

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

No. IQAC/04/2023-24

Dated, 10<sup>th</sup> July. 2023

Sub: SES College Sreekandapuram- Constitution of Committees for the period of 2023- 2024– Orders issued.

The Principal is pleased to constitute various committees consisting of the following members of staff.

**Dr. Pradeep K V-Vice Principal**

**STAFF COUNCIL (COLLEGE COUNCIL/ ACADEMIC COUNCIL)**

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| 1. Dr. Dominic Thomas, Principal  | (Chairman)                      |
| 2. Dr. Pradeep K V Vice Principal | HoD Economics                   |
| 3. Dr. Reena Sebastian            | (Elected Member)                |
| 4. Dr. Sajeesh T J                | (IQAC Coordinator)              |
| 5. Mrs.Anumol Thomas              | (HoD BBA)                       |
| 6. Sri. Preju K Paul              | (HoD Physical Education )       |
| 7. Smt. Nasreena P K              | (HoD History )                  |
| 8. Smt. Shyna Janardhanan         | (HoD English )                  |
| 9. Smt.Rasina M P                 | (HoD Mathematics)               |
| 10. Smt. Salija P V               | (HoD Chemistry )                |
| 11. Dr. Dhanya A C                | (HoD Physics )                  |
| 12. Smt. Jesna P                  | (HoD B.Com )                    |
| 13. Sri. Deepu Jose K             | (HoD MAJMC )                    |
| 14. Mr. Previn P F                | (Elected Member)                |
| 15. Sri Bineesh K B               | (In charge Unaided Section)     |
| 16. Smt. Thahira P K              | (HoD Commerce Unaided)          |
| 17. Smt. Shalakra T K             | (HoD English Unaided)           |
| 18. Smt. Juni Thomas              | (HoD Computer Science, Unaided) |

**Head of the Departments**

- |                           |  |
|---------------------------|--|
| 1. Dr. Pradeep K V        | Department of Economics:                   |
| 2. Smt. Anumol Thomas     | Department of Commerce-BBA                 |
| 3. Lt: Preju k Paul       | Department of Physical Education:          |
| 4. Smt. Nasreena P K      | Department of History:                     |
| 5. Smt. Shyna Janardhanan | Department of English                      |
| 6. Smt. Rasina M P        | Department of Mathematics:                 |
| 7. Smt. Salija P V        | Department of Chemistry:                   |
| 8. Dr. Dhanya A C         | Department of Physics                      |
| 9. Smt. Jasna P           | Department of Commerce                     |
| 10. Sri Deepu Jose        | Department of Journalism and Communication |
| 11. Sri. Nirmal C         | Department of Malayalam:                   |
| 12. Dr. Jayathi           | Department of Hindi:                       |
| 13. Smt. Shalakra T K     | Department of English Unaided              |
| 14. Smt. Thahira P K      | Department of Commerce Unaided             |
| 15. Smt. Juni Thomas      | Department of Computer application Unaided |

## **IQAC**

1. Chairman : Dr. Dominic Thomas, Principal
2. Representative of Management : Sri. Vinil Varghese (Manager SES)
3. Representative of Management : Prof. V D Joseph (Secretary SES)
4. Dr. Pradeep K V Vice Principal
5. IQAC Coordinator: Dr.Sajeesh T J
6. NAAC Coordinator :Dr.Seena P P
7. NAAC joint coordinator : Sri Samson Rajan
8. SAAC Coordinator : Smt. ShynaJanrdhanan
9. IQAC member- Dr. Soumya Maria Jacob(Research Innovations and extension)
10. IQAC member- Smt. Rasina M P(Student Support and progression)
11. IQAC member- Smt. Silja C(Curricular Aspects)
12. IQAC member- Dr. Dhanya AC(Teaching learning and evaluation)
13. IQAC member- Dr. Shyni M C(Infrastructure and learning resources)
14. IQAC member - Sri. Sanish M S(Governance, leadership and management)
15. IQAC member - Sri Previn P F (Institutional values and best practices)
16. IQAC member ( Unaided) Sri Bineesh K B
17. IQAC member ( Unaided) Smt. Thahira P K
18. IQAC member ( Unaided) Smt. Shalakra T K
19. IQAC member ( Unaided) Smt. Juni Thomas
20. Administrative Staff Sri. Fais K P (Junior Superintendent)
21. Administrative Staff Smt. Jessy Joseph (UDC)
22. Administrative Staff Sri Vijith E V ( Computer Asst)
23. Administrative Staff Sri. Akhilesh A(Mechanic)
24. Alumni Association Dr. R K Biju
25. Chairman, Students Union Sri.Adhithyan P
26. Member Local Society Dr. Philomina K V (Municipal Chairperson)
27. Stakeholder Representative Dr. Jessy N C,Principal, PKM Training College

## **Department Quality Assurance Cell ( DQC)**

1. Dr. Pradeep K V Economics
2. Lt. Preju K Paul Physical Education
3. Smt. Nasreena P K History
4. Smt. Punnya Prakashan A K BBA
5. Sri. Gopalakrishnan P.R English
6. Dr.Saumya Maria Jacob Chemistry
7. Smt. Rasina M P Mathematics
8. Dr.Dhanya AC Physics
9. Smt. Jesna P BCom
10. Sri. Nirmal Malayalam
11. Dr. Jayathi Hindi
12. - Smt. Anjana V V Statistics
13. Smt. Shalakra T K English(unaided)
14. Smt. Juny Thomas BCA(unaided)
15. Smt. Thahira P K Commerce(unaided)

**AISHE**

1. AISHE Coordinator - Dr. Sreekumar N M

**NIRF**

1. NIRF & NAAC Coordinator - Dr. Seená P P
2. KIRF & SAAC Coordinator - Smt Shyna Janadhanan

**RUSA - BOARD OF GOVERNORS.**

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

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

**RUSA - PROJECT MONITORING UNIT.**

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

1. Dr. Dominic Thomas, Principal, Chairman
2. Dr. Pradeep K V, Institutional Coordinator, RUSA. Convener
3. Dr. Reena Sebastian, Nodal Officer
4. Dr. Sreekumar N M, Nodal Officer
5. Dr. Sajeesh T J, IQAC Coordinator
6. Sri. Preju K Paul, Nodal Officer
7. Smt. Punnya Prakashan, Nodal Officer
8. Sri. Samson Rajan Nodal Officer
9. Dr. Soumya Mariya Jacob, Asst Prof. of Chemistry
10. Sri. Deepu Jose K, Asst Prof. MCJ
11. Smt. Bhavya Ravindran Librarian
12. Sri. Fais K P J S
13. Smt. Vidya E V HA
14. Sri Vijith E V Computer Asst.
15. Vice President, College PTA
16. Adithyan Chairman, Students' Union (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. Seená 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. Smt. Juny Thomas
11. Dr. Lilly Latheef, Bsc MBBS
12. Sri. Amal Suresh (NCC)
13. Smt. Sifana K K (NSS)

**STUDENTS GRIEVANCE REDRESSAL COMMITTEE**

1. Dr. Reena Sebastian Convener
2. Dr. Pradeep K V Vice Principal
3. Smt. Anumol Thomas
4. Sri. Preju K Paul
5. Smt. Nasreena P K
6. Smt. Shyna Janardhanan
7. Smt. Rasina M P
8. Smt. Salija P V
9. Dr. A C Dhanya
10. Smt. Jesna P
11. Sri. Deepu Jose K

**STUDENTS' DISCIPLINE COMMITTEE**

(Students Discipline, Code of Conduct for students)

1. Dr. Pradeep K V Vice Principal
2. Dr. Reena Sebastian Convener
3. Smt. Anumol Thomas
4. Sri. Preju K Paul
5. Smt. Nasreena P K
6. Smt. Shyna Janardhanan
7. Smt. Rasina M P
8. Smt. Salija P V
9. Dr. Dhanya A C
10. Smt. Jesna P
11. Sri. Deepu Jose K
12. Sri Bineesh K B

**GENERAL DISCIPLINE**

1. Sri. Vinil Varghese, (Manager, SES College)
2. Dr. Dominic Thomas, Principal      Chairman
3. Dr. Pradeep K V Vice Principal
4. Dr. Reena Sebastian
5. Dr. Sreekumar N M
6. Sri. Preju K Paul (NCC Officer)
7. Smt. Shyni M C (NSS Programme Officer)
8. Sri. Deepu Jose K (NSS Programme Officer)
9. Sri Bineesh K B
10. Sri. Fais K P

11. Vice President,
12. Adithyan

College PTA  
College Union Chairman, Ex Officio

#### **ANTI RAGGING CELL**

1. Dr. Sreekumar N M Convener
2. Dr. Pradeep K V Vice Principal
3. Dr. Reena Sebastian
4. Smt. Anumol Thomas
5. Dr. Sunitha Joseph
6. Sri. Preju K Paul
7. Smt. Shyna Janardhanan
8. Smt. Salija P V
9. PTA Vice President
10. Sri. Fais K P
11. Smt. Veena Sasidharan
12. Smt. Deepthi K
13. Sri. Muneer Sub Inspector of Police, Sreekandapuram
14. Ist year student
15. Kum. Theertha

#### **ANTI RAGGING SQUAD**

1. Dr. Sunitha Joseph Convener
2. Dr. Pradeep K V Vice Principal
3. Dr. Reena Sebastian
4. Sri. Preju K Paul
5. Smt. Punnya Prakasan
6. Smt. Shabeena Backer
7. Smt. Soumya Maria Jacob
8. Dr. Shyni M C
9. Sri. Deepu Jose
10. Sri. Sanish M
11. Sri. Previn P F
12. Mr. Adithyan Thirumana Chairman, Students' Union
13. Kum. Theertha
14. Kum. Shanima
15. Kum. Shifana.

#### **INTERNAL ASSESSMENT GRIEVANCE AND INTERNAL EXAMINATION COORDINATION COMMITTEE**

(Internal assessment grievance, Model Exams, Internal Exams, Software for internal Assessment - Exam and Special Time table, Notices, Question Papers, Documentation of duty, Attendance, Absentees)

1. Dr. Pradeep K V Convener
2. Dr. Reena Sebastian
3. Smt. Anumol Thomas
4. Smt. Nasreena P K
5. Sri. Samson Rajan
6. Smt. Shyna Janardhanan
7. Smt. Rasina M P

8. Smt. Salija P V
9. Dr. A C Dhanya
10. Smt. Jesna P
11. Sri. Deepu Jose K
12. Smt. Sheena K (Unaided)
13. Smt. Divya E J (Unaided)

#### **ACADEMIC MONITORING COMMITTEE**

(Academic Calendar, Action Plans, Internal Assessment, ATR, AAA, Model exams, Courses-Bridge, Seminars and Programmes, MOOC, Online courses, PBAS, Performance Appraisal, Slow learners and advanced learners programme, Curriculum feedback)

1. Dr. Reena Sebastian Convener
2. Dr. Pradeep K V
3. Dr. Sajeesh T J
4. Smt. Anumol Thomas
5. Dr. Seena P P
6. Dr. Sunitha Joseph
7. Sri. Samson Rajan
8. Smt. Shabeena Backer
9. Dr. Saumya Maria Jacob
10. Smt. Silja C
11. Dr. Dhanya A C
12. Smt. Jesna P
13. Sri. Deepu Jose K
14. Sri. Bineesh K B

#### **MASTER TIME TABLE**

1. Sri. Samson Rajan
2. Dr. Dhanya A.C.
3. Smt. Jesna P

#### **ADMINISTRATIVE MONITORING COMMITTEE**

(Administrative duty allocation, performance appraisal, Financial Audits, Documentation)

1. Dr. Dominic Thomas - Principal
2. Dr. Reena Sebastian Convener
3. Dr. Sreekumar N M
4. Sri. Fais K P
5. Smt. Vidya E V
6. Smt. Jessy Joseph
7. Sri. Vijith E V
8. Smt. Sneha Pradeep

#### **EXTENSION ACTIVITIES COMMITTEE**

1. Dr. Sunitha Joseph Convener
2. Sri. Preju K Paul
3. Dr. Rejith P P
4. Dr. Shyni M C
5. Mr. Deepu Jose
6. Sri. Shakkir P V

7. Sri Fais K P
8. Smt. Veena Sasidharan
9. Smt. Soniya Varghease
10. Smt. Manjima Benny

#### **RESEARCH DEVELOPMENT COMMITTEE**

1. Dr.Soumya Maria Jacob ( Convener)
2. Dr.Sreekumar N M
3. Dr.Pradeep K V
4. Dr.Sunitha Joseph
5. Dr.Dhanya A C
6. Dr.Rejith P P
7. Dr.Shyni M C
8. Dr. Bipin John

#### **PURCHASE COMMITTEE**

1. Dr. Reena Sebastian Convener
2. Sri. Preju K paul
3. Smt. Salija P V
4. Dr. Dhanya A C
5. Sri. Fais K P
6. Smt. Vidya E V
7. Sri. Padmakumar S T
8. Sri. Akhil K R

#### **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. Dr. Pradeep K V Vice Principal Convener
3. Dr. Reena Sebastian
4. Smt. Anumol Thomas
5. Sri. Preju K Paul
6. Smt. Rasina M P
7. Smt. Salija C
8. Dr. Dhanya A C
9. Smt. Jesna P
10. Sri. Deepu Jose K
11. Sri. Bineesh K B
12. Sri. Fais K P
13. Smt. Remya K P
14. Smt. Jinsha K C

#### **LIBRARY ADVISORY COMMITTEE**

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

1. Dr. Dominic Thomas, Chairman
2. Dr. Pradeep K V (Vice Principal)
3. Sri. Gopalakrishanan P R (Convener)
4. Smt. Bhavia Ravundran (Librarian)
5. Smt. Nasreena P K

6. Smt. Punnya Prakasan
7. Smt. Shabeena Backer
8. Dr. Dhanya A C
9. Sri. Nirmal C
10. Smt. Neethu P
11. Dr. Jayathi P
12. Dr. Bibin John
13. Mr. Adithyan Thirumana                      Chairman, College Students Union (Ex Officio)
14. Student Representative

**WEBSITE & MEDIA COMMITTEE**

(Website updation, Advertising, News and Events, Achievements, Publicity, E contents, College Blogue, YouTube, Recorded video classes, Online question bank, Online PPT)

1. Sri. Deepu Jose K    Convener
2. Sri. Preju K Paul
3. Smt. Shabeena Backer
4. Sri. Gopalakrishnan P R
5. Dr. Soumya Maria Jacob
6. Sri. Sanish M S
7. Sri. Previn P F
8. Sri. Bineesh K B

**ICT facilities and Computers** -(Maintenance of Computers and Stock Register)

1. Dr. Sreekumar N M                      ( Computer Lab)
2. Sri. Deepu Jose K                      (MCJ)
3. Sri. Bineesh K B                      ( Unaided)
4. Smt. Juny Thomas

**STUDENT WELFARE COMMITTEE-**

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

1. Smt. Shyna Janardhanan                      (Scholarship) Convener
2. Smt. Punya Prakashan
3. Smt. Shabeena Backer
4. Smt. Nasreena P K                      (Endowment )
5. Smt. Silja K                      (Students Aid fund)
6. Smt. Soniya Varghese
7. Smt. Deepthi K

**ALUMNI ASSOCIATION COMMITTEE**

1. Smt. Salija P V    Convener
2. Sri. Preju K Paul
3. Smt. ShynaJanardhanan
4. Smt. Rasina M P
5. Dr. Rejith P P
6. Sri Babu P Vijayan
7. Sri. Shakkir P V
8. Smt. Rakhana K Nambiar

**WOMENS HOSTEL COMMITTEE**

1. Dr. Dominic Thomas,    Principal
2. Smt. Anumol Thomas    Warden





11. Mr. Akshay Ramachandran
12. Kum. Theertha
13. Kum. Shanima
14. Kum. Shifana

#### **COLLEGE P T A**

1. Dr. Dominic Thomas      Principal, President
2. Smt. Punnya Prakasan              Secretary
3. Sri. Rameshan V
4. Sri. K K Krishnan
5. Sri. Vikesh
6. Smt. Prasanna
7. Smt. Lalithambika
8. Dr. Sreekumar N M
9. Dr. Rejith P P
10. Sri. Deepu Jose K
11. Sri. Sanish M S

#### **COLLEGE CANTEEN**

1. Sri. Gopalakrishnan P R                      Convener
2. Dr. Rejith P P
3. Smt. Soniya Varghese
4. Smt. Veena Sasidharan
5. Sri. Sreekumar P

#### **Other Responsibilities**

- |  |  |
|--|--|
| 1. NCC-  | Lt. Preju K Paul                       |
| 2. Chief of Examination :                            | Dr. Sreekumar N M                      |
| 3. University Examination Paper Charge :             | Dr. Reena Sebastian                    |
| 4. Public Information Officer- RTI Club              | Dr. Pradeep K V                        |
| 5. Nodal Officer Admission:                          | Dr. Sreekumar N M                      |
| 6. Nodal officer YIP :                               | Smt. Punnya Prakashan                  |
| 7. Nodal officer (EBSB) -                            | Sri. Gopalakrishnan P R                |
| 8. Nodal officer (UBA) -                             | Dr. Shyni M C                          |
| 9. Nodal officer NAD-                                | Smt. Anumol Thomas                     |
| 10. Nodal officer Anti -Drugs Programmes & COTPA-    | Dr. Sunitha Joseph                     |
| 11. Career guidance and placement cell coordinator - | Sri. Samson Rajan & Sri. Deepu Jose    |
| 12. Women Cell -                                     | Smt. Shabeena Backer                   |
| 13. Endowment & Scholarship                          | Smt. Nasreena & Smt. Shyna Janardhanan |
| 14. Counselling Cell -                               | Dr. Sunitha Joseph                     |
| 15. ED club and Skill Hub coordinator -              | Smt. Jesna P                           |
| 16. Student Aid Fund (SAF)                           | Smt. Silja C                           |
| 17. Forum for Democracy & Social Justice             | Sri. Previn P F                        |
| 18. KFON   | Dr. Sreekumar N M                      |
| 19. Connect Carrier to Campus                        | Sri. Samson Rajan                      |

## CLUBS

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| 1. Staff Club -                     | Dr. Pradeep K V                  |
| 2. Mathematics Club -               | Dr. Reena Sebastian              |
| 3. Literature Club -                | Sri. Gopalakrishnan P R          |
| 4. Fine Arts Club-                  | Sri. Previn P F                  |
| 5. Nature Club -                    | Sri. Samson Rajan                |
| 6. Book Club -                      | Smt. Bhavya                      |
| 7. Robotic Club                     | Smt. Jinisha                     |
| 8. Film and Photography Club        | Sri. Sanish M S &Smt. Shilpa K   |
| 9. Curriculum Feedback -            | Smt. Silja C&Smt. Anju V         |
| 10. College Calendar and handbook - | Sri Gopalakrishnan P R           |
| 11. Green Audit -                   | Sri. Previn P F                  |
| 12. Election Literacy Club-         | Smt. Punnya Prakasan             |
| 13. Energy Audit -                  | Dr. Dhanya A C                   |
| 14. Environment and water Audit -   | Smt. Salija P V                  |
| 15. Cooperative Store-              | Smt. PunnyaPrkashan              |
| 16. College Academic Calendar-      | Smt. Silja C                     |
| 17. Student Satisfaction Survey -   | Dr.Dhanaya AC &Smt.Manjima Benny |
| 18. IT Club :                       | Smt. Deepthi K K                 |
| 19. Travel Planters Club :          | Smt. Veena Sasidharan            |

These committees will coordinate the curricular, co-curricular and extra-curricular activities of the college and report to the IQAC.

Principal S/d