

PROCEEDINGS OF THE PRINCIPAL, NATIONAL COLLEGE, MANACAUD P.O,
THIRUVANANTHAPURAM

National College, Manacaud - Constitution of **Various Internal Committees** – Orders issued

Order No. B5/222/2023/NC

Dated 13.03.2023

Read:- Minutes of the College Council meeting held on 13.03.2023 at the Principal's chamber

ORDER

As per the reference read above, the various Internal Committees have been constituted with the following members with immediate effect.

1. BLOOD DONATION CELL

Convener : Mrs. S Soumya., Asst. Professor, Dept. of Commerce

Members : Ms. Meenu Gopal R., Asst. Professor, Dept. of English

Mrs. Akhila B, Asst. Professor, Dept. of Bio-Chemistry

2. ANTI NARCOTIC CELL

Convener : Mr. Ubaid A, HOD, Dept. of Arabic & Staff Advisor

Members : Mr. Chandramohan. T, Administrative Officer (General)

: Mr. Sunil Kumar C, Asst. Professor, Dept. of Commerce

: Mrs. Sowmya Sanan, V., Asst. Professor, Dept. of Electronics

: Mrs. Ranjini Mupra P., Asst. Professor, Dept. of Computer Science

3. NATURE CLUB

Convener : Dr. Priya Gopinath, T. Asst. Professor, Dept. of Botany

Members : Dr. Shabna. A, Asst. Professor, Dept. of Biotechnology

Mrs. Nazeeba. N, Asst. Professor, Dept. of Botany

4. WOMEN'S CLUB

Convener : Mrs Bincy, B.S., Asst. Professor, Dept. of Computer Science

Members : Mrs. Dary Ram T.R, Asst. Professor, Dept. of Electronics

: Mrs. Deepthi Nair, H.V, Asst. Professor, Dept. of Commerce

5. ANTI-RAGGING COMMITTEE

Convener : Mrs. Saranya K A., Asst. Professor, Dept. of Commerce

Members : Mrs. Biny Mary Varghese, Asst. Professor, Dept. of Electronics

: Mrs. Jeslin A V, Asst. Professor, Dept. of Social Work

2 Student Representatives to be nominated

6. CAREER GUIDANCE CELL

Convener : Dr. Mohammed Fazil, L., HOD, Dept. of Social Work

Members : Dr. Sheeba M Lekshman., Asst. Professor, Dept. of Commerce

: Dr. Shabna A, Asst. Professor, Dept. of Biotechnology

7. STUDENTS COUNSELING CELL

Convener : Mr. Ashik Shaji, Asst. Professor, Dept. of Social Work

Members : Mrs. Bushra N, Asst. Professor, Dept. of Commerce

: Dr. Nisha V R., Asst. Professor, Dept. of Bio-Chemistry

8. ALUMNI ASSOCIATION CELL

Convener : Mr. Sudheer, A., HOD, Dept. of Electronics

Members : Mr. Al Asjad, A., Asst. Professor, Dept. of Commerce

: Mrs. Biny Mary Varghese, Asst. Professor, Dept. of Electronics

: Miss. Harsha U., Asst. Professor, Dept. of English

: Mrs Bincy, B.S., Asst. Professor, Dept. of Computer Science

9. REMEDIAL COACHING

Convener : Dr. S. Anita, HOD, Dept. of Botany & Biotechnology

Members : Mrs. Aamina Hameed, Asst. Professor, Dept. of Electronics

: Mrs. Dary Ram. T. R, Asst. Professor, Dept. of Electronics

: Mrs. Rakhi V R, HOD, Dept. of Biochemistry

: Mr. Al Asjad, A., Asst. Professor, Dept. of Commerce

10. LITERARY CLUB

Convener : Mr. Suresh Kumar. S. N., Asst. Professor, Dept. of Malayalam
Members : Mrs. Lekshmi S. V., Asst. Professor, Dept. of English
: Mrs. Deepthi. R. V, Asst. Professor, Dept. of Chemistry

11. CANTEEN COMMITTEE

Convener : Mrs. Deepthi. R. V, Asst. Professor, Dept. of Chemistry
Members : Mr. Chandramohan. T, Administrative Officer (General)
: Mr. Jufeer. A, Junior Superintendent

12. OPEN COURSE & EXTENSION ACTIVITIES

Convener : Mrs. Saranya V V, Asst. Professor, Dept. of Mathematics
Members : Mr. Ashik Shaji, Asst. Professor, Dept. of Social Work
: Mrs. Karthika J, Asst. Professor, Dept. of Electronics

13. GENDER JUSTICE FORUM

Convener : Mrs. Fajisa Beevi. S, HOD, Dept. of Commerce
Members : Mrs. Bushra N, Asst. Professor, Dept. of Commerce
: Mrs. Lekha. K, Librarian

14. STUDENTS' HANDBOOK COMMITTEE

Convener : Dr. Allwin D, HOD, Dept. of Computer Science
Members : Mrs. Rakhi V R, HOD, Dept. of Biochemistry
: Mrs. Nizeeba Beevi A K, Asst. Professor, Dept. of Management Studies

15. SCHOLARSHIP CELL

Convener : Mr. Sunil Kumar. C, Asst. Professor, Dept. of Commerce
Members : Mrs. Soumya Sanan V, Asst. Professor, Dept. of Electronics
: Mrs. Lekha K, Librarian

16. GRIEVANCE REDRESSAL CELL

Convener : Mr. Justin Daniel, Vice-Principal
Members : Mr. Ubaid A, HOD, Dept. of Arabic & Staff Advisor
: Mrs. Shibitha B S, HOD, Dept. of Management Studies

17. PROGRAM COMMITTEE

Convener : Mr. Ubaid A, HOD, Dept. of Arabic & Staff Advisor
Members : Mrs. Shibitha B S, HOD, Dept. of Management Studies
: Ms. Meenu Gopal R, Asst. Professor, Dept. of English
: Dr. Shine Singh J P, HOD, Dept. of Physical Education
: Mr. Suresh Kumar. S. N., Asst. Professor, Dept. of Malayalam
: Mrs. Deepthi. R. V, Asst. Professor, Dept. of Chemistry
: Dr. Priya Gopinath, T. Asst. Professor, Dept. of Botany
: Mrs. Bushra N, Asst. Professor, Dept. of Commerce
: Mr. Naveen S, Asst. Professor, Dept. of Commerce
: Mr. Arun Kumar G, Lab Instructor, Dept. of Electronics

❖ Additional members can be nominated by the Convener as and when required

18. NSS ADVISORY BOARD

Chairperson : Dr. S A Shajahan, Principal
Member Secretary : Mr. Suresh Kumar. S. N, NSS Program Officer
Members : Mr. V S Sulochanan, Ward Councilor
: Mr. Justin Daniel, Vice-Principal
: Mr. Ubaid A, HOD, Dept. of Arabic & Staff Advisor
: Mr. Chandramohan. T, Administrative Officer (General)
: Mrs. Neena S, Asst. Professor, Dept. of English
: 2 Volunteer Representatives to be nominated

19. INTERNAL COMPLAINTS COMMITTEE

- Convener : Mr. Justin Daniel, Vice-Principal**
Members : Mr. Ubaid A, HOD, Dept. of Arabic & Staff Advisor
: Mr. Chandramohan. T, Administrative Officer (General)

20. ICT MANAGEMENT & CO-ORDINATION COMMITTEE

- Convener : Mr. Sudheer A, HOD, Dept. of Electronics**
Members : Mrs. Divya M, Asst. Professor, Dept. of Computer Science
: Mr. Al Asjad A., Asst. Professor, Dept. of Commerce

21. PURCHASE COMMITTEE

- Convener : Mr. Justin Daniel, Vice-Principal**
Members : Mr. Chandramohan T, Administrative Officer (General)
: Dr. S. Anita, HOD, Dept. of Botany & Biotechnology
: Mrs. Rakhi V R, HOD, Dept. of Biochemistry
: Mrs. Bincy B S, Asst. Professor, Dept. of Computer Science
: Mrs. Deepa R, Asst. Professor, Dept. of Electronics
: Mr. Luthufy M, Administrative Officer (Academic)

22. LIBRARY ADVISORY COMMITTEE

- Convener : Mr. Justin Daniel, Vice-Principal**
Members : Mrs. Lekha K, Librarian
: Mr. Ubaid A, HOD, Dept. of Arabic & Staff Advisor
: Mr. Chandramohan T, Administrative Officer (General)
: Dr. Priya Gopinath, T. Asst. Professor, Dept. of Botany

23. RESEARCH CELL

- Convener : Dr. S Anita, HOD, Dept. of Botany & Biotechnology**
Members : Dr. Mohammed Fazil L, HOD, Dept. of Social Work
: Dr. Vidhya P, Asst. Professor, Dept. of Microbiology
: Dr. Priya Gopinath, T, Asst. Professor, Dept. of Botany
: Dr. Shabna A, Asst. Professor, Dept. of Biotechnology

24. CAREER ADVANCEMENT AND PLACEMENT CELL

Convener : Dr. Mohammed Fazil. L, HOD, Dept. of Social Work

Members : Mr. Al Asjad A., Asst. Professor, Dept. of Commerce

: Dr. Priya Gopinath, T. Asst: Professor, Dept. of Botany

: Mrs. Jayalakshmi B M, Asst. Professor, Dept. of English

: Dr. Shabna. A, Asst. Professor, Dept. of Biotechnology

25. COLLEGE LEVEL MONITORING COMMITTEE (CLMC)

Chairperson : Dr. S A Shajahan, Principal

Convener : Mr. Justin Daniel, Vice-Principal

Members : Dr. Allwin D, HOD, Dept. of Computer Science.

: Mrs. Fajisa Beevi. S, HOD, Dept. of Commerce

: Dr. S Anita, HOD, Dept. of Botany & Biotechnology

: Dr. Mohammed Fazil L, HOD, Dept. of Social Work

: Mrs. Rakhi V R, HOD, Dept. of Biochemistry

: Mr. Sudheer, A., HOD, Dept. of Electronics

: Mrs. Shibitha B S, HOD, Dept. of Management Studies

: Mrs, Vanaja Santhini C, HOD, Dept. of English

: Mr. Ubaid A, HOD, Dept. of Arabic & Staff Advisor

: Dr. Shine Singh J P, HOD, Dept. of Physical Education

26. DISCIPLINE COMMITTEE

Convener : Dr. Shine Singh J P, HOD, Dept. of Physical Education

Joint Conveners : Mrs. Seena N, Asst. Professor, Dept. of Computer Science (Western Block)

: Mr. Suresh Kumar. S. N., Asst. Professor, Dept. of Malayalam (Main Block)

: Mr. Sudheer A, HOD, Dept. of Electronics (Eastern Block)

Members : Mr. Sunil Kumar. C, Asst. Professor, Dept. of Commerce

: Mr. Shambu K K., Asst. Professor, Dept. of Commerce

- : Mr. Al Asjad A., Asst. Professor, Dept. of Commerce
- : Mr. Naveen S, Asst. Professor, Dept. of Commerce
- : Mrs. Divya M, Asst. Professor, Dept. of Computer Science
- : Mrs. Ranjini Mupra P, Asst. Professor, Dept. of Computer Science
- : Mrs. Shabnam S, Asst. Professor, Dept. of Computer Science
- : Mrs, Roshini A S, Asst. Professor, Dept. of English
- : Dr. Mohammed Fazil. L, HOD, Dept. of Social Work
- : Mr. Ashik Shaji, Asst. Professor, Dept. of Social Work
- : Ms. Meenu Gopal R, Asst. Professor, Dept. of English
- : Mr. Shabeer Ahmed N, Asst. Professor, Dept. of Biotechnology
- : Mrs. Nizeeba Beevi. A. K, Asst. Professor, Dept. of Management Studies
- : Mrs. Saranya V V, Asst. Professor, Dept. of Mathematics
- : Mrs. Biny Mary Varghese, Asst. Professor, Dept. of Electronics

GENERAL DUTY

Mr. Justin Daniel, Vice-Principal

Mr. Ubaid A, HOD, Dept. of Arabic & Staff Advisor

Mr. Chandramohan. T, Administrative Officer (General)

NB: All faculty members should be the part of this committee

PRINCIPAL