



**(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

| 2024-2025 |                         |   |
|-----------|-------------------------|---|
| 1         | DR. VIJI K RAMAKRISHNAN | PRINCIPAL                                     |
| 2         | DR. JAGADEESH G NAMBIAR | VICEPRINCIPAL                                 |
| 3         | SAJID A M               | IQAC CO-ORDINATOR                             |
| 4         | DR. HARIKANTH S         | HOD, COMMERCE DEPARTMENT                      |
| 5         | ELZA PAULOSE            | HOD, BIO-SCIENCE DEPARTMENT                   |
| 6         | SAUMYA T S              | HOD, COMPUTER SCIENCE DEPARTMENT              |
| 7         | MEERA M NAIR            | HOD, BUSINESS<br>ADMINISTRATION<br>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                     |
| 12        | SHANAVAS P M            | ASSISTANT PROFESSOR                           |
| 13        | ANEESA A RAHMAN         | 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

| 2024-2025 |                         |   |
|-----------|-------------------------|---|
| 1         | DR. VIJI K RAMAKRISHNAN | PRINCIPAL                               |
| 2         | DR. JAGADEESH G NAMBIAR | VICE PRINCIPAL                          |
| 3         | SAJID A M               | IQAC                                    |
| 4         | DR. HARIKANTH S         | HOD, COMMERCE DEPARTMENT                |
| 5         | ELZA PAULOSE            | HOD, BIO-SCIENCE DEPARTMENT             |
| 6         | SAUMYA T S              | HOD, COMPUTER SCIENCE DEPARTMENT        |
| 7         | MEERA M NAIR            | HOD, BUSINESS ADMINISTRATION DEPARTMENT |
| 8         | CHITRA V                | HOD, PSYCHOLOGY DEPARTMENT              |
| 9         | SHAMEENA K MUHAMMED     | HOD, ECONOMICS DEPARTMENT               |
| 10        | ANSARI K P              | HOD, ENGLISH DEPARTMENT                 |
| 11        | BRIDGET SCARIA          | HOD, FOOD TECHNOLOGY DEPARTMENT         |
| 12        | T V JACOB               | HOD, CHEMISTRY DEPARTMENT               |
| 13        | SHANAVAS PM             | NODAL OFFICER, MGU UGP (HONS)           |



## 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

| 2024-2025 |                         |                                       |
|-----------|-------------------------|---------------------------------------|
| 1         | NODAL OFFICER           | ANEESA A RAHMAN (ASSISTANT PROFESSOR) |
| 2         | ASSISTANT NODAL OFFICER | ABINLAL A K (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.
- Notify the students regarding the university exam time table.

#### Committee Members

| 2024-2025 |                         |                        |
|-----------|-------------------------|------------------------|
| 1         | DR. VIJI K RAMAKRISHNAN | CHIEF SUPT.            |
| 2         | DR. JAGADEESH G NAMBIAR | VICE PRINCIPAL         |
| 3         | SAUMYA T S              | SENIOR ASSISTANT SUPT. |
| 4         | SAJID A M               | IQAC COORDINATOR       |

| SINo. | 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     | CHITRA V            | PSYCHOLOGY                   |
| 8     | BRIDGET SCARIA      | FOOD TECHNOLOGY              |
| 9     | ELZA PAULOSE        | BIO SCIENCE                  |
| 10    | RABIYA NM           | ZOOLOGY                      |
| 11    | SHANAVAS P M        | NODAL OFFICER ,MGU UGP(HONS) |



### 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

| 2024-2025 |                         |                             |                 |
|-----------|-------------------------|-----------------------------|-----------------|
| 1         | DR. VIJI K RAMAKRISHNAN | PRINCIPAL                   | MEMBER          |
| 2         | DR. JAGADEESH G NAMBIAR | VICE PRINCIPAL              | MEMBER          |
| 3         | MEERA M NAIR            | HOD BUSINESS ADMINISTRATION | CHAIRPERSON     |
| 4         | SAJID A M               | IQAC COORDINATOR            | MEMBER          |
| 5         | MAHIN SALIM             | POLICE OFFICER              | EXTERNAL MEMBER |
| 6         | SHAHANA ANAS            | WARD MEMBER                 | EXTERNAL MEMBER |
| 7         | LINTU SARA JOSE         | ASSISTANT PROFESSOR         | MEMBER          |
| 8         | SUBI B S                | ASSISTANT PROFESSOR         | MEMBER          |
| 9         | SREELEKSHMI T S         | ASSISTANT PROFESSOR         | MEMBER`         |
| 10        | BRIDGET SCARIA          | ASSISTANT PROFESSOR         | MEMBER`         |
| 11        | SHANAVAS P M            | ASSISTANT PROFESSOR         | MEMBER`         |
| 12        | ALEENA REJI             | UG STUDENT                  | STUDENT MEMBER  |
| 13        | RUTH MARIYAM JOHNSON    | UG STUDENT                  | STUDENT MEMBER  |



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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  | <b>DR. VIJI K RAMAKRISHNAN (PRINCIPAL)</b>        | <b>Chairman</b>   |
| 2  | <b>DR. JAGDEESH G NAMBIAR (VICE PRINCIPAL)</b>    | <b>Member</b>     |
| 3  | <b>JOSSEENA JOSE (LIBRARIAN)</b>                  | <b>Convenor</b>   |
| 4  | <b>SHANAVAS P M (HoD COMMERCE)</b>                | <b>Member</b>     |
| 5  | <b>ELZA PAULOSE (HoD BIOSCIENCE)</b>              | <b>Member</b>     |
| 6  | <b>SAUMYA T S (HoD COMPUTER SCIENCE)</b>          | <b>Member</b>     |
| 7  | <b>MEERA M NAIR (HoD BUSINESS ADMINISTRATION)</b> | <b>Member</b>     |
| 8  | <b>CHITRA V (HoD PSYCHOLOGY)</b>                  | <b>Member</b>     |
| 9  | <b>SHAMEENA K MUHAMMED (HoD ECONOMICS)</b>        | <b>Member</b>     |
| 10 | <b>ANSARI K P (HoD English)</b>                   | <b>Member</b>     |
| 11 | <b>BRIDGET SCARIA (HoD FOOD TECHNOLOGY)</b>       | <b>Member</b>     |
| 12 | <b>PROF. T V JACOB (HoD CHEMISTRY)</b>            | <b>Member</b>     |
| 13 | <b>RUTH MARIAM JOHNSON</b>                        | <b>UG Student</b> |



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### NATIONAL SERVICES SCHEME (NSS)

#### Responsibilities Of the Committee

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

#### Committee Members

| 2024-2025 |                   |                     |
|-----------|-------------------|---------------------|
| 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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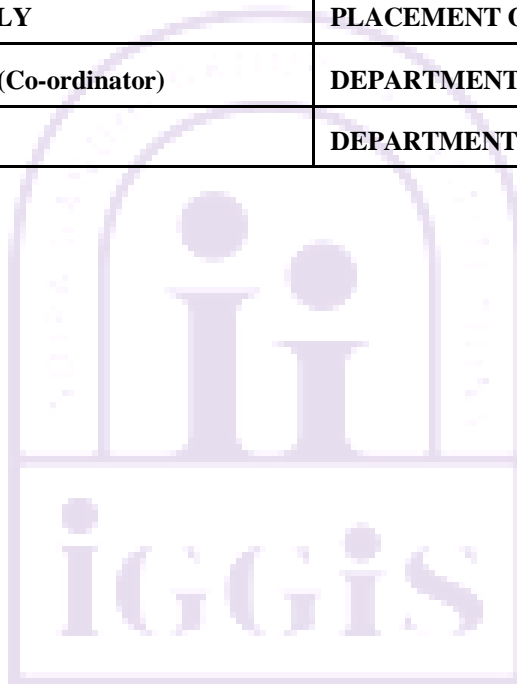
## PLACEMENT CELL

### Role of the cell

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

### Committee Members

| 2024-2025 |                            |                               |
|-----------|----------------------------|-------------------------------|
| 1         | PERSIS CHARLY              | PLACEMENT OFFICER             |
| 2         | ANIL T LUKE (Co-ordinator) | DEPARTMENT OF FOOD TECHNOLOGY |
| 3         | FOUSIYA P                  | DEPARTMENT OF COMMERCE        |







## 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

| 2024-2025 |                   |                                |
|-----------|-------------------|--------------------------------|
| 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         | BINCY T A         | DEPARTMENT OF ENGLISH          |
| 6         | VISMAYA           | DEPARTMENT OF PSYCHOLOGY       |
| 7         | ASHNAMOL VARGHESE | DEPARTMENT OF STATISTICS       |



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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

| 2024-2025 |                                    |                             |   |
|-----------|------------------------------------|-----------------------------|---|
| 1         | <b>DR. VIJI K<br/>RAMAKRISHNAN</b> | <b>PRINCIPAL</b>            | <b>CHAIRMAN</b>                             |
| 2         | <b>SHANAVAS P M</b>                | <b>FACULTY MEMBER</b>       | <b>SECRETARY</b>                            |
| 3         | <b>ANEESA A<br/>RAHMAN</b>         | <b>WOMEN FACULTY MEMBER</b> | <b>MEMBER</b>                               |
| 4         | <b>P M MAJEED</b>                  | <b>MEMBER</b>               | <b>PRESIDENT, NELLIKUZHI<br/>PANCHAYATH</b> |
| 5         | <b>BADUSHA<br/>BASHEER</b>         | <b>MEMBER</b>               | <b>ADMINISTRATIVE OFFICER</b>               |



## 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

| 2024-2025 |                |                         |                                       |
|-----------|----------------|-------------------------|---------------------------------------|
| 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 VG        | 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

| 2024-2025 |                         |                      |
|-----------|-------------------------|----------------------|
| 1         | DR. VIJI K RAMAKRISHNAN | PRINCIPAL            |
| 2         | DR. JAGADEESH G NAMBIAR | VICE PRINCIPAL       |
| 3         | VISHNU K S              | PHYSICAL EDUCATOR    |
| 4         | MINU ALIAS              | STAFF REPRESENTATIVE |
| 5         | JOHN JOSEPH             | STAFF REPRESENTATIVE |
| 6         | FOUSIYA P               | STAFF REPRESENTATIVE |
| 7         | ANIL T LOUK             | 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

| 2024-2025 |                                    |                                 |  |
|-----------|------------------------------------|---------------------------------|--|
| 1         | <b>DR. VIJI K<br/>RAMAKRISHNAN</b> | <b>PRINCIPAL</b>                |  |
| 2         | <b>DR. JAGADEESH G<br/>NAMBIAR</b> | <b>VICEP RINCIPAL</b>           |  |
| 3         | <b>Dr. A P ELDHO</b>               | <b>COORDINATOR</b>              | <b>DEPARTMENT OF ENGLISH</b>                     |
| 4         | <b>SHAHANA ANAS</b>                | <b>EXTERNAL MEMBER</b>          | <b>WARD MEMBER</b>                               |
| 5         | <b>MEERA M NAIR</b>                | <b>STAFF<br/>REPRESENTATIVE</b> | <b>DEPARTMENT OF BUSINESS<br/>ADMINISTRATION</b> |
| 6         | <b>SAUMYA T S</b>                  | <b>STAFF<br/>REPRESENTATIVE</b> | <b>DEPARTMENT OF COMPUTER SCIENCE</b>            |
| 7         | <b>SHANAVAS P M</b>                | <b>STAFF<br/>REPRESENTATIVE</b> | <b>DEPARTMENT OF COMMERCE</b>                    |
| 8         | <b>SHAMEENA K<br/>MUHAMMED</b>     | <b>STAFF<br/>REPRESENTATIVE</b> | <b>DEPARTMENT OF ECONOMICS</b>                   |
| 9         | <b>JOHN JOSEPH</b>                 | <b>STAFF<br/>REPRESENTATIVE</b> | <b>DEPARTMENT OF BIOSCIENCE</b>                  |



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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

| 2024-2025 |                         |                                      |
|-----------|-------------------------|--------------------------------------|
| 1         | DR. SIYAD K P           | CEO                                  |
| 2         | DR. VIJI K RAMAKRISHNAN | CHAIRMAN(PRINCIPAL)                  |
| 3         | SUB INSPECTOR OF POLICE | KOTHAMNGALAM POLICE STATION          |
| 4         | DR. JAGADEESH G NAMBIAR | VICE PRINCIPAL                       |
| 5         | BADUSHA BASHEER         | ADMINISTRATIVE OFFICER               |
| 6         | SAJID A M               | IQAC COORDINATOR                     |
| 7         | BINDU K                 | HOSTEL WARDEN                        |
| 8         | PROF. T V JACOB         | MEMBER (HOD CHEMISTRY)               |
| 9         | MEERA M NAIR            | MEMBER (HOD BUSINESS ADMINISTRATION) |
| 10        | FARIS M B               | PRO                                  |
| 11        | SAUMYA T S              | MEMBER (HOD, COMPUTER SCIENCE)       |
| 12        | SHANAVAS P M            | MEMBER(HOD,COMMERCE)                 |
| 13        | ANIL MANI               | MEMBER (HOD, STATISTICS)             |
| 14        | SHAMEENA K MUHAMMED     | MEMBER (HOD, ECONOMICS)              |
| 15        | 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

| 2024-2025 |                         |   |
|-----------|-------------------------|---|
| 1         | DR. VIJI K RAMAKRISHNAN | PRINCIPAL                               |
| 2         | DR. JAGADEESH G NAMBIAR | VICE PRINCIPAL                          |
| 3         | BADUSHA BASHEER         | ADMINISTRATIVE OFFICER                  |
| 4         | SAJID A M               | IQAC COORDINATOR                        |
| 5         | SAUMYA T S              | HOD, DEPARTMENT OF COMPUTER SCIENCE     |
| 8         | MEERA M NAIR            | UNION ADVISOR                           |
| 7         | 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

| 2024-2025 |                         |                              |
|-----------|-------------------------|------------------------------|
| 1         | DR. VIJI K RAMAKRISHNAN | PRINCIPAL                    |
| 2         | DR. JAGADEESH G NAMBIAR | VICE PRINCIPAL               |
| 3         | SAJID A M               | PRESIDENT                    |
| 4         | SHAMEENA K MUHAMMED     | CONVENOR                     |
| 5         | SHANAVAS P M            | SOCIAL MEDIA                 |
| 6         | ANEESA A RAHMAN         | STARTUP ACTIVITY COORDINATOR |
| 7         | MEERA M NAIR            | IPR ACTIVITY COORDINATOR     |
| 8         | SUBI B S                | INTERNSHIP ACTIVITY          |
| 9         | BRIDGET SCARIA          | INNOVATION ACTIVITY MEMBER   |
| 10        | JOSEENA JOSE            | MEMBER                       |
| 11        | 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

| 2024-2025 |                         |   |
|-----------|-------------------------|---|
| 1         | Dr. VIJI K RAMAKRISHNAN | PRINCIPAL   |
| 2         | SHANAVAS P M            | MEMBER (HOD, COMMERCE)  |
| 3         | SAUMYA T S              | MEMBER (HOD, COMPUTER SCIENCE)  |
| 4         | JAISAL N A              | COLLEGE UNION CHAIRPERSON   |
| 5         | VYSAKH SURESH           | STUDENTS REPRESENTATIVE, 3 <sup>RD</sup> YEAR BSc<br>CYBER FORENSIC   |
| 6         | RUTH MARIYAM JOHNSON    | STUDENTS REPRESENTATIVE, 3 <sup>RD</sup> YEAR BSc<br>PSYCHOLOGY       |
| 7         | ALBI P MATHEW           | DIFFERENTLY ABLED STUDENT<br>REPRESENTATIVE, 3 <sup>RD</sup> YEAR BCA |
| 8         | SABARINATH CHANDRAN     | STUDENTS REPRESENTATIVE, 3 <sup>RD</sup> YEAR BCA                     |
| 9         | SONUJ SUMOD             | UNIVERSITY REPRESENTATIVE   |
| 10        | MINI JOY                | PTA MEMBER  |



## 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             | Haji.K M Pareeth         | Chairman, Indira Gandhi Memorial Trust          |
|                        | Dr. Shiyas K P           | General Secretary, Indira Gandhi Memorial Trust |
| Teachers               | Dr. Jagadeesh G Nambiar  | Vice-Principal                                  |
|                        | Mrs. Subi B S            | Convener, Criterion 1                           |
|                        | Mrs. Lintu Sara Jose     | 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                            |
|                        | 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. Jaisal N A           | Chairperson, College Union                      |



**INDIRA GANDHI  
COLLEGE OF  
ARTS AND SCIENCE**

Principal: 907 2212200

Administrative Officer: 907 2212 201

828 1791 384

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