
CHRISTIAN COLLEGE KATTAKADA
AFFILIATED TO THE UNIVERSITY OF KERALA
Thiruvananthapuram, Kerala 695572

INSTITUTIONAL PRACTICES OF




DECENTRALIZATION & PARTICIPATIVE MANAGEMENT

CRITERION 6. 1. 2.



WHAT'S INSIDE?

Documents on:

-  List of faculty in charge of various bodies (Academic years 2015 - 2020)
 -  Coordinators of club and cells
 -  Minutes of various Clubs & Cells: Copies
-



**CHRISTIAN COLLEGE
KATTAKADA
THIRUVANANATHAPURAM – 695572**
Affiliated to the University of Kerala

LIST OF FACULTY IN CHARGE OF VARIOUS BODIES
ACADEMIC YEAR 2015 - 2016

INCHARGE OF	NAME OF FACULTY
Public Information Office Chief Information Officer Members	Dr.G.J.Shyju, Assistant Professor, Department of Physics Dr.V R Sajikumar Sri.J.R.Justin James (Junior Superintendent) Sri.T M John Robert (Head Accountant)
Returning Officer College Union Election	Smt.R K RemaniBai, Associate Professor, Department of Botany
Chief Superintendant, University examination Senior Assistant	Mr.L.S.Paul Raj, Associate Professor, Department of Botany Mr.Vinod V Anand, Assistant Professor, Department of Mathematics
Controller of Internal Examination (College Level)	Mr. L.S.Paul Raj, Associate Professor, Department of Botany
College Handbook	Mr.L.S.Paul Raj, Associate Professor, Department of Botany
Store keeper	Mr. Ratheesh.T.Sumanan, LD - Store Keeper

CORDINATORS OF CLUB AND CELLS

Staff Advisor	Dr.G P Sudheer, Associate Professor and Head, Department of Physical education
PTA Secretary	Rev.Dr.T.B.Premjith Kumar, Assistant Professor, Department of History
NCC Officers	Lt. Dr.G.PSudheer, Lt. Asha L Stephen
NSS Co-ordinators	Rev.Dr.T.B.Premjith Kumar, Smt.Prathibha K
Planning Forum	Dr.Shirly O.Y, Dr.SmithaPavianose
WWS	Mr.Aby R.L
SSP	Sri Mahesh S
Women Study cell	Dr.SAmmini, Smt.Sreepriya R S
Women's Redressal cell	Smt.IrisRussel, Smt.J S Helen Primela Rani, Dr.Shalini S.V
Debating Club	Dr.SAmmini, Dr.N S Vincent Joy, Dr B Josewin
Quiz Club	Sri. Charles Finny S.L
Eco Club	Dr. Lubaina A.S, Dr.Reeja R S
English Club	Smt. NiceyL.John, Smt.Hima J Babu
Literary Club	Smt. NiceyL.John, Smt.Hima J Babu
Women's Club	Dr.Shalini S.V, Smt.Sreepriya R S
Tourism Club	Sri. Charles Finny S.L, J.R.Viyola
Forestry Club	DrShineyManoj, Smt. Shiji E
Career Guidance & Placement Cell	Dr S N Sreevalsan
Counselling Cell	Rev.Dr.T.B.Premjith Kumar
Media Club	Sri Hari V G, Sri Mahesh S
Entrepreneurship Development Club	Mr.Aby R.L
Anti Ragging Committee	Sri L.S. Paul Raj

PRINCIPAL



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ACADEMIC YEAR 2016 - 2017

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Public Information Office Chief Information Officer Members	Dr.G.J.Shyju, Assistant Professor, Department of Physics Dr.S.Denesh Singh Sri.J.R.Justin James (Junior Superintendent) Sri.T M John Robert (Head Accountant)
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Chief Superintendant, University examination Senior Assistant	Mr.L.S.Paul Raj, Associate Professor, Department of Botany Mr.Vinod V Anand, Assistant Professor, Department of Mathematics
Controller of Internal Examination (College Level)	Mr. L.S.Paul Raj, Associate Professor, Department of Botany
College Handbook	Mr.L.S.Paul Raj, Associate Professor, Department of Botany
Store keeper	Mr. Ratheesh.T.Sumanan, LD-Store Keeper

CORDINATORS OF CLUB AND CELLS

Staff Advisor	Dr.Prathibha K, Assistant Professor, Department of Malayalam
PTA Secretary	Dr.Josewin B, Assistant Professor, Department of Chemistry
NCC Officers	Lt. Dr.G.PSudheer, Lt. Asha L Stephen
NSS Co-ordinators	Rev.Dr.T.B.Premjith Kumar, Ms.Shiji.E
Planning Forum	Dr.Shirly O.Y, Dr.SmithaPavianose
WWS	Mr.Aby R.L
Women Study cell	Dr.DShineyManoj, Smt.Sreepriya R S
Women's Redressal cell	Smt.J S Helen Primela Rani, Dr.Shalini S.V
Debating Club	Dr.G.J.Shyju, Sri Vinod V Anand, DrReshmi L
Quiz Club	Sri. Charles Finny S.L
Eco Club	Dr. Lubaina A.S, Smt.Sheena T V
English Club	Smt. NiceyL.John, Smt.Hima J Babu
Hindi Club	Dr.Reeja R.S
Literary Club	Dr B H Selin Joy, Smt.SmithaPavianose, Smt.Prathibha K
Women's Club	Smt.Prathibha K, Dr.DShineyManoj, Smt.RamSujitha R S
Tourism Club	Sri. Charles Finny S.L, J.R.Viyola
Forestry Club	Dr.R.Felix, Dr.A Maria Starvin
Career Guidance & Placement Cell	Dr S N Sreevalsan
Counselling Cell	Rev.Dr.T.B.Premjith Kumar
Media Club	Sri Hari V G, Dr.R.Felix, Dr.G.J.Shyju
Entrepreneurship Development Club	Mr.Aby R.L
Anti Ragging Committee	Sri L.S. Paul Raj

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Returning Officer College Union Election	Smt.R K RemaniBai, Associate Professor, Department of Botany
Chief Superintendant, University examination Senior Assistant	Mr.L.S.Paul Raj, Associate Professor, Department of Botany Mr.Vinod V Anand, Assistant Professor, Department of Mathematics
Controller of Internal Examination (College Level)	Mr. L.S.Paul Raj, Associate Professor, Department of Botany
CLMC Convener	Mr.Jayakumar.C, Assistant Professor, Department of Mathematics
College Handbook	Dr. Prathibha.K, Assistant Professor, Department of Malayalam
Store keeper	Mr. Ratheesh.T.Sumanan, LD-Store Keeper

CORDINATORS OF CLUB AND CELLS

Staff Advisor	Sri Mahesh S, Assistant Professor, Department of Botany
PTA Secretary	Dr.Josewin B, Assistant Professor, Department of Chemistry
NCC Officers	Lt. Dr.G.PSudheer, Lt. Asha L Stephen
NSS Co-ordinators	Rev.Dr.T.B.Premjith Kumar, Ms.Shiji.E
Planning Forum	Dr.Shirly O.Y, Dr.SmithaPavianose
Women Study cell	Dr.JishaV.T, Smt. NiceyL.John
Women's Redressal cell	Smt.SusanPrameela, Dr.Shalini S.V
Debating Club	Sri Aby R L, Dr.Shalini S.V
Quiz Club	Sri. Charles Finny S.L
Eco Club	Dr. Lubaina A.S, Dr. Pradeesh S
English Club	Smt. NiceyL.John, Smt.Hima J Babu
Hindi Club	Dr.Reeja R.S
Literary Club	Smt.Prathibha.K, Smt.Hima J Babu, Dr.Reeja R.S
Women's Club	Dr. ShineyManoj, Smt.Hima J Babu, Smt. Divya Mohan
Tourism Club	Sri. Charles Finny S.L, J.R.Viyola
Forestry Club	Dr.R.Felix, Dr.Arun Raj
Career Guidance & Placement Cell	Smt. Divya Mohan
Counselling Cell	Rev.Dr.T.B.Premjith Kumar
Media Club	Sri Hari V G, Sri Mahesh S
Health Club	Sri John Valsalam, Dr. Bindhulekha
Environment Club	Dr.Felix R, Dr.Sajikumar
Entrepreneurship Development Club	Mr.Aby R.L
Anti Ragging Committee	Sri L.S. Paul Raj
Internal Complaint Committee	Sri Jayakumar C

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CLMC Convener	Mr.Jayakumar.C, Assistant Professor, Department of Mathematics
College Handbook	Dr.Nicey L John, Assistant Professor, Department of English
Store keeper	Mr. Ratheesh.T.Sumanan, LD-Store Keeper

CORDINATORS OF CLUB AND CELLS

Staff Advisor	Dr. Jisha V T, Assistant Professor, Department of Physics
PTA Secretary	Dr. Josewin B, Assistant Professor, Department of Chemistry
NCC Officers	Lt. Dr. G. J. Shaiju, Lt. Asha L Stephen
NSS Co-ordinators	Rev. Dr. T. B. Premjith Kumar, Ms. Shiji. E
Planning Forum	Dr. Shirley O. Y, Dr. Smitha Pavianose
ASAP	Dr. Smitha Pavianose
WWS	Mr. Aby R. L
Women Study cell	Dr. Jisha V. T, Smt. Nicey L. John
Women's Redressal cell	Smt. Susan Prameela, Dr. Shalini S. V
Debating Club	Dr. Shalini S. V
Quiz Club	Sri. Charles Finny S. L, Ms. Shiji. E
Eco Club	Dr. Lubaina A. S, Dr. Arun Raj
English Club	Smt. Nicey L. John, Smt. Hima J Babu
Hindi Club	Dr. Reeja R. S
Literary Club	Smt. Prathibha. K, Smt. Hima J Babu, Dr. Reeja R. S
Women's Club	Dr. Shiney Manoj, Smt. Hima J Babu, Smt. Divya Mohan
Tourism Club	Sri. Charles Finny S. L, J. R. Viyola
Forestry Club	Dr. R. Felix, Dr. Arun Raj
Career Guidance & Placement Cell	Smt. Divya Mohan, Mr. Aby R. L
Counselling Cell	Rev. Dr. T. B. Premjith Kumar, Smt. Prathibha. K
Media Club	Sri Hari V G, Sri Mahesh S
Health Club	Smt. Jasmine, Dr. Bindhulekha
Environment Club	Sri Mahesh S, Dr. Razeena Karim
Entrepreneurship Development Club	Mr. Aby R. L
Anti Ragging Committee	Sri L. S. Paul Raj
Anti Narcotics Cell	Dr. R. Felix, Assistant Professor, Department of Botany
Internal Complaint Committee	Sri Jayakumar C



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Public Information Office Chief Information Officer Members	Dr.G.J.Shyju, Assistant Professor, Department of Physics Dr.S.Denesh Singh Sri.J.R.Justin James (Junior Superintendent) Sri.Johney R.S (Head Accountant)
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Store keeper	Mr. Ratheesh.T.Sumanan, LD-Store Keeper

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PTA Secretary	Dr.Josewin B, Assistant Professor, Department of Chemistry
NCC Officers	Lt. Dr.G.J.Shaiju, J.R.Viyola
NSS Co-ordinators	Mr.Aby R.L, Ms.Shiji.E
Planning Forum	Dr.Shirly O.Y, Dr.SmithaPavianose
ASAP	Dr.SmithaPavianose
WWS	Mr.Aby R.L
SSP	Sri Mahesh S
Women Study cell	Dr.JishaV.T, Smt. NiceyL.John
Women's Redressal cell	Smt.Susan Prameela, Dr.Shalini S.V
Debating Club	Dr.JishaV.T, Smt. Suguna.L
Quiz Club	Sri. Charles Finny S.L, Ms.Shiji.E
Eco Club	Dr. Lubaina A.S, Dr.Jiji Joseph
English Club	Smt. NiceyL.John, Smt.Hima J Babu
Hindi Club	Dr.Reeja R.S, Dr. Kavitha S.K
Literary Club	Smt.Prathibha.K, Smt.Hima J Babu, Dr.Reeja R.S
Women's Club	Dr. ShineyManoj, Smt.Hima J Babu, Smt. Divya Mohan
TourismClub	Sri. Charles Finny S.L, J.R.Viyola
Forestry Club	Dr.R.Felix, Dr.Jiji Joseph
Career Guidance & Placement Cell	Smt. Divya Mohan, Mr.Aby R.L
Counselling Cell	Rev.Dr.T.B.Premjith Kumar, Smt. Prathibha.K
Media Club	Sri Hari V G, Sri Mahesh S
Health Club	Smt. Jasmine, Dr. RaenaKarim
Environment Club	Sri Mahesh S, Dr. Arun Raj
Entrepreneurship Development Club	Mr.Aby R.L
Anti Ragging Committee	Sri L.S. Paul Raj
Anti Narcotics Cell	Dr.R.Felix, Assistant Professor, Department of Botany
Internal Complaint Committee	Sri Jayakumar C

PRINCIPAL







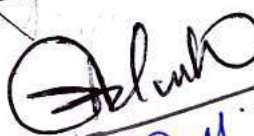
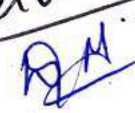


A handwritten signature in green ink, appearing to read "Vincent Joy.N.S." with a stylized flourish at the end.

Dr. VINCENT JOY.N.S
Principal
Christian College
Kattakada

Minutes of various Clubs & Cells

Minutes of the meeting of the complaints committee on sexual harassment held on 11th June 2015 at 2. Pm in the principal's chamber.

Following members are present.

- * Dr. Prasanna K. Mathew, Principal - Chairperson 
- * Smt. Smutha Pavlanose 
- * Smt. Sree Priya 
- * Mr. Hari. V. G. 
- * Mr. Mahesh 
- * Smt. Divya Mohan 
- * Smt. Sheena T. V 
- * Dr. D. Shiney Manoj 

The chairperson Dr. Prasanna K Mathew chaired the meeting. She welcomed the members of the committee and the meeting was started. The committee decided to place a complaint box in the college premises.

Discussions were held on the importance of creating awareness and continuous

sensitisation among the girl students.

Contact details of the committee









members are decided to display in the college hand book, posters and notices defining sexual harassment be placed at prominent places in the college.

In the previous academic year the committee received no complaints either from student sector or from the faculty members.

There being no further business the meeting ended with vote of thanks by the chairperson.

Minutes of the meeting of the complaints committee of sexual harassment - held on 4th August 2016 at 11 am in the Principal's chamber.

Following members are present.

- * Dr. E. Valsala Kumar, Principal - chairperson. 
- * Smt. Smitha Pavianose 
- * Smt. Sree Priya 
- * Mr. Hari. V. G. 
- * Mr. Mahesh 
- * Smt. Divya Mohan. 
- * Smt. Sheena T V 
- * Dr. Shiney Manoj. 

The chairperson Dr. E. Valsala Kumar chaired the meeting. She welcomed the members of the committee and the meeting was started.

Discussions were held on the importance of creating awareness and continuous sensitisation among the

girl students.

The committee decided to place complaint box in the college premises.

Contact details of the committee members are decided to display in the college handbook. Posters and notices defining sexual harassment be placed at prominent places in the college.

In the previous academic year (2015-16) the committee received no complaints either from student sector or from the faculty members.

There being no further business the meeting ended with vote of thanks by the chairperson.

Minutes of the meeting of the complaints committee on sexual harassment held on 18th July 2017 at 2.30 pm in the Principal's chamber.

Following members are present.

1. Sri. L.S. Paul Raj - Principal - chairperson
2. Smt. Nicy L. John - Secretary
3. Smt. Smitha Pavanose Asst
4. Smt. Sheeja Asst
5. Mr. Hari V. G.
6. Smt. Shiji C
7. Smt. Prathibha.
8. Smt. Ram Sujithra. Secretary
9. Smt. Divya Mohan. DM

Following points were discussed for further action.

* Working rules of the committee were framed as per the UGC guidelines.







* Committee decided to conduct year long gender sensitization activities on themes like gender equality, gender justice.

No complaints were received during the last academic year either from students or from the faculty members.

There being no further business, the chairperson thanked all the members for their active participation and suggestions.

Minutes of the meeting of the complaints committee on the sexual harassment held on 28th July 2018 at 10:30 pm in the Principal's chamber

Following members are present.

1. Dr. N.S. Vincent Joy, Principal, Chairperson 
2. Smt. Sri Priya 
3. Smt. Shiji E 
4. Mr. Hari Va. 
5. Smt. ~~Maha~~ Sheeja
6. Mr. Mahesh 
7. Smt. Smitha Pavanose. 

The chairperson welcomed the members of the complaint committee and thanked them for their co-operation and valuable suggestions for the

successful functioning of the complaint committee on sexual harassment during the last year 2017-18.

There was no case on sexual harassment during the last academic year. The committee members were motivated to participate in workshops or short term trainings on sexual harassment conducted by various government agencies.

The meeting ended with vote of thanks by the Principal.

Minutes of the meeting of the complaints committee on sexual harassment held on 27th June 2019 at 3.00 pm in the Principal's chamber.

Following members are present.

- * Dr. N.S. Vincent Joy - Principal ^{Chairperson}
- * Smitha Pavianose
- * Smt. Shiji E
- * Smt. Shiney Manoj
- * Smt. Sheena TV
- * Sri. Hari
- * Smt. Bency Nishad
- * Mr. Mahesh

The chairperson Dr. N.S. Vincent Joy chaired the meeting. He welcomed the committee members and thanked them for their co-operation and valuable suggestions.

Committee decided to ensure

provision of a work and educational environment that is free from sexual harassment

* Decided to display anti-sexual harassment posters on notice board in common work areas and distribute relevant brochures.

* Also decided to conduct regular awareness ~~so~~ raising sessions for all staff on sexual harassment issues.

In the previous academic year the committee received no complaints either from students or faculty.

The meeting ended with vote of thanks by the chairperson.

MINUTES OF ANTI-RAGGING COMMITTEE

Minutes of the 1st Meeting of the College Anti-Ragging Committee for the academic year 2015-2016, held on 10th Jun 2015 in the Principal's chamber at 10:30 AM

The initial meeting of the Anti-Ragging Committee constituted the academic session 2015-2016 was held on 10/06/2015 at 10 in the Principal's office.

The following members were present:

1. Smt. Prasanna. K. Mathew, Principal - chairperson

2. Sri. L. S. Paul. Raj - Vice President



3. Dr. N. S. Vincent Joy - Member



4. Sri. Jayakumar. C - Member



5. Smt. Sreerjya. R. S - Member



6. Smt. Bency Johnson - Member



7. Smt. Prathibha. K - Member



The meeting of the Anti-Ragging Committee of the college for the ~~year~~ academic year 2015-2016 started at 10:30 am under the chairmanship of Smt. Prasanna. K. Mathew Principal and chairperson. The Vice President welcomed all the members to the meeting.

- The committee decided to direct the class tutors to give awareness on the unhealthy and dehumanising practise of ragging to their concerned students.

- The committee decided to take strict action against those students who do not adhere to the rules and regulations of the college.

- Committee directed the class tutors to conduct regular meetings with the students.

- In case any complaints, the decision taken by the committee shall be forwarded to the staff council for further deliberations and for taking disciplinary actions.

The meeting came to an end at 11:30 am.

MINUTES OF ANTI-RAGGING COMMITTEE

Minutes of the Final Meeting of the College Anti-Ragging Committee for the academic year 2015-2016, held on 11th March 2016 in the Principal's Chamber at 10.30 A.M.


The initial Meeting of the Anti-Ragging Committee constituted for the academic session 2015-2016 was held on 10/06/2015 at 10.30 a.m in the Principal's Office.

The following members were present;

1. Smt. Prasanna K. Mathew, Principal - Chairperson
2. Sri. L.S. Paul Raj - Vice President.
3. Dr. N.S. Vincent Joy - Member
4. Sri. Jayakumar C. - Member
5. Smt. Sreepriya R.S. - Member
6. Smt. Bency Johnson - Member
7. Smt. Prathibha K. - Member









S. Sri J.R. Justin James - Member (Non Teaching Staff)



- The committee reviewed and evaluated the disciplinary status of the current year.
- There was not even a single ragging case reported in our college during this academic year. All students of this college irrespective of different streams, study in a very friendly and peaceful atmosphere.

The meeting ended with a vote of thanks to the members present.

MINUTES OF ANTI-RAGGING COMMITTEE

Minutes of the 1st meeting of the college Anti-Ragging Committee for the academic year 2016-2017, held on 3rd August 2016 in the Principal's office at 11 AM.

The first meeting of the Anti-Ragging Committee constituted for the academic session 2016-2017 was held on 3rd August 2016 at 11.00 am in the Principal's office.

The following members were present:

1. Dr. E. Valsala kumar, Principal - chairperson ✓
2. Sri. L.S. Paul Raj, Vice President ASB
3. Dr. N.S. Vincent Joy, Member Cm
4. Sri. Jayakumar. C, member Jayakumar
5. Smt. Nicey. L. John, Member Nicey
6. Dr. Josewin. B, Member Josewin
7. Smt. Pralhibha. K, Member P
8. Sri. J.R. Justin James, Member J

The meeting of the Anti-Ragging committee of the college for the academic year 2016-2017 started at 11.00 am, under the chairmanship of Dr. E. Valsalakumar, Principal and chairperson. The vice president welcomed all the members to the meeting.


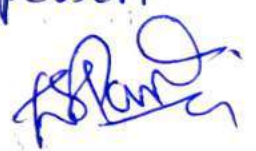
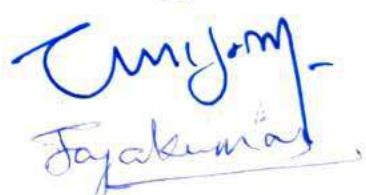


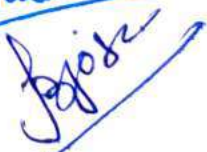


- In the light of UGC Regulations on Anti Ragging Committee the college authority has taken necessary steps to prevent and prohibit ragging through its disciplinary procedures as prescribed in the students' code of conduct manual (handbook) given to the student at the beginning of each academic year.
- The tutors were directed to inform the students of the rules and regulations mentioned in the handbook.
- As in the previous years of the staff council will be the final authority to take disciplinary action.

MINUTES OF ANTI-RAGGING COMMITTEE.

Minutes of the final meeting of the college anti-Ragging committee for the academic year 2016-2017 held on 16th March 2017 in the Principal's office at 2:00 PM.

The final meeting of the Anti-Ragging committee constituted for the academic year 2016-2017 was held on 16th March 2017 in the Principal's office.

The following members were present:

1. Dr. E. Valsala kumar, principal - chairperson 
2. Sri. L. S. Paul Raj - vice president 
3. Dr. N. S. Vincent Joy - Member 
4. Sri. Jayakumar C - Member 
5. Smt. Nicey L. John - Member 
6. Dr. Josewin B - Member 
7. Smt. Prathibha k - Member 
8. Sri. J. R. Justin James - Member 

The meeting of the Anti-Ragging committee of the college for the academic year 2016-2017 started at 2 pm under the chairmanship of Dr. E. Vasalakumar, principal and chairperson. The vice president welcomed all the members to the meeting.

- This academic year the committee received no complaints either from the student's sector or from the members of staff during this academic year.
- Thanks to the sincere efforts of the disciplinary committee, the students union and the faculty members, the college could keep up the status of ragging free campus this year too.

Since there were no other matters to discuss, the meeting ended with a vote of thanks.

Minutes of Anti Ragging Committee

Minutes of the meeting of the College Anti-Ragging Committee for the academic year 2017-18, held on 17th July 2017 in the principal's office at 12.00 pm.

The initial meeting of Anti Ragging Committee constituted for the academic session 2017-18 was held on 17th July 2017 at 12. pm in the principal's office.

The following members were present

1. Sr. L. S. Paul Raj - principal - ^{Chairman} Chairman
2. Smt. Prekshna K. Mathew - Vice president

3. Dr. N. S. Vincent Jay - member Umya
4. Sri Jayakumar C - member Jayakumar
5. Smt Nirey L. John - member Udell John
6. John Wis B - member John
7. Dr T Rajesh - member Rajesh
8. Sr. Justin James - member John
9. Mr. Vaysalebo - Student Represent Vysalebo
10. Ms Aswana A.S - Student Represent Aswana

The meeting was called to order by the chairperson and vice president welcomed the members to the meeting.

The Committee decided to identify mis behaviour and

- permitted as per the norms of university.
- New Signboards depicting 'Anti Ragging Campus' were to be Strategically placed in all prominent places on the campus, where students congregated.
 - As in previous years, tutors were directed to conduct regular meetings to monitor and give awareness on the unhealthy practice of Ragging.
 - As per the direction of UAC, Staff were instructed to submit an anti-ragging affidavit while taking admission in the College).

minutes of Anti Ragging Committee.

minutes of the year end meeting
of the college Anti Ragging Committee
for the academic year 2017-18, held
on 19th march 2017 at 11 am in the
principal's office

The year end meeting of the Anti-
Ragging Committee constituted
for the academic year 2017-18
was held on 17th July 2017 at
12 pm in the principal's office.
The following members were present

1. Sri G. S. Paul Roy, principal - chair

2. Smt. Prasanna K Madhav vice president
3. Dr. N. S. Vitha Vinced Joy — member Crini Jay
4. Sri Jayakumar. C — member Jyakumar
5. Smt. Nigay John — member Nicell John
6. Dr. Julewis. B — member Jyore
7. Smt. Pradhibha. K — member P
8. J.R. Justin Jones — member JR
9. Mr. Adarsh R. S. — Student Representative ASR
10. Ms Rama Arbhane A. S. — Student Representative Arbhane

• The Committee reviewed and evaluated the disciplinary status of the current year.

• Thanks to the sincere efforts of the disciplinary committee, the students union and the faculty member, the college could keep up the status of being a free campus this

Year two

- The meeting ended by proposing
Vote of Thanks by the vice president
at 11.30 am.

Minutes of Anti-Ragging Committee.

Minutes of the meeting of the college Anti-Ragging committee for the academic year 2018-19, held on 26th July 2018 in the Principal's office at 11:30 am.

The initial meeting of the Anti-Ragging Committee constituted for the academic year 2018-19 was held on 26th July 2018 at 11:30 am in the principal's office.

The following members were present

1. Dr. N.S. Vincent Joy, Principal - chairperson
2. Sri. L.S. Paul Raj - vice president
3. Dr. Salini S.V - member
4. Smt. Sheeja TK - member
5. Sri. Mahesh S - member
6. Sri. Nishad N.K - Member.
7. Dr. T. Rajesh - member.
8. Ms. Shiji E - member
9. Smt. Divya Mohan - member.
10. Circle Inspector - Kattakada (on Absentia)
11. Sub Inspector - Kattakada (on Absentia)
12. Ms. Abin Babu - Student Representative (union chairman)

13. Ms. Sharamya P.S - student representative
(vice chairperson)

* To establish a cordial relationship between the senior and junior students, the committee decided to conduct fresher's day as in the previous years under the supervision of faculty members

* The committee was reconstituted as per RJD Letter no. 002574 / 03 / 2018 dated 11th July, 2018 on the formation of Anti-Ragging cell in Educational institutions.

* It was unanimously decided that the college will strictly adhere to the rules and regulations of the above notification.

* As in previous years, tutors were directed to conduct regular meetings to monitor and give awareness against the unhealthy practice of ragging.

* As per the direction of ucrC, students were instructed to submit an Anti-ragging Affidavit while taking admission to the college.

Minutes of the year-ending meeting of the College Anti-Ragging committee for the academic year 2018-19, held on 27th March 2018 in the Principal's office at 11:30 am.

The year end meeting of the Anti-Ragging committee constituted for the academic session 2018-19 was held on 27th March 2018 at 11:30 am in the Principal's office.

The following members were present.

1. Dr. N.S. Vincent Joy, Principal, Chair person Emijom
2. Sri. L.S. Paul Raj, vice president. K. S. Paul
3. Dr. Salini S.V — Member, shalini S.V.
4. Smt. Sheeja TK — Member Sheeja TK
5. Sri. Mahesh S — Member Mahesh S
6. Sri. Nishad N.K — Member Nishad
7. Dr. T. Rajesh — Member Rajesh
8. Ms. Shiji E — Member Shiji E
9. Smt. Divya Mohan — Member Divya M
10. Circle Inspector - Kattakada (on Absentia)

11. Sub inspector - Kattakada (on absentia)

12. Ms. Abin Babu - Student Representative
(union chairman) ABbu

13. Ms. Sharanya P.S - Student Representative
(vice chairperson) Sharanya

* The committee analysed this year's disciplinary status and found that all students of this college irrespective of classes, behaved in a cordial and peaceful manner

* This academic year too not even a single ragging case was reported in the college

* The committee recorded sincere thanks to all the mentors, internal complaint committee and the college union for their vigilance in keeping this campus ragging free.

The meeting came to an end with vote of thanks by the vice president.

Minutes of the meeting of the college Anti-Ragging committee for the academic year 2019-20, held on 1st August 2019 in the Principal's office at 11 AM.

The initial meeting of the anti ragging committee constituted for the academic year 2019-20 was held on 1st August 2019 at 11.00 am in the Principal's office.

The following members were present.

1. Dr. N.S. Vincent-Joy, Principal, ^{Emijom} chairperson
2. Sri. L.S. Paul Raj - Vice president. ^{hsp}
3. Sri. Venod. V. Anand - Member ^{VuAd}
4. Smt. Sheeja. T.K - Member Sheeja Tk
5. Sri. Mahesh. S - Member. Shubh
6. Sri. Nishad N.K - Member Nishad
7. Dr. T. Rajesh - Member Rajesh
8. Smt. Sreepriya R.S - Member. S
9. Circle inspector, Kattakada (on absentia)
10. Sub inspector, Kattakada (on absentia)

11. Mr. Ananthu V.S - Student Representative
(union chairman) Ananthu

12. Ms. Devika. G - Student Representative
(vice chairperson). Devika

* The committee decided to weed out any incident of ragging strictly and to punish the guilty as per the norms of university / college.

* Decided to conduct fresher's day as in that of the previous years under the supervision of faculty members.

* Decided to include more lady faculty members to guide girl students in matter of their safety in and around the campus.

* The faculty shall inform the students about the consequences of ragging and ensure that no incident of ragging take place in their department premises.

* As per the directions of airc, students were instructed to submit an Anti-ragging

Affidavit while taking admission to ~~an~~
college.

The meeting came to an end with
vote of thanks by the chairperson.

Minutes of the year ending meeting of the college Anti-Ragging committee for the academic year 2019-20, held on 21st March 2019 in the Principal's office at 11:30 am.

The year end meeting of the Anti-Ragging committee constituted for the academic year 2019-20 was held on 21st March 2019 at 11:30 am in the Principal's office.

The following members were present:

1. Dr. N.S. Vincent Joy, Principal, Chairperson ^{Emily Joy}
2. Sri. L.S. Paul Raj, vice president ^{L.S. Paul Raj}
3. Sri. Venod V. Anand - Member ^{Venod}
4. Smt. Sheeja T.K - Member ^{Sheeja T.K}
5. Sri. Mahesh S - Member ^{Mahesh S}
6. Sri. Nishad N.K - Member ^{Nishad}
7. Dr. T. Rajesh - Member ^{Rajesh}
8. Smt. Sreepriya R.S - Member ^{Sreepriya R.S}
9. Circle Inspector, Kattakada (on Absentia)
10. Sub inspector, Kattakada (on absentia)
11. Mr. Ananthu V.S - Student representative (union chairman) ^{Ananthu}
12. Ms. Devika G - student Representative (vice chairperson) ^{Devika G}

* No complaints related to ragging menace were received this academic year.

* The chairperson appreciated the committee members responsible for maintaining discipline and keeping a congenial atmosphere on the campus.

* The meeting ended with vote of thanks by the chairperson.

2015-16

A meeting of Grievance cell was held in the seminar hall to on 26th July 2015.

Subject: The Students union put up a grievance regarding lack of private waiting rooms and lack of privacy for boys within the College Campus.

Action Taken:

The principal, Mr. Prasad Mathew constituted an emergency session of the College Council with

with the College union chairman,
General Secretary and PTA Secretary
as special invitees. The Council
unanimously agreed that the grievance
was genuine and had to be rectified.
Council after the Consultation
directed the PTA Secretary to
remove and furnish the disused
bus shed. The project was completed
within one month, and opened
to the Students.

The following Committee members
were present in the meeting

1. George M.D member George
2. Reaja R.S member Reaja
3. Jayakumar.C member Jayakumar
4. Iris Russel member ~~Irish~~
5. Charles Fenny Member Charles Fenny
6. Remani Bai member Remani Bai
7. Alehla.M Student Representad. Alehla
8. Dr. Joke win B PTA Secord Joke

2016-17

A meeting of Grievance cell was held in the seminar hall on 20th July 20

Subject: The students union put grievances regarding lack of portable incinerators in the ladies waiting room.

Action taken:

The Principal Smt. Prasanna Madhavi constituted an emergency session with representatives, chairman of the college and PTA secretary as members to look into the issue and suggest a solution. The committee found that the complaint was genuine and needed immediate intervention. The college council requested the PTA to install two portable incinerators.

in the ladies waiting rooms and two dispensers, one in the co-operative society and one in the ladies waiting room. The task was completed within two weeks and facility has been opened to the students.

The following committee members were present in the meeting

1. Ms. Keerthana Y Student Rep Keerthana
2. Mr. Jithin B.S student Rep Jithin B.S
3. I Hari V.A. Member Hari
4. Smt Nicy L. John Member Nicy L. John
5. Smt. Sree Priya RS Member Sree Priya RS
6. Dr. Josewin B. ~~Dr. Josewin B.~~ Dr. Josewin B. Member. Dr. Josewin B.

2017-2018

A meeting of grievance cell was held in the seminar hall on 24th July 2017

Grievance: Suggestion from students to set up a water cooler in the science Block.

Action Taken

The Principal Dr. E. Valsalakumar, convened a meeting with college union members and PTA secretary to consider the project of setting up a water cooler in the science block. The PTA took up the matter on a warmtime basis and installed a water cooler at the entrance of the science block. The cooler has options for providing filtered cool and warm water, on a 24 hour basis. Responses from the students indicate that the

installation was whole heartedly welcomed by
the student- Fraternity

1. Ms. Aswara A.S Student Rep Aswara
2. Ms. Veysalehas Student Rep Veysalehas
3. Hari V. G member Hari
4. Shyri E member Shyri
5. Nicy L. John member Nicy
6. Sreepriya R.S member Sreepriya
7. Dr. Jose WMS B PTA Secretary Jose

2018-19

A meeting of Grievance Cell was held on 20th August 2018. at 3pm

Sub: The Student union put up a grievance regarding the lack of bus service in Vellanada route.

The College Council discussed the matter at length, and affirmed the decision. The principal Dr Vincent Joy N.S. convened a meeting with PTA, to address the students grievance of difficulty in transportation via the Vellanada route, due to scarcity of state

Transport Buses. The meeting discussed that possibility of purchasing a new bus. Since it was a costly proposition due to lack of funds for the academic year, the decision was taken to defer the purchase by one year. Subsequently the bus was purchased from the PTA funds for the academic year 2019-20.

1. Hari V. G member HV

2. Nicy L John member Nice

3. Karthi Student Rep Karthi

Abin Babu

Student Rep Abin Babu

Saranya P.S

Student Rep Saranya

Minutes of Library Committee meeting - 14 March 2017
12.45 pm.

A meeting of the Library Co-ordination committee was held at 12.45 am on 14/3/2017 at Principal's Chamber in the presence of the college manager Rev. D. Jacob.

Members Present-

1. Dr. G. Valsala Kumar (Principal) *G. Valsala Kumar*
2. Dr. N.S. Vincent Jay (HOD Political Science) *N.S. Vincent Jay*
3. Dr. S.N. Sreevalsan (HOD Statistics) *S.N. Sreevalsan*
4. Dr. T.B. Premjith Kumar (Dept. of History) *T.B. Premjith Kumar*
5. Sni L.S. Paul Raj (Vice principal) *Sni L.S. Paul Raj*
6. Dr. T. Rajesh (Bursar) *T. Rajesh*
7. Suguna L.S. (Librarian) *Suguna L.S.*

Minutes of the meeting

1. It is decided to convert the classrooms in the 1st floor of the Library Block as Stack Room by removing the bifercation walls.
2. It is decided to make the stack room safe with full proof. All the windows, corridor, doors and ventillation should be closed.
3. It is decided to provide sufficient tube lights and Fans in the New Stack Room.
4. It is decided to provide sufficient number of shelves for keeping the books.
5. It is decided to convert the whole ground floor as Reading room by providing sufficient Fans and tube lights.

P.T.O.

6. It is decided to provide sufficient reading and learning facilities in the new reading Hall.
7. It is decided to provide sufficient CCTV cameras in the Stack Room and reading room and the Computer monitors.
8. It is decided to Barcode all the Books in the entire library and software should be done for issuing books.
9. It is decided to purchase Journal display Racks and CD Display racks.

The meeting ended at 1.25 pm.