

The Proceedings of the Principal, Kondotty Government Arts and Science College			
Dr. Abdul Latheef V			
Order. No. A3-07/2021/Committees		Date:13/07/2021	
The College council met on 22/06/2021 has approved various committees being constituted for the academic year 2021-22 to ensure the smooth running of the college. The details of the committee members are attached herewith.			
1. TEACHING, LEARNING & EVALUATION			
Committees	Coordinator/convenor	Members	Responsibilities
Admission & Orientation	Dr. Manjusha O T (UG) Shamna Narayanan E K (PG)	1. Principal	Admission and arrange orientation class for the new comers.
		2. Naseera C	
		3. Muhammed Niyas	
		4. Sunitha U	
		5. Indhulekha	
		6. Ashraf	
		7. SS Office	
Tutorial/Mentoring	Muhsina	1. Dr. Ratheesh K P	Prepare a plan for the tutorial work of the college and maintain record of the same.
		2. Mujeeb Rehiman	
		3. Naseera	
		4. Dr. Haris P	
Timetable	Muhammed Niyas	1. Principal	Make timely corrections in the master time table.
		2. Praveen Raj	
		3. Haris	
Internal Exam	Dr. Ratheesh K P	1. Ayisha Noori	Conduct internal exams in each semester and prepare progress report
		2. Arshak	
		3. Labeeba M	
University Exam	Dr. Mubeen M	1. Muhammed Niyas	As per Guidelines
Remedial Coaching	Naseera C	1. Labeeba	As per Guidelines
		2. Joymon Joseph	
		3. Thohir	
Compulsory Social Work (Dry Day)	Dr. Joymon Joseph P	One representative from each dept.(Committee maybe formed by the coordinator)	As per Guidelines

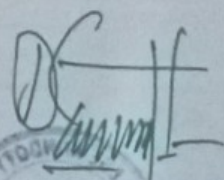


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2. RESEARCH, CONSULTANCY & EXTENSION			
Research Committee	Dr. Abida Farooqui	1. Dr. Al Vilayathullah 2. Dr. Joymon Joseph P 3. Dr. Vinesh O 4. Dr. Ashraf PK 5. Dr. Lekshmi G 6. Dr. Abdussalam K 7. Dr. V Abdul Latheef 8. Dr. Ratheesh KP	As per Guidelines
Documentation	Abdul Latheef K	All Department Coordinators	"
Seminars/Extension Lecture Committee	Dr. Villayathulla	1. Dr. Abdussalam K 2. Mujeeb Rehiman 3. Dr. Vandana P T 4. Shamna Narayan	"
Information Officer	Shihabudheen P	Senior Superintendent	"
NSS and Palliative Care	Thohir M		"
Library Advisory	Dr. Abdul Latheef V	1. Dr. Ratheesh K P 2. Dr. Vineesh O (Library 3. Dr. Lakshmi G	"
Media & Digital Wing	Shihabudheen P	Praveen Raj K Arshak Mujeeb Rehiman Muhsina	"
3. INFRASTRUCTURE & LEARNING RESOURCES			
Computer & Accessories	Dr. Ratheesh K P	1. Shihabudheen P 2. Dr. Fawas 3. Thohir Kunnathuchali 4. Dr. Abdussalam K 5. Ayisha Noori	To provide everything required for electronic Systems
Website	Dr. Abdul Latheef V	Ayisha Noori	Updating of college website.
E-Dusat/ORICE	Dr. Manjusha	Swaliha Rehmani	
CDC	Vice Principal		As per Guidelines
Ladies Haven	Labeeba M	Rasiya PT	Maintenance & Care
Health Club and Fitness	Dr. Abdussalam K		Sports Activities
Infrastructure Management and Maintenance	Dr. ABDUL LATHEEF V	1. Dr. Abida Farooqui 2. Dr. Abdussalam K 3. Abdulatheef K 4. Sunitha U 5. Dr. Vineesh	All Infrastructure management and maintenance




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4. STUDENT SUPPORT

Election Returning Officer	To be nominated	To be nominated	To conduct elections
Staff Advisor	To be Nominated		
Fine Arts Advisor	To be Nominated		
Staff Editor	To be Nominated		
Film Club	Shamna Narayanan E K	Praveen Raj K	As per guidelines
Nature Club	Swaliha Rehmani	1. Dr. Mubeen M 2. Mujeeb Rehman 3. NSS PO	As per guidelines
ED Club	Sunitha U	Dr. Fawaz	As per guidelines
Tourism Club	Dr. Lakshmi G	Arshak, Muhammed Niyas	"
College Calendar	Dr. Vineesh O	Dr. Haris P & Haris	
Red Ribbon Club	NSS PO (Thohir K)		
Science Club	Dr. Vandana PT	Ayisha Noori	
Student Grievance Cell/ Internal compliant Committee	Rasiya T P	1. Dr. Abida Farooqui 2. Sajira TK	"
Anti-Ragging Cell /Squad	Dr. Abdussalam K	1. Dr. Abdul Latheef V 2. Mr. Abdul Latheef K 3. Muhammed Niyas 4. Ms. Lekshmi G 5. Dr. Vinesh O 6. Shihabudheen P 7. Dr. Ratheesh KP	As per guidelines
Anti Narcotic Cell	NSS PO	1. Chairman, College Union 2. Vice Chairman, College Union	"
Placement & Career	Dr. Vineesh O	1. Muhammed Niyas 2. Shihabudheen P 3. Dr. Indhulekha	"
Scholarships/SC/ST/OBC Committee	Shihabudheen P	1. Sunitha U 2. Swaliha Rehmani 3. Dr. Vandana	
Ethics Committee	Dr AI Vilayathullah	1. Dr. Abida Farooqui 2. Dr. Mubeen M 3. Dr. Manjusha	"
Women's Cell	Muhsina M	1. Rasiya P 2. Dr. Manjusha 3. Shamna Narayanan EK 4. Dr. Lekshmi G	As per guidelines



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Anti Harassment Cell	Sajira TK	1. Ayisha Noori 2. Sunitha U 3. Dr. Vandana	As per guidelines
Student Amenities	Praveenraj	1. Swaliha Rahmani 2. Arshak 2. Dr. Haris P	
Student Counseling	Rasiya T P	1. Dr. Lakshmi G 2. Jeevani Coordinator 3. Dr. Abida Farooqui 4. Dr. Ratheesh KP	As per guidelines
PTA Store	Dr. Mubeen	Dr. Fawaz	"
College Canteen	Dr. Indulekha	1. Mujeeb Rehman 2. Dr. Ashraf 3. Head of Accountant (Office)	"
5. GOVERNANCE AND LEADERSHIP			
College Council	PRINCIPAL	1. ALL HOD'S 2. SS- office 3. LIBRARIAN 4. Staff Nominees (2)	As per guidelines
IQAC	Abdul Latheef K	1. Dr. Abdul Latheef (Vice Principal) 2. Shihabudheen .P (Urdu, HoD) 3. Dr. Ratheesh (HoD, Maths) 4. Dr. Vineesh OP (Commerce HoD) 5. Dr. Ashraf PK (Asst Prof,	As per guidelines
Planning Board	Dr. Ashraf PK	1. Dr. Vineesh O 2. Dr. V Abdul Latheef IQAC Coordinator 4. SS (Office)	As per guidelines
Purchase Committee	Dr. Abdul Latheef. V	HOD'S -Major Depts , SS, LIBRARIAN	
Discipline	Dr. Abdussalam K	1. ALL HOD'S 2. NSS PO 3. IQAC Coordinator	As per guidelines
NAAC Steering Committee	Dr. Abida Farooqui	1. IQAC Coordinator 2. Criteria Heads 3. Dr. Abdul Latheef 4. Librarian	As per guidelines
AISHE(Nodal Officer)	Dr. Vandana PT		
6. INNOVATIVE PRACTICES			
WWS	Dr. Indhuleka V	As per guidelines	As per guidelines
YIP	Labeeba	As per guidelines	As per guidelines
SSP	Dr. Lakshmi G	As per guidelines	As per guidelines
PTA Secretary	Dr. Asraf P K	As per guidelines	"
Alumni Association	Shihabudheen P	Muhammed Niyas Thohir K	"
College Bus	Praveenraj	Dr. Fawaz & Arshak	
Staff Club	Dr. Abdussalam K	1. Niyas 2. HA office 3. Saliha Rehman	"
DRP	Dr. Vineesh	Naseera	
We with You	Swaliha Rehmani	Muhammed Niyas	
ARC	Thohir M	Dr. Mubeen M	
LMS- Moodle	Dr. Ratheesh PK	Arshak	

SIP



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