

Minutes of the staff meeting held on 1<sup>st</sup> June 2020  
at 10 am in the seminar hall.

Members present

- |                      |               |
|----------------------|---------------|
| 1- Dr. A. Biju       | <del>AB</del> |
| 2- Dr. Sakkeena. M.K | Sm            |
| 3. Dr. Sheena P.A    | sheena        |
| 4 Jema. P.M          | J             |
| 5- Dr. Dhanya. K     | Dhanya        |
| 6. Dr. Anitta P Mai  | AM            |
| 7. Dr. Jasy David    | J             |
| 8. Liji. T           | L             |
| 9. Veeralakshmi U.R. | V             |
| 10. Dr. Sefiya K.M   | S             |
| 11. Shiney. C.N.     | Shiney        |
| 13. Chithra.P        | Chithra       |
| 14. MONA. V.M        | Mona          |
| 15. DA Plumy Francis | Phi           |
| 16 DEEPA.K.A.        | Deepa         |
| 17. Reshma.K.R.      | Reshma        |
| 18. Nisha. M.D.      | Nisha         |
| 19. Dhini. K.V.      | Dhini         |
| 20. Shiji. T.S       | Shiji         |
| 21 Dalija K.M        | Dalija        |
| 22 DHANYA. A.C       | Dhanya        |
| 23 Shakija V.A       | Shakija       |
| 24. Raji P.O.B       | Raji          |
| 25. Reshna A.R       | Reshna        |
| 26 Jasbeena Johnson  | Jasbeena      |
| 27. Raseena. P.M     | Raseena       |
| 28. Nasira. PM       | Nasira        |
| 29. Hema. P.H        | Hema          |
| 30 Ramisha. K.C      | Ramisha       |

- |     |                         |   |
|-----|-------------------------|---|
| 31. | Krishna Priga. M        |    |
| 32. | Shagna. A. S            |    |
| 33. | Reelba. O. B            |    |
| 34. | Naseema. K. M           |    |
| 35. | Najula K. M             |    |
| 36. | Anu. S                  |    |
| 37. | Musila H. H             |    |
| 38. | Sony Siddiq             |    |
| 39. | Najim Nazim             |    |
| 40. | Jabis. T. H             |    |
| 41. | Shahana. T. A           |    |
| 42. | Athira Anilan           |    |
| 43. | Anisha. P. M            |    |
| 44. | Aryana Stephen          |   |
| 45. | BREFOEVI                |  |
| 46. | KEERTHANA. S. V         |  |
| 47. | NASREEN. A              |  |
| 48. | AMARJITH P. R.          |  |
| 49. | Magny Suresh            |  |
| 50. | Shemi C. B              |  |
| 51. | Shahadha T. M           |  |
| 52. | Dr. Ginja. P            |  |
| 53. | Nageema. M. K.          |  |
| 54. | Dr. Shanya P. R         |  |
| 55. | Abeera Husain T. A      |  |
| 56. | Sugaina Sulaiman M. S   |  |
| 57. | Dr. Sonana K. A.        |  |
| 58. | Jyoti V                 |  |
| 59. | Dr. Amritia Bachanik. H |  |
| 60. | M. B. Bireli            |  |
| 61. | FANADALI. P. H          |  |
| 62. | M. P. Nisar             |  |
| 63. | Pranav. P. Kumar        |  |
| 64. | Dinesh. K.              |  |

65	Lameelathu K.A	
66	Dr. Reshmi S.	
67	Sabitha M.M	
68	Mohammed Aneeq M	
69	Dr. Ansar. E.B	
70	Belambachman	
71	Sanjeel Kumar.K	
72	Suresh A Alara	
73	V.M. George	
74	Dr. Kesavan. U	
75	Lathif Paruthi	
76	Asst Zuhail P.S	
77	Dr. Shafiq PS	
78	Dr. K.P. Sreedhem.	
79	Dr. Sanand C	
80	Dr. Reema Mohamed PM	

The first staff meeting of the academic year 2022-23 began at 10 am in the seminar hall. Staff secretary Dr. Sanand C. welcomed the gathering. Principal Dr. A. Biju congratulated the teachers with outstanding achievements and gave some instructions to the teachers.

1. Report on Department details in website to be given by the HoD's in a week.
2. Details of students who do not come to the College regularly to be submitted.
3. Proposal form for programmes to be submitted along with expenditure and approval to be sought before conducting the programme. Report along with photos to be submitted after the

## Programme.

4. List of books to be purchased to be given. Titles already existing should be avoided. If online purchase, link to be given. All departments should submit the list before the month of March every year.
5. Application for Casual Leave and other leaves should be given earlier. Unexpected leave should be informed via telephone/whatsapp.
6. Only after permanent teachers engage 16 hrs, guest lecturers should be appointed.
7. Teachers should check official whatsapp group regularly for updates.
8. There is no vacancy in the hostel. Remaining students will be accommodated in Poelai hostel.
9. Planning Board Meeting should be convened at the earliest to discuss the purchase of materials and books.

Other duties assigned to the teachers was also discussed in the meeting. Staff club presented a memento to the principal for being elected as the president of Principal's Council for a second time. Staff club joint Secretary Mr. Lathif Penath delivered vote of thanks. The meeting ended at 12.30 pm with the presentation of blue print by the principal for the effective curriculum delivery. The focus was on adapting teaching methodologies to engage students and leveraging technology for an enriched learning experience.



PRINCIPAL  
M.E.S. ASMABI COLLEGE,  
P.O.P. VEMBALLUR,  
KODURU - 680 671



## M.E.S. ASMABI COLLEGE KODUNGALLUR

### LIST OF DUTIES ASSIGNED TO THE TEACHING STAFF FOR THE ACADEMIC YEAR 2022-23

No	DUTY		TEACHING STAFF	SIGNATURE
1	VICE PRINCIPAL		Dr. Reena Mohamed P M	
2	DIRECTOR SELF FINANCING		Dr. K. P. Sumedhan	
	HEAD OF THE DEPARTMENTS	English	Dr. Reena Mohamed P M	
		Botany	Dr. Girija T.P.	
		Physics	Dr. Sheena P.A.	
		Mathematics	Smt. Nasreen A	
		Aquaculture	Dr. Kesavan K	
		Commerce (Aided)	Dr. Princy Francis	
		Economics	Smt. Jeena P.M.	
		Malayalam	Dr. Jaisy David	
		Hindi	Dr. Sanjeev Kumar K	
		Physical Education	Lt. M.B. Bindil	
		Chemistry	Dr. Ansar E.B.	
		Arabic	Dr. Sakeena M.K.	
		Bio-Chemistry	Sr. Mohammed Areej E.M.	
		Political Science	Dr. Sanand C Sadanandakumar	
		History	Balasubrahmunian Urunian kuth	
		B.Com Computer Application	Smt. Raji. P.B.	
		B.Com Finance	Smt. Shiji T.S.	
		Business Administration	Smt. Shahija V.A.	
		Computer Applications	Smt. Jabin T.H.	
		Fish Processing Technology	Dr. Sayana K.A.	
		Logistics Management	Sri Abdul Yafix K.M.	
		Tourism & Hospitality Management	Sri. Aneesh Kuttappan	
Digital Film Production	Sri. Mynag Suresh			
Mass Communication	Smt. Sunaina M. Naser			
3	IQAC	Coordinator	Dr. Shafeer P S	
		Joint Coordinators	Dr. Sanand C. Sadanadakumar	
			Dr. Amitha P Mani	
			Dr. Jisha K C	



		Members	Dr.Sheena P A	
			Dr.Sefiya K M	
			Dr. Kesavan K.	
			Dr.AmithaBachan K H	
			Dr.K P Sumedhan	
			Mr. Abdul Yafiz K.M.	
		Criteria Heads	1. Sabitha M.M.	
			2. Dr. Girija T.P.	
			3. Dr.Dhanya P.R.	
			4. Nasreen A	
			5. Nazeema M.K.	
			6. C.N.Shiney	
			7. Mohammed Areej E.M.	
4	PLANNING BOARD	Members	Principal	
			Dr. Kesavan K.	
			Dr.Jisha K.C.	
			Dr. Sheena P A	
			Dr.Sanjeevkumar K.	
			Dr. Shafeer P.S.	
			Dr. Reena Mohamed P M	
			Lt.M.B. Bindil	
Mohammed Areej E.M.				
5	STAFF COUNCIL	Members	All HoDs	
		Elected Members		
		NCC Officer	Lt.M.B. Bindil	
		Librarian	Smt.Saliha P I	
6	STAFF ASSOCIATION	Secretary		
		Joint Sec.		
7	STUDENT ADVISOR & UNION ELECTION	Returning Officer	Sri. Muhammed Areej E M	
		Asst. Returning Officer	Dr. Ansar E B	
8	OBC CELL	Liaison Officer	Smt.Jeena P M	
		Member	Dr. Ansar E B	
		Member	Smt. Shahija V A	
		Member	Smt.Naseema K M	
9	MINORITY CELL	Coordinator	Smt. Sakeena M K	
		Member	Smt. Jameelathu K A	
		Member	Smt.Josbeena Johnson	
		Member	Smt.Raseena P M	
10	SC/ST CELL	Coordinator	Smt.Shiney C N	
		Member	Mr. Balasubramanian Uruniakuth	
		Member	Smt. Sugaina Sulaiman	
		Member	Smt. Ramisha K C	
11	RTI	Appellate Authority	Dr. A. BIJU, Principal	
		Public Information Officer	Dr.Sheena P A	
		Asst. Public Information Officer	Office Superintendent	
12	GENERAL DISCIPLINE COMMITTEE	Convener	Lt.M.B.Bindil	
		Member	Dr. K. P. Sumedhan	
		Member	Sri.V. M. George	
		Member	Dr. Reena Mohamed P M	
		Member	Sri.Mohammed Areej E M	
		Member	Dr. Dhanya K	

		Member	Sri. Fahadali P.H.	
		Member	Sri. Amarjith PB	
13	<b>INTERNAL COMPLAINT COMMITTEE (ICC)</b>	Chairperson	Dr.Reena Mohamed P M	
		TS. Member	Dr. Kesavan K.	
		TS. Member	Smt.Shaheeda T M	
		NTS. Member	Mr. Sadarudeen ( Office Supt.)	
		NTS. Member	Saliha P I	
		Student Nominee-Ph.D.	Sabin P Q	
		Student Nominee-PG.	Rinsha P S	
		Student Nominee-PG.	Shahana	
14	<b>LIBRARY ADVISORY COMMITTEE</b>	Chairman	Dr. Sanjeevkumar K	
		Member	Dr. Jaisy David	
		Member	Smt. C. N. Shiney	
		Member	Smt. Shemi C B	
		Member	Dr. Dhanya P R	
		Member	Smt.Mona V M	
		Student Nominee		
		Librarian (Ex office)	Saliha P.I.	
15	<b>ANTI RAGGING CELL</b>	Chairman	Principal	
		Convener	Mr. Shibu R. Nair	
		Member	Smt. Sabitha M M	
		Member	Smt. Shemi C B	
		Member	Mr. Sanjeev Kumar	
		Member	Smt. Raji P B	
		Member	Smt. Shiji TS	
		Student Nominee	Mohammed Shahim K.S	
		Student Nominee	Amal Rahna E.P	
16	<b>IIC</b>	Coordinator	Dr.Dhanya K	
17	<b>RUSA</b>	Coordinator	Smt. Naseema	
19	<b>NIRF</b>	Coordinator	Dr. K. Kesvan	
		Joint Coordinators	Dr.Jisha K C	
			Dr.Ansar E B	
			Dr.Sefiya k M	
			Dr.Amitha P Mani	
20	<b>AISHE</b>	Coordinator	Smt. Reshmi S	
21	<b>SCHOLORSHIPS</b>	Liason Officer	Smt. Nazeema MK	
22	<b>B. VOC.</b>	Nodal Officer	Sri.Abdul Yafiz K M	
23	<b>ASAP</b>	Coordinator	Smt.Sabitha M M	
24	<b>HEPSN Cell</b>	Coordinator	Smt. Sakeena M K	
		Joint Coordinator	Smt.Nisha M D	
25	<b>ADMISSION</b>	Coordinator	Sri. Sanand C. Sadanadakumar	
		Joint Coordinator	Smt. C. N. Shiney	
		Joint Coordinator	Dr.Jisha K .e	
		Joint Coordinator	Dr.Amitha P.Mani	
		Joint Coordinator	Dr.Sefiya K.M.	
		Joint Coordinator	Smt. Shiji TS	
		Joint Coordinator	Smt.Jebin T H	
Joint Coordinator	Dr.Reshmi S			
26	<b>PTA</b>	Secretary	Dr. Sefiya K M	
		Treasurer	Dr.Dhanva K	



27	<b>ALUMNI ASSOCIATION</b>	Faculty in Charge	Dr. K. P Sumedhan	
		Faculty in Charge	Smt.Jameelathu K A	
		Faculty in Charge	Smt.Raji P B	
28	<b>DST-FIST</b>	Coordinator	Dr. K.H.Amitha Bachan	
29	<b>NCC</b>	Officer	Lt.M.B. Bindil	
30	<b>NSS</b>	Programme Officer	Dr.Princy Francis	
		Programme Officer	Dr.Ansar E B	
31	<b>REMEDIAL COACHING/BRIDGE COURSES</b>	Coordinator	Ms.Mona V M	
32	<b>RESEARCH</b>	Nodal officer	Dr. Amitha Bachan K H	
33	<b>SWACHH BHARATH</b>	Coordinator	Smt. Deepa K A	
		Joint Coordinator	Smt. Liji T	
		Joint Coordinator	Smt. Sumayya	
34	<b>FINE ARTS &amp; LITTERARY CLUB</b>	Coordinator	Dr.Dhanya K	
		Joint Coordinator	Smt. Chithra P	
		Joint Coordinator	Ms.Sabitha M M	
		Joint Coordinator	Dr.Sanjeevkumar K	
		Joint Coordinator	Smt. Krishna Priya M	
		Joint Coordinator	Dr.Sakkeena M K	
		Joint Coordinator	Smt.Mona V M	
35	<b>WOMEN'S CELL</b>	Coordinator	Smt. Veena Lekshmi U R	
		Joint Coordinator	Smt.Dhini K V	
		Joint Coordinator	Smt. Ujjwala Navas	
		Joint Coordinator	Smt. Sincy Siddique	
36	<b>STAFF EDITOR OF COLLEGE MAGAZINE</b>	Joint Coordinator	Dr. Jaisy David	
37	<b>CELL FOR RESERCH AND PUBLICATION/PLAGIARI SM COMMITTEE/ MEREDIAN Journal</b>	Coordinator	Dr. Dhanya P R	
		Joint Coordinator	Dr. Princy Francis	
		Joint Coordinator	Dr. Amitha Bachan K H	
		Joint Coordinator	Dr. Reshmi S	
38	<b>CAREER GUIDANCE</b>	Joint Coordinator	Smt.Mona V M	
		Joint Coordinator	Dr. Sayana K	
		Joint Coordinators	Mr. Latheef Paneth	
39	<b>PLACEMENT Cell</b>	Coordinator	Smt. Veena Lekshmi U R	
		Joint Coordinator	Smt. Shahija V A	
40	<b>TUTORIAL SYSTEM</b>	Coordinator	Smt. Jeena P M	
		Joint Coordinator	Smt. Salma Thasneem	
		Joint Coordinator	Smt.Reeba O B	
41	<b>MOOC/SWAYAM</b>	Mentor	Smt. Amitha P Mani	
		Coordinator	Dr. Nisar M.P.	
		Coordinator	Smt. Sumayya	
		Coordinator	Sri. Mynag Suresh	
42	<b>ICT</b>	Coordinator	Smt. Najma	
		Joint Coordinator	Smt.Jebin T H	
		Joint Coordinator	Mr. Amarjith P B	
		Joint Coordinator	Smt. Anu S	
43	<b>NATURE CLUB &amp; BOOMITHRA SENA</b>	Coordinator	Dr. Amitha Bachan K H	
		Joint Coordinator	Dr.Jisha K.C.	
		Joint Coordinator	Smt. Minsila Hilal	
44	<b>INCUBATION CENTRE/ STARTUP</b>	Coordinator	Dr. Girija T P	
		Joint Coordinator	Mr. Prnav. S. Kumar	
		Joint Coordinator	Smt. Keerthana S V	
45	<b>ED CLUB/IEDC</b>	Coordinator	Smt. Chithra P	



		Joint Coordinator	Dr. Sayana K A	
		Joint Coordinator	Sri. Abdul Yafis K M	
		Joint Coordinator	Smt.Nasiya P M	
46	<b>COUNSELLING CENTRE</b>	Faculty in Charge	Mr.Lathief Penath	
47	<b>FOLKLORE CLUB</b>	Faculty in Charge	Dr. Jaisy David	
48	<b>COMPUTER CENTRE/LANGUAGE LAB/COMUTER LITERACY FORUM</b>	Faculty in Charge	Smt. Jebin T H	
49	<b>NEWS LETTER/NEWS TO NEWS PAPER, CHANNELS/MES BULLETIN/MES VOICE CHANNEL</b>	Coordinator	Dr. Amitha P Mani	
		Joint Coordinator	Smt. Sumayya K I	
		Joint Coordinator	Amarjith P B	
		Joint Coordinator	Smt. Shafna A S	
50	<b>COLLEGE CALENDER &amp; HAND BOOK</b>	Coordinator	Smt. Deepa K A	
		Joint Coordinator	Smt. Veena Lakshmi	
51	<b>TIME TABLE</b>	Coordinator	Smt Jameelathu K A	
		Joint Coordinator	Smt. Liji T	
		Joint Coordinator	Smt. Naseema K M	
	<b>UNIVERSITY EXAMINATION</b>	Faculty In Charge	Lt.M.B. Bindil	
		Faculty In Charge	Smt. Chithra P	
52	<b>INTERNAL EXAMINATIONS</b>	Coordinator	Smt. Nasreen A	
		Joint Coordinator	Smt. Shemi C B	
		Joint Coordinator	Sri. Balasubramanian	
		Joint Coordinator	Smt.Dhanya A C	
		Joint Coordinator	Sri.Abdul Yafiz K M	
		Joint Coordinator	Smt. Keerthana	
		Joint Coordinator	Mr. Fahad Ali P H	
		Joint Coordinator	Smt.Liji T	
53	<b>INTERNAL MARKS &amp; GRADING</b>	Coordinator	Smt. C N Shiney	
		Joint Coordinator	Dr.Reshmi S	
		Joint Coordinator	Smt.Shiji T S	
		Joint Coordinator	Smt.Nasiya P M	
		Joint Coordinator	Smt.Anu.S	
54	<b>SCIENCE FORUM</b>	Coordinator	Dr. Jisha K C	
		Joint Coordinator	Nisha P K	
		Joint Coordinator	Jyothi ( Zoology)	
55	<b>QUIZ CLUB</b>	Coordinator	Dr. Sanand Sadanandan	
		Joint Coordinator	Dr. Nizar.M P	
56	<b>DEBATE &amp; PARLIMENTRY AFFAIRS CLUB</b>	Coordinator	Mr. Balasubrahmanian	
		Joint Coordinator	Dr.Dhanya K	
		Joint Coordinator	Smt.Raseena P M	
57	<b>TOURISM CLUB</b>	COORDINATOR	Mr.Aneesh Kuttappan	
		Joint Coordinator	Smt.Shafna A S	
58	<b>FILM CLUB</b>	COORDINATOR	Smt. Jameelathu K A	
		Joint Coordinator	Smt. Sumayya K .I.	
		Joint Coordinator	Mr. Amarjith P B	
		Joint Coordinator	Mr.Mynag Suresh	
59	<b>COLLEGE WEBSITE</b>	Faculty in Charge	Dr. Sheena P A	
		Faculty in Charge	Dr. K.H.Amitha Bachan	
		Faculty in Charge	Smt. Jabin T.H.	
		Faculty in Charge	Smt.Najula K M	
		Faculty in Charge	Smt.Sabitha M M	
60	<b>MEN'S HOSTEL</b>	Warden	Mr. Balasubramanian	
61	<b>WOMEN'S HOSTEL</b>	Warden	Dr. Sakeena M.K.	

62	<b>COLLEGE BUS</b>	Faculty in Charge	Smt.Sincy Siddique	
		Faculty in Charge	Smt.Nasiya P M	
		Faculty in Charge	Smt.Shahija V A	
63	<b>TALENT DEVELOPMENT CLUB</b>	Coordinator	Dr.Sakkeena M K	
		Joint Coordinator	Ujjwala Navas	
64	<b>GREEN PROTOCOL NODAL OFFICER</b>	Coordinator	Smt. Shemi C.B.	
65	<b>STUDENT CIVIL DEFENCE CADET PROJECT</b>	Coordinator	Dr. Sanjeev Kumar K	
66	<b>ACADEMIC BANK OF CREDIT (ABC )</b>	Liaison Officer	Dr. Dhanya P. R.	
67	<b>LADIES HOSTEL</b>	Monitoring Committee	Dr. Reena Mohammed	
		Monitoring Committee	Dr. Sheena P.A.	
		Monitoring Committee	Dr. Sakkeena M.K	
		Monitoring Committee	Smt. Nisha M.D.	
		Monitoring Committee	Smt. Shahija V.A.	
		Monitoring Committee	JASEER P.M.	
68	<b>SYSTEM ADMINISTRATOR</b>			



  
 PRINCIPAL  
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 THRISSUR DISTRICT