



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

**Organization Wide Awareness and Undertakings on
Policies with Zero Tolerance**

Submitted to



Organization Wide Awareness and Undertakings on Policies with Zero Tolerance

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Legal

1. Anti- Ragging Affidavit

Anti-Ragging Affidavit by the Student

Reference Number 1937110

ANTIRAGGING AFFIDAVIT BY THE STUDENT

1. I, **Aparna C.s s/o - d/o Mr./Mrs./Ms Santhosh kumar c.m**, having been admitted to Rajagiri College of Management & Applied Sciences Kakkanad Kochi - 682 039, have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

DECLARED ON 27/02/2023

Signature of Deponent

Aparna C.s

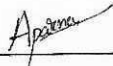


VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at RCMAS On 27/02/2023

Signature of Deponent



Anti-Ragging Affidavit by the Parent/Guardian

Reference Number 1937110

UNDERTAKING BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. **Santhosh kumar c.m** father/ mother/ guardian of **Aparna C.s** having been admitted to Rajagiri College of Management & Applied Sciences Kakkanad Kochi - 682 039, have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

DECLARED ON 28/02/23

Mr Santhosh
Signature of Deponent

Address

Santhosh kumar c.m

KERALA

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ On _____

Signature of Deponent Mr Santhosh



Legal



2. Anti-Ragging Posters



Legal



Kochi, Kerala, India
X9W4+4WW, Rajagiri Rd, Rajagiri Valley, Kakkanad, Kochi, Kerala 682030, India
Lat 9.994871°
Long 76.35779°
29/07/23 05:45 PM GMT +05:30



Anti-Ragging Cell
RCMAS RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES, KAKKANAD


Committee Members

- Dr. Jay Mathew, Principal (Chairperson)
- Mr. Jofy Jacob, HOD, Department of Animation and Graphic Design (Convener)
- Mr. Sunil Jacob, HOD, Department of Computer Science
- Ms. Megha Mathon, HOD, Department of Management Studies
- Ms. Mary Anthony, HOD, Department of Commerce
- Ms. Karthika K. Sreedharan, HOD, Department of English, Communication and Journalism
- Ms. Renu V. Sureshbabu, Librarian
- Mr. Rajith K., Office Supervisor (Non-Teaching Staff representative)
- Mr. Akash / Jasty (Student representative)


Helpline: 9048899926
office@rajagiricollege.edu.in
principal@rajagiricollege.edu.in

National Anti-Ragging Programme
Monitoring Agency
Centre for Youth (C4Y)

24x7 Toll Free Number
1800-180-5522
helpline@antiragging.in
www.antiragging.in



HEARTY WELCOME to RAGGING FREE CAMPUS

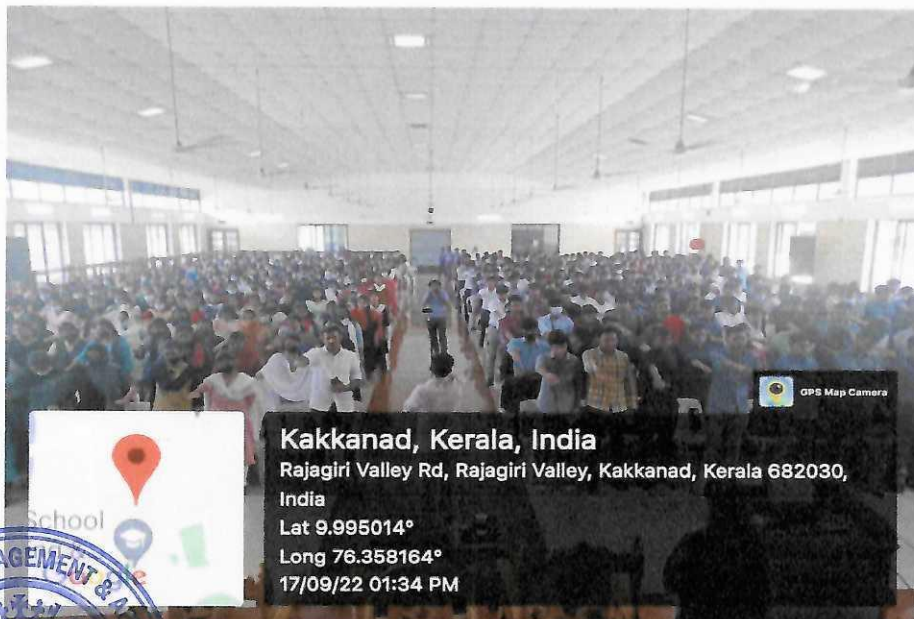


ANTI-RAGGING CELL
RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES, KAKKANAD



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3. Anti-Ragging Oath Taking



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4. Statutory Committees List in College Hand Book

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)
Members: Prof. W. T. Paul (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



Legal

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



Legal

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 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 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 ragers
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)



Laly Mathew

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: Mr. Jose Francis
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: Mr. Jose Francis
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: Mr. Jose Francis
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



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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 Ajosh 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)



Legal



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)



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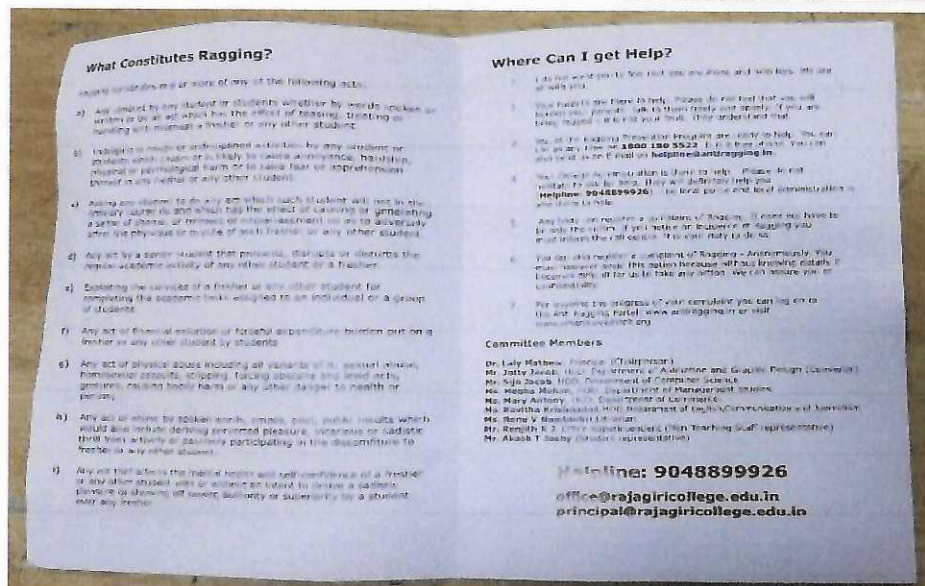
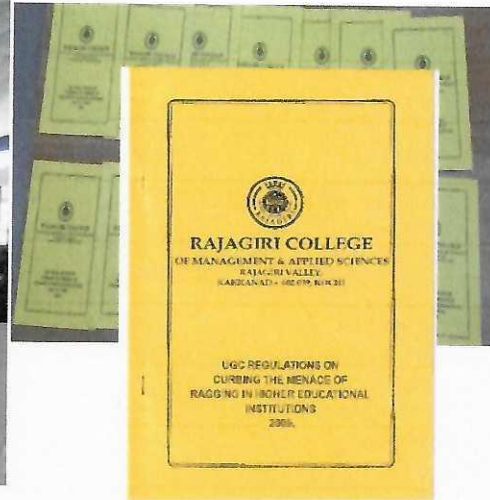
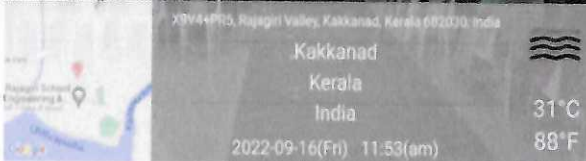
5. Orientation Sessions for Parents and Students

Photos of the orientation program conducted for students and parents on the day of the induction ceremony, 'Dheeksharambham'.



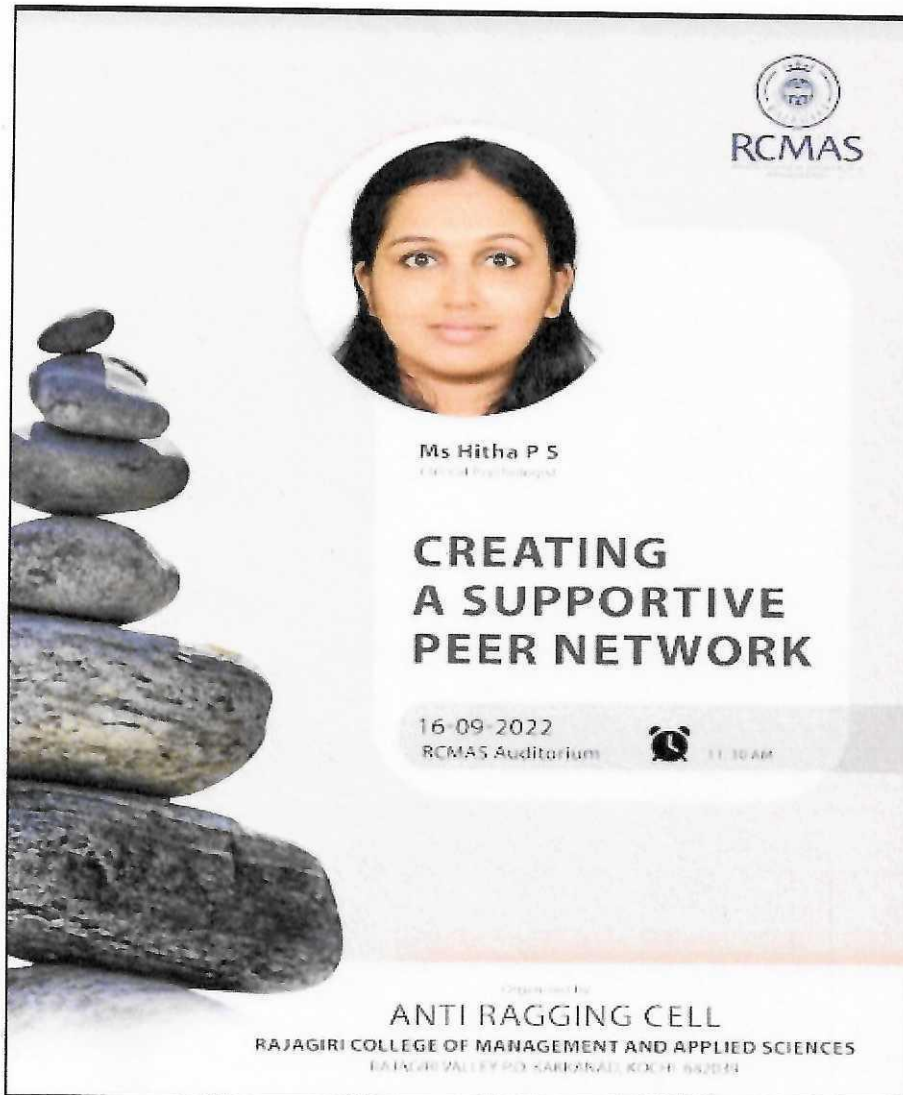
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6. Awareness Sessions / Manual




Legal

Brochure





RCMAS



Ms Hitha P S
Clinical Psychologist

**CREATING
A SUPPORTIVE
PEER NETWORK**

16-09-2022
RCMAS Auditorium  11:30 AM

Organized by
ANTI RAGGING CELL
RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES
RAJAGIRI VALLEY P.O., KAKKANAD, KOCHI - 682039



Dr. Laly Mathew

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