

## LIST OF DUTIES ASSIGNED FOR STAFFS DURING THE ACADEMIC YEAR 2025 -26

1.VICE PRINCIPAL	
Dr. Anilkumar M. P.	Mathematics

2.COLLEGE COUNCIL			
Sl. No	Name	Officiating as	Responsibility
1.	Dr.Ajith M. S.	Chairperson	<p>The Council is empowered to consider and report any question concerning accommodation, course of instruction, or rules of discipline referred to it by the Principal.</p> <p>All cases of serious misconduct on the part of students involving loss of their term certificates or their removal or expulsion from the College shall be dealt with by the Principal, ordinarily in consultation with the College Council.</p> <p style="color: red;">(Attribute: 7.7 Effective Leadership)</p>
2.	Dr.Anilkumar M. P.	Vice Principal	
3.	Dr.Rajish kumar P.	HOD Mathematics	
4.	Dr.Stalindas Padinhare Purakkal	HOD Malayalam	
5.	Dr.Prajit Chandran	HOD Physics	
6.	Dr.Jafar sadik P. P.	HOD Arabic	
7.	Dr. Jayaprakasan P.P.	HOD Commerce	
8.	Vinni Rani Krishna	HOD English	
9.	Capt.Shukkoor Illath	HOD Physical Education	
10.	Jeena M. P.	HOD Statistics	
11 .	Dr.Abdul Jaleel T.	Elected Member	
12 .	Badisha V.	Elected Member	
13 .	Jagdeep K. S.	Senior Superintendent	

14 .	Nadeeramol V.	Librarian	
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3.SECRETARY- COLLEGE COUNCIL	
Dr. Stalindas Padinhare Purakkal	Department of Malayalam
Responsibility: To give notice of the meeting of the Council, to keep a record of the proceedings of such meeting and to forward to the Director of Collegiate Education through the Principal a copy of the proceedings of each meeting. (Attribute: 7.7 Effective Leadership)	

4.SECRETARY - P T A	
Shefini P A	Department of Commerce
Responsibility: Organizing and scheduling meetings, preparing agendas, and ensuring that all necessary materials are available. Keeping day to day accounts of PTA (Attribute: 4.2- Revenue Income, 4.4- Revenue Expenditure, 7.7 Effective Leadership)	

5.MEMBER - C D C	
Capt.Shukkoor Illath	Department of Physical Education
Responsibility: Organizing and scheduling meetings, preparing agendas, and ensuring that all necessary materials are available. Monitor the Preparation of Plans and Estimates for getting funds from CDC and execution of the allocated funds (Attribute: 4.2- Revenue Income, 4.4- Revenue Expenditure, 7.7 Effective Leadership)	

INTERNAL QUALITY ASSURANCE CELL (IQAC)				
Sl.No	Name	Department	Nominated as	Responsibility.

1.	Dr. Ajith M. S. (Principal)	Malayalam	Chairperson	<p>Accurately and comprehensively make recommendations regarding all quality matters in the college.</p> <p>(Attributes: 7.2, Institutional Development Plan, 7.6 Quality Assurance System, 7.7 Effective Leadership)</p>
2.	Dr. Abdul Jaleel T	Arabic	Co-Ordinator	
3.	Dr. Stalindas Padinhare Purakkal	Malayalam	Member (Teacher Representatives)	
4.	Dr. Prajit Chandran	Physics		
5.	Badisha V	Commerce		
6.	Dr. Jalsiya M P	Mathematics		
7.	Lisha E	English		
8.	Dr. Abdul Gafoor Kunnathodi	Arabic		
9.	Asha K	Physics		
10.	Jagdeep K S	Office Superintendent	Member (Senior Administrative Officer)	
11.	Meharsha Kalarikkal	Vettom grama Panchayath Member	Member from Local Society	
12.	Dr. Anilkumar M P	Mathematics	Member, Alumni Representative	
13.	Dr. P.K Babu	Principal (Rtd) MES College Mampad	Member, Stakeholder Representative	
14.		College Union Chairman	Member, Student Representative	

**NAAC COMMITTEE, NIRF & KIRF**

Sl. No	Name	Department	Nominated as	Responsibility
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1.	Dr. Jalsiya M. P	Mathematics	NAAC Coordinator	Timely Collecting and keeping reports and all documents related to each attribute to prepare AQARs and SSR as per the attributes and indicators (7.6 Quality Assurance)
2.	Reeja Gopalakrishnan Nair	Physics	Attribute 1 (Curriculum)	
3.	Dr. Praseeda U V	Malayalam	Attribute 2 ( Faculty Resources)	
4.	Abhilash. M. K	Commerce	Attribute 3 ( Infrastructure)	
5.	Yaseer. K. M	Commerce	Attribute 4 (Financial Resource and Management)	
6.	Dr. Salahudhin K	Arabic	Attribute 5 (Learning and Teaching)	
7.	Jeena M. P.	Statistics	Attribute 6 (Extended Curricular Engagements)	
8.	Dr. Nimmi A P	Malayalam	Attribute 7 (Governance and Administration )	
9.	Kavitha V. K.	Commerce	Attribute 8 (Student outcomes)	
10.	Dr. Jabir K.T	Arabic	Attribute 9 (Research and Innovation Outcomes )	
11.	Jinsi K.	Malayalam	Attribute 10 (Sustainability outcomes and Green Initiatives )	

PLANNING BOARD				
Sl.No	Name	Department	Nominated as	Attribute No.

1.	Dr. Prajit Chandran	Physics	Convener	Responsibility: Prepare institutional development plan and publish on website (Attributes 3,4,7 Metrics: 3.2, 4.2,4.4, 7.2)
2.	Capt. Shukkoor Illath	Physical education	Member	
3.	Dr. Jabir K.T	Arabic	Member	
4.	Dr.Stalindas Padinhare Purakkal	Malayalam	Member	
5.	Jagadeep K S	Office Superintendent	Member	
6.	Nadeera Mol V	Librarian	Member	
7.		College Union Chairman	Member	

PURCHASE COMMITTEE				
Sl.No	Name	Department	Nominated as	Attribute No.
1.	Dr. Anilkumar M. P.	Mathematics	Convener (Charge of PFMS & E-Tender)	Attribute 4 Metric 4.1, 4.2,4.3, 4.4
2.	Heads of all Departments		Members	
3.	Jagdeep K S	Office Superintendent	Member	
4.	Nadeera Mol V	Librarian	Member	
5.	Dr. Rajish Kumar P	Mathematics	Member in charge of GeM	

DISCIPLINE COMMITTEE				
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Sl.No	Name	Department	Nominated as	Attribute No.
1.	Dr. Rajish Kumar P	Mathematics	Convener	Attributes: 7 Metrics: 7.5, 7.7
2.	Dr. Jafar Sadik P.P	Arabic	Member	
3.	Dr. Jayaprakasan P.P	Commerce	Member	
4.	Vinni Rani Krishna	English	Member	

RASHTRIYA UCHATHAR SHIKSHA ABHIYAAN (RUSA)				
Sl.No	Name	Department	Nominated as	Attribute No.
1.	Dr. Jabir K T	Arabic	College Level Coordinator	Attribute 3, 4,7 Metrics: 3.1, 3.2, 3.3, 3.5, 4.1, 4.2, 4.3,4.4, 4.6, 7.2
2.	Dr. Abdul Gafoor Kunnathodi	Arabic	Convener-Academic Activities	
3.	Dr. Anilkumar M P	Mathematics	Convener- Civil work	
4.	Dr. Nisha Akkarathodi	Malayalam	Convener- Procurement	
5.	Badisha V	Commerce	Convener- financial Aspects	
6.	Dayanandan K	Malayalam	Equity Assurance plan Implementation	
7.	Jagdeep K S	Office	Office Superintendent	
8.	Dineshan V	Office	Head of Accountant	
9.	Prasanth M	Office	Clerk	

<b>CONSTRUCTION &amp; KIIFB</b>				
Sl.No	Name	Department	Nominated as	Attribute No.
1.	Dr. Anilkumar M. P	Mathematics	Convener	Attribute 3, 4,7 Metrics: 3.1, 3.2, 3.3, 3.5, 4.1, 4.2, 4.3,4.4, 4.6, 7.2
2.	Dr. Abdul Hameed PK	Arabic	Member	
3.	Shefini P.A	Commerce	Member	
4.	Prasanth M	Office	Clerk	

<b>INSTITUTIONAL RISK MANAGEMENT COMMITTEE (IRMC)</b>				
Sl.No	Name	Department	Nominated as	Attribute No.
1.	Dr. Ajith M. S.	Principal	Chairman	Attributes: 7, Metrics: 7.4,
2.	Capt. Shukkoor Illath	Staff Adviser of College Union	Member	
3.	Dr. Rajish Kumar P	Mathematics	Member	
4.	Dr. Moideenkutty Kanniyath	Arabic	Member	
5.	Jagdeep K S	Office Superintendent	Member	
6.		District Disaster Management Committee Representative	Member	
7.		College Union Chairman	Member	
Identifying and analyzing potential risks, developing and recommending policies and procedures for effective risk management in the institution.				

**ELECTION COMMITTEE (COLLEGE UNION & COLLEGE COUNCIL)**

Sl.No	Name	Department	Nominated as	Attribute No.
1.	Dr. Vinodkumar P	Mathematics	Returning Officer	<b>Attributes:</b> 6,7 <b>Metrics:</b> 6.1, 7.7
2.	Badisha V	Commerce	Asst. Returning Officer	
3	Shefini P.A	Commerce	Member	
4	Dr. Moideenkutty Kanniyath	Arabic	Member	
5	Vinni Rani Krishna	English	Member	
6	Dayanandan K	Malayalam	Member	
7	Jayasree K	Physics	Member	

**CLEAN CAMPUS**

Sl.No	Name	Department	Nominated as	Attribute No.
1.	Jeena M. P	Statistics	Convener	<b>Attributes:</b> 10 <b>Metrics:</b> 10.2, 10.3

**ACADEMIC MONITORING COMMITTEE**

SI.No	Name	Department	Nominated as	Responsibility
1.	Dr. Anilkumar M P	Mathematics	Convener	Monitoring all academic activities, Daily attendance and Punctuality of teachers and students  Attributes: 5, 8 Metrics: 5.4, 5.8, 8.7
2.	Dr. Rajish Kumar P	Mathematics	Member	
3.	Dr. Abdul Jaleel T	Arabic	Member	
4.	Dr. Jalsiya M. P	Mathematics	Member	

ADMISSION AND ORIENTATION COMMITTEE (UG & PG)				
SI.No	Name	Department	Nominated as	Attribute No.
1.	Dayanandan K	Malayalam	Nodal Officer (PG)	Attribute 8 Student Outcomes  Metric 8.6 Student Enrollment
2.	Kavitha VK	Commerce	Nodal Officer (UG)	
3.	Dr. Abdul Gafoor Kunnathodi	Arabic(UG)	Member	
4.	Dr. Moideenkutty Kanniyath	Arabic(PG)	Member	
5.	Dr. Jalsiya MP	Mathematics(UG)	Member	
6.	Dr. Vinodkumar P	Mathematics(PG)	Member	
7.	Asha K	Physics (UG)	Member	
8.	Dr. Praseeda UV	Malayalam(UG)	Member	
9.	Dr. Nimmi A.P	Malayalam(PG)	Member	
10.	Faseela C.K	Commerce(UG)	Member	

11.	Badisha V	Commerce (PG)	Member	
12.	Vinni Rani Krishna	English (IP)	Member	
13.	Capt. Shukkoor Illath	Physical Education	Member	
14.	Jagdeep K S (Office Superintendent)	Office	Member	
15	Shefani P.A (PTA Secretary)	PTA	Member	

FYUGP- COLLEGE LEVEL ACADEMIC COMMITTEE					
Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Dr. Jalsiya M.P	Mathematics	Coordinator	Conduct orientation programme for first year students to familiarize the FYUGP system	Attribute 1 Metric 1.2, 1.4,1.6 Attribute 5 Metric 5.1, 5.3, 5.5, 5.8 Attribute 8 Metric 8.6
2.	All HODs		Members		
3.	Dr.Abdul Jaleel T	Arabic	Member		
4.	Dr. Abdul Gafoor Kunnathodi	Arabic	Member	Coordinate the selection process of Minor, MDC and SEC Courses by students	
5.	Badisha V	Commerce	Member		
6.	Jeena M.P	Statistics	Member		
7.	Muthu K	Malayalam	Member		
8.	Rekha A.M	Mathematics	Member		
9.	Shefani P A	Commerce	Member		
10.	Capt. Shukkoor Illath	Physical Education	Member		

11.	Reeja Gopalakrishnan Nair	Physics	Member		
12.	Muhammed Rafeeq P	English	Member		
13.	Dr. Vinoop	Sanskrit	Member		
14.	Fareeda	Computer Science	Member		
15	Nejma	Hindi	Member		

CBCSS UG, CBCSS PG & CSS					
Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Jayasree K	Physics	Convener		
2.	Jinsi K	Malayalam	Member		
3.	Lisha E	English	Member	Familiarize the students with the system.	Attribute 1 Metric 1.2, 1.4,1.6 Attribute 5 Metric 5.1, 5.3, 5.5, 5.8 Attribute 8 Metric 8.6
4.	Faseela C K	Commerce	Member		
5.	Dr. Vinodkumar P	Mathematics	Member	Coordinate internal examinations in a centralized way.	
6.	Asha K	Physics	Member		
7.	Dr. Salahudhin K.	Arabic	Member		

<b>TIME TABLE AND ATTENDANCE</b>
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Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Jeena M.P	Statistics	Convener	Timely modification of master time table and monitor attendance of students	Attribute 5 Metric 5.8
2.	Dr. Jalsiya M. P	Mathematics	Member		
3.	Heads of all departments		Members		

REMEDIAL COACHING					
Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Dr. Praseeda UV	Malayalam	Convener	Prepare a plan for Remedial Teaching and maintain the record of the same.	Attribute 5 Metric 5.5 Catering to diversity
2.	Dr. Salahudhin K	Arabic	Member		
3.	Dr. Jalsiya MP	Mathematics	Member		
4.	Mrs. Jayasree K	Physics	Member		
5.	Abhilash MK	Commerce	Member		
6.	Nasri Narimadakkal	English	Member		

TUTORIAL COMMITTEE					
Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.

1.	Dr. Nimmi A.P	Malayalam	Convener	Prepare a plan for Tutorial work of the College and maintain the record of the same.	Attribute 5 Learning and Teaching (All metrics)
2.	Nejma	Hindi	Joint. Convener		
3.	Dr. Abdul Hameed PK	Arabic	Member		
4.	Nasri Narimadakkal	English	Member		
5.	Shefini PA	Commerce	Member		
6.	Shameen M.K	Mathematics	Member		
7.	Asha K	Physics	Member		

### COLLEGE WEBSITE, G-SUITE & LEARNING MANAGEMENT SYSTEM-LMS

Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Badisha V	Commerce	Coordinator	Timely updating of college website Provide technical assistance for faculty members in the use of LMS platforms (Moodle and G-Suite) and monitor its effective use	Attribute 5 Metric 5.6 LMS
2.	Fareeda	Computer Science	Joint Coordinator		
3.	Dr. Rajish Kumar P	Mathematics	Member		
4.	Dr. Abdul Jaleel T	Arabic	Member		

### EXAMINATION COMMITTEE

Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Dr. Rajish Kumar P	Mathematics	Chief Superintendent	To do all	Attributes: 5

2.	Dr. Anilkumar M.P	Mathematics	Asst.Chief Superintendent	necessary works related to conduct of University, PSC and other examinations	Metrics: 5.3, 5.4,
3.	Shameen M.K	Mathematics	Member		
4.	Asha K	Physics	Member		
5.	Jinsi K	Malayalam	Member		
6.	Dr. Nisha Akkarathodi	Malayalam	Member		
7.	Abhilash MK	Commerce	Member		
8.	Sidhique M P	Arabic	Member		

### RESEARCH, CONSULTANCY & EXTENSION ACTIVITIES

RESEARCH AND DEVELOPMENT COMMITTEE					
Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Dr. Jabir K.T	Arabic	College Research Nodal Officer	Coordination of research related activities, Organize Research Admission Committee Meetings, Admission of Research	Attribute 9 Research and Innovation outcomes (All Attributes)
2.	Dr. Jafar Sadik P.P	Arabic	Convener (Language & Humanities)		
3.	Dr. Jalsiya M.P	Mathematics	Member		

4.	Dr. Stalindas Padinhare Purakkal	Malayalam	Member	Scholars, Scholarships of Research Scholars	
5.	Yaseer K M	Commerce	Member		

RESEARCH JOURNAL COMMITTEE					
Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Dr. Stalindas Padinhare Purakkal	Malayalam	Editor (Language & Humanities)	Publication of research journal, registration of Research journals	Attribute 9 Metric 9.2 Research Publication in Peer Reviewed Journals
2.	Dr. Vinodkumar P	Mathematics	Editor (Science)		

PUBLIC INFORMATION OFFICER					
Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Dayanandan K	Malayalam	Public Information Officer	Manage the files related to the RTI	
2.	Jagdeep K S (Office Superintendent)	Office	Asst.Public Information Officer		

**NATIONAL SERVICE SCHEME (NSS)**

Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Lisha E	English	Programme Officer	NSS Activities, Day Celebrations	<b>Attribute 6</b> <b>(Extended curricular engagements)</b> <b>Metric 6.6</b> <b>(Community focussed activities)</b> <b>Attribute 10</b> <b>Metric 10.1</b> <b>(Community Activities)</b>
2.	Faseela C K	Commerce	Programme Officer		

### NATIONAL CADET CORPS (NCC)

Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Capt. Shukkoor Illath	Physical Education	Associate NCC Officer	NCC Activities, Day Celebrations	<b>Attribute 10</b> <b>Metric 10.1</b> <b>Community Activities</b>

### CONTINUING EDUCATION CELL

Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Faseela C K	Commerce	Convener	Over all monitoring of Continuing Education Cell activities, maintain accounts of the cell, conducting	<b>Attributes: 5</b> <b>Metrics: 5.7</b> <b>Industry Academia Linkage</b>
2.	Dr. Rajish Kumar P	Mathematics	Member		
3.	Dr. Abdul Gafoor Kunnathodi	Arabic	Member		
4.	Capt. Shukkoor Illath	Physical Education	Member		

5.	Jinsi K	Malayalam	Member	courses	
6.	Jayasree K	Physics	Member		

MEDIA AND PUBLIC RELATIONS					
Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Dr. Jabir K T	Arabic	Convener	Linkage with News agencies and public	
2	Dr. Hilal K.M	Arabic	Joint Convener		

### C-INFRASTRUCTURE AND LEARNING RESOURCES

TECHNICAL COMMITTEE (COMPUTER & ACCESSORIES)					
Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Badisha V	Commerce	Convener	Purchasing /Maintenance of Computers and Accessories	Attribute 3 Metric 3.4 IT Infrastructure
2.	Dr. Anilkumar M. P	Mathematics	Member		
3.	Dr. Abdul Jaleel T	Arabic	Member		
4.	Jayasree K	Physics	Member		

5.	Fareeda	Computer Science	Member		
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### LIBRARY ADVISORY COMMITTEE

Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Dr. Praseeda U.V	Malayalam	Convever	Advisory body for improving the functioning and development of General Library-Books -Purchase and Stock Register, automation of library	Attribute 3 Metric 3.2 Learning Resources
2.	Antony George K	English	Joint Convener		
3.	Dr. Salahudhin K	Arabic	Member		
4.	Asha K	Physics	Member		
5.	Shefini P A	Commerce	Member		
6.	Rajesh Kumar R	Mathematics	Member		
7.	Dr. Vinoop CK	Sanskrit	Member		
8.	Jagdeep K S (Office Superintendent)	Office	Member		

### INFRASTRUCTURE (MANAGEMENT & MAINTENANCE) & ACCOMODATION

Sl.No	Name	Department	Nominated as	Responsibility of	Attribute No.
1.	Dr. Jafar Sadik P P	Arabic	Convener	INFLIBNET	Attribute 3 Metric 3.1

2.	Jayasree K	Physics	Convener	Physics Computer Lab	Physical Infrastructure 3.3 IT Infrastructure
3.	Dr. Abdul Gafoor Kunnathodi	Arabic	Convener	ARABSAT	
4.	Sidhique M P	Arabic	Convener	ORICE/ EDUSAT	
5.	Dr. Rajish Kumar P	Mathematics	Nodal Officer	CAMS (Punching)	
6.	Lisha E	English	Convener	Women Amenity Centre	
7.	Dr. Anilkumar M.P	Mathematics	Convener	CCTV & Networking	
8.	Dr. Abdul Gafoor Kunnathodi	Arabic	Convener	Seminar Hall	
9.	Rajesh Kumar R	Mathematics	Convener	Auditorium	
10.	Dr. Abdul Hameed PK	Arabic	Convener	Furniture	
11.	Capt. Shukkoor Illath	Physical Education	Convener	Fitness Centre	

LADIES' HOSTEL					
Sl.No	Name	Department	Nominate d as	Responsibility of	Attribute No.
1.	Rekha A M	Mathematics	Warden	Smooth running of the ladies' hostel and preparation of rules	Attribute 3 Metric 3.1 Physical Infrastructure
2.	Dr. Praseeda U V	Malayalam	Resident Tutor		
3.	Dr. Rajish Kumar P	Mathematics	Member		
4.	Dr. Anilkumar M.P	Mathematics	Member		

5.	Dr. Nimmi A.P	Malayalam	Member		
6.	Asha K	Physics	Member		
7.	Shefina P.A (PTA Secretary)	Commerce	Member		
8.	Nejma	Hindi	Member		

### D-STUDENT SUPPORT

SCHOLARSHIPS					
Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Dr. Vinodkumar P	Mathematics	Nodal Officer	Sharing Information about various scholarships/Help the students to register and renew the scholarships/ Help the students in E-Grants related issues	Attribute 4 Metric 4.2 Revenue income versus Expenditure Attribute 7 Metric: 7.4 Student Employee Welfare
2.	Dr. Abdul Gafoor Kunnathodi	Arabic	Member		
3.	Yaseer. KM.	Commerce	Member		
4.	Jayasree K.	Physics	Member		
5.	Lisha E	English	Member		
6.	Jinsi K	Malayalam	Member		

CAREER GUIDANCE & PLACEMENT CELL, CONNECT TO CAREER CAMPUS,					
Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Dr. Jayaprakasan P. P.	Commerce	Convener	Provide students with information	Attribute 1 Metric: 1.4

2.	Aswin K Dev	English	Joint Convener	relating to various avenues of higher education, employment opportunities etc. <b>CSDCCP</b>	(Practical and Industry Focus) Attribute 7 Metric: 7.9 (Efforts for Employability) Attribute 8 Metric: 8.2 (Graduate Progression)
3.	Dr. Prajit Chandran	Physics	Member		
4.	Dr. Moideenkutty Kanniyath	Arabic	Member		
5.	Dr. Vinodkumar P	Mathematics	Member		
6.	Jinsi K	Malayalam	Member		

<b>NET &amp; JRF COACHING CELL</b>					
<b>SI No</b>	<b>Name</b>	<b>Department</b>	<b>Nominated as</b>	<b>Responsibility</b>	<b>Attribute &amp; metric</b>
1.	Dr. Stalin Das Padinhare Purakka	Malayalam	Convener	Conduct NET Coaching Classes, Keep records of NET/JRF Winners.	Attributes: 5 Metrics: 5.5 Catering to Diversity (Enrichment Courses)
2.	Dr. Muhammed Rafeek K. P.	English	Joint Convener		
3.	Dr. Salahudhin K	Arabic	Member		
4.	Dr. Vinodkumar P	Mathematics	Member		
5.	Dr Nimmi A. P.	Malayalam	Member		
6.	Dr. Praseeda U V	Malayalam	Member		
7.	Shefini PA.	Commerce	Member		
8.	Abhilash MK	Commerce	Member		
9.	Arundev VR	English	Member		
10	Dr. Aswathy S	English	Member		

**MINORITY NET COACHING CENTRE**

Dr. Moideenkutty Kanniyath

Arabic

**COLLEGIATE STUDENTS GRIEVANCE REDRESSAL COMMITTEE (CSGRC)**

Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1	Dr. Ajith M. S.	Principal	Chairperson	Look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment	<b>Attribute 5 Metric 5.4 (Academic Grievance redressal) Attribute 7 Metric 7.5 (Grievance Redressal Mechanism)</b>
2.	Dr.Stalindas Padinhare Purakkal	Malayalam	Convener		
2.	Dr. Anilkumar M. P	Mathematics	Ombudsman		
3.	Dr. Prajit Chandran	Physics	Member		
4.	Dr. Abdul Hameed PK	Arabic	Member		
5.	Dr. Jayaprakasan P. P.	Commerce	Member		
6.	Vinni Rani Krisha	English	Member		
7.	Capt. Shukkoor Illath	Staff Adviser of College Union	Member		
8		Chairperson College union	Member		

**WOMEN'S CELL**

Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Lisha E	English	Convener	<p>Enhance self-esteem and self confidence among women students and staff.</p> <p>Increase awareness of women related social issues, health, employment and gender related matters.</p>	<p><b>Attribute: 6</b> <b>Metric: 6.1</b> <b>(Technical / Domain Related Clubs, activities and technical festivals)</b></p>
2.	Faseela CK	Commerce	Joint Convener		
3.	Dr. Nisha Akkarathodi	Malayalam	Member		
4.	Rekha A. M.	Mathematics	Member		
5.	Sini G	Commerce	Member		
6.	Jayasree K.	Physics	Member		
7.	Dr. Nimmi AP	Malayalam	Member		
8.	Dr Poornima S Unni	English	Member		
9.	Jeena M. P.	Statistics	Member		

### ANTI-RAGGING COMMITTEE (AS PER GUIDELINES)

Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1	Dr.Ajith M. S.	Principal	Chairperson	Dealing of the complaints related to the ragging cases	<p><b>Attribute 7</b> <b>Metric 7.5</b> <b>(Grievance Redressal Mechanism)</b></p>
2.	Dr. Anilkumar M. P	Mathematics	Convener		

3.	Dr. Jafar Sadik P.P.	Arabic	Representative of Teaching Faculty		
4.	Dr. Prajit Chandran.	Physics			
5.	Sini G.	Commerce			
6.	Dr. Nimmi A.P.	Malayalam			
7	Jagdeep K. S.	Office Superintendent	Representative of Non Teaching Staff		
8	Meharsha Kalarikkal	Vettom Panchayath member	Representative of Civil Administration		
9.		Sub Inspector, Tirur	Representative of Police Administration		
10.	Adv. Sindhu	Advocate	Representative of Non governmental Organisation		
11	Mujeeb Rahiman A. P.	PTA Vice president	Representative of parents		
12			Student Representative		
13			Student Representative		

**INTERNAL COMPLAINTS COMMITTEE (ICC)**

<b>INTERNAL COMPLAINTS COMMITTEE (ICC)</b>					
SI No	Name	Department	Nominated as	Responsibility	Attribute & metric

1.	Reeja Gopalakrishnan Nair	Physics	Chairperson	Dealing with the complaints related to the harassment faced by students or staff in the institution.	<b>Attribute 7 Metric 7.5 (Grievance Redressal Mechanism)</b>
2.	Dr. Anilkumar M. P	Mathematics	Member(Senior Member)		
3.	Dr.Hilal K.M	Arabic	Member(Senior Member)		
4.	Vinni Rani Krisha	English	Member		
5.	Rekha A.M	Mathematics	Member		
6.	Vismaya	Office Staff	Member		
7	Adv. Sindhu	NGO-Legal	Member		
8		Student Representative	Member		
9.		Student Representative	Member		
10.		Student Representative	Member		

<b>ANTI RAGGING SQUAD</b>					
Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Abhilash M.K	Commerce	Convener	Monitor the campus to avoid any type of ragging-campaign for zero tolerance of ragging.	<b>Attribute 7 Metric 7.5 (Grievance Redressal Mechanism)</b>
2.	Shameen M.K.	Mathematics	Member		
3.	Dr. Abdul Hameed PK.	Arabic	Member		
4.	Dayanandan K	Malayalam	Member		

5.	Reeja Gopalakrishnan Nair	Physics	Member		
6.	Aswin K Dev	English	Member		

ANTI NARCOTIC CELL					
SI No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Yaseer KM	Commerce	Convener	Organize awareness programmes to prevent the use of drugs/ alcohol/ tobacco etc.	Attribute 6 Metric: 6.3 (Mental Health / Wellbeing Clubs and activities)
2.	Dr. Salahudhin K	Arabic	Member		
3.	Rekha A.M	Mathematics	Member		
4.	NSS Coordinators		Members		

EQUAL OPPORTUNITY CELL					
SI No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Dr. Hilal K. M	Arabic	Convener	Take care of the needs of differently-abled students of the College.	Attribute 3 Metric 3.1 (Physical Infrastructure) Attribute: 5 Metric 5.5 Catering to Diversity Attribute 7 Metric 7.5 Grievance Handling Mechanism
2.	Jeena M P	Statistics	Joint Convener		
3.	Muthu K	Malayalam	Member		
4.	Dr. Nejma	Hindi	Member		
5.	Shefina K A	Commerce	Member		

6.	Rekha A M	Mathematics	Member		
7	Asha k	Physics	Member		

SC/ST CELL					
SI No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Jayasree K	Physics	Convener	Redress the grievances of SC/ST students, ensure equal opportunity in all spheres, E-Grants Stipends hostel Fee etc.	Attribute: 5 Metric 5.5 Catering to Diversity Attribute 7 Metric 7.5 Grievance Handling Mechanism
2.	Jeena M P	Statistics	Member		
3.	Kavitha V.K	Commerce	Member		
4	Vinni Rani Krishna	English	Member		

CENTRE FOR INDIAN KNOWLEDGE SYSTEM	
Vinni Rani Krishna	Convener
Dr. Nisha Akkarathodi	Joint Convener
Responsibility :Promotion of Indian knowledge system through Seminars, Certificate Courses, Curriculum Projects,Writing exams in indian language (Attribute 1.6 & 5.5)	

OBC CELL					
SI No	Name	Department	Nominated as	Responsibility	Attribute & metric

1.	Dr. Nimmi A.P	Malayalam	Convener	Redress the grievances of OBC students, ensure equal opportunity in all spheres etc.	Attribute: 5 Metric 5.5 Catering to Diversity Attribute 7 Metric 7.5 Grievance Handling Mechanism
2.	Sidhique M.P	Arabic	Member		
3.	Faseela C.K	Commerce	Member		
4.	Shameen M.K	Mathematics	Member		

MINORITY CELL					
Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Sidhique M. P.	Arabic	Convener	Redress the grievances of Minority students, ensure equal opportunity in all spheres etc.	Attribute: 5 Metric 5.5 Catering to Diversity Attribute 7 Metric 7.5 Grievance Handling Mechanism
2.	Faseela C.K	Commerce	Member		
3.	Dr.Jalsiya M.P	Mathematics	Member		

ETHICS COMMITTEE					
Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Sini G	Commerce	Convener	Deals with the complaints related with violating code of conduct /protocol etc.	Attribute 6 Metric 6.4 Value Education
2.	Dr. Jafar Sadik P.P	Arabic	Member		
3.	Dr. Nimmi AP	Malayalam	Member		

4.	Lisha E	English	Member		
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### STUDENT AMENITIES

CANTEEN & HUNGER FREE PROJECT				
Sl No	Name	Department	Nominated as	Attribute & metric
1	Dr. Jabir K T.	Arabic	Convener	Attribute 3 Metric 3.1 (Physical Infrastructure) Attribute: 5 Metric 5.5 (Catering to Diversity)
2.	Dr. Nimmi A.P.	Malayalam	Member	
3.	Vinni Rani Krishna	English	Member	
4.	Asha K	Physics	Member	
5.	Dr. Vinodkumar P	Mathematics	Member	
6.	Yaseer KM	Commerce	Member	
7	Capt.Shukkoor Illath	Physical Education	Member	
8	Jagdeep K. S.	Office Superintendent	Member	
9.	Renjith	Office Attendant	Member	
10.		College Union Chairperson	Member	

COOPERATIVE STORE				
Sl No	Name	Department	Nominated as	Attribute & metric

1	Abhilash M. K	Commerce	Convener	Attribute 3 Metric 3.1 (Physical Infrastructure) Attribute 4 Metric 4.2, 4.4 Revenue Income and Expenditure
2.	Shameen M.K	Mathematics	Member	
3.	Dr. Moideenkutty Kanniyath	Arabic	Member	

TRANSPORTATION AND COLLEGE BUS				
SI No	Name	Department	Nominated as	Attribute & metric
1	Dr. Salahudhin K.	Arabic	Convener	Attribute 3 Metric 3.1 (Physical Infrastructure) Attribute 4 Metric 4.2, 4.4 Revenue Income and Expenditure
2	Sidhique MP	Arabic	Member	
2.	All first year UG and PG tutors		Members	

ALUMNI ASSOCIATION				
SI No	Name	Department	Nominated as	Attribute & metric
1.	Dr. Anilkumar M.P.	Mathematics	Convener	Attribute 1 Metric 1.2

2.	Jinsi K	Malayalam	Joint Convener	(Stakeholder Participation) Attribute 4 Metric 4.2, 4.4 (Revenue Income and Expenditure) Attribute 8 (Metric 8.8 Student / Alumni Learning Experiences)
3.	Sidhique M P	Arabic	Staffs in Charge of Department Alumni Associations	
4.	Jayasree K	Physics		
5.	Badisha V	Commerce		
6.	Lisha E	English		
7.	Dayanandan K	Malayalam		

### ACADEMIC MASTER PLAN AND COLLEGE CALENDAR

Sl No	Name	Department	Nominated as	Attribute & metric
1	Dr. Vinod Kumar P	Mathematics	Convener	Attribute 5 Metric 5.8 (Adherence to Academic Calendar)
2.	Heads of all departments		Members	

### ALL INDIA SURVEY ON HIGHER EDUCATION (AISHE) & KERALA HIGHER EDUCATION COUNCIL SURVEY

Sl No	Name	Department	Nominated as	Attribute & metric
1	Shameen M.K	Mathematics	Nodal Officer	Attribute 7 Metric 7.6 (Quality assurance System)

2	Dr.Aswathy S	English	Member	
3	Dr. Abdul Gafoor Kunnathodi	Arabic	Member	
4	Dr. Praseeda U V	Malayalam	Member	
5	Jayasree K	Physics	Member	
6	Kavitha VK	Commerce	Member	

### CALICUT UNIVERSITY COLLEGE PORTAL

SI No	Name	Department	Nominated as	Attribute & metric
1	Dr. Jayaprakasan	Mathematics	Nodal Officer	Attribute 7 Metric 7.3 (E-Governance)

### EARN WHILE YOU LEARN (EWYL)

SI No	Name	Department	Nominated as	Attribute & Metric
1	Jeena M.P.	Statistics	Convener	Attribute 7 Metric 7.9 (Efforts for Employability)
2.	Asha K	Physics	Joint Convener	
3.	Rajesh Kumar R	Mathematics	Member	
4.	Dr. Salahudhin K	Arabic	Member	

**COLLEGE GARDEN**

SI No	Name	Department	Nominated as	Attribute & metric
1	Capt. Shukkoor Illath	NCC (Physical Education)	Convener	Attributes 10 Metric 10.4 (Green Audit and Initiatives)
2	Dr. Shabana M	English	Joint Convener	
3		NSS Student Coordinator	Member	

**ACCOMMODATION**

SI No	Name	Department	Nominated as	Attribute & metric
1	Dr. Anilkumar M.P.	Mathematics	Convener	Attribute 3 Metric 3.1 (Physical Infrastructure)
2.	Dr.Jafar Sadik P.P	Arabic	Member	
3.	Dr.Stalindas Padinhare Purakkal	Malayalam	Member	
4.	Vinni Rani Krishna	English	Member	

**OTHER INITIATIVES**

Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Dayanandan K	Malayalam	Convener	Jeevani	Attribute 6 Metric 6.3 (Mental Health / Wellbeing Clubs and Activities)
2.	Muthu K	Malayalam	Convener	Bharana Bhasha	
3.	Dr.Jabir K T	Arabic	Convener	Forum for Democracy and Social Justice	

**SREE NARAYANAGURU OPEN UNIVERSITY STUDY CENTRE**

Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Dr. Jayaprakasan P.P	Commerce	Coordinator	All works as per directions of SOU Kollam	Attribute 5 5.7 Industry (Academia Linkage)
2.	Sidhique M P	Arabic	Joint Coordinator		
3.	Capt.Shukkoor Illath	Physical Education	Member		

**ELECTORAL LITERACY CLUB**

Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Dr. Nisha Akkarathodi	Malayalam	Coordinator	To literate students the election process and support the staff and students to link EPIC with Aadhaar	Attribute 6 6.6 (Community Related (Focus) activities)
2.	Dr. Vinodkumar P	Mathematics	Member		
3.	Dr. Moideenkutty Kanniyath	Arabic	Member		

### STUDENTS' INITIATIVE IN PALLIATIVE CARE (SIP Care)

SI No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Dr.Hilal K.M	Arabic	Coordinator	Training Programmes, Awareness Programmes and observation of Palliative day and other significant days. And also taking up Home Care activities in collaboration with Santi Pain and Palliative Care, Vettom.	Attribute 6 Metric 6.3 (Mental Health / Wellbeing Clubs and Activities)
2.	Sini G	Commerce	Member		
3.	Lisha E	English	Member		
4	NSS Student Coordinators		Members		

### YOUNG INNOVATORS PROGRAMME YIP

SI No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Kavitha V K	Commerce	Coordinator		Attribute 5 5.7 Industry (Academia Linkage)
2.	Muhammed Rafeek K P	English	Joint Coordinator		
3.	Dr. Jabir K T	Arabic	Member		
4.	Jeena M.P	Statistics	Member		

### STUDENTS FOR SOCIETY

SI No	Name	Department	Nominated as	Attribute & metric
1	Reeja Gopalakrishnan Nair	Physics	Coordinator	Attribute 6 6.6 (Community Related (Focus) activities)
2	Dr. Hilal KM	Arabic	Member	

3	Faseela CK	Commerce	Member	
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CLUB ACTIVITIES				
Sl No	Name of the Club	Name of Faculty and nominated position	Members	Attribute & metric
1	Nature Club	Jinsi K ( Malayalam) Convener  Dr. Vinoop CK (Sanskrit) Joint Convener	Dr. Salahudhin K (Arabic) Sini G (Commerce) Asha K (Physics) Nisha Akkarathodi (Malayalam)	Attribute 6 Metric 6.1 Domain Related Clubs Attribute 10 Metric 10.4 Green Initiative
2.	Campus Beautification & Green Initiatives	Asha K (Physics) Convener  Nasri Narimadakkal (English) Joint Convener	Dr.Stalin Das Padinharepurakkal (Malayalam) Dr.Hilal KM (Arabic)	Attribute 10 Metric 10.4 Green Initiative
3.	Science Club	Reeja Gopalakrishnan Nair (Physics) Convener  Winni Rani Krishna Joint Convener	Dr. Jalsiya M.P (Mathematics)  AshaK (Physics)	Attribute 6 Metric 6.1 Domain Related Clubs

4.	ED Club	Shefani P.A (Commerce) Convener	Jayaprakasan P.P Faseela C K Badisha V (Commerce)	Attribute 5.7 Industry Academia Linkage Attribute 6 Metric 6.1 Domain Related Clubs
5.	Karshaka Sangham	Yaseer KM (Commerce)	Asha K (Physics) Hilal KM (Arabic) Jalsiya MP (Mathematics)	
6.	Tourism Club	Dr. Stalindas Padinhare Purakkal (Malayalam) Convener  Antony Geroge K (English) Joint Convener	Dr. Moideenkutty Kanniyath(Arabic) Praseeda U.V (Malayalam) Aswin K Dev (English) Dr. Vinod Kumar P (Sanskrit)	Attribute 6 Metric 6.1 Domain Related Clubs and Cultural clubs 6.2
7	Film Club	Aswin K Dev (English) Convener  Dr. Vinoop CK (Sanskrit) Joint Convener	Dr. Stalindas Padinhare Purakkal (Malayalam) Dr. Hilal K.M (Arabic) Nisha Akkarathodi (Malayalam) Lisha E (English) Antony George (English) Muhammed Rafeek K P (English) Dr Poornima S Unni (English)	
8	Readers Club	Lisha E(English) Convener	Dr. Pajit Chandran (Physics)	

		Dr. Shabana M (English) Joint Convener	Dr. Hilal K.M (Arabic) Dayanandan K (Malayalam) Sini G (Commerce) Vinni Rani Krishna (English)  Aswin K Dev (English) Muhammed Rafeek K P (English)
9.	Performing Arts Club	Reeja Gopalakrishnan Nair (Physics) Convener  Dr. Poornima S Unni (Joint Convener)r	Asha K ( Physics) Rekha A.M. (Mathematics) Dr.Praseeda U.V (Malayalam)
10.	Quiz Club	Sini G (Commerce) Convener  Aswin K Dev (English) Joint Convener	Dr. Hilal KM (Arabic) Muthu K (Malayalam)
11.	Debate Club	Muthu K (Malayalam) Convener  Dr Poornima S Unni (English) Joint Convener	Dayanandan K (Malayalam) Dr.Hilal K.M (Arabic) Dr. Jabir KT (Arabic) Sini G (Commerce) Kavitha VK (Commerce)
12.	Music Club ( <i>Idam</i> )	Muthu K (Malayalam) Convener	Reeja Gopalakrishnan Nair (Physics) Vinni Rani Krishna (English)
13.	<i>Koodu</i>	Nisha Akkarathodi	Muhammed Rafeek K P (English)

		(Malayalam) Convener	Muthu K ( Malayalam)  (Hindi)	
14.	Gymkhana Fitness Club	Capt. Shukkoor Illath (Physical Education) Convener	Dr.Moideenkutty Kanniyath (Arabic)	Attribute 5 Metric 5.5 (Catering to Diversity) Attribute 6 Metric 6.1 (Domain Related Clubs)
15.	Translation and Cultural Exchange Club	Dr.Hilal K.M (Arabic)  Convener	Dr.Moideenkutty Kanniyath (Arabic) Dr. Abdul Gafoor Kunnathodi (Arabic) Muthu K (Malayalam) Jinsi K (Malayalam) Vinni Rani Krishna (English) Dr. Shabana M (English)	
16	'Round Table' Discussion Forum	Muhammed Rafeek K P (English)	Dr. Abdul Gafoor Kunnathodi Aswin K Dev (English) Arundev VR (English)	
17	Bhoomithra sena	Dr. Stalin Das Padinharepurakal (Malayalam) (Convener)	Asha K ( Physics) Nejma (Hindi) (Nadeeramol (Librarian ) Prasanth M ( Office )	

**DOMAIN CLUBS**

Sl No	Name of the Club	Convener	Nominated as	Attribute & metric
1	Astro Club	Asha K (Physics)	Convener	Attribute 6 Metric 6.1 Domain related clubs , activities & festivals
2.	Sunbullah	Dr. Moideenkutty Kanniyath (Arabic)	Convener	
3.	Omega Club	Rekha A M (Mathematics)	Convener	
4.	Akam	Praseeda U.V (Malayalam)	Convener	
5.	Commercium	Abhilash MK (Commerce)	Convener	
6.	OuLiPo	Muhammed Rafeek K P (English)	Convener	