

PROCEEDINGS OF THE PRINCIPAL, DB COLLEGE, THALAYOLAPARAMBU

NAME OF THE PRINCIPAL: Dr. ANITHA R

REF: STAFF MEETING DATED: 24/03/2023

As per the reference cited the following teachers are appointed to the posts against their names for the academic year 2022-23 for the smooth functioning of the college. You are directed to perform your duties accordingly.

Sl. No	Name of Committee	Name and designation of Convener/Co-ordinators/Nodal officer/Secretary	Name and Department of the members
1	Vice Principal	Smt. K.P Beenamol., HoD, Dept. of Political Science	
2	College Council	Smt. K.P Beenamol., HoD Dept. of Political Science	All HoDs Dr.Lajna P Vijayan, Asst Prof , Physics Smt. Saritha K.M., Asst Prof, Chemistry Mr. Asish Martin Tom, Asst Prof , English
3	Staff Secretary	Girija G. HoD, Physics	
4	NAAC Committee	<u>Co-ordinator:</u> Dr. Deepakumari, HoD Hindi <u>Treasurer:</u> Dr. Arathy M.S., Asst Prof Botany	Liny Mariam Mathew, HoD Mathematics Dr.Hari Narayanan G., HoD Chemistry Dr. Sumithra Sivadas Menon, Asst Prof Physics Dr. Sumesh N., Asst Prof Politics
5	Discipline Committee	Principal – Dr. R. Anitha	Dr. Harinarayanan G, HoD, Chemistry, Sri. Asish Martin Tom, Asst Prof English Dr. Vijayakumar, HoD, Sanskrit Dr. Manju V, Asst Prof, Malayalam
6	IQAC	Dr. Deepa C S, Asst Prof Chemistry Principal Dr R Anitha	<u>Core Committee</u> Dr. Nisha A, Asst. Prof Botany Mr. Asish Martin Tom, HoD English Smt. Saritha K M, Asst. Prof Chemistry Dr. Vijayakumar, HoD, Sanskrit Dr. Lajna P Vijayan, Asst. Prof, Physics

			<p>Dr. Sumesh N., Asst Prof, Political science</p> <p>Mr. G AnilKumar (Head Accountant)</p> <p>External Members</p> <p>Mr. George T V (Alumni)</p> <p>Mr. Uppiliyappan (Executive Engg , Kottayam, TDB)</p> <p>Adv. P K. Harikumar, Lawyer, Vaikom Court</p> <p>Mr. Nizar M A(Ward member Thalayolaparambu, Gramapanchayat)</p> <p>Smt. Jyothi (PTA Representative)</p> <p>Ms. Ardra N (Student Representative)</p>
7	RUSA	Dr. Remalakshmy Poduval, Asst Prof, Chemistry	<p>Smt. Anjali C Nair, Asst Prof, English</p> <p>Smt Jayasree S K, Asst Prof, Commerce</p> <p>Dr. Lajna P Vijayan, Asst Prof, Physics</p> <p>Dr Deepa C S, Asst Prof, Chemistry</p>
8	Admission Committee	Smt. Jayasree S K, Asst Prof, Commerce	<p>Smt. Anjali C Nair, Asst Prof, English</p> <p>All HoDs</p>
9	PTA	Dr. Vijayakumar M, HoD, Sanskrit	<p>Dr. Nisha A., HoD, Botany</p> <p>Smt. Ajitha D, Asst Prof, Botany</p> <p>Dr. K.M. Baby Smitha, Asst Prof, Mathematics</p> <p>Smt. Anjali C. Nair, Asst Prof, English</p>
10	Purchase Committee	Chairman-Dr. R. Anitha Principal	<p>Dr. Remalakshmy Poduval, Asst Prof, Chemistry</p> <p>All HoDs</p> <p>Sri. Haji Kumar, Office Superintendent</p> <p>Sri. Anil Kumar G, Head Accountant</p>
11	Planning Committee	Chairman-Dr. R. Anitha Principal	<p>Dr. Deepa C S, Asst Prof, Chemistry (IQAC)</p> <p>Dr. Arathy M S, Asst Prof, Botany</p> <p>Dr. Remalakshmy Poduval, Asst Prof, Chemistry</p> <p>Smt. Jayasree S K, Asst Prof, Commerce</p> <p>Smt. Anjali C Nair, Asst Prof, English</p>

			Sri. Haji Kumar, Office Superintendent Sri. Anil Kumar G ,Head Accountant
12	University Examinations	Smt. Jayasree S K, Commerce	Smt. Ajitha D., Asst Prof, Botany
13	Anti-ragging Cell	Dr. Lajna P. Vijayan, Physics.	Dr. Aparna Mohan, Asst Prof, Chemistry
14	Anti-harassment cell & ICC	Dr. Deepakumari, HoD, Hindi	Ajitha D., Asst Prof, Botany Dr. Nisha A., HoD, Botany
15	Students Grievance Redressal Cell (SGRC)	Smt. Beenamol K.P., HoD, Political Science	Dr. M. Vijayakumar, HoD, Sanskrit Dr. Deepa C.S., Asst Prof, Chemistry Dr. Arathy M S, Asst Prof Botany K. Haji Kumar, Supdt. Anusree -1 st MSc. Chemistry Nikhil Sashidharan-1 st MA Malayalam
16	Scholarship	Smt. Liny Mariam Mathew, HoD, Mathematics	
17	Legal literacy Cell/IPR cell functions with IQAC	Dr. Vijayakumar, HoD, Sanskrit	Dr. Ganesh Chandra Prabhu, Asst Prof, Physics Dr. Deepa C S, Asst Prof, Chemistry
18	Library Committee	Smt. Indu K S, HoD, English	Dr. Hari Narayanan G., HoD, Chemistry Dr. Remya G., HoD Malayalam Smt. Anjali C Nair, Asst Prof, English Dr. Anvy Molly Tom, Asst Prof, Physics Smt. Reena Sathyan (library Staff) Sri. Anandu, (Librarian)
19	Research Committee	Principal Dr. R. Anitha Dr Nisha A, HoD Botany	Dr Remalakshmy Poduval, Asst Prof, Chemistry (internal Assessment) Dr. Remya G., HoD Malayalam, Dr. Harinarayanan G, HoD, Chemistry Dr. Manju V., Asst Prof, Malayalam Dr. Merly (External Assessment) Sri. Krishna Kumar. CEO (Nupal Remedies)
20	Women's Forum - Tharjanni	Dr. Sandhya V Satheesh, Asst Prof, Chemistry (Secretary)	Smt. Jayasree S.K., Asst Prof, Commerce (President) Dr. Nisha A, HoD, Botany Dr. Sruthy Asha Baby, Asst Prof, Mathematics

			Dr. ManjuV., Asst Prof, Malayalam
21	Career Guidance & Placement Cell	Dr. Sumesh N., Asst Prof, Politics	Sri. Asish Martin Tom, Asst Prof, English Dr. Aparna Mohan, Asst Prof, Chemistry
22	Counseling cell	Smt. Liny Mariam Mathew, HoD, Mathematics	Smt. Indu K S, HoD, English Dr. Harinarayanan G, HoD, Chemistry Sri. Asish Martin Tom, Asst Prof, English Smt. Jayasree S K, Asst Prof, Commerce
23	INFLIBNET	Sri. Ramkumar V.R., Asst Prof, Physics	
24	Open course	Dr. Deepakumari, HoD Hindi	
25	UGC Coordinator	Dr. Arathy M.S., Asst Prof, Botany	Smt. Anjali C Nair, Asst Prof, English Dr. Lajna P. Vijayan, HoD, Physics
26	Film club & Campus Theatre	Dr. Hari Narayanan G., HoD, Chemistry	Dr. Sumithra Sivadas Menon, Asst Prof, Physics
27	NSS	Dr. Sandhya V Sathesh, Asst Prof, Chemistry	
28	Canteen Committee	Smt. Girija G, HoD, Physics	Dr. Vijayakumar M, HoD, Sanskrit Smt. Saritha K M, Asst Prof, Chemistry Smt. Anjali C Nair, Asst Prof, English
29	All india Survey for Higher Education (AISHE)	Dr. K.M. Baby Smitha, Asst Prof, Mathematics	
30	Returning Officer	Smt. Girija G. HoD, Physics	
31	Equal Opportunity cell	Smt. Ajitha D., Asst Prof, Botany	
32	Student Service Centre	Dr. Rajith T R, HoD, Physical Education Smt. Liny Mariam Mathew, HoD, Mathematics	

33	Internal Examination PG UG	Smt. Saritha K M, Asst Prof, Chemistry Sri. Ramkumar V.R., Asst Prof, Physics	
34	Biodiversity club	Dr. Arathy MS, Asst Prof, Botany	
35	Bhoomithra sena & Nature Club	Saritha K M, Asst Prof, Chemistry	
36	Reading club	Dr. Harinarayanan G , HoD Chemistry	Sri. Asish Martin Tom, Asst Prof, English Sri. Anandu, Librarian
37	Hand book and Calendar	Dr. Aparna Mohan, Asst Prof, Chemistry	
38	SC/ST grievance cell and OBC Cell	Smt. Anjali C Nair, Asst Prof, English(online)	Dr. Manju V, Asst Prof, Malayalam Ajitha D, Asst Prof Botany
39	Literary Club/quiz club	Sri. Asish Martin Tom, Asst Prof, English	
40	Journal Committee	Dr. Remya G , HoD, Dept of Malayalam	Dr. Deepakumari, HoD, Hindi Smt. Jayasree S K, Asst Prof, Commerce Dr. Lajna P Vijayan, Asst Prof, Physics Dr. Aparna Mohan, Asst Prof, Chemistry Dr. Manju V, Asst Prof, Malayalam Ajitha D, Botany Dr. Sumithra Sivadas Menon, Physics Dr. Anvy Molly Tom, Asst Prof, Physics Dr, Sruthy Asha Baby, Asst Prof, Mathematics Dr. K.M. Baby Smitha, Asst Prof, Mathematics Dr. Sumesh N., Asst Prof, Politics
41	Science Club	Dr. Harinarayanan, HoD Chemistry	
42	Union Advisor	Dr. Sumesh N, Asst Prof, Political Science	
43	Arts Club Advisor	Dr. Sumithra Sivadas Menon, Asst Prof, Physics	

44	UGC –Skill development course	Dr. Aparna Mohan, Asst Prof, Chemistry	Dr. Deepa C S, Asst Prof, Chemistry
45	Campus Beautification	Smt. Saritha K M, Asst Prof, Chemistry Dr. Arathy M.S., Asst Prof, Botany	
46	Anti-Narcotic Cell	Dr.Sandhya V Satheesh Chemistry	
47	Remedial Coaching	Smt. Ajitha D, Asst Prof, Botany	
48	Feed Back	Smt. Girija G, HoD, Physics	Smt. Beenamol K P, HoD, Politics Smt. Liny Mariam Mathew, HoD, Mathematics Dr. Arathy M S, Asst Prof, Botany Dr. Aparna Mohan, Asst Prof Chemistry
49	Health Club	Dr. Rajith. Asst Prof on Contract, Physical Education	
50	ED Club	Smt. Jayasree S.K., Asst Prof Commerce	
51	Gender Equity Cell	Dr. Manju V, Asst Prof, Malayalam	Dr. Aswathy G, Asst Prof, Physics Dr. Jicy N, Asst Prof, Mathematics Smt. Anjaly C Nair, English
52	RUSA Research Network		Dr. Nisha A., HoD, Botany Dr. Deepa Kumari (Arts), HoD, Hindi
53	E-Tender	Dr. Arathy M S, Asst Prof, Botany	
54	MOOC	Dr. Deepakumari, HoD, Hindi	
55	PFMS	Dr. Arathy M.S., Asst Prof, Botany	
56	ASAP	Dr. Sruthy Asha Baby, Asst Prof, Mathematics / Dr. Malini Murali, Asst Prof, English	
57	Tourism Club	Dr. Remalakshmy Poduval, Asst Prof, Chemistry	