

Additional Duties/Various Committees - 2018 - 19

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	A.P , E&I	
		Addl.Superintendent	Mr. Jilson P Jose	A.P, CSE	
3	KTU End semester exams	Chief.Superintendent	Mr.Biju Mathew	HOD CE	
4	Exam vigilance squad (Internal & End semester)	Chairman Members	Ms.Reema Mathew Mr. Jilson P Jose Dr.D.Anto Sahaya Dhas Dr.I Selvamani Mr. Ryne P.M. Ms. Divya K. Dr.R .Umesh Sunder Dr.G.Justin Sunil Dhas Dr.Senthil Kumar R Dr.G.Glan Devadhas Dr.V Sampath Kumar Dr.VRA Saathappan	HOD E&I AP, CSE Prof.ECE Prof.ECE Prof.ME Prof.EEE Prof.EEE Prof. EI Prof EI Prof CE	
5	Disciplinary Action Committee	Chairman Members	Ms.Roshni T.V All HoDs + Observers (Legal officer + Management representative)	HOD EC	
6	Academic calendar & semester plan	In charge	Ms.Laly James	HOD EE	
7	Time Table	Coordinator	Cdr(Rtd).Raju K.K	HOD ME	
8	PG Courses	Prof In Charge	Dr. Anto Coordinators		

			EI - Mr.Clint Augustine EC - Mr.Adarsh K.S EE - Mr.Prabin James ME - Mr.Mejo M Francis CE - Ms. Lekshmi.L CS - Mr. Jilson P Jose		
9	Infosys Campus connect	SPOC	Ms. Divya B	Associate Prof CSE	
10	NBA Accreditation	Coordinators	Ms. Jerrin Yomas Ms. Vidhya S.S Mr. Dhanoj M Dr. Senthilkumar R Dr. Shika S Mr. Jestin C Jose	Associate Prof.EC A.P, CS A.P, EI Prof.EEE Associate Prof.CE Prof.ME	
11	HOD meeting Agenda and ATR	In Charge	Ms. Reema Mathew	HOD EI	
12	ERP coordinator	Coordinator	Dr. Manoj V. Thomas	HOD CSE	
13	ISO & Internal audit	Coordinator	Dr. R. Umesh Sundar	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-Chairman 2. Mr.Jilson P Jose, AP CSE-Member 3. Mr.Logi N Bobby, AP CE-Member 4. Mr.Mejo M Francis, AP ME-Member 5. Ms.Jyothi Joseph, AP		

			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.Anto Sahaya Dhas (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	Convenor Dept.coordinator	Dr. G Justin Sunil Dhas Dr. Sampath kumar Dr. Sridharan P Dr. Selvamani Dr. VRA Saathappan Ms. Anisha Joseph	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	Coordinator	Mr. Justine.M.Augustine	Placement Officer	
23	NSS	Programme Officer	Mr. Thomas John	A.P , ASH	
24	SAME	Secretary Members	Mr. Jomy Jose Mr. Dominic N Thomas Ms. Shincy Simon	Asso. Prof. ASH AP,ASH Technician EI	
25	Student guidance and counseling		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 Convenor Members	Dr. V Sampath Kumar Ms. Reema Mathew Ms. Anisha Joseph Mr. Nikhil Banu Mr. Logi M Bobby Mr. Arun C. Kurian Mr. Vinod J Thomas	Prof.EI HoD EI AP, CSE AP, ME AP, CE AP, EE AP, ECE	
28	CFLL - 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 Ms. Linet K Ms. NIMISHA 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. Jestin C Jose	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. Asha baby	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 charge	Mr. Saneesh K	AP CE	
		Lady staff	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	Mr. Rahul Ajithkumar	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	Staff in Charge	Ms.Divya B	Assoc. Prof.,CSE	

	Machinery				
47	Go Green	Staff in Charge	Dr.VRA Saathappan	Prof.CE	
48	International Society of Automation (ISA)	Staff in Charge	Mr. Dhanoj M	AP,E&I	
	The Institution of Engineers (India) CE student Branch	staff in Charge	Mr. Linjesh Sebastain	A.P CE	
	SAE				
49	Staff club	Secretary	Mr. Shijith Thomas	A.P, ASH	
		Lady wing	Ms. Jancy Joseph	Coach , Phy.Ed	
50	ANTI DRUG AWARENESS CLUB(ADAC)	Coordinator	Mr. Vasudevan.M	A.P ASH	
51	Language Resource Center /English lab (LRC)	Coordinator	Mr. Thomas John	A.P , ASH	
52	PA system		Ms. Roshini T.V	HOD ECE	
53	Server Administration and Network maintenance	Staff in Charge	Mr.Thomas Jacob Mr.Timmy Philip	Instructor, CS Technician, CS	
54	Computer hardware maintenance	Staff in Charge	Mr.Jijo Joseph	Technician, CS	
55	Textbooks distribution	Coordinator	Mr.Stanly Kurian	Librarian	
56	Student uniforms	Staff in Charge	Ms.Jancy Joseph	Coach, Phy.Ed.	
57	ID card	Staff in Charge	Mr. Saiju Joseph	Office Asst.	
58	Photographs and Video	Staff in Charge	Mr. Akhil Joseph	Office Asst.	
59	Media Cell	Staff in Charge	Mr. Jomy Jose	Associate Professor ASH	
60	NAAC	Staff in Charge	Dr.D. Anto Sahaya Dhas	Prof.ECE	
61	First Aid	Staff in Charge	Ms. Jancy Joseph	Coach,Phy Ed	

62	KTU valuation camp officer, Asst. camp officer Chairman 1 - HoD ASH Chairman 2 - HoD EC	Staff in Charge	Cdr(Rtd) Raju K K Mr.Subin Michael	HOD ME AP,ME	
63	Internal Quality Assurance Cell(IQAC)	Staff in Charge	Mr. Jagannath M P	HOD ASH	
64	NIRF	Coordinator	Cdr(Rtd)Raju K.K	HOD ME	

6 by5	Lab Records	Coordinator	Mr. Stanly Kurian	Librarian	
66	Anti Sexual Harassment Committee	Convener	Ms. Divya B	Asso. Prof, CSE	
67	First year students - Guidance and and formation	Team	Mr. Sebastian Puthanpura All S1/S2 tutors	PRO	
69	Online exams by external agencies	Coordinator	Mr. Thomas Jacob	CS	
70	PM Yuva	SPOC	Ms. Laly James	HoD EE	
78	PMKVY	SPOC	Ms.Roshini T V	HOD ECE	
79	Centre of Excellence in Industrial Robotics		Dr. Sridharan	Asso.Prof. ME	
80	Civil Service Academy		Mr. Stanly Kurian	Librarian	