

Additional Duties/Various Committees – 2019 - 2020

Sl No.	Description of portfolio	Position	Name	Designation	Remark
1	Internal Examination	Controller	Mr.Jagannath M.P	HOD ASH	
2	University examination KU	Addl.Superintendent	Ms. Divya K. Ms. Amrutha Mariya Mathew	A.P , EEE	
3	KTU End semester exams	Chief.Superintendent	Mr.Biju Mathew	HOD CE	
4	Exam vigilance squad (Internal & End semester)	Chairman Members	Ms.Reema Mathew Dr.D.AntoSahayaDhas Dr.G.Justin Sunil Dhas Dr.Senthil Kumar R Dr.G.GlanDevadhas Dr.VSampath Kumar Dr.VRASaathappan DrSridharan Dr Christopher Mr. Jilson P Jose Mr. Ryne P.M	HOD E&I Prof.ECE Prof.EEE Prof.EEE Prof. EI Prof EI Prof CE Prof ME Prof ME AP, CSE Ass.Pro,ME	
5	Disciplinary Action Committee	Chairman Members	Ms.Roshni T.V Mr. Ryne P.M Dr. Shikha S Ms. Reema Mathew Ms. Laly James Dr. Manoj V Thomas Mr. Jaganath M P + Observers (Legal officer + Management representative)	HOD EC	

6	Academic calendar & semester plan	In charge	Ms.Laly James	HOD EE	
7	Timetable	Coordinator	Cdr(Rtd).Raju K.K	HOD ME	
8	KTU coordinator (PG)	Prof In Charge	Mr. Biju Mathew Coordinators EI - Mr.Clint Augustine EC - Mr.Adarsh K.S EE - Mr.Prabin James ME – Dr S Christopher CE - Ms. Lekshmi.L CS - Ms. Anisha Joseph	HOD CE	
9	Infosys Infy TQ	SPOC	Ms. Divya B	Associate Prof CSE	
10	NBA Accreditation	Coordinator	Dr. Roshini TV Dept. Coordinators Ms. Ann Mathew Ms. Divya B Mr. Shinu M & Mr Dhanoj Dr. Senthilkumar R Dr. Shika S Mr. Jestin C Jose & Dr. Sridharan	Associate Prof.EC A.P, CS A.P, EI Prof.EEE Associate Prof.CE Prof.ME	
11	HOD meeting Agenda and ATR	In Charge	Mr. Jijo Joseph	AP/EE	
12	ERP coordinator	Coordinators	Dr. Manoj V. Thomas, Ms. Ancy K Sunny	HOD CSE AP CSE	
13	ISO & Internal audit	Coordinator	Dr. Sreedharan	Prof.ME	
14	Internal Auditing Cell (IAC) - KTU	Coordinator	Mr. Ryne P.M	Associate Prof. ME	
15	Students' welfare committee KTU	Chairman	1. Dr. Manoj V. Thomas,	HOD CSE	

			<ul style="list-style-type: none"> 2. Mr.Jilson P Jose, AP CSE-Member 3. Mr.Logi N Boby, AP CE-Member 4. Mr.Mejo M Francis, AP ME-Member 5. Ms.Jyothi Joseph, AP EEE-Member 6. Ms.Bindhu Sebastian, AP, ECE-Member 7. Mr.Clint Augustine, AP EI-Member 8. Ms.Jancy Joseph, Coach, Phy .Edn-Member 9. Mr.Raju K, Maintenance Supervisor-Member 		
16	Grievances and Appeals Committee	Chairman Members	Dr. VRA Saathappan Dr. G.Glan Devadhas Dr. D.AntoSahayaDhas (observers: Management representative +PRO)	Prof CE Prof AEI Prof ECE	
17	Internal complaint committee - AICTE	Convener	Sr. Jessy George	Counselor	
18	Admission & Orientation programme	Coordinator	Dr. Manoj V. Thomas	HOD CSE	

19	Research/External project proposals/Patents	Dean - Research	Dr. TD John Dr. G Justin Sunil Dhas Dr. Sampathkumar Dr. Sridharan P Dr. Anto Sahayadas Dr. VRA Saathappan Ms. Anisha Joseph	Prof. ME Prof. EEE Prof. AEI Prof. ME Prof. ECE Prof. CE AP, CSE	
20	Robotics club & research	In Charge	Dr. Sridharan P	Associate Prof. ME	
21	Software and web design	In charge	Mr. Jilson.P Jose	A.P, CSE	
22	Value added courses/programs	Coordinator	Mr. Justine.M. Augustine	Placement Officer	
23	NSS	Programme Officer	Mr. Thomas John	A.P, ASH	
24	SAME	President Members	Mr. Manoj K.C Mr. Thomas M S Ms. Princy Thomas	AP.ECE Technician EI AP ASH	
25	Student guidance and counseling	Campus counselor	Sr. Jessy George	Counselor	
26	Industry Institute Interaction cell (IIPC) and ASAP	In charge	Mr. Jayesh George M	A.P, EC	
27	Innovation and Entrepreneurship Development Cell (IEDC)	Nodal officer Members	Dr. V Sampath Kumar Ms. Anisha Joseph Mr. Niyas K M Mr. Logi M Boby Mr. Sarin CR Mr. Vinod J Thomas	Prof. EI AP, CSE AP, ME AP, CE AP, EE AP, ECE	
28	CFL - Centre for Lifelong Learning		Mr. Jilson.P. Jose	A.P, CSE	
29	Student feedback and online surveys		Ms. Ancy K Sunny	A.P, CSE	

30	College alumni	Secretary Members	Ms. Laly James Ms. Shelma George Mr. Binil Kumar Ms. Anuragi P Ms. Asha Baby Ms. Jinsa Mathew	HOD EEE AP EEE AP ECE AP CE AP CSE AP EI	
31	PTA	Coordinator	Mr. Vasudevan.M	A.P ASH	
32	Placement Committee	Coordinator	Mr. Justine.M.Augustine	Placement Officer	
	ME		Mr. Alex George & Mr Dilin Dinesh	AP ME	
	CE		Mr. Linjesh sebastain	A.P CE	
	EEE		Ms. Riya Joy	A.P EE	
	EC		Ms. Ann Mathew	A.P EC	
	E&I		Mr. Clint Augustine	A.P, EI	
	CS		Ms. Derroll David	A.P, CS	
33	Anti ragging squad/committee	Coordinator	Mr. Shaji MA	HOD Phy.Ed.	
34	CLASS COMMITTEE Chairman /Academic auditor				
	ME A & B	Chairman	Ms.Roshini T.V.	HOD Ec	
	CE A & B	Chairman	Cdr(Rtd) Raju K K	HOD ME	
	EC	Chairman	Ms.Reema Mathew	HOD EI	
	CS	Chairman	Mr. Biju Mathew	HOD CE	
	E& I	Chairman	Ms. Laly James	HOD EE	
	EEE	Chairman	Dr. Manoj V. Thomas	HOD CS	
35	Student election	coordinator	Dr. Manoj V. Thomas	HOD CSE	
36	Sports committee	In charge	Mr .Shaji M.A	HOD Phy.Ed	
37	Fine Arts club	In charges	Mr. Saneesh K	AP CE	

			Ms. Riya Joy	AP EE	
38	College Magazine and Annual report	Staff in Charge	Mr. Thomas John	AP,ASH	
39	Computer Society of india (CSI)	Staff in charge	Ms. Akhila Mathew	A.P, CSE	
40	Institution of Electronics and Telecommunication Engineers(IETE)	Staff in charge	Mr. Manoj K.C	A.P , ECE	
41	Society of Automotive Engineers India(SAI)	Staff in charge	Mr.Jestin C Jose,	A.P ME	
42	Institute of electrical and electronics engineers (IEEE)	Staff in charge	Ms.Laly James	HOD EEE	
43	Instrument society of india (ISOI)	Staff in charge	Mr.Shinu M. M.	A.P. E&I	
44	Indian Society For Technical Education(ISTE) – staff	Secretary	Mr.Shaminmuth K.K	A.P, ME	
45	ISTE – Student Chapter	Staff in Charge	Ms. Jinsa Mathew	A.P ,E&I	
46	ACM(Association for Computing Machinery	Staff in Charge	Ms.Divya B	Assoc. Prof.,CSE	
47	Go Green Club	Staff in Charge	Dr.VRASaathappan	Prof.CE	
48	International Society of Automation (ISA)	Staff in Charge	Mr. Dhanoj M	AP,E&I	
49	The Institution of Engineers (India) CE student Branch	staff in Charge	Mr. LinjeshSebastain	A.P CE	
50	SAE	staff in Charge	Mr Justine Jose&Mr Niyas KM		
51	Staff club	Secretary	Mr. Jijo Joseph	A.P, EE	
		Lady wing	Ms. Jancy Joseph	Coach , Phy.Ed	
52	ANTI DRUG AWARENESS CLUB(ADAC)	Coordinator	Mr. Vasudevan.M	A.P ASH	
53	Language Resource Center /English lab (LRC)	Coordinator	Mr. Thomas John	A.P , ASH	
54	PA system		Mr. Joby Joseph	Technician EC	

55	Server Administration and Network maintenance	Staff in Charge	Mr.Thomas Jacob Mr.Timmy Philip	Instructor, CS Technician, CS	
56	Computer hardware maintenance	Staff in Charge	Mr.Jijo Joseph	Technician, CS	
57	Textbooks distribution	Coordinator	Mr. Stanly Kurian	Librarian	
58	Student uniforms	Staff in Charge	Ms.Jancy Joseph	Coach, Phy.Ed.	
59	ID card	Staff in Charge	Mr. Saiju Joseph	Office Asst.	
60	Photographs and Video	Staff in Charge	Mr. Akhil Joseph	Office Asst.	
61	Media Cell	Staff in Charge	Mr. Jomy Jose	Associate Professor ASH	
62	NAAC	Staff in Charge	Dr.D. AntoSahayaDhas	Prof.ECE	
63	First Aid	Staff in Charge	Ms. Jancy Joseph	Coach,Phy Ed	
64	KTU valuation camp officer, Asst. camp officer Chairman 1 - HoD ASH Chairman 2 - HoD EC	Staff in Charge	Cdr(Rtd) Raju K K	HOD ME	
65	Internal Quality Assurance Cell(IQAC)	Staff in Charge	Dr.D. AntoSahayaDhas	Prof.ECE	
66	NIRF	Coordinator	Cdr(Rtd)Raju K.K	HOD ME	
67	Lab Records	Coordinator	Mr. Stanly Kurian	Librarian	
68	Anti Sexual Harassment Committee	Convener	Ms. Divya B	Asso. Prof, CSE	
69	First year students - Guidance and	Team	Mr. Sebastian Puthanpura	PRO	

	and formation		All S1/S2 tutors		
70	Online exams by external agencies	Coordinator	Mr. Thomas Jacob	CS	
71	PM Yuva	SPOC	Ms. Laly James	HoD EE	
72	PMKVY	SPOC	Dr.Roshini T V	HOD ECE	
73	Centre of Excellence in Industrial Robotics		Dr. Sridharan&Mr Sunil Paul	Asso.Prof. ME	
74	Civil Service Academy		Mr. Stanly Kurian	Librarian	