**COMMITTEES & MEMBERS 2022-’23.**

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| **No.** | **Name of Committee** | **Members** | **Chairman & Vice Chairman** | **Advisor** | **Duties & Responsibilities** |
| 01. | Examinations | Mr. Prasanth K Baby  Mr. Nithin K S  Dr. Viswanath K Kaimal  Mr. Vineed S Menon  Mr. Tony C Thomas  Ms. Shicy N S  Ms. Keerthana Nirmal  Ms. Allirani Joyson | Mr. Prasanth K Baby (C)  Mr. Nithin K S (VC)  Dr. Viswanath K Kaimal (KTU Coordinator) | Dr. V D John | Conduct of Series Test, Semester Exams, Modalities for conduct of Semester Registration, Liaison with KTU, Collaboration with Govt. Dept. to conduct Tests. |
| 02. | Inspections (AICTE, KTU) | Mr. Reynold Jose  Dr. Ravishankar A N  Mr. Agnel John K J  Dr. Jino John  Ms. Ranjisha Shibu  Mr. Salish P Louis | Mr. Reynold Jose (C)  Dr. Ravishankar A N(VC) | Dr. M.Nandakumar | Prepare documents and submit to AICTE and KTU for Extension of approval. |
| 03. | IQAC | Dr. Caren Babu  Ms. Resmi M  Mr. Girisankar T R  Ms. Vinitha Sharon  Mr. Jinu K T  Mr. Prasanth K Baby  Ms. Susan Varghese | Dr. Caren Babu (C)  Ms. Resmi M (VC) | Dr. V D John | Ensure the uniformity in the various forms prepared also ensure quality in the various programs organized in the institution level. Provide guidelines to faculty to prepare documents to submit for KTU audit, 360degree feedback implementation |
| 04. | Cultural & Celebrations Committee | Mr. Jinu K T1  Ms. Catherine J Nereveetil1  Mr. Vineed S Menon2  Ms. Shicy N S2  Mr. Tony C Thomas3  Ms. Riya Joseph3  Mr. Girisankar T R4  Ms. Sreelakshmy M K4  Ms. Emilin Thomas K5  Ms. Ancy Varghese5  Ms. Jasmine Jolly6  Mr. Paul J Alengadan6  Ms. Jeni Raj  Mr. Aswin T A  Ms. Neeshma Aneesh | Mr. Paul J Alengadan (C)  Ms. Catherine J Nereveetil (VC) | Mr. Hingston Xavier | Conduct Arts Fest1, Freshers’ Day2,  Christmas Celebrations3, Onam Celebrations4, Ramzan Celebrations5, Convocation program6  Also prepare and send students to University level cultural competitions. |
| 05. | Sports | Mr. Dony Dominic  Ms. Sreelekha T.  Mr. Prabhasankar V P  Dr. Vishnu P M  Ms. Resmi M  Ms. Chippy Jojo  Mr. Jithin P  Mr. Sharon P.B  Ms. Bindu Jeeson | Mr. Dony Dominic (C)  Ms. Sreelekha T.(VC) | Mr. Prasanth K Baby | Conduct Games and Sports competitions, Arrange for officials to officiate the events, Arrange coaching and send students to University level competitions. |
| 06. | Placement & Career Guidance | Mr. Roshan David  Mr. Hingston Xavier  Mr. Watson Thomas  Ms. Catherine J Nereveetil  Mr. Sanjesh K S  Ms. Emilin Thomas K  Ms. Angitha Sasidharan  Ms. Bhagyasree P V  Ms. Rajalakshmi V | Mr. Roshan David (C)  Mr. Hingston Xavier (VC) | Mr. Sunil Paul | Connect with potential organizations, Prepare students to face interviews, arrange placement drives. Give information on how to procure Passport, Assist students to apply for passports also help the students to apply for abroad studies |
| 07. | I.E.D.C & TBI | Mr. Rahul Manohar O  Ms. Aswathy P Sajeev  Mr. Nithin K S  Dr. Ravishankar A N  Ms. Manju I Kollannur  Ms. Angitha Sasidharan  Ms. Sreelakshmy M K  Ms. Chippy Jojo  Mr. Joy E T | Mr. Rahul Manohar O (C)  Ms. Aswathy P Sajeev (VC)  Mr. Nithin K S (IIC Coordinator) | Dr. Sampath Kumar V | Select students with entrepreneurial skills, arrange invited talks and workshops. |
| 08. | Debate Club & Quiz Committee | Mr.Watson Thomas  Ms. Riya Joseph  Mr. Roshan David  Ms. Reshma P B  Mr. Linto Davis | Mr. Watson Thomas (C)  Ms. Riya Joseph | Mr. Hingston Xavier | Constitute a debate club, Conduct periodical debates & competitions. Organise internal and external Quiz programmes |
| 09. | ERP Admins | Mr. Antony T Jose  Ms. Magniya Davis  Mr. Salish P Louis | Mr. Antony T Jose (C)  Ms. Magniya Davis (VC) | Dr. Remya K Sasi | Design and develop e-platform for the college  . |
| 10. | Time Table | Ms. Vinitha Sharon  Ms. Iris Jose  Mr. Jinu K T  Ms. Neethu K  Ms. Sreelekha T  Mr. Jackwin Vincent | Ms. Vinitha Sharon (C)  Ms. Iris Jose (VC) | Mr. Roshan David | Prepare regular and special Time table for this academic year. Department and Institutional Calendar. Conduct Bridge Course - Prepare a detailed time table for the programme, identify classrooms, arrange internal & external faculty. |
| 11. | N.S.S. Cell | Mr. Prabhasankar V P  Ms. Jasmine Jolly  Ms. Aswathy P Sajeev  Ms. Ancy Varghese  Dr. Vishnu P M  Mr. Geo Paul  Mr. Sharon P.B  Ms. Bindu Joy | Mr. Prabhasankar V P (C)  Ms. Jasmine Jolly (VC) | Mr. Nithin K S | Select apt candidates to constitute the NSS cell and conduct regular activities and special activities as stipulated by the Technical Cell. |
| 12. | Transportation and Canteen Committee | Mr. Antappan K D  Ms. Catherine J Nereveetil  Mr. Watson Thomas  Ms. Keerthana Nirmal  Mr. Jithin P | Mr. Antappan K D (C)  Ms. Catherine J Nereveetil (VC) | Dr. V.D. John | Fix the routes and fare in consultation with managements, Fix timing for pick up. Arrange collection of fare through office.  Check the quality of foods, Redress the grievances related to food. |
| 13. | Mentoring and Counselling | Ms. Reena C G  Ms. Emilin Thomas K  Dr. Krishnapriya M G  Ms. Catherine J Nerevettil  Dr. Sijo M T  Ms. Seena M S | Ms. Reena C G (C)  Ms. Emilin Thomas K (VC) | Prof. Premakumar N. R. | Allocate mentees to mentors, Periodically evaluate progress individually, intervene in contingencies, convene meetings to discuss new modalities. Arrange Counseling for the required students |
| 14. | Website and Social Media Account Maintenance | Dept. of Computer Science | Ms. Magniya Davis (C)  Ms. Sreelakshmy M K (VC) | Dr. Remya K Sasi | Design, Develop, Manage and maintain Web site. Manage Whatsapp & FB. |
| 15. | Project Club | Mr. Dony Dominic  Ms. Raisa Varghese  Mr. Benny K K  Ms. Susan Varghese  Mr. Antony P T  Mr. Aswin T A  Mr. Joy E T | Mr. Dony Dominic (C)  Ms. Raisa Varghese (VC) | Mr. Sunil Paul | Assist students to design and develop projects. |
| 16. | Dept. Associations | Mr. Reynold Jose  Ms. Emilin Thomas K  Mr. Agnel John K J  Ms. Raisa Varghese  Mr. Midhun M S  Ms. Sreelakshmi K K |  | Dr. V D John | Identify Association Secretary, give guidelines to conduct activities. |
| 17. | Staff Welfare | Mr. Nithin K S  Ms. Della Reasa Valiaveetil  Ms. Iris Jose  Dr. Arun Augustin  Ms. Reena C G  Dr. Jino John  Ms. Ranjisha Shibu  Ms. Allirani Joyson | Mr. Nithin K S (C)  Ms. Della Reasa Valiaveetil  (VC) | Ms. Needhu Varghese | Convene periodic meetings, collect the membership fees, Arrange gifts on special occasions. |
| 18. | Forum for Social Action | Mr. Benny K K  Ms. Sreelekha T  Dr. Krishnapriya M G  Mr. Girisankar T R  Mr. Vineed S Menon  Ms. Reshma P B  Ms. Mini Joffy | Mr. Benny K K (C)  Ms. Sreelekha T (VC) | Mr. Nithin K S | Conduct socially committed/Charity programs, and conduct value added sessions to impart moral values in student community on First Fridays and whenever required. |
| 19. | Research and Development | Dr. Remya K Sasi  Dr. Ravishankar A N  Dr. Caren Babu  Dr. Viswanath K Kaimal  Dr. Jino John  Dr. Sijo M T  Mr. Hingston Xavier  Ms. Keerthana Nirmal | Dr. Remya K Sasi(C)  Dr. Ravishankar A N(VC) | Dr. Sampath Kumar V | Organize workshops to motivate research works, Provide a platform for research activities. |
| 20. | Media and Promotions | Mr. Hingston Xavier  Ms. Susan Varghese  Mr. Prabhasankar V P  Mr. Paul J Alengadan  Mr. Tony C Thomas  Ms. Needhu Varghese  Mr. Abhilash K K | Mr. Hingston Xavier (C)  Ms. Susan Varghese (VC) | Mr. Sunil Paul | Connect with media personnel, prepare news reports from the campus, collect and preserve clippings of news. Prepare and disseminate information to stakeholders about regular & special programs through visual media.  Making and publishing posters, preparatory works in campus, and photography of events, providing publicity in and out campus. |
| 21 | Choir | Ms. Sreelakshmy M K  Ms. Chippy Jojo  Ms. Raisa Varghese  Mr. Rajiv T R  Mr. Linto Davis | Ms. Sreelakshmy M K (C)  Ms. Chippy Jojo (VC) | Ms. Anjaly Anto | Identify potential candidates, set up college band, provide guidelines, and organize presentations. |
| 22. | Magazine Committee | Mr. Tony C Thomas  Ms. Bhagyasree P V  Ms. Needhu Varghese  Mr. Dony Dominic  Ms. Reena C G  Ms. Seena M S | Mr. Tony C Thomas (C)  Ms. Bhagyasree P V (VC) | Ms. Sreelekha T | Collect materials, select original works, print and release magazine. |
| 23. | N.B.A Coordinators | Dr. Viswanath K Kaimal  Ms. Angitha Sasidharan  Dr. Ravishankar A N  Ms. Jasmine Jolly  Ms. Manju I Kollanur  Ms. Resmi M  Ms. Ranjisha Shibu | Dr. Viswananth K Kaimal (C)  Ms. Angitha Sasidharan (VC) | Dr. Jino John | Collect programme sheet of each and every programme of all the departments and college, prepare a report of the programmes, collect soft copies of the photographs. |
| 24. | Women Empowerment Cell | Ms. Aswathy P Sajeev  Ms. Ancy Varghese  Ms. Shicy N S  Ms. Bindu Rajan | Ms. Aswathy P Sajeev (C)  Ms. Ancy Varghese (VC) | Ms. Della Reasa Valiaveetil | Constitute a women empowerment committee including student volunteers, chalk out programmes to empower women. |
| 25. | Admissions | Mr. Sanjesh K S  Ms. Anjaly Anto  Mr. Prabhasankar V P  Ms. Della Reasa Valiavettil  Ms. Manju I Kollannur  Dr. Vishnu P M  Ms. Bhagyasree P V  Ms. Raisa Varghese  Ms. Vinitha Sharon  Ms. Chippy Jojo  Ms. Ranjisha Shibu  Ms. Keerthana Nirmal | Mr. Sanjesh K S (C)  Ms. Anjaly Anto (VC) | Mr. Sunil Paul |  |
| 26. | GATE Coaching | Mr. Jinu K T  Ms. Manju I Kollanur  Mr. Midhun M S  Mr. Prasanth K Baby  Ms. Ancy Varghese  Mr. Roshan David | Mr. Jinu K T (C )  Ms. Manju I Kollanur (VC) | Dr. Krishnapriya M G | Arrange GATE coaching classes to aspiring candidates and provide guidelines to appear for GATE exams. |
| 27. | Student Council | Mr. Hingston Xavier  Mr. Jackwin Vincent  Dr. Krishnapriya M G  Mr. Antony T Jose  Mr. Rahul Manohar O  Mr. Benny K K | Mr. Hingston Xavier (C)  Mr. Jackwin Vincent (VC) | Dr. V.D. John | Publish notifications, receive nominations, publish list of candidates, conduct election, conduct oath taking programme. |
| 28. | Academic Committee | I Year - Dr. Sijo M.T.  II Year - Ms. Anjaly Anto  III Year - Mr. Paul J. Alengadan  IV Year - Mr. Rajiv T R  Minor & - Ms.Vinitha S Honours |  | Dr. V.D. John |  |
| 29. | Green Campus | Ms. Sreelakshmi K K  Ms. Shicy N S  Mr. Reynold Jose  Mr. Bejoy Jose  Mr. Antony P T  Ms. Jeni Raj  Ms. Jini Joseph  Mr. Santosh | Ms. Sreelakshmi K K (C)  Ms. Shicy N S (VC) | Prof. Premakumar N. R. | Maintain a clean and healthy campus. To constitute a brigade of selected student volunteers who have genuine interest in environmental initiatives. To steer the brigade in taking initiatives to protect existing vegetation, setting up high tech vegetable gardens and innovative green projects. |
| 30. | Alumni Association | Mr. Rajiv T R  Ms. Riya Joseph  Mr. Sanjesh K S  Ms. Anjaly Anto  Mr. Antony T Jose | Mr. Rajiv T R (C)  Ms. Riya Joseph (VC) | Dr. V D John | Maintain a complete database of pass out students, maintain contact with alumni, plan and organize annual alumni meet. |
| 31. | Driving Institute | Mr. Geo Paul  Ms. Jasmine Jolly  Mr. Watson Thomas  Mr. Antappan K D | Mr. Geo Paul (C)  Ms. Jasmine Jolly (VC) | Mr. Sanjesh K S | Give information to procure driving license, arrange training programmes. |
| 32. | Industry Institute Interaction (III) | Mr. Sunil Paul  Mr. Agnel John K J  Ms. Magniya Davis  Mr. Midhun M S  Mr. Jackwin Vincent  Mr. Abhilash K K  Mr. Aneesh K.U | Mr. Sunil Paul (C)  Mr. Agnel John K J(VC) | Dr. Sampath Kumar V | Constitute I I I cell (consisting of industry representatives), convene periodical meeting, Arrange invited talks, MoU initiatives. |
| 33 | Holistic Activities | Ms. Reena C G  Mr. Watson Thomas  Ms. Riya Joseph  Ms. Bindu Rajan  Mr. Bejoy Jose  Ms. Sirjana | Ms. Reena C G(C)  Mr. Watson Thomas (VC) | Dr. Sijo M T | Conduct training sessions on cookery, Conduct a food mela on a special occasion. Identify potential candidates for anchoring, Conduct training sessions. Arrange beautician course etc. for overall growth of a student. |
| 34. | PTA | Ms. Anjaly Anto  Mr. Reynold Jose  Mr. Agnel John K J  Ms. Agnitha Sasidharan  Ms. Iris Jose | Ms. Anjaly Anto (C)  Mr. Reynold Jose (VC) | Dr. V D John | Arrange parents meeting periodically, elect the representative.  To conduct initiation ceremony. |
| 35 | SC/ST/OBC Cell | Ms. Bhagyasree P V  Mr. Vineed S Menon  Ms. Sreelekha T  Ms. Ranjisha Shibu  Mr. Jose Baby K | Ms. Bhagyasree P V (C)  Mr. Vineed S Menon (VC) | Mr. Reynold Jose | Maintain the list of SC/ST/OBC students. Attend the grievances regarding scholarship and maintain Book Bank |
| 36 | Disciplinary Action Committee | Mr. Benny K K  Dr. Krishnapriya M G  Dr. Remya K Sasi  Dr. Viswanth K Kaimal  Mr. Rahul Manohar O | Mr. Benny K K (C)  Dr. Krishnapriya M G (VC) | Dr. M.Nandakumar | Constitute the discipline rules. Maintain the discipline in campus. Attend the discipline related issues and maintain the record. Conduct enquiries on discipline issues |
| 37 | Anti-ragging Cell | Mr. Girisankar T R  Mr. Paul J Alengadan  Ms. Neethu K | Mr. Girisankar T R (C)  Mr. Paul J Alengadan (VC) | Dr. Viswanath K Kaimal | Attend the ragging related issues. Take the right decisions. Also maintain the record. |
| 38 | IPR Cell | Dr. Arun Augustin  Mr. Prasanth K Baby  Mr. Sunil Paul | Dr. Arun Augustin (C)  Mr. Prasanth K Baby (VC) | Mr. Nithin K S | Encourage faculty to register for IPR, Arrange orientation classes. |
| 39 | Grievance Redressal Cell for staff | Ms. Iris Jose  Dr. Sijo M T  Mr. Rahul Manohar O | Ms. Iris Jose (C)  Dr. Sijo M T (VC) | Dr. M.Nandakumar | Attend the grievances. Take the right decisions. Also maintain the record. |
| 40 | Grievance Redressal Cell for students | Ms. Needhu Varghese  Ms. Neethu K  Mr. Roshan David | Ms. Needhu Varghese (C)  Ms. Neethu K (VC) | Ms. Reena C G | Attend the grievances. Take the right decisions. Also maintain the record. |
| 41 | Redressal Cell for Harassment against Women | Ms. Della Reasa Valiaveetil  Ms. Sreelakshmi K K  Ms. Magniya Davis  Ms. Rajalakshmi V | Ms. Della Reasa Valiaveeti (C)  Ms. Sreelakshmi K K (VC) | Dr. Krishnapriya  M G | Attend the grievances. Take the right decisions. Also maintain the record |
| 42 | Grievance Redressal Cell for Exam | Dr. Arun Augustin  Ms. Needhu Varghese  Ms. Della Reasa Valiaveetil | Dr. Arun Augustin (C)  Ms. Needhu Varghese (VC) | Dr. Viswanath K Kaimal | Attend the grievances. Take the right decisions. Also maintain record |
| 43. | Residential Workshop Committee | Mr. Nithin K S  Mr. Midhun M S  Mr. Rajiv T R  Mr. Antony T Jose  Dr. Arun Augustin  Mr. Aneesh K.U | Mr. Nithin K S (C )  Mr. Midhun M S (VC) | Dr. V D John | To Conduct over night workshops in the campus. Invite appropriate resource persons & make stay arrangements for participants |
| 44 | Library Advisory Committee | Mr. Jackwin Vincent  Dr. Jino John  Mr. Dony Dominic  Ms. Neethu K  Ms. Sreelakshmi K K  Dr. Caren Babu  Mr. Jose Baby K | Mr. Jackwin Vincent (C)  Dr. Jino John (VC) | Dr. Remya K Sasi | Conduct regular meeting. Deciding the requirements of books and journals. NDLI related work |
| 45 | NIRF Coordinators | Dr. Vishnu P M  Dr. Caren Babu  Dr. Remya K Sasi  Ms. Aswathy P Sajeev  Ms. Angitha Sasidharan  Ms. Resmi M  Ms. Susan Varghese | Dr. Vishnu P M (C)  Dr. Caren Babu (VC) | Dr. M.Nandakumar | Timely applying for NIRF and its documentation. |

***Principal***