

CLUBS AND CELLS

Decision Making Body

SL NO.	Name of the members	designation
1	Dr. Vimal	Secretary
2	Sobha Surendran	President
3	K.K Surendran	Director
4	Dr. Beena K	Principal
5	Smt. Sindhu K P	Assistant Professor in Commerce
6	Smt. Sabna K P	Assistant Professor in General Education
7	Smt. Ambili O S	Assistant professor in English
8	Muhammad Shahan	2022-2023 Batch Students Council Person
9	Anjana S	2023-2024 Batch Students Council Person
10	Geo Jose	Alumnae
11	Maheswaran Namboothiri	Parents Teacher Association Member

Role of Decision-Making Body:

- 1) Monitors and evaluates the quality of teaching and learning processes.
- 2) Manages the college's budget, allocating resources for various departments, research activities, and student support services.
- 3) Promotes a supportive and inclusive campus environment.
- 4) Handles emergencies and unforeseen challenges, ensuring the safety and continuity of academic and administrative operations.
- 5) Develops and implements policies related to academic programs, student admissions, faculty recruitment, and infrastructure development.

Management Committee

Sl.no.	Name of the committee member	Designation
1	K.K Surendran	President
2	Dr. Vimal Ramachandran	Secretary
3	Mr. Amith K S	Treasurer
4	Dr. Beena K	Principal

Role of Management Committee:-

1)Ensure that the college's mission, vision, and goals are aligned with educational standards and societal needs.

2)Oversee the financial health of the institution, including budgeting, funding, and financial planning.

3)Ensure that the college infrastructure, facilities, and resources are adequate and well-maintained.

4)Facilitate the recruitment and development of qualified faculty members.

5)Ensure the welfare and development of students, including their academic, extracurricular, and personal growth.

6)Conduct regular reviews and assessments of academic programs and administrative processes.

7)Address staff grievances and foster a positive working environment.

Governing Body:

Name of the committee member	Designation
Sobha Surendren	President
Dr. Vimal	Secretary
Amith K.S	Treasurer
Dr. Beena k	Principal

Role of Governing Body:

- 1)Developing and approving the college's long-term strategic goals and ensuring they align with the institution's mission and values.
- 2)Establishing policies that govern the college's operations, including academic standards, student affairs, and staff employment.
- 3)Ensuring financial stability by approving budgets, monitoring expenditures, and overseeing financial audits.
- 4)Ensuring the college complies with legal, regulatory, and accreditation requirements. This includes overseeing quality assurance processes and institutional performance.
- 5)Hiring, evaluating, and, if necessary, terminating the college president or principal. They ensure effective leadership and administration of the institution.
- 6): Identifying and managing risks that could impact the college's operations and strategic goals.
- 7)Ensuring transparent and effective governance structures, including maintaining clear lines of accountability and communication within the institution.

Staff Council:

SL NO.	Name of the Committee members	Designation
1	Dr. Beena K	Principal

2	Usha M S	Assistant Professor in Natural Science
3	Sabna K P	Assistant Professor in Physical Science
4	Smt. Ambili O S	Assistant professor in English
5	Smt. Sindhu K P	Assistant Professor in Commerce
6	Rehana T P	Assistant Professor in General Education
7	Dhanyasree C A	Assistant Professor in General Education
8	Chithra A C	Assistant Professor in Social science
9	Namitha Krishnan	Assistant Professor in Fine arts
10	Vijayan	Superintendent
11	Leena	Office assistant

Role of staff council

- 1) Acting as a voice for the employees in discussion with management
- 2) Providing feedback on policies and decision affecting staff
- 3) Facilitating information exchange between staff and leadership
- 4) Offering assistance with professional development and workplace issues
- 5) Working with management to improve working conditions and policies

Student's Union

COLLEGE UNION -BATCH 2020-22			
SL NO.	Name	Designation	Option
1	Edwin George	Chairperson	Physical Science
2	Janet George	Wise chairperson	English
3	Kelvin James	General secretary	Commerce
4	Sneha	Fine arts	Commerce

5	Sarath Rdhakrihnan	General captain	Physical Science
6	Sreerag P V	UUC	Commerce
7	Anju M	Magazine editor	Physical Science

Role of the Student's Union

- 1) Acts as a bridge between the students and the college administration.
- 2) Voicing student concerns, suggestions, and feedback to the college authorities.
- 3) Advocates for student rights and works to address their needs and issues.
- 4) Encourages student involvement and participation in campus activities.
- 5) Encourages active participation in council activities and committees.
- 6) Implements new ideas and strategies to enhance the student experience.
- 7) Engages in community outreach and service projects.

Admission Cell:

Sl.	Name of the Committee members	Designation
1	Dr. Beena K	Principal
2	Usha M S	Assistant Professor in Natural Science
3	Sabna K P	Assistant Professor in Physical Science
4	Dhanyasree	Assistant professor in General Education
5	Sindhu K P	Assistant Professor in Commerce
6	Rehana T P	Assistant Professor in General Education

Role of Admission cell:

1) Providing accurate information about courses, fee structures, admission criteria, and deadlines.

2) Handling the receipt and initial screening of applications. 3) Verifying documents and eligibility criteria.

4) Preparing merit lists based on exam scores, interviews, and other criteria.

5) Facilitating the payment of fees and completion of other admission formalities.

6) Helping students understand the college's academic environment and facilities.

Women's cell

Sl no.	Name of the staff	Designation
1	Ambili O S	Staff coordinator
2	Dr. Shafeek	Member
3	Namitha Krishnan	Member
4	Jyothsana	Student coordinator
5	Aswathy B	Member
6	Athira R	Member
	Keerthana	Member

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Role of women's cell

- 1) Provides support and counseling services to address issues like harassment, discrimination, and personal challenges.
- 2) Organizes workshops, seminars, and awareness programs on gender equality, legal rights, health, and safety.
- 3) Serves as a platform for reporting and addressing grievances related to gender discrimination and harassment. It ensures timely and effective resolution.
- 4) Works with college administration to implement policies related to gender sensitivity, anti-harassment, and women's rights.
- 5) Conducts activities and programs aimed at the empowerment of women through skill development, leadership training, and career guidance.
- 6) Collaborates with college authorities to ensure a safe campus environment, including proper lighting, security personnel, and safe transportation.

Student's grievance Redressal cell

Sl no.	Name of the staff	Designation
1	Dr. Beena K.	Principal
2	Chithra C.	Staff coordinator
3	Sindhu	Member
4	Dr. Shafeek	Member

5	Athithya	Member

Role of Students grievance redressal cell:

- 1) Provides a formal mechanism for students to raise their grievances regarding academic, administrative, or personal issues.
- 2) Addresses issues that may affect the academic and social atmosphere of the institution.
- 3) Works towards creating a harmonious and conducive environment for learning.
- 4) Helps in refining institutional practices based on student feedback.
- 5) Ensures that disputes are resolved amicably and constructively.
- 6) Ensures that institutional policies regarding student welfare are effectively implemented.

Staff grievance cell

Sl no.	Name of committee members	Designation
1	Mrs. K K Surendran	President
2	Dr. Vimal Ramachandran	Secretary
3	Mrs. Amith K S	Treasurer
4	Dr. Beena K	Principal

Role of Staff grievance cell

- 1) Acting as a point of contact for employees to submit their complaints or issues regarding workplace policies, practices, or interactions with colleagues or supervisors.
- 2) Carefully reviewing the details of each grievance, ensuring they are thoroughly documented for record-keeping and future reference.
- 3) Facilitating discussions between the aggrieved employee and other involved parties to reach a fair and amicable resolution.

4)Ensuring that company policies and procedures related to grievance handling are followed consistently.

5)Maintaining strict confidentiality of all grievances and related discussions to protect the privacy of employees.

6)Regularly monitoring the nature and frequency of grievances to identify patterns and underlying issues, helping to improve organizational practices and prevent future grievances.

7)Providing periodic reports to senior management on the status of grievances and the effectiveness of the grievance handling process.

IQAC

Sl no.	Name of the staff	Designation	Cell Status
1	Dr. Beena K	Principal	Chairperson
2	Miss. Ambili O S	Assistant professor in English	Co Ordinator
3	Miss.Usha M S	Assistant Professor in Natural Science	Member
4	Miss. Sabna K P	Assistant Professor in Physical Science	Member
5	Miss. Chithra A C	Assistant Professor in Social Science	Member
6	Miss. Sindhu K P	Assistant Professor in Commerce	Member
7	Miss Rehana T P	Assistant Professor in General Education	Member
8	Miss Dhanyasree	Assistant Professor in General Education	Member
9	Miss Namitha Krishnan	Assistant Professor in A rt Education	Member

10	Mrs. KK Surendran	Management President	Member
11	Dr. Vimal Ramachandran	Management secretary	Member
12	Mr. Amith K S	Management Treasurer	Member
13	Anil Kumar	HAS, Curriculum committee member, SCERT	Member
14	Sreemathi KK	Panchayath President, Muzhakkunnu	Member

Role of IQAC:

- 1) IQAC ensures that the institution constantly strives to improve its academic and administrative performance by fostering a quality culture.
- 2) Establishing and implementing benchmarks or parameters for various academic and administrative activities.
- 3) Facilitating the dissemination of information on various quality parameters of higher education.
- 4) Organizing workshops, seminars, and conferences on quality-related themes and promoting quality circles.
- 5) Ensuring a robust feedback mechanism from students, parents, and other stakeholders on quality-related institutional processes.
- 6) Documenting the various programs and activities leading to quality improvement.
- 7) Preparing the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of the National Assessment and Accreditation Council (NAAC).
- 8) Ensuring continuous improvement and maintaining quality sustenance by adopting various quality measures and initiatives.

Sc/st/ews/pwd Grievance cell

Sl. No.	Name of committee members	Designation
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1	Dr. Beena K	Principal
2	Mrs. Namitha Krishnan	Assistant Professor in Arts
3	Mrs. Sabna K P	Assistant Professor in Physical Science
4	Mrs.Chithra A C	Assistant professor in Social science
5	Mrs .Sindhu K P	Assistant Professor in Commerce

Role of sc/st/ews/pwd Grievance cell

- 1) Providing guidance and support to SC/ST/EWS/PWD students on academic and non-academic matters.
- 2)Assisting students in availing scholarships, fellowships, and other financial aids.
- 3)Promoting an inclusive and supportive campus environment.
- 4)Monitoring the implementation of policies and programs aimed at the welfare of SC/ST/EWS/PWD students.
- 5)Facilitating peer support groups and mentorship programs.
- 6)Facilitating communication and feedback to improve student services and support systems.

Curriculum development Committee

Sl no.	Name of the committee members	Designation
1	Dr. Beena K	Principal
2	Mrs.Sindhu K P	Assistant Professor in Commerce
3	Mrs.Usha M S	Assistant Professor in Natural Science
4	Mrs. Sabna K P	Assistant Professor in Physical Science
5	Mrs.Ambili O S	Assistant professor in English
6	Mrs.Namitha Krishnan	Assistant Professor in Arts
7	Mrs.Rehana T P	Assistant Professor in General Education
8	Mrs.Dhanyasree C A	Assistant Professor in General Education
9	Mrs.Chithra A C	Assistant Professor in Social science
10	Mrs.Namitha Krishnan	Assistant Professor in Fine arts

Role of curriculum development committee

- 1) Evaluate the educational needs of students, teachers, and the community.
- 2) Gather and analyze data to identify gaps and areas for improvement.
- 3) Develop objectives, goals, and outcomes for the curriculum.
- 4) Design instructional strategies and assessment methods.
- 5) Ensure alignment with educational standards and benchmarks.

6)Ensure content is current, relevant, and culturally sensitive.

7)Communicate curriculum changes and updates effectively.

Anti Ragging

Sl. No.	Name of committee members	Designation
1	Dr. Beena K	Principal
2	Dr. Vimal Ramachandran	Secretary
3	Mrs.Chithra C.	Staff Co Ordinator
4	Mrs.Sreemathy P	Panchayatha President ,Thillenkeri
5	Dr.Deepak	Member
6	Mrs.Sindhu	Member
7	Mrs.Priyanka R P	Member

Role of Anti ragging:

1)Developing and implementing policies and regulations to prevent ragging, in line with national laws and guidelines.

2)Developing and implementing policies and regulations to prevent ragging, in line with national laws and guidelines.

3)Recommending appropriate disciplinary actions against those found guilty of ragging, which can range from warnings to expulsion, depending on the severity of the incident.

4)Regularly reviewing and updating anti-ragging policies and procedures to address any gaps and enhance the effectiveness of prevention strategies.

Examination Committee

Sl.	Name of the Committee members	Designation
1	Dr. Beena K	Principal
2	Smt. Usha M S	Assistant Professor in Natural Science
3	Smt. Sabna K P	Assistant Professor in Physical Science
4	Smt. Ambili O S	Assistant professor in English
5	Smt. Sindhu K P	Assistant Professor in Commerce
6	Smt. Rehana T P	Assistant Professor in General Education
7	Smt. Dhanyasree	Assistant Professor in General Education
8	Smt. Chithra A C	Assistant Professor in Social Science

Role of examination committee

1) Formulating and updating examination policies and procedures.

2)Organizing the timetable for examinations.

3)Coordinating the dates and venues for exams to avoid clashes and ensure smooth conduct.

- 4) Ensuring the confidentiality and security of examination materials.
- 5) Addressing any issues or irregularities that arise during the exams.
- 6) Managing the collation and processing of examination results.

Library Management

Sl no.	Name of the staff	Designation
1	Dr. Beena K	Principal
2	Mr. Adharsh Pavithran P	Library Assistant
3	Smt. Sabna K P	Assistant Professor in Physical Science
4	Smt. Ambili O S	Assistant professor in English
5	Smt. Sindhu K P	Assistant Professor in Commerce
6	Smt. Chithra AC	Assistant Professor in Social Science
7	Smt. Usha Anish	Assistant Professor in Social Science
8	Smt. Vidhyanandh	Student
9	Mr. Muhammad Shahan	Student

Role of library management

- 1) Developing policies for the acquisition, organization, and maintenance of library resources. This includes setting guidelines for purchasing new books, periodicals, digital resources, and other materials.
- 2) Allocating and managing the library budget. This involves deciding how funds are spent on new acquisitions, technology, maintenance, and staffing.
- 3) Ensuring that the library's collection remains relevant and up-to-date. This includes overseeing the acquisition of new materials and the removal of outdated or damaged items.

4)Ensuring that library services meet the needs of its users. This includes developing services like reference assistance, interlibrary loans, and user education programs.

5)Overseeing the integration of technology in the library. This includes managing digital resources, online databases, and library management systems.

6)Promoting the library within the community and encouraging its use. This can involve organizing events, outreach program, and partnerships with other institutions.

Language club

Sl no.	Name of the staff	Designation
1	Smt. Ambili O S	Assistant professor in English
2	Smt. Dhanyasree	Assistant professor in General Education
3	Smt. Amaya	Student Co Ordinator
4	Smt. Priyanka MT	Secretary
5	Smt. Fathimath Zama	President
6	Smt. Ragendhu P	Member
7	Smt. Aswathy	Member

Role of language club

- 1) Provides a space for practicing speaking, listening, reading, and writing in the target language.
- 2) Offers opportunities to learn about the culture associated with the language through events, activities, and discussions.
- 3) Allows members to share resources such as books, media, and learning materials.
- 4) Helps members improve their language skills through structured activities like games, role-plays, and debates.
- 5) Organizes language-related events like film screenings, cultural festivals, and language workshops.
- 6) Offers academic support for language learners through study groups and tutoring sessions.

Commerce Club

Sl no.	Name of the staff	Designation
1	Smt. Sindhu K P	Staff coordinator
2	Smt. Adithya	Secretary
3	Smt. Anusha	President
4	Smt. Niya Raj	Student coordinator
5	Smt. Sneha	Member

6	Smt. Sini KB	Member
7	Smt. Jyothsna	Member

Role of commerce club

- 1) Organizes sessions on various topics like finance, marketing, entrepreneurship, and more to develop practical skills.
- 2) Encourages entrepreneurial thinking by having members develop and present business plans.
- 3) Provides peer-to-peer tutoring and organizes study groups for difficult subjects.
- 4) Provides peer-to-peer tutoring and organizes study groups for difficult subjects.

Physical Science Club

Sl no.	Name of the staff	Designation
1	Smt. Sabna KP	Staff coordinator
2	Smt. Poornima Varrier	Secretary
3	Mr. Sagar	President
4	Smt. Chandhini	Student coordinator
5	Smt. Anagha	Member
6	Smt. Amrutha	Member

7	Smt. Sneha	Member

Role of physical science club

- 1)Organizes events on various topics in physics, chemistry, and related fields, often featuring guest speakers from academia or industry.
- 2)Hosts social activities like movie nights, field trips, and science fairs, fostering a sense of community among members.
- 3) Encourages teamwork and collaboration through group projects and competitions.
- 4)Organizes or participates in regional and national science competitions, providing a platform for students to showcase their talents.
- 5)Helps develop communication, leadership, and teamwork skills through active participation in club activities.
- 6) To develop a general interest in physical science.

Social Science Club

Sl no.	Name of the staff	Designation
1	Smt. Chithra AC	Staff coordinator
2	Mr. Shahan	Student coordinator
3	Smt. Athira P	Secretary
4	Smt. Athulya M	President

5	Smt. Arya V	Member
6	Smt. Arunima	Member
7	Smt. Swetha	Member

Role of social science club

- 1) helps students learn more about subjects like sociology, psychology, and economics outside of regular lectures.
- 2) Students get to talk about and debate important social issues like equality and human rights.
- 3) They raise awareness about these issues on campus and in the community.
- 4) They celebrate different cultures and traditions to promote understanding among students.
- 5) Being part of the club helps students grow personally and academically.

Sports Club

Sl no.	Name of the staff	Designation
1	Smt. Neethu Chandran	Staff coordinator
2	Smt. Niya Rajan	Secretary
3	Smt. Anila C	President
4	Smt. Megha C	Student coordinator

5	Smt. Sneha	Member
6	Smt. Sagar	Member
7	Smt. Swetha	Member

Role of sports club

- 1) It promotes physical activity among students, helping them stay fit and healthy.
- 2) Provides opportunities for students to develop their athletic skills in various sports and activities.
- 3) Offers a way for students to relieve stress from academic pressures and improve overall well-being through exercise.
- 4) Facilitates social interaction and networking among students with similar interests in sports.
- 5) Provides leadership opportunities for students who take on roles such as team captain, coach, or organizing committee member.

Fine arts club

Sl no.	Name of the staff	Designation
1	Smt. Namitha Krishnan	Staff coordinator
2	Smt. Sini	Secretary

3	Smt. Jyothsana	President
4	Smt. Amaya	Student coordinator
5	Smt. Fidha	Member
6	Smt. Nivya	Member
7	Smt. Chandhini	Member

Role of fine arts club

- 1)It provides a platform for students to express themselves creatively through various forms of art such as painting, drawing, sculpture, photography, and digital art.
- 2)Offers opportunities for students to develop their artistic skills and techniques through workshops, demonstrations, and collaborative projects.
- 3)Promotes cultural awareness and appreciation by exploring different art forms, traditions, and styles from around the world.
- 4)Encourages personal growth and self-discovery by encouraging experimentation, risk-taking, and exploration of new artistic ideas and mediums.
- 5)Advocates for the importance of arts education and its role in fostering creativity, critical thinking, and cultural understanding among students and the broader community.

Eco Club

Sl no.	Name of the staff	Designation
1	Mrs. Usha Anish	Staff coordinator
2	Mrs. Nidhina	Secretary
3	Mrs. Vysruthi	President
4	Mrs. Aswathy	Student coordinator
5	Mrs. Ragendhu	Member
6	Mrs. Athira R	Member
7	Mrs. Sneha K V	Member
8	Mrs. Nasri	Member
9	Mrs. Anagha	Member
10	Mrs. Muneera	Member

Role of Eco Club

- To promote energy efficient practices ,reduce paper usage and encourage eco friendly habit.
- Implement recycling programs, composting and proper waste management.
- Collaborate with local organization, participate in environmental events and engage in outreach programs
- Develop and maintain green spaces ,garden, and eco friendly infrastructure campus
- Promote eco friendly campus , reduce plastic usage and encourage sustainable lifestyle