

(Dr. DOMINIC THOMAS)

Dated, 3rd July. 2020

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.

IQAC COMMITTEE

- | | |
|----------------------------------|---------------------------------------|
| 1. Dr. Dominic Thomas, Principal | (Chairman) |
| 2. Sri. Vinil Varghese | Manager |
| 3. Sri. Sajeesh T J, | (IQAC Coordinator) |
| 4. Dr. Sreekumar N M | (Coordinator -AISHE) |
| 5. Smt. Jessy Jacob | (Academic Monitoring Committee) |
| 6. Dr. Reena Sebastian | (AQARs) |
| 7. Sri. Samson Rajan, | (SSR Qualitative Matrix) |
| 8. Smt. Seena P P | (SSR Quantitative Matrix) |
| 9. Smt. Shabeena Backer | (SSR Qualitative Matrix) |
| 10. Smt. Silja C | (SSR Quantitative Matrix) |
| 11. Prof. V D Joseph | (Secretary Management) |
| 12. Sri. Joseph Mathew | (Librarian) |
| 13. Sri. Fais KP | (Office Staff) |
| 14. Sri. Vijith E V | (Office Staff) |
| 15. Sri. Anurag | Alumni Association |
| 16. Sri. Akarsh C H | Chairman, Students Union |
| 17. Adv. M C Raghavan | Ward Councilor, Member Local Society. |
| 18. Sri. Narayanan T V | Vice President, College PTA |

STAFF COUNCIL (COLLEGE COUNCIL/ ACADEMIC COUNCIL)

1. Dr. Dominic Thomas, Principal (Chairman)
2. Smt. Sheela M Joseph,
3. Smt. Jessy Jacob
4. Dr. Reena Sebastian
5. Dr. Sreekumar N M
6. Sri. Sajeesh T J
7. Smt. Nasreena P K
8. Sri. Samson Rajan
9. Smt. Saumya Maria Jacob
10. Sri. Preju K Paul
11. Sri. Joseph Mathew

Criterion 1 - Curricular Planning and Implementation

(Feedback, College Calendar, Certificate courses, Bridge courses, Value added Courses, Skill Development Courses)

1. Sri.Gopalakrishnan P R (Criterion Coordinator)
2. Dr. Sreekumar N M (IQAC Member)
3. Smt. Silja C (IQAC Member)
4. Sri. Vijith E V(Office)

Criterion II Teaching - Learning Evaluation

(Students admission, enrollment, teachers list)

1. Smt. Punnya Prakasan A K(Criterion Coordinator)
2. Smt. Jessy Jacob (IQAC member)
3. Smt. Jessy Joseph(Office)
4. Smt .Vidya E V (Office)

Criterion III Research, Innovations& Extension

1. Smt. Sunitha Joseph (Criterion Coordinator)
2. Lt. Preju K Paul (NCC Officer)
3. Dr. Rejith P P (NSS Prog. Officer)
4. Smt. Silja C (IQAC member & NSS Prog. Officer)

Criterion IV Infrastructure and Learning Resources

1. Dr. Danya A C (Criterion Coordinator)
2. Dr. Reena Sebastian (IQAC & Library Advisory Committee)
3. Mr. Joseph Mathew (Librarian)
4. Mr. Sooraj joseph(Library Staff)

Criterion V -Student Support and Progression

1. Rasina M P(Criterion Coordinator)
2. Dr. Sreekumar N M (Scholarship)
3. Smt. Nasreena P K (Endowment)
4. Smt. Jessy Jacob (IQAC member & Students Aid Fund)
5. Dr. Pradeep K V(Alumni & career guidance cell)

Criterion VI Governance, Leadership &Management

(ISO, NIRF, IQAC Programs, seed money)

1. Dr. Rejith P P (Criterion Coordinator)
2. Smt. Sheela M Joseph (Academic Audit)
3. Smt. Seena P P (IQAC member)
4. Smt. Shabeena Backer (IQAC Member)

Criterion VII Institutional Values & Best Practices

1. Smt. Nasreena P K (Criterion Coordinator)
2. Sri. Samson Rajan (IQAC member)
3. Smt. Sheela M Joseph (Energy Audit)
4. Smt. Salija P V (Environment Audit)
5. Smt. Rasina MP (Green Audit)

ACADEMIC MONITORING COMMITTEE

(Action Plans, Internal Assessment, ATR, AAA, Courses, Seminars and Programmes)

1. Smt. Jessy Jacob Convener
2. Smt. Sheela M Joseph,
3. Dr. Reena Sebastian
4. Dr. Sreekumar N M
5. Smt. Seena P P
6. Sri. Samson Rajan
7. Sri. Binesh

STUDENTS' DISCIPLINE COMMITTEE

(Students Discipline, Code of Conduct for students, Uniform)

1. Smt. Sheela M Joseph Convener
2. Smt. Jessy Jacob
3. Dr. Reena Sebastian
4. Dr. Sreekumar N M
5. Sri. Pradeep K V
6. Smt. Anumol Thomas
7. Sri. Preju K Paul
8. Sri. Samson Rajan

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. Silja C (NSS Programme Officer)
6. Sri. Narayanan T V Vice President, College PTA, Ex Officio
7. College Union Chairman, Ex Officio

INTERNAL COMPLAINTS COMMITTEE

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

1. Smt. Jessy Jacob Convener
2. Smt. Sheela M Joseph
3. Dr. Reena Sebastian
4. Dr. Sreekumar N M
5. Smt. Sunitha Joseph
6. Smt. Anumol Thomas
7. Sri. Preju K Paul
8. Smt. ShynaJanardhanan
9. Dr. Lilly Latheef, Bsc MBBS

STUDENTS GRIEVANCE REDRESSAL COMMITTEE

- | | |
|-------------------------|----------|
| 1. Smt. Sheela M Joseph | Convener |
| 2. Smt. Jessy Jacob | |
| 3. Dr. Reena Sebastian | |
| 4. Sri. Preju K Paul | |
| 5. Smt. Seena P P | |
| 6. Dr. Rejith P P | |

ANTI RAGGING COMMITTEE

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|--------------------------|----------|
| 1. Smt. Jessy Jacob | Convener |
| 2. Dr. Sreekumar N M | |
| 3. Smt. Sunitha Joseph | |
| 4. Smt. Anumol Thomas | |
| 5. Smt. ShynaJanardhanan | |
| 6. Sri. Preju K Paul | |

COLLEGE DEVELOPMENT AND MAINTENANCE COMMITTEE

(Infrastructure Augmentation, Maintenance, Suggestions and Reporting to Management)

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|-------------------------|----------------------------------|
| 1. Dr. Dominic Thomas, | Principal |
| 2. Sri. Sajeesh T J, | IQAC Coordinator |
| 3. Sri. Pradeep K V | Institutional Coordinator, RUSA. |
| 4. Dr. Sreekumar N M | Coordinator, AISHE |
| 5. Smt. Sheela M Joseph | |
| 6. Smt. Jessy Jacob | |
| 7. Smt. Anumol Thomas | |
| 8. Smt. Sunitha Joseph | |
| 9. Sri. Preju K Paul | |

LIBRARY ADVISORY COMMITTEE

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

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|-----------------------------------|-----------|
| 1. Dr. Dominic Thomas, | Chairman |
| 2. Sri. Joseph Chiramattel | Convener |
| 3. Sri. Joseph Mathew (Librarian) | Secretary |
| 4. Smt. Dhanya A C | |

5. Dr. Sreekumar N M
6. Sri. Samson Rajan
7. Smt. Shabeena Backer
8. Chairman, College Students Union (Ex Officio)
9. Kum. Nandana P K (III BA English)

PURCHASE COMMITTEE

(Equipments,Furniture,Repairs, Stock register, reporting to Management through Principal)

1. Smt. Sheela M Joseph Convener
2. Sri. Pradeep K V
3. Sri. Preju K Paul
4. Smt. Soumya Maria Jacob
5. Sri. Devadas K V
6. Sri. Padmakumar S T

WEBSITE AND E-RESOURCE COMMITTEE

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

1. Sri. Preju K Paul
2. Dr. Sreekumar N M
3. Smt. Seena P P
4. Smt. Shabeena Backer
5. Sri. Deepu Joseph
6. Sri. Bineesh George

EXAMINATION COORDINATION COMMITTEE

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

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

STUDENT WELFARE COMMITTEE

(Student welfare Programmes, Gender equality Programmes, Gender Audit)

1. Smt. Jessy Jacob (Students Aid fund) Convener
2. Dr. Sreekumar N M (Scholarship)

3. Smt. Nasreena P K (Endowment)
4. Smt. Rasina M P

ALUMNI ASSOCIATION COMMITTEE

1. Sri. 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 Deputy Warden
5. Sri. Samuel Poovathinal (Representative of Management)

BUS COMMITTEE

1. Smt. Sheela M Joseph Convener
2. Dr. Rejith P P
3. Sri. Pradeep K V
4. Smt. PunnyPrakasan
5. Sri. Samson Rajan
6. Sri. Vijith E V
7. Sri. Padmakumar S T

COLLEGE P T A

1. Smt. Punnya Prakasan A K Secretary
2. Smt. Sheela M Joseph
3. Sri. Joseph Chiramattel
4. Sri. Pradeep K V
5. Smt. Preju K Paul
6. Sri. T V Narayanan Vice President
7. Sri. Muraleedharan K V

8. Sri. Asokan N V
9. Smt. Jalaja K P
10. Smt. Sreeja A

RURAL ENTREPRENEURSHIP DEVELOPMENT CELL(REDC)

1. Sri. Sajeesh T J-Leader of Training and placement
2. Smt. Anumol Thomas -Leader of entrepreneurship
3. Smt. 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

NODAL OFFICER FOR ALL INDIA SURVEY ON HIGHER EDUCATION

1. Dr. Sreekumar N M

RUSA CO ORDINATOR

1. Sri Pradeep K V

NODAL OFFICER FOR NATIONAL ACADEMIC DEPOSITORY (NAD)

1. Smt. Anumol Thomas

NODAL OFFICER FOR ADMISSIONS

1. Dr. Sreekumar N M

WALK WITH A SCHOLAR (WWS)

1. Smt. Punnya Pakasan Coordinator

SCHOLAR SUPPORT PROGRAMME (SSP)

1. Sri. Preju K Paul Coordinator

ADDITIONAL SKILL ACQUISITION PROGRAMME (ASAP)

1. Smt. Shabeena Backer Coordinator

NODAL OFFICER FOR NIRF

1. Dr. Rejith P P

STAFF CLUB PRESIDENT

1. Smt. Sheela M Joseph

CAREER GUIDANCE AND PLACEMENT CELL COORDINATOR

1. Sri.. Pradeep K V

COLLEGE COUNSELLING CELL COORDINATOR

1. Smt. Sunitha M Joseph

WOMEN EMPOWERMENT CELL COORDINATOR

1. Smt. Shyna Janardhanan

NODAL OFFICER FOR ELECTION LITERACY CLUB

1. Smt. Punnya Prakasan

PUBLIC RELATION OFFICER

- | | |
|-----------------------|-----------------------------|
| 1. Smt. Jessy Jacob | College Information Officer |
| 2. Sri. Samson Rajan. | Assist. Information Officer |

NODAL OFFICER FOR ANTI DRUGS PROGRAMMES & COTPA

1. Smt. Sunitha Joseph

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

1. Sri. 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)

1. Smt. Sunitha Joseph

NODAL OFFICER FOR UNNAT BHARAT ABHIYAN (UBA)

1. Dr. Rejith P P

ENTREPRENEURSHIP CLUB COORDINATOR

1. Smt. Anumol Thomas (ED Club)

MATHEMATICS CLUB COORDINATOR

1. Dr. ReenaSebastiane

LITERATURE CLUB COORDINATOR

1. Sri. Gopalakrishnan

FINE ARTS CLUB COORDINATOR

1. Sri Pradeep K V

NATURE CLUB COORDINATOR

1. Sri. Samson Rajan

BOOK CLUB COORDINATOR

1. Sri. Joseph Chiramattel

DEBATE CLUB COORDINATOR

1. Smt. Shabeena Backer

PHOTOGRAPHY CLUB COORDINATOR

1. Mr. Deepu M Joseph

FILIM CLUB COORDINATOR

1. Mr. Deepu M Joseph

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

No. RUSA II/01/2020-21

Date. 3rd July. 2020

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

The Principal is pleased to nominate the following teachers as the Nodal Officers in charge of Rashtriya Uchchathar Shiksha Abhiyan (RUSA) at the institutional level (as per RUSA guidelines) to fulfill the projects of RUSA within the College. Two important Committees are also constituted at the institutional level (as per RUSA instructions) such as **(1) Board of Governors and (2) Project Monitoring Committee**, consisting of the following members to fulfill the terms of references as per the Guidelines of RUSA within the College.

Sri. Pradeep K V, Asst. Prof of Economics : **RUSA Institutional Coordinator:**

NODAL OFFICERS:

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|---------------------------|--|
| a) Smt. Sheela M Joseph, | Procurement and Purchase |
| b) Sri. Samson Rajan | Academic Activities |
| c) Dr. Sreekumar N M, | Equity Assurance Plan Implementation |
| d) Sri. Preju K Paul, | Civil Works including Environment Management |
| e) Smt. Punnya Prakashan, | Financial Management |

Functions: Responsible to supervise and guide various Committees for project implementation

I BOARD OF GOVERNORS.

- | | |
|---|---|
| 1. Sri. Vinil Varghese. Manager, SES College, | Chairman |
| 2. Dr. Dominic Thomas, | Principal |
| 3. Sri. Pradeep K V, | Institutional Coordinator, RUSA. Convener |
| 4. Sri Sajeesh T J, | IQAC Coordinator |
| 6. Sri. Purushothaman K (Engineer) | Member Technical Support, Management |
| 7. Smt. Sheela M Joseph, | Nodal Officer |
| 8. Sri. Samson Rajan, | Nodal Officer |
| 9. Dr. Sreekumar N M, | Nodal Officer |
| 10. Sri. Preju K Paul, | Nodal Officer |
| 11. Smt. Punnya Prakashan, | Nodal Officer |

Functions: Form, supervise and guide various Committees required for project implementation and internal project monitoring

II PROJECT MONITORING UNIT.

1. Dr. Dominic Thomas, Principal,	Chairman
2. Sri. Pradeep K V,	Institutional Coordinator, RUSA. Convener
3. Sri Sajeesh T J,	IQAC Coordinator
4. Smt. Sheela M Joseph,	Nodal Officer
5. Sri. Samson Rajan ,	Nodal Officer
6. Dr. Sreekumar N M,	Nodal Officer
7. Sri. Preju K Paul,	Nodal Officer
8. Smt. Punnya Prakashan,	Nodal Officer
9. Smt. Soumya Mariya Jacob,	Asst Prof. of Chemistry
10. Sri. Deepu Jose K,	Asst Prof. MCJ
11. Sri. Joseph Mathew,	Librarian
12. Smt. Devadas K V,	Senior Clerk in charge of Office
13. Sri. Padmakumar S T	LDC
14. Sri. Fais K P	LDC
15. Sri Vijith E V	Typist
16. Sri T V Narayanan	Vice President, College PTA
17. Sri. Akarsh C H,	Chairman, College Students' Union (Ex Officio)

Functions: Responsible for monitoring the project at the institutional level in order to implement the governance and reforms proposed under RUSA