



INDIRA GANDHI COLLEGE OF ARTS AND SCIENCE

Principal: 907 2212200

Administrative Officer: 907 2212 201

828 1791 384

(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

2023-2024		
1	DR. VIJI K RAMAKRISHNAN	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	ANSARI K P	HOD, ENGLISH DEPARTMENT
9	BRIDGET SCARIA	HOD, FOOD TECHNOLOGY 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



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

2023-2024		
1	DR. VIJI K RAMAKRISHNAN	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 K MUHAMMED	HOD, ECONOMICS DEPARTMENT
9	ANSARI K P	HOD, ENGLISH DEPARTMENT
10	BRIDGET SCARIA	HOD, FOOD TECHNOLOGY DEPARTMENT
11	T V JACOB	HOD, CHEMISTRY DEPARTMENT



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

2023-2024		
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)



INTERNAL EXAMINATION CELL

Objectives Of the Cell

- Monitors and conducts the exams.
- Notify the students regarding the university exam time table.

Committee Members

2023-2024		
1	DR. VIJI K RAMAKRISHNAN	CHIEF SUPT.
2	SAUMYA T S	SENIOR ASSISTANT SUPT.
3	SAJID A M	IQAC COORDINATOR

Sl No.	REPRESENTATIVES	DEPARTMENT
1	MEERA M NAIR	BUSINESS ADMINISTRATION
2	LINTU SARA JOSE	COMPUTER SCIENCE
3	HARIKANTH S	COMMERCE
4	SHAMEENA K MUHAMMED	ECONOMICS
5	ANSARI K P	ENGLISH
6	TIMIYA FRANCIS	CHEMISTRY
7	SREERANJINI P S	PSYCHOLOGY
8	BRIDGET SCARIA	FOOD TECHNOLOGY
9	JYOTHI C NAIR	BIO SCIENCE
10	RABIYA NM	ZOOLOGY



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. VIJI K RAMAKRISHNAN (PRINCIPAL)	Chairman
2	JOSSEENA JOSE (LIBRARIAN)	Convenor
3	HARIKANTH S (HoD COMMERCE)	Member
4	JYOTHI C NAIR (HoD BIOSCIENCE)	Member
5	SAUMYA T S (HoD COMPUTER SCIENCE)	Member
6	MEERA M NAIR (HoD BUSINESS ADMINISTRATION)	Member
7	SREERANJINI P S (HoD PSYCHOLOGY)	Member
8	SHAMEENA K MUHAMMED (HoD ECONOMICS)	Member
9	ANSARI K P (HoD English)	Member
10	BRIDGET SCARIA (HoD FOOD TECHNOLOGY)	Member
11	PROF. T V JACOB (HoD CHEMISTRY)	Member
12	RABIYA N M (HoD ZOOLOGY)	Member
13	RUTH MARIAM JOHNSON	UG Student



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

2023-2024			
1	MEERA M NAIR	HOD BUSINESS ADMINISTRATION	CHAIRPERSON
2	SAJID A M	IQAC COORDINATOR	MEMBER
3	DR. VIJI K RAMAKRISHNAN	PRINCIPAL	MEMBER
4	V M REGHUNATH	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	BRIDGET SCARIA	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

2023-2024		
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



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PLACEMENT CELL

Role of the cell

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

Committee Members

2023-2024		
1	NIYAS T H	DEPARTMENT OF ENGLISH
2	FOUSIYA P	DEPARTMENT OF COMMERCE
3	JOSEPH P J	DEPARTMENT OF PSYCHOLOGY
4	CHITRA V	DEPARTMENT OF ECONOMICS
5	JOHN JOSEPH	DEPARTMENT OF BIOSCIENCE



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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

2023-2024		
1	ELSA PAULOSE	DEPARTMENT OF BIO-SCIENCE
2	MINU ALEYS	DEPARTMENT OF COMPUTER SCIENCE
3	SAVITHA PAUL	DEPARTMENT OF HINDI
4	MEERA GEORGE	DEPARTMENT OF COMMERCE
5	SHAMILA K A	DEPARTMENT OF ENGLISH



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SC/ST STUDENTS WELFARE COMMITTEE

The Role of the committee

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

Committee Members

2023-2024			
1	DR. VIJI K RAMAKRISHNAN	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



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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

2023-2024			
1	DIVYA T C	STAFF REPRESENTATIVE	DEPARTMENT OF BUSINESS ADMINISTRATION
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	ARYA V G	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.
- Encourages the students' sports activities, arranges all platforms for the students to develop a sportsmanship in the life and academics.

Committee Members

2023-2024		
1	DR. VIJI K RAMAKRISHNAN	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 at 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

2023-2024			
1	Dr. A P ELDHO	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	SHANAVAS P M	STAFF REPRESENTATIVE	DEPARTMENT OF COMMERCE
6	SHAMEENA K MUHAMMED	STAFF REPRESENTATIVE	DEPARTMENT OF ECONOMICS
7	JOHN JOSEPH	STAFF REPRESENTATIVE	DEPARTMENT OF BIOSCIENCE



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 raging 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

2023-2024		
1	DR. VIJI K RAMAKRISHNAN	CHAIRMAN(PRINCIPAL)
2	DR. HARIKANTH S	CONVENER, ANTI RAGGING SQUAD
3	SHAMEENA MUHAMMED	CONVENER (HOD, ECONOMICS)
4	BADUSHA BASHEER	ADMINISTRATIVE OFFICER
5	SUB INSPECTOR OF POLICE	KOTHAMANGALAM POLICE STATION
6	K K NAZAR	MEMBER, NELLIKUZHI GRAMPANCHAYATH
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	SOUMYA THANKACHAN	MEMBER (HOD, ZOOLOGY)
12	ANIL MANI	MEMBER (HOD, STATISTICS)
13	ANSARI K P	MEMBER (HOD, ENGLISH)



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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

2023-2024		
1	DR. VIJI K RAMAKRISHNAN	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



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

2023-2024		
1	SAJID A M	PRESIDENT
2	SHAMEENA K 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



GRIEVANCE REDRESSAL COMMITTEE

RESPONSIBILITIES OF THE COMMITTEE

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

Committee Members

2023-2024		
1	DR. VIJI K RAMAKRISHNAN	PRINCIPAL
2	SAUMYA TS	HOD, COMPUTER SCIENCE
3	SHANAVAS P M	ASSISTANT PROFESSOR, COMMERCE DEPARTMENT
4	MUHAMMED JASIN P K	COLLEGE UNION CHAIRPERSON
5	RUTH MARIYAM JOHNSON	STUDENTS REPRESENTATIVES
6	ALBY P MATHEW	DIFFERENTLY ABLED STUDENTS REPRESENTATIVES
8	SHEREENA SHAJI	P T A REPRESENTATIVES
9	SONUJ SUMOD, UUC	UNIVERSITY REPRESENTATIVES
10	SABARINATH CHANDRAN	SC/ST STUDENT REPRESENTATIVE
11	ABHIJITH T	UNIVERSITY UNION COUNCILLOR



IQAC - INTERNAL QUALITY ASSURANCE CELL

RESPONSIBILITIES OF THE CELL

- Strives hard in monitoring the quality of education
- To encourage the departments to conduct several departmental programs

CHAIRPERSON	DR. VIJI K RAMAKRISHNAN	PRINCIPAL
CO-ORDINATOR	MR. SAJID A M	IQAC CO-ORDINATOR
MANAGEMENT	HAJIK M PAREETH	CHAIRMAN, INDIRA GANDHI MEMORIAL TRUST
	DR. SHIYAS K P	GENERAL SECRETARY, INDIRA GANDHI MEMORIAL TRUST
TEACHERS	MR. ANSARI K P	CONVENER, CRITERION 1
	MRS. JOTHY C NAIR	CONVENER, CRITERIA 2
	MRS. BRIDGET SCARIA	CONVENER, CRITERIA 3
	MR. MALIK DINAR	CONVENER, CRITERIA 4
	MRS. MEERA M NAIR	CONVENER, CRITERIA 5
	MRS. ANEESA A RAHMAN	CONVENER, CRITERIA 6
	MRS. SHAMEENA K MUHAMMED	CONVENER, CRITERIA 7
	MR HARIKANTH S	SENIOR FACULTY MEMBER
	PROF. T V JACOB	HOD OF CHEMISTRY
	MR. SHANAVAS P M	HOD OF COMMERCE
	MRS. SAUMYA T S	HOD OF COMPUTER SCIENCE
	MRS. BINDU K A	HOD OF STATISTICS
	MS. RABIYA K A	HOD OF ZOOLOGY
ADMINISTRATION	MR. BADUSHA BASHEER	ADMINISTRATIVE OFFICER
LIBRARY REPRESENTATIVE	MRS JOSSEENA JOSE	LIBRARIAN
ALUMNI REPRESENTATIVE	DR. ARUNDEV P R	MEMBER ALUMNI
EXTERNAL MEMBER	MRS. SHAHANA ANAS	WARD MEMBER, NELLIKUZHI GRAMA PANCHAYATH
PARENT REPRESENTATIVE	MR. P M MAJEED	PRESIDENT, NELLIKUZHI GRAMA PANCHAYATH
STUDENT REPRESENTATIVE	MR. MUHAMMED JASSIM	CHAIRPERSON, COLLEGE UNION