



MES ASMABI COLLEGE

TEACHER'S DUTY LIST

2018 - 2023



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 Uruniankuth	
		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	INTERNAL COMPLAINT COMMITTEE (ICC)	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	LIBRARY ADVISORY COMMITTEE	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	ANTI RAGGING CELL	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	IIC	Coordinator	Dr.Dhanya K
17	RUSA	Coordinator	Smt. Naseema
19	NIRF	Coordinator	Dr. K. Kesvan
		Joint Coordinators	Dr.Jisha K C
			Dr.Ansar E B
			Dr.Sefiya k M
			Dr.Amitha P Mani
20	AISHE	Coordinator	Smt. Reshmi S
21	SCHOLORSHIPS	Liason Officer	Smt. Nazeema MK
22	B. VOC.	Nodal Officer	Sri.Abdul Yafiz K M
23	ASAP	Coordinator	Smt.Sabitha M M
24	HEPSN Cell	Coordinator	Smt. Sakeena M K
		Joint Coordinator	Smt.Nisha M D
25	ADMISSION	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	PTA	Secretary	Dr. Sefiya K M
		Treasurer	Dr.Dhanva K

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

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

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




 PRINCIPAL
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 M.E.S. ASMABI COLLEGE
 P. VEMBALLUR 680 671
 THRISSUR DISTRICT



M.E.S. ASMABI COLLEGE KODUNGALLUR

LIST OF DUTIES ASSIGNED TO TEACHING STAFF FOR THE ACADEMIC YEAR 2021-22

No	DUTY	TEACHING STAFF
1	VICE PRINCIPAL	
2	DIRECTOR SELF FINANCING	DR. K. P. SUMEDHAN
Head of the Departments	English	Dr. Muralikerishnan T R
	Botany	Shaheeda T M
	Physics	Dr. Sheena P A
	Mathematics	Nazreen
	Aquaculture	Dr. Kesavan K
	Psychology	Latheef Penath
	Commerce (Aided)	Dr. Princy Francis
	Economics	Jeena P M
	Malayalam	Dr. Jaisy David
	Politics	Dr. Sanand P
	Chemistry	Dr. Ansar
	Biochemistry	Muhammed Areej
	Computer Application	Jebin T H
	Business Administration	Shajitha
	B.Com. Computer	Raji P B
	B.Com. Finance	Shiji
	Fish Processing Technology	Dr. Sayana
	Logistics Management	Abdul Yafis
	Tourism and Hospitality Management	Robin C Koshi
	Digital Film Production	Prasoon T P
Mass Communication	Sunaina M Nasar	
3 IQAC	Coordinator	Dr. SHAFEER P S
	Assistant Coordinators	Dr.Sanand C. Sadanadakumar
		Dr.Amitha P Mani
		Dr. Jisha
Members	Sheena P A	

			Dr. Muralikrishnan T. R.
			Dr. Amitha Bachan K H
			Dr. K. Kesavan
			DR. K. P. SUMEDHAN
		Criterion Heads	1. Shibu R Nair
			2. Dr. Girija T P
			3. Dr. Dhanya
			4. Shaheeda
			5. Reena Muhammed
			6. C N Shiney
	7. Muhammed Areej E M		
4	PLANNING BOARD	Members	Dr. Murlikrishnan T R
			Dr. Amitha Bachan K H
			Dr. Sheeba N H
			Shibu A. Nair
			Dr. Princy Francis
			Reena Muhammed
5	STAFF COUNCIL	Members	All HoDs
		Elected Members	Reena Mohammed
			Dr. Sheeba N H
		NCC Officer	Lt.M.B. Bindil
	Librarian	Saliha P I	
6	STAFF ASSOCIATION	Secretary	Dr. Sanand P Sadanad
		Joint Secretary	Latheef Paneth
7	STUDENT ADVISOR & Union Election	Returning Officer	Dr. Princy Francis
		Asst. Returning Officer	Dr. Ansar E B
8	OBC CELL	Liaison Officer	Jeena P M
		Member	Dr. Ansar E B
		Member	Abeena Hussain
		Member	Sabeena P A
9	MIORITY CELL	Coordinator	Jameelathu K A
		Member	Sakeena M K
		Member	Josbeena Johnson
		Member	Raseena P M
10	SC/ST CELL	Coordinator	K A Deepa
		Member	Dr. Sheeba N H

		Member	Sanjeevkumar K
		member	Sugaina Sulaiman
		Member	Ramisha K C
11	RTI	Appellate Authority	Dr. A. BIJU, Principal
		Public Information Officer	Dr. Sheena P A
		Asst. Public Information Officer	Office Superintend
12	GENERAL DECIPLINE COMMITTEE	Convener	Dr. K. P. Sumedhan
		Member	Balasubramanyan
		Member	V. M. George
		Member	Reena Muhammed
		Member	Muhammed Areej E M
		Member	Dhanya K
		Member	Lathif Penath
		Member	Robin C. Koshi
13	INTERNAL COMPLAINT COMMITTEE (ICC)	CHAIRPERSON	Reena Muhammed
		TS. Member	Dr.Kesavan K
		TS. Member	Sangeetha P S
		NTS. Member	Yakkath Ali
		NTS. Member	Saliha P I
		Member From NGO	
		Student Nominee-Ph.D.	
		Student Nominee-PG.	
		Student Nominee-UG.	
14	LIBRARY ADVISORY COMMITTEE	Chairman	Dr. Muraleekrishnan T R
		Member	Dr. Jaisy David
		Member	C. N. Shiney
		Member	Shemi C B
		Member	Dr. Dhanya P R
		Member	Mynag Suresh
		Student Nominee	
		Librarian (Ex officio)	Saliha P I
15	ANTI RAGGING CELL	Chairman	Dr. A. BIJU (Principal)
		Convener	Shibu R. Nair
		Member	Sabitha M M
		Member	Shemi C B

		Member	Sanjeev Kumar K
		Member	Dhanya A C
		Member	Sumayya K C
		Student Nominee	
		Student Nominee	
16	IIC	COORDINATOR	Dr. K. Kesavan
16	RUSA	COORDINATOR	Dr. Muralikrishnan T R
17	ISO	COORDINATOR	Dr. Muralikrishnan T R
18	NIRF	COORDINATOR	Sri. Muhammed Areej E M
		Joint Coordinators	Dr. Jisha K C
			Dr. Ansar E B
			Dr. Safiya K M
		Dr. Amitha P Mani	
19	AISHE	COORDINATOR	Resmi S
20	SCHOLARSHIPS	LASON OFFICER	K A Deepa
		ASSISTANT LASON OFFICER	Shahija V A
21	B. VOC.	NODAL OFFICER	Prasoon T P
22	ASAP	COORDINATOR	Mona V M
		Joint Coordinator	Sabitha M M
24	HEPSN Cell	COORDINATOR	Sakeena M K
		Joint Coordinator	Nisha M D
23	ADMISSION	COORDINATOR	Dr. Sanand C Sadanand
		Joint Coordinator	C N Shiney
		Joint Coordinator	Sabitha M M
		Joint Coordinator	Safiya K M
		Joint Coordinator	Dr.Jisha K C
		Joint Coordinator	Prasool T P
		Joint Coordinator	Reshmi S
24	PTA	SECRETARY	Dr.Safiya k m
		TREASURER	Dhanya K
25	ALUMNI ASSOCIATION	Faculty in Charge	Dr.K P Sumedan
		Faculty in Charge	Jameelath K A
		Faculty in Charge	Raji P B
26	DST-FIST	Coordinator	Dr. Amitabh Bachan K H
27	NCC	OFFICER	Lt. M B Bindhil

28	NSS	PROGRAMME OFFICER	Dr. Princy Francis
		PROGRAMME OFFICER	Dr. Ansar E B
29	WWS	COORDINATOR	Dr. Dhanya P R
30	SSP	COORDINATOR	Shaheeda T M
31	Remedial Coaching	COORDINATOR	Mohammed Areej E M
32	Swachh Bharath	COORDINATOR	Chithra P
		Joint Coordinator	Liji T
33	FINE ARTS & LITTERARY CLUB	COORDINATOR	Sabitha M M
		Joint Coordinator	Chithra P
		Joint Coordinator	Dhanya K
		Joint Coordinator	Dr. Sanjeevkumar K
		Joint Coordinator	Krishna Priya
		Joint Coordinator	Sunaina m Nazar
		Joint Coordinator	Anu Asokan
		Joint Coordinator	Rasmin Muhammed
		Joint Coordinator	Fathima Aliya
		Joint Coordinator	Nisha M D
34	Women's Cell	COORDINATOR	Dhanya K
		Joint Coordinator	Sakeena M K
		Joint Coordinator	Veena Lakshmi U R
		Joint Coordinator	Ujjwala Navas
		Joint Coordinantor	Sinsi Sidique
35	COLLEGE MAGAZINE	Staff Editor	Dr. Jaisy David
36	CELL FOR RESERCH AND PUBLICATION/Plagiari sm committee/ MERIDIAN Journal	COORDINATOR	Dr. Girija T P
		Joint Coordinator	Dr. Princy Francis
		Joint Coordinator	Dr. Amithabh Bachan K H
		Joint Coordinator	Dr. Sheeba N H
37	RESEARCH	NODEL OFFICER	Dr. Amithabh Bachan K H
38	CARRIER GUIDANCE & PLACEMENT	COORDINATOR	Veena Lakshmi U R
		Joint Coordinator	Shailaja V A
		Joint Coordinator	Latheef penath
		Joint Coordinator	Sugaina Sulaiman
39	TUTORIAL SYSTEM	COORDINATOR	Jeena P M
		Joint Coordinator	C N Shiney

		Joint Coordinator	Shiji T S
		Joint Coordinator	Abdul Yafis K M
40	MOOC/SWAYAM	Mentor	Amitha P Mani
		Coordinator	Fathima Aliya
		Coordinator	Mynag Suresh
41	ICT	COORDINATOR	Prasoon T P
		Joint Coordinator	Najma Naseer
		Joint Coordinator	Amarjith P B
		Joint Coordinator	Anu S
42	ON LINE CLASS MONITORING COMMITTEE	Member	Dr. Shafeer p S
		Member	Dr. Sanand C Sadanand
		Member	Dr. Amitha P Mani
43	NATURE CLUB & BOOMITHRA SENA	COORDINATOR	Dr.Amithabh Bachan
		Joint Coordinator	Rabiya P B
		Joint Coordinator	Ajmal v R
44	INCUBATION CENTRE/ STARTUP/ED CLUB/IEDC/IIC	COORDINATOR	Chithra P
		Joint Coordinator	Dr. Shayanya K A
		Joint Coordinator	Abdul Yafis K M
		Joint Coordinator	Nasiya P M
45	COUNCELLING CENTRE	Faculty in Charge	Latheef Panath
46	FOLKLORE CLUB	Faculty in Charge	Dr. Jaisy David
47	COMPUTER CENTER/LANGUAGE LAB/COMUTER LITERACY FORUM	Faculty in Charge	Jebin T H
		Additional Charge	Krishnapriya
		Additional Charge	Abdul Yafis K M
48	NEWS LETTER/NEWS TO NEWS PAPER, CHANNELS/MES BULLETIN/MES VOICE CHANNEL	COORDINATOR	Balasubrahmaniam
		Joint Coordinator	Sunaina M Nasar
		Joint Coordinator	Amarjith P B
		Joint Coordinator	Reshma A R
49	COLLEGE CALENDER & HAND BOOK	COORDINATOR	Mona V M
		Joint Coordinator	Athira Venu
50	TIME TABLE	COORDINATOR	Dr. Ansar E B
		Joint Coordinator	Nazeema M K
		Joint Coordinator	Vineetha Peter

		Joint Coordinator	Raiba P B
51	University Examination	Faculty In Charge	Chithra P
		Faculty In Charge	Mohammed Areej E M
52	INTERNAL EXAMINATIONS	COORDINATOR	Shibu A Nair
		Joint Coordinator	Nasreen A
		Joint Coordinator	Balasubrahmaniam
		Joint Coordinator	Dhanya A C
		Joint Coordinator	Mona K
		Joint Coordinator	Abdul Yafis K M
		Joint Coordinator	Vineetha Peter
		Joint Coordinator	Fahad Ali P H
		Joint Coordinator	Liji T
		Joint Coordinator	Abeena Hussain
53	INTERNAL MARKS & GRADING	COORDINATOR	C N Shiney
		Joint Coordinator	Nazeema M K
		Joint Coordinator	Reshmi S
		Joint Coordinator	Shiji T S
		Joint Coordinator	Ramnadhan K S
		Joint Coordinator	Rasmin Mohammed
54	SCIENCE FORUM	COORDINATOR	Dr. Jisha K C
		Joint Coordinator	Safeera T A
		Joint Coordinator	Ramnadhan K S
55	QUIZ CLUB	COORDINATOR	Dr. Sheeba A H
		Joint Coordinator	Fahad Ali
		Joint Coordinator	Dr.Jisha K C
56	DEBATE & PARLIMENTRY AFFERS CLUB	COORDINATOR	Sanand P. Sadanand
		Joint Coordinator	Balasubrahmaniam
		Joint Coordinator	Raseena P M
57	TOURISM CLUB	COORDINATOR	Robin C Koshi
		Joint Coordinator	Rasmin Mohammed
58	FILM CLUB	COORDINATOR	Prasoon T P
		Joint Coordinator	Amarjith P B
		Joint Coordinator	Najma Nasar
		Joint Coordinator	Mynag Suresh
59	College Website	Faculty in Charge	Dr. Sheena P A

		Faculty in Charge	Dr. Amithabh Bachan K H
		Faculty in Charge	Veenalakshmi U R
		Faculty in Charge	Amarjith P B
		Faculty in Charge	Jeena P M
		Faculty in Charge	Robin C Koshi
		Faculty in Charge	Prasoon T P
60	MENS HOSTEL	WARDEN	Balasubrahmaniam
61	WOMENS HOSTEL	WARDEN	Dr. Sheeba N H
62	COLLEGE BUS	Faculty in Charge	Sinsi Sidique
		Faculty in Charge	Nasiya P M
63	TALENT DEVELOPMENT CLUB	COORDINATOR	Sakeena M K
		Joint Coordinator	Ujjwala Navas
64	SYSTEM ADMINISTRATOR		Jaseer P M
65	COVID JAGRATHA SAMITHI	CHAIRMAN	Dr. A Biju (Principal)
		MEMBERS	Dr. K P Sumedan
		MEMBERS	V M George
		MEMBERS	Dr. Sanand P Sadanad
		MEMBERS	M B Bindil (NCC)
		MEMBERS	Princy Francis (NSS)
		MEMBERS	Dr. Ansar E B (NSS)
		MEMBERS	Latheef Panath
		MEMBERS	Sangeetha P S

PRINCIPAL



M.E.S. ASMABI COLLEGE KODUNGALLUR
LIST OF DUTIES ASSIGNED TO TEACHING STAFF FOR THE ACADEMIC YEAR 2020-21

No	DUTY	TEACHING STAFF	SIGNATURE	
1	VICE PRINCIPAL	DR. V. M. ASMA		
2	DIRECTOR SELF FINANCING	DR. K. P. SUMEDHAN		
3	IQAC	Coordinator	Dr. SHAFEER P S	
		Members	Smt. Sheena P A	
			Dr. Muralikrishnan T. R.	
			Dr. K. Kesavan	
			Sri. Sanand C. Sadanadakumar	
			Smt. Amitha P Mani	
			Dr. Amitha Bachan K H	
DR. K. P. SUMEDHAN				
4	PLANNING BOARD	Members	Sri. Gopalakrishnan K	
			Dr. Asma V M	
			Smt. Sheeba N H	
			Sri. Shibu A. Nair	
			Dr. Princy Francis	
			Smt. Reena Muhammed	
5	STAFF COUNCIL	Members	All HoDs	
		Elected Members		
		NCC Officer	Lt.M.B. Bindil	
		Librarian		
6	STAFF ASSOCIATION	Secretary	Smt. Reena Muhammed P M	
		Joint Sec.	Smt. Jebin T H	
7	STUDENT ADVISOR & Union Election	Returning Officer	Dr. Princy Francis	
		Asst. Returning Officer	Dr. Ansar E B	
8	OBC CELL	Liaison Officer	Smt. Jeena P M	
		Member	Dr. Ansar E B	
		Member	Smt.Abeena Hussain	
		Member	Smt.Sabeena P A	
9	MIORITY CELL	Coordinator	Smt. Jameelathu K A	
		Member	Smt. Sakeena M K	
		Member	Smt.Josbeena Johnson	
		Member	Smt.Raseena P M	
10	SC/ST CELL	Coordinator	Smt.K A Deepa	
		Member	Sri. Sanjeevkumar	
		Member	Smt. Sugaina Sulaiman	
		Member	Smt. Ramisha K C	
11	RTI	Appellate	Dr. A. BIJU, Principal	

		Authority		
		Public Information Officer	Sri. Gopalakrishnan K	
		Asst. Public Information Officer	Office Superintendent	
12	GENERAL DECIPLINE COMMITTEE	Convener	Sri.Balasubramanyan	
		Member	Dr. K. P. Sumedhan	
		Member	Sri.V. M. George	
		Member	Smt. Reena Muhammed	
		Member	Sri. Muhammed Areej	
		Member	Smt. Dhanya K	
		Member	Sri. Lathif Penath	
		Member	Sri. Robin C. Koshi	
13	INTERNAL COMPLAINT COMMITTEE (ICC)	CHAIRPERSON	Smt. Sheena P A	
		TS. Member	Smt. Swapna N R	
		TS. Member	Smt. Sangeetha P S	
		NTS. Member		
		NTS. Member		
		Member From NGO		
		Student Nominee-Ph.D.		
		Student Nominee-PG.		
		Student Nominee-UG.		
14	LIBRARY ADVISORY COMMITTEE	Chairman	Dr. Muraleekrishnan T R	
		Member	Dr. Jaisy David	
		Member	Smt. C. N. Shiney	
		Member	Smt. Shemi C B	
		Member	Dr. Dhanya	
		Member	Smt. Mynag Suresh	
		Student Nominee		
		Librarian (Ex officeo)		
15	ANTI RAGGING CELL	Chairman	Principal	
		Convener	Mr. Shibu R. Nair	
		Member	Smt. Sabitha M M	
		Member	Smt. Shemi C B	
		Member	Mr. Sanjeev Kumar	
		Member	Smt. Dhanya A C	
		Member	Smt. Sumayya	
		Student Nominee		
		Student Nominee		
16	RUSA	COORDINATOR	Dr. K. Kesavan	
17	ISO	COORDINATOR	Dr. Muraleekrishnan T R	
18	NIRF	COORDINATOR	Sri. Muhammed Areej E M	
19	AISHE	COORDINAOR	Smt. Reshmi S	
20	SCHOLORSHIPS	LASON OFFICER	Smt. K. A. Deepa	
21	B. VOC.	NODAL OFFICER	Sri. Prasoon	

22	ASAP	COORDINATOR	Smt.Mona V M	
		Joint Coordinator	Smt. Naseema K M	
24	HEPSN Cell	COORDINATOR	Smt. Sakeena M K	
		Joint Coordinator	Nisha M D	
23	ADMISSION	COORDINATOR	Sri. Sanand C. Sadanadakumar	
		Joint Coordinator	Smt. C. N. Shiney	
		Joint Coordinator	Smt. Shemi C B	
		Joint Coordinator	Smt. Shaheeda T M	
		Joint Coordinator	Dr. Jisha	
		Joint Coordinator	Smt. Thanseela Ebrahim	
		Joint Coordinator	Mr. Prasoon T P	
24	PTA	SECRETARY	Dr. Safiya K M	
25	ALUMNI ASSOCIATION	Faculty in Charge	Dr. K. P Sumedhan	
		Faculty in Charge	Smt.Thnzeela Ebrahim	
		Faculty in Charge	Smt.Raji P B	
26	DST-FIST	Coordinator	Dr. Amitha Bachan	
27	NCC	OFFICER	Lt.M.B. Bindil	
28	NSS	PROGRAMME OFFICER	Dr.Sheeba N H	
		PROGRAMME OFFICER	Sri. Muhammed Areej E M	
29	WWS	COORDINATOR	Dr. Dhanya	
30	SSP	COORDINATOR	Smt. Shaheeda T M	
31	Remedial Coaching	COORDINATOR	Sri. Gopalakrishnan K	
32	Swachh Bharath	COORDINATOR	Smt. Deepa K A	
		Joint Coordinator	Smt. Liji T	
33	FINE ARTS & LITTERARY CLUB	COORDINATOR	Smt. Sabitha M M	
		Joint Coordinator	Smt. Chitra P	
		Joint Coordinator	Mr. Najmudeen K P	
		Joint Coordinator	Mr. Aithaf T K	
		Joint Coordinator	Smt. Krishna Priya	
		Joint Coordinator	Smt. Keerthana	
		Joint Coordinator	Rasmin Muhammed	
34	Women's Cell	COORDINATOR	Smt. Dhanya K	
		Joint Coordinator	Smt. Veena Lakshmi U R	
		Joint Coordinator	Smt. Ujjwala navas	
		Joint Coordinator	Smt. Sincy Siddique	
35	STAFF EDITOR OF COLLEGE MAGAZINE	Joint Coordinator	Dr. Jaisy David	
36	CELL FOR RESERCH AND PUBLICATION/Plagiarism committee/MEREDIAN Journal	COORDINATOR	Dr. Girija T P	
		Joint Coordinator	Dr. Princy Francis	
		Joint Coordinator	Dr. Amitha bachan	
		Joint Coordinator	Smt. Resmi Raveendran	
37	RESEARCH	NODEL OFFICER	Dr. Amitha bachan	
38	CARRIER GUIDANCE & PLACEMENT	COORDINATOR	Smt. Veena Lakshmi	
		Joint Coordinator	Smt. Shahija V A	
		Joint Coordinator	Smt. Sugaina Sulaiman	
39	TUTORIAL SYSTEM	COORDINATOR	Smt. Sheena P A	
		Joint Coordinator	Smt. Shiji T S	

		Joint Coordinator	Sri. Abdul Yafis K M	
40	MOOC/SWAYAM	Mentor	Smt. Amitha P Mani	
		Coordinator	Smt. Fathima Alia	
		Coordinator	Sri. Mynag Suresh	
41	ICT	COORDINATOR	Sri. Sanjeev kumar	
		Joint Coordinator	Smt.Najma Nazeer	
		Joint Coordinator	Mr. Amarjith P B	
		Joint Coordinator	Smt. Anu S	
42	ON LINE CLASS MONITORING COMMITTEE	Member	Dr Shafeer	
		Member	Sri. Sanand C Sadanandakumar	
		Member	Smt. Amitha P Mani	
43	NATURE CLUB & BOOMITHRA SENA	COORDINATOR	Dr. Amitha Bachan	
		Joint Coordinator	Smt. Rabia P B	
		Joint Coordinator	Mr. Shanil Kumar Ayyapan	
44	INCUBATION CENTRE/ STARTUP/ED CLUB/IEDC/IIC	COORDINATOR	Smt. Chitra P	
		Joint Coordinator	Dr. Saranya K A	
		Joint Coordinator	Sri. Abdul Yafis K M	
		Joint Coordinator	Smt.Nasiya P M	
45	COUNCELLING CENTRE	Faculty in Charge	Lathief Penath	
46	FOLKLORE CLUB	Faculty in Charge	Dr. Jaisy David	
47	COMPUTER CENTER/LANGUAGE LAB/COMUTER LITERACY FORUM	Faculty in Charge	Smt. Jebin	
48	NEWS LETTER/NEWS TO NEWS PAPER, CHANNELS/MES BULLETIN/MES VOICE CHANNEL	COORDINATOR	Dr. Safiya	
		Joint Coordinator	Smt. Sunaina M Nazar	
		Joint Coordinator	Amarjith P B	
		Joint Coordinator	Smt. Reshma A R	
49	COLLEGE CALENDER & HAND BOOK	COORDINATOR	Smt. Mona V M	
		Joint Coordinator	Athira Venu	
50	TIME TABLE	COORDINATOR	Smt Reshmi Reveendran	
		Joint Coordinator	Smt. Vineetha Peter M	
		Joint Coordinator	Smt. Anu Asokan	
51	University Examination	Faculty In Charge	Lt.M.B. Bindil	
		Faculty In Charge	Smt. Chitra P	
52	INTERNAL EXAMINATIONS	COORDINATOR	Sri. Shibu A Nair	
		Joint Coordinator	Smt. Thanseela Ebrahim	
		Joint Coordinator	Sri. Balasubramanyan	
		Joint Coordinator	Smt.Dhanya A C	
		Joint Coordinator	Mr. Aithaf T K	
		Joint Coordinator	Smt. Kavery B J	
		Joint Coordinator	Mr. Fahad Ali P H	
		Joint Coordinator	Smt.Liji T	
53	INTERNAL MARKS & GRADING	COORDINATOR	Smt. Shaheeda T M	
		Joint Coordinator	Smt.Resmi S	
		Joint Coordinator	Smt.Shiji T S	
		Joint Coordinator	Smt.Keerthana	
		Joint Coordinator	Smt.Rasmin Muhammed	
54	SCIENCE FORUM	COORDINATOR	Dr. Jisha K C	

		Joint Coordinator	Smt.Safeera T A	
55	QUIZ CLUB	COORDINATOR	Dr. Ansar E B	
		Joint Coordinator	Mr.Fahad Ali	
56	DEBATE & PARLIMENTRY AFFERS CLUB	COORDINATOR	Dr. Jisha K C	
		Joint Coordinator	Mr. Balasubramanyam	
		Joint Coordinator	Smt.Raseena P M	
57	TOURISM CLUB	COORDINATOR	Smt. Veenalakshmi U R	
		Joint Coordinator	Mr.Robin C Koshi	
58	FILM CLUB	COORDINATOR	Smt. jameelath K A	
		Joint Coordinator	Smt. Najma Nazeer	
		Joint Coordinator	Mr. Amarjith P B	
		Joint Coordinator	Smt.Mynag Suresh	
59	College Website	Faculty in Charge	Smt. Sheena P A	
		Faculty in Charge	Dr. Amitha Bachan	
		Faculty in Charge	Smt. Swapna N R	
		Faculty in Charge	Mr. Najmudeen	
		Faculty in Charge	Smt. Jeena P M	
60	MENS HOSTEL	WARDEN	Mr. Najmudeen	
61	WOMENS HOSTEL	WARDEN	Dr. Girija T P	
62	COLLEGE BUS	Faculty in Charge	Smt.Sincy Siddique	
		Faculty in Charge	Smt.Nasiya P M	
		Faculty in Charge	Smt.Rinciya	
63	TALENT DEVELOPMENT CLUB	COORDINATOR	Mr. Najmudheen	
		Joint Coordinator	Ujjwala Navas	

PRINCIPAL

LIST OF DUTIES OF TEACHERS

I.Q.A.C.

Chairperson : Dr. Ajims P. Mohammed, *Co-ordinator*: Dr.Kesavan K.

Members : Dr. Mohammed Nasser K.M., Dr. T.R. Murali Krishnan, Sheena P.A., Gopalakrishnan K., Dr. K.P. Sumedhan, Reena Mohamed P.M., Dr. AmithaBachan.K.H., Jeena P.M., Sanand C. Sadanandakumar, Dr. Princy Francis, Veenalekshmi U.R., Junior Superintendent., Jb. Salim Arakkal (Secretary & Correspondent of the College) Adv. A. Bakker Ali (Industry Member), Chairman of Student's Union, Beena Saneesh (LSG Body Member).

ISO : Dr. T.R. Murali Krishnan

NIRF : Dr. T.R. Murali Krishnan

AISHE : Sanand C. Sadanandakumar

Staff Secretary : Reena Mohamed P.M.

Staff Advisor : Sheena. P.A.

ASAP Course Director : Sabitha M.M.

United Nation Academic Impact Programme : Veenalekshmi. U.R.

Student Advisor (C.U.C.B.C.S.S.) : Dr. Asma V.M.

N.S.S. : Dr. Sheeba N.H., Mohammed Areej E.M.

N.C.C. : Lt. M.B. Bindil

Magazine Advisors : Dr. Jaisy David, Jameelathu K.A.

HEPSN : *Co-ordinators* - Sakkeena. M.K., Shiji T.S.

Grievence Redressal System : Principal (Chaiman)

Mohammed Areej E.M., (*Convenor*), Dr. Muralikrishnan T.R., Veenalekshmi U.R., Chairman of the College Student's union, Vice chairman of the College Student's union, Member of the Ward to which the college belongs, Vice President of P.T.A.

Fine Arts

Convenor : Sabitha M.M.

Members : Krishnapriya M, Reshma A.R., Vineetha Peter., Dr. Shafeer P.S., Sakkeena M.K., Dr. Jisha. K.C., Chithra P., Najmudheen K.P., Dhanya K.

Internal Examinations

Dr. Ansar E.B., Dhanya K., Najmudheen K.P., Balasubrahmanian Uruniankuth., Vineetha Peter M., Raiba P.B., Reneeshabi P.A., Dhini K.V, Sangeetha P.S., Kavary B.J., Sunaina M. Nazar, Biji K.B., Krishnapriya M., Sruthy P.S., Josbeena Johnson, AthiraVideep.

CALENDAR & HAND BOOK 2019 -2020

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Debate Club : Dr. Amitha Bachan. K.H., Dr. Sanjeev Kumar. K.

Folk Lore Club : Dr. Jaisy David, Liji. T.

Talent Development Club : Najmudheen. K.P., Nisha. M.D., Reshma. A.R.

University Examinations : Lt. M.B. Bindil

Internal Marks : Shaheedha T.M., Shahija V.A., Najula K.M.

Tutorial System : Jeena P.M., Lathief Penath, Reshmi S.

Staff Council : All HOD's, Dr. Amitha Bachan K.H., Reena Mohammed P.M., Abdul Nazar K.M., Junior Superintendent.

Squad Exam : Dr. Sheeba N.H., Sabitha M.M., Deepa K.A., Mohammed Areej E.M., Prasoon T.P.

Purchase Committee :

Principal, Dr. Mohamed Nasser K.M., Dr. Sheeba N.H., Dr. K. Kesavan, Siddique Babu. A.M.

Department Council (C.U.C.B.C.S.S.)

Commerce : Dr. Princy Francis
English : Dr. Muralikrishnan T.R.
Economics : Jeena P.M.
Language : Dr. Sanjeev Kumar. K.
Botany : Dr. Mohammed Nasser K.M.
Mathematics : Gopalakrishnan. K.
Aquaculture : Dr. Kesavan. K.
Physics : Sheena P.A.
Self Financing Courses : Dr. K.P. Sumedhan
Science Forum, Quiz Club, Astro Club : Dr. Sheeba. N.H., Shemi. C.B.
Computer Centre & Language Lab : Reshmi S., Amitha P. Mani, Najula K.M.
Journal (Meridian) : Dr. Ansar E.B., Dr. Jisha K.C., Dr. Kesavan. K.,
Dr. Dhanya P.R., Shahija V.A., Sanand C. Sadanandakumar, Amitha P. Mani
Horizon-International Journal : Dr. Shafeer P.S., Dr. Sanjeev Kumar K
News Letter : Amitha P. Mani., Abdul Yafiz K.M, Swapna N.R., Fathima Aliya
Website : Dr. AmithaBachan K.H., Dr. Dhanya P.R., Nasiya P.M., Najula K.M
Discipline Committee : Aquaculture Block – Mohammed Areej E.M.,
Dr. K. Kesavan, **B.Voc** – Robin C. Koshy., Prasoon T.P
Commerce Block – George V.M., Dr. SumedhanK.P.,
Dr. Princy Francis., LathifPenath **Mass Communication** – Prasoon T.P.,
Sunaina M. Nazar., AthiraVideep., Reneeshabi P.A
English – Dr. Muralikrishnan T.R., Reena Mohamed P.M
Wise men make more opportunities that they find

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Physics, Maths, Economics, Botany – Sheena P.A., Jeena P.M
Election : Sanand C. Sadanandakumar
Information Officer (R.I.A.) : Dr. Muralikrishnan. T.R.
Calendar & Handbook : Dr. Girija T.P., ThanzeelaEbrahim K.,
Althaf K.T.,Abdul Yafiz K.M
Time Table : Dr. Asma V.M., Amitha P. Mani., Shahija V.A.,Josbeena Johnson
P.T.A. Secretary : Dr. Asma V.M.

SC/ST Cell : Convenor : Reshmi. S.

Members: Dr. Sheeba N.H., Jameeriatnu K.A., Dhanya A.C., Dhini K.V.

Academic Monitoring : Dr. Jisha K.C.

Members:Shanil Kumar Ayyappan., Shiney C.N, Shahana T.A., Dhanya A.C.,
Shiji T.S., Raji P.B., Shahija V.A., Sangeetha P.S., Sreerekha M., Reneeshabi P.A

Career Guidance Cell : Dr. Shafeer P.S., Mona V.M., Rinsiya V.A.,
Vineetha Peter., Dhini K.V., Shiney C.N

Pre-marital Counselling Centre of Minority Welfare Department, Kerala

Co-ordinator : Sakkeena M.K., *Member* : Nisha. M.D.

Internal Complaint Committee (ICC) / Cell Against Sexual Harassment (CASH)

Convenor: Dr. Girija T.P

Dhanya.K.,Shaheedha T.M.(Research Scholar), Siddique Babu A.M

VI. Salim, Athira.M. (III rd B.Sc. Psychology), LayaSubash (II nd M.A.

Economics), N.G.O.: Kadijabi K.A. (Alpha Pain &Paliative Care, Kodungallur)

Bhoomithrasena & Nature Club : Shemi C.B., Dr. Jisha K.C.,

Monthly & Annual Reports : Veenalekshmi U.R., Dr. Reshmi Ravindran P.

Readers Forum : Chithra P., Liji T., Sreerekha M., Sunaina M. Nazar

Womens Forum :Dhanya K., Sakkeena M.K., Nasiya P.M., Swapna N.R.,
Shaheedha T.M., Nisha M.D.

Students Counselling : Lathif Penath

Admission Committee

Convenor :Shibu A. Nair,*Members* : Mohammed Areej E.M.,

ShanilkumarAyyappan, Shaheeda T.M., Dr. Dhanya P.R., Sabitha M.M.,

Chithra P., Prasoon T.P., Vineetha Peter, Dhanya. A.C., Dr. Jisha K.C.,
ThanzeelaEbrahim.K., AthiraVideep.,Shiji T.S., Shahana T.A, Kavary B.J.,
Sreerekha M., Abdul Yafiz K.M

Planning Board

Dr. Asma V.M., Dr. Murali Krishnan T.R., Dr. K. Kesavan, Dr. K.P. Sumedhan,
Jeena P.M., Shibu.A. Nair, Prasoon T.P., Junior Superintendent
CALENDAR & HAND BOOK 2019 -2020

Building Committee

SalimArakkal., Dr. Mohammed Nasser K.M., Dr. K. Kesavan,
Sakkeena M.K., Sheena P.A., Dr. K.P. Sumedhan, Deepa K.A.

Research Promotion Council & Proposals Committee

Dr. Jisha K.C, Dr. Shafeer P.S., Dr. Reshmi Ravindran P.,
Dr. Princy Francis., Amitha P. Mani

Health Club : Lt. M.B. Bindil

Medical Care : Mohammed Areej E.M., Sangeetha P.S., Athira Videep

Anti - Ragging Squad : Shibu. A. Nair., Dr. Mohammed Nasser K.M.,
Shiney C.N.

Library Advisory Committee

Dr. Muralikrishnan T.R., Shaheeda. T.M., Rameesha K.C

E. D. Club : : Dr. Princy Francis., ThanzeelaEbrahim K., Naseema K.M

Legal Literacy Club: Mohammed Areej E.M.,

Sanand C. Sanandkumar, Deepa K.A

Film Club : Prasoon T.P., Sunaina. M. Nazar., Sumayya. K.I.

Walk with Scholar : Sanand C. Sanandkumar

Scholar Support Programme : *Co-ordinator* : Shaheeda T.M

Scholarship & Stiphends Helpdesk : Amitha P. Mani., Veenalekshmi U.R.,
Reshma A.R., Shahija V.A.

Tourism Club :*Convenors* :Shiney C.N., Josbeena Johnson., Sruthy P.S

Minority Cell : Dr. Ajims P. Mohamed (Chairman) *Convenor* : Reena Mohamed
P.M., *Members* : Shaheeda T.M., Dr. Shafeer P.S ,
Sensy T.P (Student Member), Dilnaz (Student Member).

O.B.C. Cell :*Liaison Officer* :Dr. Asma V.M., *Members* : Raiba P.B,
Raseena., Biji K.B

Public Relations Officers : Prasoon T.P., Dr. Asma V.M

Co-operative Store : Lt. M.B. Bindil

Advisory Committee for Co-operative Store :

Dr. K.P. Sumedhan, Dr. Asma V.M., Najmudheen K.P., GopalakrishnanK.
Shibu A. Nair, Mohammed Areej E.M.

LIST OF DUTIES OF TEACHERS 2018-19

I.Q.A.C.

Chairperson : Dr. Ajims P. Mohammed, **Co-ordinator** : Dr. Kesavan K.
Members : Dr. Mohammed Nasser K.M., Dr. T.R. Murali Krishnan T.R., Dr. Sheeba N.H., Shailaja V., Dr. K.P. Sumedhan, Reena Mohamed, Dr. Amitha Bachan.K.H., Jeena P.M., Sanand C. Sadanandakumar, Princy Francis, Veenalekshmi U.R., Moideenkutty Thanikkal (Supdt.), K.M. Abdul Salam (Secretary & Correspondent of the College)
Adv. A. Bakker Ali (Industry Member), Chairman of Student's Union, Beena Saneesh (LSG Body Member).

ISO : Dr. T.R. Murali Krishnan

NIRF : Dr. T.R. Murali Krishnan **AISHE** :

Sanand C. Sadanandakumar **Staff Secretary** :

Reena Mohamed **Staff Advisor** : Dr. T.R.

Murali Krishnan

ASAP Course Director : Sabitha M.M.

United Nation Academic Impact Programme : Veenalekshmi. U.R. **Equal**

Opportunity Centre (Advisory Committee) Convenor: Veenalekshmi U.R,

Members: Dr. Girija T.P, Najumudheen K.P.

Student Advisor (C.U.C.B.C.S.S.) : Dr. Asma V.M.

N.S.S. : Dr. Sheeba N.H., Mohammed Areej E.M.

N.C.C. : Lt. M.B. Bindil

Magazine Advisors : Mona V.M., Prasoon T.P.

HEPSN : *Co-ordinator* - Sajna. A.

Grievence Redressal System : Principal (Chaiman)

Shailaja. V. (*Convenor*), Dr. Muralikrishnan T.R., Veenalekshmi U.R., Mohammed Areej E.M., Chairman of the College Student's union, Vice chairman of the College Student's union, Member of the Ward to which the college belongs, Vice President of P.T.A.

Fine Arts

Convenor : Sabitha M.M., **Joint Convenor** : Chithra P.,

Members : Jameelathu K.A., Sakkeena M.K., Jisha. K.C.,

Najmudheen K.P., Thanzeela Ebrahim K., Dhanya A.C.

Internal Examinations

Dr. Ranjith.M., Dhanya K., Najumudheen K.P., Abdul Naser. U. Vineetha Peter M., K.M. Abdul Yafiz, Raiba P.B., Reneeshabi

Rabeena E., Prasanth A.P., Dhini K.V, Sangeetha, Kavery, Naeen Ali

Sunaina M. Nazar, Biji, Krishnapriya, Sruthy, Josbeena Johnson, Athira

Debate Club : Sanand C. Sadanandakumar

Folk Lore Club : Dr. Jaisy David, Liji. T.

Talent Development Club : Najmudheen. K.P., Dhanya.K. **University**

Examinations : Dr. Mohamed Nasser K.M., Chithra P. **Internal Marks**

: Shaheedha T.M., Raji P.B., Dhanya A.C. **Tutorial System** : Dr. K.P.

Sumedhan, Jeena P.M., Princy Francis

Staff Council : All HOD's, Reena Mohammed, Dr. Amitha Bachan K.H.,

Moideenkutty Thanikkal, Abdul Nazar K.M.

Purchase Committee :

Principal, Dr. Mohamed Nasser K.M., Dr. Sheeba N.H., Dr. K. Kesavan, Suharabi.A.A.

Department Council (C.U.C.B.C.S.S.)

Commerce : Princy Francis
English : Dr. Muralikrishnan T.R.
Economics : Jeena P.M.
Language : Dr. Ranjith.M.
Botany : Dr. Mohammed Nasser K.M.
Mathematics : V. Shailaja
Aquaculture : Dr. Kesavan. K.
Physics : Sheeba N.H.
Self Financing Courses : Dr. K.P. Sumedhan

Science Forum : Shibu. A. Nair, Mohammed Areej E.M., Shaheedha T.M., Shemi C.B.

Computer Centre & Language Lab

Reshmi S., Amitha P. Mani, Naseera K.M.

Journal (Meridian)

Dr. Amitha Bachan K.H., Dr. Kesavan. K., Sanand C. Sadanandakumar, Jisha K.C., Amitha P. Mani, Dr. Shahida A.T., Dr. Ranjith M.

Horizon-International Journal : Deepa K.A., Princy Francis,

Dhini. K.V. News Letter : Ramlath. A., Abdul Yafiz K.M, Sajna.A.,

Prasoon T.P. Website : Rethika K.T.

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Election : Sanand C. Sadanandaka Kumar

Information Officer (R.I.A.) : Dr. Muralikrishnan. T.R.

Calendar & Handbook : Ramlath A., Prasanth A.P., Dr. Shahida .A.T Mona V.M., Raiba P.B., Shanilkumar Ayyappan, Najma Nazeer

Time Table : Dr. Asma V.M., Amitha P. Mani, Jeena P.M., Shahija V.A., Naseera K.M.

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Dhanya.K., Shaheedha T.M.(Research Scholar), Suharabi .A.A,
V.M. Salim, Athira.M. (IInd B.Sc. Psychology), Laya Subash (Ist M.A. Economics),
N.G.O. : Kadijabi K.A. (Alpha Pain & Paliative Care, Kodungallur)

Boomithra Sena & Nature Club : Dr. Jisha K.C., Shemi C.B.

Monthly & Annual Reports : Ramlath A., Sajna. A.

Readers Forum : Dr. Amitha Bachan K.H., Jameelathu K.A.,
Resmi S., Najma Nazeer

Womens Forum : Sakkeena M.K., Shaheedha T.M.,
Dhanya K., Nisha M.D.

Students Counselling

Sangeetha P.S., Ayisha Thasleema, Kavery

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Jisha K.C., Prasanth.A.P., Dr. Ranjith.M., Thanzeela Ebrahim.K., Athira
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Medical Care : Mohammed Areej E.M., Chithra P., Dhanya K.

Anti - Ragging Squad : Shibu. A. Nair, Shiney C.N.

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Film Club : Najma Nazeer, Prasoon T.P., Sunaina. M. Nazar.

Quiz Club : Shibu. A. Nair, Shanu. A.S., Shanil Kumar

Ayyappan Walk with Scholar : Sanand C. Sanandkumar

Scholar Support Programme : *Co-ordinator* : Abdul Nasser U.

Scholarship & Stipends Helpdesk : Amitha P. Mani, Dhini K.V., Athira Videep

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Mohamed P.M., *Members* : Abdul Naser U. Princy Francis, , Biji Baby
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Day Care Centre : Shemi C.B.

Public Relations Officer : Dr. Ranjith.M., Prasoon T.P.

Co-operative Store : Lt. M.B. Bindil

Advisory Committee for Co-operative Store :

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Shailaja Shibu A. Nair, Mohammed Areej E.M.