

5.1 STUDENT SUPPORT



EMMANUEL COLLEGE VAZHICHAL



5.1.4 THE INSTITUTION ADOPTS THE FOLLOWING FOR REDRESSAL OF STUDENT GRIEVANCES INCLUDING SEXUAL HARASSMENT AND RAGGING CASES



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

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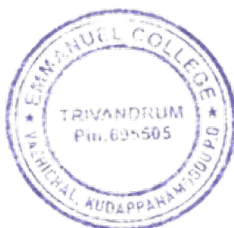
ANTI-RAGGING CELL

CONSTITUTION

As per the UGC regulations and instructions Anti ragging committee was constituted in the college to prohibit any conduct by any student or students whether by words spoken or written or by an act has the effect of teasing 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 likely to cause annoyance.

Members of the committee

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 T S, Asst. Prof. in Commerce	-	Member
Ms. Sindhu K S, Asst. Prof. in Commerce	-	Member



Dr.J.VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
Kudappanamoodu P.O, Pin:695505



EMMANUEL COLLEGE VAZHICHAL

THIRUVANANTHAPURAM

(Affiliated to the University of Kerala)

CIRCULAR

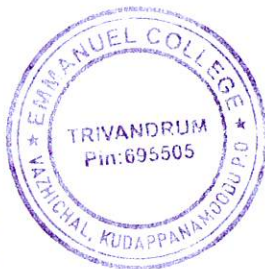
An Anti Ragging Committee is constituted for the academic year 2018-2019 with the following members

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

Copy to

IQAC Director
All HODs
Faculty Advisors
Office Staff
Library

6/6/18



6/6/18
Dr. J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
Kudappanamoodu P.O, Pin: 695505



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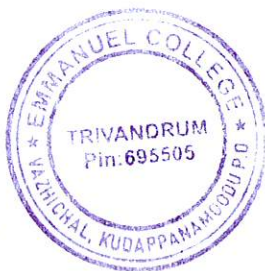
CIRCULAR

An Anti Ragging Committee is constituted for the academic year 2022-2023 with the following members

Dr. J. Vijayakumar (Principal)	Chairman
Mr. Sudheer T R, Asst.Prof. in Electronics	Convenor
Mr. Manoj B S, AsstAsst.Prof. in English	Member
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18/6/22
Dr. J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
Kudappanamoodu P.O, Pin: 695505


18/6/22



EMMANUEL COLLEGE VAZHICHAL
THIRUVANANTHAPURAM
(Affiliated to the University of Kerala)

ANTI RAGGING CELL

Minutes of the meeting held on 6th June 2018 at 2 pm at the Principal's office

The following members were present

1. Dr. J Vijayakumar
2. Mr. Sudheer T R
3. Mr. Manoj B S
4. Ms. Angelkumari G
5. Mr. Vinodh T S
6. Ms. Sindhu K S

Principal Dr, J Vijayakumar welcomed all and explained the necessity of the cell. The convener circulated a copy of the regulations of UGC on curbing the menace of ragging in higher education institutions to the members.

It was decided to exhibit a poster quoting 'SAY NO TO RAGGING' in main notice board and all department notice boards.

Strict instructions are to be issued to all HOD s to have keen observation under their judiciary during the commencement of first year's class.

Senior students may not be allowed to wander near first year class rooms.

Since there were no more points to be discussed the meeting came to end at 3 pm and Mr. Manoj B S thanked all who present there.

SUDHEER T.R


6/6/2018

MANOJ B.S



ANGEL KUMARI . G.



VINODH T.S




SINDHU K.S

Dr. J. VIJAYAKUMAR

6/6/18




6/6/18
Dr. J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
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EMMANUEL COLLEGE VAZHICHAL

THIRUVANANTHAPURAM

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ANTI RAGGING CELL

Minutes of the meeting held on 24th August 2019 at 11am at the Principal's office

The following members were present

1. Dr. J Vijayakumar
2. Mr. Sudheer T R
3. Mr. Manoj B S
4. Ms. Angelkumari G
5. Mr. Vinodh T S
6. Ms. Sindhu K S

Principal Dr, J Vijayakumar welcomed all and explained the necessity of the meeting. The convener read the previous meeting's minutes and it was unanimously passed.

The actions taken on behalf of previous meeting's decisions were discussed.

Strict instructions are to be issued to all HOD s to have keen observation under their judiciary during the ONAM celebrations.

Students may be allowed to leave the campus only after the end of all programs.

All students are strictly insisted to were the ID cards through out the programme.

Since there were no more points to be discussed the meeting came to end at 12noon and Mr.VinodhT S thanked all who present there.

SUDHEER T.R

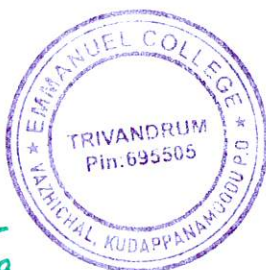
MANOJ B.S

ANGEL KUMARI G.

VINODH T.S

SINDHU K.S

Dr. J. VIJAYAKUMAR



24/8/19
Dr. J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
Kudappanamoodu P.O, Pin: 695505

24/8/19



EMMANUEL COLLEGE VAZHICHAL

THIRUVANANTHAPURAM

(Affiliated to the University of Kerala)

ANTI RAGGING CELL

Minutes of the meeting held on 18th June 2022 at 2 pm at the Principal's office

The following members were present

1. Dr. J Vijayakumar
2. Mr. Sudheer T R
3. Mr. Manoj B S
4. Ms. Angelkumari G
5. Mr. Vinodh T S
6. Ms. Sindhu K S

Principal Dr, J Vijayakumar welcomed all and explained the necessity of the cell. The convener circulated a copy of the regulations of UGC on curbing the menace of ragging in higher education institutions to the members.

It was decided to exhibit a poster quoting 'SAY NO TO RAGGING' in main notice board and all department notice boards.

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18/6/22

MANOJ B. S


18/6/22

ANGEL KUMARI - G.


VINODH T.S

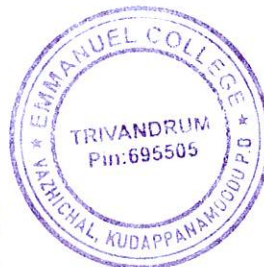

18/6/22

SINDHU K.S


18/6/22

Dr. J. VIJAYAKUMAR


18/6/22




18/6/22

Dr. J. VIJAYAKUMAR

Principal

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Kudappanamoodu P.O, Pin: 695505



EMMANUEL COLLEGE VAZHICHAL
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ANTI RAGGING CELL
REPORT 2022-2023

As per the UGC regulations and instructions Anti ragging committee was constituted in the college to prohibit any conduct by any student or students whether by words spoken or written or by an act has the effect of teasing 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 likely to cause annoyance.

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Ms. Angelkumari G, Asst. Prof. in Mathematics	Member
Mr. Vinodh T S, Asst. Prof. in Commerce	Member
Ms. Sindhu K S, Asst. Prof. in Commerce	Member




A general meeting was called for the discussion of measures to be taken to prevent ragging on 18.06.2022 prior to the commencement of first year degree classes. As per the decisions posters were exhibited in the main notice board and department notice boards quoting "SAY NO TO RAGGING".

An awareness programme was conducted to second year and third year students by Adv. Ajikumar regarding the offence of ragging and the related punishments. Also a copy of the regulations of UGC on curbing the menace of ragging in higher educational institutions was circulated to all departments for reference.

Each first year class was entrusted with a faculty for the surveillance and technical support. The first year students were provided orientation programme by Dr. Sunil John on 27.08.2022 to give them an overview of the higher education system and its challenges.

Different programs were organized on special occasions which enabled the students to live in harmony with each other. Special Anti Ragging squads were deployed to avoid any kind of assault and battery among students. Sessions regarding anti ragging were included in residential camps conducted by National Service Scheme and other clubs.


27/3/2023
Convener


27/3/23
Principal



Dr. J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
Kudappanarnoodu P.O, Pin: 695505



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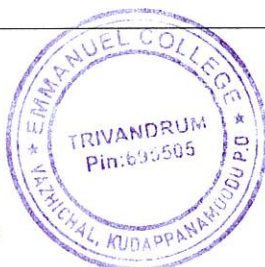
ANTI RAGGING CELL

REPORT 2018-2019

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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 T S, Asst. Prof. in Commerce	Member
Ms. Sindhu K S, Asst. Prof. in Commerce	Member



A general meeting was called for the discussion of measures to be taken to prevent ragging on 06.06. 2018 prior to the commencement of first year degree classes. As per the decisions posters were exhibited in the main notice board and department notice boards quoting "SAY NO TO RAGGING".


An awareness programme was conducted to second year and third year students by Adv. Devadas regarding the offence of ragging and the related punishments. Also a copy of the regulations of UGC on curbing the menace of ragging in higher educational institutions was circulated to all departments for reference.

Each first year class was entrusted with a faculty for the surveillance and technical support. The first year students were provided orientation programme by Fr. Jerald Mathiyas on 14.08.2018 to give them an overview of the higher education system and its challenges.

Different programs were organized on special occasions which enabled the students to live in harmony with each other. Special Anti Ragging squads were deployed to avoid any kind of assault and battery among students. Sessions regarding anti ragging were included in residential camps conducted by National Service Scheme and other clubs.


24/3/2019
Convener




24/3/19 Principal

Dr.J.VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
Kudappanamoodu P.O, Pin:695505



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

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GRIEVANCE CELL

CONSTITUTION

As per the UGC regulations and instructions Grievance Cell committee was constituted in the college.

Functions of the Grievance Redressal Committee

- To accept written grievances from students and staff related to the system.
- To create and implement a mechanism to handle the reported grievances.
- To forward the findings to the Management if necessary for further action.

Members of the committee

Dr. J. Vijayakumar, Principal	-	Chairman
Mr. Shalilal C H, Asst. Prof. in Commerce	-	Convenor
Mr. Rajan C, Asst. Prof. in Electronics	-	Member
Mrs. Sindhumol , Asst. Prof. in English		Member-
Ms. Soumya, Asst. Prof. in commerce	-	Member
Mr, Shinu, Asst. Prof. in Commerce	-	Member



Dr.J.VIJAYAKUMAR
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21 November 2021

CIRCULAR

A grievance cell committee is constituted for the academic year 2021-2022 with the following members.

1. Mr.Rajan C (Co-ordinator)
2. Dr.Shalilal C H
3. Mrs. Soumya S
4. Mrs.Lekha .S
5. Mrs.Sindhu Mol V S

[Handwritten signature]
21/11/21

Dr.J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhical,
Kudappanamoodu P.O, Pin:695505



Copy to,

All HoDs

IQAC Director

Faculty Advisors

Office staffs

Librarian

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21/11/21



EMMANUEL COLLEGE
VAZHICAL, THIRUVANANTHAPURAM
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10 October 2022

CIRCULAR

A grievance cell committee is constituted for the academic year 2022-2023 with the following members.

1. Dr. Shalilal C H (Co-ordinator)
2. Mr. Rajan C
3. Mrs. Soumya S
4. Mrs. Lekha .S
5. Mrs. Sindhu Mol V S

[Handwritten signature]
10/10/22

Dr. J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhical,
Kudappanamoodu P.O, Pin: 695505



Copy to,

All HoDs

IQAC Director

Faculty Advisors

Office staffs

Librarian

[Handwritten signature]
10/10/22

EMMANUEL COLLEGE VAZHICAL

Minutes of the Students Grievance Redressal Committee Held on 13-10-2019 at 3.00 pm in the Principal's office.

The following members were present

1. Dr.J.Vijayakumar
2. Mr.Rajan. C
3. Shalilal.C.H
4. Smt.Soumya.S
5. Smt.Lekha.S
6. Smt.Sindhumul.V S

Principal welcomed all the members. He mentioned that student council meeting was held on 13-20-2019 and said that the representatives of all the classes ~~have~~ attended the meeting. He gave the highlights of the student council meeting.

The students' council meeting requested for a change in the mode of fee payment.

They suggested that digital payment or payment through card should be facilitated by the college authorities. After a discussion with the Principal it was decided that the matter would be considered and very soon the convenience for such a mode of payment would be facilitated for the benefit of the students.

The Principal thanked all the members and the meeting ended at 3.30 pm as there were no other points for discussion.

13/10/19
Dr. J. Vijayakumar

Mr. Rajan. C

Mr. Shalilal. CH

Mrs. Soumya. S

Mrs. Lekha. S

Mrs. Sindhumul. V. S

13/10/19
Dr. J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
Kudappanamoodu P.O, Pin: 695505



EMMANUEL COLLEGE VAZHICHAL

Minutes of the Students Grievance Redressal Committee Held on 15-09-2020 at 3.00 pm in the Principal's office.







The following members were present

1. Dr.J.Vijayakumar
2. Mr.Rajan. C
3. Shalilal.C.H
4. Smt.Soumya.S
5. Smt.Lekha.S
6. Smt.Sindhumol.V S

Principal welcomed all the members. He mentioned that student council meeting was held on 15-09-2020 and said that the representatives of all the classes attended the meeting. He gave the highlights of the student council meeting.

The request by the student's council for conducting only two internal exams instead of three on a Day was taken into consideration by the Principal of the college. The students of the council conveyed that two exams on a day would give them sufficient time to revise the subject due to the long gap that would be there. Considering the request of the students it was decided by the committee that only two exams would be held on each day immediately starting from the next Internal Assessment Examination.

The Principal thanked all the members and the meeting ended at 3.30 pm as there were no other points for discussion.

Mr. Rajan. C 
Mr. Shalilal. CH 
Mr. Soumya. S 
Mrs. Lekha. S 
Mrs. Sindhumol. V S 
Dr. J. Vijayakumar 



15/9/20
Dr. J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
Kudappanamoodu P.O, Pin: 695505

EMMANUEL COLLEGE VAZHICHAL

Minutes of the Students Grievance Redressal Committee Held on 21-11-2021 at 2.30 pm in the Principal's office.

The following members were present

1. Dr.J.Vijayakumar
2. Mr.Rajan. C
3. Shalilal.C.H
4. Smt.Soumya.S
5. Smt.Lekha.S
6. Smt.Sindhumol.V S

Principal welcomed all the members. He mentioned that student council meeting was held on 21-11-2021 and said that the representatives of all the classes have attended the meeting. He gave the highlights of the student council meeting.

It was also decided after a discussion with the principal and the members of the Health Committee that the number of first aid boxes which were till now arranged in the office and the Biochemistry block will now be made available to the students. It was also decided that the content of the first aid boxes will be monitored by the health committee members on a regular basis.

The Principal thanked all the members and the meeting ended at 3.00pm as there were no other points for discussion.

21/11/21

Mr. Rajan. C 
Mr. Shalilal. CH 
Mrs. Soumya. S 
Mrs. Lekha. S 
Mrs. Sindhumol. V.S 
Mrs. Soumya.S 
Dr. J. Vijayakumar 



Dr. J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
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EMMANUEL COLLEGE VAZHICHAL

Minutes of the Students Grievance Redressal Committee Held on 19-10-2022 at 2.30 pm in the Principal's office.

The following members were present

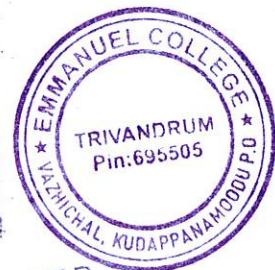
1. Dr.J.Vijayakumar
2. Mr.RajanC
3. Dr.Shalilal.CH
4. Smt.Soumya.S
5. Smt.Lekha.S
6. Smt.Sindhumol.V S

Principal welcomed all the members. He mentioned that student council meeting was held on 10-10-2022 and said that the representatives of all the classes have attended the meeting. He gave the highlights of the student council meeting.

- All students were delighted to be provided with opportunities for participating in both extra-curricular and co-curricular activities to nurture their talents and potentials.
 - They were also happy that all the following major grievances put up in the last meeting were redressed
1. Instructions to keep the canteen open when functions are going on in the campus as the organizers stay long hours and they need food
 2. Maintenance of class room infrastructures such as door latches, window stoppers, fan regulators, sufficient lighting, and broken floor/wall tiles etc.

The Principal thanked all the members and the meeting ended at 3.00pm as there were no other points for discussion.

Mr. Rajan.C
Dr. Shalilal. CH
Mrs. Soumya. S
Mrs. Lekha. S
Mrs. Sindhumol. V S
Dr. J. Vijayakumar
19/10/22



Dr. J. VIJAYAKUMAR
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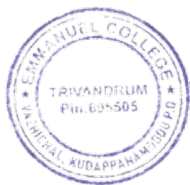
GRIEVANCE CELL REPORT 2018-2019

The Grievance cell in our college very efficiently done their work during this academic year.

Grievance Cell online feedback from all the students of the college on teachers and infrastructure facilities. Feedbacks were also collected from other stakeholders, like the parents, alumni, employers, resource persons etc. These feedbacks were analysed and notified to the authority and suitable actions taken up where necessary.

The cell organized a students' interactive programme with the Principal titled 'Open Your Heart'. It provided a platform for the students to freely express their suggestions and complaints directly to the Principal. Three separate sessions of this programme were held for the students of UG regular, UG Self financing Departments and PG departments on January 30th, 31st and February 6th respectively.

A student representative from each class participated in the programme to voice the complaints and suggestions of the whole class. The Principal, Vice Principal and the officials in charge of the Grievance Redressal Cell were present for the meeting. The Principal gave a very patient hearing to all that the students had to say and the clarifications given by the Principal cleared many of their misunderstandings. The Principal explained the measures she has taken to redress their grievances. She assured the students of organizing a follow up programme where the same representatives will be called again and they will be intimated about the course of action taken up according to their suggestions.



Dr. J. VIJAYAKUMAR
Principal
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EMMANUEL COLLEGE VAZHICHAL

GRIEVANCE CELL REPORT 2019-2020

The College has constituted a Grievance Cell in the beginning of the academic Year 2020-2021. The meeting of the Committee was held in a class room with available members in the month of July and took the following decisions.

1. To maintain a Complaint Register for entering the complaints
2. To intimate the students about the Committee through class teachers to report any such cases
3. To display the details of the committee members with mobile phonenumber on notice board
4. The Committee also decided to follow the existing three tier system for solving the problems.
 - Class level- In the Weekly Tutorial system the class teachers
 - Department level- The Department Heads or the senior teachers deal the problems of students
 - College level- The Committee

Nature of Grievance obtained at the Departments	Action Taken by the respective Departments
Difficulty to wear Saree as Uniform on instructed days	. Teachers gave awareness that students are expected to stick onto College rules until a revised rule is implemented
More smart class rooms	HODs forwarded the request to the Principal for development of Infrastructure in lab and library HODs forwarded the request to the Principal for development of Infrastructure in lab and library
To enhance lab facilities	
. Provide a Direction board or Map of examination halls	
. More copies of reference books in Library	
UPS Damage in the Lab. Computer Systems are not in working condition.	Repaired the UPS and the systems were updated by replacing new monitors



EMMANUEL COLLEGE VAZHICAL

GRIEVANCE CELL ANNUAL REPORT 2020_2021

The College has constituted a Grievance Cell in the beginning of the academic Year 2020-2021. The meeting of the Committee was held in a class room with available members in the month of July and took the following decisions.

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3. To display the details of the committee members with mobile phonenumber on notice board
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 - Class level- In the Weekly Tutorial system the class teachers
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 - College level- The Committee

Nature of Grievance obtained at the Departments	Action Taken by the respective Departments
Break in Semester due to Marriage and Pregnancy during the Studies	HODs forwarded the request through proper channel in right time so students could rejoin and complete the course after maternity period
Explanation of tough topics in vernacular language also	Teachers explained the portions in vernacular language also
Difficulty to wear Saree as Uniform on instructed days	.Teachers gave awareness that students are expected to stick onto College rules until a revised rule is implemented
More smart class rooms	HODs forwarded the request to the Principal for development of Infrastructure in lab and library

	HODs forwarded the request to the Principal for development of Infrastructure in lab and library
To enhance lab facilities	
. Provide a Direction board or Map of examination halls	
. More copies of reference books in Library	
UPS Damage in the Lab. Computer Systems are not in working condition.	Repaired the UPS and the systems were updated by replacing new monitors
To extend the duration of keeping library books	The students were recommended to cooperate with the government rules regarding the issue and return of library books



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EMMANUEL COLLEGE VAZHICAL

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2. To intimate the students about the Committee through class teachers to report any such cases
3. To display the details of the committee members with mobile phone number on notice board
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EMMANUEL COLLEGE VAZHICAL

GRIEVANCE CELL ANNUAL REPORT 2022_2023

The Grievance Cell was formed with the goal of resolving student grievances. Students may submit their grievances in writing to the principal or orally. The cell will meet as needed and take appropriate measures/solutions to the grievances addressed to it.

All students in our college have access to the Grievance Cell to voice their concerns about academic matters, financial matters, health services, the library, and other central services. Students' complaints dropped in the 'Suggestion Box' and oral complaints are both addressed. An effective complaint management mechanism improves stakeholder relationships and satisfaction. This cell's nature is highly confidential.

Our college has a three-tier system in place to resolve student grievances both on and off campus. Class Level- In the weekly Mentoring system the class teachers deal with the personal problems of our students.

Department Level: The Department Heads and senior teachers solve the students' problems. College Level- The Grievance Redressal Cell, which reports to the principal, resolves our students' problems.

Policies

The vision and mission of the institution is inextricably linked to strong principles and ethics. The management and the college guarantee a strong redressal mechanism for student grievances. As mandated by the government, a three-tier grievance mechanism is in place to resolve any academic or administrative complaints.

The college's code of conduct applies to all students.

Our institution has a zero-tolerance policy for any form of ragging or sexual harassment. Our institution strictly adheres to all norms against sexual harassment, ragging, and other offences as issued from time to time by the state and federal governments.

Abuse on social networking sites will be severely punished.

Any offence discovered through CCTV surveillance is punishable. Any student found in an incriminating situation, both on and off campus, will be reprimanded and counselled. Students who violate the code of conduct will be given a fair hearing at the Departmental level. The institution does not tolerate ragging or sexual harassment.

Objectives

To develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. To uphold the dignity of the College by ensuring a strife-free atmosphere in the College through promoting cordial relationships.

with stakeholders. To encourage the stakeholders to express their grievances/problems freely and frankly, without any fear of being victimized.

Different methods for registering of Grievances

Digital feedback is taken from all the students through the computer lab towards the end of each academic year. Suggestion boxes are installed in common areas of all the departments and near the college office in which the students can drop their suggestions and complaints with or without revealing their identity. Open Your Hearts -an interactive session of the representatives of each class for UG, PG and Self-Financing stream with the principal are held separately as an initiative aimed to bring the voices of the students directly in a stress-free situation.

Constitution of Grievance Cell

This Cell is functional with the principal as the head and three faculty members as coordinators. It addresses the sensitive areas that need patient listening, understanding, care, and of course redressal in the form of needy action. The pulse of all stakeholders is accessed through open, uninhibited written suggestions.

It is functioning according to the following UGC norms.

1. All complaints are first addressed by Grievance Committee whose composition is as follows:
 - a. The principal of the college- Chairperson
 - b. Three senior faculty members nominated by the Principal of the College.
 - c. One Student representative nominated by the Principal of the College.
2. The tenure of the members shall be two years.
3. The quorum for the meeting shall be two.
4. The committee shall send the report and recommendations to the Vice-Chancellor of the affiliating University within a period of 15 days of receipt of the complaint.

The Grievance Redressal Cell Activities 2022_2023

Online feedback from all the students and other stakeholders like parents, alumnae, employers and resource persons about teaching and infrastructure facilities was collected. The feedback was analysed and the authority decided to take suitable actions.

A suggestion box has been placed in each Department. The institution tries to take corrective measures according to the suggestions shared in the box.

The cell organized a student's interactive program with the principal 'Open Your Hearts', a platform for students to express their suggestions and grievances. A representative each from both UG and PG classes participated in the program. After considering the grievances the principal assured the students to take necessary measures to address the same.



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