



**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**

### **Constitution of Statutory Committees**

**Extract from Handbook**

Submitted to



### Extract from Handbook

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### Anti-Ragging Committee

#### Anti-Ragging Committee 2019-2020

Chairperson: Rev Fr A J Saviance, CMI, Principal  
Convenor: Mr. Ashish C Pius (Assistant Professor, Department of Commerce)  
Prof. W. T. Paul (Assistant 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)  
Office Superintendent: Mr. Renjith K J  
Student Representative: Mr. Achuthan M

#### Anti-Ragging Committee 2020-2021

Chairperson: Rev. Fr. Ajeesh Puthussery, CMI, Principal  
Convenor: Prof. W. T. Paul (Department of Management)  
Members: 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)  
Clerk: Mr. Dineesh U. K  
Student Representative: Mr. Abhishek Gopinathan

#### Anti-Ragging Committee 2021-2022

Chairperson: Rev. Fr. Ajeesh Puthussery, CMI, Principal  
Convenor: Prof. W. T. Paul (Department of Management)  
Members: 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)  
Clerk: Mr. Dineesh U. K  
Student Representative: Mr. Akshai M. Nair



### Anti-Ragging Committee 2022-2023

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

### Anti-Ragging and Ethics Committee 2023-2024

#### Anti-Ragging and Ethics Committee

As per Menace of Ragging in Higher Educational Institutions, 2009, UGC has framed regulations in order to prohibit, prevent, and eliminate the scourge of ragging. In pursuance to the Judgment of the Honble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". These regulations are mandatory for all universities/institutions.

#### What Constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

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

academic activity of any other student or a fresher.

5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homo sexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher.

#### Punishment Provisions:

Any student or group of students found guilty of ragging on campus or on campus shall be liable to one or more of the following punishments:

- Debarring from appearing in any sessional test/ university examination or withholding results
- Suspension from attending classes and academic privileges
- Withdrawing scholarships and other benefits
- Suspension from the college for a period of one month
- Cancellation of admission
- Debarring from representing the institution in any national or international meet, tournament, youth festival, etc
- Suspension/expulsion from the hostel
- Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period
- Expulsion from the institution and consequent debarring from admission to any other institution
- Fine up to twenty-five thousand rupees
- Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both
- Collective punishment - When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective

punishment as a deterrent to ensure community pressure on the potential raggers

Anti-Ragging Committee:

Dr Laly Mathew (Principal) (Chairperson)  
 Mr Jotty Jacob (Coordinator)

Members: Mr Sijo Jacob (Computer Science), Dr Bipindas U R (Physical Education),  
 Ms Mary Antony (Commerce), Ms Megha Mohan (Management),  
 Ms Kavitha Krishnadas (English, Communication and Journalism)



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**Internal Complaints Committee (ICC)**

**Anti-Sexual Harassment Cell- 2019-2020**

The Anti-Sexual Harassment Cell has been constituted for the academic year 2019-2020 with the members as follows:

Presiding Officer: Dr. Indu G. Krishnan  
Faculty Member: Dr. Ajosh George  
Faculty Member: Ms. Raji T  
Office Superintendent: Mr. Ranjith K. Jose  
Chief Accountant: Ms. Jincy Sunil  
Student Representative (PG): Ms. Mariya Reji  
Student Representative (UG): Ms. Anjali Baiju  
Student Representative (UG): Ms. Shreya Ravikumar  
NGO Member: Dr. Sheena Rajan Philip

**Anti-Sexual Harassment Cell- 2020-2021**

The Anti-Sexual Harassment Cell has been constituted for the academic year 2020-2021 with the members as follows:

Presiding Officer: Dr. Indu G. Krishnan  
Faculty Member: Dr. Ajosh George  
Faculty Member: Ms. Raji T  
Office Superintendent: Mr. Ranjith K. Jose  
Chief Accountant: Ms. Jincy Sunil  
Student Representative (PG): Ms. Mariya Santy  
Student Representative (UG): Ms. Darshana Ramesh  
Student Representative (UG): Ms. Lucy Rose  
NGO Member: Dr. Sheena Rajan Philip



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### Anti-Sexual Harassment Cell- 2021-2022

The Anti-Sexual Harassment Cell has been constituted for the academic year 2021-2022 with the members as follows:

Presiding Officer: Dr. Indu G. Krishnan  
Faculty Member: Dr. Ajosh George  
Faculty Member: Ms. Raji T  
Office Superintendent: Mr. Ranjith K. Jose  
Chief Accountant: Ms. Jincy Sunil  
Student Representative (PG): Ms. Beneeta Benny  
Student Representative (UG): Ms. Varsha L  
Student Representative (UG): Ms. Shakeeba Faheem  
NGO Member: Dr. Sheena Rajan Philip

The Anti-Sexual Harassment Cell has been reconstituted as the Internal Complaints Committee (ICC) for the academic year 2022-2023.

### Internal Complaints Committee- 2022-2023

The Internal Complaints Committee has been constituted for the academic year 2022-2023 with the members as follows:

Presiding Officer: Dr. Indu G. Krishnan  
Faculty Member: Dr. Ajosh George  
Faculty Member: Ms. Raji T  
Office Superintendent: Mr. Ranjith K. Jose  
Chief Accountant: Ms. Jincy Sunil  
Student Representative (PG): Ms. Beneeta Benny  
Student Representative (UG): Ms. Varsha L  
Student Representative (UG): Ms. Shakeeba Faheem  
NGO Member: Ms. Anooja Basheer



## Internal Complaints Committee 2023-2024

### Internal Complaints Committee (ICC)

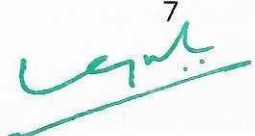
#### "Your Voice Matters"

Internal Complaints Committee is responsible for handling complaints raised by staff, faculty, and students. The Committee is designed to ensure fair and equitable treatment of complaints, with particular focus on girl students and female staff, and help individuals involved to come up with a timely and amicable resolution.

The Committee also provides information and support to those involved in the issues. This includes providing access to legal advice and facilitating a platform for discussing the complaint and its possible solutions. By providing an impartial and fair hearing for complaints, the Committee ensures that the rights of the individuals are respected and upheld.

Dr. Indu G. Krishnan (Presiding Officer)  
Dr. Ajesh George (Faculty Member)  
Ms. Raji T. (Faculty Member)  
Ms. Anooja Bashir (NGO Representative)  
Mr. Ranjith K. Jose (Office Superintendent)  
Ms. Varsha Ajay (BCom MIC Final Year, Student Representative - UG)  
Ms. Grace Mridula Raphael (BBA Second Year, Student Representative - UG)  
Ms. Beneeta Benny (MCom Second Year, Student Representative - PG)



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**Grievance Redressal Committee**

**Grievance Redressal Committee - 2019-2020**

Chairperson: Rev. Fr. A. J. Saviance CMI, Principal

Coordinator: Mr. Jose Francis

Member: Ms. Aswathy K.M

College Union Advisor: Ms. Amala Linus

Student Representative: Ms. Akshaya Suresh

**Grievance Redressal Committee- 2020-2021**

Chairperson: Rev. Fr. Ajeesh Puthussery CMI, Principal

Coordinator: Mr. Jose Francis

Member: Ms. Aswathy K.M

College Union Advisor: Ms. Amala Linus

Student representative: Ms. Vindra Ramesh

**Grievance Redressal Committee - 2021-2022**

Chairperson: Rev. Fr. Ajeesh Puthussery CMI, Principal

Coordinator: Mr. Jose Francis

Member: Ms. Aswathy K.M

College Union Advisor: Ms. Amala Linus

Student representative: Ms. Diya Akbar





### Grievance Redressal Committee - 2022-2023

Chairperson: Rev. Fr. Ajeesh Puthussery CMI, Principal

Coordinator: Dr. Ajosh George

Member: Ms. Aswathy K.M

College Union Advisor: Ms. Amala Linus

Student representative: Mr. Sahil Ayub

### Grievance Redressal Committee 2023-2024

#### Grievance Redressal Cell

Harmony and Justice, Here to Listen and Resolve!  
Grievance Redressal Cell (GRC) at RCMAS is set up to address and resolve grievances raised by students, faculty, staff, and other stakeholders. The establishment of such a Cell ensures a transparent, fair, and effective system to address issues and concerns related to various aspects of College life, such as academics, exams, administration, and facilities. The primary objective of the Cell is to create a conducive and harmonious environment within the College, where everyone's concerns are heard, investigated, and resolved promptly.

#### Functions:

- To accept the genuine grievances from the students and suggest remedial measures to solve in the stipulated period.
- The Grievance Redressal Committee of the Institution shall monitor status and progress of Grievance Redressal and shall furnish a report on Grievance Redressal position to the Principal.
- The Committee ensures effective solutions to the faculty/student's grievances with an impartial and fair approach.
- It also encourages the students to express their grievances/problems freely and frankly, without any fear of being victimized.

Dr. Ajosh George (Coordinator)  
Ms. Aswathy K.M (Additional Coordinator)



**Minority Cell**

**Minority Cell - 2019-2020**

Chairperson: Rev. Fr. A. J. Saviance CMI, Principal

Convenor: Ms. Anupa Stanly

Members: Mr. Ashish C. Pius, Mr. Renju A. C, Ms. Tessy Biju

Student coordinator: Mr. Antony Oorakath Babu

**Minority Cell - 2020-2021**

Chairperson: Rev. Fr. Ajeesh Puthussery CMI, Principal

Convenor: Ms. Anupa Stanly

Members: Mr. Ashish C. Pius, Mr. Renju A. C, Ms. Tessy Biju

Student coordinator: Mr. Albert Sebastian

**Minority Cell - 2021-2022**

Chairperson: Rev. Fr. Ajeesh Puthussery CMI, Principal

Convenor: Ms. Anupa Stanly

Members: Mr. Ashish C. Pius, Mr. Renju A. C, Ms. Tessy Biju

Student coordinator: Mr. Joel Johnson





**Minority Cell - 2022 -2023**

Chairperson: Rev. Fr. Ajeesh Puthussery CMI, Principal

Convenor: Ms. Anupa Stanly

Members: Mr. Ashish C. Pius, Mr. Renju A. C, Ms. Tessy Biju

Student coordinator: Mr. George Victor

**Minority Cell 2023-2024**

**MINORITY CELL**

The Minority Cell is a vital resource for supporting and empowering minority students on our campus. At Rajagiri, we recognize the importance of diversity and the value that each individual brings to our academic environment. Here, we celebrate the unique contributions of each individual and strive to nurture a community that promotes equity, understanding, and personal growth. Our campus is a place where diversity thrives and every voice is heard.

Chairperson: Dr Laly Mathew (Principal)

Convenor : Ms Anupa Stanly

Members: Ms Sreeja Kumar, Mr Renju A C, Mr Arun John

Student Coordinator: Ms Neha Anto (B. Com M1C, Final Year)



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**Committee for SC/ST**

**Committee for SC/ST 2019-2020**

Chairperson: Rev. Fr. A. J. Savianca CMI, Principal  
Secretary: Ms. Veena Renjini S  
Chairperson, Thrikkakara municipality: Ms. Radhamani Pillai  
Faculty member: Mr. Renju A. C  
Office Superintendent: Mr. Ranith K. J  
Student Representative: Mr. Akhil P. Saji

**Committee for SC/ST 2020-2021**

Chairperson: Rev. Fr. Ajeesh Puthussery CMI, Principal  
Secretary: Ms. Veena Renjini S  
Chairperson, Thrikkakara municipality: Ms. Ajitha Thankappan  
Faculty member: Mr. Renju A. C  
Office Superintendent: Mr. Ranjith K. J  
Student Representative: Mr. Akhil P. Saji

**Committee for SC/ST 2021-2022**

Chairperson: Rev. Fr. Ajeesh Puthussery CMI, Principal  
Secretary: Ms. Veena Renjini S  
Chairperson, Thrikkakara municipality: Ms. Ajitha Thankappan  
Faculty member: Mr. Renju A. C  
Office Superintendent: Mr. Ranjith K. J  
Student Representative: Mr. Vineeth Kumar J





**Committee for SC/ST 2022-2023**

Chairperson: Rev. Fr. Ajeesh Puthussery CMI, Principal  
Secretary: Ms. Veena Renjini S  
Chairperson, Thrikkakara municipality: Ms. Ajitha Thankappan  
Faculty member: Mr. Renju A. C  
Office Superintendent: Mr. Ranjith K. J  
Student Representative: Mr. Devraj S. Lal

**Committee for SC/ST 2023-2024**

**SC/ST CELL**

The vision of this Cell is to help and empower the students belonging to scheduled caste/ scheduled tribe, other backward castes, minorities, and persons with disabilities on a continual basis. The Cell enables the students to participate fully in the academic, intellectual, social, and cultural life of the college on an equal-opportunity basis. It ensures that there is no discrimination in the college on the grounds of the disability or minority status. The Cell also explores all possible ways in which the SC/ST, OBC and other minority groups and persons with disability could be helped. The Divyangjan Cell of the College functions in coordination with the Equal Opportunity Cell.

Principal: Dr Laly Mathew

Local Representative: Ms Ajitha Thankappan (Thrikkakara Municipality) (Chairperson)

Secretary: Ms Veena Renjini S

Members: Mr Renju A C, Mr Ranjith K Jose (Office Superintendent), Mr Devraj S Lal



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**OBC Committee**

**OBC Committee - 2019-2020**

Chairperson: Rev. Fr. A. J. Saviance CMI, Principal

Convenor: Ms. Amala Linus

Members: Ms. Martina A. A, Mr. Jotty Jacob

Student coordinators: Mr. Kevin Alexander, Ms. Neethu Haridas

**OBC Committee - 2020-2021**

Chairperson: Rev. Fr. Ajeesh Puthussery CMI, Principal

Convenor: Ms. Amala Linus

Members: Ms. Martina A. A, Mr. Jotty Jacob

Student coordinators: Mr. Emmanuel Jose, Mr. Arjun Nataraj

**OBC Committee - 2021-2022**

Chairperson: Rev. Fr. Ajeesh Puthussery CMI, Principal

Convenor: Ms. Amala Linus

Members: Ms. Martina A. A, Mr. Jotty Jacob

Student coordinators: Ms. Beneeta Benny, Ms. Anagha Surendran





### OBC Committee - 2022-2023

Chairperson: Rev. Fr. Ajeesh Puthussery CMI, Principal

Convenor: Ms. Amala Linus

Members: Ms. Martina A. A, Mr. Jotty Jacob

Student coordinators: Mr. Abel Babu, Mr. Jethin Rozario

### OBC Committee 2023-2024

#### OBC COMMITTEE

An OBC Committee Club serves as a forum within educational institutions, workplaces, or communities where members of Other Backward Classes come together to promote social cohesion, address challenges unique to their community, and advocate for their rights and representation. Providing a supportive environment where members of OBCs can share experiences, challenges, and successes, fostering a sense of community and solidarity. Educating both club members and the broader community about the history, culture, and socio-economic challenges faced by OBCs to promote understanding and empathy.

Chairperson: Dr Laly Mathew

Convenor: Ms Amala Linus

Members: Ms Martina A A, Mr Jotty Jacob

Student Coordinator: Ms Fathima Shahmin C M (B Com MIT, Final Year)

Student Coordinator: Ms Aiswarya Jyothi (BCA, Final Year)



Dr Laly Mathew

PRINCIPAL

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

