



**(Affiliated to Mahatma Gandhi University, Kottayam & Approved by Govt. of Kerala) Nellikuzhi P.O,
Kothamangalam, Ernakulam Dist., Kerala, Pincode - 686691**

DISCIPLINE COMMITTEE

RESPONSIBILITIES OF THE COMMITTEE

- To maintain the discipline of the campus
- To monitor the students and thereby aid them

Committee Members

2022-2023		
1	DR.C V THOMAS	PRINCIPAL
2	SAJID A M	IQAC
3	HARIKANTH S	HOD,COMMERCE DEPARTMENT
4	JYOTHI C NAIR	HOD,BIO-SCIENCE DEPARTMENT
5	SAUMYA T S	HOD,COMPUTER SCIENCE DEPARTMENT
6	MEERA M NAIR	HOD, BUSINESS ADMINISTRATION DEPARTMENT
7	SHAMEENA K MUHAMMED	HOD,ECONOMICS DEPARTMENT
8	ARCHANA VIJAYAN	HOD,ENGLISH DEPARTMENT
9	HAMAD SHEIKH	HOD,FOOD SCIENCE DEPARTMENT
10	T V JACOB	HOD,CHEMISTRY DEPARTMENT
11	SHANAVAS P M	ASSISTANT PROFESSOR
12	ANEESA A RAHMAN	ASSISTANT PROFESSOR
13	DEEPTHI SURENDRAN	ASSISTANT PROFESSOR



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ACADEMIC COUNCIL

The Role of Academic Council

- Monitoring the academic calendar, lesson plan and class tests
- Verification of all academic and non-academic files
- Addresses Student Grievances and Appeals
- Collaboration with External Entities
- Establishes and reviews the Academic Policies and Regulations

Committee Members

2022-2023		
1	DR.C V THOMAS	PRINCIPAL
2	SAJID A M	IQAC
3	HARIKANTH S	HOD,COMMERCE DEPARTMENT
4	JYOTHI C NAIR	HOD,BIO-SCIENCE DEPARTMENT
5	SAUMYA T S	HOD,COMPUTER SCIENCE DEPARTMENT
6	MEERA M NAIR	HOD, BUSINESS ADMINISTRATION DEPARTMENT
7	SREERANJINI P S	HOD,PSYCHOLOGY DEPARTMENT
8	SHAMEENA MUHAMMED	HOD,ECONOMICS DEPARTMENT
9	ARCHANA VIJAYAN	HOD,ENGLISH DEPARTMENT
10	HAMAD SHEIKH	HOD,FOOD SCIENCE DEPARTMENT
11	T V JACOB	HOD,CHEMISTRY DEPARTMENT



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ENTREPRENEUR DEVELOPMENT CELL

The Role of Entrepreneur Development Cell

- To enhance the skills and knowledge of entrepreneurs.
- To encourage the development skills in aspiring entrepreneurs.

Committee Members

2022-2023		
1	NODAL OFFICER	ANEESA A RAHMAN (ASSISTANT PROFESSOR)
2	ASSISTANT NODAL OFFICER	ELSA PAULOSE (ASSISTANT PROFESSOR)
3	ASSISTANT NODAL OFFICER	ANJALI D SHARMA (ASSISTANT PROFESSOR)



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INTERNAL EXAMINATION CELL

Objectives Of The Cell

- Monitors and conducts the exams.
- Notifies the students regarding the university exam timetables.

Committee Members

2022-2023		
1	DR.C V THOMAS	CHIEF SUPT.
2	SAUMYA T S	ADDITIONAL SUPT.
3	SAJID A M	IQAC Coordinator

SINo.	REPRESENTATIVES	DEPARTMENT
1	MEERA M NAIR	BUSINESS ADMINISTRATION
2	SHARAFINA A M	COMPUTER SCIENCE
3	HARIKANTH S	COMMERCE
4	SHAMEENA K MUHAMMED	ECONOMICS
5	ARCHANA VIJAYAN	ENGLISH
6	TIMIYA FRANCIS	CHEMISTRY
7	SREERANJINI P S	PSYCHOLOGY
8	HAMAD SHEIKH	FOOD TECHNOLOGY AND QUALITY ASSURANCE
9	JYOTHI C NAIR	BIO SCIENCE



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10	RABIYA N M	ZOOLOGY
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LIBRARY ADVISORY COMMITTEE

The Role of Library Advisory Committee

- The committee decides the rules and regulations to be followed in the library.
- The cell acts as a channel between the students and the resources.
- Decides the norms regarding the timely returning of books.

Committee Members

1	DR.C V THOMAS(Principal)	Chairman
2	JOSSEENA JOSE(Librarian)	Convenor
3	HARIKANTH S (HoD Commerce)	Members
4	JYOTHI C NAIR (HoD Bioscience)	Members
5	SAUMYA T S (HoD Computer Science)	Members
6	MEERA M NAIR (HoD Business Administration)	Members
7	SREERANJINI P S (HoD Psychology)	Members
8	SHAMEENA K MUHAMMED (HoD Economics)	Members
9	JILLS ABRAHAM (HoD English)	Members
10	HAMAD SHEIKH (HoD Food Technology)	Members
11	Prof. T V JACOB (HoD Chemistry)	Members
12	Prof. ELIAS N PAUL(HoD Physics)	Members



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13	RUTH MARIAM JOHNSON	UG Student
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INTERNAL COMPLAINTS COMMITTEE

Responsibilities of the ICC

- To help the students in preventing harassment against the students from the public and institution.
- The cell conducts the preliminary actions taken for any complaints raised by the students.

Committee Members

2022-2023			
1	MEERA M NAIR	HOD MANAGEMENT	CHAIRPERSON
2	SAJID A M	IQAC COORDINATOR	MEMBER
3	DR.C V THOMAS	PRINCIPAL	MEMBER
4	MAHIN SALIM	POLICE OFFICER	EXTERNAL MEMBER
5	SHAHANA ANAS	WARD MEMBER	EXTERNAL MEMBER
6	LINTU SARA JOSE	ASSISTANT PROFESSOR	MEMBER
7	SUBI B S	ASSISTANT PROFESSOR	MEMBER
8	SREELEKSHMI T S	ASSISTANT PROFESSOR	MEMBER
9	HAMAD SHEIKH	ASSISTANT PROFESSOR	MEMBER
10	ALEENA REJI	UG STUDENT	STUDENT MEMBER
11	RUTH MARIYAM JOHNSON	UG STUDENT	STUDENT MEMBER



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NATIONAL SERVICES SCHEME NSS

Responsibilities Of The Committee

- Provides opportunities to the students to take part various government lead community service activities
- To create social awareness and compassion among the students

Committee Members

2022-2023		
1	ANIL MANI	ASSISTANT PROFESSOR
2	DEEPTHI SURENDRAN	ASSISTANT PROFESSOR
3	SOUMYA KRISHNAN	ASSISTANT PROFESSOR
4	SAVITHA PAUL	ASSISTANT PROFESSOR
5	SUBI B S	ASSISTANT PROFESSOR



PLACEMENT CELL

Role of the cell

- Organizes the job fairs and placement training
- Organizes mock interviews and Group discussions

Committee Members

2022-2023		
1	HAMAD SHEIKH	DEPARTMENT OF FOOD TECHNOLOGY
2	FOUSIYA P	DEPARTMENT OF COMMERCE
3	ASHNAMOL C N	DEPARTMENT OF COMPUTER SCIENCE
4	CHITRA V	DEPARTMENT OF ECONOMICS
5	JOHN JOSEPH	DEPARTMENT OF BIOSCIENCE



WOMEN DEVELOPMENT CELL

Responsibilities of the Committee

- To develop the opportunities for women
- To empower the women into a world of competitions and gender dilemma

Committee Members

2022-2023		
1	ELSA PAULOSE	DEPARTMENT OF BIO-SCIENCE
2	MINU ALEYAS	DEPARTMENT OF COMPUTER SCIENCE
3	SAVITHA PAUL	DEPARTMENT OF HINDI
4	MEERA GEORGE	DEPARTMENT OF COMMERCE
5	SHAMILA K A	DEPARTMENT OF ENGLISH



SC/ST STUDENTS WELFARE COMMITTEE

The role of the committee

- To support students from the reserved category and provide special inputs in the areas of difficulties.
- Organize interactive sessions and informal meetings with students to attend their personal social and academic problems.
- To facilitate financial support to students from Government agencies and other resources

Committee Members

2022-2023			
1	Dr.C V THOMAS	PRINCIPAL	CHAIRMAN
2	SHANAVAS P M	FACULTY MEMBER	SECRETARY
3	ANEESA A RAHMAN	WOMEN FACULTY MEMBER	MEMBER
4	P M MAJEED	MEMBER	PRESIDENT,NELLIKUZHI PANCHAYATH
5	BADUSHA BASHEER	MEMBER	ADMINISTRATIVE OFFICER



OBC CELL

The Role of the Committee

- To empower the students from the backward class
- To inform the OBC students regarding the various scholarships from the state and central government.
- To facilitate financial support from the Government agencies and other sources.

Committee Members

2022-2023			
1	DIVYA T C	STAFF REPRESENTATIVE	DEPARTMENT OF CHEMISTRY
2	SUMI MOHAN	STAFF REPRESENTATIVE	DEPARTMENT OF ECONOMICS
3	BRIDGET SCARIA	STAFF REPRESENTATIVE	DEPARTMENT OF FOOD TECHNOLOGY
4	MUHAMMED NAHAR	STUDENT REPRESENTATIVE	B.SC CYBER FORENSIC
5	AKHANA MOL BINU	STUDENT REPRESENTATIVE	B.COM
6	RETHI SURESH	SCHOLARSHIP COORDINATOR	OFFICE SUPERINTENDENT
7	TINTU V R	OFFICE IN CHARGE	OFFICE ASSISTANT



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SPORTS COMMITTEE

The Role of the Committee

- Organizes the annual sports events.
- Encourage's the students sports activities, arranges all platform for the students to develop a sportsmanship in the life and academics.

Committee Members

2022-2023		
1	DR.C VTHOMAS	PRINCIPAL
2	AJMAL P A	PHYSICAL EDUCATOR
3	MINU ALIAS	STAFF REPRESENTATIVE
4	JOHN JOSEPH	STAFF REPRESENTATIVE
5	FOUSIYA P	STAFF REPRESENTATIVE



ANTI-NARCOTIC CELL

The Role of the Committee

- Ensures a drug- free campus by imposing a total ban on the possession or use of drugs and alcohol by students of the college, within or outside the campus/hostel.
- The duties of the Anti-Narcotic cell include organizing awareness programs in the college and hostels with the help of government authorized agencies/ organizations.
- Educating the students about the ill-effects of drugs and alcohol, encouraging peer policing among students against the use of drugs and reporting any noticed use of drugs by the students to the students' affairs committee are also the duties of the anti-drugs cell.

Committee Members

2022-2023			
1	A P ELDHOSE	COORDINATOR	DEPARTMENT OF ENGLISH
2	SHAHANA ANAS	EXTERNAL MEMBER	WARD MEMBER
3	MEERA M NAIR	STAFF REPRESENTATIVE	DEPARTMENT OF BUSINESS ADMINISTRATION
4	SAUMYA T S	STAFF REPRESENTATIVE	DEPARTMENT OF COMPUTER SCIENCE
5	ANEESA A RAHMAN	STAFF REPRESENTATIVE	DEPARTMENT OF COMPUTER SCIENCE
6	SHAMEENA K MUHAMMED	STAFF REPRESENTATIVE	DEPARTMENT OF ECONOMICS



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7	JOHN JOSEPH	STAFF REPRESENTATIVE	DEPARTMENT OF BIOSCIENCE
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ANTI-RAGGING COMMITTEE

The role of the committee

- Creates awareness among students, faculty, and staff members about the negative effects of ragging.
- Maintains constant watch and vigilance over the campus to prevent the occurrence of ragging incidents.
- To establish an effective mechanism for receiving and addressing complaints related to ragging, and to ensure that complaints are handled in a timely, confidential, and impartial manner.

Committee Members

2022-2023		
1	DR.C V THOMAS	CHAIRMAN(PRINCIPAL)
2	DR.HARIKANTH S	CONVENER,ANTI RAGGING SQUAD
3	SHAMEENA MUHAMMED	CONVENER(HOD,ECONOMICS)
4	BADUSHA BASHEER	ADMINISTRATIVE OFFICER
5	MAHIN SALIM	SUB INSPECTOR OF POLICE
6	K K NAZAR	MEMBER, NELLIKUZHI GRAMA PANCHAYATH
7	PROF.T V JACOB	MEMBER(HOD CHEMISTRY)
8	MEERA M NAIR	MEMBER (HOD BUSINESS ADMINISTRATION)
9	SAUMYA T S	MEMBER(HOD,COMPUTER SCIENCE)
10	JYOTHI C NAIR	MEMBER(HOD,BIO-SCIENCE)
11	PROF.ALEYNAS N PAUL	MEMBER(HOD,PHYSICS)



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12	ANIL MANI	MEMBER(HOD,STATISTICS)
13	ANEESA A RAHMAN	MEMBER(HOD,ELECTRONICS)

CELEBRATION COMMITTEE

The role of the committee

- To plan and organize various events and celebrations throughout the academic year.
- Fostering a vibrant and inclusive campus culture by bringing students, faculty, and staff together to celebrate important occasions.

Committee Members

2022-2023		
1	DR.C V THOMAS	PRINCIPAL
2	BADUSHA BASHEER	ADMINISTRATIVE OFFICER
3	SAUMYA T S	HOD,DEPARTMENT OF COMPUTER SCIENCE
4	MEERA M NAIR	STAFF ADVISOR/UNION ADVISOR
5	ANEESA A RAHMAN	DEPARTMENT STUDENTS SERVICE COORDINATOR



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INNOVATION CELL

The role of the committee

- Fosters a culture of innovation within the institution
- Facilitates the generation of innovative ideas and evaluates their feasibility and potential impact.

Committee Members

2022-2023		
1	SAJID A M	PRESIDENT
2	SHAMEENA MUHAMMED	CONVENOR
3	SHANAVAS P M	SOCIAL MEDIA
4	ANEESA A RAHMAN	STARTUP ACTIVITY COORDINATOR
5	MEERA M NAIR	IPR ACTIVITY COORDINATOR
6	SUBI B S	INTERNSHIP ACTIVITY
7	BRIDGET SCARIA	INNOVATION ACTIVITY MEMBER
8	JOSEENA JOSE	MEMBER
9	RAJEEV P R	MEMBER



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GRIEVANCE REDRESSAL COMMITTEE

RESPONSIBILITIES OF THE COMMITTEE

- To provide remedial measures for the students grievances.
- To look into the complaints lodged by any student and take necessary actions.

Committee Members

2022-2023		
1	Dr.C V THOMAS	PRINCIPAL
2	SAJID A M	IQAC COORDINATOR
3	SAUMYA T S	HOD, COMPUTER SCIENCE
4	SHANAVAS P M	ASSISTANT PROFESSOR, COMMERCE DEPARTMENT
5	FADIYA	COLLEGE UNION CHAIRPERSON
6	ARJUN MANOJ	STUDENTS REPRESENTATIVES
7	MUBASHIRA BANU	STUDENTS REPRESENTATIVES
8	SHEREENA SHAJI	P T A REPRESENTATIVES
9	SONUJ SUMOD, UUC	UNIVERSITY REPRESENTATIVES



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IQAC - INTERNAL QUALITY ASSURANCE CELL

RESPONSIBILITIES OF THE CELL

- Strives hard in monitoring the quality education
- To encourage the departments to conduct several department programs.

2022-2023		
1	DR.C V THOMAS	PRINCIPAL
2	SAJID A M	COORDINATOR
3	BADUSHA BASHEER	ADMINISTRATIVE OFFICER
4	HARIKANTH S	HODO,COMMERCE DEPARTMENT
5	JYOTHI C NAIR	HOD,BIO-SCIENCE DEPARTMENT
6	SAUMYA T S	HOD,COMPUTER SCIENCE DEPARTMENT
7	MEERA M NAIR	HOD,BUSINESS ADMINISTRATION
8	BINDHU K A	DEPARTMENT OF STATISTICS
9	SHAMEENA MUHAMMED	ECONOMICS DEPARTMENT HOD
10	JILLS ABRAHAM	ENGLISH DEPARTMENT HOD
11	T V JACOB	CHEMISTRY DEPARTMENT HOD
12	ALIAS N PAUL	HOD,PHYSICS
13	JOSSEENA JOSE	LIBRARIAN



**INDIRA GANDHI
COLLEGE OF
ARTS AND SCIENCE**

Principal: 907 2212200
Administrative Officer: 907 2212 201
828 1791 384

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