

Class Tutors 2023-2024

| SI No. | Name of the Class | Name of the Class Tutors |
|--------|-------------------------|--------------------------|
| 1. | S1 & S2 B.Com CA | Ms. Shameera M B |
| 2. | S3 & S4 B.Com CA | Mr. Anoop Kurian |
| 3. | S5 & S6 B.Com CA | Ms. Rekha V M |
| 4. | S1 & S2 B.Com Tax | Ms. Diya Baby |
| 5. | S3 & S4 B.Com Tax | Ms. Sofi Nazar |
| 6. | S5 & S6 B.Com Tax | Ms. Minu Maria Paul |
| 7. | S1 & S2 M.Com | Ms. Neenu Sathyan |
| 8. | S3 & S4 M.Com | Mr. Shineed Krishna |
| 9. | S1 & S2 B.Sc Psychology | Ms. Santa Maria |
| 10. | S3 & S4 B.Sc Psychology | Ms. Betty A Sajeev |
| 11. | S5 & S6 B.Sc Psychology | Ms. Anjana George |
| 12. | S1 & S2 M.Sc Psychology | Ms. Mareena Abraham |
| 13. | S3 & S4 M.Sc Psychology | Ms. Deepa Johnson |
| 14. | S3 & S4 BA English | Ms. Asha Ramesh |
| 15. | S5 & S6 BA English | Mr. Jithin Babu |
| 16. | S3 & S4 MA English | Ms. Anjaly Santhosh |
| 17. | S1 & S2 B.Sc AFD | Ms. Anu Mathew |
| 18. | S3 & S4 B.Sc AFD | Ms. Megha T R |
| 19. | S3 & S4 B.Sc AFD | Ms. Amrutha K M |
| 20. | S1 & S2 B.Sc BCA | Ms. Angel George |
| 21. | S3 & S4 BCA | Ms. Soumya Haridas |
| 22. | S5 & S6 BCA | Mr. Naveen G Basil Paul |
| 23. | S1 & S2 BSW | Mr. Aneesh George |
| 24. | S1 & S2 MSW | Ms. Hanna E Monachan |
| 25. | S3 & S4 MSW | Ms. Binu Thomas |

OFFICE BEARERS

| Sl. No | Office/Assignment | Office Bearers |
|--------|-------------------|---|
| 1. | Governing Body | Fr. Thankachan Njaliath, Patron Fr. Bobby Tharakunnel, Manager Dr. T. M. Joseph, Principal Fr. Shaji Augustine Mangalath, Vice Principal |

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| | | <p>Fr. Ebin Baby Vazhakkuzha, Bursar Fr. Reji Jacob Pullan, Educational Expert Fr. Shiju Kurian, Educational Expert Fr. Jose Alex, Teacher Representative Fr. Binny Joseph, Teacher Representative Ms. Shini George IQAC Coordinator</p> |
| 2. | College Council | <p>Dr. T. M. Joseph, Principal Fr. Shaji Augustine, Vice Principal Fr. Ebin Baby, Bursar Fr. Jose Alex Fr. Binny Joseph Ms. Shini George Mr. Biby V Mathew Ms. Rigi M Jacob Ms. Anupama Subhash Ms. Remya Chandran Ms. Soumya Haridas, (Secretary) Ms. Rasheena Mathew</p> |
| 3. | IQAC | <p>Dr. T. M. Joseph, Chairperson Fr. Shaji Augustine Mangalath, Vice Principal Ms. Shini George – Coordinator Ms. Remya Chandran – Joint Coordinator Fr. Jose Alex - NAAC Coordinator Fr. Ebin Baby, Management Representative Fr. Binny Joseph Teacher Representative Mr. Biby V Mathew ,, Ms. Anupama Subhash ,, Ms. Soumya Haridas ,, Mr. Naveen G Basil Paul ” Ms. Sofi Nazar ,, Mr. Anoop Kurian ” Ms. Aneeta Sara Thankachan - ,, (Secretary) Ms. Betty A Sajeev ,, Mr. Aneesh George ,, Mr. Shineed Krishnan ,, Ms. Diya Baby ,, Mr. Reji K Mathew – NTS Representative Ms. Rasheena Mathew, Librarian</p> |

ADMINISTRATIVE SECTION

Director: Fr. Shaji Mangalath

| Sl. No | Office/Assignment | Office Bearers |
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| 1. | Admission Committee | Dr. T. M. Joseph, (Chairperson) Fr. Shaji Mangalath, Nodal Officer Fr. Ebin Baby Vazhakkuzha All HoDs |
| 2. | Discipline Committee: | Fr. Shaji Mangalath, (Convener) Fr. Ebin Baby Vazhakkuzha All HoDs |
| 3. | Internal Complaints Committee | Ms. Shini George(Convener) Ms. Rigi M Jacob Ms. Soumya Haridas Ms. Sofi Nazar Mr. Manav Jayaram, Student Representative |
| 4. | Staff Secretary | Ms. Soumya Haridas |
| 5. | IQAC Coordinator | Ms. Shini George |
| 6. | NAAC Coordinator | Fr. Jose Alex |
| 7. | NIRF Coordinator | Ms. Shini George |
| 8. | PTA Secretary | Ms. Asha Ramesh |
| 9. | Campus Video | Ms. Betty A Sajeev Ms. Christeena Paul |
| 10. | Accounting & Auditing | Fr. Ebin Baby Vazhakkuzha Ms. Mary Niya Francis |
| 11. | Hand Book & Calendar | Ms. Asha Ramesh Ms. Anjaly Santhosh |
| 12. | NSS Programme Officer | Mr. Shineed Krishnan |
| 13. | AISHE | Ms. Shini George |
| 14. | Prospectus/ Brochure | Ms. Asha Ramesh Ms. Anjaly Santhosh |
| 15. | Code of Conduct for Staff & Students | Ms. Shini George Ms. Remya Chandran |
| 16. | Hospitality / Refreshments | Ms. Soumya Haridas Ms. Remya Chandran Ms Betty A Sajeev Ms. Greshma Varghese |
| 17. | Alumni Association | Ms. Neenu Sathyan Ms. Asha Ramesh |
| 18. | Faculty Development Programs | Ms. Shini George |

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| | | Fr. Jose Alex |
| 19. | Identity Card | Ms. Amrutha K M Ms. Anjana George |
| 20. | Uniform | Ms. Remya Chandran Ms. Rigi M Jacob Ms. Anu Mathew |
| 21. | Nominal Roll & Attendance | Ms. Diya Baby Ms. Ambily K Remanan |
| 22. | Chief Public Information Officer | Ms. Soumya Haridas |
| 23. | PTA Executive | Dr. T.M. Joseph, President Mr. Roy Thomas, Vice President Fr. Shaji Augustine, Vice Principal Ms. Soumya Haridas Mr. Shibu Paulose, Joint Secretary Fr. Ebin Baby Fr. Binny Joseph Ms. Shameera M.B, Secretary Ms. Mary Thomas Ms. Manju Harikumar |

ACADEMIC SECTION

Director: Fr. Jose Alex

| Sl. No | Office/Assignment | Office Bearers |
|---------------|--|---|
| 1. | Academic Performance Enhancement Program (APEP) | Ms. Remya Chandran (Convener) Ms. Aneeta Sara Thankachan Ms. Anjana George Mr. Shineed Krishnan Ms. Angel George Ms. Amrutha K M Ms. Greshma Varghese |
| 2. | MOOC on Organic Farming | Ms. Shameera M B |
| 3. | Nodal Officer for Online Courses | Ms. Sofi Nazar |

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| 4. | Research Promotion Cell | Dr. George Justin V (Convener) Fr. Binny Joseph Ms. Shini George Ms. Soumya Haridas |
| 5. | One day: One Word | Ms. Remya Chandran Ms. Ginu P Paul Mr. Jithin Babu |
| 6. | Zero Hour | Mr. Shineed Krishnan Ms. Christeena Paul |
| 7. | Academic Calendar | Ms. Asha Ramesh Mr. Jithin Babu |
| 8. | Post Admission Test | Ms. Angel George Ms. Anjaly Santhosh |
| 9. | Open Courses | Ms. Ginu P Paul Ms. Sofi Nazar |
| 10. | Master Timetable | Ms. Soumya Haridas Ms. Neenu Sathyan |
| 11. | Fr. Joseph Kotschner Chair for Disability studies | Fr. (Dr.) Bobby Tharakunnel Fr. Binny Joseph |
| 12. | Research Promotion Cell | Fr. Binny Joseph (Convener) Ms. Shini George Ms. Soumya Haridas Ms. Leya Gilbert |
| 13. | Merit Day | Ms. Aneeta Sara Thankachan Ms. Binu Thomas |
| 14. | Educational Outcomes | Mr. Naveen G Basil Paul Ms. Asha Ramesh |
| 15. | Co -ordinator for Add-on Courses | Ms. Remya Chandran |
| 16. | Certificate Course in Learning Disability | Fr. Binny Joseph |
| 17. | Certificate Course in Yoga | Ms. Santa Maria |
| 18. | Certificate Course in Communicative English | Ms. Asha Ramesh Ms. Aneeta Sara Thankachan |
| 19. | Certificate Course in Tally with GST | Ms. Sofi Nazar |
| 20. | Certificate Course in Advanced Diploma in Logistics | Ms. Shameera M B |
| 21. | Certificate Course in Full Stack Web Development | Mr. Naveen G Basil Paul |
| 22. | Certificate Course in Web Designing & Office Automation | Ms. Anjaly Motilal |

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| 23. | Certificate Course on Embellishment Deigning & Garment Making | Ms. Anu Mathew |
| 24. | Commerce Lab | Mr. Anoop Kurian |
| 25. | Psychology Lab | Ms. Mareena Abraham |
| 26. | Computer Lab | Ms. Anjaly Motilal |
| 27. | Language Lab | Fr. Jose Alex Fr. Ebin Baby Ms. Batty Philip |
| 28. | Fashion Design Lab | Ms. Megha T R |
| 29. | Value Education | Fr. Binny Joseph Ms. Betty A Sajeev |
| 30. | Fr. Joseph Kotshner Memorial Lecture | Mr. Anoop Kurian Ms. Leya Gilbert |

EXAMINATION SECTION

Director: Ms. Remya Chandran

| Sl. No | Office/Assignment | Office Bearers |
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| 1. | External & Internal Exams | Ms. Remya Chandran Ms. Aneeta Sara Thankachan |
| 2. | OBE Committee | Mr. Naveen G Basil Paul (Convener) Ms. Diya Baby Ms. Asha Ramesh Ms. Anjana George Mr. Aneesh George Ms. Megha T R |
| 3. | Grievance Redressal Cell (Exam) | Ms. Remya Chandran (Convener) Mr. Anoop Kurian Ms. Deepa Johnson |
| 4. | Performance Appraisal for teaching and non-teaching staff | Fr. Binny Joseph Fr. Ebin Baby |
| 5. | Teacher Performance Record/ Teachers Diary | Fr. Binny Joseph Fr. Ebin Baby |
| 6. | Feedback Collection & Analysis | Ms. Asha Ramesh Ms. Anjaly Santhosh |
| 7. | Result Analysis | Ms. Asha Ramesh Ms. Shameera M B |
| 8. | Online Teacher Evaluation | Fr. Binny Joseph Fr. Jose Alex |

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| 9. | Annual Reports | Ms. Aneeta Sara Thankachan Ms. Christeena Paul |
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STUDENT SERVICES
Director: Ms. Rigi M Jacob

| Sl. No | Office/Assignment | Office Bearers |
|---------------|---|---|
| 1. | Staff Editors of College Magazine | Mr. Jithin Babu Ms. Remya Chandran Ms. Ginu P Paul |
| 2. | Sports & Games | Dr. J. Santhosh Mr. Naveen G Basil Paul Ms. Neenu Sathyan |
| 3. | Idea lab | Ms. Betty A Sajeev |
| 4. | SC/ST Cell | Ms. Rigi M Jacob Ms. Neenu Sathyan |
| 5. | Arts Fest / Cultural Programmes | Ms. Asha Ramesh (Convener) Ms. Rigi M Jacob Ms. Remya Chandran Ms. Betty A Sajeev Ms. Hanna E Monachan Ms. Anupama Subhash Ms. Anjaly Motilal |
| 6. | Literary & Film Club | Ms. Batty Philip |
| 7. | College Day | Ms. Rigi M Jacob Mr. Naveen G Basil Paul Ms. Ginu P Paul |
| 8. | Talent Day | Ms. Asha Ramesh Ms. Remya Chandran Ms. Ginu P Paul |
| 9. | E D Club | Ms. Shameera M B Ms. Minu Maria Paul |
| 10. | Nodal Officer for Student Services | Mr. Naveen G Basil Paul |
| 11. | Anti-Narcotic Club | Fr. Binny Joseph Ms. Judith C John |
| 12. | Debate Club / Student Durbar | Ms. Ginu P Paul Ms. Greshma Varghese |
| 13. | Quiz Club | Mr. Anoop Kurian Ms. Santa Maria |
| 14. | Music Club | Ms. Remya Chandran Ms. Mareena Abraham |
| 15. | Jesus Youth | Ms. Rekha V M |

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| | | Ms. Deepa Johnson |
| 16. | Health Club | Ms. Anu Mathew Mr. Naveen G Basil Paul |
| 17. | Nature Club | Ms. Leya Gilbert Ms. Hanna E Monachan |
| 18. | Dance Club | Ms. Remya Chandran Ms. Betty A Sajeev |
| 19. | Designer Club | Ms. Anu Mathew Ms. Amrutha K M |
| 20. | Cartoon Club | Ms. Ginu P Paul Ms. Batty Philip |
| 21. | Blood Donation Club | Mr. Shineed Krishnan |
| 22. | G for Genius | Ms. Sofi Nazar Mr. Anoop Kurian |
| 23. | Chess Club | Mr. Naveen G Basil Paul |
| 24. | Tourism Club | Mr. Shineed Krishnan |
| 25. | Folklore Club | Ms. Ginu P Paul |
| 26. | Onam Celebrations | Ms. Rigi M Jacob Mr. Naveen G Basil Paul Ms. Remya Chandran Mr. Shineed Krishnan |
| 27. | Christmas Celebrations | Ms. Asha Ramesh Ms. Rigi M Jacob Ms. Sofi Nazar Ms. Betty A Sajeev |
| 28. | Culinary Club & Food Fest | Ms. Remya Chandran Ms. Anjaly Motilal |
| 29. | Peace Club | Ms. Anupama Subhash Ms. Aneesh George |
| 30. | Commerce Fest | Mr. Anoop Kurian Ms. Leya Gilbert |
| 31. | Psychology Fest | Ms. Betty A Sajeev Ms. Santa Maria |
| 32. | Literary Fest | Ms. Asha Ramesh Ms. Aneeta Sara Thankachan |
| 33. | Computer Fest | Ms. Soumya Haridas Ms. Anjaly Motilal |
| 34. | Fashion Fest | Ms. Amrutha K M Ms. Megha T R |
| 35. | Kerala Piravi Celebrations | Ms. Ginu P Paul Ms. Aneeta Sara Thankachan |
| 36. | Photography Club | Ms. Soumya Haridas |

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| | | Ms. Anu Thomas |
| 37. | Human Rights Club | Ms. Sofi Nazar Ms. Rekha V M |
| 38. | Road Safety Club | Mr. Biby V Mathew Ms. Batty Philip |
| 39. | Electoral Literacy Club | Mr. Anoop Kurian Ms. Christeena Paul |

INFRASTRUCTURE SECTION

Director: Fr. Ebin Baby

| Sl. No | Office/Assignment | Office Bearers |
|--------|---|--|
| 1. | Suggestion Box | Ms. Shameera M B |
| 2. | SHE - Box | Ms. Mareena Abraham |
| 3. | Barrier Free Campus | Ms. Greshma Varghese |
| 4. | CCTV Surveillance | Ms. Anjaly Motilal |
| 5. | Medical Care | Ms. Anu Mathew |
| 6. | Stationary Store & Reprographic Services | Fr. Ebin Baby Ms. Binumol Vinu |
| 7. | Common Room for Ladies | Ms. Ginu P Paul Ms. Remya Chandran |
| 8. | Finance Committee | Fr. Shaji Mangalath (Chairperson) Fr. Ebin Baby (Convenor) Fr. Binny Joseph Ms. Shini George Mr. Reji K Mathew |
| 9. | Bill Boards/ Sign Boards | Mr. Naveen G Basil Paul Mr. Shineed Krishnan |
| 10. | Building Committee | Fr. Shaji Mangalath (Chairperson) Fr. Ebin Baby Fr. Jose Alex Fr. Binny Joseph |
| 11. | Purchase Committee | Fr. Shaji Mangalath (Convener) Fr. Ebin Baby Ms. Shini George Mr. V A Sebastian |
| 12. | Campus Maintenance Committee | Fr. Ebin Baby (Convener) Mr. Eldhose John Ms. Leya Gilbert Ms. Angel George Ms. Jessy Rajan |
| 13. | Library Advisory Committee | Dr. T. M. Joseph (Chairperson) Fr. Shaji Mangalath Fr. Binny Joseph Fr. Ebin Baby Ms. Rasheena Mathew (Convener) Mr. Shineed Krishnan |
| 14. | MCC Radio | Mr. Shineed Krishnan |

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| | | Ms. Leya Gilbert |
| 15. | Electric Bell | Mr. Naveen G Basil Paul |
| 16. | Display of Inspirational Quotes | Mr. Shineed Krishnan Mr. Anoop Kurian |

EXTENSION SECTION

Director: Mr. Biby V Mathew

| Sl. No | Office/Assignment | Office Bearers |
|---------------|---|---|
| 1. | Jeevani (Counseling Cell) | Fr. Binny Joseph Ms. Deepa Johnson |
| 2. | Mount Carmel Center for Counseling and Psychotherapy | Fr. Binny Joseph Ms. Deepa Johnson |
| 3. | Yoga Club | Fr. Binny Joseph Ms. Santa Maria |
| 4. | Extension Activities | Fr. Binny Joseph Mr. Aneesh George |
| 5. | Digital Techsree | Ms. Soumya Haridas Ms. Angel George |
| 6. | News Paper Reports & Notifications | Ms. Soumya Haridas Mr. Anoop Kurian |
| 7. | Newsletter | Fr. Jose Alex Mr. Jithin Babu Ms. Christeena Paul |
| 8. | Public Relations | Ms. Soumya Haridas Mr. Anoop Kurian |
| 9. | Social Media Management | Ms. Soumya Haridas Ms. Binu Thomas |
| 10. | NSS Advisory Committee | Dr. T.M. Joseph (Chairperson) Fr. Shaji Mangalath Fr. Jose Alex Fr. Ebin Baby Mr. Biby V. Mathew Ms. Praveena, Ward Counsellor Mr. Shineed Krishnan, Convener |

ICT SECTION

Director: Ms. Soumya Haridas

| Sl. No | Office/Assignment | Office Bearers |
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| 1. | Website | Fr. Jose Alex Mr. Anoop Kurian |
| 2. | SWAYAM/MOODLE/MOOC/ e-learning | Ms. Anjaly Santhosh Ms. Shameera M B Ms. Anjaly Motilal |
| 3. | e- Governance Measures | Ms. Soumya Haridas Ms. Angel George |
| 4. | Internet Connectivity | Mr. Naveen G Basil Paul |
| 5. | INFLIBNET/ N- List | Ms. Rasheena Mathew |
| 6. | Smart Class Rooms | Fr. Ebin Baby Ms. Angel George |
| 7. | Library Automation | Fr. Shaji Mangalath Fr. Ebin Baby Ms. Rasheena Mathew |
| 8. | Electronic Equipment Stock Register | Ms. Sofi Nazar Ms. Neenu Sathyan |
| 9. | System Administraton | Mr. Reji K Mathew |
| 10. | Management Information System | Fr. Binny Joseph Fr. Ebin Baby |
| 11. | e- Content Development | Ms. Angel George Ms. Anjaly Motilal |

STUDENT SUPPORT SECTION

Director: Fr. Binny Joseph

| Sl. No | Office/Assignment | Office Bearers |
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| 1. | Carmelite Educational Scholarship Committee | Manager- Chairperson Principal – Vice Chairperson Vice Principal – Member Bursar – Member Secretary Staff Secretary – Member Student Representative Parent Representative |
| 2. | Director of Student Services | Ms. Rigi M Jacob |
| 3. | College Union Election | Ms. Rigi M Jacob (Returning Officer) Mr. Naveen G Basil Paul (Asst. Returning Officer) |
| 4. | Student Grievance Redressal Committee | Chairperson: Dr. T. M. Joseph Ms. Rigi M Jacob Ms. Remya Chandran Student Representative |
| 5. | Canteen Committee | Fr. Ebin Baby (Convener) |

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| | | Mr. Anoop Kurian Ms. Ginu P Paul Ms. Latha Sunil |
| 6. | Anti-Ragging Cell | Ms. Rigi M Jacob (Convener) Ms. Shamerra M B Ms. Rigi M Jacob Sub Inspector of Police Parent Representative Student Representative |
| 7. | Scholarships & Freeships | Ms. Soumya Haridas Ms. Leya Gilbert |
| 8. | MCC Centre for Career Guidance & Placement | Ms. Shini George Mr. Anoop Kurian Mr. Jithin Babu |
| 9. | Physical Fitness | Mr. Naveen G Basil Paul Ms. Remya Chandran |
| 10. | Medical Care | Ms. Anu Mathew |
| 11. | Best Library User Award | Ms. Rasheena Mathew |
| 12. | Best Outgoing Student Award | Fr. Binny Joseph All HoDs. |
| 13. | Civil Service Coaching | Mr. Anoop Kurian Ms Sofi Nazar |
| 14. | Incubation Centre | Ms. Sofi Nazar Ms. Shameera M B |
| 15. | National Academic Depository (NAD) | Ms. Shini George |
| 16. | Nodal Officer for the OBC students | Ms. Shameera M B |
| 17. | Centre for Women Empowerment | Ms. Ginu C Paul Ms. Anjana George |
| 18. | Young Innovators Program | Ms. Betty A Sajeev |
| 19. | Mentoring | Mr. Shineed Krishnan Ms. Greshma Varghese |
| 20. | MCC Stars | Ms. Sofi Nazar Mr. Anoop Kurian |
| 21. | PSC Coaching | Ms. Sofi Nazar |
| 22. | Students with Special Needs | Ms. Deepa Johnson |
| 23. | Remedial Teaching | Ms. Ginu P Paul Ms. Minu Maria Paul |
| 24. | Soft skill development | Mr. Jithin Babu Ms. Greshma Varghese |
| 25. | Communicative Skill Development | Ms. Christeena Paul Ms. Batty Philip |

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| 26. | UGC NET Coaching | Ms. Anjana George Ms. Betty A Sajeev |
| 27. | Equal Opportunity Cell | Ms. Hanna E Monachan Ms. Greshma Varghese |
| 28. | Induction Programme | Ms. Soumya Haridas |
| 29. | Caretaker for students staying in private lodges/Boardings | Mr. Anoop Kurian Ms. Deepa Johnson |
| 30. | Student Charter | Ms. Amrutha K M Ms. Megha T R |
| 31. | Personality Development Training | Ms. Binu Thomas Ms. Greshma Varghese |
| 32. | ASAP | Ms. Shini George |
| 33. | Travel Facility for Students | Mr. Aneesh George Mr. Eldhose John |
| 34. | Self-defense measures for women | Ms. Ginu P Paul Ms. Judith C John |
| 35. | Bridge Courses | Ms. Sofi Nazar Ms. Rekha V M |
| 36. | Peer Teaching | Ms. Neenu Sathyan Ms. Anu Mathew |

ECOLOGY SECTION

Director: Ms. Shini George

| Sl. No | Office/Assignment | Office Bearers |
|---------------|---------------------------------------|---------------------------------------|
| 1. | Waste Management | Ms. Leya Gilbert Ms. Diya Baby |
| 2. | Environment & Energy Audit | Ms. Diya Baby Ms. Minu Maria Paul |
| 3. | Green Protocol | Ms. Diya Baby Ms. Leya Gilbert |
| 4. | Solar Power Systems | Fr. Ebin Baby Ms. Hanna E Monachan |
| 5. | Bio-Diversity Club | Ms. Judith C John Ms. Megha T R |
| 6. | Bio-gas plant | Mr. Rekha V M Ms. Diya Baby |
| 7. | Rainwater Harvesting | Ms. Shameera M B Ms. Anu Mathew |