

LIST OF DUTIES ASSIGNED FOR STAFFS DURING THE ACADEMIC YEAR 2026 -27

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

2.COLLEGE COUNCIL			
Sl. No	Name	Officiating as	Responsibility
1.	Dr. Syamchand S.S	Chairperson	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. 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. (Attribute: 7.7 Effective Leadership)
2.	Dr.Anilkumar M. P.	Vice Principal	
3.	Dr.Rajish kumar P.	HOD Mathematics	
4.	Dr.Ajith MS	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.	Major Shukkoor Illath	HOD Physical Education	
10.	Jeena M. P.	HOD Statistics	
11 .	Sreekutty T	HOD, Hindi	
12 .	Dr.Abdul Jaleel T.	Elected Member	
13 .	Badisha V.	Elected Member	

14 .	Jagdeep K. S.	Senior Superintendent	
15.	Nadeeramol V.	Librarian	

3.SECRETARY- COLLEGE COUNCIL

Dr. Ajith MS

HoD, Malayalam Department

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)

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

Major 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. Syamchand SS.	Principal	Chairperson	Accurately and comprehensively make recommendations regarding all quality matters in the college. (Attributes: 7.2, Institutional Development Plan, 7.6 Quality Assurance System, 7.7 Effective Leadership)
2.	Dr. Abdul Jaleel T	Arabic	Co-Ordinator	
3.	Dr. Ajith MS	Malayalam	Member (Teacher Representatives)	
4.	Dr. Nimmi AP	Malayalam		
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.	Alan MS	College Union Chairman	Member, Student Representative	

NAAC COMMITTEE, NIRF & KIRF				
Sl. No	Name	Department	Nominated as	Responsibility
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.	Dr. Moideenkutty Kanniyath	Arabic	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. Ajith MS	Malayalam	Convener	Responsibility: Prepare institutional development plan and publish on website (Attributes 3,4,7 Matrics: 3.2, 4.2,4.4, 7.2)
2.	Major Shukkoor Illath	Physical education	Member	
3.	Dr. Jabir K.T	Arabic	Member	
4.	Dr.Vinodkumar P	Mathematics	Member	
5.	Jagadeep K S	Office Superintendent	Member	
6.	Nadeera Mol V	Librarian	Member	
7.	Alen MS	College Union Chairman	Member	

PURCHASE COMMITTEE				
Sl.No	Name	Department / Position	Nominated as	Attribute No.
1.	Dr. Anilkumar M. P.	Mathematics	Convener (Charge of PFMS, E-Tender and GeM)	Attribute 4 Metric 4.1, 4.2,4.3, 4.4
2.	Jagdeep K S	Office Superintendent	Member	
3.	Dr. Abdul Jaleel T	IQAC Coordinator	Member	
4.	Badisha V	Technical Committee Convener	Member	
5.	Asha K	Physics	Member	

6.	Dr. Praseeda U	Malayalam	Member	
7.	Nadeera Mol V	Librarian	Member	

DISCIPLINE COMMITTEE				
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.	Shameen MK	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	

CONSTRUCTION & KIIFB				
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	

INSTITUTIONAL RISK MANAGEMENT COMMITTEE (IRMC)				
Sl.No	Name	Department	Nominated as	Attribute No.
1.	Dr. Syamchand SS	Principal	Chairman	Attributes: 7, Metrics: 7.4,
2.	Major 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	Member	

		Representative		
7.	Alan MS	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	Attributes: 6,7 Metrics: 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	Attributes: 10 Metrics: 10.2, 10.3
2.	Dr. Nimmi A P	Malayalam	Member	

3.	Asha Kozhikkot	Physics	Member	
4.	Faseela CK	Commerce	Member	
5.	Dr. Aiswarya Vijayan	English	Member	
6.	Dr. Jalsiya MP	Mathematics	Member	
7.	Sreekutty T	Hindi	Member	

ACADEMIC MONITORING COMMITTEE

Sl.No	Name	Department	Nominated as	Responsibility
1.	Dr. Ajtj MS	Malayalam	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.	Reeja Gopalakrishnan Nair	Physics	Member	

ADMISSION AND ORIENTATION COMMITTEE (UG & PG)

Sl.No	Name	Department	Nominated as	Attribute No.
1.	Dayanandan K	Malayalam	Nodal Officer (PG)	Attribute 8 Student Outcomes Metric 8.6 Student Enrollment
2.	Dr. Moideenkutty Kanniyath	Commerce	Nodal Officer (UG)	
3.	Dr. Salahudhin K	Arabic (UG)	Member	

4.	Dr. Sidhique MP	Arabic(PG)	Member	
5.	Dr. Rajishkumar P	Mathematics(UG)	Member	
6.	Dr. Vinodkumar P	Mathematics(PG)	Member	
7.	Jayasree 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.	Major Shukkoor Illath	Physical Education	Member	
14.	Jagdeep K S (Office Superintendent)	Office	Member	
15	Shefini 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	Arabic	Member	Coordinate the selection process	

	Kunnathodi			of Minor, MDC and SEC Courses by students	
5.	Badisha V	Commerce	Member		
6.	Jeena M.P	Statistics	Member		
7.	Dr. Praseeda U V	Malayalam	Member		
8.	Rekha A.M	Mathematics	Member		
9.	Shefini P A	Commerce	Member		
10.	Major Shukkoor Illath	Physical Education	Member		
11.	Reeja Gopalakrishnan Nair	Physics	Member		
12.	Sreekutty T	Hindi	Member		
13.		Sanskrit	Member		
14.		Computer Science	Member		
15	Rabiya KA	English	Member		

TIME TABLE AND ATTENDANCE					
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 U V	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.	Lisha E	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.	Rabiya KA	English	Joint. Convener		
3.	Dr. Abdul Hameed PK	Arabic	Member		
4.	Sreekutty	Hindi	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.		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.	Abhilash MK	Mathematics	Chief Superintendent	To do all necessary works related to conduct of University, PSC and other examinations	Attributes: 5 Metrics: 5.3, 5.4,
2.	Dr. Anilkumar M.P	Mathematics	Asst.Chief Superintendent		
3.	Shameen M.K	Mathematics	Member		
4.	Asha K	Physics	Member		
5.	Dr. Rajishkumar P	Mathematics	Member		

INTERNAL EXAMINATION COMMITTEE (UG, PG & IP)					
Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Shameen MK	Mathematics	Convener	To do all necessary works related to conduct of Internal Examinations in Odd and Even Semesters for all batches	Attributes: 5 Metrics: 5.3, 5.4,
2.	Dr. Sidhique MP	Arabic	Joint Convener		
3.	Dr. Abdul Gafoor Kunnatodi	Arabic	Dept. Coordinator		
4.	Dr. Praseeda UV	Malayalam	Dept. Coordinator		
5.	Shefini PA	Commerce	Dept. Coordinator		
6.	Lisha E	English	Dept. Coordinator		
7.	Rekha AM	Mathematics	Dept. Coordinator		
8	Asha K	Physics	Dept. Coordinator		
9.	Sreekutty T	Hindi	Dept. Coordinator (General Departments)		

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,	Attribute 9 Research and

2.	Dr. Jafar Sadik P.P	Arabic	Convener (Language & Humanities)	Organize Research Admission Committee Meetings, Admission of Research Scholars, Scholarships of Research Scholars	Innovation outcomes (All Attributes)
3.	Dr. Vinodkumar P	Mathematics	Member		
4.	Dr. Nisha Akkarathodi	Malayalam	Member		
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.	Dr. Salahudhin K	Arabic	Programme Officer	NSS Activities, Day Celebrations	Attribute 6 (Extended curricular engagements) Metric 6.6 (Community focussed activities) Attribute 10 Metric 10.1 (Community Activities)
2.	Dr. Yaseer KM	Commerce	Programme Officer		

NATIONAL CADET CORPS (NCC)					
Sl.No	Name	Department	Nominated as	Responsibility	Attribute No.
1.	Major Shukkoor Illath	Physical Education	Associate NCC Officer	NCC Activities, Day Celebrations	Attribute 10 Metric 10.1 Community Activities

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 courses	Attributes: 5 Metrics: 5.7 Industry Academia Linkage
2.	Dr. Rajish Kumar P	Mathematics	Member		
3.	Dr. Abdul Gafoor Kunnathodi	Arabic	Member		
4.	Major Shukkoor Illath	Physical Education	Member		

5.	Jinsi K	Malayalam	Member		
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.		Computer Science	Member		

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.	Rabiya KA	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.	Sreekutty T	Hindi	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 Physical Infrastructure 3.3 IT Infrastructure
2.	Jayasree K	Physics	Convener	Physics Computer Lab	
3.	Dr. Abdul Gafoor Kunnathodi	Arabic	Convener	ARABSAT	
4.	Dr. Rajish Kumar P	Mathematics	Nodal Officer	CAMS (Punching)	

5.	Lisha E	English	Convener	Women Amenity Centre	
6.	Dr. Anilkumar M.P	Mathematics	Convener	CCTV & Networking	
7.	Dr. Abdul Gafoor Kunnathodi	Arabic	Convener	Seminar Hall	
8.	Rajesh Kumar R	Mathematics	Convener	Auditorium	
9.	Dr. Abdul Hameed PK	Arabic	Convener	Furniture	
10.	Major 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.	Sreekutty T	Hindi	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.	Shefini P.A (PTA Secretary)	Commerce	Member		
8.	Dr. Praseeda U V	Malayalam	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.	Dr. Yaseer. KM.	Commerce	Member		
4.	Jayasree K.	Physics	Member		
5.	Lisha E	English	Member		
6.	Jinsi K	Malayalam	Member		

CENTRE FOR SKILL DEVELOPMENT COURSES AND CAREER PLANNING

SI No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Dr. Jayaprakasan P. P.	Commerce	Convener	Provide students with information relating to various avenues of higher education, employment opportunities etc. CSDCCP	Attribute 1 Metric: 1.4 (Practical and Industry Focus) Attribute 7 Metric: 7.9 (Efforts for Employability) Attribute 8 Metric: 8.2 (Graduate Progression)
2.	Faseela CK	Commerce	Faculty in Charge of Skill Courses		
3.	Sreekutty T	Hindi	Joint Convenor		
4.	Dr. Prajit Chandran	Physics	Member		
5.	Dr. Moideenkutty Kanniyath	Arabic	Member		
6.	Dr. Vinodkumar P	Mathematics	Member		
7.	Jinsi K	Malayalam	Member		

CONNECT TO CAREER CAMPUS

SI No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Dr. Vinodkumar P	Mathematics	Convener	awareness about new-age jobs, changes in global job markets, the importance of skilling, and	Attribute 1 Metric: 1.4 (Practical and Industry Focus) Attribute 7 Metric: 7.9 (Efforts for Employability) Attribute 8 Metric: 8.2
2.	Dr. Jabir KT	Arabic	Joint Convener		
3.	Abhilash MK	Commerce	Member		
4.	Asha K	Physics	Member		

5.	Rabiya KA	English	Member	encouraging students to find the right career	(Graduate Progression)
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NET & JRF COACHING CELL					
Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Dr. Stalin Das Padinhare Purakkal	Malayalam	Convener	Conduct NET Coaching Classes, Keep records of NET/JRF Winners.	Attributes: 5 Metrics: 5.5 Catering to Diversity (Enrichment Courses)
2.	Rabiya KA	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		

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. Syamchand SS	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	Attribute 5 Metric 5.4 (Academic Grievance redressal) Attribute 7 Metric 7.5 (Grievance Redressal Mechanism)
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.	Major Shukkoor Illath	Staff Adviser of College Union	Member		
8	Alan MS	Chairperson College union	Member		

WOMEN'S CELL					
Sl No	Name	Department	Nominated as	Responsibility	Attribute & metric
1.	Lisha E	English	Convener	Enhance self-esteem and self confidence among women students and staff. Increase awareness	Attribute: 6 Metric: 6.1 (Technical / Domain Related)
2.	Faseela CK	Commerce	Joint Convener		

3.	Dr. Nisha Akkarathodi	Malayalam	Member	of women related social issues, health, employment and gender related matters.	Clubs, activities and technical festivals)
4.	Rekha A. M.	Mathematics	Member		
5.	Sini G	Commerce	Member		
6.	Jayasree K.	Physics	Member		
7.	Dr. Nimmi AP	Malayalam	Member		
8.	Dr Aiswarya Vijayan	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.Syamchand SS	Principal	Chairperson	Dealing of the complaints related to the ragging cases	Attribute 7 Metric 7.5 (Grievance Redressal Mechanism)
2.	Dr. Anilkumar M. P	Mathematics	Convener		
3.	Dr. Jafar Sadik P.P.	Arabic	Representative of Teaching Faculty		
4.	Dr. Ajith MS	Malayalam			
5.	Sini G.	Commerce			
6.	Vinni Rani Krishna	English			
7	Jagdeep K. S.	Office Superintendent	Representative of Non Teaching Staff		
8	Meharsha Kalarikkal	Vettom	Representative		

		Panchayath member	of Civil Administration		
9.		Sub Inspector, Tirur	Representative of Police Administration		
10.	Adv. Sindhu	Advocate	Representative of Non governmental Organisation		
11	Mujeeb A. P.	PTA Vice president	Representative of parents		
12	Muhammed Safwan	(II MA Arabic)	Student Representative		
13	Abhishek	III BSc Physics	Student Representative		

INTERNAL COMPLAINTS COMMITTEE (ICC)					
Sl 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.	Attribute 7 Metric 7.5 (Grievance Redressal Mechanism)
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	Saeeda V	(Research Scholar, Dept. of Arabic)	Member (Student Representative)		
9.	Parvathi TV	Student Representative	Member (Student Representative)		
10.	Nandana Uloor	Student Representative	Member (Student Representative)		

ANTI RAGGING SQUAD					
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.	Attribute 7 Metric 7.5 (Grievance Redressal Mechanism)
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					
Sl No	Name	Department	Nominate d as	Responsibility	Attribute & metric
1.	Rabiya K	English	Convener		Attribute 6

2.	Dr. Hilal	Arabic	Member	Organize awareness programmes to prevent the use of drugs/ alcohol/ tobacco etc.	Metric: 6.3 (Mental Health / Wellbeing Clubs and activities)
3.	Rekha A.M	Mathematics	Member		
4.	NSS Coordinators		Members		

EQUAL OPPORTUNITY CELL					
Sl 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.	Shefini K A	Commerce	Member		
6.	Rekha A M	Mathematics	Member		
7	Asha k	Physics	Member		

SC/ST CELL					
SI No	Name	Department	Nominate d 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
2.	Jeena M P	Statistics	Member		
3.	Kavitha V.K	Commerce	Member		

					Mechanism
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

Sl 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	Attribute: 5 Metric 5.5 Catering to Diversity
2.	Faseela C.K	Commerce	Member		

3.	Dr.Jalsiya M.P	Mathematics	Member	opportunity in all spheres etc.	Attribute 7 Metric 7.5 Grievance Handling Mechanism
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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		

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	Major Shukkoor Illath	Physical Education	Member	
8	Jagdeep K. S.	Office Superintendent	Member	
9.	Renjith	Office Attendant	Member	
10.	Alan MS	College Union Chairperson	Member	

TRANSPORTATION AND COLLEGE BUS

SI No	Name	Department	Nominated as	Attribute & metric
1	Dr.Sidhique MP	Arabic	Convener	Attribute 3 Metric 3.1 (Physical Infrastructure) Attribute 4 Metric 4.2, 4.4 Revenue Income and Expenditure
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 (Stakeholder Participation) Attribute 4 Metric 4.2, 4.4 (Revenue Income and Expenditure) Attribute 8
2.	Jinsi K	Malayalam	Joint Convener	
3.	Sidhique M P	Arabic		

4.	Jayasree K	Physics	Staffs in Charge of Department Alumni Associations	(Metric 8.8 Student / Alumni Learning Experiences)
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	Rabiya KA	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				
Sl No	Name	Department	Nominated as	Attribute & metric
1	Dr. Jayaprakasan	Commerce	Nodal Officer	Attribute 7 Metric 7.3 (E-Governance)

EARN WHILE YOU LEARN (EWYL)				
Sl 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				
Sl No	Name	Department	Nominated as	Attribute & metric
1	Nadeera Mol	Librarian	Convener	Attributes 10 Metric 10.4 (Green Audit and Initiatives)
2	Dr. Aiswarya Vijayan	English	Joint Convener	
3		NSS Student Coordinator	Member	

ACCOMMODATION				
Sl 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	

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)
2.	Dr. Vinodkumar P	Mathematics	Member		

3.	Dr. Moideenkutty Kanniyath	Arabic	Member		activities)
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STUDENTS' INITIATIVE IN PALLIATIVE CARE (SIP Care)

Sl 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

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

STUDENTS FOR SOCIETY

Sl No	Name	Department	Nominated as	Attribute & metric
1	Reeja Gopalakrishnan Nair	Physics	Coordinator	Attribute 6 6.6 (Community

2	Dr. Hilal KM	Arabic	Member	Related (Focus activities)
3	Faseela CK	Commerce	Member	

CLUB ACTIVITIES				
SI No	Name of the Club	Name of Faculty and nominated position	Members	Attribute & metric
1	Nature Club	Jinsi K (Malayalam) Convener (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 (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	Shefini 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	Dr. Yaseer KM (Commerce)	Asha K (Physics) Hilal KM (Arabic) Jalsiya MP (Mathematics)	Attribute 6 Metric 6.1 Domain Related Clubs
6	Tourism Club	Dr. Stalindas Padinhare Purakkal (Malayalam) Convener (Sanskrit) Joint Convener	Dr. Moideenkutty Kanniyath(Arabic) Praseeda U.V (Malayalam) Aswin K Dev (English)(Sanskrit) (English) Joint Convener	Attribute 6 Metric 6.1 Domain Related Clubs and Cultural clubs 6.2
7	Film Club	Aswin K Dev (English) Convener (Sanskrit) Joint Convener	Dr. Stalindas Padinhare Purakkal (Malayalam) Dr. Hilal K.M (Arabic) Nisha Akkarathodi (Malayalam) Lisha E (English)	
8	Readers Club	Lisha E(English) Convener (English) Joint Convener	Dr. Pajit Chandran (Physics) Dr. Hilal K.M (Arabic) Dayanandan K (Malayalam) Sini G (Commerce) Vinni Rani Krishna (English) Aswin K Dev (English)	
9	Performing Arts Club	Reeja Gopalakrishnan Nair (Physics) Convener (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	Dr. Hilal KM (Arabic) Muthu K (Malayalam)	

		(English) Joint Convener		
11	Debate Club	Muthu K (Malayalam) Convener Dr Aiswary Vijayan (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 (Malayalam) Convener	 (English) Muthu K (Malayalam) (Hindi)	
14	Gymkhana Fitness Club	Major Shukkoor Illath (Physical Education) Convener	Dr.Moideenkutty Kanniyath (Arabic)	
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)	
16	'Round Table' Discussion Forum	 (English)	Dr. Abdul Gafoor Kunnathodi Aswin K Dev (English)(English)	
17	Bhoomithra sena	Dr. Stalin Das Padinharepurak kal (Malayalam)	Asha K (Physics) Nejma (Hindi) (Nadeeramol (Librarian	

		(Convener)	) Prasanth M (Office)	
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RAPID ACTION COMMITTEE AGAINST HARASSMENT BY FACULTY					
Sl No	Name	Department	Nominated as	Responsibility	
1	Reeja Gopalakrishnan	Physics	Convener	To address issues of harassment and academic victimization by faculty members and research Guides	
2	Dr. Jayaprakasan PP	Commerce	Member		
3	Dr. Nimmi AP	Malayalam	Member		
4	Dr. Jabir KT	Arabic	Member		

ONLINE COURSE COORDINATION COMMITTEE				
Sl No	Name	Department	Nominated as	Responsibility
1.	Dr. Vinodkumar P	Mathematics	Coordinator	To introduce the Online Courses in SWAYAM and SWAYAM Prabh and other online platforms.
2.	Badisha V	Commerce	Joint Coordinator	
3.	Dr. Abdul Jaleel T	Arabic	Member	
4.	Asha K	Physics	Member	

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.	Sunbulah	Dr. Moideenkutty Kanniyath (Arabic)	Convener	
3.	Omega Club	Rekha A M (Mathematics)	Convener	
4.	Akam	Muthu K (Malayalam)	Convener	
5.	Commercium	Abhilash MK (Commerce)	Convener	
6.	OuLiPo	Aswin K Dev (English)	Convener	