

## **COMMITTEES & MEMBERS 2020-'21.**

<b>No.</b>	<b>Name of Committee</b>	<b>Members</b>	<b>Chairman &amp; Vice Chairman</b>	<b>Adviser</b>	<b>Duties &amp; Responsibilities</b>
01.	Examination	Dr. Viswanath K Kaimal Mr. Vaisakh Venu Ms. Neethu Balachandran Mr. Nithin K S Mr. Prasanth K Baby Mr. Salish P Louis Mr. Joy E T	Dr. Viswanath K Kaimal Mr. Vaisakh Venu	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.	Inspection (AICTE, KTU)	Mr. Agnel John K J Ms. Neethu Balachandran Dr. Jino John Mr. Alex Jose Mr. Jackwin Vincent Mr. Nikhil Samuel Ms. Bindu Rajan Mr. Salish P Louis Mr. Sharon P B	Mr. Agnel John K J Ms. Neethu Balachandran	Mr. Reynold Jose	Provide guidelines to faculty to prepare documents to submit for KTU audit, Prepare documents and submit to AICTE and KTU for Extension of approval.
03.	Arts Fest	Mr. Vaisakh Venu Ms. Deepika A K Ms. Niranjana M S Mr. Jinu K T Ms. Nandini J Warriar Mr. Jackwin Vincent Ms. Keerthana Nirmal Mr. Geo Paul	Mr. Vaisakh Venu Ms. Deepika A K	Mr. Sanjesh K S	Conduct Arts Fest, Prepare and send Students to University level competitions.
04.	Sports	Mr. Nithin K S Ms. Manju I Kollannur Dr. Viswanath K Kaimal Ms. Raisa Varghese Ms. Angitha Sasidharan Mr. Joy E T Ms. Seena M S Mr. Antony P T	Mr. Nithin K S Ms. Manju I Kollannur	Mr. Girisankar T R	Conduct Games and Sports competitions, Arrange coaching and send students to University level competitions.

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05.	Placement	Mr. Roshan David Mr. Hingston Xavier Mr. Watson Thomas Ms. Catherine J Nereveetil Mr. Sanjesh K S Ms. Angitha Sasidaran Mr. Antony T Jose Ms. Emilin Thomas K Ms. Joyel K K	Mr. Roshan David Mr. Hingston Xavier	Dr. Sajeev John	Liaison with potential organizations, Prepare students to face interviews, arrange placement drives.
06.	I.E.D. C.	Mr. Rahul Manohar O Dr. Sreedevi A Mr. Benny K K Dr. Arun Augustin Ms. Nandini J Warriar Mr. Prabhasankar V P Mr. Sanal T M	Mr. Rahul Manohar O Dr. Sreedevi A		Select students with entrepreneurial skills, arrange invited talks and workshops.
07.	e-Doc	Mr. Antony T Jose Ms. Magniya Davis			Design and develop e-platform for the college
08.	Time Table	Ms. Iris Jose Ms. Meenu Gibi Ms. Della Reasa valiaveetil Mr. Jackwin Vincent Ms. Neethu K Ms. Vinitha Sharon	Ms. Iris Jose Ms. Meenu Gibi	Ms. Sreelekha T	Prepare regular and special Time table for this academic year.
09.	Activity Points	Mr. Girisankar T R Ms. Riya Joseph Mr. Alex Jose Mr. Agnel John K J Ms. Jasmine Jolly		Ms. Anjaly Anto	Evaluate the activity points and make arrangements with Exam Cell to provide the same to KTU.
10.	N.S.S. Cell	Mr. Philip Luke K Ms. Sukrutha A K Mr. Paul J Alengadan Ms. Neethu K Ms. Seena M S Mr. Reson T T	Mr. Philip K Luke Ms. Sukrutha A K	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.

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11.	Transportation	Mr.Alex Jose Ms.Catherine J Nereveetil Mr. Sijo M T Ms. Needhu Varghese Mr. Watson Thomas Ms. Meenu Gibi Ms. Amrutha Davis Mr. Bijoy M R	Mr.Alex Jose Ms.Catherine J Nereveetil		Fix the routes and fare in consultation with managements, Fix timing for pick up, Arrange collection of fare through office.
12.	Mentoring	Ms. Reena C G Ms. Catherine J Nerevettill Ms. Krishnapriya M G Ms. Iris Jose Ms. Meenu Gibi Dr. Viswanath K Kaimal	Ms. Reena C G Ms. Catherine J Nerevettill		Allocate mentees to mentors, Periodically evaluate progress individually, intervene in contingencies, convene meetings to discuss new modalities.
13.	ID Card	Mr. Antony T Jose Mr. Jeswin K V	Antony T Jose		Collect details of students, Arrange photo sessions and prepare ID cards and distribute.
14.	Website/whatsapp/ FB	Dept. of Computer Science	Ms. Jasmine Jolly	Dr. Remya K Sasi	Design, Develop, Manage and maintain Web site. Manage Whatsapp & FB.
15.	Project Club	Mr.Sreejith T V Ms.Emilin Thomas K Ms.Sukrutha A K Ms. Manju I Kollannur Ms. Berlin Sabu Ms. Seena M S Mr. Sanal T M	Mr.Sreejith T V Ms.Emilin Thomas K	Dr. V.D. John	Assist students to design and develop projects.
16.	Uniform	Mr. Agnel John K J Ms. Amrutha Davis Mr. Jeswin K V Ms. Sajna Siddique Ms. Nithya Varghese	Mr. Agnel John K J Ms. Amrutha Davis	Dr. V.D. John	Collect fees, arrange measurement sessions, distribute stitched uniforms.
17.	Industrial Visit	Dept. HoDs		Dr. Sajeev John	Plan and arrange visits in consultation with Principal.

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18.	Dept. Associations	Mr. Dony Dominic Ms. Emilin Thomas K Ms. Deepika A K Mr. Prasanth K Baby Mr. Philip Luke K		Dr. Sajeew John	Identify Association Secretary, give guidelines to conduct activities.
19.	Freshers' Day	Ms. Jasmine Jolly Mr. Prabhasankar VP Ms. Shintu Abraham Mr. Philip Luke K Mr. Salish P Louis Mr. Joy E T	Ms. Jasmine Jolly Mr. Prabhasankar VP	Mr. Sijo M T	Identify Student Champions to conduct the programme and dictate terms to conduct the same.
20.	Staff Welfare	Mr.Dony Dominic Ms.Sukrutha A K Mr. Alex Jose Ms.Krishnapriya M G Ms.Manju I Kollannur Dr. Sreedevi A Ms.Sajna Siddique Ms. Fini Thomas Mr. Jeswin K V	Mr.Dony Dominic Ms.Sukrutha A K	Dr. V D John	Convene periodic meetings, collect the membership fees, Arrange gifts on special occasions.
21.	Debate Club	Ms. Riya Joseph Ms. Needhu Varghese Ms.Manju I Kollannur Mr. Sijo M T Mr. Hingston Xavier Dr. Remya K Sasi	Ms. Riya Joseph Ms. Needhu Varghese		Constitute a debate club, Conduct periodical debates & competitions.
22.	Christmas Celebrations	Mr. Jackwin Vincent Ms. Della Reasa Valiaveetil Mr. Benny K K Ms. Riya Joseph Ms. Iris Jose Ms. Magniya Davis Mr. Sharon P B Mr. Salish P Louis Mr. Reson T T Mr. Antony P T	Mr.Jackwin Vincent Ms Della Reasa Valiavettill	Mr. Paul J Alengadan	Decorate campus, conduct gift exchange programme, organize celebrations for staff and give guidelines to students to organize celebrations.

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23.	Onam Celebrations	Mr. Paul J Alengadan Ms. Vinitha Sharon Ms. Reena C G Mr. Prasanth K Baby Mr. Aneesh K U Mr. Geo Paul Mr. Sanal T M	Mr. Paul J Alengadan Ms. Vinitha Sharon	Dr. Arun Augustin	Conduct pookalam competition, design and conduct appropriate events, provide guidelines to students to organize celebrations.
24.	Charity & Social activities Value Additions	Ms. Sreelekha T Ms. Krishnapriya M G Ms. Prijimol V B Ms. Nandini J warrier Mr. Sreejith T V Mr. Sanal T M	Ms. Sreelekha T Ms. Krishnapriya M G	Dr. Sajeev John	Organise charitable programmes and conduct socially relevant activities and conduct value added sessions on first Fridays.
25.	Printing	Mr. Reynold Jose Mr. Bijoy M R			
26.	Research wing	Dr. Remya K Sasi Dr. Jino John Dr. Sreedevi A Dr. Arun Augustin Ms. Krishnapriya M G Mr. Sijo M.T Mr. Rahul Manohar O	Dr. Remya K Sasi Dr. Jino John	Dr. V.D. John	Organise workshops to motivate research works, Provide a platform for research activities.
27.	News Reports to Media	Mr. Hingston Xavier Mr. Paul J Alengadan Dr. Jino John Ms. Needhu Varghese Ms. Bindu Rajan Mr. Bijoy M R	Mr. Hingston Xavier Mr. Paul J Alengadan		Liaison with media personnel, prepare news reports from the campus, collect and preserve clippings of news.
28.	Promotion of Videos	Mr. Nikhil Samuel Ms. Vinitha Sharon Mr. Reynold Jose Ms. Deepika A K Mr. Nithin K S	Mr. Nikhil Samuel Ms. Vinitha Sharon		Prepare Academic Videos and upload.
29.	College Band	Ms. Deepika A K Mr. Sanjesh K S Ms. Anjaly Anto	Ms. Deepika A K Mr. Sanjesh K S		Identify potential candidates, set up college band, provide guidelines, organize presentations.

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30.	Institution Promotion	Mr. Girisankar T R Ms. Raisa Varghese Mr. Prabhasankar V P	Mr. Girisankar T R Ms. Raisa Varghese		Prepare and disseminate information to stakeholders abt regular & special programs through visual media.
31.	Quiz Committee	Ms. Neethu Balachandran Ms. Berlin Sabu Mr. Jinu K T Mr. Roshan David Mr. Reson T T	Ms. Neethu Balachandran Ms. Berlin Sabu	Mr. Girisankar T R	Organise internal and external Quiz programmes
32.	Literature Club & Magazine Committee	Mr. Philip Luke K Ms. Nandini J warrier Ms. Sreelekha T Ms. Catherine J Nereveetil Ms. Bindu Rajan Mr. Jose Baby K	Mr. Philip Luke K Ms. Nandini J warrier	Mr. Nikhil Samuel	Collect materials, select original works, print and release magazine.
33.	N.B.A	Mr. Benny K K Mr. Reynold Jose Dr. Jino John Ms. Amruta Davis Ms. Della Reasa Valiaveetil Ms. Magniya Davis Ms. Fini Thomas	Mr. Benny K K Mr. Reynold Jose	Dr. V.D. John	Give instructions to faculty to prepare essential documents, conduct awareness programmes, collect necessary documents.
34.	Ramzan Celebration	Ms. Sajna Siddique Ms. Keerthana Nirmal			Conduct religious programmes.
35.	Women Empowerment	Ms. Berlin Sabu Ms. Shintu Abraham Ms. Sreelekha T Ms. Prijimol V B Ms. Seena M S Ms. Keerthana Nirmal	Ms. Berlin Sabu Ms. Shintu Abraham	Dr. Remya K. Sasi	Constitute a women empowerment committee including student volunteers, chalk out programmes to empower women.
36.	Bridge Course.	Ms. Sreelekha T Ms. Neethu K Mr. Dony K Dominic Dr. Sreedevi A Ms. Berlin Sabu Ms. Magniya Davis Mr. Joy E T	Ms. Sreelekha T Ms. Neethu K	Ms. Meenu Gibi	Prepare a detailed time table for the programme, identify classrooms, arrange internal and external faculty.

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37.	Admission	Mr.Sanjesh K S Ms.Anjaly Anto Mr.Sreejith T V Mr. Girisankar T R Ms. Meenu Gibi Mr. Rajiv T R Ms. Della Reasa Valiavettil Ms. Sukrutha A K Ms. Raisa Varghese Mr. Prabhasankar V P Ms. Riya Joseph Ms. Sajna Siddique Ms. Keerthana Nirmal	Mr.Sanjesh K S Ms. Anjaly Anto	Dr. Sajeev John	
38.	Gate	Mr. Jinu K T Mr. Prasanth K Baby Mr. Vaisakh Venu Ms. Prijimol V B Ms. Shintu Abraham Mr. Dony Dominic Ms. Vinitha Sharon	Mr. Jinu K T Mr. Prasanth K Baby	Dr. Remya K. Sasi	Arrange Gate coaching classes to aspiring candidates and provide guidelines to appear for GATE exams.
39.	Initiation Ceremony	Mr. Girisankar T R Ms. Emilin Thomas K Mr. Antony T Jose Mr. Agnel John K J Ms. Niranjana M S Ms. Reena C G Mr. Reson T T Mr. Antony P T	Mr. Girisankar T R Ms. Emilin Thomas K	Mr. Nithin K S	Fix date and time, Invite guests & resource persons, Intimate parents, arrange refreshments and conduct programme.
40.	Canteen Committee	Dr. Viswanath K Kaimal Ms. Shintu Abraham Ms. Neethu K Mr. Aneesh K U	Dr.Viswanath K Kaimal Ms. Shintu Abraham		Check the quality of foods, Redress the grievances related to food.

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41.	Union Election	Mr. Sreejith T V Dr. Remya K. Sasi Mr. Rajiv T R Mr. Jinu K T Ms. Niranjana M S Mr. Vaisakh Venu	Mr. Sreejith T V Dr. Remya K. Sasi	Dr. V.D. John	Publish notifications, receive nominations, publish list of candidates, conduct election, conduct oath taking programme.
42.	Academic Committee	I Year Mr. Sijo M.T II Year Ms. Anjaly Anto III Year Mr. Paul J. Alengadan IV Year Mr. Rajiv T R		Dr. Sajeew John	
43.	Cleanliness Committee	Ms.Nithya Varghese Ms.Jini Joseph Ms.Mini Joffy Ms.Chandrika K A Ms.Rani Jose Ms.Mamta Bishnu	Ms. Nithya Varghese Ms. Jini Joseph	Mr. Bijoy M R	Maintain a clean and healthy campus.
44.	Alumni	Mr. Rajiv T R Ms.Niranjana M S Mr. Sanjesh K S Ms.Anjaly Anto Mr. Nikhil Samuel	Mr. Rajiv T R Ms.Niranjana M S		Maintain a complete database of pass out students, maintain contact with alumni, plan and organize annual alumni meet.
45.	Documentation	Ms. Iris Jose Ms. Angitha Sasidharan Ms. Needhu Varghese Mr. Reynold Jose Ms. Amrutha Davis	Ms. Iris Jose Ms.Angitha Sasidaran		Collect programme sheet of each and every programmes of the departments and college, prepare a report of the programmes, collect soft copies of the photographs.
46.	Driving	Mr. Geo Paul Mr. Jeswin K V Ms. Jasmine Jolly Mr. Bijoy M R			Give information to procure driving license, arrange training programmes.
47.	Passport	Mr.Roshan David Mr.Watson Thomas Dr. Remya K Sasi			Give information on how to procure Passport, Assist students to apply for passports.



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48.	Cooking & Garnishing	Ms.Prijimol V B Ms. Reena C G Ms. Bindu Rajan	Ms. Prijimol V B Ms. Reena C G		Conduct training sessions on cookery, Conduct a food mela on a special occasion.
49.	Anchoring & Event Management	Mr.Watson Thomas Mr.Hingston Xavier Ms.Neethu Balachandran	Mr. Watson Thomas		Identify potential candidates for anchoring,Conduct training sessions, identify volunteers for special duties assign duties.
50.	Social Commitment initiatives	Dr. Arun Augustin Mr. Nithin K S Mr. Aneesh K U			Identify and conduct special unique social programmes
51.	Industry Institute Interaction ( I I I )	Dr. Arun Augustin Mr. Nikhil Samuel Mr. Rahul Manohar O Mr. Benny K K Mr. Roshan David Mr. Geo Paul	Dr. Arun Augustin Mr. Nikhil Samuel	Dr. Sajeew John	Constitute I I I cell (consisting of industry representatives), convene periodical meeting, Arrange invited talks, MoU initiatives.
52	Publicity & Preparatory work Committee	Ms. Raisa Varghese Mr. Rahul Manohar O Mr. Watson Thomas Ms. Angitha Sasidharan Mr. Antony P T Ms. Bindu Rajan Mr. Aneesh K U	Ms. Raisa Varghese Mr. Rahul Manohar O		Making and publishing posters, preparatory works in campus, photography of events, providing publicity in and out campus.

*Principal*