



SACRED HEART COLLEGE, CHALAKUDY

(AFFILIATED TO UNIVERSITY OF CALICUT)

THRISSUR, KERALA - 680307

NAAC SSR 2016-21

CRITERIA - VI

6.1.2- The effective leadership is visible in various institutional practices such as decentralization and participative management



Submitted to

National Assessment and Accreditation Council

PARTICIPATIVE MANAGEMENT

WORK ALLOTMENT FOR THE YEAR 2016-17

Sl.No.	Nature of work	Staff Incharge	
1.	Staff Advisor	Dr. Santhosh Paul	
2.	Student Advisor	Ms. Jolly Thomas	
3.	IQAC Coordinator	Ms. Bindu Jose	
4.	IQAC Members	Sr. Mercykutty M.M, Dr. Chacko Jose P, Dr. Sr. A Princy Anto, Prof. Tomy M.G, Dr. Tessy K.L, Dr. Santhosh Paul, Dr. Nijo Varghese, Ms. Meenu Jacob, Sr. Mary P.A, Sr. Leena N.K, Sr. Lilly Maria, Chairperson of College Union, Prof. Krishnakumar, Prof. Susan Kosy, Mr. Wilson Kandamkulathy, Ms. Maria Paul C	
5.	Staff Representatives	Dr. Molly John	
6.	Assembly	Ms. Libi Prakash, Ms. Heena Peethambaran, Mr. Joseph Chacko, Dr. Anto Flowrence T	
7.	Daily Events& Chronicles	Dr. Sr. A Princy Anto, Prof. Tomy M G, Dr. V. Neetha, Mr. Jose James, Ms. Sreelakshmi	
8.	College Union	Dr. Santhosh Paul, Ms. Bindu Jose, Mr. Roger Varghese, Ms. Smina M.B	
9.	Magazine	Dr. Santhosh Paul, Dr. Rosy Thamby, Dr. Sr. Betty K.P, Ms. Treasa Peter, Dr. V. Neetha, Ms. Kavitha K K	
10.	Examination	Chief Supdt: Ms. Maria Jose	
		Calicut University	Dr. Sr. Betty K.P(Dr.Sr.Betsy), Sr. Mini U.V(Sr. Jinsa), Smt. V.O Mary, Ms. Bindu, Smt. Mariyam P.R, Smt. Lissy
		Internal	Ms. Darly Mathew, Ms. Jolly Thomas, Ms. Mini M.J, Mr. Joseph Chacko, Ms. Lekha Willy M, Ms. Jeslin Jose, Ms. Deepika Raj
11.	Fine Arts	Dr. Sr. Mini T.V, Ms. Julie P.A, Ms. Maria Jose, Dr. Anto Flowrence T, Ms. Ria Thomas, Ms. Limi V.G, Ms. Neethumol M S, Ms. Jesna, Ms. Jesmy	
12.	Alumnae Association	Ms. Shirley Jose K, Prof. Tomy M.G, Ms. Ria Thomas, Ms. Lekha Willy M, Ms. Maria Jose, Ms. Jini Thomas, Ms. Gracy M.K	
13.	UGC & Other Findings	Principal, Dr.Sr. Princy Anto, Mr. Libin Francis	

14.	ASAP	Ms. Meenu Jacob
15.	Walk with Scholar	Ms. Fency K F
16.	S S P(Scholar Support Programme)	Mr. Libin Francis
17.	Management Account	Sr.Jinsa, Sr.Lisa Joseph
18.	Women Cell	Dr.Rosy T T, Ms. Vidhya K Soman, Dr. V Neetha
19.	Catechism and Value Education	Dr. Sr. Mini T.V, Ms. Smina, Ms. Ria Thomas, Dr. Molly John
20.	Catholic Activities	Dr. Sr. Betty K.P, Sr. Annam C.O(Sr. Ann Jose), Sr. Sheena Joseph K(Sr. Shanet), Sr. Stella, Sr. Mini U.V, Sr. Jinsa and Student Sisters
21.	Discipline in the Auditorium	Mr. Joseph Chacko, Class Teachers, College Union
22.	Media Publicity & Photos	Dr.Sr.Miranto, Mr. Joseph Chacko, Dr. Nijo Varghese, Sr. Rosemel, Mr. Jaison K T
23.	Grievance Redressal cell	Principal, Dr.Sr.Princy Anto, Ms. Bindu Jose, Ms. Maria Jose
24.	Sports	Mr. Joseph Chacko, Prof. M D Varghese, Prof. Tomy M G, Ms. Sruthi P k, Ms. Shalu V, Mr. John, Mr. Thomas, Mr. Sajjan, Sr. maries, Sr. Treasa Flower, Sr. Roshin
25.	Career/ Placement Guidance cell & Infflibnet	Dr. Chacko Jose P, Prof. Tomy M.G, Sr. Leena N.K(Sr. Roseprabha), Prof. Krishnakumar, Prof. M.D Varghese
26.	N.S.S	Dr. Tessy K.L, Ms. Darly Mathew, Ms. Gracy M.K, Sr. Thressiama P.P.(Sr. Treasa Flower), Ms. Jini Thomas, Ms. Chithra K.S, Ms. Fency
27.	CSS Co-ordinators	Class Teachers
28.	Bursar	Sr.Lisa Joseph
29.	PTWA	Principal, Dr.Molly John, Dr.Sr.Princy Anto, Dr. Laina A.L, Smt. Mariyam P.R
30.	Research Consultancy & Journal Publishing	Dr. Santhosh Paul, Dr.Sr. Miranto, Dr. Chacko Jose, Dr. Jolly Thomas, Dr. Anuja E V
31.	Time Table Setting	Dr. Tessy K L, Prof. Tomy M G, Dr.Nijo Varghese

32.	Website		Principal, Dr.Santhosh Paul, Dr.Nijo Varghese, Dr. Sr. Miranto
33.	College Report		Principal, Ms. Bindu Jose, Ms. Stephy K Sunny, Ms. Fency K F, Ms.Sheeba Varghese
34.	College Calendar		Principal, Sr. Mary P.A, Sr. Mercy kutty, Dr. Chacko Jos P
35.	Stock Register		Sr. maries, Sr. Rose Prabha, Sr. Roshin, Sr. Soumya.
36.	College Social		Sr. Lisa Joseph, Sr. RosePrabha, Sr. Rosemel, Ms. Sindhu T, Library Staff, Ms. Lissy, Ms. Mariam P R, Ms. Elsy
37.	Send off to outgoing students		Dr. Sr. A Princy Anto, Ms. Noble A Paliath, Dr. Laina A L, Ms. Josna T George, Ms. Vidhya K Soman, Ms. Gracy M K, Ms. Krishnamol Revindran, Student Sisters, Class Teachers of III DC Students.
38.	Clare Hall , Commerce , Audio Vision Room		Mr. Jaison, Mr. John V J, Mr. Dinson, Ms. Nisha Joseph, Ms. Jesmy John
39.	Bouquet		Sr. Ann Joseph, Sr. Roshin, Sr. Daisy
40.	Light,Water,Generater, Transfomer		Mr. Jaison, Mr. Sajan P D, Mr. Thomas, Mr. John V J, Sr. Rosmel
41.	Admission		Manager, Principal, Sr.Rosemel., Sr.Maries , Sr. Roshin, HOD of each Dept.
42.	P D Accounts		Sr. Shanet , Sr.Maries
43.	Fees		Sr. Roshin
44.	E-Grants		Sr.Soumya
45.	Scholarships		Ms. Sheeba varghese
46.	Guest Room		
47.	Bill	Teaching Non Teaching	Sr.Rosemary Sr.Treasa Flower

Non Teaching Staff in Charge of	Dept. of Physical Education	Smt.Sarada
	Economics, Language Departments	Smt.Shiji (Zoology)
	English, History, Commerce Dept., Maths	Smt. Elsy
	Veranda up stare, Bath room	Smt.Lilly, Smt.Saradha
	Daycare, Students centre, Fashion Designing, Fitness center	Smt.Saradha
	Veranda & Rooms of Ist Floor	Smt.Lilly
	Commerce Lab, Clare Hall, Audio Visual room, Alphonsa Wing Computer Labs Dept.Computer Science	Common work Smt. Lilly, Smt.Saradha, Rosily and co.
	Auditorium & Stage	Ms. Smina M B, Dr.Laina A L, Dr. Sr. Princy Anto, Dr.Sr. Betsy, Smt.Lissy,Smt.Mariyam P R, Ms. Lissy, Ms. Shiji (Zoology),Ms. Mary. M D, Mr.Thomas,Mr.Shajan,Mr.John, Smt. Elsy

Examination Room,
Staircase

Smt. Mary M D



WORK ALLOTMENT FOR THE YEAR 2018-19

Sl.No.	Nature of work	Staff Incharge
1.	Staff Secretary	Ms. Bindu Jose
2.	Staff Advisor	Dr. Chacko Jose P
3.	Student Advisor (ccss)	Dr. Tessy K L
4.	College Union	Dr.V.Neetha. Ms. Fency K.F, Ms. Linet Roslin Antony, Ms. Smina M.B
5.	N.S.S	Ms. Smina M.B, Dr. Laina A.L
6.	Controllers of Internal Examination	Dr. Chacko Jose P, Dr. Santhosh Paul, Ms. Mini M.J, Ms. Bindu Paul, Ms. Sindhu T, Ms. Sreelekha R, Ms. Liviya Varghese
7.	Controllers of External Examination	Chief Supt. Dr. Molly John
		Mr. Jose James, Sr. Jinsa, Ms. Bindu T.K, Smt. Lilly George
8.	Alumnae Association	Dr. Chacko Jose P, Dr. Rosy T.T, Dr. Sr. A Princy Anto, Ms. Meenu Jacob
9.	ASAP	Ms. Meenu Jacob
10.	Catholic Activities	Dr. Sr. Mini T.V, Sr. Roseprabha, Sr. Roshin, Sr. Rosemary, Sr. Soumya, Student Sisters
11.	IQAC Chairperson	Dr. Sr. Reena Ittyachan (Sr. Irene) (Principal I/C)
12.	IQAC Coordinator	Dr. Shirly Jose
13.	IQAC Joint Coordinators	Dr.Nijo Varghese, Mr. Libin Francis
14.	IQAC Members	Vice Principal, Dr. Chacko Jose P, Dr. Tessy K.L, Dr. Santhosh Paul, Ms. Sandra Juliet Jose, Dr. Nidhin, Ms. Stephy K Sunny, Sr. Sheena Joseph K(Sr. Shanet), Sr. Lilly Maria (Former Principal(Rep. of Management), Chairperson of college union (Student representative
15.	PTWA	Principal, Ms. Bindu Jose, Ms. Darly Mathew, Ms. Smitha Davis, Mr. Nijil Jacobi, Smt. Elsy
16.	Students Counselling	Mrs. Juliet Shony (Clinical Psychologist (CRR no. a 47269)

17.	Fine Arts	Ms. Noble A Paliath, Dr. Anuja E.V, Dr. Salini, Ms. Darly Mathew, Ms. Amala Mary George, Ms. Sruthi P.K, Ms. Geethu Simon, Ms. Reshma Joshy
18.	College Magazine	Ms. Sandra Juliet Jose, Dr. Vijitha Mukundan, Mr. Libin Francis, Dr. V Neetha, Ms. Fency K.F, Ms. Linet Roslin Antony,
19.	College Hand book	Principal, Dr. Shirley Jose, Ms. Stephy K Sunny, Ms. Dhanisha K.S, Sr. Shanet, Sr. Roseprabha
20.	Catechism and Value Education	Dr. Sr. Betsy, Dr. Salini, Ms. Gracy M.J, Ms. Jiji Paul, Ms. Julie P.A
21.	Media Publicity & Photos	Dr. Sr. Betsy, Mr. Joseph Chacko, Dr. Nijo Varghese, Sr. Rosemel, Mr. Jaison K.T
22.	Daily Events& Chronicles	Ms. Stephy K Sunny, Ms. Sandra Juliet Jose, Ms. Sruthy P.K,
23.	Assembly	Mr. Joseph Chacko, Ms. Amala Mary George, Ms. Linet Roslin Antony
24.	Research Consultancy	Dr. Santhosh Paul
25.	Submitting Project Proposals	Dr. Nijo Varghese, Dr. Nidhin T.J, Dr. V. Neetha, Dr. Anuja E.V
26.	Women Cell	Dr.Rosy T T, Dr. Sr. Mini T.V (Sr.Miranto), Ms. Sandra Juliet Jose, Ms. Jisha Jose Panackal
27.	Grievance Redressal cell	Principal, Dr.Sr.Princy Anto, Ms. Bindu Jose, Ms. Maria Jose, Ms. Fency K.F, Ms. Smitha Davis
28.	Civil Service Coaching of Career Guidance	Dr.Chacko Jose P, Mr. Libin Francis

Non Teaching Staff in Charge of	Dept. of Physical Education	Smt.Sarada
	Economics, Language Departments	Smt.Shiji (Zoology)
	English, History, Commerce Dept., Maths	Smt. Elsy
	Veranda up stare, Bath room	Smt.Lilly, Smt.Saradha
	Daycare, Students centre, Fashion Designing, Fitness center	Smt.Saradha
	Veranda & Rooms of Ist Floor	Smt.Lilly
	Commerce Lab, Clare Hall, Audio Visual room, Alphonsa Wing Computer Labs Dept. Computer Science	Common work Smt. Lilly, Smt.Saradha, Rosily and co.
	Auditorium & Stage	Ms. Smina M B, Dr.Laina A L, Dr. Sr. Princy Anto, Dr.Sr. Betsy, Smt.Lissy,Smt.Mariyam P R, Ms. Lissy, Ms. Shiji (Zoology),Ms. Mary. M D, Mr.Thomas,Mr.Shajan,Mr.John, Smt. Elsy
	Examination Room, Staircase	Smt. Mary M D

WORK ALLOTMENT FOR THE YEAR 2019-20

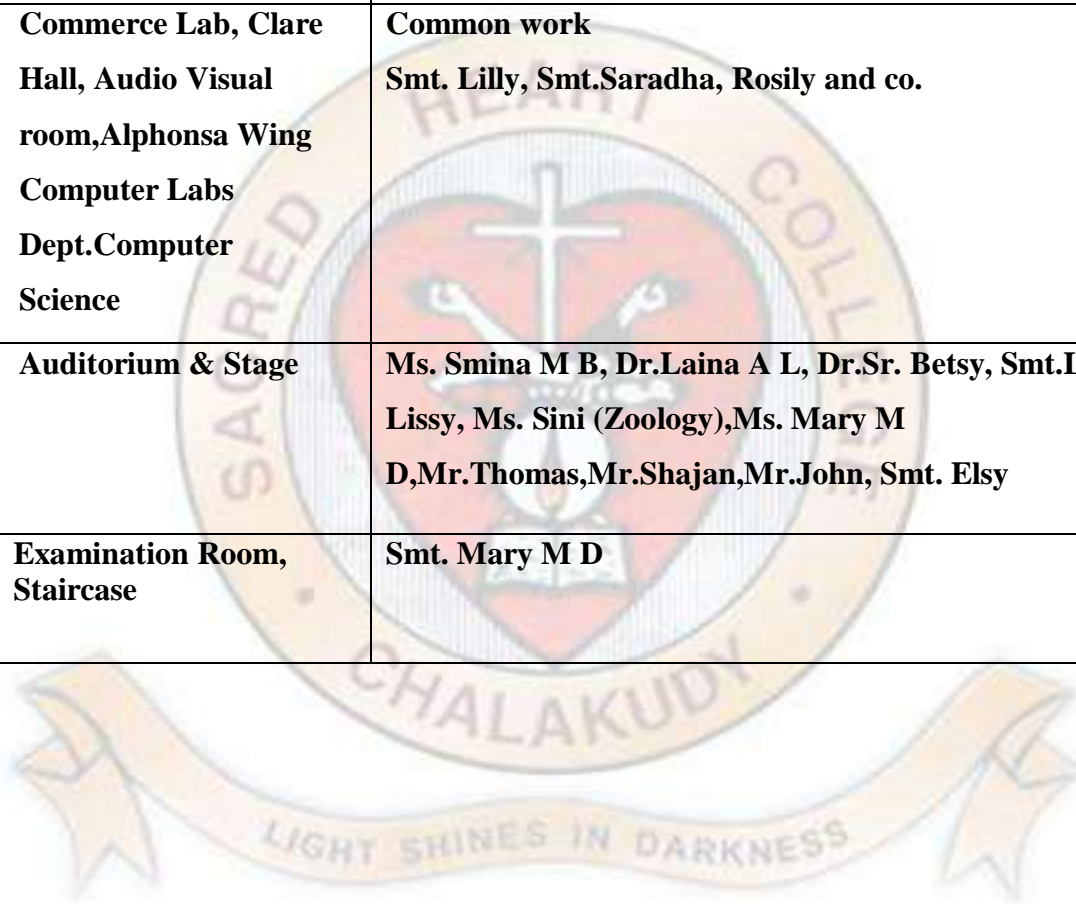
Sl.No.	Nature of work	Staff Incharge
1.	Staff Advisor	Dr. Chacko Jose P
2.	Student Advisor	Dr. Tessy K L
3.	IQAC Coordinators	Dr. Shirley Jose
4.	IQAC Joint Coordinators	Dr.Nijo Varghese, Mr. Libin Francis
5.	Staff Representative	Ms. Bindu Jose
5	Assembly	Ms. LinetRoslin Antony, Mr.Joseph Chacko, Ms. Amala Mary George, Ms. Jiji Paul, Ms. Sindhu T
6.	Daily Events& Chronicles	Ms.Stephy K Sunny, Ms. Meenu Jacob, Mr. Jose James, Dr. Jisha Jose Panakal, Ms. Julie P A, Ms. Jini Thomas, Ms. Femin
7.	College Union	Dr. V. Neetha, Ms. Fency K F, Mr. Libin Francis, Dr. Salini Jose, Ms. LinetRoslin Antony
8.	Magazine	Dr. VijithaMukundan,Dr. Jisha Jose Panakal, Ms. Shyma K S, Ms. Mary Davis, Ms. HeenaPeethambaran
9.	Examination	Chief Supdt: Dr. Molly John
Calicut University		Paper in Charge: Mr. Jose James, Sr.Jinsa, Ms. Bindhu T K, Ms. Lilly
Internal		Dr. Chacko Jose P, Dr.Santhosh Paul, Dr.Nidhin T J, Mr.Nijil Jacobi, Ms. Geethu Simon, Ms. Nimitha P M
10.	Fine Arts	Ms. Noble Palliath, Ms, Smitha Davis, Dr. Jisha Jose Panakal, Ms. Gracy M K, Ms. Dhanisha K S, Ms. Keerthana T U, Ms. Nimitha P M, Ms. LindaTreasaTomy, Ms. Sukanya I S, Ms. Jiji Paul, Ms. Megha C Kachappilly, Ms.Sindu T, Ms. Mary LidiyaSimethy, Ms. Sindhu T.
11.	Alumnae Association	Dr. Chacko Jose, Dr. Sr. Princy Anto, Dr. Molly John, Ms. Meenu Jacob, Ms. Darly Mathew
12.	UGC& Other Fundings	Principal, Dr.Sr. Princy Anto, Mr. Libin Francis
13.	ASAP	Ms. Meenu Jacob
14.	Star Scheme Coordinator	Dr. Nijo Varghese

15.	WWS (Walk with Scholar)	Ms. LinetRoslin Antony
16.	SSP (Scholar Support Programme)	Ms. Fency K F
17.	Management Account	Sr.Jinsa, Sr. Gemcy, Sr. Rosemel
18.	Women Cell	Ms. Smitha Davis, Ms. Sandra Juliet Jose, Dr. VijithaMukundan, Ms. Shyma K S, Ms. Jitheena, Ms. Jini Thomas
19.	Catechism and Value Education	Dr.Sr. Miranto, Ms. Smitha Davis, Mr. Nijil Jacobi, Ms. Bindu Paul, Ms. Mary LidiyaSimethy, Ms. Shinu Joy
20.	Catholic Activities	Dr.Sr.Betsy, Sr.Jinsa, Sr. Roshin, Sr.Soumya, Sr. Emil, Student Sisters
21.	Discipline in the Auditorium	Mr. Joseph Chacko, Ms. Smina M. B, Ms. Gracy M K,Ms. Bindu Paul, Class Teachers, College Union
22.	Media Publicity& Photos	Dr.Sr.Miranto, Dr. Nijo Varghese, Sr. Rosemel, Mr. Rahul M Raju, Mr. Jaison K T
23.	Grievance Redressal cell	Principal, Dr.Sr.Princy Anto, Dr. Rosy T T, Ms. Bindu Jose, Ms. Maria Jose, Dr. Molly John
24.	Sports	Mr. Joseph Chacko, Prof. Najeeb P S, Dr. Nidhin T J, Dr. Salini Jose, Mr. Nijil Jacobi, Mr. Rahul M Raju, Mr. Jaison K T,Ms. Geethu Simon, Ms. Shalu V, Ms. Keerthana, Mr. John, Mr. Thomas, Mr. Sajan, Sr.Shanet, Sr. Treasa Flower, Sr. Roshin
25.	Civil Service Coaching of Career Guidance	Mr. Libin Francis, Prof. Najeeb P S, Prof. Krishnakumar
26.	N.S.S	Ms. Smina M B, Dr. Laina A L,One representative from each department.
27.	Bursar	Sr.Gemcy
28.	PTWA	Principal,Dr.Sr.Princy Anto, Ms. Bindu Jose, , Dr.Shirley Jose,Ms. Elsy
29.	Research Consultancy & Journal Publishing	Dr. Chacko Jose P, Dr. Shirley Jose, Dr. Santhosh Paul, Dr.Sr. Miranto, Dr. V Neetha, Dr. Nidhin T J, Dr. VijithaMukundan
30.	Time Table Setting	Dr. Tessy K L, Ms. Sandra Juliet Jose, Ms. Amala Mary George
31.	Website	Principal, Dr.Santhosh Paul, Dr.Nijo Varghese, Dr. Sr. Miranto, Dr. V Neetha

32.	College Report	Principal, Ms. Darly Mathew, Ms. Stephy K Sunny, Ms. Fency K F, Ms. Mary Davis
33.	College Calendar	Principal, Dr. Santhosh Paul, Prof. Najeeb P S, Dr.Sr. Princy Anto, Ms. Stephy Sunny, Sr. Jinsa.
34.	Stock Register	Sr. Shanet, Sr. Rose Prabha, Sr. Roshin, Sr. Soumya, Sr. Emil
35.	College Social	Sr. Gemcy, Sr. RosePrabha, Sr. Rosemel, Library Staff, Ms. Lissy, Ms. Sini, Ms. Elsy
36.	Send off to outgoing students	Dr. Sr. A Princy Anto, Ms. Noble Palliath, Dr. Laina A L, Ms. Gracy M K, Ms. Revathy, Ms. Anchu, Ms. Arya, Ms. Neethu M S, Student Sisters, Class Teachers of III DC Students.
37.	Clare Hall , Commerce , Audio Vision Room	Mr. Jaison K T, Mr. John V J
38.	Bouquet	Sr. Roshin, Sr. Soumya
39.	Light,Water,Generater, Transfomer	Mr. Jaison K T, Mr. Sajan P D, Mr. Thomas, Mr. John V J, Sr. Rosmel
40.	Admission	Manager, Principal, Sr.Rosemel,,Sr.Gemcy , Sr. Roshin, Sr. Soumya, HOD of each Dept.
41.	P D Accounts	Sr. Shanet
42.	Fees	Sr. Roshin
43.	E-Grants	Sr.Soumya
44.	Scholarships	Sr. Emil
45.	Guest Room	Sr. Emil, Ms. Alice, Ms. Annie
46.	Bill	Teaching Non Teaching
		Sr. Rosemary Sr. Treasa Flower Sr. Jinsa

Non Teaching Staff in Charge	Dept. of Physical Education	Smt.Sarada
	Economics, Language Departments	Smt.Sini (Zoology)
	English, History, Commerce Dept.,Maths	Smt. Elsy

Veranda up stare, Bath room	Smt.Lilly, Smt.Saradha
Daycare, Students centre, Fashion Designing, Fitness center	Smt.Saradha
Veranda & Rooms of Ist Floor	Smt.Lilly
Commerce Lab, Clare Hall, Audio Visual room,Alphonsa Wing Computer Labs Dept.Computer Science	Common work Smt. Lilly, Smt.Saradha, Rosily and co.
Auditorium & Stage	Ms. Smina M B, Dr.Laina A L, Dr.Sr. Betsy, Smt.Lissy, Ms. Lissy, Ms. Sini (Zoology),Ms. Mary M D,Mr.Thomas,Mr.Shajan,Mr.John, Smt. Elsy
Examination Room, Staircase	Smt. Mary M D



WORK ALLOTMENT FOR THE YEAR 2020-21

Sl.No.	Nature of work	Staff Incharge
1	Staff Advisor	Ms. Bindu Jose
2	Student Advisor	Dr. Tessy K L
3	IQAC Coordinators	Dr. Shirley Jose
4	IQAC Joint Coordinators	Dr. Nidhin T.J, Mr. Libin Francis
5	Staff Representative	Ms. Bindu Jose
6	Assembly	Ms. Linet Roslin Antony, Ms. Amala Mary George, Ms. Sindhu T
7	Daily Events& Chronicles	Ms. Stephy K Sunny, Ms. Meenu Jacob, Mr. Jose James, Dr. Jisha Jose Panakal, Ms. Julie P A, Ms. Jini Thomas, Ms. Femin Sunny
8	College Union	Dr. V. Neetha, Ms. Fency K F, Mr. Libin Francis, Dr. Salini Jose, Ms. Linet Roslin Antony
9	Magazine	Dr. Vijitha Mukundan, Dr. Jisha Jose Panakal, Ms. Shyma K S, Ms. Sandra Juliet Jose, Ms. KeerthanaP.K, Ms. Heena Peethambaran
10	Examination	Chief Supdt: Dr. Molly John
		<table border="1"> <tr> <td>Calicut University</td> <td>Paper in Charge: Ms. Noble Paliath, Sr.Soumya, Ms. Bindhu T K, Ms. Lilly</td> </tr> </table>
Calicut University	Paper in Charge: Ms. Noble Paliath, Sr.Soumya, Ms. Bindhu T K, Ms. Lilly	

		Internal	Dr. Santhosh Paul, Dr. Nijo Varghese, Mr. Nijil Jacobi, Ms. Shinu Joy, Ms. Agna Anto
11	Fine Arts	Ms. Noble Palliath, Ms, Smitha Davis, Dr. Jisha Jose Panakal, Ms. Keerthana P.K, Ms. Keerthana T U, Ms. Sukanya I S, Ms.Sindu T, Ms. Syama I, Ms. Limi V.G	
12	Alumnae Association	Dr. Nijo Varghese, Dr. Sr. Princy Anto, Dr. Molly John, Ms. Meenu Jacob, Ms. Darly Mathew	
13	UGC & Other Fundings	Principal, Dr. Sr. Princy Anto, Mr. Libin Francis	
14	ASAP	Ms. Meenu Jacob	
15	Star Scheme Coordinator	Dr. Nijo Varghese	
16	WWS (Walk with Scholar)	Ms. Linet Roslin Antony	
17	SSP (Scholar Support Programme)	Ms. Fency K F	
18	Management Account	Sr. Gemcy, Sr. Jinsa, Sr. Rosemel	
19	Women Cell	Ms. Smitha Davis, Ms. Sandra Juliet Jose, Dr. Vijitha Mukundan, Ms. Shyma K S, Ms. Jini Thomas	
20	Catechism and Value Education	Dr.Sr. Miranto, Ms. Smitha Davis, Mr. Nijil Jacobi, Ms. Shinu Joy	
21	Catholic Activities	Dr. Sr. Betsy, Sr. Jinsa, Sr. Roshin, Sr. Soumya, Sr. Emilrose, Student Sisters	
22	Discipline in the Auditorium	Ms. Smina M B, Class Teachers, College Union	

23	Media Publicity & Photos	Dr. Sr. Miranto, Dr. Nijo Varghese, Sr. Rosemel, Mr. Jaison K T
24	Grievance Redressal cell	Principal, Dr. Sr. Princy Anto, Ms. Bindu Jose, Dr. Molly John
25	Sports	Prof. Najeeb P S, Dr. Nidhin T J, Dr. Salini Jose, Mr. Nijil Jacobi, Mr. Jaison K T, Ms. Keerthana T U, Mr. John, Mr. Thomas, Sr. Shanet, Sr. Roshin
26	Civil Service Coaching & Career Guidance	Mr. Libin Francis, Prof. Najeeb P S, Prof. Krishnakumar
27	N.S.S	Ms. Smina M B, Dr. Laina A L, One representative from each department.
28	Bursar	Sr. Gemcy
29	PTWA	Principal, Dr. Sr. Princy Anto, Ms. Bindu Jose, Dr. Shirley Jose
30	Research Consultancy & Journal Publishing	Dr. Shirley Jose, Dr. Santhosh Paul, Dr. Sr. Miranto, Dr. V Neetha, Dr. Nidhin T J, Dr. Vijitha Mukundan
31	Time Table Setting	Dr. Tessy K L, Ms. Sandra Juliet Jose, Ms. Amala Mary George
32	Website	Principal, Dr. Santhosh Paul, Dr. Nijo Varghese, Dr. V Neetha, Dr. Jisha Jose Panakkal,
33	College Report	Principal, Ms. Sandra Juliet Jose, Ms. Stephy K Sunny, Ms. Fency K F
34	College Calendar	Principal, Dr. Santhosh Paul, Prof. Najeeb P S, Dr. Sr. Princy Anto, Ms. Stephy Sunny, Sr. Jinsa
35	Stock Register	Sr. Shanet, Sr. Rose Prabha, Sr. Roshin, Sr. Soumya, Sr. Emilrose

36	College Social		Sr. Gemcy, Sr. RosePrabha, Sr. Rosemel, Library Staff, Ms. Sini
37	Send off to outgoing students		Dr. Sr. A Princy Anto, Ms. Noble Palliath, Dr. Laina A L, Ms. Revathy, Ms. Anchu, Ms. Farzana P M, Student Sisters, Class Teachers of III DC Students.
38	Clare Hall , Commerce , Audio Vision Room		Mr. Jaison K T, Mr. John V J
39	Bouquet		Sr. Roshin, Sr. Soumya
40	Light, Water, Generater, Transfomer		Mr. Jaison K T, Mr. Thomas, Mr. John V J, Sr. Rosmel
41	Admission		Manager, Principal, Sr. Rosemel, Sr. Gemcy, Sr. Roshin, Sr. Soumya, HOD of each Dept.
42	P D Accounts		Sr. Shanet
43	Fees		Sr. Emilrose
44	E-Grants		Sr. Soumya
45	Scholarships		Sr. Emilrose
46	Guest Room		Sr. Emilrose, Ms. Alice, Ms. Annie
47	Bill	Teaching Non Teaching	Sr. Jinsa Sr. Roshin

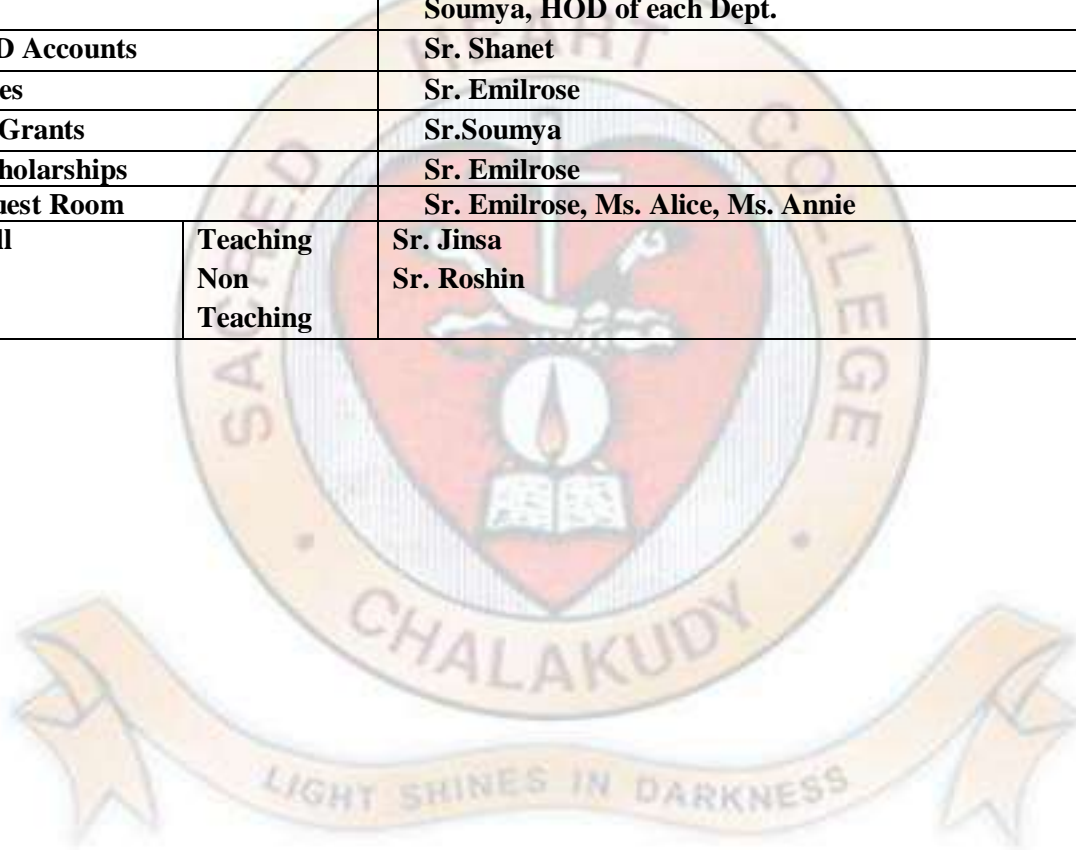
Non Teaching Staff in Charge	Dept. of Physical Education	Smt. Soorya
	Economics, Language Departments	Smt. Sini (Zoology)
	English, History, Commerce Dept., Maths	Smt. Lilly
	Veranda up stare, Bath room	Smt. Rosily
	Veranda & Rooms of Ist Floor	Smt. Rosily
	Commerce Lab, Clare Hall, Audio Visual room, Alphonsa Wing	Common work
	Computer Labs Dept. Computer Science	Smt. Lilly, Rosily, Soorya
	Auditorium & Stage	Ms. Smina M B, Dr. Laina A L, Dr. Sr. Betsy, Ms. Sini (Zoology), Ms. Mr. Thomas, Mr. John, Smt. Lilly, Smt. Rosily
Examination Room, Staircase	Smt. Lilly	

WORK ALLOTMENT FOR THE YEAR 2021-22

Sl.No.	Nature of work	Staff Incharge
1.	Staff Advisor	Dr. Santhosh Paul
2.	Student Advisor	Dr. Tessy K L
3.	IQAC Coordinators	Dr. Shirley Jose
4.	IQAC Joint Coordinators	Dr. Nidhin T.J, Mr. Libin Francis
5.	Staff Representative	Ms. Bindu Jose
5	Assembly	Ms. Linet Roslin Antony, Ms.Keerthana T U, Sr. Emil Rose
6.	Daily Events& Chronicles	Dr. Nijo Varghese, Ms. Meenu Jacob, Mr. Jose James, Dr. Jisha Jose Panakal, Ms. Julie P A, Ms. Femin Sunny
7.	College Union	Dr. V. Neetha, Ms. Fency K F, Mr. Libin Francis, Ms. Linet Roslin Antony
8.	Magazine	Dr. Vijitha Mukundan, Dr. Jisha Jose Panakal, Ms. Shyma K S, Ms. Sandra Juliet Jose, Ms. KeerthanaP.K, Ms. Heena Peethambaran
9.	Examination	Chief Supdt: Dr. Molly John
Calicut University		Paper in Charge: Ms. Noble Paliath, Sr.Soumya, Ms. Bindhu T K, Ms. Lilly
Internal		Dr.Santhosh Paul, Dr. Nidhin T J, Mr. Nijil Jacobi, Ms. Shinu Joy
10.	Fine Arts	Ms. Noble Palliath, Ms, Smitha Davis, Dr. Jisha Jose Panakal, Ms. KeerthanaP.K, Ms. Keerthana T U, Ms. Sukanya I S, Ms.Sindu T, Ms. Syama I
11.	Alumnae Association	Dr. Nijo Varghese, Dr. Sr. Princy Anto, Dr. Molly John, Ms. Meenu Jacob, Ms. Darly Mathew
12.	UGC& Other Fundings	Principal, Dr.Sr. Princy Anto, Mr. Libin Francis
13.	ASAP	Ms. Meenu Jacob

14.	Star Scheme Coordinator	Dr. Nijo Varghese
15.	WWS (Walk with Scholar)	Ms. Linet Roslin Antony
16.	SSP (Scholar Support Programme)	Ms. Fency K F
17.	Management Account	Sr. Gemcy
18.	Women Cell	Ms. Smitha Davis, Ms. Sandra Juliet Jose, Dr. Vijitha Mukundan, Ms. Shyma K S
19.	Catechism and Value Education	Dr.Sr. Miranto, Ms. Smitha Davis, Mr. Nijil Jacobi, Ms. Shinu Joy
20.	Catholic Activities	Dr.Sr.Betsy, Sr.Jinsa, Sr. Roshin, Sr.Soumya, Sr. Emilrose, Student Sisters
21.	Discipline in the Auditorium	Ms. Smina M. B, Class Teachers, College Union
22.	Media Publicity & Photos	Dr.Sr.Miranto, Dr. Nijo Varghese, Sr. Rosemel, Mr. Jaison K T
23.	Grievance Redressal cell	Principal, Dr.Sr.Princy Anto, Ms. Bindu Jose, Dr. Molly John
24.	Sports	Prof. Najeeb P S, Dr. Nidhin T J, Mr. Nijil Jacobi, Mr. Jaison K T, Ms. Keerthana T,U, Mr. John, Mr. Thomas, Sr.Shanet, Sr. Roshin
25.	Civil Service Coaching & Career Guidance	Mr. Libin Francis, Prof. Najeeb P S, Prof. Krishnakumar
26.	N.S.S	Ms. Smina M B, Dr. Laina A L, One representative from each department.
27.	Bursar	Sr.Gemcy
28.	PTWA	Principal, Dr.Sr.Princy Anto, Ms. Bindu Jose, Dr.Shirley Jose
29.	Research Consultancy & Journal Publishing	Dr. Shirley Jose, Dr. Santhosh Paul, Dr.Sr. Miranto, Dr. V Neetha, Dr. Nidhin T J, Dr. Vijitha Mukundan
30.	Time Table Setting	Dr. Tessy K L, Ms. Sandra Juliet Jose
31.	Website	Principal, Dr.Santhosh Paul, Dr.Nijo Varghese, Dr. Sr. Miranto, Dr. V Neetha
32.	College Report	Principal, Ms. Sandra Juliet Jose, Ms. Stephy K Sunny, Ms. Fency K F
33.	College Calendar	Principal, Dr. Santhosh Paul, Prof. Najeeb P S, Dr.Sr. Princy Anto, Ms. Stephy Sunny, Sr. Jinsa.
34.	Stock Register	Sr. Shanet, Sr. Rose Prabha, Sr. Roshin, Sr. Soumya, Sr. Emilrose

35.	College Social		Sr. Gemcy, Sr. RosePrabha, Sr. Rosemel, Library Staff, Ms. Sini
36.	Send off to outgoing students		Dr. Sr. A Princy Anto, Ms. Noble Palliath, Dr. Laina A L, Ms. Revathy, Ms. Anchu, Ms. Farzana P.M, Student Sisters, Class Teachers of III DC Students.
37.	Clare Hall , Commerce , Audio Vision Room		Mr. Jaison K T, Mr. John V J
38.	Bouquet		Sr. Roshin, Sr. Soumya
39.	Light,Water,Generater, Transfomer		Mr. Jaison K T, Mr. Thomas, Mr. John V J, Sr. Rosmel
40.	Admission		Manager, Principal, Sr.Rosemel, Sr.Gemcy , Sr. Roshin, Sr. Soumya, HOD of each Dept.
41.	P D Accounts		Sr. Shanet
42.	Fees		Sr. Emilrose
43.	E-Grants		Sr.Soumya
44.	Scholarships		Sr. Emilrose
45.	Guest Room		Sr. Emilrose, Ms. Alice, Ms. Annie
46.	Bill	Teaching Non Teaching	Sr. Jinsa Sr. Roshin



Non Teaching Staff in Charge	Dept. of Physical Education	Smt.Soorya
	Economics, Language Departments	Smt.Sini (Zoology)
	English, History, Commerce Dept.,Maths	Smt. Lilly
	Veranda up stare, Bath room	Smt. Rosily
	Veranda & Rooms of Ist Floor	Smt.Rosily
	Commerce Lab, Clare Hall, Audio Visual room,Alphonsa Wing Computer Labs Dept.Computer Science	Common work Smt. Lilly, Rosily, Soorya
	Auditorium & Stage	Ms. Smina M B, Dr.Laina A L, Dr.Sr. Betsy, Ms. Sini (Zoology),Ms. Mr.Thomas,Mr.John, Smt. Lilly, Smt. Rosily
	Examination Room, Staircase	Smt. Lilly