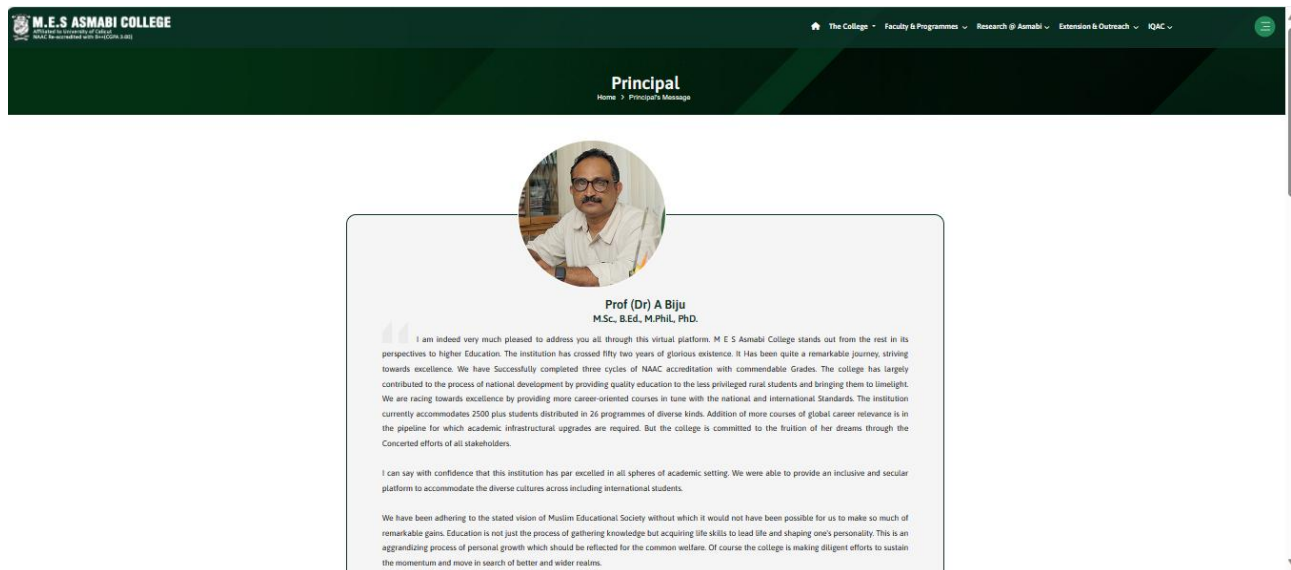
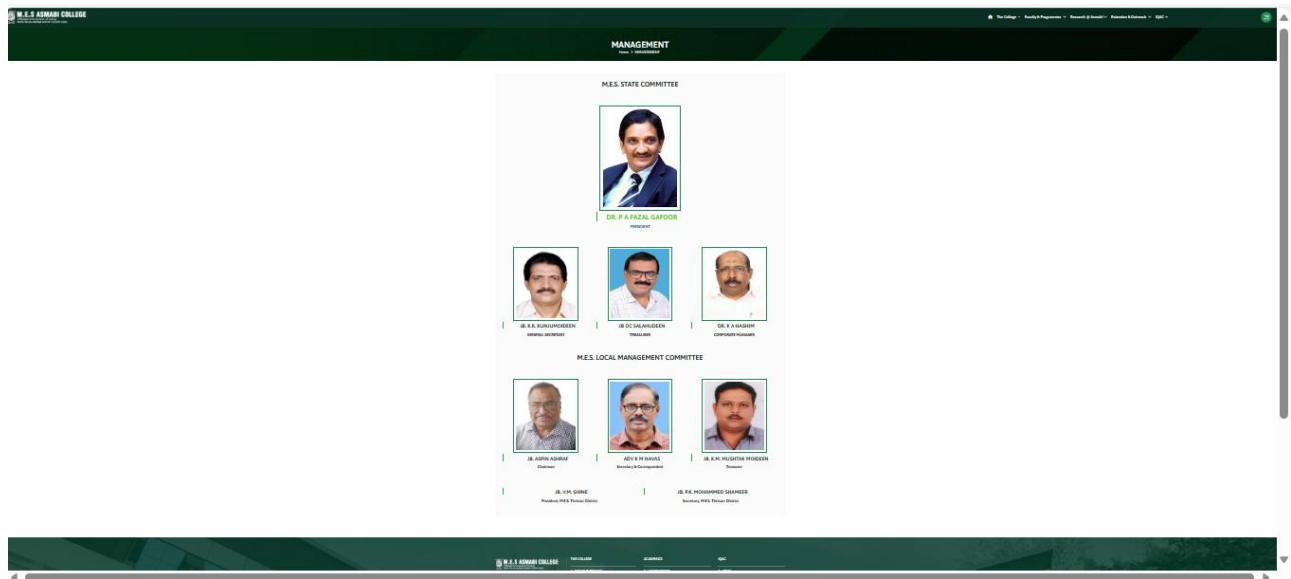


# Supporting Document

**6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

**Link to website:**<https://mesasmabicollege.edu.in/management>



## COLLEGE COUNCIL

The College Council consists of the Principal, all Heads of the Departments, two representatives from the teaching staff and College Librarian. It is an advisory and decision making body on all internal and academic affairs of the college.

The members of the Council are:

## PRINCIPAL

- Dr. A. Biju ,Principal (President)

## HEADS OF THE DEPARTMENTS

- |   |  |
|---|--|
| ● Dr Sakkeena M K (Arabic)                        | ● Lt M B Bindil (Physical Education)                     |
| ● Dr K Kesavan (Aquaculture)                      | ● Ms Jyothy V (Zoology)                                  |
| ● Mr Mohammed Areej E M (Biochemistry)            | ● Dr K P Sumedhan, Director, Self-Financing Departments  |
| ● Dr Girija T P (Botany)                          | ● Ms Raji P B (B.Com. Computer Applications)             |
| ● Dr Ansar E B (Chemistry)                        | ● Ms Shiji T S (B.Com. Finance)                          |
| ● Ms Shiney C N (Commerce)                        | ● Ms Shahija V A (B B A)                                 |
| ● Dr Jeena P M (Economics)                        | ● Ms Jabin T H (Computer Applications)                   |
| ● Dr Reena Mohamed P M (English)                  | ● Ms Sunaina M Nazar (Mass Communication)                |
| ● Dr Sanjeevkumar K (Hindi)                       | ● Mr Lathif Penath (Psychology)                          |
| ● Mr Balasubrahmanian U (History)                 | ● Dr Sayana K A (B.Voc.Fish Processing Technology)       |
| ● Dr Jaisy David (Malayalam)                      | ● Mr Mynag Suresh (B.Voc. Digital Film Production)       |
| ● Ms Nasreen A (Mathematics)                      | ● Mr Abdul Yafiz K M (B.Voc. Logistics Management)       |
| ● Dr Sheena P A (Physics)                         | ● Mr Aneesh K H (B.Voc.Tourism & Hospitality Management) |
| ● Dr Sanand C. Sadanandakumar (Political Science) |  |

## NOMINATED MEMBERS

- Dr Sefiya K M
- Dr Amitha Bachan K H

## LIBRARIAN

- Ms Saliha P I

# Administrative staff

[Home](#) > [Administrative Staff](#)

## NON TEACHING STAFF

**Junior Superintendent**  
Nazeeha C N

**Head Accountant**  
Sadarudeeen K A

**Clerks**  
Haseena M H (Scholarship Section)  
Suresh Babu P V (Examination Section)  
Rajeeb P B (Establishment Section)  
Zeenath P A (Fee Section)  
Sajitha P A (Bill Section)  
Anees V A

**Computer Assistant**  
Naseeba P A

**Mechanic**  
Mohammed Hijas P S

**Office Assistants**  
Sheji Shanoj  
Mohammed Muneer K J  
Kareem N M  
Jasmine A K  
Haseena P H

**System Administrator**  
Jaseer P M

**Accountant**  
Soudha Ismayl

**Supervisor**  
Safaralighan K A

**Office Administrator**  
P M Moideen

**Audit Assistant**  
Suharabee A A

**Herbarium Keeper**  
Vacant  
</ub>

**Gardener**  
Raji V R

**Security Staff**  
Iqbal K M  
Muhammed  
Siddique K M

**Cleaning Staff**  
Zeenath M A  
Sheji Udayan  
Sajitha Babu  
Rafiyath P M  
Shareena K A

# Staff Association

[Home](#) > [Staff Association](#)

## STAFF ASSOCIATION

Staff club of MES Asmabi College is a platform of the teaching and non-teaching members of the college. The objective of the cell is to promote the cultural, literary and social activities of the staff members. The club used to arrange social gatherings like Iftar party, family meet, Onam, Christmas, new year celebrations etc. Competitions are arranged at regular intervals and prizes are distributed from time to time.



**Dr Sanand Sadanandan**

**Secretary**



**Sri Lathif Penath**

**Jt. Secretary**

The staff club arranges meetings on regular basis: starting from the very first day of the academic year to assign duties for the teaching staff, which continues until the end of the academic year. Meetings are organised to discuss all the important matters that are related to the teaching and non teaching staff and students. Staff club arranges a trip every year. It also arranges sent of meeting to retiring staff members by inviting all the retired staff of the college. The club warmly welcomes new members and recognises the outstanding achievements of the staff members by honouring them. The club collects a nominal amount from the teaching staff every month to meet the expenses of the activities. The account is kept transparent by sharing the income and expenditure details with the staff members. Various activities of the club helps to foster fraternal feeling among the members of the staff. The club is a grand success, since it is capable of creating a healthy and positive working atmosphere in the college, to maintain the emotional and physical well-being of the staff members.