

PROCEEDINGS OF THE PRINCIPAL S.E.S.COLLEGE SREEKANDAPURAM
(Dr. DOMINIC THOMAS)

No. IQAC/03/ 2021

Dated, 7th December. 2021

Sub: SES College Sreekandapuram-Constitution of Committees- Orders issued.

The Principal is pleased to constitute various committees consisting of the following members of staff. These committees will coordinate the curricular, co-curricular and extra-curricular activities of the college and report to the IQAC.

- 1. Dr. Sajeesh T J IQAC Coordinator**
Assistant Professor, Dept. of Commerce

IQAC COMMITTEE

- | | |
|----------------------------------|---------------------------------|
| 1. Dr. Dominic Thomas, Principal | (Chairman) |
| 2. Sri. Vinil Varghese | Manager |
| 3. Prof. V D Joseph | (Secretary Management) |
| 4. Dr. Sajeesh T J | (IQAC Coordinator) |
| 5. Smt. Jessy Jacob | (Coordinator of Criterion VII) |
| 6. Dr. Reena Sebastian | (Coordinator of AAA & DV) |
| 7. Dr. Sreekumar N M | (Coordinator of AISHE) |
| 8. Dr. Seena P P | (Coordinator QnM Matrix) |
| 9. Dr. Saumya Mariya Jacob | (Coordinator of Criterion III) |
| 10. Smt. Punaya Prakash | (Coordinator of Criterion II) |
| 11. Sri. Samson Rajan | (Coordinator QIM Matrix) |
| 12. Smt. Shabeena Backer | (Coordinator of QIM Matrix) |
| 13. Dr. Dhanya A C | (Coordinator of Criterion IV) |
| 14. Smt. RasinaM P | (Coordinator of Criterion V) |

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|------------------------|---------------------------------|
| 15. Smt. Silja C | (Coordinator of Criterion I) |
| 16. Dr. Rejith P P | (Coordinator of Criterion VI) |
| 17. Prof. V D Joseph | (Secretary Management) |
| 18. Sri. Joseph Mathew | (Librarian) |
| 19. Sri. Fais K P | (Financial Documents) |
| 20. Smt. Jessy Joseph | (Documents- Students, Teachers) |
| 21. Sri. Anurag | Alumni Association |
| 22. Chairman, | Students Union |
| 23. Dr. K V Philomina | Municipal Chairperson. |
| 24. Sri. K Rajan | Vice President, College PTA |

IQAC CORE COMMITTEE

- | | |
|----------------------------------|--------------------------------|
| 1. Dr. Dominic Thomas, Principal | (Chairman) |
| 2. Sri. Vinil Varghese | Manager |
| 3. Prof. V D Joseph | (Secretary Management) |
| 4. Dr. Sajeesh T J | (IQAC Coordinator) |
| 5. Smt. Jessy Jacob | (Coordinator of Criterion VII) |
| 6. Dr. Reena Sebastian | (Coordinator of AAA & DV) |
| 7. Dr. Sreekumar N M | (Coordinator of AISHE) |
| 8. Dr. Seena P P | (Coordinator QnM Matrix) |
| 9. Sri. Samson Rajan | (Co ordinatorQIM Matrix) |
| 10. Smt. Shabeena Backer | (Coordinator of QIM Matrix) |
| 11. Smt. Shyna janardhanan | |
| 12. Sri. Fais K P | (Financial Documents) |
| 13. Sri. Anurag | Alumni Association |
| 14. Chairman, Students Union | |
| 15. Dr. K V Philomina | Municipal Chairperson |

STAFF COUNCIL (COLLEGE COUNCIL/ ACADEMIC COUNCIL)

- | | |
|----------------------------------|------------|
| 1. Dr. Dominic Thomas, Principal | (Chairman) |
| 2. Smt. Jessy Jacob | |
| 3. Dr. Reena Sebastian | |
| 4. Dr. Sreekumar N M | |

5. Dr. Pradeep K V
6. Dr. Sajeesh T J
7. Dr. Seena P P
8. Sri. Preju K Paul
9. Smt. Nasreena P K
10. Smt. Sri. Samson Rajan
11. Dr. Saumya Maria Jacob
12. Dr. Dhanya A C
13. Sri. Deepu Jose K

ACADEMIC MONITORING COMMITTEE

(Action Plans, Internal Assessment, ATR, AAA, Model exams, Courses- Bridge , Seminars and Programmes)

1. Dr. Reena Sebastian Convener
2. Dr. Sreekumar N M
3. Dr. Seena P P
4. Sri. Samson Rajan
5. Dr. Saumya Maria Jacob
6. Dr. Dhanya A C
7. Sri. Deepu Jose K
8. Sri. Bineesh George

DOCUMENT VERIFICATION (DV)

(Work diary, Tutorial cards, Registers, other supporting documents of SSR 2015-16 to 2019-20, AAA, AQAR documents 2020-21,PBAS)

1. Dr. Dominic Thomas
2. Dr. Reena Sebastian Convenor
3. Dr. Sreekumar N M
4. Dr. Pradeep K V
5. Dr. Sunitha Joseph
6. Smt. Anumol Thomas
7. Smt. Nasreena P K
8. Sri. Previn P F

ICT facilities and Computers

(Maintenance of Computers and Stock Register)

1. Dr. Sreekumar N M (Computer LAb)
2. Dr. Dhanya A C (Convenor)
3. Sri. Bineesh George (Unaided)
4. Sri. Deepu Jose K (MCJ)

STUDENTS' DISCIPLINE COMMITTEE

(Students Discipline, Code of Conduct for students)

1. Dr. Reena Sebastian Convener
2. Dr. Sreekumar N M
3. Dr. Pradeep K V
4. Smt. Anumol Thomas
5. Sri. Preju K Paul
6. Sri. Samson Rajan
7. Dr. Soumya Maria Jacob
8. Dr. Dhanya A C

GENERAL DISCIPLINE

1. Sri. Vinil Varghese, (Manager, SES College)
2. Dr. Dominic Thomas, Principal Chairman
3. Sri. Preju K Paul (NCC Officer)
4. Dr. Rejith P P (NSS Programme Officer)
5. Smt. Shyni M C (NSS Programme Officer)
6. Sri. Joseph Mathew
7. Sri. Padmakumar S T
8. Sri. K Rajan Vice President, College PTA
9. College Union Chairman, Ex Officio

INTERNAL COMPLAINTS COMMITTEE

(Prevention, Prohibition and Anti Sexual Harassment of Women Employees and Students)

1. Dr. Reena Sebastian Convener
2. Dr. Sreekumar N M
3. Dr. Sunitha Joseph
4. Dr. Seena P P
5. Sri. Preju K Paul

6. Smt. Shyna Janardhanan
7. Dr. Soumya Maria Jacob
8. Dr. Dhanya A C
9. Sri. Deepu Jose K
10. Dr. Lilly Latheef, Bsc MBBS

STUDENTS GRIEVANCE REDRESSAL COMMITTEE

1. Dr. Reena Sebastian Convener
2. Sri. Preju K Paul
3. Smt. Punya Prakash
4. Sri. Gopalakrishnan P R
5. Dr. Soumya Maria jacob
6. Dr. Rejith P P
7. Dr. Shyni M C
8. Smt. Jumaila K

ANTI RAGGING SQAD

1. Dr. Sunitha Joseph Convener
2. Dr. Pradeep K V
3. Smt. Anumol Thomas
4. Smt. Shyna Janardhanan
5. Smt. Salija P V
6. Sri. Preju K Paul
7. Smt. Jesna P
8. Sri. Sanish M S
9. Sri. Previn P F

ANTI RAGGING COMMITTEE

1. Dr. Dominic Thomas Principal
2. Dr. Reena Sebastian Convener
3. Dr. Pradeep K V
4. Dr. Sunitha Joseph
5. Smt. Anumol Thomas
6. Smt. Shyna Janardhanan

- 7 Sri. Preju K Paul
- 8 Smt. Salija P V
- 9 Sri. K Rajan PTA Vice President
- 10 Sri. Reghunath Sub Inspector of Police, Sreekandapuram
- 11 Ist year student
- 12 Diljith E P III DC student
- 13 Fais K P.

COLLEGE DEVELOPMENT AND MAINTENANCE COMMITTEE

(Infrastructure Augmentation, Beautification, Maintenance, Purchase of Equipment, Furniture, Repairs, Stock register, Reporting to Management through Principal)

- 1 Dr. Dominic Thomas, Principal
- 2 Sri. Sajeesh T J, IQAC Coordinator
- 3 Dr. Pradeep K V Institutional Coordinator, RUSA.
- 4 Dr. Sreekumar N M Coordinator, AISHE
- 5 Dr. Reena Sebastian
- 6 Dr. Sunitha Joseph
- 7 Sri. Preju K Paul
- 8 Dr. Soumya Maria Jacob
- 9 Dr. Dhanya A C
- 10 Dr. Rejith P P

LIBRARY ADVISORY COMMITTEE

(Library Books, Journals, ILMS, Automation, Library arrangement, Registers)

- 1 Dr. Dominic Thomas, Chairman
- 2 Dr. Seena P P Convener
- 3 Sri. Joseph Mathew (Librarian) Secretary
- 4 Dr. Sreekumar N M
- 5 Smt. Nasreena P K
- 6 Smt. Shabeena Backer
- 7 Smt. Jesna P
- 8 Dr. Dhanya A C
- 9 Chairman, College Students Union (Ex Officio)
- 10 Student Representative

WEBSITE & MEDIA COMMITTEE

(Website updation, Advertising, News and Events, Achievements, Publicity)

1. Sri. Preju K Paul Convener
2. Dr. Seena P P
3. Smt. Shabeena Backer
4. Smt. Shyna Janardhanan
5. Sri. Bineesh George (facebook)
6. Sri. Deepu Jose K (youtube)

E-Learning

(MOOC, Online courses, E contents, College Blogue, YouTube, Recorded video classes, Online question bank, Online PPT)

1. Dr. Saumya Maria Jacob Convener
2. Sri. Gopalakrishnan P R
3. Smt. Salija P V
4. Sri. Deepu Jose
5. Sri. Bineesh George

STUDENT WELFARE COMMITTEE

(Student welfare Programmes, Gender equality Programmes, Gender Audit, Students' Uniform)

1. Smt. Punaya Prakash Convener
2. Smt. Shyna Janardhanan (Scholarship)
3. Smt. Nasreena P K (Endowment)
4. Smt. Rasina M P (Students Aid fund)

ALUMNI ASSOCIATION COMMITTEE

1. Dr. Pradeep K V Convener
2. Sri. Preju K Paul
3. Smt. Shyna Janardhanan
4. Dr. Rejith P P
5. Smt. Rasina M P
6. Smt. Salija P V

WOMENS HOSTEL COMMITTEE

1. Dr. Dominic Thomas, Principal
2. Smt. Anumol Thomas Warden
3. Sri. Preju K Paul (Sports Hostel in Charge)

4. Smt. Shyna Janardhanan
5. Sri. Samuel Poovathinal

Deputy Warden
(Representative of Management)

BUS COMMITTEE

1. Dr. Rejith P P
2. Smt. Punnya Prakashan
3. Dr. Pradeep K V
4. Smt. Nasreena P K
5. Sri. Preju K Paul
6. Smt. Salija P V
7. Sri. Vijith E V
8. Sri. Padmakumar S T

Convener

ADMISSION COMMITTEE

1. Dr. Sreekumar N M
2. Dr. Sunitha Joseph
3. Smt. Nasreena P K
4. Smt. Salija P V
5. Dr. Rejith P P
6. Sri. Padmakumar S T
7. Smt. Soorya C Lal
8. Smt. Vidya E V
9. Sri. Akhilesh T
10. Sri. Akhil K R

Nodal Officer

COVID & OTHER DISASTER TASK FORCE

1. Dr. Dominic Thomas
2. Dr. Reena Sebastian
3. Dr. Pradeep K V
4. Dr. Rejith P P
5. Dr. Sunitha Joesph
6. Sri. Preju K Paul
7. Smt. Nasreena P K
8. Sri. Fais K P

9. Sri. Vijith E V
10. Sri. Akhilesh T
11. Chairman, Student Union,
12. Student Representatives of NSS, NCC

EXAMINATION COORDINATION COMMITTEE

(Model Exams, Internal Exams - Exam and Special Time table, Notices, Question Papers, Documentation of duty, Attendance, Absentees)

1. Dr. Pradeep K V Convener
2. Smt. Punnya Prakasan A K
3. Smt. Nasreena P K

RURAL ENTREPRENEURSHIP DEVELOPMENT CELL (REDC)

1. Dr. Sajeesh T J Leader of Training and Placement
2. Smt. Anumol Thomas Leader of Entrepreneurship
3. Dr. Seena P P Leader of Rural Engagement
4. Smt. Punnya Prakasan A K Leader of Personality Development
5. Dr. Shyni M C Leader of Technology

PUBLIC RELATION OFFICER

1. Dr. Pradeep K V College Information Officer
2. Sri. Samson Rajan. Assist. Information Officer

EXTENSION ACTIVITIES COMMITTEE

1. Dr. Sunitha Joseph Convener
2. Sri. Preju K Paul
3. Smt. Shyni M C
4. Dr. Rejith P P

NSS ADVISORY COMMITTEE

1. Dr. Dominic Thomas Principal
2. Dr. Rejith P P (Programme Officer)
3. Smt. Shyni M C (Programme Officer)
4. Dr. Reena Sebastian
5. Dr. Sreekumar N M
6. Dr. Sunitha Joseph
7. Sri. Samuel Poovathinal (Management Representative)

8. College Students' Union Chairman
9. Abhijith P P (Student Leader Volunteer)
10. Diljith E P (Student Leader Volunteer)
11. Aswathi M (Student Leader Volunteer)
12. Neethu Pradeep (Student Leader Volunteer)

COLLEGE P T A

1. Sri. K Rajan Vice President
2. Smt. Punnya Prakasan A K Secretary
3. Dr. Pradeep K V
4. Dr. Sunitha Joseph
5. Smt. Preju K Paul
6. Smt. Shyna Janardhanan
7. Sri. Muraleedharan K V
8. Sri. Asokan N V
9. Smt. Jalaja K P
10. Smt. Sreeja A

RUSA CO ORDINATOR

1. Dr. Pradeep K V

STAFF CLUB PRESIDENT

1. Dr. Sunitha Joseph

WALK WITH A SCHOLAR (WWS) COORDINATOR

1. Smt. Punnya Pakasan

SCHOLAR SUPPORT PROGRAMME (SSP) COORDINATOR

1. Sri. Rasina M P

ADDITIONAL SKILL ACQUISITION PROGRAMME (ASAP) COORDINATOR

1. Smt. Shabeena Backer

NODAL OFFICER FOR N I R H

1. Dr. Seena P P

NODAL OFFICER FOR STUDENT'S WELFARE and YOUNG INNOVATORS PROG:

1. Dr. Pradeep K V

NODAL OFFICER FOR RUSA RESEARCH NETWORK GROUP (RRNG)

1. Dr. Sreekumar N M
2. Dr. Dhanya A C

NODAL OFFICER FOR EK BHARATH SRESHTA BHARATH (EBSB) COORDINATOR

1. Dr. Sunitha Joseph

NODAL OFFICER FOR UNNAT BHARAT ABHIYAN (UBA) COORDINATOR

1. Dr. Rejith P P

NODAL OFFICER FOR ANTIRAGGING CELL

1. Dr. Sreekumar N M

NODAL OFFICER FOR ELECTION LITERACY CLUB

1. Smt. Punnya Prakasan

NODAL OFFICER FOR ALL INDIA SURVEY ON HIGHER EDUCATION

2. Dr. Sreekumar N M

NODAL OFFICER FOR NATIONAL ACADEMIC DEPOSITORY (NAD)

1. Smt. Anumol Thomas

NODAL OFFICER FOR ANTI DRUGS PROGRAMMES & COTPA

1. Dr. Sunitha Joseph

CAREER GUIDANCE AND PLACEMENT CELL COORDINATOR

1. Dr. Pradeep K V

ENTREPRENEURSHIP CLUB COORDINATOR

1. Smt. Anumol Thomas (ED Club)

MATHEMATICS CLUB COORDINATOR

1. Dr. Reena Sebastian

LITERATURE CLUB COORDINATOR

1. Sri. Gopalakrishnan P R

FINE ARTS CLUB COORDINATOR

1. Dr. Pradeep K V

NATURE CLUB COORDINATOR

1. Sri. Samson Rajan

BOOK CLUB COORDINATOR

1. Smt. Salija P V

DEBATE CLUB COORDINATOR

1. Smt. Shabeena Backer

FILM and PHOTOGRAPHY CLUB COORDINATOR

1. Sri. Sanish M S

COLLEGE COUNSELLING CELL COORDINATOR

1. Dr. Sunitha M Joseph

WOMEN EMPOWERMENT CELL COORDINATOR

1. Smt. Shyna Janardhanan

CURRICULUM FEEDBACK COORDINATOR

1. Smt. Silja C

COLLEGE CALENDAR COORDINATOR:

1. Sri. Gopalakrishnan P R

COLLEGE MANAGEMENT SYSTEM COORDINATOR-

1. Dr. Rejith P P

GREEN AUDIT COORDINATOR

1. Smt. Rasina M P

ENERGY AUDIT COORDINATOR

1. Dr. Dhanya A C

ENVIRONMENT AND WATER AUDIT COORDINATOR

1. Smt. Salija P V