

2.5.1: Mechanism of internal/ external assessment is transparent and the grievance redressal system is timebound and efficient



**EMMANUEL COLLEGE
VAZHICAL**



**Minutes of internal examination
committee**



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

INTERNAL EXAMINATION COMMITTEE CONSTITUTION OF INTERNAL EXAMINATION COMMITTEE

Objective

To provide organized procedure for conducting internal examination and ensure its progressive performance.

Committee members

S.No	Name of the member	Designation	Status
1.	Dr. J. Vijaya kumar	Principal	Chairperson
2.	Mr. Selvin Jose G	Asst. Professor	Examination Coordinator
3.	Mr. Sudheer T.R	Asst. Professor	Examination Coordinator
4.	Mr. Sanal Kumar .C	HOD, Dept. of English	Member
5.	Ms. Prinsalali .V	HOD, Dept. commerce	Member
6.	Dr. Lekshmi Vijayanathan	HOD, Dept. of Biochemistry	Member
7.	Mr. Benzigar Raj JJ	HOD, Dept. of Computer Science	Member
8.	Ms. Leena S Jacob	HOD, Dept. of Physics	Member
9.	Dr. Minikumari A	HOD, Dept. of Geography	Member
10.	Mr. Rajan C	HOD, Dept. of Electronics	Member
11.	Ms. Anisha VR	HOD, Dept. of Botany and Biotechnology	Member
12.	Ms. Philomina L	Suprendent	Member
13.	Ms. Vibitha T	Non-teaching staff	Member
14.	Mr. Shine BP	Non-teaching staff	Member



Frequency of the meeting: Internal examination committee will meet twice in a semester

Functionalities:

1. To ensure the quality and credibility of the examination process
2. Setting examination policies and procedure
3. Designing examination formats
4. Overseeing examination administration
5. Reviewing examination results
6. Providing examination feedback and recommendation

5/6/2018
Co-ordinator
critique 2



576118

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



EMMANUEL COLLEGE

VAZHICAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 1/08/2022

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of First internal examination at 2.00 PM (Venue: Principal's chamber) on 01/08/2022. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan First Internal Examination for UG and PG
- Result analysis

Handwritten signature and date:
1/8/2022
Vijayakumar



Handwritten signature and date:
1/8/22
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 01/08/2022 at 2.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan First Internal Examination for UG and PG
- Result analysis

Members Participated:

1. Dr.J Vijaya Kumar

2. Mr. Selvin Jose G

3. Mr.Rajan C

4. Dr. Lekshmi Vijayanathan

5. Ms. Leena S Jacob

6. Dr. Mini kumari A

7. Mr. Benzegar Raj

8. Mr. Sudheer TR



Decision taken:

- Planned to commence the First internal examination on August for UG and PG programme.
- Prepare question paper for 25 marks and submit before one week of commencement of the examination
- Answer scripts should be corrected and submitted within one week
- Retest should be conducted
- Result analysis



[Signature]
11/8/22
Principal

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

[Signature]
11/8/22

Sudheer . T.R.
Exam Coordinator



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 1/06/2022

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of second internal examination at 3.00 PM (Venue: Principal's chamber) on 01/06/2022. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan second Internal Examination for UG and PG
- Result analysis

Vipincha T.
01/06/2022



1/6/22
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 01/06/2022 at 2.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan second Internal Examination for UG and PG
- Result analysis

Members Participated:

1. Dr.J Vijaya Kumar

2.Mr. Selvin Jose G

3.Mr.Rajan C

4.Dr. Lekshmi Vijayanathan

5.Ms. Leena S Jacob

6.Dr. Mini kumari A

7.Mr. Benzegar RajJJ

8. Mr. Sudheer TR

9.Mr. Rajan C

10.Ms. Anisha VR



Decision taken:

- Planned to commence the second internal examination on June for UG and July for PG programme.
- Prepare question paper for 50 marks and submit before one week of commencement of the examination
- Answer scripts should be corrected and submitted within one week
- Retest should be conducted
- Result analysis

*Sudheer T.P.
Exam Coordinator*
1/6/22



1/6/22
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date:5/07/2023

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of First internal examination at 2.00 PM (Venue: Principal's chamber) on 06/07/2023. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan First Internal Examination for UG and PG
- Result analysis



[Signature]
5/7/23
Principal

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

[Signature]
5/7/2023
Vipidha.T.



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 06/07/2023 at 2.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan First Internal Examination for UG and PG
- Result analysis

Members Participated:

1. Dr.J Vijaya Kumar

2. Mr. Selvin Jose G

3. Mr.Rajan C

4. Dr. Lekshmi Vijayanathan

5. Ms. Leena S Jacob

6. Dr. Mini kumari A

7. Mr. Benzegar RajJJ

8. Dr. Melba D



Decision taken:

- Planned to commence the First internal examination on July for PG and November for UG programme.
- Prepare question paper for 25 marks and submit before one week of commencement of the examination
- Answer scripts should be corrected and submitted within one week
- Retest should be conducted
- Result analysis



6/7/23

Sadheer P.R.
Exam Coordinator

6/7/23

Principal

Dr. J. VIJAYAKUMAR

Principal

Emmanuel College, Vazhichal,
Kudappanamoodu P.O, Pin: 695505



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date:1/12/2022

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of second internal examination at 2.00 PM (Venue: Principal's chamber) on 02/12/2022. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan second Internal Examination for UG and PG
- Result analysis

Vijayakumar
1/12/2022



1/12/22

Principal

Dr.J.VIJAYAKUMAR

Principal

Emmanuel College, Vazhichal,
Kudappanamoodu P.O, Pin.695505



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 02/12/2022 at 2.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan second Internal Examination for UG and PG
- Result analysis

Members Participated:

1. Dr.J Vijaya Kumar

2.Mr. Selvin Jose G

3.Mr.Rajan C

4.Dr. Lekshmi Vijayanathan

5.Ms. Leena S Jacob

6.Dr. Mini kumari A

7.Mr. Benzegar RajJJ

8. Dr. Melba D



Decision taken:

- Planned to commence the second internal examination on July for PG and December for UG programme.
- Prepare question paper for 50 marks and submit before one week of commencement of the examination
- Answer scripts should be corrected and submitted within one week
- Retest should be conducted
- Result analysis

Sudheer.TR
Exam Coordinator
2/12/22



2/12/22
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 04/08/2021

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of First internal examination at 2.00 PM (Venue: Principal's chamber) on 04/08/2021. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan First Internal Examination for UG and PG
- Submission of mark list to the internal examination committee

Handwritten signature
4/8/21

Handwritten signature
Nopidha



Handwritten signature
4/8/21
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 04/08/2021 at 2.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan First Internal Examination for UG and PG
- Result analysis

Members Participated:

1. Dr.J Vijaya Kumar

2. Mr. Selvin Jose G

3. Mr.Rajan C

4. Dr. Lekshmi Vijayanathan

5. Ms. Anisha VR

6. Dr. Mini kumari A

7. Mr. Benzegar Raj JJ

8. Mr. Sudheer TR

9. Ms. Prinsa Lali V



Decision taken:

- Planned to commence the First internal examination on August for PG and for UG programme.
- Prepare question paper for 25 marks and submit before one week of commencement of the examination
- Answer scripts should be corrected and submitted within one week
- Result Analysis
- Retest should be conducted
- Seat arrangement should be done



4/8/21

Sudheer T.R.
Exams co-ordinator

4/8/21
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 01/06/2021


Notice

It is to inform that, there will be a internal examination committee meeting for the discussion of second internal examination at 2.00 PM (Venue: Principal's chamber) on 01/06/2021. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan second Internal Examination for UG and PG
- Submission of mark list to the internal examination committee




1/6/21
Principal
Dr. J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
Kudappanamoodu P.O., Pin: 695505



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 01/06/2021 at 2.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan second Internal Examination for UG and PG
- Result analysis

Members Participated:

1. Dr.J Vijaya Kumar

2.Mr. Selvin Jose G

3.Mr.Rajan C

4.Dr. Lekshmi Vijayanathan

5.Ms. Anisha VR

6.Dr. Mini kumariA

7.Mr. Benzegar RajJJ

8. Mr. Sudheer TR

9. Ms. Prinsa Lali V



Decision taken:

- Planned to commence the second internal examination on June for UG and August for UG programme.
- Prepare question paper for 50 marks and submit before one week of commencement of the examination
- Answer scripts should be corrected and submitted within one week
- Retest should be conducted
- Seat arrangement should be done



Sudheer T.R.
Exam coordinator
11/6/21

11/6/21
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 8/12/2021

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of First internal examination at 2.00 PM (Venue: Principal's chamber) on 08/12/2021. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan First Internal Examination for UG and PG
- Submission of mark list to the internal examination committee

8/12/2021

Vijaya K. P.



8/12/21
Principal

Dr. J. VIJAYAKUMAR
Principal

Emmanuel College, Vazhichal,
Kudappanamoodu P.O, Pin: 695505



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 08/12/2021 at 2.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan First Internal Examination for UG and PG
- Mark list Distribution

Members Participated:

1. Dr.J Vijaya Kumar

2. Mr. Selvin Jose G

3. Mr.Rajan C

4. Dr. Lekshmi Vijayanathan

5. Ms. Leena S Jacob

6. Dr. Mini kumari A

7. Mr. Benzegar RajJJ

8. Mr. Sudheer TR

9. Ms. Prinsa Lali V



Decision taken:

- Planned to commence the First internal examination on December for UG and January 2022 for PG programme.
- Prepare question paper for 25 marks and submit before one week of commencement of the examination
- Answer scripts should be corrected and submitted within one week
- Retest should be conducted
- Seat arrangement should be done

8/12/21



Sadheer T.R.
Exam Coordinator

8/12/21
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 30/11/2021

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of second internal examination at 2.00 PM (Venue: Principal's chamber) on 01/12/2021. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan second Internal Examination for UG and PG
- Submission of mark list to the internal examination committee

Vijayakumar T.
30/11/2021



30/11/21

Principal
Dr. J. VIJAYAKUMAR

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 01/12/2021 at 2.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan second Internal Examination for UG and PG
- Mark list Distribution

Members Participated:

1. Dr.J Vijaya Kumar

2.Mr. Selvin Jose G

3.Mr.Rajan C

4.Dr. Lekshmi Vijayanathan

5.Ms. Leena S Jacob

6.Dr. Mini kumari V

7.Mr. Benzegar RajJJ

8. Dr. Melba D

9. Mr. Sudheer TR

10. Ms. Prinsa Lali



Decision taken:

- Planned to commence the second internal examination on December for UG and January 2022 for PG programme.
- Prepare question paper for 50 marks and submit before one week of commencement of the examination
- Answer scripts should be corrected and submitted within one week
- Retest should be conducted

Sudheer T.R.
Kfam Coordinator
11/12/21



11/12/21 Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 02/06/2020

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of First internal examination at 2.00 PM (Venue: Principal's chamber) on 02/06/2020. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan First Internal Examination for UG and PG

21/6/2020
V. V. V. V.



21/6/20
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 02/06/2020 at 3.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan First Internal Examination for UG and PG
- Result analysis

Members Participated:

1. Dr.J Vijaya Kumar

2. Mr. Selvin Jose G

3. Mr. Sudheer TR

4. Dr. Lekshmi Vijayanathan

5. Ms. Anisha VR

6. Dr. Mini kumari A

7. Mr. Benzegar Raj JJ

8. Mr. Rajan C



Decision taken:

- Planned to commence the First internal examination on November for PG and for UG programme.
- Prepare question paper for 25 marks
- Answer scripts should be corrected and submitted within one week
- Planned to collect feedback from the students
- Retest should be conducted
- Seat arrangement should be done



2/6/20

Sudheer P.R.,
Exams coordinator

2/6/20
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 01/09/2020

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of second internal examination at 2.00 PM (Venue: Principal's chamber) on 01/09/2020. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan second Internal Examination for UG and PG

[Handwritten signature]
11/9/2020

Vijaya Kumar



[Handwritten signature]
11/9/20
Principal

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



EMMANUEL COLLEGE

VAZHICAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 01/09/2020 at 3.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan second Internal Examination for UG and PG
- Result analysis

Members Participated:

1. Dr.J Vijaya Kumar

2.Mr. Selvin Jose G

3.Mr. Sudheer TR

4.Dr. Lekshmi Vijayanathan

5.Ms. Anisha VR

6.Dr. Mini kumari A

7.Mr. Benzegar Raj JJ

8.Mr. Rajan C



9. Ms. Leena S Jacob

10. Mr. Manoj BS

Decision taken:

- Planned to commence the second internal examination on September for PG and for UG programme.
- Prepare question paper for 50 marks
- Answer scripts should be corrected and submitted within one week
- Planned to collect feedback from the students
- Retest should be conducted



[Signature]
11/9/20
Principal

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

[Signature]
11/9/20
Sudheer T.R.,
Exam Coordinator



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 09/12/2020

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of First internal examination at 2.00 PM (Venue: Principal's chamber) on 10/12/2020. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan First Internal Examination for UG and PG
- Submission of mark list to the internal examination committee

9/12/2020

Vijayakumar



9/12/20

Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 10/12/2020 at 3.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan First Internal Examination for UG and PG
- Result analysis

Members Participated:

1. Dr.J Vijaya Kumar

2. Mr. Selvin Jose G

3. Mr.Rajan C

4. Dr. Lekshmi Vijayanathan

5. Ms. Anisha VR

6. Dr. Mini kumari A

7. Mr. Benzegar Raj JJ



Decision taken:

- Planned to commence the First internal examination on November for PG and for UG programme.
- Prepare question paper for 25 marks
- Answer scripts should be corrected and submitted within one week
- Planned to collect feedback from the students
- Retest should be conducted
- Seat arrangement should be done



[Signature]
10/12/20
Principal

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

[Signature]
10/12/20

Sachin P. R.
Exam Coordinator



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 25/11/2020

Notice

It is to inform that, there will be a internal examination committee meeting for the discussion of second internal examination at 3.00 PM (Venue: Principal's chamber) on 26/11/2020. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan second Internal Examination for UG and PG
- Submission of mark list to the internal examination committee

Signature
25/11/2020
Vijitha



Signature
25/11/20
Principal
Dr. J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
Kudappanamoodu P.O., Pin: 695505



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 26/11/2020 at 3.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan second Internal Examination for UG and PG
- Result analysis

Members Participated:

1. Dr.J Vijaya Kumar

2.Mr. Selvin Jose

3.Mr.Rajan C

4.Dr. Lekshmi Vijayanathan

5.Ms. Anisha VR

6.Dr. Mini kumari A

7.Mr. Benzegar Raj JJ

8. Dr. Melba D

M.
26/11/20

Benzegar
26/11/20

Melba
26/11/20



Decision taken:

- Planned to commence the second internal examination on December for PG and for UG programme.
- Prepare question paper for 50 marks
- Answer scripts should be corrected and submitted within one week
- Retest should be conducted
- Seat arrangement should be done



[Signature]
26/11/20
Principal

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

[Signature]
26/11/20

Sudheer T.R.
K Ram coordinator



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 02/08/19

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of First internal examination at 3.00 PM (Venue: Principal's chamber) on 05/8/19. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan First Internal Examination for UG and PG

21/8/2019
Vipishan



21/8/19
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 05/8/19 at 3.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan First Internal Examination for UG and PG

Members Participated:

1. Dr.J Vijaya Kumar
2. Mr. Selvin Jose G
3. Mr. Sudheer TR
4. Mr. Sanal Kumar C
5. Ms. Prinsa Lali V
6. Ms. Anisha VR
7. Dr. Mini kumara A
8. Mr. Benzegar Raj JJ
9. Mr. Rajan C
10. Dr. Lekshmi Vijayanathan



Decision taken:

- Planned to commence the First internal examination on January for PG and for UG programme.
- Prepare question paper for 25 marks
- Retest should be conducted for absentees and failures
- Answer scripts should be corrected and submitted within one week
- Marks should be informed to the parents



[Signature]
5/8/19

Principal

Dr.J.VIJAYAKUMAR

Principal

Emmanuel College, Vazhichal,
Kudappanamoodu P.O, Pin.695505

[Signature]
5/8/19

Sudheer T.R.,
Exam coordinator



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 02/09/19

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of second internal examination at 3.00 PM (Venue: Principal's chamber) on 02/9/19. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan second Internal Examination for UG and PG



Dr. J. Vijayakumar
21/9/19
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 02/9/19 at 3.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan second Internal Examination for UG and PG

Members Participated:

1. Dr.J Vijaya Kumar

2.Mr. Selvin Jose G

3.Mr. Sudheer TR

4.Mr. Sanal Kumar C

5.Ms. Prinsa Lali V

6.Ms. Leena S Jacob

7.Dr. Mini kumari A

8.Mr. Benzegar Raj JJ

9.Mr. Rajan C

[Handwritten signatures and dates]
2/9/19
2/9/19
2/9/19
2/9/19
2/9/19
2/9/19
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2/9/19
2/9/19



10.Dr. Lekshmi Vijayanathan

Decision taken:

- Planned to commence the second internal examination on January for PG and for UG programme.
- Prepare question paper for 50 marks
- Retest should be conducted for absentees and failures
- Answer scripts should be corrected and submitted within one week
- Marks should be informed to the parents



2/9/19
Principal

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

2/9/19

Sudheer T.R.,
Exam Coordinator



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 01/11/19

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of First internal examination at 3.00 PM (Venue: Principal's chamber) on 01/11/19. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan First Internal Examination for UG and PG

[Handwritten signature]
11/11/2019



[Handwritten signature]

[Handwritten signature]
11/11/19
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 01/11/19 at 3.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan First Internal Examination for UG and PG

Members Participated:

1. Dr.J Vijaya Kumar

2. Mr. Selvin Jose G

3. Mr. Sudheer TR

4. Mr. Sanal Kumar C

5. Ms. Prinsa Lali V

6. Ms. Anisha VR

7. Dr. Mini kumara A

8. Mr. Benzegar RajJJ

9. Mr. Rajan C



Decision taken:

- Planned to commence the First internal examination on November for PG and for UG programme.
- Prepare question paper for 25 marks
- Answer scripts should be corrected and submitted within one week
- Marks should be informed to the parents
- Retest should be conducted
- Seat arrangement should be done




Principal

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


11/11/19

Sudheer T.R.,
Exams Coordinator



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 30/11/19

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of second internal examination at 3.00 PM (Venue: Principal's chamber) on 30/11/19. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan second Internal Examination for UG and PG

[Handwritten signature]
30/11/2019

Vijidha S.



[Handwritten signature]
30/11/19

Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 30/11/19 at 3.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan First Internal Examination for UG and PG

Members Participated:

1. Dr.J Vijaya Kumar

2.Mr. Selvin Jose G

3.Mr. Sudheer TR

4.Mr. Sanal Kumar C

5.Ms. Prinsa Lali V

6.Ms. Anisha VR

7.Dr. Mini kumari A

8.Mr. Benzegar Raj JJ

[Signature]
30/11/19

[Signature]

[Signature]

[Signature]
30/11/19



9.Mr. Rajan C

Decision taken:

- Planned to commence the second internal examination on December for PG and for UG programme.
- Prepare question paper for 50 marks
- Answer scripts should be corrected and submitted within one week
- Marks should be informed to the parents
- Retest should be conducted
- Seat arrangement should be done



[Signature]
30/11/19
Principal

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

[Signature]
30/11/19
Sudhakar.P.R
Exam coordinator



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 01/08/18

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of internal examination at 1.00 PM (Venue: Principal's chamber) on 01/08/18. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan First Internal Examination for UG and PG

Handwritten signature
01/08/2018
Vipishan T.



Handwritten signature
11/8/18

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committeemeeting minutes:

Internal Examination Committee meeting was held on 01/08/18 at 1.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan First Internal Examination for UG and PG

Members Participated:

1. Dr. J Vijaya Kumar
2. Mr. Selvin Jose G
3. Mr. Sudheer T R
4. Mr. Sanal Kumar C
5. Ms. Prinsa Lali V
6. Ms. Anisha V R
7. Dr. Mini kumara A
8. Mr. Benzegar Raj JJ
9. Mr. Rajan C
10. Dr. Lekshmi Vijayanathan
11. Ms. Leena S Jacob

[Handwritten signatures and dates]
11/8/18
01/08/2018
M.
11/8/18
Rajan
11/8/18
Ls Jacob
1/8/18

Decision taken:

- Planned to commence the First internal examination from 26/8/2018 for PG programme and 6/8/2018 for UG programme.
- Prepare question paper for 25 marks
- Answer scripts should be corrected and submitted within one week
- Marks should be informed to the parents



11/8/18
Sudheer T.R
Exam Coordinator

11/8/18
Principal

Jr. J. VIJAYAKUMAR
Principal
Emmanuel College, Vazhichal,
Kudappanadu P.O., Pin: 695505



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 02/06/18

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of internal examination at 3.00 PM (Venue: Principal's chamber) on 02/06/18. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan First Internal Examination for UG and PG

2/6/18

Vijayakumar



2/6/18
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 02/06/18 at 3.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan second Internal Examination for UG and PG

Members Participated:

1. Dr.J Vijaya Kumar

2. Mr. Selvin Jose G

3. Mr. Sudheer TR

4. Mr. Sanal Kumar C

5. Ms. Prinsalali

6. Ms. Anisha VR

7. Dr. Mini kumari A

8. Mr. Benzegar Raj JJ

9. Mr. Rajan C

10. Dr. Lekshmi Vijayanathan

[Handwritten signatures and dates for members 1-10]
2/6/18
2/6/18
2/6/18
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2/6/18
2/6/18
2/6/18
2/6/18
2/6/18



Decision taken:

- Planned to commence the Second internal examination from 07/06/2018 for UG programme and 6/8/2018 for UG programme.
- Prepare question paper for 50 marks
- Answer scripts should be corrected and submitted within one week
- Marks should be informed to the parents
- Decided to conduct PTA meeting for UG students



gk
2/6/18

Sudheer TR.
Exam Coordinator

2/6/18
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 02/11/18

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of First internal examination at 3.00 PM (Venue: Principal's chamber) on 05/11/18. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan First Internal Examination for UG and PG

21/11/2018
Vepithe T.



2/11/18
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 05/11/18 at 3.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan First Internal Examination for UG and PG

Members Participated:

1. Dr.J Vijaya Kumar

2. Mr. Selvin Jose G

3. Mr. Sudheer TR

4. Mr. Sanal Kumar C

5. Ms. Prinsa Lali V

6. Ms. Anisha VR

7. Dr. Mini kumari A

8. Mr. Benzegar RajJJ

9. Mr. Rajan C

10. Dr. Lekshmi Vijayanathan

11. Ms. Leena S Jacob



[Handwritten signatures and dates for members 2 through 11, all dated 5/11/18]

Decision taken:

- Planned to commence the First internal examination on January for PG and for UG programme.
- Prepare question paper for 25 marks
- Answer scripts should be corrected and submitted within one week
- Marks should be informed to the parents



[Handwritten signature]
Principal

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

[Handwritten signature]
Sudheer. T.R.
Exam coordinator



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Date: 30/11/18

Notice

It is to inform that, there will be an internal examination committee meeting for the discussion of second internal examination at 3.00 PM (Venue: Principal's chamber) on 03/12/18. Internal Examination Committee members are requested to be present at the meeting.

Agenda of the meeting

- To plan First Internal Examination for UG and PG

Vijayakumar T.
30/11/2018



30/11/18
Principal

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



EMMANUEL COLLEGE

VAZHICHAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Internal Examination Committee meeting minutes:

Internal Examination Committee meeting was held on 03/12/18 at 3.00 pm in Principal's Chamber.

Agenda of the meeting:

- To plan second Internal Examination for UG and PG

Members Participated:

1. Dr.J Vijaya Kumar

2. Mr. Selvin Jose G

3. Dr. Melba D

4. Mr. Sanal Kumar C

5. Ms. Prinsa Lali V

6. Ms. Anisha VR

7. Dr. Mini kumari A

8. Mr. Benzegar Raj JJ

9. Mr. Rajan C

[Handwritten signatures and dates for members 2 through 9, including '3/12/18' and '3/12/18']



10. Dr. Lekshmi Vijayanathan

11. Ms. Leena S Jacob

Decision taken:

- Planned to commence the second internal examination on December for PG and for UG programme.
- Prepare question paper for 50 marks
- Answer scripts should be corrected and submitted within one week
- Marks should be informed to the parents

[Signature]
3/12/18
Principal

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



[Signature]
3/12/18

Sadhana P.R.,
Exam Coordinator