



MES COLLEGE ERUMELY

FACULTY ASSIGNMENTS & POSITIONS



8
4

MES COLLEGE ERUMELY

(AFFILIATED TO THE MAHATMA GANDHI UNIVERSITY)
PROPOSE P.O, ERUMELY, KOTTAYAM (DIST.) PIN.686509

MESEC/CBCSS/UG /H/37/2017

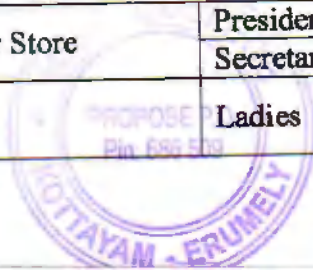
03-06-2017

The following Associate Professors and Assistant Professors are assigned duties during the academic year 2017-2018

SL.No	Assigned Duty	Name of the Lecturer	Signature
1	Vice Principal(Examinations)	Ancy Mathew	
2	Staff Secretary	Sheeba Michael	
3	Tutorial Department Head	Rema Devi	
4	Staff Advisor	Jithesh	
5.	Staff Editor	George John	
		Preethy Shankar	
6	Examination Monitoring Committee Chief	Ancy Mathew	
	Members	Sheeba Michael	
		Sherly Jacob	
		Suhana E	
7	Course Co-ordinator (Syllabus and others)	Geena George	
8	Returning Officers	Rama Devi A	
		Asha Jaison	
9	Discipline Committee / Anti Ragging	Chairman	Principal
		Vice-Chairman	Vice Principal
		Convener	George John M.A
		Members	All HOD's
10	Library in Charge	Santhosh K.K	
11	NSS Programme Officer	Harish Kumar V.G, Suhana E	
12	Sports	Director in charge of Physical Education	



13	Career Guidance & Placement Cell		Rekha Rajendran	
14	Red Ribbon Club		Sumayya P. A	
15	Staff Council Secretary		Rajan J Kurian	
16	EDC		Jithesh K.S	
			Safeena K.M	
17	PTA Secretary		Jisha C.K	
18	Women's Cell		Asha Jaicon	
			Anitha Mathew	
19	Admission Committee Chairman		Vice Principal	
20	Admission Committee Convener		Jithesh	
21	Admission Committee Member		Rema	
22	Admission Committee Member		Betty Joseph	
23	Admission Committee Member		Jisha C.K	
24	Admission Committee Member		Mayamol P	
25	Admission Committee Member		Anu Mol Joseph	
26	Admission Committee Member		Rejoola O.M	
27	Admission Committee Member		Kavitha P.D	
28	Admission Committee Member		Harish Kumar V.G	
29	Admission Committee Member		Soumya S	
30	Nominated Member		Rajan J Kurian	
31	Lab In Charge	Computer U.G	Rejoola O.M	
		Computer P.G		
		Commerce U.G		
32	Chief Attendance Co-Ordinator		Safeena K.M	
33	Press Release		Harish Kumar V.G	
34	Redressal Committee Members (College Level)	Chairman	Shamla Beegom N.S	
		Convener	Geena George	
		Members	All HOD's	
35	AISHE Nodal Officer		Betty Joseph	
36	Website Committee		Hari G	
37	Bhoomitra Club		Hari G	
38	Consumer Store	President	Principal	
		Secretary	Sebastian Xavior	
39	Hostel	Ladies	Anumol Joseph	



40	Cultural Programme Committee		Darly A.G (Chief)	Darly A.G
			Sebastian P Xavior	S Xavier
			Soumya	Soumya
			Jeseela, Mayamol P	Mayamol P
41	Project Co- Ordinator		Najuma E	Najuma E
42	Counseling Center		Harish Kumar V.G	
43	Nodal Officer (Scholarship)		Darly A.G	Darly A.G
44	Floor Charges	Commerce Block	Groun Santhosh / Rekha	Santhosh / Rekha
			I st Floor Nisamol	Nisamol
			II nd Floor Mayamol	Mayamol
		Electronics Block	Ground Floor Ramadevi A / Jisha	Ramadevi A / Jisha
			I st Floor George John / Ancy	George John / Ancy
			II nd Floor Soumya	Soumya
		Computer Science Section	Betty Joseph	Betty Joseph
		Management Studies Section	Anu Mol Joseph	Anu Mol Joseph
Administrative Block	Principal			
MSW	Rajan J Kurian			
All Campus	Assistant Director in charge of Physical Education			
45	Members of Store Committee		Jisha C.K	Jisha C.K
			Shamla Beegom N.S	Shamla Beegom N.S
			Sumayya P.A	Sumayya P.A
			Darly A.G	Darly A.G
			Betty Joseph	Betty Joseph
			Sabeen P Karim	Sabeen P Karim
46	Confidential Assistant to Vice Principal		Anna Joseph	
47	Orientation Programme to Teaching and Non Teaching		George John	

(By the Orders of Principal)



[Signature]
 PRINCIPAL
 PRINCIPAL
 M.E.S COLLEGE ERUMELY

COPY TO

1. THE HOD, DEPARTMENT OF COMPUTER SCIENCE *[Signature]*
2. THE HOD, DEPARTMENT OF COMMERCE (BRANCH BCOM C.A) *[Signature]*

[Signature]
 25/06/17

MES COLLEGE ERUMELY

(AFFILIATED TO THE MAHATMA GANDHI UNIVERSITY)
 PROPOSE P.O, ERUMELY, KOTTAYAM (DIST.) PIN.686509

MESEC/CBCSS/UG /E/59/2018

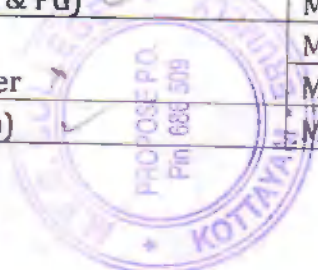
12/06/2018

The Following Associate Professors and Assistant Professors are assigned duties during the academic year 2018- 2019

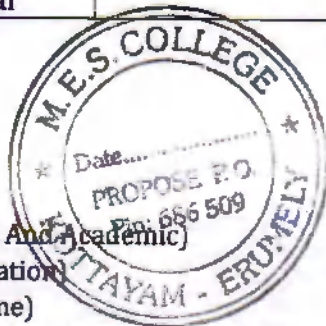
SL No	Assigned Duty	Name of the lecturer	Signature
1	Vice Principal (General & Academic) ✗	Mrs.Shamla Beegom N S	
2	Vice Principal (Examination) ✓	Mrs.Ancy Mathew	
3	Vice Principal (Discipline) ✓	Mr.George John	
4	Vice Principal (Internal Quality Assurance Cell) ✗	Mrs.Rama Devi	
5	Staff Secretary ✓	Mrs.Sheeba Michael	
6	Staff Advisor ✓	Mr.Jithesh K S	
7	Staff Editor ✓	Mr.George John	
		Mrs.Preerhy Shankar	
		Mrs.Sheeba Michael	
		Mis.Sherly Jacob	
		Mrs.Suhana E	
8	Examination Monitoring Cell Members ✓	Mrs.Asha Jaison	
		Mrs.Rama Devi	
9	Returning Officers ✓	Mrs.Asha Jaison	
		Chairman	Principal
		Vice Chairman	Vice Principal
10	Discipline Committee/Anti Ragging ✓	Convener	Mr.George John M A
11	Library In Charge ✓	Mr.Santhosh K K	
		Mrs.Suhana E	
12	NSS Programme Officer ✓	Mr.Santhosh K K	
		Mr.Jais John,	
13	Sports ✓	Mrs.Pritty Thomas	
14	Co-Ordinator Anti Narcotic Cell ✓	Mrs.Pritty Thomas	
		Mr.Sajan Antony	



15	Career Guidance & Placement Cell ✓		Mrs.Rekha Rajendran	
16	Deputy Placement Chief ✗		Mr.Sajan Antony	
17	Red Ribbon Club ✓		Mrs.Sumayya	
18	Staff Council Secretary ✗		MrRajan J Kurian	
19	EDC ✓		Mr.Jithesh K.S	
20	PTA Secretary ✓		Mrs.Safeena K M	
21	Women's Cell Co -Ordinator ✓		Mrs.Jisha C K	
22	Admission Chairman ✗		Mrs.Asha Jaison	
23	Admission Vice Chairman ✗		Anitha Mathew	
24	Admission Director ✗		Principal	
25	Admission Committee Member ✗		Mrs.Shamla Beegom N S	
26	Admission Committee Member ✓		Mr.Jithesh K S	
27	Admission Committee Member ✓		Mrs.Rama Devi	
28	Admission Committee Member ✓		Mrs.Betty Joseph	
29	Admission Committee Member ✗		Mrs.Jisha C K	
30	Admission Committee Member ✗		Mrs.Mayamol P	
31	Admission Committee Member ✗		Mrs.Anamol Joseph	
32	Admission Committee Member ✗		Mrs.Soumya	
33	Admission Committee Member ✗		Mrs.Anna Joseph	
34	Nominated Member ✗		Mrs.Soumya S	
35	Press Release ✗		Mr.Rajan J Kurian	
36	Redressal Committee Members (College Level) ✓	Chairman	Mr.Sebastian P Xaviour	
37		Convener	Mrs.Shamla Beegom N S	
38		Members	Mrs.Geena George	
39	AISHE Nodal Officer ✓		All HOD'S	
40	Website Committee ✗		Mrs.Betty Joseph	
41	Boomitra Club & Nature Club ✓		Mrs.Rejoola O M	
42	Consumer Sore ✓	President	Mr.Hari G	
43		Secretary	Principal	
44	Hostel ✓	Ladies	Mr.Sebastian P Xaviour	
45			Mrs.Shamla Beegom N S	
46			Mrs.Darly A G	
47			Mr.Sebastian P Xaviour	
48			Mrs.Soumya S	
49			Mrs.Jeseela,Mrs.Mayamol P	
50	Cultural Programme Committee ✓		Mrs.Najuma E	
51	Project Co-Ordinator (UG & PG) ✓		Mr.Sajan Antony	
52	Director Counseling Center ✗		Mrs.Sulthana T Sulaiman	
53	Nodal Officer(Scholarship) ✓		Mrs.Darly A G	



45	Discipline	Commerce Block	Mr.Santhosh K K	
		Electronics Block	Mr. Sebastian P Xaviour	
		Computer Science	Mr. Rajan J Kurian	
		Management Studies Section	Mr. Rajan J Kurian	
46	Members of Store Committee		Mrs. Jisha C K	
			Mrs. Shamla Beegom N S	
			Mrs. Darly A G	
			Mrs. Sumayya	
			Mrs. Soumya S	
			Mrs. Betty Joseph	
47	Confidential Assistant To Vice Principal		Mrs. Jisha Mary James	
48	Director Orientation Programmes		Mrs. Anumol Joseph	
49	Secretary to Principal		Mr. Jerin Joseph Mathew	



Principal
MAHEEN T. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY

Copy To

1. Vice Principal (General And Academic)
2. Vice Principal (Examination)
3. Vice Principal (Discipline)
4. Vice Principal (Internal Quality Assurance Cell)
5. The Head, Department Of Computer Science
6. The Head, Department Of Commerce (Branch Bcom C.A)
7. The Head, Department Of Commerce (Branch Bcom Marketing)
8. The Head, Department Of Commerce (Branch Bcom Finance And Taxation)
9. The Head, Department Of Commerce (Branch Office Management And Secretarial Practice)
10. The Head, Department Of Management Studies.
11. The Head, Department Of Electronics
12. The Head, Department Of English
13. The Head Department Of Hindi
14. The Head, Department Of Malayalam
15. The Head, Department Of Social Work
16. AO
17. Section E

MES COLLEGE ERUMELY

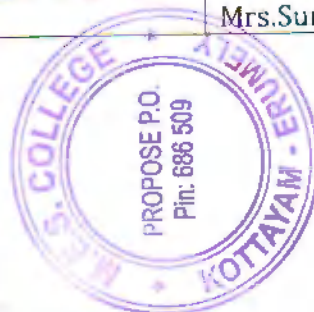
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MESEC/CBCSS & CSS/ UG&PG /H/108/2019

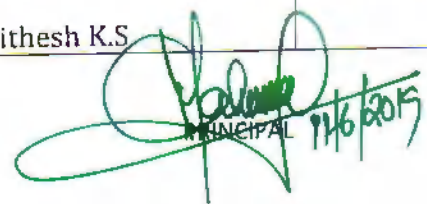
11/06/2019

The Following Associate Professors and Assistant Professors are assigned duties during the academic year 2019- 2020

SL No	Assigned Duty	Name of the lecturer	Signature
1	Vice Principal(Academic)	Mrs.Shamla Beegam N S	
2	Vice Principal(Examination)	Mrs.Ancy Mathew	
3	Vice Principal(Administration)	Mr.George John	
4	Vice Principal(Internal Quality Assurance Cell)	Mrs.Rama Devi	
5	Staff Secretary	Mrs.Darly A G	
6	Staff Advisor	Mr.Jithesh K S	
7	Staff Editor	Mr.Sebastian P Xaviour	
		Mrs.Preerhy Shankar	
8	Examination Monitoring Cell Members	Mrs.Sheeba Michael	
		Mis.Sherly Jacob	
		Mrs.Suhana E	
		Mrs.Anitha Mathew	
9	Returning Officers	Mrs.Rama Devi	
		Mrs.Asha Jaison	
10	Discipline Committee/Anti Ragging	Chairman	Principal
		Vice Chairman	Vice Principal
		Convener	Mr.George John M A
11	Library In Charge	Mr.Hari G	
12	NSS Programme Officer (1) 69	Mrs.Rejoola O M	
	NSS Programme Officer(2) 69 A	Mr.Sajan Antony	
13	Sports	Mr.Sabjan Yoosuf	
14	Co-Ordinator AntiNarcoticCell	Mr.Sajan Antony	
15	Career Guidance & Placement Cell	Mr.Jithesh K.S	
16	Admission Director	Mr.Jithesh K.S	
17	Red Ribbon Club	Mrs.Sumayya	



18	EDC		Mr.Jithesh K.S
19	PTA Secretary		Mrs.Safeena K M
20	Women's Cell Co -Coordinator		Mrs.Jisha C K
21	Press Release		Mrs.Asha Jaison
			Anitha Mathew
22	Redressal Committee Members (College Level)	Chairman	Mrs.Shamla Beegam N S
		Convener	Mrs.Geena George
		Members	All HOD'S
23	AISHE Nodal Officer		Mrs.Betty Joseph
24	Boomitra Club & Nature Club		Mr.Hari G
25	Consumer Sore	President	Principal
26		Secretary	Mr.Sebastian P Xaviour
27	Mens Hostel	In Charge	Mr. Maheen M N
28	Ladies Hostel	In Charge	Mrs.Shamla Beegam N S
			Mrs.Darly A G
			Mr.Sebastian P Xaviour
			Mrs.Soumya S
29	Cultural Programme Committee		Mrs.Jeseela,Mrs.Mayamol P
30	Project Co-Ordinator (UG & PG)		Mrs.Najuma E
31	Director Counseling Center		Mr.Sajan Antony
32	Nodal Officer (Scholarship)		Mrs.Darly A G
		IT Block	Mrs.Shamla Beegam N S
		PG Block	Mrs.Rama Devi
		Administration Block	Mr.George John
33	Floor Coordinator	Golden Jubilee Block	Mr.Jithesh K.S


 PRINCIPAL 11/6/2015

Copy To

1. Vice Principal (Academics)/(Administration)/ (Examination)/ (Internal Quality Assurance Cell)
2. The Head, Department Of Computer Science / Electronics
3. The Head, Department Of Commerce (Branch B.Com C.A/ Finance And Taxation / Marketing /OM & SP)
4. The Head, Department Of Management Studies.
5. The Head, Department Of English / Malayalam / Hindi
6. The Head, Department Of Social Work
7. PRO (Circulated to Person Concerned)

ORDER

This is to inform you that the Duty assigned to coordinators, Joint Coordinators and student coordinators of various clubs, forums and cells of our college with effect from 01.06.2020 is listed below.

Sl.No	NAME OF THE CLUB/ FORUMS	COORDINATORS	NAME & DEPARTMENTS
1	Health Club	Coordinator	Sancy Rose Antony(Dept. of Commerce,Br:Om&Sp)
		Joint Coordinator	Reshma B Pillai (Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Albin Antony (IIIrd Sem B.Com Marketing)
2	Placement Cell	Coordinator	Kavitha P.D(Dept. of Commerce,Br:Marketing)
		Joint Coordinator	Athira R Nair (Dept. of Commerce,Br:Om&Sp)
		Student Coordinator	Amina Shamsudeen(Vth Sem B.Com Marketing)
3	Quiz club	Coordinator	Sulthana T Sulaiman (Dept. of Social Work)
		Joint Coordinator	Dani Thomas (Dept. of Social Work)
		Student Coordinator	Neethu Shajan(IIIrd Sem MSW)
4	Counselling Center	Coordinator	Dani Thomas(Dept. of Social Work)
		Joint Coordinator	Sulthana T Sulaiman(Dept. of Social Work)



10	Women's Forum	Coordinator	Asha Jaison(Dept.of Computer Science)
		Joint Coordinator	Anitha Mathew(Dept.of Computer Science)
		Student Coordinator	Vineetha Raj Poika(IIIrd Sem MSW)
11	Red Ribbon Club	Coordinator	Sherly Jacob(Dept.of Commerce ,Br:Computer Application)
		Joint Coordinator	Jaseela Haneefa(Dept. of Commerce,Br:Om&Sp)
		Student Coordinator	Abhijith V (IIIrd Sem B.Sc Electronics)
12	Entrepreneurship Development Club	Coordinator	Safeena K M(Dept. Of Management Studies)
		Joint Coordinator	Anna Joseph(Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Muhammed Afsal(IIIrd Sem BBA)
13	IPR Cell	Coordinator	Jaseela Haneefa(Dept. of Commerce,Br:Om&Sp)
		Joint Coordinator	Sherly Jacob(Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Amal Shaji(IIIrd B.Com F&T)
14	Career Guidance Cell	Coordinator	Jaseela Haneefa(Dept. of Commerce,Br:Om&Sp)
		Joint Coordinator	Sunu sukumaran(PG Dept. of Commerce)
		Student Coordinator	Jinil Kuruvila(IIIrd Sem B.Com F&T)
15	Anti-Narcotic Cell	Coordinator	Sulthana T Sulaiman(Dept. of Social Work)



		Joint Coordinator	Midhun Nair(Dept. of Commerce,Br:Om&Sp)
		Student Coordinator	Amal Purushothaman(IIIrd Sem MSW)
16	Nature Club	Coordinator	Hari G(Dept.of Computer Science)
		Joint Coordinator	Jais John(Dept. of Electronics)
		Student Coordinator	Anwar Razak(Vth Sem BCA)
17	Bhoomithra Club	Coordinator	Hari G(Dept.of Computer Science)
		Joint Coordinator	Jais John(Dept. of Electronics)
		Student Coordinator	Shamjad Mazood Nazer(Vth Sem BCA)
18	Fine Arts Club	Coordinator	Darly A G(Dept. Of Mgt.Studies)
		Joint Coordinator	Soumya.S(PG dept. of Commerce)
		Student Coordinator	Shine Sunny(Vth Sem BBA)
19	Minority cell	Coordinator	Suhana. E(Dept.of Computer Science)
		Joint Coordinator	Anitha Mathew(Dept.of Computer Science)
		Student Coordinator	Aparna. K. Manoj(Vth Sem BCA)
20	Anti Sexual Harassment Cell	Coordinator	Anitha Mathew(Dept.of Computer Science)
		Joint Coordinator	Suhana. E(Dept.of Computer Science)



		Student Coordinator	Arya Gopi(IIIrd Sem MSW)
5	SC/ST/OBC/OEC/SEGC/EWS	Coordinator	Preethy Sankar (Dept. of Hindi)
		Joint Coordinator	Sancy Rose Antony (Dept. of Commerce, Br:Om&Sp)
		Student Coordinator	Jithu Philip(Vth Sem BCA)
6	UGC cell	Coordinator	Anna Joseph(Dept.of Commerce ,Br:Computer Application)
		Joint Coordinator	Jisha mary James(Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Libin M. Babu(IIIrd Sem M.Com Mgt. IT)
7	Tourism Club	Coordinator	Shabeena Beegom K H (Dept.of Computer Science)
		Joint Coordinator	Rejoola O M(Dept.of Computer Science)
		Student Coordinator	Shamjad Mazood Nazer(Vth Sem BCA)
8	Start up Club	Coordinator	Dr Rajeswari R (Dept.of Computer Application)
		Joint Coordinator	Duniya P S(Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Vineetha Raj Poika(Dept. of Social Work)
9	Alumni Association	Coordinator	Shabeena Beegom K H (Dept.of Computer Science)
		Joint Coordinator	Kavitha P.D(Dept. of Commerce, Br:Marketing)
		Student Coordinator	K.A Tharik Assis(B.Com Marketing)



		Student Coordinator	Merin Joseph(Vth Sem BCA)
21	Grievance Redressal Cell	Coordinator	Sheeba Michael(Dept. of English)
		Joint Coordinator	Akshitha Sherin(Dept. of English)
		Student Coordinator	Ansa Soman(IIIrd Sem B.Com F&T)
22	UBA	Coordinator	Jithesh K.S(Dept. of Mgt. Studies)
		Joint Coordinator	Sulthana T Sulaiman(Dept. of Social Work)
		Student Coordinator	Arya Rajendran(IIIrd Sem MSW)
23	Sports	Coordinator	Sabjan Yoosuf(Dept. of Computer Science)
		Joint Coordinator	Abilan Raj (Dept. of Mathematics)
		Student Coordinator	Muhammed Niyas (Vth B.Com F& T)
24	Adventure Sports	Coordinator	Sabjan Yoosuf(Dept. of Computer Science)
		Joint Coordinator	Santhosh K.K (Dept. of Commerce,Br: Marketing)
		Student Coordinator	Muhamad Althaf(Vth B.com Computer Application)

Copy to:

1. Vice Principal (Administration)
2. Vice Principal (Academic)



Principal

PRINCIPAL
M.E.S COLLEGE ERUMELY

3. All HOD's

4. Director CDC

5. Personal file of Principal



PRINCIPAL

M.E.S. COLLEGE ERUMELY

(Approved by Govt. of Kerala & Affiliated to the Mahatma Gandhi University)

Minority Institution Certified by National Minority Education Commission

Propose, Propose P.O., Erumely, Kottayam (Dist), Kerala State - 686 509

Ph: 04828 254393, 255366 Fax : 04828 255444

www.meserumelycollege.ac.in, Email: principal@meserumelycollege.ac.in

MES/EC/CDC/47/2021

29/06/2021

ORDER

The below mentioned staff members are assigned duties as coordinators and Joint coordinators of various Clubs ,Cells & Forums, of our college with effect from 01/06/2021 onwards

Sl.No	NAME OF THE CLUB/ FORUMS	COORDINATORS	NAME & DEPART MENTS
1	Health Club	Coordinator	Sancy Rose Antony(Dept. of Commerce,Br:Om&Sp)
		Joint Coordinator	Anna Joseph (Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Albin Antony (IIIrd Sem B.Com Marketing)
2	Placement Cell	Coordinator	Sabjan Yoosef (Dept. of Computer Science)
		Joint Coordinator	Athira R Nair (Dept. of Commerce,Br:Om&Sp)
		Student Coordinator	Amina Shamsudeen(Vth Sem B.Com Marketing)
3	Quiz club	Coordinator	Sulthana T Sulaiman (Dept. of Social Work)
		Joint Coordinator	Al Ameen (Dept. of Social Work)
		Student Coordinator	Neethu Shajan(IIIrd Sem MSW)
4	Counselling Center	Coordinator	Sam Sangeeth (Dept. of Social Work)


MAHEEN K
PRINCIPAL
M.E.S. COLLEGE ERUMELY

		Student Coordinator	Arya Gopi(IIIrd Sem MSW)
5	SC/ST/OBC/OEC/SEGC/EWS	Coordinator	Preethy Sankar (Dept. of Hindi)
		Joint Coordinator	Sancy Rose Antony (Dept. of Commerce, Br:Om&Sp)
		Student Coordinator	Jithu Philip(Vth Sem BCA)
6	UGC cell	Coordinator	Anna Joseph(Dept.of Commerce ,Br:Computer Application)
		Joint Coordinator	Aparna R Nair(P.G Dept.of Commerce)
		Student Coordinator	Libin M. Babu(IIIrd Sem M.Com Mgt. IT)
7	Tourism Club	Coordinator	Shabeena Beegom K H (Dept.of Computer Science)
		Joint Coordinator	Rejoola O M(Dept.of Computer Science)
		Student Coordinator	Shamjad Mazood Nazer(Vth Sem BCA)
8	Start up Club	Coordinator	Sithara Sha (Dept. Electronics)
		Joint Coordinator	Duniya P S(Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Vineetha Raj Poika(Dept. of Social Work)
9	Alumni Association	Coordinator	Shabeena Beegom K H (Dept.of Computer Science)
		Joint Coordinator	Kavitha P.D(Dept. of Commerce, Br:Marketing)
		Student Coordinator	K.A Tharik Assis(B.Com Marketing)
10	Women's Forum	Coordinator	Sumin Ans Joseph (Dept.of Commerce, Br. CA)
		Joint Coordinator	Anitha Mathew(Dept.of Computer Science)

MARREN J. J. PRINCIPAL
M.E.S. COLLEGE ERUMELY

29/6/2021

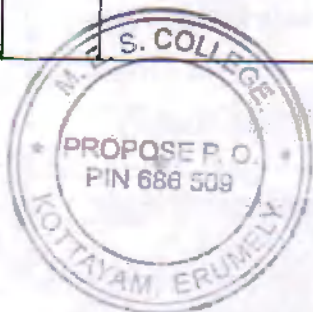
		Student Coordinator	Vincetha Raj Poika(IIIrd Sem MSW)
11	Red Ribbon Club	Coordinator	Sumin Ans Joseph (Dept.of Commerce ,Br:CA)
		Joint Coordinator	Jaseela Haneefa(Dept. of Commerce,Br:Om&Sp)
		Student Coordinator	Abhijith V (IIIrd Sem B.Sc Electronics)
12	Entrepreneurship Development Club	Coordinator	Safeena K M(Dept. Of Management Studies)
		Joint Coordinator	Anna Joseph(Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Muhammed Afsal(IIIrd Sem BBA)
13	IPR Cell	Coordinator	Jaseela Haneefa(Dept. of Commerce,Br:Om&Sp)
		Joint Coordinator	Ameena Meeran (Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Amal Shaji(IIIrd B.Com F&T)
14	Career Guidance Cell	Coordinator	Jaseela Haneefa(Dept. of Commerce,Br:Om&Sp)
		Joint Coordinator	Sithara Sha (Dept. of Electronics)
		Student Coordinator	Jinil Kuruvila(IIIrd Sem B.Com F&T)
15	Anti-Narcotic Cell	Coordinator	Sulthana T Sulaiman(Dept. of Social Work)
		Joint Coordinator	Midhun Nair(Dept. of Commerce,Br:Om&Sp)
		Student Coordinator	Amal Purushothaman(IIIrd Sem MSW)
16	Nature Club,	Coordinator	Nithin (Dept. of Commerce,Br:CA)
		Joint Coordinator	Jais John(Dept. of Electronics)


 29/10/2021

		Student Coordinator	Anwar Razak(Vth Sem BCA)
17	Bhoomithra Club	Coordinator	Nithin (Dept. of Commerce,Br:CA)
		Joint Coordinator	Jais John(Dept. of Electronics)
		Student Coordinator	Shamjad Mazood Nazer(Vth Sem BCA)
18	Fine Arts Club	Coordinator	Preethy Sankar (Dept. Of Hindi)
		Joint Coordinator	Soumya.S(PG dept. of Commerce)
		Student Coordinator	Shine Sunny(Vth Sem BBA)
19	Minority cell	Coordinator	Suhana. E(Dept.of Computer Science)
		Joint Coordinator	Anitha Mathew(Dept.of Computer Science)
		Student Coordinator	Aparna. K. Manoj(Vth Sem BCA)
20	Anti Sexual Harassment Cell	Coordinator	Anitha Mathew(Dept.of Computer Science)
		Joint Coordinator	Suhana. E(Dept.of Computer Science)
		Student Coordinator	Merin Joseph(Vth Sem BCA)
21	Grievance Redressal Cell	Coordinator	Sheeba Michael(Dept. of English)
		Joint Coordinator	Jyothi Lakshmi (Dept. of English)
		Student Coordinator	Ansa Soman(IIIrd Sem B.Com F&T)
22	UBA	Coordinator	Jithesh K.S(Dept. of Mgt. Studies)
		Joint Coordinator	Sulthana T Sulaiman(Dept. of Social Work)

MAHEEN M. N.
 PRINCIPAL
 M.E.S. COLLEGE ERUMVENI
 2021

		Student Coordinator	Arya Rajendran(IIIrd Sem MSW)
23	Sports	Coordinator	Sabjan Yoosuf(Dept. of Computer Science)
		Joint Coordinator	Santhosh K.K (Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Muhammed Niyas (Vth B.Com F& T)
24	Adventure Sports	Coordinator	Sabjan Yoosuf(Dept. of Computer Science)
		Joint Coordinator	Santhosh K.K (Dept. of Commerce,Br: Computer Application)
		Student Coordinator	Muhamad Althaf(Vth B.com Computer Application)
25	Parliamentary Affairs & Electoral Literacy Club	Coordinator	Anjala Ayub (Dept. of Commerce,Br:Marketing)
		Joint Coordinator	Sancy Rose Antony(Dept. of Commerce,Br:Om&Sp)
26	Radio Club	Coordinator	Jais John(Dept. of Electronics)
		Joint Coordinator	Swathy Mohanan(Dept. of Electronics)
27	KSIDC	Coordinator	Jithesh K.S(Dept. of Mgt. Studies)
		Joint Coordinator	Safeena K.M(Dept. of mgt. Studies)
28	Mentor Mentee	Coordinator	Suhana E (Dept. of CS)
		Joint Coordinator	Anitha Mathew (Dept. of CS)



(Signature)
Principal

MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY

ORDER

This is to inform you that the Duty assigned to coordinators, Joint Coordinators and student coordinators of various clubs, forums and cells of our college with effect from 01.06.2020 is listed below.

Sl.No	NAME OF THE CLUB/ FORUMS	COORDINATORS	NAME & DEPARTMENTS
1	Health Club	Coordinator	Sancy Rose Antony(Dept. of Commerce,Br:Om&Sp)
		Joint Coordinator	Reshma B Pillai (Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Albin Antony (IIIrd Sem B.Com Marketing)
2	Placement Cell	Coordinator	Kavitha P.D(Dept. of Commerce,Br:Marketing)
		Joint Coordinator	Athira R Nair (Dept. of Commerce,Br:Om&Sp)
		Student Coordinator	Amina Shamsudeen(Vth Sem B.Com Marketing)
3	Quiz club	Coordinator	Sulthana T Sulaiman (Dept. of Social Work)
		Joint Coordinator	Dani Thomas (Dept. of Social Work)
		Student Coordinator	Neethu Shajan(IIIrd Sem MSW)
4	Counselling Center	Coordinator	Dani Thomas(Dept. of Social Work)
		Joint Coordinator	Sulthana T Sulaiman(Dept. of Social Work)
		Student Coordinator	Arya Gopi(IIIrd Sem MSW)
5	SC/ST/OBC/OEC/SEGC/EWS	Coordinator	Preethy Sankar (Dept. of Hindi)



		Joint Coordinator	Sancy Rose Antony (Dept. of Commerce, Br:Om&Sp)
		Student Coordinator	Jithu Philip(Vth Sem BCA)
6	UGC cell	Coordinator	Anna Joseph(Dept.of Commerce ,Br:Computer Application)
		Joint Coordinator	Jisha mary James(Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Libin M. Babu(IIIrd Sem M.Com Mgt. IT)
7	Tourism Club	Coordinator	Shabeena Beegom K H (Dept.of Computer Science)
		Joint Coordinator	Rejoola O M(Dept.of Computer Science)
		Student Coordinator	Shamjad Mazood Nazer(Vth Sem BCA)
8	Start up Club	Coordinator	Dr Rajeswari R (Dept.of Computer Application)
		Joint Coordinator	Duniya P S(Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Vineetha Raj Poika(Dept. of Social Work)
9	Alumni Association	Coordinator	Shabeena Beegom K H (Dept.of Computer Science)
		Joint Coordinator	Kavitha P.D(Dept. of Commerce, Br:Marketing)
		Student Coordinator	K.A Tharik Assis(B.Com Marketing)
10	Women's Forum	Coordinator	Asha Jaison(Dept.of Computer Science)
		Joint Coordinator	Anitha Mathew(Dept.of Computer Science)
		Student Coordinator	Vineetha Raj Poika(IIIrd Sem MSW)



11	Red Ribbon Club	Coordinator	Sherly Jacob(Dept.of Commerce ,Br:Computer Application)
		Joint Coordinator	Jaseela Haneefa(Dept. of Commerce,Br:Om&Sp)
		Student Coordinator	Abhijith V (IIIrd Sem B.Sc Electronics)
12	Entrepreneurship Development Club	Coordinator	Safeena K M(Dept. Of Management Studies)
		Joint Coordinator	Anna Joseph(Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Muhammed Afsal(IIIrd Sem BBA)
13	IPR Cell	Coordinator	Jaseela Haneefa(Dept. of Commerce,Br:Om&Sp)
		Joint Coordinator	Sherly Jacob(Dept.of Commerce ,Br:Computer Application)
		Student Coordinator	Amal Shaji(IIIrd B.Com F&T)
14	Career Guidance Cell	Coordinator	Jaseela Haneefa(Dept. of Commerce,Br:Om&Sp)
		Joint Coordinator	Sunu sukumaran(PG Dept. of Commerce)
		Student Coordinator	Jinil Kuruvila(IIIrd Sem B.Com F&T)
15	Anti-Narcotic Cell	Coordinator	Sulthana T Sulaiman(Dept. of Social Work)
		Joint Coordinator	Midhun Nair(Dept. of Commerce,Br:Om&Sp)
		Student Coordinator	Amal Purushothaman(IIIrd Sem MSW)
16	Nature Club	Coordinator	Hari G(Dept.of Computer Science)
		Joint Coordinator	Jais John(Dept. of Electronics)



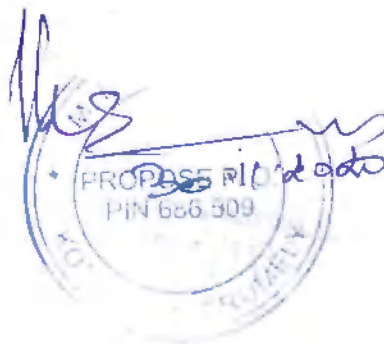
		Student Coordinator	Anwar Razak(Vth Sem BCA)
17	Bhoomithra Club	Coordinator	Hari G(Dept.of Computer Science)
		Joint Coordinator	Jais John(Dept. of Electronics)
		Student Coordinator	Shamjad Mazood Nazer(Vth Sem BCA)
18	Fine Arts Club	Coordinator	Darly A G(Dept. Of Mgt.Studies)
		Joint Coordinator	Soumya.S(PG dept. of Commerce)
		Student Coordinator	Shine Sunny(Vth Sem BBA)
19	Minority cell	Coordinator	Suhana. E(Dept.of Computer Science)
		Joint Coordinator	Anitha Mathew(Dept.of Computer Science)
		Student Coordinator	Aparna. K. Manoj(Vth Sem BCA)
20	Anti Sexual Harassment Cell	Coordinator	Anitha Mathew(Dept.of Computer Science)
		Joint Coordinator	Suhana. E(Dept.of Computer Science)
		Student Coordinator	Merin Joseph(Vth Sem BCA)
21	Grievance Redressal Cell	Coordinator	Sheeba Michael(Dept. of English)
		Joint Coordinator	Akshitha Sherin(Dept. of English)
		Student Coordinator	Ansa Soman(IIIrd Sem B.Com F&T)
22	UBA	Coordinator	Jithesh K.S(Dept. of Mgt. Studies)



		Joint Coordinator	Sulthana T Sulaiman(Dept. of Social Work)
		Student Coordinator	Arya Rajendran(IIIrd Sem MSW)
23	Sports	Coordinator	Sabjan Yoosuf(Dept. of Computer Science)
		Joint Coordinator	Abilan Raj (Dept. of Mathematics)
		Student Coordinator	Muhammed Niyas (Vth B.Com F& T)
24	Adventure Sports	Coordinator	Sabjan Yoosuf(Dept. of Computer Science)
		Joint Coordinator	Santhosh K.K (Dept. of Commerce,Br: Marketing)
		Student Coordinator	Muhamad Althaf(Vth B.com Computer Application)

Copy to:

1. Vice Principal (Administration)
2. Vice Principal (Academic)/
3. Coordinator IQAC
4. All HOD's
5. Director CDC
6. Personal file of Principal
- 7 E Section
8. H Section




Handwritten signature in green ink over a circular stamp. The stamp contains the text 'Principal' and '27/11/2020'.

MAHEEN M. N.
PRINCIPAL
M. E. S. COLLEGE ERUMELY




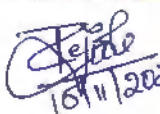
ORDER

We appoint Mrs. Rejoola O.M, Assistant Professor in the Department of Computer Science as Additional Chief Superintendent of university examination in respect of our college with effect from 23/06/2020 onwards.


Principal
MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY
10/11/2020

Copy to :

1. Vice Principal (Administration)
2. Vice Principal (Academic & Training)
3. Mrs. Rejoola O.M
4. Section Concerned


10.11.2020

15/11/2020



No.MES/EC/P/55/2020

07.10.2020

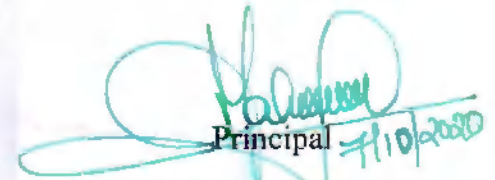
ORDER

We appoint Mr. Sabjan Yoosef Assistant Professor, Department of Computer Science as Director IT Cell of our college with effect from 07.10.2020 onwards. He will monitor and supervise all the IT related work of our college. The following members are deputed to assist director IT Cell.

1. Mr.Jais John (Assistant professor ,Department of Electronics)
2. Mr.Jinesh Peethamparan (System Administrator)
3. Mr. Thanseem K (System Manager)

Copy To:

- 1 Vice Principal (Administration)
2. Vice Principal (Academic & Training)
3. Vice Principal and Coordinator IQAC
4. Mr. Sabjan Yoosef
5. E Section
6. Personal File of Principal


Principal 7/10/2020
MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY




ORDER

We appoint Dr. Rajeswary R Assistant Professor, Department of Commerce branch computer application as Director Innovation Research and Development Council of our college with effect from 07.10.2020 onwards. She will Coordinate and supervise all the work related to innovations and research activities of the college. The following duties are listed below.

1. Coordinate the work related to Research Projects.
2. Functioning of IPR Cell
3. Monitor and supervise the paper publication of students and faculty members.
4. To encourage students and faculty members for presenting paper and research work
5. Conduction of seminars and workshops for students /faculty members.
6. Function of Fortis-Fortis is a peer reviewed, multi disciplinary print research journal.
7. To encourage and support student's research projects.
8. Promote and coordinate multidisciplinary research in Science and Technology, Languages, Commerce and Social Sciences

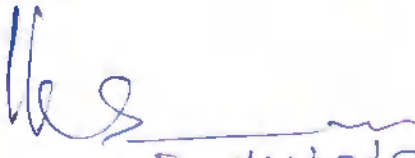




9. Encourage faculty to conduct research in their respective fields thereby promoting better transaction of knowledge to the student community
10. Conduct Research methodology Workshops for students and faculty
11. Create a conducive environment in the campus to promote collaborative research among faculty and students from various departments.
12. Develop educational collaborations with Industry, other colleges, Universities and institutions of higher learning.
13. Create awareness among the students about conducting research that is original and authentic


Principal
7/19/2020
MAHEEN M. N.
PRINCIPAL
M. E.S. COLLEGE ERUMELY

Copy To:

1. Vice Principal (Administration)
2. Vice Principal (Academic & Training)
3. Vice Principal and Coordinator IQAC
4. Dr. Rajeswary R
5. E Section
6. Personal File of Principal


30.11.2020



ORDER

We appoint Mrs. Kavitha P D Assistant Professor, Department of Commerce as Director CDC (College Development Council) of our college with effect from 07.10.2020 onwards. She will Coordinate and supervise all the below mentioned activities of the CDC of our College.

1. Monitor, Supervise the Various cells, clubs and forums of our college
2. Conduction of seminars for departments and clubs/cells/forums.
3. Participation of students and staff members for various programmes in different colleges as per the invitation received from the colleges.
4. Coordinate all the co-curricular activities of our college.
5. Performance report of the co curricular activities conducted by the departments.



Maheeth M N
Principal *7/10/2020*
MAHEETH M N.
PRINCIPAL
M. E.S. COLLEGE ERUMELY

Copy To:

1. Vice Principal (Administration) *[Signature]*
2. Vice Principal (Academic & Training) *[Signature]*
3. Vice Principal and Coordinator IQAC *[Signature]*
4. Mrs.Kavitha P D *Kavitha*
5. E Section *[Signature]*
6. Personal File of Principal

ORDER

We appoint Mrs.Sumayya PA Assistant Professor, Department Of Electronics as Director HRDC (Human Resource Development Centre) of our College with effect from 07/10/2020 onwards. She will Coordinate, Monitor and Supervise all the below mentioned activities of the HRDC.

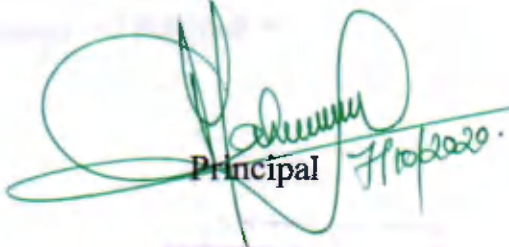
The following duties are listed below.

1. Add on Courses
2. Bridge Courses
3. Certificate Courses
4. Peer Teaching
5. Remedial Coaching
6. Swayam Courses
7. Net Coaching
8. Leadership and Orientation Class
9. PSC Coaching Class
10. Soft Skill Development

Copy To:

1. Vice Principal (Administration)
2. VP Training and Academics and Director CDC
3. Mrs. Sumayya PA
4. D-Section
5. Personal File of Principal




Principal 7/10/2020
MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE BANGALORE

ORDER

Staff Council of MES College Erumely decided to constitute the College level Collegiate Student Grievance Redressal Committee (CSGRC) in our College with the following Committee members.


Chairperson : Mr. Maheen M N (Principal)

Dean of Student Welfare : Mrs. Sheeba Michael

Members

1. Mr. George John (Vice Principal-Administration)
2. Mr. Jithesh KS (Vice Principal-Training and Academics)
3. Mr. Sebastian P Xavier (Secretary, Staff Council)
4. Mr. Sabjan Yoosef (Director in Charge of Physical Education)
5. Mr. Afnan Najeeb (Special invitee)




Principal 6/10/2020
MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY

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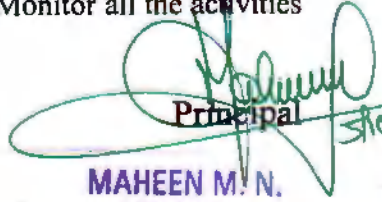
1. Vice Principal (Administration)
2. Director CDC & VP (Training and Academics)
3. Dean of Student Welfare
4. All Members
5. D-Section
6. Personal File of Principal

MES/EC/P/47/2020

05/10/2020

ORDER

We appoint Dr. Rajeswari R Assistant Professor and Head, Department Of Commerce Branch: Computer Application as Director Innovation and Entrepreneurship Development Cell of our College with effect from 05/10/2020 onwards. She will Coordinate and Monitor all the activities of the Project.


Principal 05/10/2020

MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY

Copy To:

1. Vice Principal (Administration)
2. Director CDC & VP (Training and Academics)
3. Dr. Rajeswari R
4. D-Section
5. Personal File of Principal



No. MES/EC/P/41(A)/2020

07.09.2020

ORDER

We appoint Dr. Rakhi Chandrasekhar Assistant Professor and Head, Department of Economics as director Research Forum of our college with effect from 07.09.2020 onwards. She will coordinate and Monitor all the activities of the Research Forum.


The Following Committee Members are listed below.

1. Dr. Rajeswari R
2. Ms.Sunu Sukumaran
3. Mrs.Jisha Mary James
4. Mrs.Sumayya P A
5. Mr.Sanju S Anand
6. Mrs. Dani Thomas
7. Mr.Midhun M Nair



Copy To :

1. Vice Principal(Administration)
2. Director CDC & VP(Training And Academics)
3. Dr. Rakhi Chandrasekhar
4. All Members
5. D-Section
6. Personal file of Principal


Principal
MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY