

NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE (AUTONOMOUS)

Committees, Cells and Bodies and their Functions

Various bodies/committees are described below with the names of coordinators, members as well as their respective functions , responsibilities and the meeting details.

• **Internal Quality Assurance Cell (IQAC)**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr.K G Viswanadhan	Principal	Chairman	Four times in a year	sustain the quality of the academic programs formulate academic calendar in accordance with the academic calendar of the affiliated University Abdul Kalam Technological University design academic audit procedures and to conduct academic audit accordingly
2	Dr. Mredhula L	Professor & Head, Dept. of ECE	IQAC Director		
3	Mr. Rakesh P R	Asst. Professor, Dept. of ME	Member		
4	Ms. Dhanya Nair	Asst. Professor, Dept. of MBA	Member		
5	Ms. Anitha P	Asst. Professor, Dept. of Applied Science	Member		
6	Mr. Vinod R	Asst. Professor, Dept. of MTR	Member		
7	Ms. Silja Varghese	Asst. Professor, Dept. of CSE	Member		
8	Mr. Maheshwaran K	Asst. Professor, Dept. of EEE	Member		
9	Mr. Vysak Valsan	Asst. Professor, Dept. of ECE	Member		
10	Ms. Sajitha A S	Asst. Professor, Dept. of CSE (AI & ML)	Member		

• **Disciplinary Action Committee (DAC)**

S.No	Name of the Faculty Member	Designation	Position in the committee	Functions and Responsibilities
1	Dr. Jojo George	Professor, Dept. of Applied Science and Humanities	Chairman	keep vigilance and to observe discipline and decorous by the students. practice in examinations observed or reported by the faculty member or invigilator associated with the examination shall be reported to the Principal who in turn shall refer it to DAC. the basis of the report and
2	Dr. Krishna Kumar T P	Professor & Head, Dept. of MBA	Member	
3	Ms. Silja Varghese	Asst. Professor. Dept. of CSE	Member	

4	Ms. Divya P	Asst. Professor. Dept. of MCA	Member	<p>evidences available, DAC shall immediately initiate an enquiry giving the concerned students a chance to explain his/her case.</p> <p>sed on this, the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examinations of the University and forward it to the Principal for action.</p> <p>ions are to be based on the severity of the offence and have to be dealt with on a course basis Guidelines on this given by the Controller of Examinations are to be strictly followed by the Disciplinary Action Committee of the College.</p>
	Mr. Vishnu Prabha N Kaimal	Asst. Professor. Dept. of ECE		

• **Grievance and Redressal Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K G Viswanadhan	Principal, NCERC	Chairperson	Four times in a year	<p>e Committee looks into student grievances and appeals</p> <p>vide recommendations to the Principal for action</p>
2	Dr. Sobha Manakkal	Professor & Head, Dept. of EEE	Member		
3	Dr. Sudheer S Marar	Professor & Head, Dept. of MCA	Member		
4	Dr R Suriakala	Associate Professor, Dept. of MBA	Member		

• **Examination Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K G Viswanadhan	Principal, NCERC	Chief Controller of Examination	Before the commencement of End semester	<p>allot invigilation duty to faculty members</p> <p>prepare Seating arrangement for students</p> <p>Conduct exams as per APJ</p>

2	Dr. Ram Mohan	Professor, Dept. of MTR	Controller of Examination	examination of all programs	Abdul Kalam Technological University Regulations collect answer booklet after completion of each exam pack and dispatch of answer booklet to the concerned authorities
3	Dr.Pramod K	Asst.Professor, Dept. of MCA	Deputy Controller of Examination		
4	Mr.Alex Kuruvila	Asst.Professor, Dept. of MBA	Deputy Controller of Examination		
5	Mr.David E,	Asst.Professor, Dept.of EEE	Deputy Controller of Examination		
6	Mr. Rajesh P	Asst. Professor, Dept. of EEE	KTU Coordinator		
7	Mr. Vimal N	Asst. Professor, Dept. of ME	KTU Coordinator		
8	Mr. Rahul R	Asst. Professor, Dept. of ME	KTU Exam Cell Coordinator		
9	Dr. N Shankar	Professor, Dept. of MBA	KTU Exam Cell Coordinator		
10	Mr. Ashish L	Asst. Professor, Dept. of MCA	KTU Exam Cell Coordinator		
11	Ms. Thushara KM	Asst. Professor, Dept. of Applied Science and Humanities	Member KTU Exam		
12	Ms. Silja Varghese	Asst. Professor, Dept. of CSE	Internal Exam		

			Coordinator		
13	Mr. Vishnu Prabha N Kaimal	Asst. Professor, Dept. of ECE	Member , Internal Exam		
14	Ms. Besty Joy	Asst. Professor, Dept. of CSE	Member , Internal Exam		
15	Mr. Maheshwaran K	Asst. Professor, Dept. of EEE	Member , KTU & Internal Exam		
16	Ms. Manjusha P	Asst. Professor, Dept. of MTR	Member , Internal Exam		
17	Ms. Sreelekha T G	Asst. Professor, Dept. of Applied Science and Humanities	Member , Internal Exam		

• **Entrepreneur Development Cell**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K. G. Viswanadhan	Principal	Chairman	Four times in a year	promote entrepreneurial skills develop innovative ideas develop startup ecosystem promote IPR activities
	Mr.G.Rajkumar	Assistant Professor, Department of Electrical and Electronics Engineering	IEDC Nodal Officer		
2	Mr.Rakesh P R	Assistant Professor, Department of Mechanical Engineering	Member		
3	Mrs.Nisha A K	Assistant Professor, Department of Computer Science and Engineering	Member		
4	Mrs.Sajitha A.S,	Assistant Professor, Department of Electronics and Communication Engineering	Member		
5	Mr. Saneesh	Assistant Professor, Department of Mechatronics Engineering	Member		
6	Mr.Vishnu Sankar	B.Tech S7, EEE Student Coordinator	Chief Executive Officer		
7	Asish Nair	B.Tech S7 EEE Student Coordinator	Chief Operating Officer		
8	Johnly K Babu	B.Tech S7 CSE Student Coordinator	Chief Financial Officer		

9	Majid Bin Sulaiman	B.Tech S3 MC Student Coordinator	Chief Creative Officer		
10	Anand K Krishnan	B.Tech S7 ME Student Coordinator	Chief Marketing Officer		
11	Ajith Kumar R	B.Tech S7 CSE Student Coordinator	Chief Technical Officer		
12	Arathy S	B.Tech S7 ECE Student Coordinator	Chief Community Officer		

• **Placement & Training Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K G Viswanadhan	Principal, NCERC	Chairman	Once in a month	<p>get in contact with the corporates and startups to tap in opportunities for the students.</p> <p>maintain Database of the Companies and</p> <p>establish strategic links for campus recruitment / internships / Projects.</p> <p>ensure the registration process completed two days prior to placement drive.</p> <p>welcome recruiters and ensure necessary inputs are provided about the college to the recruiters.</p> <p>ensure adequate classrooms, furniture and stationery items are available for conducting aptitude test, screening and other tests if any.</p> <p>collect feedback from the recruiters and provide inputs for the curriculum.</p> <p>maintenance of records of placed students including name of the company, course and salary package offered.</p> <p>convene committee meeting periodically to communicate about the state of affairs of placement and necessary measures</p>
2	Dr. P Rajan	Director – NCPIR NGIK & Professor, Dept. of EEE	Convenor		
3	Mr. Gopinathan C	Training & Placement Coordinator	Treasurer		
4	Mr. David E	Asst. Professor, Dept. of EEE	Member		
5	Mr. Vysak Valsan	Asst. Professor, Dept. of ECE	Member		
6	Mr. Midhun Raj P K	Asst. Professor, Dept. of MTR	Member		
7	Lt. Sanoj T	Asst. Professor, Dept. of ME	Member		
8	Ms. Betsy Joy	Asst. Professor, Dept. of CSE	Member		
9	Mr. Krishnaprasad	Asst. Professor, Dept. of MBA	Member		
10	Mr. Ashish L	Asst. Professor, Dept. of MCA	Member		
11	Ms. Siya Y	S7 ECE (UG-Student Coordinator)	Member		
12	Mr. Shyamprakash	S3 MBA (PG – Student Coordinator)	Member		

					to be taken on students" skill set improvement based on the feedback from the recruitment team. maintain relations with the past, present and future recruiters and grab the opportunity of internships and future projects for students.
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• **NSS Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K. G. Viswanadhan	Principal	Chairman	Four times in a year	recruit Volunteers for NSS Unit organise various training and awareness program for NSS Volunteers organise Community oriented program like blood donation camp, cleaning the environment, flashmobs etc organise NSS Camp once in a year
2	Mr.Rejumon R	Assistant Professor, Department of Mechatronics Engineering	NSS Program Officer		
3	Mr R Ambikadas	Academic Supertintendent	Student Member		
4	Sanjay Karun S	Volunteer Secretary	Student Member		
5	Surya K	Volunteer Secretary	Student Member		
6	Adarsh V	Volunteer	Student Member		
7	Ahalya A	Volunteer	Student Member		

• **NCC Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Lt. Sanoj T	Assistant Professor, Department of Mechanical Engineering	NCC Officer	Once in a week	e regulation, co-ordination or conduct of all Carnival activities throughout the country held under the aegis of the Government e development, maintenance and review of rules, regulations and carnival festivities throughout the country e identification , evaluation and promotion of all Carnival related industries with a view, to the enhancing and marketing of their
2	Ms. Amrita K	Junior Under Officer	Student Member		
3	Mr. Sreevaishnav P	Sergeant	Student Member		

					cultural products and services; and the development and implementation of a marketing strategy for Carnival with a view to optimizing the revenue earning potential of the festival and its contribution to the national economy
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• **Hostel and Canteen Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. N Shankar	Professor, Dept. of MBA & Hostel Warden (Men)	Chairman	Twice in a year	Ensure the quality of food served
	Dr. Mredhula L	Professor & Head, Dept. of ECE & Hostel Warden (Women)	Chairperson		Monitor the effectiveness of study hours
2	Mr. Raveendran V	Warden Hostel Manager - Men	Member		Availability of essentials in hostel store
3	Dr. Appadurai M	Professor & Head, Dept. of ME	Member		Availability of drinking water, electricity and water for other usage
4	Mr. P Sundaramoorthi	Asst. Professor, Dept. of EEE	Member		Maintain the cleanliness of the hostel, mess and surroundings
5	Mr. David E	Asst. Professor, Dept. of EEE	Member		Ensure the safety and security of inmates
	Mr. K Maheswaran	Asst. Professor, Dept. of EEE	Member		
	Mr. Jithin Mohandas N P	Asst. Professor, Dept. of Applied Science and Humanities	Member		
	Mr. Vishnu Prabha N Kaimal	Asst. Professor, Dept. of ECE	Member		
	Mr. Nithin Joe	Asst. Professor, Dept. of ECE	Member		
	Ms. Geetha M P	Warden (Hostel Manager – Women)	Member		
	Ms. Vanaja,	Warden (Hostel Manager – Women)	Member		
	Ms. Silja Varghese	Asst. Professor, Dept. of CSE	Member		
	Ms. Sajitha A S	Asst. Professor, Dept. of CSE	Member		

	Ms. Lisa C	Asst. Professor, Dept. of ECE	Member		
	Ms. Anitha P	Asst. Professor, Dept. of Applied Science and Humanities	Member		•
	Ms. Thushara K M	Asst. Professor, Dept. of Applied Science and Humanities	Member		•
	Mr.Jiss Johny	III year CSE	Student Member		•
	Mr.Afsal S	III year MTR	Student Member		•
	Ms.Nanadana P Nair	II year MBA	Student Member		•
	Ms.Aleeta Binu	III year CSE (AL & ML)	Student Member		•

• **ICC and Women Cell**

S.No	Name of the Faculty Member	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. Mredhula L Professor & Head, Dept. of ECE	Presiding Officer	Twice in a year	<p>establish and maintain secure, safe, healthy and supportive environment for Women and female students in the campus</p> <p>develop a mechanism for addressing issues faced by women at work place</p> <p>Spread awareness among women faculty members and female students regarding gender equality , discrimination and sexual harassment against women</p> <p>take disciplinary action against issues related to Internal Complaint Committee</p> <p>conduct programs during orientation of newly admitted students regarding awareness of sexual harassment in work place.</p> <p>follow the rules and regulations of Government of India and orders of the Court as required from time to time.</p> <p>provide counseling and legal aid for women employees and female students of the institution.</p> <p>prevent sexual harassment at workplace in any means or ways</p> <p>arrange programs related to fundamental rights of a person, health , hygiene, personality, improvements etc</p> <p>prohibit and prevent eve teasing, unsavoury remarks, jokes causing</p>
2	Ms. P T Rajeenamol Asst. Professor, Dept. of EEE	Member		
	Ms. Divya P Asst. Professor, Dept. of MCA	Coordinator		
3	Ms. Deepa V Secretary to Principal, Academic Office	Member		
4	Ms. Bindu Krishnakumar, Campus Manager	Member		
5	Ms. Arifa T M S5 B.Tech ECE (III Year)	Member		
6	Mr. Samanvay Ramadas A S7 B.Tech CSE (IV Year)	Member		
7	Mr. Shyamprakash S3 MBA (II Year)	Member		
8	Dr. Malika Balakrishnan Consultant Psychologist and Trainer. Mithra Institute of Behavioral Sciences, Shoranur.	Member		

				<p>embarrassment etc by spreading awareness to all the students and faculty members of the institution by informing the roles and powers of the Institute's Internal Complaint Committee.</p> <p>ensure that all complaints of the Internal Complaint Committee is resolved in time bound manner.</p>
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• **Student Welfare Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Mr. Alok C Unni	(S7 EEE)	Chairperson	Four times in a year	develop the student-teacher relationship bond
2	Ms. Arya U	(S7 CSE)	Vice Chairperson		assist the students in their learning process
3	Ms. Nandana K	(S5 CSE-AI&ML)	General Secretary		address and to solve their various issues
4	Mr. K Abhijith	(S7 ME)	Magazine Editor		Flourish relationship with parents and organizing meetings for them
5	Ms. Shameema C P	(S7 MTR)	Arts Club Secretary		Organize special coaching for slow learners
6	Mr. Avinkumar P S	(S5 ME)	Councillors to the constituency of the University Union General Council		Conduct periodic meetings to talk over student welfare. By organizing activities and facilitating student interests
7	Ms. Anitta Valsan	(S5 EEE)			
8	Mr. Anirudh Babu	S7 CSE A)	A student representative from B.Tech CSE		
9	Ms. Siya Y	(S7 ECE)	A student representative from B.Tech ECE		
10	Mr. Aswin G	S (S7 EEE)	A student representative from B.Tech EEE		
11	Mr. Ajith K	(S7 ME)	A student representative from B.Tech ME		
12	Ms. Samyuktha R	(S7 MTR)	A student representative from B.Tech MTR		
	Ms. ARCHANA C V	(II Yr, M. Tech CSE)	A student representative from M. Tech CSE		
	Ms. CHRISTINA EASSO	(I Yr, M. Tech VLSI)	A student representative from		

			M. Tech VLSI		
	Mr. Abhinandh Menon N	(II Year M. Tech ES)	A student representative from M. Tech ENERGY SYSTEMS		
	Ms. Pooja Prabha P	(II Yr, MBA)	A student representative from MBA		
	Ms. MRIDULA M	(II Yr, MCA)	A student representative from MCA		
	Ms. Malavika S Madhavan	(S7 ECE)	Female representative		
	Ms. Kavya B S	(S7 CSE)	A female representative for SC/ST		
	Dr. K G Viswanadhan	Principal, NCERC	Patron-cum-Treasurer		
	Dr. Sudheer S Marar	Professor & HoD, MCA	Staff Advisor (Ex-officio)		
	Ms. Nakul Dev K	(S7 ECE)	Sports Secretary nominated by the Executive Committee		

• **Transportation Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Mr.Manuraj K R	Assistant Professor Department of Automobile Engineering	Chairman	Twice in a year	Schedule the bus timings, route, pick up and drop points.
2	Lt. Sanoj T	Assistant Professor Department of Mechanical Engineering	Member		regulate the maintenance of buses regularly
3	Ms Sreeji	Assistant Professor Department of Computer Science Engineering	Member		ensure the availability of documents related to bus and RTO permission
4	Ms Aiswarya Ramesh	Assistant Professor Department of Science and Humanities	Member		maintain the discipline of students and faculty members inside the bus
5	Ms Praveena	Assistant Professor Department of Computer Science	Member		ensure the availability of first aid box.

		Engineering			
6	Ms. Abeena	Assistant Professor Department of Electrical and Electronics Engineering	Member		
7	Mr.Albin Joseph Ms. Jessna P A Mr.Mohammed Faris K Mr.Jerin Davis Ms. Kavya Unni Krishnan Ms.Shreya Balakrishnan	Students	Student Members		

• **Anti Ragging Squad**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K. G. Viswanadhan	Principal	Chairman	Once in a month	address problems of discipline in the institution. bring to the notice of the Chairman about ragging immediately for further actions
2	Mr. Manuraj	Hod -in- charge Department of Automobile Engineering	Member		
3	Mr. Midhunraj	Assistant Professor Department of Mechatronics Engineering	Member		
4	Ms. Arun K	Assistant Professor Department of Computer Science and Engineering	Member		
5	Ms. P.T. Rajeena Mol	Assistant Professor Department of Electrical and Electronics Engineering	Member		
6	Mr. Prasob	Assistant Professor Department of Mechanical Engineering	Member		
7	Mr. Vishnu Prabha N Kaimal	Assistant Professor Department of Electronics and Communication Engineering	Member		
8	Mr. Ambikadas	Academic Office Superintendent	Member		
9	Mr. Sasidharan K	Warden , Boys Hostel	Member		
10	Mrs. Geetha M P	Warden, Girls Hostel	Member		

• **Anti Ragging Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K. G. Viswanadhan	Principal, NCERC	Chairman	Once in a month	address problems of discipline in the institution. bring to the notice of the Chairman about ragging immediately for further actions.
2	Dr.Sudheer S Marar	Professor and Head Department of Masters of Computer Applications	Vice Chairman		
3	Dr.Jojo George	Professor Department of Applied Science and Humanities	Convenor		
4	Dr.Jalaja K	Professor and Head Department of Applied Science and Humanities	Member		
5	Dr.Mredhula L	Professor and Head Department of Electronics and Communication Engineering	Member & Ladies Hostel Warden		
6	Dr.Sobha Manakkal	Dean and Head Department of Electrical and Electronics Engineering	Member		
7	Dr.Appadurai M	Associate Professor and Head Department of Mechanical Engineering	Member		
8	Dr.Anto Francis Cherussery	Professor and Head Department of Mechatronics Engineering	Member		
9	Dr.Justine Jose,	Professor & Head Department of Computer Science and Engineering	Member		
10	Dr.Krishna Kumar T P	Professor and Head Department of Masters of Business Administration	Member		
11	Ms.Thushara K M	Assistant Professor Department of Applied Science and Humanities	Female Faculty Member		
12	Ms.Sajitha A S	Assistant Professor Department of Electronics & Communication Engineering	Female Faculty Member		
13	Dr.P Rajan	Professor Department of Electrical and Electronics	Member		

		Engineering			
14	Mr.Pranav P	First Year, CSE	Student Member		
15	Ms.Rugmini S	First Year, CSE	Student Member		
16	Ms.Anagha Arunkumar	Third year student Department of Electronics & Communication Engineering	Student Member		
17	Mr.Midhun K	Fourth year student Department of Electronics & Communication Engineering	Student Member		
18	Ms.Nawal Abkar	Fourth year student Department of Computer Science and Engineering	Student Member		
19	Ms.Ameya Ann Thomas	Third year student Department of Electrical & Electronics Engineering	Student Member		
20	Mr.Alok C Unni	Fourth year student Department of Electrical & Electronics Engineering	Student Member		
21	Mr.Samanvay Ramdas A	Fourth year student Department of Computer Science and Engineering	Student Member		
22	Ms. Sumi	Second Year Student M.Tech Cyber Security	Student Member		
23	Ms.Vismaya S	Second Year Student Department of Masters of Computer Applications	Student Member		
24	Dr.Shankar N	Professor Department of Masters of Business Administration	Men's Hostel Warden		
25	Mr.Ambikadas R	Academic Office Superintendent	Non – Teaching Staff Representative		
26	Mr. Sandhosh K	Parent of Alok C Unni, S7 EEE	PTA Nominee		
27	Mr.Shibu Mathew	Parent of Leriesha S Mathew	PTA Nominee		
28	Mr.Srinivas M Nair	Administrative Manager	Nominee of the Management		
29	Mr.SajeeshSankar P V	Senior Business Executive Madhyamam Daily	Representative from Media		
30	Mr.C.K.Suresh	Director ATMA Foundation	Representative from NGO		

		Thrissur, Kerala			
31	Mr.Anand D S	Sub Inspector of Police Pazhayannur Police Station Thrissur , Kerala	Representative from Police Administration		
32	Ms. Vini UnniKrishnan	Ward Member, Pampady Thiruvilwamala, Thrissur , Kerala	Representative from Civil Administration		

• **Alumni Association**

S.No	Name of the Faculty Member	Occupation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K G Viswanadhan	Principal, NCERC	President	Once in a year	<p>facilitate interaction between Alumni and Departments of the college</p> <p>promote research and academic activities</p> <p>organize social and cultural activities that bring together Alumni, current scholars and fraternity of the college.</p> <p>encourage and appreciate academic and other outstanding achievements of the department and faculty</p> <p>establish endowments and scholarships</p> <p>award incentive, prizes for outstanding contributions of the scholars</p> <p>aid in improving and updating academics using their experience and knowledge</p>
2	Dr. Sudheer S Marar	Professor & Head – Dept. of MCA	Teaching Vice President		
3	Mr.Rejumon R,	AP, MTR Dept.	Former Student Vice President		
4	Mr.Midhunraj P K,	AP, MTR Dept.	Teaching Secretary		
5	Mr.Ahish L,	AP, MCA, Dept.	Former student Secretary		
6	Mr.Nithin Joe,	AP, ECE Dept.,	Treasurer		
7	Ms.Praveena K,	AP, CSE, Dept.	Faculty Members		
8	Ms.Neethu M,	AP, MTR Dept.	Faculty Members		
9	Ms.Minu Augustine	AP, CSE Dept.	Faculty Members		
10	Ms.Sreeji,	AP, CSE Dept.	Faculty Members		
11	Mr.Anshad V,	AP, MTR Dept.	Faculty Members		
12	Ms.Divya,	AP, MCA Dept.	Faculty Members		
13	Ms.Sumii,	AP, MCA Dept.	Faculty Members		
14	Ms.Aparna,	AP, MCA Dept.	Faculty Members		
15	Mr.Suraj Suresh,	ME (2009-13)	Alumni Members		
16	Mr.Sam Mathew,	MTR (2019-23)	Alumni Members		
17	Ms.Sruthy M R,	CSE (2007-11)	Alumni Members		
18	Ms.Smita Unnikrishnan,	CSE (2006-10)	Alumni Members		
19	Mr.Adhin Rag,	AUE (2015-19)	Alumni Members		
20	Ms.Aiswarya M S,	EEE (2013-17)	Alumni Members		
21	Ms.Richard Francis,	AUE (2007-11)	Alumni Members		
22	Ms.Prajitha,	EEE (2016-20)	Alumni Members		

• **ISO Audit Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Adv.Dr.P.Krishnadas	Chairman & Managing Trustee	Chief Management Representative	Twice in a year	To ensure that all the systems and procedures of all academic departments, administration, examination, library, placement and
2	Dr. K. G. Viswanadhan	Principal	Management Representative		
3	Mr.Anoop Kumar M V	Assistant Professor,	Assistant Management		

		Department of Electrical and Electronics Engineering	Representative		training, purchase and stores are completely documented and maintained as per requirements of International Standard ISO 9001: 2015 Quality Management Systems
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• **Editorial Board Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. Sudheer S Marar	HoD, Department of Masters in Computer Application	Chairman	Twice in a year	To publish newsletter to motivate the students and faculty members in bringing out their contributions and achievements to the limelight
2	Mrs. Bindu Krishnakumar	Campus Manager	Member		
3	Dr. Jojo George	Professor, Department of Applied Science	Member		

• **Timetable Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Mr.Manuraj K R	Assistant Professor, Department of Automobile Engineering	Chairman	Four times in a year	To frame timetable as per APJ Abdul Kalam Technological University Regulations Education of college resources such as laboratories, library, sports etc in an effective manner.
2	Mr. Midhunraj P	Assistant Professor, Department of Mechatronics Engineering		Applied science Aiswarya Ramesh	
3	Mrs. Rajeena mol P T	Assistant Professor, Department of Electrical and Electronics Engineering	Member	CSE CSE AI ECE Lisa C	
4	Ms. Lisa C	Assistant Professor, Department of Electronics and Communication Engineering	Member	EEE Rajeena mol P T MTR Midhunraj P	
5	Mrs. Minu Augustine	Assistant Professor, Department of Computer Science and Engineering	Member		
6	Ms. Sajitha A S	Assistant Professor, Department of Computer Science and Engineering AI & ML	Member		
7	Mr. Sudeesh S	Assistant Professor, Department of	Member		

		Mechanical Engineering			
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• **Purchase Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K. G. Viswanadhan	Principal	Chairman	Twice in a year	prepare guidelines and devise general system for procurements of materials, equipment and items for the Institution.
2	Mrs.Bindu Krishnakumar	Campus Manager	Member		
3	Mr.Unni Krishnan. K	Deputy Finance Manager	Member		
4	Mr. Sasikumar V K	Accounts Assistant	Member		
5	Mr. Sasikumar S	Purchase Assistant	Member		
6	Mr.R Ambikadas	Office Superintendent	Member		<p>prepare approved vendors list for purchase of items, which are of general use and ensure the procurement of such items from approved vendors.</p> <p>coordinate all the purchases of various departments and ensure the procurement of required items as per schedule.</p> <p>scrutinize requisitions for purchase of equipment from various departments and decide on the necessity of purchasing the equipment as specified by the AICTE and University.</p> <p>arrange to call and scrutinize quotations for items of purchase and contracts.</p> <p>carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.</p> <p>arrange for order, inspection and acceptance / rejection of the equipment received.</p>

					consider and scrutinize the reports and inspect the items / equipment for writing off.
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• **Campus Maintenance Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Mr. Rakesh T	Civil Supervisor	Chairman	Twice in a year	<p>prepare phase-wise, comprehensive, timebound plans to construct new buildings, as and when required and get it approved by Governing Council.</p> <p>design and estimate the construction / maintenance work.</p> <p>complete the legal formalities regarding land, building and municipal taxes.</p> <p>supervise and monitor all the work under construction and get the work completed strictly as per schedule.</p> <p>finalize furniture requirement for various departments / cells of the Institution.</p> <p>monitor the renovation and maintenance works. prepare a detailed annual report on the construction work and about furniture and submit the same to the Governing Council through the Principal.</p> <p>take up a special drive for providing common facilities like drinking water, electrification and urinals and campus vigilance on day - to - day.</p> <p>offer better canteen facilities.</p>
	Dr. K. G. Viswanadhan	Principal	Member		
2	Mr. Eldo Paul N	Maintenance Engineer , Electrical & Plumbing	Member		
3	Mr. Ajith K	Maintenance Engineer	Member		
4	Mr. Ashok K R	Maintenance Engineer	Member		
5	Mr. Umesh P K	Maintenance Engineer	Member		
6	Ms.Pusha Ramachandran	House Keeping Supervisor	Member		
7	Ms.Hema	Gardening Supervisor	Member		

					<p>monitor the house keeping activities on daily basis.</p> <p>install the elaborate campus map at the entrance and numbering of buildings, departments, rooms and labs.</p> <p>display signboards at different places in the campus.</p> <p>maintain a green campus with trees and plants all around.</p> <p>take care of the buildings in the campus with periodic painting and maintenance.</p> <p>maintain the campus litter free with dust bins provided at strategic locations.</p> <p>maintain a plastic free campus.</p> <p>computers / networks, the college IT maintenance division takes care of the maintenance.</p>
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• **Finance Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K. G. Viswanadhan	Principal, NCERC	Chairman	Twice in a year	<p>To estimate the budget relating to income from fee and other sources.</p> <p>To seek all major and minor expenditure associated with different committees, analyze them, establish the priorities and forward a tentative budget to governing council</p>
2	Ms.Simi V	Chartered Accountant	Member		
3	Dr.Krishnakumar T P	Professor and Head, Department of Master of Business Administration	Member		
4	Mr.Unni Krishnan K	Manager, Finance & Accounts	Member		

					<p>in time.</p> <p>To prepare a detailed plan of expenditure for day - to - day running of the institution.</p> <p>To take necessary steps and get sanction to procure major equipment as advised by the Governing Council.</p> <p>To take necessary steps and get sanction for constructing new buildings as approved by the Governing Council.</p> <p>To monitor financial policies, regulations, and guidelines.</p> <p>To monitor overspending by any of the department / division.</p> <p>To ensure that accounts are internally audited every month and externally audited by Chartered Accountant yearly</p> <p>To take necessary steps to have the institute accounts audited by auditors appointed by the Governing Council.</p>
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• **Sports and Arts Committee**

S.No	Name of the Faculty Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K G Viswanadhan	Principal, NCERC	Chairman	On Need	<p>To estimate the budget relating to income from fee and other sources.</p> <p>To seek all major and minor expenditure associated with different committees, analyze them, establish the priorities and forward a tentative budget to governing council in time.</p> <p>To prepare a detailed plan of</p>
2	Mr. Sunil P P	Assistant Professor, Dept. of Physical Education	Convenor		
3	Mr. Maheswaran K	Asst. Professor, Dept. of EEE	Secretary		
4	Lt. Sanoj T	Asst. Professor, Dept. of ME	Member		
5	Ms Silja Varghese	Asst. Professor, Dept. of CSE	Staff Members		
6	Ms. Abeena A	Asst. Professor, Dept. of EEE	Staff Members		
7	Mr Nithin Joe Pullokarani	Asst. Professor, Dept. of ECE	Staff Members		

8	Ms. Diya Dinen	(S3 CSE AI & ML)	Student Members		<p>expenditure for day - to - day running of the institution. To take necessary steps and get sanction to procure major equipment as advised by the Governing Council. To take necessary steps and get sanction for constructing new buildings as approved by the Governing Council. To monitor financial policies, regulations, and guidelines. To monitor overspending by any of the department / division. To ensure that accounts are internally audited every month and externally audited by Chartered Accountant yearly. To take necessary steps to have the institute accounts audited by auditors appointed by the Governing Council.</p>
9	Mr. Sreevinayak P S	(S7 ECE)	Student Members		
10	Mr. Ajin Raju T	(S7 MTR)	Student Members		

• **Research and Development Cell**

S.No	Name of the Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K. G. Viswanadhan	Principal	Chairman	Once in a year	<p>To encourage the members of faculty to register for their Ph.D. work, publish papers in Journals / Conferences.</p> <p>To plan and organize sponsored programs like National / International Conferences, Workshops, Seminars and Faculty Development Programs with the</p>
2	Dr. Anto Francis Cherussery	Professor & Head , Dept. of Mechatronics Engineering	R & D Coordinator		
3	Dr. Sobha Manakkal	Professor & Head , Dept. of EEE	Staff Coordinator		
4	Dr. T P Krishna Kumar	Professor & Head, Dept, of MBA	Staff Coordinator		
5	Dr. Sudheer S Marar	Professor & Head, Dept. of MCA	Staff Coordinator		
6	Dr. Mredhula L	Professor & Head , Dept. of ECE	Staff Coordinator		
7	Dr. Justin Jose	Professor & Head, Dept. of CSE	Staff Coordinator		
8	Dr. Appadurai M	Associate Professor & Head,	Staff Coordinator		

		Dept. of Mechanical Engineering			association of IEEE, ISTE, CSI, CSIR, DRDO, SERB and Affiliating University.
9	Dr. Jalaja K	Professor & Head, Dept. of Applied Sciences and Humanities	Staff Coordinator		To explore the possibilities of Research collaborations, nationally and internationally for long term development

• **Library Committee**

.S.No	Name of the Faculty Member & Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1.	Dr. K G Viswanadhan Principal, NCERC	Chairman	Once in a year	To frame and regulate the library policies.
2.	Ms. Lizamma E C Chief Librarian	Member Secretary		To monitor the implementation of library policies and procedures for library development activities.
3.	Dr. Sobha Manakkal Professor & Head , Dept. of EEE	Member – Head of the Department		To prepare a budget every year for purchase of books needed by each department and forward it to finance committee.
4.	Dr. Mredhula L Professor & Head , Dept. of ECE	Member – Head of the Department		To add more titles every year in consultation with the respective departments and keeping in view the diversity and as per norms of controlling agencies.
5.	Dr. Anto Francis Cherussery Professor & Head , Dept. of Mechatronics Engineering	Member – Head of the Department		To procure textbooks in adequate number well in an advance before the start of semester.
6.	<i>Dr. Justin Jose</i> <i>Professor & Head,</i> <i>Dept. of CSE</i>	Member – Head of the Department		To coin correct accession no. to the books procured and enter in the record books.
7.	Dr. Appadurai M Associate Professor & Head, Dept. of Mechanical Engineering	Member – Head of the Department		To maintain library book records as per the internationally accepted systems and update the same from time to time.
8.	Dr. Jalaja K Professor & Head, Dept. of Applied Sciences and Humanities	Member – Head of the Department		To display new arrivals of books and periodicals for information to staff and students.
9.	Dr. Sudheer S Marar, Professor & Head, Dept. of MCA	Member – Head of the Department		To update periodically
10.	Dr. T P Krishna Kumar Professor & Head, Dept, of MBA	Member – Head of the Department		
11.	Dr. B Shaji Associate Professor, Dept. of CSE	Member		
12.	Mr. Anoop Kumar M V Asst. Professor, Dept. of EEE	Member		
13.	Ms. Rashmi V R Asst. Professor, Dept. of ECE	Member		
14.	Mr. Manuraj K R Asst. Professor, Dept. of ME	Member		
15.	Mr. Vinod R Asst. Professor, Dept. of MTR	Member		
16.	Dr. Suriakala R Associate Professor, Dept. of MBA	Member		
17.	Mr. Pramod K Asst. Professor, Dept. of MCA	Member		

18.	Ms. Haritha P H Asst. Professor, Dept. of Applied Science and Humanities	Member		and display the number of books, titles and periodicals available in the library at the entrance of the library
19.	Mr. Arun Suresh (II Year Student, MCA)	Member		
20.	Mr. Gokul G S (II Year Student, MBA)	Member		To maintain the records of issues and return of books accurately.
21.	Mr. Abhinav Shaji (IV Year Student, B.Tech CSE)	Member		<p>To provide book-bank facility to SC / ST students.</p> <p>To enrich the library by procuring peer- reviewed national / international journals</p> <p>To display the renewal dates of all journals and get them renewed in time, to constantly monitor the pending issues and the necessary follow-up.</p> <p>To prepare bound volumes for periodicals every year.</p> <p>To get the books bound when their covers are torn or worn out.</p> <p>To provide and maintain Internet facilities in the library.</p> <p>To provide online resources access system.</p> <p>To procure quality audio and video learning resources.</p> <p>To have a tie up with IIT libraries and reputed libraries.</p> <p>To provide reprographic facilities in the library at subsidized charge.</p> <p>To provide and maintain the facility of the reading room inside the library</p> <p>To keep records of students and staff those who are visiting the library and books To examine the user visiting hours and evaluate them according</p>

				<p>to the section wise usage of the library.</p> <p>To modernize the library services with the help of ICT in all the sections.</p> <p>To review the feedback and suggestion given by the users and take necessary action</p>
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• **Admission Committee**

S.No	Name of the Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K G Viswanadhan Principal, NCERC	Principal, NCERC	Chairman	Twice in a year	<p>To prepare clear and well defined policies to attract admissions</p> <p>To prepare informative and attractive brochures, prospectus and handouts for wider publicity</p> <p>To get acquainted with all the rules and regulations of admissions as prescribed by the Government and guide the students seeking admission accordingly.</p> <p>To prepare a strategic plan for addressing 12 standard and diploma students as a career counseling activity.</p> <p>To place advertisement in newspapers regarding admission</p> <p>To advise the Principal for improving facilities based</p>
2	Mr. Rajesh A R Senior Admission Officer, NCERC		Member		
3	Mr. Jithin Mohandas N P Asst. Professor, Dept. of Applied Science & Humanities		Member		
4	Mr. Sreekumar HR-Manager, NGIK		Member		
5	Ms. Bindu Krishnakumar Campus Manager, NCERC		Member		
6	Mr. R Ambikadas Senior Office Superintendent Academic Office		Member		
7	Ms. Milja P G Assistant – Admission Office		Member		
8	Mr. Arunkumar M V Lab Assistant, Dept. of ECE		Member		
9	Lt. Sanoj T Asst. Professor, Dept. of ME		Member		
10	Ms. Abeena A Asst. Professor, Dept. of EEE		Member		
11	Mr. Vysak Valsan Asst. Professor, Dept. of ECE		Member		
12	Mr. Rejumon R Asst. Professor, Dept. of MTR		Member		
13	Ms. Swathy C S Asst. Professor, Dept. of CSE		Member		
14	Ms. Sajitha A S Asst. Professor, Dept. of CSE AI & ML		Member		

					<p>on from the feedbacks got from parents and students during admission counseling.</p> <p>To maintain the record of admitted students and forward it to the concerned department.</p> <p>To provide best counseling to students and parents who come to seek admission.</p> <p>To guide the admitted students to complete the admission procedure like paying fee, getting hostel admission, etc</p>
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• **Caste Based Discrimination Committee**

S.No	Name of the Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. Jalaja K	Head of the Department, Department of Applied Science and Humanities		Twice in a year	<p>To ensure that no official / faculty members indulge in any kind of discrimination against any community or category of students.</p> <p>To look into the discriminating complaints received from the SC/ST/OBC students /Teachers and non teaching staffs.</p> <p>To see that college shall not discriminate on grounds of caste, religion etc</p> <p>To take all</p>
2	Mr. Anshad V	Asst. Professor, Dept. of Mechatronics Engineering	Member		
3	Mr. Vinish A	Asst. Professor, Dept. of CSE	Member		
4	Ms. Parvathi P	Asst. Professor, Dept. of CSE	Member		
5	Mr. Vysak Valsan	Asst. Professor, Dept. of ECE	Member		

					<p>administrative decisions to prevent all kinds of harassment and discrimination against any section of students.</p> <p>To handle cases and disposed them off meticulously under their respective Acts.</p> <p>To issue instructions from time to time to all departments to curb discrimination of any kind</p>
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• **Amenities Committee**

S.No	Name of the Member	Designation	Position in the committee	Frequency of meeting	Functions and Responsibilities
1	Dr. K G Viswanadhan	Principal, NCERC	Chairman	Twice in a year	To monitor, maintain and effectively utilize all the amenities of the Institution.
2	Dr. P Rajan	Professor, Dept. of EEE & Director NCPIR (Placement Cell)	Member		
3	Dr. Mredhula L	Professor & Head, Dept. of ECE & Hostel Warden (Women)	Member		
4	Dr. N Shankar	Professor, Dept. of MBA & Hostel Warden (Men)	Member		
5	Mr. Jithin Mohandas N P	Asst. Professor, Dept. of Applied Science and Humanities	Member		
6	Mr. David E	Asst. Professor, Dept. of EEE	Member		
7	Ms. Silja Varghese	Asst. Professor. Dept. of CSE	Member		
8	Ms. Lisa C	Asst. Professor. Dept. of ECE	Member		
9	Ms. Bindu Krishnakumar	Campus Manager	Member		
10	Ms. Lizamma E C	Chief Librarian	Member		
11	Mr. R Ambikadas	Senor Office Superintendent Academic Office	Member		
12	Mr. Anilkumar A	Lab Instructor, Dept. of ME	Member		
13	Mr. Arunkumar M	Lab Instructor,	Member		

	V	Dept. of ECE			
14	Mr. Sajesh D	System Administrator	Member		
15	Mr. Alok C Unni	(S7 EEE- Chairperson of College Union)	Member		
16	Ms. Arya U	(S7 CSE - Vice Chairperson of College Union)	Member		

• **Department Association Committee**

Sl.No	Name of the Department	Name of the Associations	Committee Members	Frequency of meeting	Functions and Responsibilities
1	Computer Science & Engineering	ENIGMA	Faculty Co-Ordinator Dr Shaji B (Associate Professor ,Dept of CSE) Student Co-ordinator Mr. Anirudh babu(S7 CSE A)	Once in a year	organize technical association inauguration, elect the office bearers of the association, prepare action plan for organizing various technical activities. become active member in professional bodies To participate in various activities and competition organized by professional bodies organize various activities in association with professional bodies
2	Electronics & Communication Engineering	ECHOS	Faculty Co-Ordinator Dr. G. Keerthana (Associate Professor, Dept. of ECE) Student Co-ordinators. Ms. Siya Y (S7 ECE)		
3	Electrical & Electronics Engineering	IMPERIUM	Faculty Co-Ordinator Saranya Nair (Assistant Professor, EEE Dept.) Student Co-ordinators Aswin G S (S7 EEE)		
4	Mechanical Engineering	MECH VEDA	Faculty Co-Ordinator BAISEL PAUL(ASST. PROF., M.E) Student Co-ordinators TH K (S7 ME)		
5	Mechatronics Engineering	AZIMOS	Faculty Co-Ordinator Mr. Midhun Raj PK(Assistant Professor, Dept of MTR) Student Co-ordinators Ms. Samyuktha R (S7 MTR)		
6	Master of Computer Application	MCA ASSOCIATION	Faculty Co-Ordinator Mr Ashish L (Assistant Professor) Student Co-ordinator Mr Arun Suresh (S3 MCA)		
7	Masters in Business Administration	KARMA 2K21	Faculty Co-Ordinator Mr. Alex Kuruvila Student Co-ordinator Roshima		

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