**COMMITTEES & MEMBERS 2022-’23.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Committee** | **Members** | **Chairman & Vice Chairman** | **Advisor** | **Duties & Responsibilities** |
| 01. | Examinations | Mr. Prasanth K BabyMr. Nithin K SDr. Viswanath K KaimalMr. Vineed S MenonMr. Tony C ThomasMs. Shicy N SMs. Keerthana NirmalMs. 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 JoseDr. Ravishankar A NMr. Agnel John K JDr. Jino JohnMs. Ranjisha ShibuMr. 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 BabuMs. Resmi MMr. Girisankar T RMs. Vinitha SharonMr. Jinu K TMr. Prasanth K BabyMs. 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 T1Ms. Catherine J Nereveetil1Mr. Vineed S Menon2Ms. Shicy N S2Mr. Tony C Thomas3Ms. Riya Joseph3Mr. Girisankar T R4Ms. Sreelakshmy M K4Ms. Emilin Thomas K5Ms. Ancy Varghese5Ms. Jasmine Jolly6Mr. Paul J Alengadan6Ms. Jeni RajMr. Aswin T AMs. 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 program6Also prepare and send students to University level cultural competitions. |
| 05. | Sports | Mr. Dony Dominic Ms. Sreelekha T.Mr. Prabhasankar V PDr. Vishnu P MMs. Resmi MMs. Chippy JojoMr. Jithin PMr. Sharon P.BMs. 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 DavidMr. Hingston XavierMr. Watson ThomasMs. Catherine J NereveetilMr. Sanjesh K SMs. Emilin Thomas KMs. Angitha SasidharanMs. Bhagyasree P VMs. 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 OMs. Aswathy P SajeevMr. Nithin K SDr. Ravishankar A NMs. Manju I KollannurMs. Angitha SasidharanMs. Sreelakshmy M KMs. Chippy JojoMr. 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 ThomasMs. Riya JosephMr. Roshan DavidMs. Reshma P BMr. 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 JoseMs. Magniya DavisMr. 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 SharonMs. Iris JoseMr. Jinu K TMs. Neethu KMs. Sreelekha TMr. 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 PMs. Jasmine JollyMs. Aswathy P SajeevMs. Ancy VargheseDr. Vishnu P MMr. Geo PaulMr. Sharon P.BMs. 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 DMs. Catherine J NereveetilMr. Watson ThomasMs. Keerthana NirmalMr. 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 GMs. Emilin Thomas KDr. Krishnapriya M GMs. Catherine J NerevettilDr. Sijo M TMs. 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 DominicMs. Raisa VargheseMr. Benny K KMs. Susan VargheseMr. Antony P TMr. Aswin T AMr. 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 JoseMs. Emilin Thomas KMr. Agnel John K JMs. Raisa VargheseMr. Midhun M SMs. Sreelakshmi K K |  | Dr. V D John | Identify Association Secretary, give guidelines to conduct activities. |
| 17. | Staff Welfare | Mr. Nithin K SMs. Della Reasa ValiaveetilMs. Iris JoseDr. Arun AugustinMs. Reena C GDr. Jino JohnMs. Ranjisha ShibuMs. 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 KMs. Sreelekha TDr. Krishnapriya M G Mr. Girisankar T RMr. Vineed S MenonMs. Reshma P BMs. 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 SasiDr. Ravishankar A NDr. Caren BabuDr. Viswanath K KaimalDr. Jino John Dr. Sijo M TMr. Hingston XavierMs. 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 XavierMs. Susan VargheseMr. Prabhasankar V PMr. Paul J AlengadanMr. Tony C ThomasMs. Needhu VargheseMr. 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 KMs. Chippy JojoMs. Raisa VargheseMr. Rajiv T RMr. 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 ThomasMs. Bhagyasree P VMs. Needhu VargheseMr. Dony DominicMs. Reena C GMs. 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 KaimalMs. Angitha SasidharanDr. Ravishankar A NMs. Jasmine JollyMs. Manju I KollanurMs. Resmi MMs. 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 SajeevMs. Ancy VargheseMs. Shicy N SMs. 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 SMs. Anjaly AntoMr. Prabhasankar V PMs. Della Reasa ValiavettilMs. Manju I KollannurDr. Vishnu P MMs. Bhagyasree P VMs. Raisa VargheseMs. Vinitha SharonMs. Chippy JojoMs. Ranjisha ShibuMs. Keerthana Nirmal | Mr. Sanjesh K S (C)Ms. Anjaly Anto (VC) | Mr. Sunil Paul |  |
| 26. | GATE Coaching | Mr. Jinu K TMs. Manju I KollanurMr. Midhun M SMr. Prasanth K BabyMs. Ancy VargheseMr. 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 XavierMr. Jackwin VincentDr. Krishnapriya M G Mr. Antony T JoseMr. Rahul Manohar OMr. 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 KMs. Shicy N SMr. Reynold JoseMr. Bejoy JoseMr. Antony P TMs. Jeni RajMs. Jini JosephMr. 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 RMs. Riya JosephMr. Sanjesh K SMs. Anjaly AntoMr. 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 PaulMs. Jasmine JollyMr. Watson ThomasMr. 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 PaulMr. Agnel John K JMs. Magniya DavisMr. Midhun M SMr. Jackwin VincentMr. Abhilash K KMr. 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 GMr. Watson ThomasMs. Riya JosephMs. Bindu RajanMr. Bejoy JoseMs. 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 AntoMr. Reynold JoseMr. Agnel John K JMs. Agnitha SasidharanMs. 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 VMr. Vineed S MenonMs. Sreelekha TMs. Ranjisha ShibuMr. 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 KDr. Krishnapriya M GDr. Remya K SasiDr. Viswanth K KaimalMr. 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 RMr. Paul J AlengadanMs. 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 AugustinMr. Prasanth K BabyMr. 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 JoseDr. Sijo M TMr. 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 VargheseMs. Neethu KMr. 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 ValiaveetilMs. Sreelakshmi K KMs. Magniya DavisMs. 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 AugustinMs. Needhu VargheseMs. 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 SMr. Midhun M SMr. Rajiv T RMr. Antony T JoseDr. Arun AugustinMr. 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 VincentDr. Jino John Mr. Dony DominicMs. Neethu KMs. Sreelakshmi K KDr. Caren BabuMr. 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 MDr. Caren BabuDr. Remya K SasiMs. Aswathy P SajeevMs. Angitha SasidharanMs. Resmi MMs. Susan Varghese | Dr. Vishnu P M (C)Dr. Caren Babu (VC) | Dr. M.Nandakumar | Timely applying for NIRF and its documentation.  |

***Principal***