



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

Criterion V Student Support and Progression

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

5.1

Student Support

5.1.4

Implementation of Guidelines of Statutory / Regulatory Bodies

Submitted to



IMPLEMENTATION OF GUIDELINES OF STATUTORY COMMITTEES OR REGULATORY BODIES

The institution has constituted committees such as Anti-Ragging Committee, Internal Complaints Committee and Students Grievance Redressal Committee address and resolve any grievances arising within the institution.

Anti-Ragging Committee

In accordance with the UGC Regulations of 2009 on curbing ragging in higher educational institutions, the college has established an Anti-Ragging Committee to monitor and prevent incidents of ragging on campus. The committee's primary goal is to foster healthy interpersonal relationships among students. The institution has implemented numerous measures, aligned with the guidelines, to address and prevent ragging. One such measure is the mandatory submission of anti-ragging affidavits by students and parents through <https://www.antiragging.in>. Additionally, the institution ensures compliance with anti-ragging regulations by monitoring various strategic campus locations with surveillance cameras. Regular communication, mentoring, and counseling sessions with students are also conducted to detect early signs of ragging and identify potential issues. The college has constituted the Anti Ragging Committee, as per the norms, to prevent and prohibit the incidents of ragging on campus.

The responsibilities of the committee include the following:

- To prevent the issue of ragging and encourage positive relationships among students on campus.
- To maintain constant surveillance to prevent occurrences of ragging.
- To address and handle incidents of ragging reported to the college firmly and appropriately.
- To provide counselling services and raise awareness among students.

As per M.G. University Students' Code of Conduct Rules-2005 and UGC order F.No
Reg. 10/2009 (PP-II), University Grants Commission (Grievance Redressal)
Regulations, 2014, the college ensures that student grievances are addressed in a fair



Legal

and transparent manner. Complaint boxes are placed in designated locations in which students can drop in their grievances. A college website has online submission facility for students and staff to conveniently express their concerns and submit grievances (<http://www.rajagiricollege.edu.in>) regarding ragging and general matters. The students can send their grievance as mail to grievance@rajagiricollege.edu.in or antiragging@rajagiricollege.edu.in too. The Cell Convenors periodically checks if any grievances are submitted so that they are promptly addressed and attended to. Every year, the committees undergo a process of reconstitution to uphold transparency and facilitate unbiased and efficient resolution of grievances.



Dr. Laly Mathew



PRINCIPAL

Rajagiri College of Management & Applied Sciences
Rajagiri Valley, P. O., Kakkanad - 682 039

CONSTITUTION OF ANTIRAGGING COMMITTEE
2019-2024



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Rajagiri Valley P.O., Kakkanad
Cochin - 682 039, Kerala
E office@rajagiricollege.edu.in
www.rajagiricollege.edu.in

NOTIFICATION

No: RCMAS/ 01/ ARC/01/2023

Date: 05/06/2023

Sub: Anti - Ragging Cell - Committee members for the academic year 2022-2023

Ref: UGC Regulations on 'Curbing the Menace of Ragging in Higher Educational Institutions, 2009'

As per the regulations and guidelines of the Honourable Supreme Court and UGC, the Anti - Ragging Cell for the academic year 2023-2024 has been constituted. The committee comprises the following members.

Committee Members

- Dr. Laly Mathew, (Principal) Chairperson
- Mr. Jotty Jacob, (HOD, Department of Animation and Graphic Design) Convenor
- Mr. Sijo Jacob, (HOD, Department of Computer Science)
- Ms. Megha Mohan, (HOD, Department of Management)
- Ms. Mary Antony, (HOD, Department of Commerce)
- Ms. Kavitha Krishnadas, (HOD, Department of English)
- Ms. Renu V Namboothiri, Librarian
- Mr. Renjith K J, Office Superintendent (Non-teaching Staff Representative)
- Mr. Akash T Joshy (Student Representative)



Principal

PRINCIPAL

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NOTIFICATION

No: RCMAS/ 01/ ARC/01/2022

Date: 10/06/2022

Sub: Anti - Ragging Cell - Committee members for the academic year 2022-2023

Ref: UGC Regulations on 'Curbing the Menace of Ragging in Higher Educational Institutions, 2009'

As per the regulations and guidelines of the Honourable Supreme Court and UGC, the Anti - Ragging Cell for the academic year 2022-2023 has been constituted. The committee comprises the following members.

- Rev. Fr. Ajeesh Puthussery CMI, (Principal) Chairman
- Mr. Jotty Jacob, (HOD, Department of Animation and Graphic Design) Convenor
- Mr. Sijo Jacob, (HOD, Department of Computer Science)
- Ms. Megha Mohan, (HOD, Department of Management)
- Ms. Mary Antony, (HOD, Department of Commerce)
- Ms. Martina A A, (HOD, Department of English)
- Ms. Renu V Namboothiri, Librarian
- Mr. Renjith K J, Office Superintendent (Non-teaching Staff Representative)
- Ms. Donna Suresh (Student Representative)




Principal

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NOTIFICATION

No: RCMAS/ 01/ARC/01/2021

Date: 04/06/2021

Sub: Anti - Ragging Cell - Committee members for the academic year 2021-2022

Ref: UGC Regulations on 'Curbing the Menace of Ragging in Higher Educational Institutions, 2009'

As per the regulations and guidelines of the Honourable Supreme Court and UGC, the Anti - Ragging Cell for the academic year 2021-2022 has been constituted. The committee comprises the following members.

Committee Members

1. Rev. Fr. Ajeesh Puthussery CMI (Principal), Chairman
2. Prof. W T Paul, (Associate Professor, Department of Management), Convener
3. Ms. Mary Antony (HOD, Department of Commerce)
4. Mr. Joby Jacob, (HOD, Department of Computer Science)
5. Ms. Amala Manavalan, (HOD, Department of English)
6. Ms. Anila Varghese (HOD, Department of Management)
7. Mr. Renju A C (HOD, Department of Animation and Graphic Design)
8. Mr. Dineesh U K (Clerk), Non-teaching Representative
9. Mr. Akshai M Nair (Student Representative)



Principal

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NOTIFICATION

No: RCMAS/ 01/ARC/01/2020

Date: 17/08/2020

Sub: Anti - Ragging Cell - Committee members for the academic year 2020-2021

Ref: UGC Regulations on 'Curbing the Menace of Ragging in Higher Educational Institutions, 2009'

As per the regulations and guidelines of the Honourable Supreme Court and UGC, the Anti - Ragging Cell for the academic year 2020-2021 has been constituted. The committee comprises the following members.

Members

1. Rev. Fr. Ajeesh Puthussery CMI (Principal), Chairman
2. Prof. W T Paul, (Associate Professor, Department of Management), Convener
3. Ms. Mary Antony (HOD, Department of Commerce)
4. Mr. Joby Jacob, (HOD, Department of Computer Science)
5. Ms. Amala Manavalan, (HOD, Department of English)
6. Ms. Anila Varghese (HOD, Department of Management)
7. Mr. Renju A C (HOD, Department of Animation and Graphic Design)
8. Mr. Dineesh U K (Clerk), Non-teaching Representative
9. Mr. Abhishek Gopinathan (Student Representative)




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NOTIFICATION

No: RCMAS/ 01/ARC/01/2019

Date: 07/06/2019

Sub: Anti - Ragging Cell - Committee members for the academic year 2019-2020

Ref: UGC Regulations on 'Curbing the Menace of Ragging in Higher Educational Institutions, 2009'

As per the regulations and guidelines of the Honourable Supreme Court and UGC, the Anti - Ragging Cell for the academic year 2019-2020 has been constituted. The committee comprises the following members.

Members

- Rev. Fr. A J Saviance CMI, Principal (Chairman)
- Mr. Ashish C Pius (Assistant Professor, Department of Commerce), Convener
- Prof. W. T. Paul, Associate Professor, Department of Management)
- Ms. Mary Antony (HOD, Department of Commerce)
- Mr. Joby Jacob, (HOD, Department of Computer Science)
- Ms. Amala Manavalan, (HOD, Department of English)
- Ms. Anila Varghese (HOD, Department of Management)
- Mr. Renju A C (HOD, Department of Animation and Graphic Design)
- Mr. Renjith K J (Office Superintendent), (Non-teaching Representative)
- Mr. Achuthan M (Student Representative)



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Rajagiri Valley. P. O., Kakkanad - 682 039

**CONSTITUTION OF INTERNAL COMPLAINTS
COMMITTEE
2019-2024**

Internal Complaints Committee (ICC)

Our Commitment:

At Rajagiri College of Management and Applied Sciences, Kakkanad, the Internal Complaints Committee (ICC) is dedicated to fostering a safe, respectful, and inclusive environment for all members of our campus community. We are steadfast in our commitment to addressing and resolving issues related to harassment, discrimination, and other forms of misconduct.

Mission Statement:

The mission of the ICC is to cultivate a campus culture where every individual feels secure and valued, irrespective of their gender, background, or identity. We strive to nurture an atmosphere of respect and empathy, where incidents of harassment or discrimination are promptly acknowledged, addressed, and rectified.

Objectives:

1. Complaint Handling:

The ICC is entrusted with the responsibility of receiving and addressing complaints concerning sexual harassment, gender-based discrimination, and other forms of misconduct. We ensure that these complaints are handled with the utmost sensitivity, confidentiality, and impartiality.

2. Awareness and Prevention:

To foster a culture of awareness and prevention, we disseminate information regarding ICC through college handbook and pamphlets designed to educate the campus community about their rights and responsibilities. Through these initiatives, we aim to prevent incidents of harassment and discrimination.

3. Support and Guidance:

We offer guidance and support to individuals who have experienced harassment or discrimination, assisting them in navigating the reporting process and accessing necessary resources. Our goal is to provide a supportive environment for those in need.

4. Policy Commitment:

The Internal Complaints Committee at Rajagiri College of Management and Applied Sciences complies



with all relevant laws and policies concerning harassment and discrimination, including the Prevention of Sexual Harassment at Workplace Act. We are dedicated to upholding the highest standards of legal and ethical conduct.

5. Grievance Redressal:

In addition to addressing specific complaints, we provide a grievance redressal mechanism to resolve issues and concerns related to harassment, discrimination, or misconduct. Our aim is to facilitate fair and equitable outcomes for all parties involved.

Reporting an Incident:

If you have experienced or witnessed an incident of harassment or discrimination, we strongly encourage you to report it to the ICC. Your confidentiality will be respected, and we are committed to taking prompt and decisive action to address the matter.

By working together, we can create a campus community where every individual feels respected, supported, and empowered to succeed.



Dr. Laly Mathew

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www.rajagiricollege.edu.in

NOTIFICATION

No: RCMAS/ 01/1CC/01/2023

Date: 02/08/2023

Sub: Internal Complaint Committee - Committee members for the year 2023-2024

Ref: DoP & T O.M. No 11013/2/2014 dated 02/02/2015.

As per the regulations outlined in the government circular dated 10-09-2021 the Internal Complaint Committee for the academic year 2023-2024 has been constituted. The committee comprises the following members.

Sl. No	Name	Designation
1	Dr. Indu G Krishnan	Presiding Officer
2	Dr. Ajosh George	Faculty member
3	Ms. Raji T	Faculty member
4	Mr. Ranjith K Jose	Office Superintendent
5	Ms. Jincy Sunil	Chief Accountant
6	Ms. Beneeta Benny	Student Representative (PG)
7	Ms. Varsha Ajay	Student Representative (UG)
8	Ms. Grace Mridula Raphael	Student Representative (UG)
9	Ms. Anooja Basheer	NGO Member




Principal

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NOTIFICATION

No: RCMAS/ 01/1CC/01/2022

Date: 06/07/2022

Sub: Internal Complaint Committee - Committee members for the year 2022-2023

Ref: DoP &T O.M. No 11013/2/2014 dated 02/02/2015.

As per the regulations outlined in the government circular dated 10-09-2021 the Internal Complaint Committee for the academic year 2022-2023 has been constituted. The committee comprises the following members.

Sl.No	Name	Designation
1	Dr. Indu G Krishnan	Presiding Officer
2	Dr. Ajosh George	Faculty Member
3	Ms. Raji T	Faculty Member
4	Mr. Ranjith K Jose	Office Superintendent
5	Ms. Jincy Sunil	Chief Accountant
6	Ms. Beneeta Benny	Student Representative (PG)
7	Ms. Varsha L	Student Representative (UG)
8	Ms. Shakkeeba Faheem	Student Representative (UG)
9	Ms. Anooja Basheer	NGO Member



Rev. Fr. Ajeesh Puthussery CMI

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NOTIFICATION

No: RCMAS/ 01/1CC/01/2021

Date: 21/06/2021

Sub: Anti - sexual harassment Cell - Committee members for the year 2021-2022

Ref: DoP &T O.M. No 11013/2/2014 dated 02/02/2015.

As per the regulations and guidelines of the Honourable Supreme Court, the Anti - sexual harassment Cell for the academic year 2021-2022 has been constituted. The committee comprises the following members.

Sl.No	Name	Designation
1	Dr. Indu G Krishnan	Presiding Officer
2	Dr. Ajosh George	Faculty Member
3	Ms. Raji T	Faculty Member
4	Mr. Ranjith K Jose	Office Superintendent
5	Ms. Jincy Sunil	Chief Accountant
6	Ms. Sara John Philip	Student Representative (PG)
7	Ms. Varsha L	Student Representative (UG)
8	Ms. Shakkeeba Faheem	Student Representative (UG)
9	Dr. Sheena Rajan Philip	NGO Member



Rev. Fr. Ajeesh Puthussery CMI

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NOTIFICATION

No: RCMAS/ 01/1CC/01/2020

Date: 15/07/2020

Sub: Anti - Sexual harassment Cell - Committee members for the year 2020-2021

Ref: DoP &T O.M. No 11013/2/2014 dated 02/02/2015.

As per the regulations and guidelines of the Honourable Supreme Court, the Anti - sexual harassment Cell for the academic year 2020-2021 has been constituted. The committee comprises the following members.

Sl.No	Name	Designation
1	Dr. Indu G Krishnan	Presiding Officer
2	Dr. Ajosh George	Faculty Member
3	Ms. Raji T	Faculty Member
4	Mr. Ranjith K Jose	Office Superintendent
5	Ms. Jincy Sunil	Chief Accountant
6	Ms. Mariya Santy	Student Representative (PG)
7	Ms. Darshna Ramesh	Student Representative (UG)
8	Ms. Lucy Rose	Student Representative (UG)
9	Dr. Sheena Rajan Philip	NGO Member



Rev. Fr. Ajeesh Puthussery CMI

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NOTIFICATION

No: RCMAS/ 01/1CC/01/2019

Date: 10/07/2019

Sub: Anti - Sexual harassment Cell - Committee members for the year 2019-2020

Ref: DoP &T O.M. No 11013/2/2014 dated 02/02/2015.

As per the regulations and guidelines of the Honourable Supreme Court, the Anti - sexual harassment Cell for the academic year 2019-2020 has been constituted. The committee comprises the following members.

Sl.No	Name	Position
1	Dr. Indu G Krishnan	Presiding Officer
2	Dr. Ajosh George	Faculty Member
3	Ms. Raji T	Faculty Member
4	Mr. Ranjith K Jose	Office Superintendent
5	Ms.Jincy Sunil	Chief Accountant
6	Ms. Mariya Reji	Student Representative (PG)
7	Ms. Anjali Baiju	Student Representative (UG)
8	Ms. Shreya Ravikumar	Student Representative (UG)
9	Dr. Sheena Rajan Philip	NGO Member



Fr. A. J. Saviance CMI

PRINCIPAL

Rajagiri College of Management & Applied Sciences
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**CONSTITUTION OF GRIEVANCE REDRESSAL
COMMITTEE
2019-2024**

Grievance Redressal Committee

Mission

The Grievance Redressal Committee at Rajagiri College of Management and Applied Sciences is committed to fostering an inclusive and supportive environment where grievances are addressed promptly, fairly, and transparently, ensuring the well-being and satisfaction of the college community.

Objectives

The Grievance Redressal Committee aims to provide a user-friendly and efficient platform for the reporting and resolution of grievances. We are dedicated to ensuring that all complaints are managed with fairness, impartiality, and promptness through a standardized procedure that nurtures trust, respect, and mutual understanding within the college. Transparency and accountability are fundamental principles, upheld by maintaining detailed records and regularly assessing our processes for effectiveness. We focus on continuous improvement by analyzing trends, identifying recurring issues, and providing constructive feedback for policy improvements. Maintaining confidentiality and sensitivity is essential, ensuring that all grievances are handled with the utmost respect for the privacy and dignity of everyone involved. Through these objectives, the Grievance Redressal Committee strives to uphold the core values of justice, integrity, and excellence at Rajagiri College of Management and Applied Sciences.

Our Approach

The Grievance Redressal Committee serves as a compassionate and effective mechanism for handling sensitive issues. We prioritize active listening, understanding, and providing necessary support to those in need. Your feedback is crucial, and we encourage you to share your thoughts through open and unrestricted written suggestions.



Legal

Operating in Accordance with UGC Norms

We adhere to UGC (University Grants Commission) guidelines to ensure a structured and accountable grievance redressal process. The website link for GRC is <https://www.rajagiricollege.edu.in/grievance-redressal-committee/>. An email has been provided in the college website to express the concerns and grievances of all stakeholders. All stakeholders can mail to grievance@rajagiricollege.edu.in.



Dr. Laly Mathew

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NOTIFICATION

Ref No: RCMAS/01/GRC/01/2023

Date: 06/06/2023

Sub: Constitution of Committee Members for the Academic Year 2023-2024

In accordance with the guidelines and regulations of Rajagiri College of Management and Applied Sciences, the GRC committee is reconstituted with following members for the academic year 2023 - 2024

Members

Sl.No	Name	Designation
1	Dr. Laly Mathew	Principal
2	Dr. Ajosh George	Coordinator
3	Ms. Aswathy K M	Faculty Member
4	Ms. Amala Linus	College Union Advisor
5	Adhila P A	Student Representative



Dr. Laly Mathew

PRINCIPAL
Rajagiri College of Management & Applied Sciences
Rajagiri Valley, P. O., Kakkanad, Cochin - 682 039



NOTIFICATION

Ref No: RCMAS/01/GRC/01/2022

Date: 06/06/2022

Sub: Constitution of Committee Members for the Academic Year 2022-23

In accordance with the guidelines and regulations of Rajagiri College of Management and Applied Sciences, the GRC committee is reconstituted with following members for the academic year 2022 - 2023

Members

Sl.No	Name	Designation
1	Rev. Fr. Ajeesh Puthusserry CMI	Principal
2	Dr. Ajosh George	Coordinator
3	Ms. Aswathy K M	Faculty Member
4	Ms. Amala Linus	College Union Advisor
5	Sahil Ayub	Student Representative



Rev. Fr Ajeesh Puthussery CMI

PRINCIPAL
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Rajagiri Valley, P. O., Kakkanad



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NOTIFICATION

Ref No: RCMAS/01/GRC/01/2021

Date: 08/06/2021

Sub: Constitution of Committee Members for the Academic Year 2021-2022

In accordance with the guidelines and regulations of Rajagiri College of Management and Applied Sciences, the GRC committee is reconstituted with following members for the academic year 2021 - 2022

Members

Sl.No	Name	Designation
1	Rev. Fr. Ajeesh Puthusserry CMI	Principal
2	Mr. Jose Francis	Coordinator
3	Ms. Aswathy K M	Faculty Member
4	Ms. Amala Linus	College Union Advisor
5	Diya Akbar	Student Representative



Rev. Fr Ajeesh Puthussery CMI

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NOTIFICATION

Ref No: RCMAS/01/GRC/01/2020

Date: 05/06/2020

Sub: Constitution of Committee Members for the Academic Year 2020-2021

In accordance with the guidelines and regulations of Rajagiri College of Management and Applied Sciences, the GRC committee is reconstituted with following members for the academic year 2020 - 2021

Members

Sl.No	Name	Designation
1	Rev. Fr. Ajeesh Puthusserry CMI	Principal
2	Mr. Jose Francis	Coordinator
3	Ms. Aswathy K M	Faculty Member
4	Ms. Amala Linus	College Union Advisor
5	Vindra Ramesh	Student Representative



Rev. Fr Ajeesh Puthussery CMI

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Date: 06/06/2019

Sub: Constitution of Committee Members for the Academic Year 2019 -2020

In accordance with the guidelines and regulations of Rajagiri College of Management and Applied Sciences, the GRC committee is reconstituted with following members for the academic year 2019 - 2020

Members

Sl.No	Name	Designation
1	Rev. Fr. A J Saviance CMI	Principal
2	Dr. Ajosh George	Coordinator
3	Ms. Aswathy K M	Faculty Member
4	Ms. Amala Linus	College Union Advisor
5	Akshaya Suresh	Student Representative



Rev. Fr. A J Saviance CMI

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