

CENTRE FOR ACADEMIC MONITORING (CAM)

CAM is a non-statutory body of the institution, assists the principal and IQAC to assess and audit all academic activities in the college, including the admission procedure, preparation of academic calendar and hand book, time table, attendance, evaluation all academic achievements of students and submission of feedback by students, etc. under this centre various cells facilitates the smooth and effective conduct of academic activities in the college. the committee co-ordinates

ADMISSION CELL

The Committee assists the Principal in admission procedures (online application process, interviews, issue of ID cards to students, etc.) of various programmes of study offered by the institution.

Sl. No	Name of the Faculty	Designation
1	Dr. Raina Thomas	Principal
2	Mr. Fasalul Rahman	UG Nodal officer
3	Mrs. Binisha M.A.	PG Nodal officer
4	Mr. Rajesh K. P	Sports Quota

ACADEMIC CALENDER & COLLEGE HAND BOOK

The Committee publishes the Academic calendar and the official College Handbook which provides comprehensive information about the various bodies and activities of the college, both curricular and noncurricular and gives the list of faculty members and auxiliary staff.

Sl. No	Name of the Faculty	Designation
1	Ms. Nivya J. Neelankavil	Assistant Professor Economics
2	Ms. Elizabeth George	Assistant Professor Botany
3	Mrs. Salma Merin John	Assistant Professor Economics
4	Mr. Fasalul Rahman	Assistant Professor Commerce

TIME TABLE

The Committee prepare and publishes the Academic Timetable in every Semester as per the University rules and Workload.

Sl. No	Name of the Faculty	Designation
1	Mr.Sreekanth	Assistant Professor Hindi
2	Dr. T.M. Georgre	Assistant Professor Botany
3	Dr. Ajesh T. P.	Assistant Professor Commerce
4	All Heads	
5		

ATTENDANCE

This committee facilitates and monitors all matters regarding attendance of students, namely regular online entry of attendance, publication of monthly and end-semester attendance statement, accepting any grievance regarding attendance entry, recommendation of 'on duty' leave for students in necessary cases, etc.

Sl. No	Name of the Faculty	Designation
1	Dr. Jino P Varghese	NSS Programme officer
2		All Heads of Departments
3	Kishan Kumar S R	Assistant Professor Physics/Staff advisor
4	Dr. Rajeev Thomas	IQAC Coordinator
5	All Heads	

OPEN COURSE

The Committee assists the Principal in admission procedures for Open course in the V Semester as per the Guide line of the University of various programmes of study offered by the institution.

Sl. No	Name of the Faculty	Designation
1	Mr. Sanoj K.T	Assistant Professor Commerce
2	All Heads	

EXAMINATION

1. External Examinations

The committee performs all necessary duties regarding the conduct of external examinations for UG and PG students, as per the direction of University of Calicut including publication of exam time table, collection of Question Papers, making seating arrangement for students, deputing adequate number of invigilators, conducting the examinations, submission of answer scripts to university for valuation.

Sl. No	Name of the Faculty	Designation
1	Dr. Rainathomas	Principal
2	Dr. Rajeev Thomas	Add. Examiner
3		

2. Internal Examinations

The committee performs all necessary duties regarding the conduct of internal examinations for UG and PG students, including preparation and publication of exam time table, collection of Question Papers from respective Departments, making seating arrangement for students, deputing adequate number of invigilators, conducting the examinations, distributing answer scripts to teachers for valuation, ensuring the timely publication of results and forwarding the same to examination cell.

Sl. No	Name of the Faculty	Designation
1	Mrs. Binisha M. A	Assistant professor Commerce
2	Dr. Ajesh T. P	Assistant professor Botany

INTERNAL MARKS

Sl. No	Name of the Faculty	Designation
1	Dr. Jino P Varghese	Assistant Professor Hindi
2	Mrs. Binija George	Assistant Professor Commerce
3	Genoy George	Assistant Professor BBA
4	Mrs. Teena Susan Abraham	Assistant Professor BBA
5	All Heads	

NEWS LETTER & WEBSITE

The Committee serves as the mouthpiece of the College. News and reports of the special activities in the college will be communicated through Newsletters published periodically by the committee with the approval of the Principal.

A. News Letter

Sl. No	Name of the Faculty	Designation
1	Dr. Reena Mary Abraham	Assistant Professor English
2	Dr. Jino P. Varghese	Assistant professor Hindi
3	Dr. Elizabeth Thomas	Associate Professor Malayalam
4	Ms. Nivya V. Neelankavil	Assistant Professor in Economics
5	Dr. Rajeev Thomas	IQAC Coordinator

B. Website

The College website - www.marthomacollegechungathra.org provides all necessary information about the College and its activities. The committee is in charge of updating

the website periodically. They are also in charge of the official social networking activities of the college

Sl. No	Name of the Faculty	Designation
1	Dr. Ajesh T.P	Assistant Professor Botany
2	Dr. George T.M	Assistant professor Chemistry
3	Mr. Kishan Kumar S.R	Associate Professor Physics
4	Ms. Nivya V. Neelankavil	Assistant Professor Economics
5	Ms. Elizabeth George	Assistant professor Botany
6	Mr. Genoy George	Assistant professor BBA
7	Mr.Fasalu Rahman	Assistant professor Commerce
8	Mr. Jerrin C Issac	Assistant professor English
9	Dr. Jino P. Varghese	Assistant professor Hindi
10	Mr. Rajesh K.P.	Assistant professor Phy.Edu.

PURCHASE COMMITTEE

The committee will look after the genuineness and budgetary limit in respect of the proposals made by the Heads of the department/authorized faculty member, subject to the guidelines of the Stores and Purchase Manual of the Government of Kerala/ UGC directions.

Sl. No	Name of the Faculty	Designation
1	Dr. Raina Thomas	Principal
2	Dr. Rajeev Thomas	IQAC Coordinator
3	Dr. R. Jayaprakash	Staff Secretary
4	Mrs. Rachel George	Librarian