

# PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT. COLLEGE, ELERITHATTU

(Present: Dr. Mercy Joseph)

Ref: Minutes of the Staff meeting held 25/06/2018 at 2.15 PM and subsequent Staff Council meeting

## ORDER NO.B.1/2018 DATED : 25/06/2018

### ORDER

On the light of the Staff meeting decisions held on 25/06/2018 AT 2.15 P.M and subsequent Staff Council meeting the following modifications are made in the constitution of various committees and the following staff members are assigned charges.

#### I. Internal Quality Assurance Cell (IQAC)

1. Sri. Santhosh. C, HOD of Commerce : Co-ordinator
2. Dr. N. Karunakaran, HOD of Economics : Member
3. Sri. Ratheesh. P.K, Asst. Prof. of Economics : Member
4. Sri. Babu. C, Asst. Prof. of Economics : Member
5. Dr. Jaison. V. Joseph, Asst. Prof. of Economics : Member
6. Dr. Jija. J, HOD of Hindi
7. Smt. Biji Jose, Asst. Prof. of commerce
8. Smt. Gracy Antony, HOD of History
9. Sri. Soji. M. Sebastian, Asst. Prof. of Commerce
10. Sri. Ganesan. D.A, HOD of Political Science
11. The Head Accountant : Member

#### II. NAAC Core Committee

1. Dr. N. Karunakaran, HOD of Economics : Co-ordinator
2. Dr. Jaison. V. Joseph, Asst. Prof. of Economics : Member
3. Sri. Santhosh. C, HOD of Commerce : Member
4. Sri. Babu. C, Asst. Prof. of Economics : Member
5. Dr. Jija. J, HOD of Hindi : Member
6. Smt. Biji Jose, Asst. Prof. of commerce : Member
7. Smt. Gracy Antony, HOD of History : Member
8. Sri. Soji. M. Sebastian, Asst. Prof. of Commerce : Member
9. Sri. Ganesan. D.A, HOD of Political Science : Member

#### III. Civil Works Supervision

1. Dr. N. Karunakaran, HOD of Economics : Convenor
2. Smt. Rincy Sebastian, FIP Substitute, Commerce : Member
3. Dr. Abdul Wahab, FIP Substitute, Economics : Member
4. Sri. Ratheesh. P.K, Asst. Prof. of Economics : Member

#### IV. IT Complex

1. Sri. Babu. C, Asst. Prof. of Economics : Convenor
2. Smt. Biji Jose, Asst. Prof. of Commerce : Member

#### V. Language Lab

1. Smt. Priyanka Babu, Asst. Prof. of English : Convenor
2. Dr. Manikandan. C.C, FIP Substitute, Hindi : Member
3. Smt. Nithya V, Asst. Prof. of Hindi : Member
4. Smt. Lekshmi P, Asst. Prof. of English : Member

#### VI. Library Advisory Committee

1. Sri. Dr. Jija. J, Asst. Prof. of Hindi : Convenor
2. Smt. Biji Jose, Asst. Prof. of Commerce : Member
3. Dr. Manikandan. C.C, FIP Substitute, Hindi : Member
4. Smt. Tessymol George, Asst. Prof. of Economics : Member

#### VI. Scholar Support Programme

- Dr. Sindhu. N, Asst. Prof. of Economics : Co-ordinator

- VII. **Open Course**  
Smt. Gracy Antony, HOD of History : Co-ordinator
- VIII. **ORICE**  
1. Smt. Lekshmi.P, Asst. Prof. of English : Nodal officer  
2. Sri. Santhosh. C, Asst. Prof. of Commerce : Member
- IX. **Purchase Committee**  
1. Sri. Babu. C, Asst. Prof. of Economics : Convenor  
2. HOD of Economics, Commerce, English, Hindi, Malayalam, Physics, History, Political Science & Physical Education : Member  
3. Senior Superintendent : Member  
4. Section Clerk (A1 Section) : Member
- X. **Public Relations & Information Officer**  
Dr. N. Karunakaran, HOD of Economics
- XI. **Assistant Information Officer**  
Sri. Babu. P, Clerk
- XII. **Walk with a Scholar Programme**  
Smt. Gracy Antony, HOD of History : Co-ordinator
- XIII. **Remedial Coaching**  
Dr. N. Karunakaran, HOD of Economics : Co-ordinator
- XIV. **Discipline Committee**  
1. Dr. Jaison. V. Joseph, Asst. Prof. of Economics : Convenor  
2. Dr. N. Karunakaran, HOD of Economics : Member  
3. Smt. Gracy Antony, HOD of History : Member  
4. Dr. Josna Jacob, HOD of Malayalam : Member  
5. Smt. Biji Jose, Asst. Prof. of Commerce : Member
- XV. **CCSS Co-ordinator**  
Smt. Tessymol George, Asst. Prof. of Economics
- XVI. **ASAP Co-ordinator**  
Ganesan. D.A, Asst. Prof. of Political Science
- XVII. **Grievance Redress Cell (CCSS) Convener**  
Smt. Lekshmi. P, Asst. Prof. of English
- XVIII. **N.S.S Programme Officer**  
1. Sri. Santhosh. C, Asst. Prof. of Commerce  
2. Sri. Soji. M. Sebastian, Asst. Prof. of Commerce
- XIX. **Women Cell**  
1. Dr. Jija. J, Asst. Prof. of Hindi : Convenor  
2. Dr. Sindhu. N, Asst. Prof. of Economics : Member  
3. Sri. Ganesan. D.A, Asst. Prof. of Political Science : Member  
4. Smt. Vineetha. M, Clerk : Member  
5. Smt. Lekshmi. P, Asst. Prof. of English : Member  
6. Smt. Biji Jose, Asst. Prof. of Commerce
- XX. **Staff Council**  
1. Smt. Tessymol George, Asst. Prof. of Economics (Elected Member) : Secretary  
2. Dr. Jaison. V. Joseph, Asst. Prof. of Economics(Elected Member) : Member  
3. HOD of Economics, Commerce, English, Malayalam, Hindi, Physics, Political Science, History & Physical Education : Member

4. The Senior Superintendent : Member
- XXI. **PTA Staff Representatives**
1. Dr. Jaison. V. Joseph, Asst. Prof. of Economics : Secretary
  2. Sri. Soji. M. Sebastian, Asst. Prof. of Commerce : Member
  3. Sri. Ganesan D A Asst. Prof. of Political Science : Member
  4. Dr. Dr. N.Karunakaran, Asst. Prof. of Economics : Member
  5. Smt. Tessymol George, Asst. Prof. of Economics : Member
- XXII. **Scholarships**
1. Dr. Josna Jacob, HOD of Malayalam : Convenor
  2. Dr. Abdul Wahab, FIP Substitute, Economics : Member
  3. Dr. Manikandan. C.C, FIP Substitute, Hindi : Member
- XXIII. **Seminar Hall**  
Dr. Abdul Wahab, FIP Substitute of Economics
- XXIV. **Entry in Service Coaching**  
Smt. Nithya. V, Asst. Prof. of Hindi
- XXV. **Anti Narcotic Cell Convenor**
- XXVI. **Ethics Committee**
1. Smt. Tessymol George, Asst. Prof. of Economics : Convenor
  2. Smt. Rincy Sebastian, FIP Substitute of Commerce : Member
  3. Sri. Babu. C, Asst. Prof. of Economics : Member
  4. Dr. Josna Jacob, HOD of Malayalam : Member
- XXVII. **Additional Charge of Physical Education**  
Smt. Biji Jose, Asst. Prof. of Commerce
- XXVIII. **Additional Charge of Physics Department**  
Sri. Ratheesh. P.K, Asst. Prof. of Economics
- XXIX. **College Website**
1. Sri. Ratheesh. P.K, Asst. Prof. of Economics : Co-ordinator
  2. Sri. Ganesan. D.A, Asst. Prof. of Political Science : Member
  3. Sri. Babu. C, Asst. Prof. of Economics : Member
- XXX. **AISHE Nodal Officer**  
Sri. Biji. Jose, Asst. Prof. of Commerce
- XXXI. **Master Time Table**  
Dr. N. Karunakaran, HOD of Economics
- XXXII. **Punching Nodal Officer**  
Sri. Ganesan. D.A, Asst. Prof. of Political Science
- XXXIII. **NSS Advisory Committee Members:**
1. Dr. N. Karunakaran, HOD of Economics
  2. Dr. Jaison V Joseph, Asst. Prof. of Economics
  3. Sri. Santhosh. C, Asst. Prof. of Commerce
  4. Sri. Soji M Sebastian, Assistant Professor of Commerce

5. Sri. Ganesan. D.A, Asst. Prof. of Political Science
6. Smt. Tessymol George, Asst. Prof. of Economics

**XXXIV. Internal Complaint Committee**

1. Smt. Gracy Antony, HOD of History : Presiding Officer
2. Sri. Santhosh. C, HOD of Commerce : Members
3. Dr. Jija. J, Asst. Prof. of Hindi
4. Dr. Sindhu. N, Asst. Prof. of Economics
5. Sri. Ganesan. D.A, Asst. Prof. of Political Science
6. Smt. Annie. K, Clerk
7. Smt. Bindu Bhaskaran, Education Standing Committee Chairperson, West Eleri Grama Panchayat

**XXXV. Carrier Guidance Cell**

Sri. Santhosh. C, HOD of Commerce

**XXXVI. UG Admission Nodal Officer**

Smt. Gracy Antony, HOD of History

**XXXVII. Red Cross Co-ordinator**

Smt. Tessymol George, Asst. Prof. of Economics

**XXXVIII. Staff Club**

- |                 |                           |
|-----------------|---------------------------|
| President       | : Dr. N. Karunakaran,     |
| Vice President  | : Senior Superintendent   |
| Secretary       | : Mrs. Tessymol George    |
| Joint Secretary | : Mrs. Annie. K           |
| Members         | : Mr. Anwar Sadiq         |
|                 | : Mr. Santhosh. C         |
|                 | : Mr. Babu. C (Treasurer) |
|                 | : Dr. Jija. J             |
|                 | :                         |

**XXXIX. Anti ragging Committee**

- |          |  |
|----------|--|
| Chairman | : Principal  |
| Members  | : 1) Adv. P. Venugopalan (Member, Parappa Block Panchayath)                |
|          | : 2) T.M Chandran (Member, West Eleri Grama Panchayat)                     |
|          | : 3) Dr. N. Karunakaran (Vice Principal)                                   |
|          | : 4) Sri. T.G. Saseendran (PTA Vice President)                             |
|          | : 5) Sub Inspector of Police (Chittarikkal Police Station)                 |
|          | : 6) Mr. Vinod (Reporter Malayala Manorama)                                |
|          | : 7) Mr. Ratheesh. T.V (E.K.Nayanar Memorial Reading room,<br>Elerithattu) |
|          | : 8) ..... (I Semester B.A Economics)                                      |
|          | : 9) ..... (III Sem MA Economics)  |
|          | : 10) The Senior Superintendent  |

**XL. Anti ragging Squad**

- |          |  |
|----------|--|
| Chairman | : Principal                              |
| Members  | : 1) Dr. N. Karunakaran (Vice Principal) |
|          | : 2) Miss. Gracy Antony (HOD of History) |
|          | : 3) College Union Staff Advisor         |
|          | : 4) Dr. Jija. J (HOD of Hindi)          |

- : 5) Miss. Priyanka Babu (HOD of English)
- : 6) Sri. Ganesan. D.A, Asst. Prof. of Political Science
- : 7) Smt. Biji Jose (HOD, Physical Education)

**XLII. Planning Board**

Chairman  
Members

- : Principal
- : 1) Dr. N. Karunakran (Vice Principal)
- : 2) Mr. Santhosh. C (IQAC Co-ordinator)
- : 3) Purchase Committee co-ordinator
- : 4) Dr. Jija. J (In charge of Library)
- : 5) Mr. Babu. C (Former IQAC Co-ordinator)
- : 6) Head Accountant

**XLIII. Research Committee**

Chairman  
Members

- : Principal
- : 1) Dr. N. Karunakran (Vice Principal)
- : 2) Dr. Jija. J, HOD, Hindi
- : 3) Dr. Sindhu. N, Asst. Prof. of Economics
- : 4) Dr. Josna Jacob, HOD of Malayalam
- : 5) Dr. Jaison. V. Joseph, P, Asst. Prof. of Economics

**XLIV. Committee to monitor Students Union Activities and all activities and celebrations in the college.**

Chairman  
Convenor  
Members

- : Principal
- : Mr. Santhosh. C (Union Staff Advisor)
- : 1) Dr. N. Karunakran (Vice Principal)
- : 2) Dr. Jaison. V. Joseph (Discipline Committee Convenor)
- : 3) Mr. Santhosh. C (HOD of Commerce)
- : 4) Dr. Jija. J (HOD of Hindi)
- : 5) Miss. Gracy Antony (HOD, History)
- : 6) Mr. Ganesan. D.A (HOD, Political Science)
- : 7) Mrs. Josna Jacob (HOD, Malayalam)
- : 8) Smt. Biji Jose (HOD, Physical Education)

**XLV. Value Club**

Convenor

- : Sri. Ganesan. D.A, Asst. Prof. of Political Science

**XLVI. Students Counseling Cell**

Convenor  
Members

- : Dr. Jija. J, HOD, Hindi
- : 1) Dr. Sindhu. N, Asst. Prof. of Economics
- : 2) Smt. Biji Jose, Asst. Prof. of Commerce
- : 3) Mr. Ganesan. D.A, Asst. Prof. of Political Science
- : 4) Mrs. Annie. K, Clerk

**XLVII. Building Committee**

Convenor

- : Sri. Ratheesh. P.K, Asst. Prof. of Economics
- : Mr. Babu. C, Asst. Prof. of Economics
- : Mr. Babu. P, Clerk
- : Mr. Chandy. P.V, Senior Grade Typist

**XLVIII. Canteen Committee**

Convenor : Dr. Sindhu, Asst. Prof. of Economics  
Members : Dr. Jija, J, Asst. Prof. of Hindi  
: Mr. Soji. M. Sebastian, Asst. Prof. of Commerce  
: Clerk, A2 Section

**XLVIII. Birds Club International**

Co-ordinator : Mr. Santhosh. C, HOD, Commerce

**XLIX. Minority Cell**

Convenor : Dr. Jija J, HOD, Hindi

**L. SC/ST Cell**

Convenor : Biji Jose, Asst. Prof. of Commerce

**LI. OBC Cell**

Convenor : Dr. Josna Jacob, Asst. Prof. of Malayalam

**LII. RUSA Co-ordinator** : Dr. N. Karunakaran, Vice Principal

PRINCIPAL

The Staff Council meeting held on 02.07.2018 assigned the charges of the following Cells as follows:-

1. **Anti Narcotic Cell Convenor** : Sri. Sunil. P, Asst. Prof. of English
2. **Student Welfare Teacher-in-charge** : Sri. Sunil. P, Asst. Prof. of English

PRINCIPAL