



**EMMANUEL  
COLLEGE**

(Affiliated to the University of Kerala)

**VAZHICAL**  
KUDAPPANAMOODU  
THIRUVANANTHAPURAM  
Pin : 695505

*Hand Book*  
**2019-20**



# EMMANUEL COLLEGE VAZHICHAL

(Affiliated to the University of Kerala)

VAZHICHAL, KUDAPPANAMOODU P.O.  
THIRUVANANTHAPURAM, KERALA. PIN – 695 505

*Hand Book*  
*2018-19*

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E-mail : [emmanuelcollegetvm@gmail.com](mailto:emmanuelcollegetvm@gmail.com)  
Website : [www.emmanuelcollege.ac.in](http://www.emmanuelcollege.ac.in)

## MORNING PRAYERS

1

ഹരിതസുന്ദരസന്നിധേ തിരുനാഥനെന്റെ പ്രണാമം  
അരുണശോഭിതവാനിതിൽ അതിനാഥനെന്റെ പ്രണാമം  
പുലരി വിരിയും യാഥാ മമനാഥനെന്റെ പ്രണാമം.(ഹരിത....)

താരിളം പുൽക്കൊടികളെ തഴുകുന്ന സാമീപ്യം  
പൂവിതൾതൻ കവിളിലും വീടരുന്ന സാന്നിധ്യം  
മേഘമായ് ചെറുമായിയായ് മനതാരിലൊരു കുളിരായ് നീ  
സാന്ദ്രമായിന്നനുപദം വീടരുന്ന സാന്നിധ്യം.(ഹരിത....)

2

നന്മരൂപിയായ ദൈവമേ നിനക്ക് വന്ദനം  
ബുദ്ധിയും വിശുദ്ധിയും സ്വഭാവശുദ്ധിയും മഹാ  
ഭക്തിയും വിവേകവും തരേണമേ ദയാനിയേ(നന്മ....)

ഇക്കാലയം എനിക്ക് നിത്യവും വന്ദിച്ചിടാൻ  
എത്രയും മനോഹരമാം ഭവനമായ് ഭവിക്കണം(നന്മ....)

3

ദൈവമേ എൻ ദൈവമേ  
നിൻ സ്നേഹധാര തുകണേ  
പാപികൾ ഞങ്ങൾ കേഴുന്നു നാഥാ  
യാചന കേൾക്കേണമേ ഞങ്ങൾ തൻ യാചന കേൾക്കേണമേ

നിന്റെ പാതയല്ലോ എന്റെ മോക്ഷമാർഗ്ഗം  
നിന്റെ നാമമല്ലോ ലോകൈകധന്യം  
കരൾത്തടത്തിലായ് കൊളുത്തുമ്മിത്തിരി  
കനിഞ്ഞ കൈകളാൽ തലോടുവാൻ(ദൈവമേ....)

4

ആദിത്യകിരണങ്ങൾ ധരണിതൻ മടിത്തട്ടിൽ  
ആലേഖനം ചെയ്യാനൊരുങ്ങുന്നേരം  
എന്നെന്നും മടിയാതെയുണരുവാനൊരുമിച്ച്  
പഠിച്ചു വളരുവാൻ കനിവേകണം

കർത്തവ്യബോധത്താൽ കലഹം വെടിഞ്ഞുള്ള  
കർമ്മങ്ങൾ ചെയ്യുവാൻ കനിവേകണം  
സത്യധർമ്മാദികൾ വെടിയാതെ ഞങ്ങളിൽ  
സ്നേഹത്താൽ ദീപം തെളിച്ചിടേണം(ആദിത്യ....)

**PERSONAL INFORMATION**

Name	:	.....
Department	:	.....
Semester	:	.....
Admission No	:	.....
Roll No	:	.....
Uty. Profile Id	:	.....
Uty Reg No	:	.....
Name of Guardian	:	.....
Address	:	.....
	:	.....
	:	.....
Phone (Mob)	:	.....
(Res)	:	.....
Email	:	.....
Blood Group	:	.....
Other Info	:	.....
	:	.....

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**OUR INSPIRATION****Msgr. Manuel Anpudayan**

## COLLEGE PROFILE

Emmanuel College Vazhichal, Thiruvananthapuram, established in 1995, is a self-financing Arts and Science College, managed by Catholic Educational and Charitable Society, under the Latin Catholic Diocese of Neyyattinkara, affiliated to the University of Kerala, At its inception in 1995 it had 3 courses, B.Sc Electronics, B.Sc Computer Science, B.Com with Computer Application. In the year 2005 it was raised to a Post Graduate College M.Sc Biochemistry. Presently, the college offers 13 U.G courses and 5 P.G courses.

## OUR MOTTO

Train to Live and Serve

## OUR VISION

To create a fully developed human society through a process of imparting knowledge and training and inculcating human values.

## OUR MISSION

- To impart comprehensive knowledge and cutting edge technology and facilitate deepening of experience in all relevant fields so as to enable students to enhance their competency to meet global requirements.
- To facilitate a drive towards scientific and technological advancement, stimulate research and combine efforts for global sustainable development.
- To motivate young generation to translate their knowledge and experiences towards sustainable development of society.

## OUR GOAL

- We aim facilitating the emergence of a fully developed and socially committed generation.

## OUR OBJECTIVE

- To impart comprehensive knowledge and cutting-edge technology in a student-friendly environment so as to enable them to become fully developed human beings and attain optimum competency.
- To foster student's creativity through curricular and co-curricular activities.
- To keep the students and the teachers well-informed of the latest trends and developments in all fields of relevance.
- To motivate the students and the faculty to translate their knowledge and skills towards sustainable development of society.



## ABOUT OUR COLLEGE

- Emmanuel College, Vazhichal was founded by a group of daring young priests who had lofty dreams on behalf of the common people of this region. They took a great leap into the unknown hoping to obtain for their brothers and sisters, the knowledge of the most advanced developments in modern science and technology, which was once considered beyond their reach. They aimed at rapid and qualitative growth of human resources of this part of the State and so to enable an ever increasing number of young people of rural and urban Kerala to excel themselves in the most highly advanced and ultra-modern high-tech fields of education. The college is managed by Catholic Educational and Charitable Society (Reg. No. 409/82)
- The College is affiliated to the University of Kerala and recognized by the Government and empowered to conduct Graduate and Post Graduate Degree programmes.
- The College has a huge and beautiful building with sufficient infrastructure. All the class rooms are well furnished with separate table and chair for individual students. The college has a well equipped library.
- Our college provides well furnished lab facility with all sophisticated most modern instruments. Auditorium is furnished with sufficient facilities. We have an outdoor stadium. Canteen, stationery, and other necessary arrangements are provided within the campus itself.

## LOCATION

- Emmanuel College is situated on a hill-top amid thick lush green plantations far and near along deep and fertile valleys surrounded by endless mountain ranges on one side and imposing gigantic granite rocks across the valleys on the other. This most beautiful serene and charming atmosphere, the enchanting surroundings of the college are suitable for any serious intellectual activity and academic pursuits. Vazhichal lies 33 kms, east of Thiruvananthapuram, Kerala State.

## CATHOLIC EDUCATIONAL AND CHARITABLE SOCIETY (REG No: 409/82) LATIN DIOCESE OF NEYYATTINKARA

### GOVERNING BODY MEMBERS & MANAGEMENT COMMITTEE

#### PATRON

**Rt. Rev. Dr. VINCENT SAMUEL**

Bishop, Latin Diocese of Neyyattinkara

#### PRESIDENT

**Rt. Rev. Msgr. G. CHRISTUDAS**

Vicar General, Latin Diocese of Neyyattinkara

#### SECRETARY

**Mr. G. SEBASTIAN**

#### BURSAR

**Rev. Fr. SHAJKUMAR.D**

#### MEMBERS

**Rev. Dr. CHRISTUDAS THOMSON, (Asst. Manager)**

**Mr. ALBERT**

**Mr. JOHN BRITTO**

**Mrs. Bindhu CS**

### COLLEGE ADMINISTRATION

#### PATRON



**Rt. Rev. Dr. VINCENT SAMUEL**  
Bishop, Latin Diocese of Neyyattinkara

#### MANAGER



**Rt. Rev. Msgr. G. CHRISTUDAS**  
Vicar General, Latin Diocese of Neyyattinkara

#### BURSAR



**Rev. Fr. SHAJKUMAR.D**

#### PRINCIPAL



**Dr.J.VIJAYAKUMAR M.A, LLB, Ph.D.**

#### MONITOR



**Rev. Fr. DENNIS KUMAR P.N**

#### Administrative Officer



**Mr. G. SEBASTIAN**

**TEACHING STAFF 2023-24**

Name	Designation
<b>DEPT. OF COMPUTER SCIENCE</b>	
Mr. Benziger Raj.J, MCA	Asst.Prof.(HOD)
Mr.Selvin Jose. G M.Tech,M.Phil	Asst.Prof
Ms.Shiny. A.L, MSc,M.Phil	Asst.Prof
Ms.Liji.L.Dominic, M.E	Asst.Prof
Ms.Leena.U M.Tech	Asst.Prof.
Ms.Athira A.R MSc	Asst.Prof
Mr.Prasad. V.S MCA,M.Phil	Asst.Prof
Ms.Neethu John, MCA,NET	Asst.Prof
Ms.Angel Kumari .G MSc,M.Phil,PGDCA	Asst.Prof (Mathematics)
<b>DEPT. OF ELECTRONICS</b>	
Mr.Rajan C ,M.Sc, M.Phil	(Asst.Prof, HOD)
Mr. Sudheer .T.R., B.Tech	(Asst.Prof)
Mr.Yohannan.S.J ,M.Sc	(Asst.Prof)
Ms.Roshan Raj ME	(Asst.Prof)
<b>DEPT. OF BIOCHEMISTRY</b>	
Dr.Lekshmi Vijayanathan,M.Sc,PhD	(Asst.Prof, HOD)
Ms.AjithaNair V.A ,M.Sc	(Asst.Prof)
Ms. Reni Christabel H.P ,M.Sc	(Asst.Prof)
Ms.Neena .M.John, M.Sc	(Asst.Prof)
Ms.Bijila V.X ,M.Sc ,M.Phil	(Asst.Prof)
Ms. Reni Mol R.V, M.Sc,B.Ed	(Asst.Prof)
<b>DEPT. OF PHYSICS</b>	
Ms.Gopika M.S,MSc,Mphil	(Asst.Prof, HOD)
Ms.Greeshma.PB ,MSc,M.Ed,SET	(Asst.Prof)
Ms. Leena S.Jacob, M.Sc, B.Ed	(Asst.Prof)
Dr. Sajilal MSc,M.Phil, PhD	(Asst.Prof)
Ms.Biju Kumari M.Sc,B.Ed	(Asst.Prof, Mathematics)

**DEPT. OF COMMERCE**

Ms.Prinsalali V,M.Com,M.Phil, B.Ed,PGDCA	Asst.Prof(HOD)
Ms.Sosamma.K M.Com, M.Phil,B.Ed	(Asst.Prof )
Dr.Shalilal C.H, M.Com, M.Phil, B.Ed, SET,PhD	(Asst.Prof )
Ms.Melbha D, M.Com, M.Phil	(Asst.Prof )
Mr.Dileep Kumar S ,M.Com, B.Ed ,SET	(Asst.Prof )
Ms.V.S.Anisha. M.T.A ,M.Phil	Asst.Prof
Fr. Sajan Antony, M.Com ,M.A ,MB	(Asst.Prof )
Mr.Vinod.S,MCom,B.Ed,NET,SET,MBA	(Asst.Prof )
Ms.Sreethy Mohan.V.S MCom,NET,SET,Tally	(Asst.Prof )
Ms. Remya R.J, M. Com, B.Ed,SET	(Asst.Prof )
Ms.Soumya.S ,M.Com,B.Ed,SET	(Asst.Prof )
Ms.Sindhu K.S ,M.Com, MBA, M.Phil	(Asst.Prof )
Adv.Raju D.,MA, M.L	Asst.Prof(Law)
Ms.Karthika Suresh. M.Com	(Asst.Prof )
Ms.Vismaya Vince M.Com	(Asst.Prof )
Mr.Reji.T MCom,M.Phil,B.Ed,NET,SET	(Asst.Prof.)
Ms.Rejimol MCom,NET	(Asst.Prof.)

**DEPT. OF GEOGRAPHY**

Dr.Mini Kumari. A M.Sc,PhD	Asst.Prof,HOD)
Ms. Jolly Kumari.R, MSc,M.Phil, B.Ed	(Asst.Prof )
Ms.Christabel Rose.C.R ,M.Sc,B.Ed	(Asst.Prof )
Ms.Padmapriya.P, M.Sc,B.Ed, NET,SET	(Asst.Prof )
Ms.Verjin Veena Vijay L, M.Sc, B.Ed	(Asst.Prof )
Ms.Athira O, M.Sc,B.Ed,NET,SET	(Asst.Prof )
Mr.Amrithraj, Msc	(Asst.Prof )

**DEPT. OF BOTANY & BIO TECHNOLOGY**

Mr.Biju George MSc,B.Ed,M.Phil,NET,SET	(Asst.Prof, HOD )
Ms.Sreeja.S.S MSc,M.Phil, SLET	(Asst.Prof )
Ms.Anisha.V.R MSc,M.Phil	(Asst.Prof )
Dr.Jino John , MSc,PhD	(Asst.Prof )
Dr. Saleem Jose ,MSc,M.Phil,B.Ed,PhD	(Asst.Prof )

**DEPT. OF ENGLISH**

Mr. Sanal Kumar C. , M.A	(Asst.Prof,HOD)
Mr .Manoj B.S ,M.A,M.Phil,PGD IT, DJ	(Asst.Prof )
Ms. Asha R, .M.A,NET	(Asst.Prof )
Ms. Sindhumol V.S., M.A,B.Ed,SET	(Asst.Prof )
Fr.Joseph Augustine M.A,LLB	(Asst.Prof )
Mr.Divin.K.L MA,B.ED,SET,NET,CTET	(Asst.Prof )
Ms.Nisha.T.P. MA,M.Phil,NET	(Asst.Prof )
Ms.Lekha.S ,M.A,B.Ed,SET,CTET	(Asst.Prof )
Ms.Neethu.R.S MA,B.Ed	(Asst.Prof )
Fr.Ben Boss.C.C M.A , M.A.(M.Phil)	(Asst.Prof )
Mr. Jishnu Mohan M.N. MA	(Asst.Prof )
Ms.Aswathy Murugan ,M.A,NET,BLISc.,B.Ed	(Asst.Prof )
Fr. Joseph Alphonse, .MA (Eng),MA(Pol)	(Asst.Prof )
Ms.Alphonsa.T, MA,B.Ed	(Asst.Prof,HISTORY)
Ms.Bensa.B.K MA,M.Phil,B.Ed SET	(Asst.Prof).
Ms.Manju.T.L MA,M.Phil,B.Ed	(Asst.Prof )
Ms. Binitha G MA, M.Phil, B.Ed	(Asst.Prof )

**LANGUAGE TEACHERS**

Ms.Seleenal.T, M.A,B.Ed	Asst.Prof(Malayalam)
Ms.Sheeba Jasmin ,M.A, B.Ed, NET	Asst.Prof(Malayalam)
Ms. Priya Rani M.A,M.Ed	Asst. Prof(Hindi)
Ms.Cherupushpam. S.P, M.A,B.Ed	Asst. Prof(Hindi)

**PHYSICAL EDUCATION**

Mr. Vetharaj E, M.A, M.PEd, M.Phil	Director
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**NON-TEACHING STAFF****ADMINISTRATIVE STAFF**

- ☐ Ms.Philomina.L,M.Com,DCA,KGTE(OfficeSupdt.)
- ☐ Ms.Selvarani.R, B.Com,DCA,DCFM
- ☐ Ms.Vipitha.T,B.Sc,Diploma in Multi media Animation, CTTC
- ☐ Ms.Steeja.S.K,MBA
- ☐ Mr.Alen.L.Kesari, M.A,PDHN
- ☐ Mr.Shine.G.P,B.Sc
- ☐ Mr. Shine G.P, B.Sc

**LIBRARIAN**

- ☐ Ms. Akhila A,S B.Sc, MLISc,NET

**ASST. LIBRARIAN**

- ☐ Ms. Preetha R, MA, B.Ed, BLISc, MLISc

**LAB ASSISTANTS**

- ☐ Ms. Jyothipriya A.S, B.Sc, CLISc, KGTE
- ☐ Ms. Ajitha M.R, B.Sc, B.Ed
- ☐ Mr. Ajo John, B.Sc, Hardware & Networking
- ☐ Ms. Simi V.R, M.Sc, DCA, DTP
- ☐ Ms. Akhila Mohan, B.Sc
- ☐ Mr. Renjeev, M.Sc

**SUPPORTIVE STAFF**

- ☐ Mr. Shinu K.R
- ☐ Mr. Ajith Kumar V
- ☐ Ms. Usha C
- ☐ Ms. Valsala K
- ☐ Ms. Jameela Rani L
- ☐ Ms. Preetha A

**SECURITY OFFICERS**

- ☐ Mr.Japamony
- ☐ Mr. Vijayan D

**BUS STAFF**

<b>BUS NO</b>	<b>STAFF</b>	<b>NAME</b>
1	Driver	Alphonse. C
	Conductor	Jayan.B
2	Driver	Sreekumaran
	Conductor	Joseph.P
3	Driver	Shine Jude.A
	Conductor	Vijayakumar
4	Driver	Vipin
	Conductor	Vargheese
5	Driver	Surendran
	Conductor	Sabu Varghese
6	Driver	John Marshal
	Conductor	Aji Winphar
7	Driver	Vincent
	Conductor	Maneesh Kumar
8	Driver	Reji .Y.G
	Conductor	Rajendran
9	Driver	Shaji
	Conductor	Sherin Das
10	Driver	Ebi Chacko
	Conductor	Shibin
11	Driver	Shan.G
	Conductor	Steephan.D
12	Driver	Binu G
	Conductor	Suresh
13	Driver	Gilfred Selestine
	Conductor	Kumar
14	Driver	Simon.A
	Conductor	Shibin
15	Driver	Ajith Lal.A.L
	Conductor	John Alfred

**PORTFOLIO OF  
VARIOUS COMMITTEES****STAFF SECRETARY**

Mr.Selvin Jose.G

**STUDENT'S CO-ORDINATORS**

Mr.Biju George

Ms.Dr.Mini Kumari.A

**ART'S CO-ORDINATORS**

Mr.Divin.K.L

Ms.Gopika.M.S

**SPORT'S CO-ORDINATORS**

Mr.Vetharaj.T

Mr.Sajilal.K

Ms.Sindhu.K.S

**LITERARY CO-ORDINATORS**

Dr.Jino Jojn

Ms.Priya Rani.PS

**EXAMINATION CELL**

Mr.Selvin Jose.G

Mr.Sudheer.T.R

Mr.Manoj.B.S

**NSS PROGRAM OFFICERS**

Fr.Sajan Antony

Ms.Athira.A.R

**PLACEMENT CELL**

Mr.Sanal Kumar.C

Ms.Prinsalali.V

**MEDIA CLUB**

Mr.Vinod.S

Ms.Sosamma.K

**ECO CLUB**

Dr.Saleem Jose

Ms.Anisha V.R

**WOMEN STUDY UNIT**

Ms.Ajitha Nair.V.A

Ms.Sreethy Mohan.V.S

Ms. Manju.T.L

**PTA**

Adv.Raju.D

Mr.Sanal Kumar.C

Ms.Padma Priya.P

**MAGAZINE AND DIARY**

Mr.Prasad.V.S

Ms.Nisha.T.P

Ms.Greeshma.P.B

**IQAC**

Fr.Joseph Augustin

Ms.Sosamma K

Ms.Jolly Kumari.A

**ANTI-RAGGING**

Mr.Sudheer.T.R

Adv.Raju.D

Ms.Jolly Kumari A

Ms.Angel kumari.A

Mr.Manoj.B.s

**DISCIPLINE COMMITTEE**

All HODs  
one nominee from  
each Department

**STUDENT'S GRIEVENCE CELL**

Mr.Rajan.C  
Mr.Shalilal.C.H  
Ms.Dr.Lakshmi Vijayanathan  
Ms;Sheeba Jasmin  
Ms. Vismaya Vince

**AICUF LITURGY  
CO-ORDINATORS AND  
JESUS YOUTH**

Fr.Joseph Augustin  
Ms'Neena.M.John  
Fr.Sajan Antony

**MOBILE SQUAD**

Mr.Sanal Kumar.C  
Mr.Dileep Kumar.S  
Mr.Jishnu Mohan.M.N  
Ms Angel Kumari.G  
Dr.Lekshmi Vijayanathan  
Ms.Sosamma.K



## STUDENT SERVICES AND CO-CURRICULAR ACTIVITIES

### **NSS (Code-1581.11)**

National Service Scheme (NSS) aims at helping the student community to mould their personality and develop leadership qualities and become good citizens through committed service and interaction with Society. We have two NSS Units (55A & 55B). After successful completion of two years' service under the scheme an eligible volunteer is entitled to obtain a certificate issued by the University of Kerala and 2% grace marks.

### **ECO CLUB (Code – 1581.15)**

The main objective of Eco club is to make our student community aware of the challenges faced by environment and nature and to equip them with an ever willing mind to work for a greener and healthier world. Various programs like seminars, quiz, exposure trips, planting saplings etc. are organized for realizing the objectives.

### **WOMEN'S STUDY UNIT (Code – 1581.19)**

Women's Study Unit aims at social welfare and academic progress of female students. The cell envisages Conducting seminars, debates, discussions, counselling etc. to generate awareness of social problems and to empower female students to overcome them.

### **MEDIA CLUB (Code - 1581.09)**

This club aims to give its members exposure to new media technologies and open source initiatives. There will also be sessions for viewing and appreciating acclaimed movies and document films.

### **HUMAN RIGHTS FORUM (Code – 1581.05)**

Human Rights Forum has been formed with strong understanding that violation or denial of rights arises in all situations of structured oppression and inequality arising from all such situations, and resistance to such oppression, whether organized or not, whether collective or isolated, are equally important for the Rights movement: theoretically, practically and organizationally.

**LITERARY CLUB & ARTS CLUB (Code – 1581.18)**

Organizes various programs and cultural events, periodical debates, elocution competitions etc. with a view of developing the artistic and literary talents of the student community.

**SPORTS CLUB (Code – 1581.13)**

Aims at developing the athletic skills of the student community and to cultivate true sports-man spirit. Competitions in various events are conducted. Prizes for the winners will be awarded on the College Day and the best performers will be considered for the university level competitions.

**TOURISM CLUB**

The objectives of Tourism Club include creating awareness of tourism among students and imparting information regarding employment and educational opportunities in the tourism industry.

**ANTI-RAGGING, STUDENTS' GRIEVANCES AND DISCIPLINE COMMITTEE**

This committee is instituted to redress the complaints of students and to maintain discipline in the college. The committee also gives suggestions to the staff council to maintain discipline and tranquility in the campus.

**JESUS YOUTH**

Jesus youth is a catholic youth movement with a charismatic spirituality. The objective of Jesus youth is its special focus on a Jesus-centered life, starting with God experience, growing through prayer and sharing the good news of Jesus with others.

**AICUF**

It is a students' organizations working among the University students. AICUF organizes Leadership Training Programs. Exposure Campus, Social Analysis, Research and Study Programs etc. to bring out the hidden talents of students and enable them to take up leadership in society.

**EFSA**

The college Alumni/ae association named EFSA (Emmanuel College Former Students' Association) has been constituted aiming to keep a good relation with former students of the college. All the students who studied in this college are encouraged to become members of the association and to involve in the programs conducted by the association.

**COLLEGE TIMING**

- Office : **9.00 AM – 4.30 PM**  
(On every working day, including first & third Saturdays)
- Library : **9.00 AM – 4.00 PM**
- Classes : **9.30 AM – 3.30 PM**



## COURSES OFFERED

### UG COURSES

Course Name	Course Code	Year of Starting
B.Sc Computer Science	320	1995
B.Sc Electronics	340	1995
B.Com Computer Application	159	1995
B.Sc Biochemistry	238	2001
B.Sc Geography	205	2004
B.Sc Botany&Biotechnology	247	2005
B.A English Language&Literature	130	2010
B.Com Commerce Tourism &TravelManagement	338	2013
B.A English&Communicative English	133	2014
B.Com Finance	159	2015
B.Sc Physics with CA	328	2009

### PG COURSES

Course Name	Course Code	Year of Starting
M.Sc Biochemistry	638	2005
M.Com	590	2009
M.Sc Geography	605	2013
M.A English Language & Literature	530	2014
M.Sc Physics	630	2015

## **ADMISSION PROCESS**

### **MANAGEMENT QUOTA SEATS**

The seats under this category will be filled directly by the management concerned as per rules. Application forms for admission, and prospectus for science group can be obtain on cash payment of rupees 200/- (225/-by post). The candidate's applying for arts and commerce group can have the application form and prospectus on cash payment of Rs. 200/- (225/- by post).

Notes: - Fees once remitted, except the caution deposit will not be refunded. Duly filled application alone with attested copies of certificates should reach the College office on or before the last day specified by the University of Kerala.

### **ADMISSION OF CANDIDATES ALLOTTED THROUGH ONLINE PROCESS**

The candidates reporting to the college for admission with all memo shall be admitted after verifying all the original certificates with the online application submitted by the student. He/she will be admitted after ensuring the genuineness of the eligibility b verifying the following documents:

- Print out of completed online application generated by the student.
- Allotment memo (latest)
- Original mark lists of the qualifying examinations
- Receipt of the fee towards affiliation and special fee
- Certificate to prove date of birth (SSLC)
- TC from the institution last attended
- Course & Conduct Certificate
- Original community certificate/ BPL certificate
- Income certificate in the case of SEBC candidates
- Original certificates to prove the claim for grace marks, if any Eligibility certificate from the University of Kerala in case of candidates who have qualifying examination other than Higher

- Secondary Examination/ VHS Exam conducted by Government of Kerala or the Examination conducted by CBSE & CISCE. The candidates who do not report for admission on the prescribed date will lose their chance for admission
- The selection of candidates for admission is made in accordance with the rules regulations of the University of Kerala.

N. B. Ragging is strictly banned as per the orders of the Honorable Supreme Court India (Prevention of Ragging Act. 1998). The principal is bound to take immediate action on a complaint of ragging and same shall be forwarded to the local police station. Punishable if found guilty up to 2 years of imprisonment and a fine of Rs. 10,000/-

## UNIVERSITY REGULATIONS RELATING TO CHOICE BASED CREDIT & SEMESTER SYSTEM (2013 Admn. Onwards)

**Academic Programme** means the entire Course of study as per the given Scheme and Examinations. Semester means a term consisting of a minimum of 90 working days distributed over a minimum period of 18 weeks.

**Course** means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme)

**Language Courses** are Courses in English and an Additional Language of student's choice, for which all the students who join for First Degree Programmes have to register. Foundation Course means a Course at the foundation level that all students of the First Degree Programme have to register.

**Core Course** means a compulsory course in a Major Subject related to the First Degree Programme in a discipline.

**Complementary Course** means a Course in a subject other than the Major Subject and is complementary to it.

**Open Course** means an Optional Course which the student is free to take at his/her will. Open Course shall be a Non-Major Elective Course offered by the Departments other than the Parent Department.

**Vocational Course** is a Compulsory Course in a Major Subject of schedule 2 (a)

**Audit Course** means a Course which the student can register without earning Credits (Zero Credit Courses) and are not compulsory for completing the Degree Programme.

**Elective Course** means a Specialized Course from the frontier of the Core Subject, offered by the Parent Department which he/she is free to choose.

**Repeat Course** is a Course that a student repeats if he/she has failed in it. Credit (C) of a Course is a measure of the weekly unit of work involving lecture or laboratory session or seminar or similar activity assigned to for the Course.

**Grade** indicates the level of performance of a student in a Course. **Grade Point** is an integer indicating the numerical equivalent of the broad level of performance of a student in a Course. The product of Grade Point and the Credit of a Course is called Credit Point.

**Semester Credit Point Average (SCPA)** is an index of the overall performance of a student at the end of a semester. It is obtained by dividing the sum of the Credit Points obtained by a student at the end of a semester by the sum of the Credits of Courses taken by the student in the semester.

**Cumulative Credit Point Average (CCPA)** indicates the broad academic level of performance of the student in a Programme. It is obtained by dividing the sum of the Credit Points in all the Courses taken by the student for the entire Programs by the total number of Credits.

**Major subject** means the subject for which the student has chosen the Core Courses in the respective Programme.

**Faculty Advisor** means a teacher appointed by Department Council/ HOD who will advise the student on all academic matters. The teacher will be from the Department of the Major Subject.

**Grace Marks** means marks awarded to a student in recognition of meritorious achievements in Sports/Arts/NCC/NSS activities etc.

## REGISTRATION

Each student shall register for the Courses in the prescribed registration form in consultation with the Faculty Advisor. A student can opt out of Course within thirty days from the commencement of the semester.

### ***Duration***

The normal duration of the First Degree Programs shall be three years consisting of six semesters. No student shall be allowed to complete the Programs by attending more than 12 continuous semesters.

The duration of each semester shall be five months inclusive of the days of the examinations. Odd semester (June Oct) commences in June and Even semester (Nov March) commences in November every year. There will be, to an extent possible, five days' semester break in between odd and even semesters.

### ***The First Degree Programs shall include***

- Language Courses
- Foundation Courses
- Core Courses in the Major Subjects related to Degree Programs
- Complementary Courses on allied subjects
- Open Course
- Elective Courses and
- Project/Dissertation. In the case of subjects included in 2 (a), there shall be a component of Vocational Course.

### ***ATTENDANCE***

A student absent from the college for more than 15 consecutive working days without satisfactory explanation is liable to have his/her name removed from the rolls. A student seeking re-admission after such removal should pay re-admission fee.

Students who secure a minimum of 75% attendance in the aggregate for all the Courses of a semester taken together alone will be allowed to register for End Semester Evaluation. Others have to repeat the semester along with the next batch, unless they could make up the shortage of attendance through condonation. However the award of grade for attendance in CE shall be made course wise. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of a Degree Programme shall be granted

by the University on valid grounds. This condonation shall not be considered for awarding marks for CE.

### THE ALLOTMENT OF MARKS FOR ATTENDANCE SHALL BE AS FOLLOWS

UG		PG	
% of attendance	Mark	% of attendance	Mark
Below 60%	1	Below 75%	0
61% to 70%	2	75%	1
71% to 80%	3	76% to 80%	2
81% to 90%	4	81% to 86%	3
91% to 100%	5	86% to 90%	4
		91% to 100%	5

### EVALUATION AND GRADING

The Evaluation of each Course shall consist of two parts

1. Continuous Evaluation (CE)
2. End Semester Evaluation (ESE)

There shall be a maximum of 80 marks for ESE and maximum of 20 marks for CE.

### THE GRADING SCALE

For evaluating examinations / assignments letter grades are proposed.

Percentage of Marks	CCPA	Letter Grade
90 and above	9 and above	A+ Outstanding
80 to <90	8 to <9	A Excellent
70 to <80	7 to <8	B Very Good
60 to <70	6 to <7	C Good
50 to <60	5 to <6	D Satisfactory
40 to <50	4 to <5	E Adequate
Below 40	<4	F Failure

**ASSIGNMENTS OR SEMINARS: (MAX. MARKS 5)**

Each student shall be required to do one assignment and one seminar for each Course.

**CLASS TESTS**

For each Course there shall be one class test during a semester.

**PROJECT/DISSERTATION WORK:**

For each First Degree Programme there shall be a Project/Dissertation Work. The Project/Dissertation work can be done either individually or by a group not exceeding five students. However, Viva Voce based on the Project/Dissertation work shall be conducted individually.



## **ADD ON COURSES**

**Our college provided three common add-on Courses.**

- Fundamentals in Animation
- Artificial Intelligence
- Windows Fundamentals and Office Automation

**Each Department provided the following Add-on Courses**

### **1.BSc Biochemistry**

- Hygiene
- Nutrition
- First Aid

### **2.B.Sc. Geography**

- Basics of GIS
- Basics of Remote Sensing
- Advanced map work skill

### **3.B.Sc Computer Science**

- Web Development
- Image Editing
- Hardware Troubleshooting

### **4. B.Sc Botany and Biotechnology**

- Plant tissue culture
- Mushroom Cultivation

### **5.B.Sc Electronics**

- Advanced Circuit Design
- Embedded System& microcontrollers
- Robotics & Automation

**6. B.Sc Physics**

- Laboratory Skill Development
- Radiation Physics
- Data Analysis

**7. B.Com**

- Marketing Research
- Stress Management
- Human Resource Management
- Investment of Mutual Fund in India

**8. B.A English**

- Appreciating Poetry
- English Language Teaching
- Voices of women

**9.BA History**

- Dynamic History of South India
- Heritage and culture of Midieval India
- An Introduction to India's Freedom Movement



### WHAT IS RAGGING?

Mental/Physical/Sexual abuse  
 Verbal Abuse  
 Indecent Behaviour  
 Criminal Intimidation/Wrongful Restraint  
 Undermining human dignity  
 Financial Exploitation  
 Use of Force

### A STUDENT INDULGING IN RAGGING CAN BE

- Expelled from the institution
- Banned from the hostel
- His/ Her scholarship can be withdrawn
- Debarred from examinations
- Denied admission to any institution
- Prosecuted for Criminal action
- Institutions have been asked to file the FIR with local police against the accused and those who ABET ragging

### CODE OF CONDUCT

- Every student shall wear his/her identity card, clearly visible to all while entering the college campus and while travelling by the college bus.
- Every student must reach the college in time and attend the classes regularly.
- Students, wherever they are, should stand in attention as the prayer song is played before the classes begin as well as while the National Anthem is heard.
- When the teacher enters the class, gently rise and greet the teacher appropriately and remain standing till he/she sits or signals to be seated.
- When the bell for prayer goes, all the students must stand up respectfully and sing the prayer song.
- Students shall not loiter in the veranda during the class hours
- Students shall not submit representation in group but may represent individually to the Principal.
- No student will enter or leave the classroom when the session is on without the permission of the teacher concerned.
- Students are not allowed to organize or attend any meeting in the college

or collect money for any purpose without the written permission of the Principal.

- Smoking, Snuffing, use of alcohol and tobacco chewing etc. are strictly prohibited in the college campus.
- Students are expected to be formally/neatly dressed. Showy clothes & casual wears are to be avoided.
- Students should not cause any willful damage to the college property.
- Students should address one another politely and speak with mutual respect. If there is any misbehaviour it should be brought to the attention of the Principal.
- Students are strictly forbidden to organize or attend meetings other than official ones.
- Students are expected to spend their free hours in the Library/Reading room.
- Insubordination to teachers, habitual neglect of class work, vulgarity in word and deed, fraud or malpractice are sufficient reasons for serious disciplinary action.
- Students are strictly forbidden from bringing mobile phones to college. If cell phones are found to be in the possession of students, it will be confiscated and will not be returned.
- Ragging is totally banned in the college and if found guilty of the same, it is liable to be punished appropriately as per UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
- Students should take note of the departmental and other notifications put on the notice board every day before leaving the college. Failure to look at the notice board will not be an excuse for omission or commission.
- Students should not litter the campus. Dump the waste in dustbin. Keep the campus clean and green and thoroughly plastic-free.
- Students should park their vehicles in the slot allotted near the college gate. No vehicles are to be parked outside the gate. Vehicle pass is mandatory.
- All students should wear their uniform on all working days except Wednesdays and wear their identity cards visibly, both in the campus and college bus. Formally stitched shirts and pants for boys and half

sleeve top and churidar and shawl are the uniform prescribed for the students worn by girls. Students can wear formal colour dress on Wednesdays

- Defaulters will have to remit a fine of 250 rupees only, two times and in the third time, parents will be summoned.
- Students should be seated in their class rooms by 9.25 am. The main gate will remain closed after 9.25am
- Party -Politics has been permanently banned in the campus by the honorable High Court of Kerala and the students should not hold meetings or submit mass petitions. As stated clearly in the college calendar they can redress/mitigate their grievance individually.
- A growing tendency of celebrating birth-days and similar celebrations in a much uncivilized manner has been noticed, recently. (with colours, paste, etc.) Such sort of violence and hooliganism may invoke the provisions of Anti Ragging. As all are aware those involved in Ragging may have to face criminal proceedings and serious disciplinary action.
- Any Student - (a) who is persistently insubordinate, (b) who is repeatedly or willfully mischievous, (c) who is guilty of fraud or malpractice in connection with examinations or (d) who, in the opinion of the principal is likely to have an unwholesome influence on fellow students shall be removed from rolls. The removal shall be either temporary or permanent, according to gravity of the offence  
Freakish turn-out and nonchalance shall invite summary suspension and appropriate further action

### COLLEGE LIBRARY

(The library will remain open on all working days from 9.00 Am to 4.30 PM)

- Issue and return of the books should be from 9.30 AM to 3.40 PM.
- Library Membership is restricted strictly through college ID cards.
- Membership is open to studies, Teachers, and Non-teaching staff
- UG students can have 2 books at a time, PG students can have 3 books and teaching staff can have 4 books at a time.
- Non-teaching staff can have 3 books at a time.

**Period Loan**

Students – 7 days

Teachers – 7 days

Non- teaching staff – 7 days

- If the due date falls on a holiday, the books must be returned on the next day.
- Renewal of the book is permitted for the same period only once.
- Renewal shall be permitted only as per the availability of the book.
- Failure to return the book beyond the period of loan entails a fine of Rs. 1 per day of delay for each book for the first week. Overdue charge of Rs. 2 per day shall be levied after that period.
- Any book can be recalled within the permitted period in case of urgency.

**PAYMENT OF FEES**

The first installment of tuition fee and special fees from students shall be collected within a period of seven consecutive working days of each semester.

Fee will be received at the college office counter from 9.30 am to 3.00 pm on all working days. Students are advised to keep all fee receipts for future reference and for getting refund of caution deposits. Fee once remitted will not be refunded.

**STUDY TOUR**

Final year degree students shall have their study tour (for a maximum of 5 days including 3 working days), accompanied by their tutor/a staff member from their respective departments. The project work and factory visit are part of the tour. It is mandatory to have a female staff member for the tours. Tour arranged shall be made by the respective departments. Students from other batches are not allowed for study tour.

**COLLEGE HOSTEL**

There will be separate hostel facility for boys and girls. The students who make use of the hostel facility shall strictly follow the rules and regulations of the hostel.

Facilities in the College

- |                                    |                      |                    |
|------------------------------------|----------------------|--------------------|
| ■ College Hostel                   | ■ Counselling Centre | ■ Canteen          |
| ■ Chapel/Prayer Hall               | ■ College Library    | ■ Auditorium       |
| ■ Career Guidance & Placement Cell |                      | ■ Medical Check Up |

**GOVERNMENT SCHOLARSHIPS**

Post-Matric Scholarship

Single Girl Child Scholarship for PG students

University Merit Scholarship

Forward Community – Financially Backward Scholarship

**FACILITIES IN THE COLLEGE**

Modern facilities are required for effective teaching - learning process. It is more than adequate and they exceed the minimum specified requirements by the various statutory bodies. Only thus the students can get sufficient experience with the latest technologies. Advanced laboratories, computing resources and smart class rooms are the mandatory need of a smart educational institution. These basic facilities play a vital role in the development of a college as the students are now focusing on state of the apt facilities while selecting a college for their higher education.

Our college infrastructure includes all essential items to serve and afford all particular conveniences. It includes 52 well ventilated and spacious classrooms and 13 labs. There are 2 Computer Science labs with 3 classrooms. There are 2 Electronics labs with 3 class rooms. For Biochemistry, there are 2 labs and 5 class rooms. For Biotechnology, there are 3 labs and 5 class rooms. For physics, there are 3 labs and 5 classrooms. For the Department of English, there are 10 class rooms, and for Commerce Department, there are 17 classrooms and for History, there is 1 class room presently.

An audio visual room is made available in our college for conducting workshops and seminars on department basis with projector facility. There is a bee-hive of activities almost every day in the audio visual room. Apart from that there are 2 well-furnished auditoriums available to provide necessary for various purposes. There is a generator facility also available near to the canteen. A canteen with availability of both vegetarian and non-vegetarian food, and hygienic and nutritious in nature is in the college campus with ample space. Soft drinks, snacks and stationary supplies are also sold here and it caters to the needs of the students and staff alike. Our college provides transport facility to students and staff. There are 18 buses running in various routes for efficient transportation.

Students who hold bus passes can use college buses. With an aim of providing pure pristine drinking water, 8 water purifiers are installed in many specific areas. Ten fire extinguishers are also made available in labs and needy places. We have 3 safe separate parking areas for both staff and students.

Our college has an excellent library facility with different section and vast and wide reading hall. Students can also study in groups, work together in the ambience. It is the well stacked library with latest periodicals, journals and academic books. A well computerized office and IT cell is also functioning which implements the governance for the use of networks and computer system of the college. It also serves as a focal point for solving students' problems and enhancing academic functions. We have 120 CCTV cameras are functioning around the premises and inside the campus. Reprographic facilities, help desk etc are also functioning for the students and staff. Sanitation is a very important criterion on a campus and we have 5 toilet complexes for the convenience of students, and each department have separate toilet facilities in their staff rooms.

A nursing room and a small pharmacy has been functioning effectively in our campus for providing emergency and primary medical and nursing care for our students. Students and staff are benefited by the services. If any student or staffs shows any symptoms of sickness, a qualified nursing staff is there to provide first aid. In the college main block, there is a counselling room rendering service with an accredited counsellor. Sport facilities are crucial part of college extracurricular activities. Physical activity can improve IQ, fitness and health. A multipurpose sports ground is made available for our students. Emmanuel College's technological infrastructure is focused on strategic deployment of ICT-enabled facilities in classrooms and seminar halls. LCD screens are seamlessly integrated into these spaces, enhancing the visual appeal of presentations and contributing to an immersive learning experience. Complementing this, the institution has embraced white boards, providing educators with dynamic tools for interactive teaching methods and fostering a more engaging and collaborative learning environment.

Recognizing the paramount importance of connectivity in the digital age, Emmanuel College has gone above and beyond in ensuring a

robust network infrastructure. The campus is equipped with both Wi-Fi and LAN facilities, offering widespread internet access. This dual approach not only meets the diverse needs of students and faculty but also aligns with NAAC guidelines, showcasing the institution's commitment to flexibility and convenience in accessing online resources.

In addition to conventional teaching aids, Emmanuel College has incorporated audio-video recording facilities. These resources serve a dual purpose – archiving academic events and creating a comprehensive digital repository of educational content. This forward-thinking approach not only supports future reference but also contributes to the development of an extensive digital learning library, thereby enhancing accessibility and knowledge dissemination.

Emmanuel College's commitment to meeting NAAC Criteria 4 extends beyond mere compliance. The institution actively promotes the integration of technology into its educational fabric. Faculty members are not only provided with these technological tools but are also encouraged and trained to leverage them effectively. This proactive stance fosters an innovative teaching methodology that aligns with the evolving needs and preferences of the student body, ensuring a dynamic and modern educational experience.

It is noteworthy that the institution's dedication to technological integration extends beyond the academic realm to administrative functions. Administrative offices are equipped with modern computing facilities, ensuring efficiency and effectiveness in the day-to-day operations of the college. This comprehensive approach underscores Emmanuel College's recognition of the transformative power of technology in shaping both the educational and administrative landscape.

In the realm of internet connectivity, Emmanuel College has secured five internet connections to cater to the needs of its diverse user base. These connections are facilitated through three dedicated Wi-Fi modems, ensuring widespread access to the internet. The college has established connections with two network providers, BSNL and Kerala Vision. BSNL provides four connections with an impressive bandwidth of 100 Mbps, ensuring high-speed and reliable internet access. Additionally,

Kerala Vision contributes with another connection boasting a bandwidth of 8 Mbps. Furthermore, the institution has invested in optical fiber internet, adding an extra layer of reliability and speed to its internet infrastructure.

### College General Resources

SI No	Dept Name	Lab	Class Rooms
1	Computer Science	2	3
2	Electronics	2	3
3	Bio-Chemistry	2	5
4	Bio-Technology	3	3
5	Geography	1	5
6	Physics	3	5
7	English	0	10
8	Commerce	0	17

### Additional Facilities

SI No	Facility	Count
1	Auditorium	2
2	Audio Visual Room	2
3	Parking Area	3
4	Canteen	1
5	Generator	1
6	Fire Extinguisher	10
7	CCTV	120
8	Ground	1
9	Toilets Complex	5
10	Projector	1
11	Counselling Room	1
12	Ground	1

## About IQAC

Internal Quality Assurance cell (IQAC) at Emmanuel college was set in motion to enhance the quality of our students' individual attributes, knowledge, ability and skills. The IQAC has been conducting meetings periodically as an action plan for performance evaluation and quality upgradation. As quality enhancement is a continuous process, the IQAC has become a part of the institution's system for permanent improvement, which should gradually become the culture of this Institution.

The dimension of an institution is determined based on the performance of the students, the calibre of the teacher's and the effective administration of an institution put together. So the IQAC Reviews the standard of teaching and learning in each subject area at a regular intervals. It also co-ordinates and corresponds the quality of the system and carries out class standards and helps the faculty know as to what more they can extract from the students. Deliberate steps are under taken to bring about constant betterment in the effectiveness of the learning experience of the students, stressing the responsibility of the institution to make the best use of its system and base. We foster curriculum, subject and staff development by making them engage in scholarly activities.

The IQAC of our college focuses on various components such as teaching-learning, research, infrastructure and student support activities. It proposes and encourages principle and procedures for effective execution of student support system. We aim at a Learner-centered ways to uncover the skills and attitudes of every learner whose social and cultural backgrounds and experiences differ. The continual department workshops and seminars has made the campus a beehive of activities. IQAC of Emmanuel College is committed to stimulate our students to become more confident in articulating their thoughts and opinions and find joy by indulging in nation building activities.

## Composition of External IQAC

The External IQAC was formed and the team members are:

Sl.No	Name	Designation
1	Rt. Rev. Msgr. G Christudas	Manager
2	Dr. J Vijayakumar	Principal
3	Fr. Joseph Auguistine	IQAC Coordinator
4	Ms. Melbha D	Criteria Coordinator – I
5	Dr. Lekshmi Vijayanathan	Criteria Coordinator – II
6	Ms. Gopika MS	Criteria Coordinator – III
7	Ms. Shyni AL	Criteria Coordinator – Iv
8	Mr. Jino John	Criteria Coordinator – V
9	Mr. Manoj BS	Criteria Coordinator – Vi
10	Dr. Minikumari A	Criteria Coordinator – VII

## ANTI RAGGING CELL

### Objectives

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, and thereby, to eliminate ragging.

## ANTI-RAGGING COMMITTEE

As per the UGC Regulations and instructions Anti Ragging Committee is constituted in the college as detailed below.

Dr. J. Vijayakumar ( Principal)	Chairman
Mr. Sudheer T R, Asst.Prof. in Electronics	Convenor
Mr. Manoj B S, Asst.Prof. in English	Member
Adv. D. Raju, Asst.Prof. in Law	Member
Ms. Angelkumari G, Asst.Prof. in Mathematics	Member
Mr. Vinodh S, Asst.Prof. in Commerce	Member
Ms. Sindhu K S, Asst.Prof. in Commerce	Member

## WHAT CONSTITUTES RAGGING

Raging constitutes one or more of any of the following acts

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

- Any act of financial extortion of forceful expenditure burden put on a fresher or any student or students.
- Any act of physical abuse including all variants of it; sexual abuse homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious, or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that effects the mental health and self-confidence of a fresher or any other student. With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING**

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under.

1. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-ragging Squad.

2. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty, one or more of the following punishments, namely:

- Suspension from attending classes and academic privileges.
- Withholding/Withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.

- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension Cancellation of admission.
- Rustication from the institution for period ranging from one to four semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

## **PLACEMENT CELL**

### **Article I: Name and Purpose**

#### **Section 1: Name**

This organisation shall be known as the Training and Placement Cell (TPC) of Emmanuel College, Vazhichal, Thiruvananthapuram

Placement opportunities in reputed organisations. This involves building and maintaining strong relationships with companies, organizing placement drives, and offering support in resume building and interview preparation.

#### **Section 2: Training**

To enhance the employability of students, the TPC shall organize various training programs, workshops, and seminars. These programs will focus on developing soft skills, technical skills, and industry-specific knowledge to make students industry- ready.

#### **Section 3: Internships**

The TPC shall actively work to facilitate internships for students, providing them with practical exposure to their respective fields of study. It will collaborate with companies to create internship opportunities and ensure that students receive valuable hands-on experience.

### **Article III: Structure**

#### **Section 1: Executive Committee**

The TPC shall be led by an Executive Committee consisting of the following positions:

- a) TPC Chairman (Principal)
- b) Placement Officer
- c) Training Officer
- d) Internship Coordinator
- e) Public Relations Officer
- f) Student Representatives (2)

## **Section 2: Duties and Responsibilities**

- **TPC Chairman:** The Chairman shall oversee the overall functioning of the TPC, coordinate activities, and represent the TPC in college meetings.
- **Placement Officer:** Responsible for liaising with companies, organising placement drives, and ensuring successful placements for students.
- **Training Officer:** In charge of planning and executing training programs, workshops, and seminars to enhance the skills of students.
- **Internship Coordinator:** Coordinates with companies to create internship opportunities and assists students in securing internships.
- **Public Relations Officer:** Manages communication between the TPC, students, and companies, and promotes TPC activities.
- **Student Representatives:** Act as a bridge between the TPC and the student body, conveying student concerns and expectations.

## **Article IV: Functions**

### **Section 1: Placement**

#### **Drives**

The TPC shall organise placement drives, inviting companies to conduct interviews and recruit students. It will facilitate the entire placement process, from pre-placement talks to final selections.

### **Section 2: Training Programs**

The TPC shall conduct regular training programs to enhance the employability skills of students. These may include communication skills, personality development, and technical training, among others.

### **Section 3: Internship Facilitation**

The TPC will actively work to identify and secure internship opportunities for students, ensuring that they gain practical experience relevant to their academic studies.

## **Article V: Membership**

All students of Emmanuel College, Vazhichal,

Thiruvananthapuram are considered members of the TPC. However, active participation in TPC activities is voluntary.

### **Article VI: Meetings**

The Executive Committee shall meet regularly to discuss and plan T&P Cell activities. General body meetings may also be held periodically to update students on placement opportunities, training programs, and other relevant information.

### **Article VII: Amendments**

Any proposed amendments to this constitution must be submitted in writing to the TPC Chairman and approved by a two-thirds majority of the Executive Committee.

In witness whereof, we, the members of the Training and Placement Cell of Emmanuel College, Vazhichal, Thiruvananthapuram, hereby adopt and enact this constitution on 17th August 2016.

- Principal (TPC Chairman)
- Mr. Benziger Raj (Placement Officer)
- Mr. Rajan C. (Placement Officer)
- Dr. Shalilal (Internship Coordinator)
- Dr. Mini Kumari (Public Relations Officer)

**TPC- Add on Courses**

Sl.No.	Name of Courses	Duration
1	ITES (Infosys Sponsored)	100 hrs
2	Work Readiness Program(KKEM Sponsored )	30 hrs
3	CPBFI course ( Bajaj Sponsored )	100 hrs
4	Digital Graphics	200 hrs
5	Advanced Excel	50 hrs
6	Social Media Marketing and SEO	50 hrs
7	Ethical Hacking	50 hrs
8	Machine Learning and Artificial Intelligence	50 hrs
9	SWAYAM – NPTEL Courses	4/8/12 weeks

## GRIEVANCE CELL CONSTITUTION AND OBJECTIVES OF THE GRIEVANCE CELL

**PREAMBLE:**

We, the members of Emmanuel College Grievance Cell, in pursuance of fostering a harmonious and conducive environment for academic and personal growth, hereby enact this constitution to establish a mechanism for addressing and resolving grievances within the college community. Recognizing the significance of open communication, transparency, and fairness, we strive to uphold the values of justice and equality.

**ARTICLE 1: NAME AND ESTABLISHMENT**

The body hereby established shall be known as the Emmanuel College Grievance Cell, hereinafter referred to as "the Cell." The Cell is an integral part of Emmanuel College, Vazhichal, dedicated to addressing and redressing grievances among the students, faculty, and staff.

**ARTICLE 2: OBJECTIVES**

The primary objectives of the Grievance Cell are:

**1.To Provide a Platform for Grievance Redressal:**

The Cell aims to create a platform where individuals within the

college community can voice their grievances, concerns, or complaints without fear of reprisal.

## **2. To Ensure Fair and Impartial Resolution:**

The Cell is committed to ensuring that all grievances are addressed impartially and fairly, maintaining confidentiality while seeking just and effective resolutions.

## **3. To Promote Open Communication:**

Fostering an environment of open communication is a key objective, encouraging dialogue between different stakeholders to prevent misunderstandings and promote harmony.

## **4. To Uphold Principles of Natural Justice:**

The Cell shall adhere to the principles of natural justice, ensuring that all parties involved have a fair opportunity to present their case and be heard.

## **5. To Provide Timely Redressal:**

The Cell is dedicated to ensuring prompt and timely redressal of grievances, minimizing any adverse impact on the academic and personal well-being of the individuals involved.

## **6. To Implement Preventive Measures:**

In addition to resolving grievances, the Cell shall work proactively to identify recurring issues and recommend measures to prevent future grievances.

## **ARTICLE 3: COMPOSITION OF THE CELL**

The Grievance Cell shall be composed of the following office bearers:

### **1. Dr. J. Vijayakumar, Principal**

The Principal shall serve as the ex-officio Chairperson of the Grievance Cell, providing guidance and oversight to ensure the effective functioning of the Cell.

### **2. Dr. Shalilal C.H. (Coordinator)**

Coordinator manages and oversees all activities within the Grievance Cell, ensuring smooth coordination of events.

### **3. Mr. Rajan C. (Faculty Representative):**

Mr. Rajan C. shall represent the faculty on the Grievance Cell,

bringing valuable insights and perspectives to the resolution process.

**4.Ms. Lekha S. (Faculty Representative)**

Ms. Lekha S. shall be contributing to a holistic understanding of grievances within the entire college community.

**5.Ms. Sindhumol V.S. (Faculty Representative)**

Ms. Sindhumol V.S., shall ensure students' concerns are adequately addressed.

**6.Ms. Soumya S. (Faculty Representative)**

Ms. Soumya S. will offer essential assistance and aid to the student community to address and ease their grievances.

**ARTICLE 4: FUNCTIONS AND POWERS OF THE GRIEVANCE CELL**

**1.Receiving Grievances:**

The Cell shall receive grievances from any member of the college community, including students, faculty, and staff.

**2.Preliminary Examination:**

Upon receiving a grievance, the Cell shall conduct a preliminary examination to determine the nature and merit of the complaint.

**3.Mediation and Conciliation:**

The Cell may employ mediation and conciliation methods to resolve grievances amicably, ensuring that all parties are given an opportunity to reach a mutually acceptable solution.

**4.Recommendations and Reports:**

In cases where resolution is not achieved through mediation, the Cell shall make recommendations for redressal to the concerned authorities, accompanied by a comprehensive report on the grievance.

**5.Follow-Up:**

The Cell shall monitor the implementation of its recommendations and conduct follow-up assessments to ensure the effectiveness of the redressal measures.

**6.Educational Initiatives:**

The Cell may organise awareness programs, workshops, and seminars to educate the college community about the importance of grievance redressal and conflict resolution.

## **ARTICLE 5: MEETING PROCEDURES**

### **1.Frequency:**

The Cell shall meet regularly, at least once a month, to review ongoing grievances, discuss preventive measures, and assess the overall functioning of the Cell.

### **2.Quorum:**

A quorum for the Cell's meetings shall be considered met when a minimum of three office bearers, including the Chairperson, are present.

### **3.Decision-Making:**

Decisions shall be made through a consensus of the members present. In the event of a tie, the Chairperson shall have the casting vote.

## **ARTICLE 6: AMENDMENT OF THE CONSTITUTION**

Amendments to this constitution may be proposed by any member of the Cell and shall be approved by a two-thirds majority vote during a meeting.

## **CONCLUSION:**

In witness whereof, we, the members of the Emmanuel College Grievance Cell, do hereby adopt and enact this constitution on this [Date], acknowledging our commitment to fostering a harmonious and just environment within Emmanuel College, Vazhichal.

**COLLEGE BUSES****BUS No.1**

VLATHANKARA-CHENKAL-VATTAVILA-MARIYAPURAM-UDIYANKULANGARA  
PARKJUNCTION-MANCHAVILAKAM-KUNNATHUKAI-NARANI KOTTUKOANAM-  
COLLEGE

**BUS No. 2**

PATHAMKALLU-RAMAPURAM-AVANAKUZHI-KAMUKINCODE-KODANGAVILA  
MOONNUKALLINIMOODU-NEYATTINKARA-OHAN UVACHAPU RAM  
KARAKKONAM-PANACHAMOODU-VELLARADA-COLLEGE

**BUS No.3**

ARUVIKKARA-VELLANADU-ARYANADU(VIA)- PALLIVETTA-PATTAKULAM  
KALLIKKADU-COLLEGE

**BUS No.4**

PAPPANAMCODE-VELLAYANI-NEMOM-VEDIVACHANKOVIL-KODINADA JN- TB  
JUNCTION-HOSPITAL JN-IRUMBIL- MARAYAMUTTOM-KAKKANAM-ALICODE  
MULLILAVUVILA-VELLARADA-COLLEGE

**BUS No. 5**

VELLAYAMBALAM-SASTHAMANGALAM-VATTIYOORKAVU-PTP NAGAR  
ELIPODU-VALIYAVILA-MANJADI-MOONGODE-MUTHIYAVILA- MOTTAMOOLA-  
PATTAKULAM SCHOOL JN-VEERANAKAVU- ARUVIKUZH - COLLEGE

**BUS No. 6**

POOVAR-ATTUPURAM-UCHAKKADA-OORAMBU-CHOOZHAI- PARASSALA  
VELLARADA-COLLEGE

**BUS No. 7**

PALLI MU KKV-PEYAD-THACHOTTUKAVU-MALAYINKEEZH  
ANTHIYOORKONAM-KILLI-THOONGAMPARA-KOTTAMPALLY  
AMBALATHINKALA-PLAVOOR-MANDAPATHINKADAVU  
OTTASEKHARAMANGALAM-CHEMBOOR-COLLEGE

**BUS No.8**

VIZHINJAM-MUKKOLA-UCHAKKADA-BALARAMAPURAM -VAZHIMUKKU  
ARALUMMOODU-NIMS-COLLEGE

**BUS No.9**

VELLAYAMBALAM-IDAPAZHINJI-PANGODE-THIRUMALA-PEYAD-MULAYARA -  
URIYACODE-POOVACHAL-KATTAKKADA-CHOONDUPALAKA-  
MANDAPATHINKADAVU-MANAKKALA-PEREKONAM-COLLEGE

**BUS No.10**

BALARAMAPURAM-ERUTHAVOOR-OORUTTAMBALAM- MOOLAKONAM  
KEELIYO DE-MAM PAZHAKKARA-PERUMKADAVILA- KEEZHAROOR  
OTTASEKHARAMANGALAM-CHEMBOOR-VALIYAVAZHI- COLLEGE

**BUS No.11**

THIRUPURAM-MAVILAKADAVU-00RAMVILA-POOZHICKUNNU  
PLAMOOTTUKADA-PONVILA-KOTTAMAM-PARASUVAIKKAL- MANIVILA  
KARAKKONAM-VELLARADA-COLLEGE

**BUS No.12**

SCHOOL JN-NELLIMOODU-KAIVANVILA-LOURDPURAM-PUTHIYATHURA  
PALLAM-PULLUVILA-CHAVADI-COLLEGEROAD-KANJIRAMKULAM  
PUTHENKADA-PAZHAYAKADA-OLATHANNI-COLLEGE

**BUS No.13**

LOGOSE- MARAPPALAM- ALATHARAKKAL, LMS AMARAVILA- TOLLJN  
NEYTTINKARA-THOZHUKKAL-PER UMPAZHUTHOO R-- PALIYODU  
MANNAMKONAM-KALLIMOODU-COLLEGE

**BUS No.14**

THAMPANOR -KILLIPPALAM- KARAMANA- POOJAPPURA-THIRUMALA  
PEYAD-KOLLAKONAM-VILAPPILSALA-KATTAIKODE- KATTAKADA KALLIKADU-  
COLLEGE

**BUS No.15**

UCHAKKADA-CHAROTTUKONAM-KULATHOOR-CHENKAVILA-AYIRA  
CHERUVARAKONAM-NEDUVANVILA-KARAKKONAM-PULIYOORSALA  
PANACHAMOODU-VELLARADA-ANAPPARA-COLLEGE

TIME TABLE

	9:30 -10:30		10:40 -11:40	11:40-12:40		1:30 - 2:30	2:30 -3:30
MON		10 mts Break			50 mts Lunch Break		
TUE							
WED							
THU							
FRI							

TIME TABLE

	9:30 -10:30		10:40 -11:40	11:40-12:40		1:30 - 2:30	2:30 -3:30
MON		10 mts Break			50 mts Lunch Break		
TUE							
WED							
THU							
FRI							



Jana-gana-mana-adhinayaka jaya he  
Bharata-bhagya-vidhata  
Panjab-Sindhu-Gujarata-Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
uchchala-jaladhi-taranga  
Tava Subha name jage,  
tava subha asisa mage,  
gahe tava jaya-gatha.  
Jana-gana-mangala-dayaka jaya he  
Bharata-bhagya-vidhata.  
Jaya he, Jaya he, Jaya he,  
jaya jaya jaya jaya he

