

## **COMMITTEES & MEMBERS 2022-'23.**

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 T <sup>1</sup> Ms. Catherine J Nereveetil <sup>1</sup> Mr. Vineed S Menon <sup>2</sup> Ms. Shicy N S <sup>2</sup> Mr. Tony C Thomas <sup>3</sup> Ms. Riya Joseph <sup>3</sup> Mr. Girisankar T R <sup>4</sup> Ms. Sreelakshmy M K <sup>4</sup> Ms. Emilin Thomas K <sup>5</sup> Ms. Ancy Varghese <sup>5</sup> Ms. Jasmine Jolly <sup>6</sup>	Mr. Paul J Alengadan (C) Ms. Catherine J Nereveetil (VC)	Mr. Hingston Xavier	Conduct Arts Fest <sup>1</sup> , Freshers' Day <sup>2</sup> , Christmas Celebrations <sup>3</sup> , Onam Celebrations <sup>4</sup> , Ramzan Celebrations <sup>5</sup> , Convocation program <sup>6</sup>  Also prepare and send students to University level cultural competitions.

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		Mr. Paul J Alengadan <sup>6</sup> Ms. Jeni Raj Mr. Aswin T A Ms. Neeshma Aneesh			
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 Jeesson	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

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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. Vinita Sharon Ms. Iris Jose Mr. Jinu K T Ms. Neethu K Ms. Sreelekha T Mr. Jackwin Vincent	Ms. Vinita 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 Sajeav 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 Nerevettill 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.

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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.

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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.

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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 & Honours - Ms. Vinitha S		Dr. V.D. John	
29.	Green Campus	Ms. Sreelakshmi K K Ms. Shicy N S Mr. Reynold Jose Mr. Bejoy Jose	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

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		Mr. Antony P T Ms. Jeni Raj Ms. Jini Joseph Mr. Santosh			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.

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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



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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*