (NCC)	Dr.H.B.Ramalingam	Associate Professor and Head, Department of Physics	The NCC will closely monitor the calendar and observe all days of national and internal importance with other student-support services or independently. The cadets recruited will be trained to participate in various national events such as the Republic Day Celebrations at the State or national headquarters, and in various camps.
18.	Alumni	Dr.I.Mohammad Ali Jaffer	Associate Professor and Head, Department of Tamil	The Alumni has its own by-laws, which will be followed meticulously.
19.	Parent-Teacher Association	Dr. P. Dhanasekaran	Assistant Professor of English	The treasurer appointed from the staff will convene the PTA meeting and brief all needs and demands arising. He or she along with the Principal will approve of every expenditure made from the funds of the PTA. He or she will have the accounts audited periodically.
20.	Career Guidance and Placement Cell	Dr.S.Kathirvel	Assistant Professor of Commerce	The CGPC will organize programmes to sensitize students to various avenues of career and entrepreneurship. It will conduct job fairs and help students get placed. It will also be ready to cooperate with external agencies to conduct job fairs.
		Dr.M.Sivasubramanian	Assistant Professor of Mathematics	
		Dr. C.Uma maheswari	Assistant Professor of Economics	

21.	Furniture Committee	1. Dr.C.M.Ganesen 2. Dr.K.Sakthivel(NSS) 3. Dr.J.Manohar Chendur Pandi	1. Assistant Professor of Botany 2. Assistant Professor of Maths 3. Director of Physical Education	The committee will maintain the record of the stock of furniture of the institution. It will prepare an annual verification report of the furniture. It will make entries of all new furniture purchased or sent from the Government of Tamilnadu.
22.	Youth Red Cross	Dr.A. Kannimuthu	Assistant Professor of Tamil	The wing will organize programmes to sensitize students to health care and hygiene: self and local communities. It will gear up students to create awareness about emergencies such as Covid-19, and help the affected people during local and national emergencies and calamities threatening human life.
23.	Red Ribbon Club	Dr. K.Sakthivel	Assistant Professor of Mathematics	The club will organize programmes to create awareness among students about the HIV, AIDS, and STIs, and about the precautions against diseases and infections.
24.	Canteen Committee	Dr. A.Malarvannan Dr.M.Mathyalagan MS.J.Poongkothai Dr.A.S.VijayAnand	Associate Professor and Head, Department of Commerce Assistant Professor of Tamil Assistant Professor of Mathematics Assistant Professor Tourism	The Canteen Committee will be responsible for the appointment of a proper agency to run the canteen of the institution. It will notify for quotations and will scrutinize all and finalize a better agency to run the canteen. It will resolve all issues raised by staff and students.
25.	Fine Arts Committee	Dr.S. Kalaiselvan Dr.J.Saira Banu	Assistant Professor of Tamil Assistant Professor of Tamil	The committee will organize programmes to identify and bring out the best talents of students. It will prepare students to participate in cultural programmes organized in other

				institutions.
26.	Cooperative Store	Mr.P.Thirumavalavan	Assistant Professor of Chemistry	The staff in charge of running the store will sell record books and copies of certificate templates to students. He or she will get the accounts audited every year.
27.	Income Tax Calculations: Guidance and Counselling	Dr.N.Maliq Jan	Assistant Professor of Commerce	The committee will help staff prepare both tentative and final statements of Income Tax every financial year. It will coordinate the process in accordance with the guidelines of the Principal's office.
		Dr.R.Gopi	Assistant Professor of Commerce	
		Dr. S. Karthikeyani	Assistant Professor of Botany	
		Dr.A.S.Vijay Anand	Assistant Professor of Tourism	
28.	Supervision of Civil and Electrical Work	Mr.M.Sivakumar	Associate Professor and Head, Department of Chemistry	The committee will recommend the civil and electrical work to be carried out by the PWD, and supervise the work. It will recommend the Principal to approve of the work executed. It will maintain the record of the funds sanctioned by the State or Central Government and of the quantum of work prescribed and completed.
		Dr.A. Ramalingam	Assistant Professor of Physics	
		Dr. J.Manohar Chendur Pandi	Physical Director	
29.	Computer Literacy Programme(CLP)	Mr.P.Kumar	Assistant Professor of English	The coordinator will run the programme for non-computer programmes with the teaching staff appointed exclusively for this purpose. He or she will be in charge of the expenditure made from the collection of fees from the students towards payment of salary to the teaching staff and the expenditure incurred for running the programme. He or she will get the accounts audited every year, and recommend to the principal the use of the fund accumulating.
		Dr.E.Karthikeyan	Assistant Professor and Head Department of Computer Science	
		M.Karunakaran	Assistant Professor of Chemistry	
30.	Graduation Event	Commerce Department	Commerce Department	The department will organize the graduation even. It will be responsible for: obtaining degree certificates from the university; deciding on the

				chief guest; finalizing the fees to be collected from graduands; and making arrangements for the event by forming various committees.
31.	TANSCHÉ-Sponsored Soft Skill Training	Dr.V. Ramanathan Dr.R.Gopi Mr.M.A.SadiqBasha	Assistant Professor of English Assistant Professor of Commerce Assistant Professor of English	The coordinator will prepare a schedule of the soft skill training only when a fund is sanctioned by the TANSCHÉ, and appoint the ICT-trained trainer among the teaching staff and invite external experts to run the training providing them with the prescribed remuneration. He or she will get the accounts of expenditure audited and submit the report and audited statement to the TANSCHÉ.
32.	Research Coordinator	Dr.E.Karthikeyan	Assistant Professor of Computer Science	The research coordinator will approve of the conduct of the meeting of the doctoral committee in relation to the doctoral research of scholars of various departments. He or she will approve of the amount to be paid to the examiners of the doctoral committee. He or she will permit the conduct of the viva voce to be held at the institution.
33.	RUSA – Coordinator	Mrs.J.Poongkothai	Assistant Professor of Mathematics	The coordinator will keep the records of accounts of the fund sanctioned and spent. He or she will respond to the instructions and directions from the State office of the RUSA. He or she will recommend in accordance with the decisions of the college council the construction and the purchase of equipment.
34.	UGC – Files (Merged Scheme)	Dr.S.S.Naina Mohammed Dr.Maragathavalli	Assistant Professor of Physics Assistant Professor of Mathematics	The staff will respond to the queries from the UGC by preparing reports and audited statements of accounts. They will maintain a track of submission of reports and accounts to the UGC.
35.	Distribution of Free Bus Pass	Dr.M.Senthilnayagi	Assistant Professor of English	The committee will ensure that students get their free bus passes in time. If it is delayed due to any

		Dr.D.Vijayakumar	Assistant Professor Commerce	reason, an immediate alternative will be recommended by the committee so that students are not affected.
		Dr.S.Prabakar	Assistant Professor of Physics	
36.	Campus Cleanliness Care	Dr.H.B.Ramalingam	Associate Professor and Head, Department of Physics	The committee will make sure that the NCC and the NSS organize programmes for students and keep the college clean and green. It will also invite external agencies to plant more and more saplings and water them whenever needed.
		Dr.A.Pushpalatha	Assistant Professor of Mathematics	
		Dr.C.M.Ganesan	Assistant Professor of Botany	
		Dr.K.Sakthivel	Assistant Professor of Mathematics	
37.	Library In charge	Dr.M.Mathyalagan	Assistant Professor of History	The staff will be in charge of the library till a regular librarian is appointed. He or she will carry out all regular tasks of a librarian; recording books purchased; transferring books to departments on demands; updating accession registers every time a new purchase of books is made.
38.	College Land, Property, Survey Documents	Mrs.S.Ponmudi	Associate Professor and Head, Department of Maths	The committee will have the details of the land of the institution, and also the details of disputes if any. It will respond to the queries related to the land. It will keep updating the DCE with the status of the land.
		Dr.H.B.Ramalingam	Associate Professor and Head, Department of Physics	
		Mr.M.Sivakumar	Associate Professor and Head, Department of Chemistry	
		Dr.N.Velumani	Assistant Professor of Tamil	
		Dr.A.S.Vijay Anand	Assistant Professor of Tourism	

39.	College Website Management	Dr.E.Karthikeyan	Assistant Professor and Head, Department of Computer Science	He or she will be responsible for maintaining the website. It should be made sure that the domain continues without any expiry. It should be updated as per the instructions from the IQAC.
40.	TANSCHÉ-SAP/ Student Projects/ Minor Projects	Dr.S.S.Naina Mohamed	Assistant Professor of Physics	The committee will have the details of all projects (minor and student-mini) sponsored by the TANSCHÉ. It will share the notifications of the call for the project proposals with the staff and the students.
		Dr.P.BagavathiRajan	Assistant Professor of English	
41.	UGC-Major and Minor Projects	Dr.A.Pushpalatha	Assistant Professor Mathematics	The committee will have the details of all projects sponsored by the UGC. It will respond to queries from the UGC in respect of projects carried out by the staff.
		Dr. R.Venckatesh	Assistant Professor of Chemistry	
		Dr.A.AnisFathima	Assistant Professor of Physics	
42.	Citizen Consumer Club	Dr.D.T.Venkatakrishnan	Assistant Professor of Commerce	The club will organize programmes to sensitize students to the rights of citizens and consumers creating an awareness among them about the Consumer Protection Act.
		Dr.K.Mariappan	Assistant Professor of Economics	
43.	Student Counselling Centre and Grievance Cell	Dr.H.B.Ramalingam	Associate Professor of Physics	The SCCGC will convene the meetings with the student council, receive their requests, grievances and complaints, and address them. It will create an awareness among students about the facilities and the avenues to submit their requests, grievances and complaints. It will maintain a record of its meetings and the resolutions made in them.
		Mr.M.Sivakumar	Associate Professor of Chemistry	
		Thiru.T.Urumandarajaelango	Assistant Professor and Head, Department of Botany	
		Dr.E.Karthikeyan	Assistant Professor of Computer Science	
		Dr.A.S.Vijayanandh	Assistant Professor of Tourism	

44.	Nodal Officer (College data)	Dr.E.Karthikeyan	Assistant Professor and Head, Department of Computer Science	He or she will follow the instructions from the DCE and respond to them. He or she will submit the data to the DCE at the portal specified by the DCE in time. He or she will support the IQAC with the details available with him or her.
45.	Swayam Mentor	Dr.C. Shanthi Marie	Assistant Professor of Tourism	He or she will track all SWAYAM courses and programmes and earmark the ones suitable for the students here in the institution, and inform the students about the SWAYAM courses and programmes. He or she will have the details of the courses and the programmes students enroll in and complete. He or she will respond to the queries from the university or any Statutory body.
46.	Research Ethics Committee	Dr.A.Malarvannan Dr.A.Vasudevan Dr.M.Mathiyalagan Dr.R.Ilango	Associate Professor and Head, Department of Commerce Associate Professor and Head, Department of English Assistant Professor of Tamil Assistant Professor of Physics	The committee will make sure that the institution adheres to the research ethics drafted by Bharathiar University.
47.	Green Campus / Green Auditing	Dr.H.B.Ramalingam Dr.K.Sakthivel	Associate Professor and Head, Department of Physics Assistant Professor of Mathematics	The committee will ensure that a green audit – internal and external – is done annually. It will submit its annual report to the IQAC. It can receive external auditing charges from the Alumni with the approval of the IQAC.
48.	Senate Member	Dr.M.Mathiyalagan	Assistant Professor of Tamil	The senator will represent the institution and raise issues at the forum of the university and get them addressed and redressed. He or she will help coordinate the graduation day procedure by getting degree certificates in time.

49.	Rotaract	Mr.M.Jeyendran	Assistant Professor of Botany	The committee will organize programmes to develop the leadership and entrepreneurial skills of students; and to sensitize students to the importance of interaction with the local communities.
		Dr.A.Thirumoorthy	Assistant professor of Chemistry	
50.	Members of the Planning Board (Various Development Assistance from UGC NAAC Committee)	Mrs.S.Ponmudi	Associate Professor and Head, Department of Mathematics	The board members will authorize every expenditure either the purchase of equipment or the construction of the building made from the fund sanctioned by the UGC, the RUSA or any other statutory body.
		Dr.H.B.Ramalingam	Associate Professor and Head, Department of Physics	
		Mr.M.Sivakumar	Associate Professor of Chemistry	
		Dr.A.Malarvannan	Associate Professor and Head, Department of Commerce	
		Dr.A.Vasudevan	Associate Professor and Head, Department of English	
51.	Discipline Committee	Tmt.S. Ponmudi	Associate Professor and Head, Department of Mathematics	The committee will meet to draft various measures to ensure a peaceful campus. It will conduct enquiries and prescribe appropriate disciplinary action against anyone – staff or student – who disrupts the smooth function of the institution.
		Dr.H.B.Ramalingam	Associate Professor and Head, Department of Physics	
		Mr.M.Sivakumar	Associate Professor and Head, Department of Chemistry	
		Dr. A.Malarvannan	Associate Professor and Head, Department of Commerce	
		Dr.A.Vasudevan	Associate Professor and Head, Department of English	
		Dr.M.Mathiyalagan	Assistant Professor of Tamil	

	Tmt.J.Poongkothai	Assistant Professor and Head, Department of Statistics	
	Thiru.T.Urumandaraja elango	Assistant Professor and Head, Department of Botany	
	Dr.S.Babu	Assistant Professor and Head, Department of Business Administration	
	Dr. A.S.VijayAnand	Assistant Professor and Head, Department of Tourism	
Day Order 1 Discipline	Dr.M. Mathialagan	Assistant Professor of History	The staff appointed to regulate students each day will be on the campus well before 08:45 a.m. and make sure that no student is roaming around without attending classes till 09:30 a.m. They will regulate the students during the time between 12:45 p.m. and 01:30 p.m. They will be supported by the Principal and the Heads available.
	Dr.J.Manohar senthur Pandi	Physical Director	
Day Order 2	Dr.S.Kathirvel	Assistant Professor of Commerce	
	Dr.C.M.Ganesan	Assistant Professor of Botany	
Day Order 3	Dr. A.Pushpalatha	Assistant Professor of Mathematics	
	Dr.K.Sakthivel	Assistant Professor of Mathematics	
Day Order 4	Dr.M.Chitra	Assistant professor of Chemistry	
	Dr.F.Abubakker	Assistant Professor of Tamil	
Day Order 5	Mr.P.Kumar	Assistant Professor of English	

		Dr.S.Srikanth	Assistant Professor of Physics	
	Day Order 6	Dr.S.Kalaiselvan	Assistant Professor of Tamil	
		Dr.S.Maruthasenthil	Assistant Professor of Physics	
52.	Electoral Literacy Club	Dr.Manoharan	Assistant Professor of Chemistry	The club will organise programmes to sensitize students to the importance of voting and to the process of voting. It will encourage students to enrol as voters. It will keep a record of the details of student voters in the institution.
		Dr.M.Jayendran	Assistant Professor of Botany	
		Dr.V.Maragatham	Assistant Professor of Commerce	
53.	Tamilnadu State Council for Science and Technology Coordinator	Dr.E.Karthikeyan	Assistant Professor and Head, Department of Computer Science	He or she will coordinate any programme sponsored by the TANSCT. He or she will maintain the record of the details of TANSCT-sponsored events or programmes. He or she will look for the notification to apply for TANSCT funding.
		Dr.R.Venckatesh	Assistant Professor of Chemistry	
		Dr.M.Karunanithi	Assistant Professor of Chemistry	
		Dr.U.Karunanithi	Assistant Professor of Physics	
54.	Internal Complaints Committee	Mrs.J.Poongothai	Assistant Professor of Mathematics	This is a statutory committee, which will follow the statues prescribed. It will address all kinds of issues raised by staff and students in general and women students, students of minority communities, and students with disabilities. The same committee will address the caste-based complaints and make appropriate actions following statues prescribed by statutory bodies.
		Dr.F.Abubakkar	Assistant Professor of Tamil	
		Dr.R.Sundar	Assistant Professor of Commerce	
		Dr.K.P.Lochanambal	Assistant Professor of Computer Science	
55.	Hostel Committee (Girls) Hostel 1 & 2	Ms.S.Ponmudi	Associate Professor of Mathematics	The committee will address the issues of the students of the institution, who reside in the welfare women's hostels (BC-MBC hostel and SC-ST hostel), by taking them to the notice of the hostel and local administration, and, if needed, to
		Ms.M.Kokila	Assistant Professor of Economics	
			Assistant Professor of	

		Ms.J.Poongothai	Mathematics	the district administration.
56.	Hostel Committee (Men)	Mr.M.Sivakumar Dr.R.T.Karunakaran Mr.P.Thirumavalavan	Associate Professor of Chemistry Assistant Professor of Physics Assistant Professor of Chemistry	The committee will address the issues of the students of the institution, who reside in the welfare men's hostel, by taking them to the notice of the hostel and local administration, and, if needed, to the district administration.
57.	DST-FIST Committee	1.Dr.H.B.Ramalingam 2.Dr.M.Sivakumar 3.Dr.E.Karthikeyan 4.Dr.M.Karunanithi 5. Dr.R.Venkatesh 6. Dr.U.Karunanithi	Associate Professor and Head, Department of Physics Associate Professor and Head, Department of Chemistry Assistant Professor and Head, Department of Computer Science Assistant Professor of Chemistry Assistant Professor of Chemistry Assistant Professor of Physics	The committee will authorize the expenditure made for the purchase of equipment and instruments and for the installation. It will maintain a record of the details of expenditure, and submit it to the IQAC. It will ensure that there's a fair management and utilization of the fund.
58.	Press Report	Dr.A.Kannimuthu	Assistant Professor of Tamil	He or she will prepare a report on events, incidents and programmes and submit to the press for publication in the print or electronic media with the approval of the principal or the coordinator of the IQAC. He or she will keep a record of all published news stories concerning the institution and its events, incidents and programmes.

STANDING INSTRUCTIONS:

(1) Any event or programme shall be conducted with the prior approval of by the IQAC. A written request in the prescribed format available with the IQAC shall be submitted to the Coordinator of the IQAC. A copy of the invitation or brochure and the feedback of the special guests or the participants with two clearly and 'sensibly' snapped and geo-tagged photo shall be emailed to iqacgacudpt@gmail.com.

(2) The coordinators and the staff in charge of various responsibilities will maintain a record of the details related to every activity they carry out in terms of the execution of their duties and responsibilities, and submit it to the IQAC when required.