



St Paul's College, Kalamassery



Roles and Responsibilities for the Academic Year June 2024-May 2025

Roles & Responsibilities

for the Academic Year 2024 - 25





Office Bearers

MANAGER

Rev Fr Varghese Valiyaparambil

ASSISTANT MANAGER

Fr Jacob Baiju Ben

PRO

Rev Fr Felix Chullikkal

COORDINATOR SF

Fr Raphael Kalluveetil



Office Bearers

PRINCIPAL

Dr. Pramada Ramachandran

VICE PRINCIPALS

Mr. Jose Xavier

Dr Manju K Menon

ACADEMIC ADVISOR (SF)

Dr C D Sebastian

ACADEMIC COORDINATOR (SF)

Ms Remyamol K P



Executive Committee

- **Chairman & Manager**
- **Vice Chairman**
- **Assistant Manager**
- **Principal (Coordinator)**
- **Vice Principals**
- **Coordinator – Examination Cell**
- **Deans**
- **Public Relation Officer**
- **Superintendent**
- **Staff Secretary (Teaching Staff)**
- **Staff Secretary (Non-Teaching Staff)**



College Council

- **Principal (Coordinator)**
- **Heads of the Departments**
- **2 Elected Teaching Staff Members**
- **Librarian**
- **Representative of Administrative Staff**



Extended Executive Committee

- **Executive Committee**
- **College Council**



Finance Management Committee

- **Chairman & Manager**
- **Assistant Manager**
- **Principal**
- **All Members, Purchase Committee**
- **Office Administrator & Accountant**
- **Head Accountant**



Finance Committee

- **Assistant Manager**
- **Principal**
- **Finance Officer of the Affiliating University**
- **Dean, Resource Mobilization**



Office Bearers

- **DEAN, QUALITY ASSURANCE** **Dr Siby K M**
- **DEAN, ACADEMICS** **Dr Binilkumar M R**
- **DEAN, RESEARCH** **Dr Asha E Thomas**
- **DEAN, INTERNATIONAL AFFAIRS** **Dr Salia Rex**
- **DEAN, RESOURCE MOBILIZATION** **Dr Lima Sunny**
- **DEAN, STUDENT AFFAIRS** **Dr John Mathew**
- **DEAN, TRAINING & DEVELOPMENT** **Dr Justine George**



Head of the Departments

ARTS

ECONOMICS

Dr Sumitha Franklin

ENGLISH

Dr Lima Sunny

ENGLISH SF

Dr Sreelakshmi J

MANAGEMENT

BUSINESS ADMINISTRATION

Mr Bichu S Nair

COMMERCE

COMMERCE

Dr Asha E Thomas

COMMERCE SF

Ms Priyanka Presannan



Head of the Departments

LANGUAGES

HINDI

Dr. Rakhi Clement

MALAYALAM

Mr. Sarath B S

SCIENCE

CHEMISTRY

Dr. Tresa Sunitha George

COMPUTER SCIENCE

Mr Jibin Jacob Mani

MATHEMATICS

Dr Savitha K S

PHYSICS

Dr. Poornima N.



Head of the Departments

PHYSICAL EDUCATION

Mr Jose Xavier

VOCATIONAL

BANKING & FINANCIAL SERVICES

Ms Renjitha Johnson

BROADCASTING & JOURNALISM

Mr Aswinikumar

LOGISTICS MANAGEMENT

Mr Hardin Rixon

TOURISM & HOSPITALITY MANAGEMENT

Mr Dinu Dennis



Nodal Officers/Officers

MGU-UGP

Dr Manju K Menon

CHIEF RETURNING OFFICER, STUDENT ELECTIONS

Dr Justine George

MOOC PROGRAMMES

Dr John Mathew

B. VOC. PROGRAMMES

Dr. Stalin P. C.



Office Bearers

Examination Cell

- **Mr Texin Joseph B J (Coordinator – University Examinations)**
- **Dr Mary Vijila**
- **Dr Riya Mary**
- **Ms Liya Justine**
- **Dr Gibin Jacob (Coordinator – Internal Examinations)**
- **Dr Lima Sunny**
- **Mr Jijo Paul**
- **Ms Aysha Najal Wahab**
- **Ms Vidhya R**
- **Dr Smiji A J (Coordinator – Internal Mark Entry)**
- **Dr Tresa Sunitha George**
- **Ms Anju Sreenivas**
- **Ms Siya Sebastian**

SUPPORTING COORDINATORS

All Staff Members



Participative Management Structure

HoDs have to appoint the following posts at the department level

No	Area of Participation	Staff	II PG	I PG	III UG	II UG	I UG
1	Secretaries (To be elected)	1	1	1	2	2	2
2	Treasurers / UGC Coordinators	1	1	1	2	2	2
3	DQAC Coordinators	1	1	1	2	2	2
4	Arts/Program Coordinators	1	1	1	2	2	2
5	Sports Coordinators	1	1	1	2	2	2
6	Examination Coordinators	1	1	1	2	2	2
7	Social Outreach Coordinators	1	1	1	2	2	2
8	Placement-Career Coordinators	1	1	1	2	2	2
9	IEDC/IIC Coordinators	1	1	1	2	2	2
10	e-Governance/ERP Coordinators	1	1	1	2	2	2
11	Media Coordinators	1	1	1	2	2	2
12	Green Coordinators	1	1	1	2	2	2



Office of Dean **Academics**

DEAN

Dr. Binilkumar M R

DEPUTY DEAN

Dr Stalin P C

MEMBERS

Dr Mary Sooria

Ms Deepthy Gopinath

Ms Sherin Chacko

SUPPORTING COORDINATORS

E-Governance/ERP



Office of Dean
Quality Assurance

DEAN

Mr. Siby K. M.
(IQAC Coordinator)

DEPUTY DEAN

Dr. Priyesh K V

MEMBERS

- **Dr Savitha K S**
- **Dr Justine George**
- **Mr Texin Joseph**
- **Dr John Mathew**
- **Dr Liya Peter**
- **Mr Jibin Jacob Mani**

SUPPORTING COORDINATORS

Secretaries/ DQAC



Office of Dean **Research**

DEAN

Dr Asha E Thomas

MEMBERS

Ms. Meera Jacob

Dr Jose Bejoy

Dr Sreelakshmi J

DEPUTY DEAN

Lt. Dr. Varun V Varghese

SUPPORTING COORDINATORS

Green Initiative



Office of Dean
International Affairs

DEAN |

Dr. Salia Rex

Members

Ms Faseela P A

Ms. Nikitha Pinheiro

Ms. Chinthu Jbse

DEPUTY DEAN

Dr. Mary Vijila C V

SUPPORTING COORDINATORS

Placement & Career



Office of Dean
Resource Mobilization / UGC

DEAN

Dr Lima Sunny

DEPUTY DEAN

Ms. Jixy Joseph

MEMBERS

Ms. Nisha V M

Ms Bela C Baby

Ms. Renjitha Johnson

SUPPORTING COORDINATORS

Treasurers



Office of Dean
Student Affairs

DEAN & STAFF ADVISOR

Dr John Mathew

MEMBERS

Mr Abhijith T S

Ms Priyanka Prasannan

Ms Shruthy M

Ms A R Roshni Das

DEPUTY DEAN & STAFF EDITOR

Ms Maria Augustine

SUPPORTING COORDINATORS

Arts & Programme



Office of Dean **Training & Development**

DEAN

Dr Justine George

DEPUTY DEAN

Dr Tresa Sunitha George

MEMBERS

- Mr Jose Babu
- Ms Chinthu Jose
- Ms Greeshma Shajan
- Mr Aswin K V Namboodiri

SUPPORTING COORDINATORS
IEDC & IIC



Office Bearers

PUBLIC RELATION OFFICER(PRO)

Dr Shiju C R

DEPUTY (PRO)

Mr Ashwinikumar

MEMBERS

- Mr Sarath B S
- Ms Lincymol
- LD Computer Assistant (Thapaal Section)

SUPPORTING COORDINATORS

IEDC & IIC



Office Bearers

TEACHING STAFF

STAFF SECRETARY

Ms Deepa George

STAFF JOINT SECRETARY

Ms Gayatri M

ADMINISTRATIVE STAFF

STAFF SECRETARY

To be intimated

REGENT BROTHER



NIRF /AISHE Committee

- **All Members of Office of Dean, Quality Assurance**
- **Mr. Texin Joseph (Coordinator NIRF)**
- **Ms Nisha V M (Co Coordinator NIRF)**
- **Ms. Teresa Stephen (Coordinator AISHE)**
- **Mr Christy George (Co Coordinator AISHE)**
- **Mr. Ajeesh Joseph P**
- **Ms. Reshma Joseph**



ISO Certification Committee

- **Dr Manju K. Menon
(Coordinator)**
- **Dr Gibin Jacob**
- **Dr Tresa Sunitha George**
- **Lt Dr Varun V Varghese**
- **Dr Subha P P**
- **Mr Jose Babu**
- **Ms Aleena Varghese**
- **Ms Anju Sreenivas**



Other Statutory Bodies

- **Grievance Appeal Committee**
 - Executive Committee
- **College Grievance Redressal Committee**
 - Principal (Chairperson)
 - Vice Principals
 - Concerned HoD
 - Concerned Tutor
- **Departmental Grievance Redressal Committee**
 - HoD - Chairperson
 - Department Secretary
 - Tutor



Other Statutory Bodies

Staff Grievance Redressal

- **Grievance Appeal Committee**
 - **Governing Body**
- **Staff Grievance Redressal Committee**
 - **Chairman & Manager**
 - **Vice Chairman**
 - **Principal**
- **Internal Complaints Committee**
 - **Ms Deepa George (Presiding Officer & Chairperson)**
 - **Ms Teresa Stephen (Member Secretary)**
 - **Ms Remyamol K P**
 - **Ms Reshma Joseph**
 - **Ms Christeena Baby**



Other Statutory Bodies

Anti Ragging Committee

- **Vice Chairman**
- **Principal**
- **Vice Principals**
- **Lt Dr Varun V Varghese (Coordinator)**
- **Dr Mary Vijila**
- **Dr Clement Cabral**
- **Fr Alias George**
- **Ms Naveena P K**



Other Statutory Bodies

Women Empowerment Cell

- **Vice Chairman**
- **Principal**
- **Vice Principals**
- **Dr Poornima N. (Coordinator)**
- **Ms. Teresa Stephen**
- **Ms Maria Augustine**
- **Ms Remyamol K. P.**
- **Ms A R Roshni Das**
- **Ms Gayatri M**



Other Statutory Bodies

Equal Opportunity Cell

- **Vice Chairman**
- **Principal**
- **Vice Principals**
- **Mr Christy George P C (Coordinator)**
- **Ms. Jixy Joseph**
- **Ms. Jinu Rose E. V.**
- **Rinu Joy**



Other Statutory Bodies

Committee for the Students with Disabilities

- **Vice Chairman**
- **Principal**
- **Vice Principals**
- **Dr Smiji A J.(Coordinator)**
- **Dr Binu P C**
- **Ms Theja Tresa**
- **Ms Ashna R**
- **Ms Julie John**



Other Statutory Bodies

PTA

- **Vice Chairman**
- **Principal**
- **Vice Principals**
- **Ms. Teresa Stephen (Coordinator)**
- **Ms. Meera Jacob**
- **Ms. Jixy Joseph**
- **Fr. Alias P George**
- **Representatives of the Parents**



Other Statutory Bodies

Purchase Committee

- **Assistant Manager**
- **Principal**
- **Dr Poornima N (Coordinator)**
- **Dr Binu P C**
- **Ms Meera Jacob**
- **Dr Riya Mary**
- **Mr Antony Diaculous**
- **Mr Jackson T J**



Other Statutory Bodies

Building Committee

- **Chairman**
- **Vice Chairman**
- **Principal**
- **Vice Principals**
- **Dr Stalin P C (Coordinator)**
- **Dr Gibin Jacob**
- **Dr. Tresa Sunitha George**
- **Mr Jackson T J**
- **Mr George Stephen**



Other Statutory Bodies

Planning & Evaluation Committee

- **Chairman & Manager**
- **Vice Chairman**
- **Assistant Manager**
- **Principal (Coordinator)**
- **Vice Principals**
- **Deans**
- **Controller of Examination**
- **Other members of the Extended Executive**

Functional Committees



Admission Core Committee

- **Fr Varghese Valiyaparambil**
- **Fr Felix Chullickal**
- **Fr Raphel Kalluveetil**
- **Dr Pramada Ramachandran**
- **Mr Jose Xavier (Nodal Officer)**
- **Dr Manju K Menon**
- **Dr Sumitha Franklin**
- **Dr Shiju C. R.**
- **Dr Poornima N**
- **Dr Priyesh K V**
- **Dr Clement Cabral**
- **Dr Sajin Francis**
- **Ms Hency George**
- **Ms Liya Justine**



Discipline Committee

- **Assistant Manager**
- **Principal**
- **Vice Principals**
- **Ms Maria Augustine(Coordinator)**
- **Dr Binilkumar M R**
- **Dr Shiju C R**
- **Ms Remyamol K P**
- **Fr Alias P George**
- **Mr Bichu S Nair**
- **Mr Ashwinikumar**
- **Mr Vishnu Laxman**
- **Ms Lincymol**



Committee For Research & Consultancy

- **Chairman & Manager**
- **Principal**
- **Dr Manju K Menon**
- **Members, Office of Dean Research**



Committee for Social Outreach

- **Vice Chairman**
- **Dean, Resource Mobilization**
- **Dr Rajeshmon V G (Coordinator)**
- **Ms. Nisha V M**
- **Dr Smiji A J**
- **Mr Bichu S Nair**
- **Ms Naveena P K**
- **Ms Siya Sebastian**

SUPPORTING COORDINATORS
Social Outreach Coordinators



Academic & Administrative Audit Team

- **Chairman & Manager**
- **Vice Chairman**
- **Principal (Coordinator)**
- **Vice Principals**
- **Dean, Quality Assurance**
- **Dean, Academics**
- **Dean, Student Affairs**
- **Dean, Research**
- **Dean, International Affairs**
- **Dean, Resource Mobilization**
- **All Members, (IQAC)**



Public Relations Committee

- **Assistant Manager**
- **Vice Principals**
- **Dr Shiju C R**
- **All Members, Office of PRO**

SUPPORTING COORDINATORS

Media Coordinators



Committee for Green Initiatives/Nature Club

- **Vice Chairman**
- **Dean, Students Affairs**
- **Dr. Mary Vijila C V (Coordinator)**
- **Mr Aswin Namboodiri K V**
- **Ms. Renjitha Johnson**
- **Ms. Anju Sreenivas**
- **MsAR Roshni Das**

SUPPORTING COORDINATORS

Green Coordinators



E-Governance/ERP Committee

- **Fr. Raphael Kalluveetil**
- **Dr. Priyesh KV (Coordinator)**
- **Dr Siby K M**
- **Ms. Meera Jacob**
- **Ms Liya Peter**
- **Ms Sruthy M**
- **Mr Jibin Jacob Mani**
- **Ms Greeshma M Shajan**
- **Mr Arun Augustine**
- **System Administrator**

SUPPORTING COORDINATORS

E-Governance/ERP Coordinators



Website Committee

- **Fr. Raphael Kalluveetil**
- **Dr Binu P C (Coordinator)**
- **Dr Priyesh K V**
- **Ms Liji Varghese**
- **Ms Sreelakshmi Rajan**
- **Library Assistant 1**
- **Library Assistant 2**
- **Ms Zenith Shibu**

SUPPORTING COORDINATORS

E-Governance Coordinators



Printing & Publishing Committee

- **Fr. Raphael Kalluveettil**
- **Principal**
- **Vice Principals**
- **Dr Binu P C (Coordinator)**
- **Ms Maria Augustine**
- **All Members, Handbook and Calendar Committee**
- **All Members, Newsletter Committee**
- **All Members, Website Committee**



Alumni Committee

- **Manager**
- **Assistant Manager**
- **Principal**
- **Mr. Jose Xavier (Coordinator)**
- **Dr Lima Sunny**
- **Dr John Mathew**
- **Mr. Jijo Paul**
- **Mr. Shalbin K Alex**
- **Ms. Reshma Joseph**



Placement Cell & Career Guidance

- **Vice Chairman**
- **Vice Principals**
- **Dr Binil Kumar M R (Coordinator & Placement Officer)**
- **Dr Subha P P**
- **Dr Liya Peter**
- **Dr Sajin Francis**
- **Mr Abhijith T S**
- **Mr Dinu Dennis**
- **Ms Priyanka Presannan**
- **Ms Sherin Chacko**

SUPPORTING COORDINATORS

Placement / Career Coordinators



Mentoring & Counselling Cell

- **Principal**
- **Vice Principals**
- **Fr Raphael Kalluveetil (Coordinator)**
- **Ms Jixy Joseph**
- **Mr Jose Babu**
- **Dr Liya Peter**
- **Ms Aleena Varghese**
- **Ms Sruthy M**
- **Dr Sreelakshmi J**



Program Committee

- **Assistant Manager**
- **Principal**
- **Vice Principals**
- **Dr John Mathew**
- **All Members, Office of Dean,
Student Affairs**
- **Staff Secretaries**

SUPPORTING COORDINATORS

Arts & Program Coordinators



NCC

- **Vice Chairman**
- **Principal**
- **Vice Principals**
- **Lt. Dr Varun V Varghese (ANO)**
- **Mr Hardin Rixon**



NSS

- **Assistant Manager**
- **Principal**
- **Vice Principals**
- **Dr Rajeshmon V G (PO)**
- **Ms. Nisha V M (PO)**
- **Mr Bichu S Nair**



IEDC / IIC Committee

- **Manager**
- **Assistant Manager**
- **Dr Justine George (Coordinator & IIC Nodal Officer)**
- **Dr. Tresa Sunita George(IEDC Nodal Officer)**
- **All Members, Office of Dean, Training and Development**

SUPPORTING COORDINATORS

IEDC Coordinators



Medical Care Committee

- **Principal**
- **Mr Jose Xavier**
- **Mr Sarath B S (Coordinator)**
- **Dr Riya Mary**
- **Mr Vishnu Laxman**
- **Ms Faseela P A**
- **Ms Vidhya R**



Committee for Value Education

- **Principal**
- **Dr. Salia Rex (Coordinator)**
- **Dr Sumitha Franklin**
- **Dr Mary Sooria**
- **Ms Rinu Joy**
- **Ms Siya Sebastian**
- **Ms Bela C Baby**



Pauline Newsletter

- **Assistant Manager**
- **Dr Lima Sunny**
- **Dr. Binu P. C. (Newsletter Coordinator)**
- **Mr Vishnu Laxman**
- **Ms Lincymol**
- **Ms Julie John**
- **Library Assistant 1**
- **Library Assistant 2**
- **Ms Zenith Shibu**

SUPPORTING COORDINATORS

Media Coordinators



Handbook & Calendar Committee

- **Assistant Manager**
- **Mr. Jose Xavier**
- **Ms Deepa George (Coordinator)**
- **Dr Tresa Sunitha**
- **Dr. Binu P.C**
- **Ms Liya Justine**
- **Ms Ashna R**
- **Mr. Nithin N. P.**
- **Ms Zenith Shibu**



Canteen Committee

- **Assistant Manager(Coordinator)**
- **Mr Jijo Paul**
- **Mr George Stephen**
- **Mr Don Domnic**



Hostel Committee

- **Assistant Manager**
- **Ms. Naveena PK (Coordinator)**
- **Hostel Warden**
- **Mr. George Stephen**
- **Regent Brother**



Attendance Monitoring Committee

- **Dr Manju K Menon(Coordinator)**
- **Ms Remyamol K.P**
- **Mr Arun Augustine**
- **System Administrator**



Scholarship & Endowment Committee

- **Chairman & Manager**
- **Vice Chairman**
- **Principal**
- **Ms. Maria Augustine (Coordinator)**
- **Dr Rakhi Clement**
- **Dr Mary Sooria**
- **Ms Bela C Baby**
- **Ms Sherin Chacko**
- **Chemistry SF Guest**



Sports Monitoring Cell

- **Mr. Jbse Xavier (Coordinator)**
- **Dr Rajeshmon V G**
- **Dr Siby K M**
- **Ms Nisha V M**
- **Mr Vishnu Laxman (Co coordinator)**
- **Ms Zenith Shibu**

SUPPORTING COORDINATORS

Sports



Arts Monitoring Cell

- **Assistant Manager**
- **Vice Principals**
- **Dr John Mathew(Coordinator)**
- **All members, Office of Dean, Student Affairs**

SUPPORTING COORDINATORS

Arts & Program



Clubs & Associations

SPORTS & GAMES CLUB

- **Mr Jose Xavier**
- **Dr Siby K M**
- **Dr Sajin Francis**
- **Ms Faseela P A**
- **ENG SF GUEST 2**
- **Mr Vishnu Laxman (Coordinator)**

LITERARY CLUB

Mr Jose Babu

Mr Sarath B S

Dr Rakhi Clement



Clubs & Associations

MUSIC CLUB

Dr Rakhi Clement

Ms. Theja Tresa

NATURE CLUB

Dr Mary Vijila

Ms Anju Sreenivas

PHOTOGRAPHY CLUB

Mr Aswin K V Namboodiri

Ms Aleena Varghese

ENCON CLUB

Ms Meera Jacob

Ms Ashna R



Clubs & Associations

TOURISM CLUB

Mr. Dinu Dennis

Ms Vidhya R

THEATRE CLUB

Mr Abhijith T S

Ms Gayatri M

VINCENT DE PAUL

Dr Sumitha Franklin

Dr. Asha E Thomas



Clubs & Associations

JESUS YOUTH

Mr Jijo Paul

Ms Rinu Joy

XAVIER BOARD

Dr Justine George

Dr Siby K. M.

AICUF

Ms Jinu Rose E V

Ms Nikita Pinheiro

AD/AT CLUB (ANTI- DRUGS/ ANTI- TOBACCO)

Ms. Deepa George Dr Mary Sooria

Ms. Deepthi Gopinath



Clubs & Associations

DEBATE CLUB

Mr Abhijith T S

English SF Guest 1

FILM CLUB

Dr Binilkumar M R

Mr Abhijith T S

COUNSELLING CLUB

Ms. Jxy Joseph

Dr Liya Peter



Clubs & Associations

QUIZ CLUB

Dr Smiji A.J

Ms Siya Sebastian

YOUTH RED CROSS

Dr Sajin Francis

Chemistry SF Guest 1

ELECTORAL LITERACY CLUB

Ms Nisha V M

Mr Bichu S Nair

YOGA CLUB

Mr. Jose Xavier

Mr Vishnu Laxman



Clubs & Associations

MEDIA & JOURNALISM CLUB

Mr Ashwinikumar

Ms Julie John

DANCE CLUB

Ms Sruthy M

Ms Sreelakshmi Rajan

ROAD SAFETY CLUB

Dr Jose Bejoy

Mr Vishnu Laxman



Criterion Heads and Responsibilities

Criterion Heads and responsibilities will continue as in the previous academic year. Minor changes and replacements will be intimated after discussion with IQAC.

*Changes will be effective from
03rd June 2024 to 31st May 2025*

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Thanks!
