

**KSM DB COLLEGE SASTHAMCOTTA**

**PROCEEDINGS OF THE PRINCIPAL KSM DB COLLEGE SASTHAMCOTTA**

**File No:**

**Date: 01/11/2022**

Sub: Clubs and Committees - Constitution of Conveners and Members - Orders issued.

To carry out various curricular, co-curricular, and extracurricular activities for the 2022-2023 academic years, the following committees and clubs have been constituted. This will provide ample opportunities to promote and instil the greatest ethical and moral principles among the students as well as to ensure the smooth operation of the College for this current academic year. All department/committee/club conveners, in-charges, and members are hereby directed to open a register to record the action plan prepared and to implement it seriously. The Principal will evaluate each committee's work, and the findings will be noted in each person's annual performance evaluation. The roles, tasks, and activities are listed below.

<b>SL No</b>	<b>Name of Committee</b>	<b>Convener</b>	<b>Member(s)</b>	<b>Duties and Responsibilities</b>
1	Purchase Committee	Dr. Susanth S.	All HoDs Sri. P.R. Biju (Librarian) Mrs. Sreeja R (Supdnt), S. Shibu (H.A), Sri. M Krishnakumar (Section clerk)	1.To ensure that quality materials are procured and standard purchase procedures are followed in major & minor purchases. 2. To call for quotations for all the items required. 3. To follow the rules and regulations for the purchase of the materials. 4. Purchases for the different dept. to be done in the college as per requirement. OFFICE ASSISTANCE needed. 5. Any other related work assigned by the Principal.
2	Technical Committee	Dr. Dileepkumar R	HoDs, Librarian, Supdt, H.A	To formulate the technical guidelines in the purchase of various equipment and gadgets. Any other related work assigned by the Principal

3	Anti-Raging Cell	Dr. Susanth S	Sreejith T G, Dr. Suma N D Smt. Lakshmy Devi. C S Smt. Sreeja R Dr. Deepa S	<p>Give wide publicity regarding anti-ragging laws and policies across the college.</p> <ul style="list-style-type: none"> <li>• Monitor activities during start of academic year.</li> <li>• <b>Solicit affidavits from parents/guardians and students.</b></li> <li>• Conduct counseling sessions for senior students.</li> <li>• Conduct counseling sessions for incoming students at the time of admission and induction.</li> </ul> <p>To consider the complaints received from the students and conduct enquiry and submit report to the Anti Ragging Committee along with punishment recommended for the offenders.</p> <ul style="list-style-type: none"> <li>• Prevent ragging by students in the institute by pro-actively involving, taking rounds.</li> <li>• Promote and maintain discipline in the institute by pro-actively giving suggestions to curb ragging.</li> </ul> <p>Any other related work assigned by the Principal</p>
4	Anti-Raging Squad	Dr. Madhu T	Smt. Sandhya C. Vidyadharan, Sri. Arunkumar A, Dr Sreekala M Smt. Sreeja R S Dr. Deepa S	<p>Conduct workshops against ragging menace and orient the students.</p> <p>To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.</p> <p>To offer services of counselling and create awareness to the students.</p> <p>To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.</p> <p>Any other related work assigned by the Principal</p>
5	Library Committee	Dr. Madhu T	Dr. Rajesh R, Dr. Pradeep Kumar K S, Dr Preetha G Prasad Dr. Remya G R, Dr Dhanya L, Dr. Savitha M T Dr. Jayanthi S Smt. Sreeja R (.Supdt.) Sri. P.R.Biju (Librarian) Ms Preetha (Lib. Asst)	<p>To formulate Library policy.</p> <ul style="list-style-type: none"> <li>• To look after general maintenance of the library in terms of reading material and infrastructure. To effectively involve in fostering the reading habit of staff and students.</li> </ul> <p>Updating the Library in terms of Departmental Needs. Periodically meetings to Assess, Review, suggest and Recommend the purchase of Books, Journals, Periodicals and other items like Furniture's Stationary software and Hardware etc.</p> <ul style="list-style-type: none"> <li>• To recommend / justify / sanction / approve withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.</li> <li>• To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.</li> </ul>

				<ul style="list-style-type: none"> <li>• To identify traders and shortlist.</li> <li>• To computerize the Library</li> </ul> <p>Any other related work assigned by the Principal</p>
6	Endowment Committee	Dr. Aathman A V	Dr. Sreekala M, Sri. Vishnu S, Sri. Sanu S J, Sri. Arunkumar A Sri. Lajith V.S	Dr B Ravipillai Endowment and Gulf –Alumni (DEBCAS) Endowment. The purpose of the Committee is to ensure that endowments are appropriately and fairly distributed according to criteria specified by the donors. Any other related work assigned by the Principal.
7	Planning Board	Dr. Sreekala M	Sub Group Officer IQAC Coordinator, Council Secretary, Smt. Sreelekshmy H. G, Dr. Pradeep Kumar K S R. Arunkumar A, Dr. Renu Sree S, Dr. Susanth S, Dr. Ajesh S R Mrs. Sreeja R (Supdnt), S. Shibu (H.A), Manoj K.R	<p>The board prepares and submits its proposals with a long term perspective, visualizing how the college would be after a decade. The planning board assists the Principal in formulating proposals to obtain financial assistance from various statutory organizations such as UGC, HRD etc.</p> <p>To resolve the land and other assets related issues.</p> <p>Any other related work assigned by the Principal</p>
8	CACEE	Dr. Rathika G.Nath	Dr. Binusree Jayan	<p>The CACEE sub-centre of the University of Kerala. Courses :</p> <ol style="list-style-type: none"> <li>1. Certificate in Library and Information Science (CLISc) -6 months (Approved by KPSC for librarian posts under State Government institutions.)</li> <li>2. Certificate in Computerized Accounting (CCA) with Tally – 4 any other related work assigned by the Principal.</li> </ol>
9	Internal Complaints Committee	Smt. Sandhya C. Vidyadharan	Dr. Savitha M T, Dr. Manju M Dr. Praveen L, Dr. Sreejith A Smt. Sreeja R 2 Girls 2 Boys Legal Advisor	<p>To sensitize all women of the Institute towards prevention of gender discrimination and sexual harassment at the work place and encourage involvement through academic, cultural and outreach activities.</p> <ul style="list-style-type: none"> <li>• To provide for dialogue, discussion, and deliberation on women’s rights and gender related issues.</li> <li>• To encourage participation from NGOs and law enforcement agencies in this area.</li> <li>• To review safety and security measures for female employees and girl students at Campus.</li> <li>• To address any issues and take necessary actions when required.</li> </ul> <p>Any other related work assigned by the Principal</p>

10	Students' Grievance Redressal Cell	Dr. Deepa S	Mrs. Sandhya C. Vidyadharan Dr. Pradeep Kumar K S, Dr. Madhu. T, Dr. Manju M, Sreelekshmy S V Dr. Ajesh S.R	The cases will be attended promptly on receipt of written grievances from the students. <ul style="list-style-type: none"> <li>• The committee formally will review all cases and will act accordingly as per the Management policy</li> <li>• The committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities. <ul style="list-style-type: none"> <li>• The students may feel free to put up a grievance in writing and drop in the grievance box or handover to the officer- in-charge of the committee.</li> <li>• The Grievance committee will assure that the grievance has been properly solved in a stipulated time limit provided by the committee.</li> </ul> </li> </ul> Any other related work assigned by the Principal
11	Placement Cell	Dr. Praveen L	Dr. Pradeepkumar K S, Dr Meera A P, Smt. Sunrima K V, Dr. Suma N D, Dr. Ajesh S.R Ms Sreelekshmy S V	Conducting Mock Aptitude tests for the students and as when required on behalf companies for recruitment process. <ul style="list-style-type: none"> <li>• Assembling students for placement.</li> <li>• Assist in setting up laboratories for on-line recruitment tests.</li> <li>• Interacting with corporate for Internship and projects.</li> </ul> Any other related work assigned by the Principal
12	Ethics Committee	Dr. Mini R Nair	Dr Sreegith T G, Smt. Sandhya C. Vidyadharan, Smt. Lakshmy Devi C S Dr. Sreejith A	Ethics committee is constituted to implant basic human values in students and thus make them kind and compassionate to the community around. Any other related work assigned by the Principal
13	Calendar Committee	Dr. Arun Shanoj D S	Dr. Mini R Nair, Sri. Arunkumar A, Dr Suma N D Smt. Lakshmy Devi C S Dr. Anish K. Mrs. Sreeja R (Supdnt), Sri S. Shibu (H.A) M. Krishnakumar (PD Section Clerk)	To collect information on various academic/curricular and extension activities planned by various committees. Submit the draft of Academic Calendar to the principal for final approval. To prepare and publish Academic Calendar before June 30. To submit the copy of Academic Calendar to the Committee for Planning, Development and Maintenance for up-dating Web-Site. To draft and arrange for publication of College Diary and all work related to printing before June 30. To arrange for distribution of final copies of Academic Calendar and the Diary to students/staff.

				The Committee shall submit its report to the Principal. Any other related work assigned by the Principal
14	Research and Collaboration	Dr. Ajayan T	Dr. Sandeep S(Joint. Conv.) Dr. Meera A P, Smt Dhanya S R Dr. Shelma R, Dr. Renu Sree S Dr. Susanth S (Joint. Conv.) Dr. Shameena Basheer N Dr. Asha Radhakrishnan Dr.Dileep Kumar R, Dr.Rajesh R Dr Manju M, Dr Arunshanoj D S, Dr Madhu T, Dr Jayasree S T, Dr Pradeepkumar K S(Jnt.Conv) Dr Sreejith A, Dr Arunshanoj D S,	Complete the design and coding of research. • Update information about research work of all faculty members. • Minimum 2-3 quality research paper per faculty per year • Create and updating of research gate and google scholar account of each faculty. • Prepare and Submit Research proposal to renowned funding agencies. Any other related work assigned by the Principal
15	Discipline Committee	Dr. Madhu T	Dr Geethakrishnan Nair P, Dr Ajesh S R, Dr Sreejith A, Dr. Dhanya L Dr Susanth S, Dr Manju M, Dr Dileepkumar M, Dr Smitha R, Sri Athman A V, Dr Arunshanoj D S, Dr Ajayan T, Dr Remya G R, Dr Sandeep S, Dr Meera A P, Ms Parvathy S, Dr Jayanthi S, Dr Pradeepkumar K S, Sri Sanal, Sri Surajkumar, Dr Praveen L Dr Aneesh K, Smt Sreeja R (Supt.)	Discipline committee is constructed with the task of ensuring a peaceful campus congenial for efficient academic business. Any act of the students which threaten the peaceful campus atmosphere will be properly investigated and appropriate disciplinary actions also be recommended to the college council for final pronouncement. Any other related work assigned by the Principal

16	Scholarship Committee	Sri. Vishnu M (Nodal Officer)	All HoDs Ganesh Kumar B.S (Section Clerk)	The College Nodal officer must verify the correctness of details in the application form and uploaded documents submitted by the student/ applicant, and maintain physical copies of supporting documents submitted by the student applicant. HoDs may assist the Nodal Officer in this regard. Any other related work assigned by the Principal
17	IT Cell	Dr. Dileepkumar R	Dr. Rajesh, R, Dr. Rathika G Nath, Dr. Madhu T, Sri. Sanu S J Dr Ajesh S R, Sri Sanal S	Audit, assess the IT infrastructure , CC TV surveillance and take steps for improvement. Any other related work assigned by the Principal
18	Hostel Committee	Dr. Deepa S	Dr. Jayanthi S Ms. Lekshmi Sreekumar Dr. Vijayalekshmi R Sri. Aathman A V, Ms. Ragi R G Dr. Sreekala M, Smt. Sreeja R (Supt)	Act as a bridge between the administration, staff, hostel authorities on one side and the students on the other Facilitate the addressing of issues that the students have and communicate the same to the concerned authorities Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues, etc. Caters to the generic issues related to campus. Any other related work assigned by the Principal
19	Canteen Committee	Dr. Sreejith A	Dr. Pradeep Kumar K S, Dr. Dileepkumar R Dr. Indose Aravind, Sri. Sanu S J, Dr. Praveen L Ms.Sreelekshmy S V Sri M Krishnakumar	The Committee monitors, at regular intervals, the quality and quantity of services provided by the canteen and works together with the canteen in charge to improve the services with regards to quality of the food provided, timing of canteen, prices of articles sold. Any other related work assigned by the Principal
20	SC/ST Forum	Smt. Sreelekshmy H G	Sri Vishnu M, Dr Sreejith A Sri. Lajith V.S Dr. Renusree S Sri Ganeshkumar B S	To resolve all the problems related to SC/ST students, Faculty, Non teaching employees of the institute To improve the learning levels of Schedule Caste and Schedule Tribe students to bring them up to the general level of the other communities. To give wide publicity of various scholarships and schemes of government to all students and staff and advise them to utilize the facilities and sources available in the institute to empower themselves. Any other related work assigned by the Principal
21	RUSA	Dr. Pradeep Kumar	Dr. Asha Radhakrishnan	Monitor flow of funds and information as per RUSA Guidelines.

		K S	Dr. Shameena Basheer N, Dr. Rajesh R, Sri. Sanu S J, Sri Shibu (HA ), Sreeja R	Any other related work assigned by the Principal
22	NPTEL	Dr. Shameena Basheer N	All HoDs	Discuss about the NPTEL courses for enrollment of students in credit transfer process. NPTEL Faculty coordinators from various department students were encouraged to join the certification courses for students and faculty Conduct NPTEL Awareness Program and respective departmental coordinators encourage students to enrol a course from the NPTEL/Swayam list and also encourage students to choose NPTEL course. Keep a track of students undertaking courses and appoint a mentor of their choice of course Department NPTEL coordinators maintains a record of course completed students and also credit course record College Level SPOC in charge clubs the record together and documents it properly. Any other related work assigned by the Principal
23	Inflibnet / NList	Sri. Sanu S J	Smt. Sreelekshmy H G, Dr. Dillepkumar R, Dr. Asha Radhakrishnan, Dr. P.R. Biju (Librarian), Dr. Madhu T	Managing our college users and college details. Encourage students to login. Any other related work assigned by the Principal
24	Career Guidance Cell	Lajith V.S	Dr. Rajesh R, Dr. Praveen L Ms. Lisa Pavithran Ms. Lakshmydevi C S Sri. Shinoj S, Ms. Shamna P S, Ms Kavyachandran	I. Responsible for all the activities relating to the students placement. II. Coordinates with the industries for providing the training courses to students where the student make self assessment & groom them for job they are fit for III. Arranges guest lectures, workshops, seminars & industrial visits for students. IV. Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations. V. Responsible for organizing campus placement drives and off – campus interviews. VII. promote self-reliance among students.

				Any other related work assigned by the Principal
25	ERPS	Dr Dileepkumar R	Dr. Aathman A.V Dr. Anusha P Ms Shamna P.S Ms Veena Viswanath Dr. Binusree Jayan Dr. Dhanya L Dr. Rajesh R Dr. Vijaya Lekshmi R Dr. Anish K, Sri Sanel S Dr. Santhy Jose, Dr. Sanu S.J Ms Lekshmy Sreekumar Dr. Manju M, Dr Shibina S Ex officio members IQAC Convener CLMC Convener	To prepare the Institutional Academic Calendar at the end of each semester for the next semester with the active involvement of the respective Heads of Departments and under the guidance of both the Principal • To, with the active involvement of the committee members of the respective department, gather requisite information like teaching load of individual faculty members from the department, shared teaching load from other departments, lab-wise subject allotment, assigned classrooms and tutorial rooms, assigned shared common resources (classrooms, labs, tutorial rooms which are shared) and other department specific requirements. • To prepare Class Time Table at the beginning of each semester • To prepare Laboratory Time Table at the beginning of each semester • To widely publicize the Institutional Academic Calendar and Time Tables to teaching staff, non-teaching staff and students. Any other related work assigned by the Principal
26	Alumni Committee	Dr Preetha G Prasad	Sri R Arunkumar Alumni Convener from each Dept.	To maintain an up-to-date and detailed database of the alumni. • To highlight the success of alumni to improve the credibility and reputation of the university. • Plan and promote a platform for interaction between all stakeholders. • Promote the interests and welfare of alumni association. • Maintain healthy relationship with the alumni body. • Assist management in creating an environment in the college which enables student to have long-lasting memories. Any other related work assigned by the Principal
27	Website Committee	Dr Ajesh S R		To ensure that the college website is regularly updated, improved, and well maintained. Regularly update the information/data on the website under various heads. Collect information about the latest events held in the institute, achievements etc and get them posted on the website To Design the web site of the College with help of latest technology. 3. To Upload the information received immediately. 4. To upload frequently the creativity and achievement of the students and teachers. 5. To highlight the special features, Notifications and Important events in web site regularly.

				Any other related work assigned by the Principal
28	Building Committee	Smt. Sandhya C Vidyadharan	Sri. Arunkumar R Dr. Madhu T, Dr.Susanth S Smt. Sreeja R, Sri. Shibu S	To guide and monitor the discharging duties for the sustainment of healthy college infrastructure. Any other related work assigned by the Principal
29	Time table Committee	Lt. Dr. Madhu T Dr. Maya P.K	All HoDs, ERPS	To ensure workload is equitably distributed among the members of the staff. To allocate classes without overlapping. To ensure that general timetable is disseminated to all faculty members, concerned students and staffs. Any other related work assigned by the Principal.
30	Anti Sexual Harrassment Cell	Smt. Sandhya C. Vidyadharan	Dr. Savitha M T, Dr. Manju M Dr. Praveen L, Dr. Sreejith A Smt. Sreeja R Sri. Manoj K.R 2 Girls 2 Boys	To sensitize all members of the Institute towards prevention of sexual harassment at the work place and encourage involvement through academic, cultural and outreach activities.
31	Gender Justice Forum	Sr. Lajith V.S	Dr Meera A P, Ms Lisapavithran, Dr Anusha A, Dr Rajesh R Smt. Sreeja R Sri. Viswanathan Pillai 2 Girls, 2 Boys	To ensure gender justice among the members of the College

### MANDATORY CLUBS

It is mandatory for a student to participate in any one of the following Social Service/Extension Activities for not less than forty hours, during the 3<sup>rd</sup> and 4<sup>th</sup> Semester, for successful completion of the Programme. There shall be a General Coordinator to be nominated by the College Council, for the conduct of all these activities. A statement testifying the participation of the students shall be forwarded to the Controller of Examinations along with the statement of CE results for the 4<sup>th</sup> Semester.

GENERAL COORDINATOR : Dr. Geethakrishnan Nair P

SI No	Name of Club	Convener	Member(s)
1	Community Health Activity	Dr. Shameena Basheer N	Dr. Santhi Jose, Sri. Shinoj S, Dr Sandeep K, Ms smrithi Chandran
2	Debate Club	Dr. Rejitha K.R	Ms.Ragi R.G,Dr. Arun Sanoj D S, Sri. Shinoj S, Dr. Dhanya L, Dr Sandhyamenon
3	Environmental Activities Club	Smt. Shamna P S	Smt. Jyothilekshmi T M, Ms Aradhana K M,Ms Shereena
4	Human Rights Forum	Sri. Shinoj S	Dr. Sreekala M,Dr. Shameena Basheer N, Dr. Ajayan T,Dr Anish K
5	Kerala State Literacy Mission	Dr. Dhanya L	Dr. Santhi Jose, Dr. Ajayan T, Smt. Ragi R G, Dr Shibina S, Dr Sandhya menon, Ms Anumol C.
6	Performing Arts Club	Dr Vijayalekshmi R	Dr Anush P,Dr. Anish K, Dr Deepthi V S
7	Media Club	Ms Parvathy S	Ms. Jyothilekshmi T M, Dr. Suma N D, Dr. Susmi Sabu, Dr Krishnapria K L, Ms Sreekuutty S,
8	Nature Club / Biodiversity Club	Smt. Dhanya S R	Dr. Geethakrishnan Nair P, Dr. Susmi Sabu, Ms Parvathy S, Dr BinuSreeja Ryan, Dr Prathibhakumari P V, Dr Lekshmi S
9	Community Based Activities	Dr. Santhi Jose	Dr. Ajayan T, Dr. Dhanya L, Dr. Shameena Basheer N
10	Theatre Club	Smt. Ragi R.G	Dr Jayasree S T, Dr. Remya G R, Dr. Dhanya L, Ms Lakshmyprabha, Dr Shibina S,Dr Sandhyamenon, Ms Anumol C.
11	Planning Forum	Smt. Lakshmy Devi. C.S	Dr Sreejith A, Dr Rajesh R, Dr Sreekala M, Dr Maya P K, Dr Niranjana Raj
12	Literary Club	Dr. Aathman A V	Dr. Jayasree S T, Smt. Ragi R G,Smt. Jyothilekshmi T M, Ms Parvathy S, Dr Anitha Anand.Ms Rajani R R
13	Centre for Gandhian Studies	Dr. Ajayan T	Dr. Anish K,Dr. Santhi Jose, Dr. Dhanya L,Dr. Jayasree S T,
14	Womens' Studies Centre	Dr. Jayanthi S,Smt. Sunrima K.V. Ms.Lisa Pavithran (Joint Convener)	Ms. Sandhya C Vidhyadharan,Dr. Vijayalekshmi R,Ms. Dhanya S R,Dr. Preetha G Prasad Ms. Sreelekshmi S V,Ms. Sreelekshmi H G,Dr. Jayasree S T,Dr. Sreekala M, Ms Arya R Krishnan
15	Entrepreneurship Development Club& Incubation Centre	Sri. Arunkumar A	Smt. Sreelekshmy H G,, Dr. Pradeep Kumar K S, Dr. Ajesh S.R,Dr. Renusree S,,Sri. Sanu S J
16	Investors Club	Dr. Pradeep Kumar K S	Smt. Sreelekshmy H G, ,Sri. Arunkumar A, Sri. Sanu S J,Dr. Ajesh S.R,Dr. Renusree S,

17	Financial Literacy Club	Smt. Sreelekshmy H G	Dr. Pradeep Kumar K S, Dr. Ajesh S.R,Dr. Renusree S, Sri. Sanu S J, Sri. Arunkumar A
18	Science Club	Dr. Sandeep S	Dr. Shameena Basheer N, Smt. Dhanya S R,Dr Shelma R,Dr Nisha S Panicker, Dr. Rejitha K.RMs Athulya P
19	Health Education	Dr. Manju M	Ms Dhanya S R, Dr Prathibhakumari P V, Dr Lakshmi S, Dr Fouzia J, Dr Chandana J S
20	Peoples Planning Forum	Dr. Sreekala M	Dr Anusha P
21	NSS	Dr Arun shanoj D S & Ms Smitha R	Advisory Committee.(Dr Vijayalekshmi R, Sri Athman A V, Dr Remya G R)
22	NCC	Lt. Dr Madhu T	
23	Sports Club	Sri Arunkumar R	Sri. Arunkumar A, Dr. Sandeep S, Ms Akhila C Chandran
24	Centre for Gandhian Studies	Dr. Ajayan T	Dr. Anish K, Dr. Susanth S, Dr. Santhi Jose, Dr. Dhanya L,Dr. Jayasree S T,

### Other Clubs

1.	Anti-addiction Cell	Dr. Preetha G Prasad	HoDs
2.	Bhumitra Sena Club	Smt. Lekshmi Sreekumar	Dr. Preetha G Prasad, Dr. Sreekala M, Dr Fouzia J, Dr Chandana J S
3.	Newsletter	Mr. Aathman A V	Dr. Maya P K, Dr Santhi Jose, Smt. Sunrima K V, Sri. Vishnu M, Ms Rajani R R
4.	Walk With the Scholar	Dr. Maya P K	Department level mentors needed
5.	Scholar Support Programme	Dr Preetha G Prasad	Department level mentors needed
6.	Responsible Tourism Club	Smt. Lekshmy Sreekumar	Dr. Sreekala M, Dr Sivapria S, Ms Raghi Gopalakrishnan, Ms Syamaili.
7.	Electoral Literacy Club	Dr Ajesh S.R	Sri Lajith V.S,Dr. Anish K, Dr.Rejitha K R,Dr. Remya G R, Ms Meenu Darsana
8.	Parliamentary affairs club	Sri Lajith V.S	Dr. Anish K, Dr.Rejitha K R, Dr. Remya G R, Dr. Susanth S
9.	Energy Club	Dr. Nisha S. Panicker	Dr. Remya G R,Dr. Shemeena Basheer N, Ms Manija Madhu
10	Quiz Club	Dr. Remya G.R	Ms. Ragi R.G,Sri. Shinoj S,Dr. Preetha G. Prasad Dr Nisha S Panicker, Dr Sandeep K, Ms Smrithi Chandran, Ms Athulya P
11	Students' Counselling Centre	Sri Aathman A.V	Ms Parvathy S,Ms Jyothilekshmi T M,

12	Competitive exams club	Dr Anish K	Sri Lajith V.S, Dr. Rajesh R, Ms Meenu Darsana, Ms Aframehar, Ms Anju S, Ms Aswathy, Mr Emil Edison.
13	NET/JRF Coaching Centre	Ms Lisa Pavithran	HoDs/Member of PG Depts.
14	Civil Service Coaching Centre	Dr. Rajesh R	,Dr Asha Radhaakrishnan, Parvathy S, Dr. Anish K Ms Lisa Pavithran, Ms Veena Viswanath.
15	Radio Club	Ms Lekshmy Devi C S	Sri Aathman A.V,Dr Dhanya L,Ms Parvathy S, Dr Susanth S, Parvathu T, Dr Sandhyamenon.
16	Punarjani club	Dr. Anish K	DrVijayalekshmi R,Dr Sivapriya S, Ms Liji Thomas, Ms Baladevi S
17	Energy Center Unit	Dr Nisha S Panicker	Dr Remya G R, Dr Shemeena Basheer N
18	Red ribbon Club	Dr. Rejitha K R	Dr. Arun Shinoj D S,Ms. Smitha R, Ms Reshma J R
19	Drama Club	Dr Anish K	Ms Parvathi T, Ms Rubina S,Ms Syama S

N.B: Proceedings for PTA, IQAC, College Council, Attestation Officer and Various nodal officers are issued separately. Names of students may be included by the Convener.

Sd/-

**Principal**