



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

Criterion VI Governance, Leadership and Management

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

6.2 Strategic Development and Deployment

6.2.1 Handbook



RAJAGIRI COLLEGE

OF MANAGEMENT & APPLIED SCIENCES

Rajagiri Valley P O, Kakkanad - 682 039

Affiliated to Mahatma Gandhi University, Kottayam

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www.rajagiricollege.edu.in, office@rajagiricollege.edu.in

Handbook & Calendar

2023-24



LEARN
SERVE
EXCEL



The Emblem

The College emblem encompasses the essence of the College motto: LEARN, SERVE and EXCEL. The College is centred on the activity of learning as symbolised by the open book, while it also has reference to the Eternal Wisdom, the experience of which is stored in the sacred scriptures of the world. As quoted in the Bible, "Wisdom is more beautiful than the sun and all the constellations. She is better than light itself, because night always follows day, but evil never overcomes Wisdom" (Wisdom 7:29-30). However, this learning process is not individualistic; it is a process wherein the teacher, the student and the community grow together.

Learning is meant to equip people to serve the world, with a mentality of sharing the limited resources of the world, most optimally. This journey of learning coupled with service which leads to the shores of achievement and excellence, is symbolized by the ship. The crown is symbolic in two aspects: the crown of achievement and Jesus Christ, the King of glory after whom the College is named, RAJAGIRI, the Hill of the King.

Rajagiri Anthem

Rajagiri - Oh the Hill of the King
 Reign you as the caring king
 Reaching out to souls come seeking
 Righteous way of true living
 Be you the dream of searching minds
 A beacon of light, with a vision to guide
 Bold in the mission to excel ever
 Bright in our learning endeavour
 Training to transcend the limits of time
 Spreading its wings surpassing the space
 Leading the way to Integrity
 From bondage to spirit of freedom
 (Critical outlook and creative act
 Reflective poise for a committed cause
 Fed by the fire of conviction
 Achievement of glory in service)

Chorus:

And for us, Rajagirians, Rajagiri is...
 Our way of life, our task and tradition
 A luminous star on the learning horizon
 We cherish the way you nourish your
 own
 And pledge ourselves to do you proud.

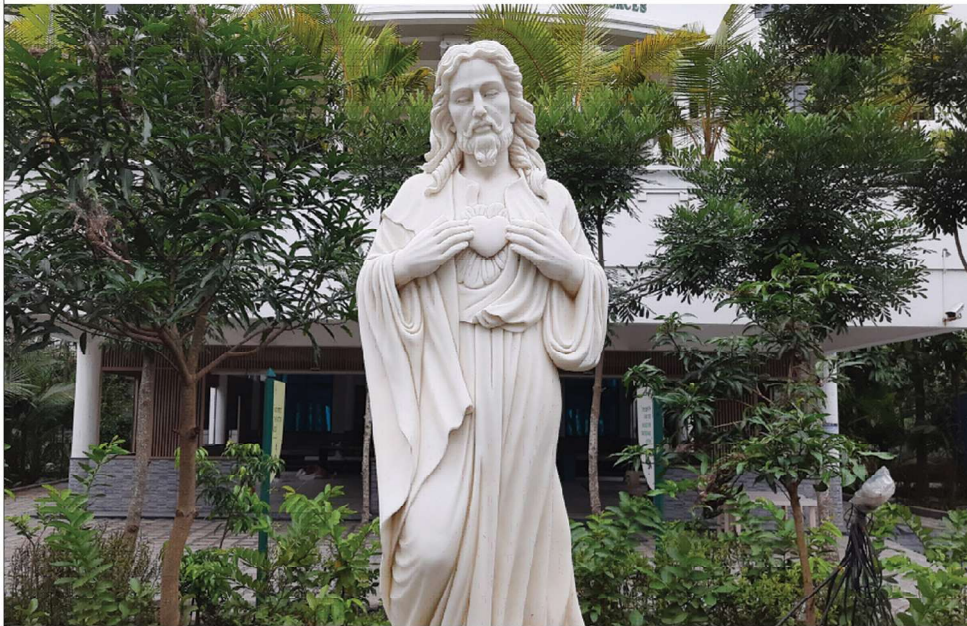


Rajagiri College of Management and Applied Sciences

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Handbook & Calendar
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Motto

“LEARN, SERVE and EXCEL.”

Vision

To become a global nest of intellectual competence, holistic integration, social commitment and future leadership.

Mission

To mould future leaders into erudite, integrated, and wholesome individuals who are driven towards excellence and committed to impacting social and environmental changes by championing the cause of justice, diversity, and universal values.

Objectives

The objectives of the college are:

- To create an environment where the students can freely develop their personal and professional skills through self-expression, critical thinking and spirit of enquiry.
- To prepare students for global competencies in the pursuit of excellence and to lay the foundation for life-readiness.
- To train future nation builders and decision makers of society who would strike the right balance between developmental needs and societal ethics.
- To nurture an attitude towards life to respect contradictory ideas and to thrive in all life circumstances.
- To uphold our cultural heritage by being rooted in the Indian soil and to challenge unjust social structures.

Catch Phrase

“Rajagiri – Redefining Education”



Our Founder

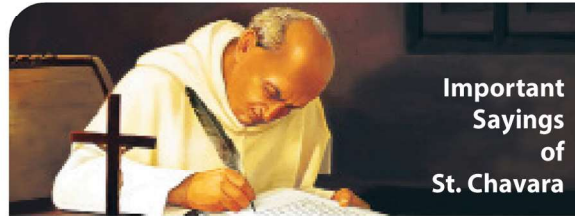
Saint Kuriakose Elias Chavara (1805 - 1871)

Saint Kuriakose Elias Chavara, philosopher, and social reformer, is the first canonized catholic male saint of Indian origin who belongs to the Syro-Malabar Church of Kerala. He was the co-founder and the first Prior General of the first congregation for men in the Syro-Malabar Church, now known as the Carmelites of Mary Immaculate (CMI). He was raised to the status of a Saint on 23 November 2014. St. Chavara is the heavenly patron of all CMI and CMC institutions.

St. Chavara initiated a spiritual, educational, and social renovative movement across Kerala by establishing the first Catholic Sanskrit School. He initiated the "pallikoodams," a school attached to every church, and started midday meals for poor students. He founded "Home of Charity" to take care of the destitute.

St. Chavara was not only a man of prayer and charity, but also a versatile writer in many genres, and he was proficient in more than seven languages.

ചവറൻ



- ➔ Children, you are God's gift in the hands of your parents.
- ➔ The children who love God and fear Him will love and respect their parents.
- ➔ Trust your mother, God will hear the prayers of the mother as yours.
- ➔ Food is for the body, so is wisdom for the intellect.
- ➔ Go to school regularly and recall what is taught during the week.
- ➔ Laziness fosters evil habits.
- ➔ Let your friends be those who love God.
- ➔ The day in which you have not done any good to your fellowmen will not be recorded in your book of life.
- ➔ Keeping bad Books is like hiding fire in hay.
- ➔ Regular reading of good books and meditating on them will illuminate the mind.
- ➔ Attain punctuality by means of a regular timetable.
- ➔ You angels will be turned to devils, if you fall into evil situation.
- ➔ You ought to reach home before evening and take part in the evening prayers.
- ➔ Desire those others love you, and not that they fear you.
- ➔ Take special care to keep modesty while you sit, walk or lie down.
- ➔ You are to forgive and forget the wrong doings of others.
- ➔ Tell me who your friends are, and I will tell you who you are.
- ➔ What you earn by deceit and theft will melt like snow.
- ➔ Idleness is the mother of all vices and would induce one to the habit of drinking.
- ➔ Both stinginess and extravagance are equally sinful.
- ➔ Had you not lit the lamp during the day time, you could have lit it during night.
- ➔ Do not insult or trouble the poor.
- ➔ God decides your vocation and it is you who choose it.
- ➔ If your parents have left any obligations of restitution, fulfil it with deligence and devotion.
- ➔ Even if you are grown in age and maturity, you have to respect your parents and submit to them.
- ➔ Do not hate your own brethren.
- ➔ It is the duty of children to look after their parents.
- ➔ Do not cause your parents to shed tears on account of you.
- ➔ The humble man is the greatest among men.
- ➔ Since you belong to God, you have to give yourself back to God.

Founding Fathers of CMI Congregation



Fr Thomas Palackal



Fr Thomas Porukara



St Kuriakose Elias Chavara



Bro. Jacob Kaniyanthara

CMI Vision

The CMI Vision of Education, inspired by its founder, St Kuriakose Elias Chavara, is to transform an individual to an integral human being modelled after the biblical image of Jesus Christ. It aims at rendering an all-round and excellent formation of students, deriving energy and guidance from the life of Jesus Christ and from the rich cultural heritage of our country.



CMI educational institutions are established as minority rights institutions of the Syrian Catholic Community, based on minority rights constitutionally granted in India. However, the institutions are meant to serve all sections of society irrespective of their caste, creed, or affiliations, and they maintain an atmosphere wherein all the students and staff are equally accepted and delightedly helped to grow in their own cultural, social, and religious traditions.

CMI Education Policy Statement

The CMI educational endeavours aim at moulding leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy, and socially acceptable. They shall champion the cause of justice, love, truth, and peace, and remain ever open to further growth. The secret of the success of the CMI educational institutions is a community of teachers who are committed to their vocation, professionally competent, morally upright, just, and humane in dealings, culturally sensitive and conform with the true vision of education.

The educational institutions of CMI aspire towards creating a just and humane society where dignity of the individual is respected, unjust social structures are challenged, our cultural heritage of ahimsa, religious harmony, and national unity are upheld, and the poor and the marginalized are specially taken care of.

The Institutions prioritize reaching out to the families, primarily of the students, to assist them in their needs, share their joys and sorrows, and extend the experience of love and freedom so that the students recognise our educational institutions as an extension of their homes.

The institutions are open to all students irrespective of caste and creed. They are accepted and cherished as they are and are helped to get acquainted with their cultural, social, and religious traditions. As they assent to our institutions, they will also have the privilege to get acquainted with the life and gospel of Jesus Christ.



The Management



Rev Dr Benny Nalkara CMI
Provincial and Manager



Rev Dr Mathew Vattathara CMI
Director



Rev Fr Ajeesh Puthusserry CMI
Associate Director



Dr Laly Mathew
Principal

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Rajagiri College of Management And Applied Sciences

Rajagiri College of Management and Applied Sciences (RCMAS), affiliated to Mahatma Gandhi University, Kottayam, offering ten undergraduate programmes and two postgraduate programmes under the self-financing stream, was established in 2005. The College is managed by CMI fathers under the blessings of its founder patron St Kuriakose Elias Chavara.

The CMI vision of education is to transform an individual into an integral human being. Guided by the motto "Learn, Serve, and Excel," the College envisions the holistic and integral formation of young minds into competent and sensitive adults. The College respects individual dignity, challenges unjust social structures, nurtures religious harmony and reaches out to the needy without any discrimination. The College invokes certain traits in Rajagirians, such as physical and mental well-being, intellectual competence, spiritual maturity, and moral uprightness.

The College campus takes pride in its proximity to major industrial and technological establishments such as the Info Park, Smart City, CEZ, etc., a major commercial hub in the southern part of the country. The campus is at a beautifully landscaped 85-acre facility at Kakkanad, Ernakulam, comprising all the Rajagiri Valley institutions on the banks of rivers Chitrapuzha and Kadambayar. The campus is a balanced ecosystem with orchard, Shalabhodyan, herbal garden, numerous ponds, aviary, fish farm, etc. The architectonic grandeur of the college is cast in six floors with all modern amenities to cater to the advanced learning requirements of the day.

Along with the academics, the College ensures the mental health and emotional well-being of the students. The Career Guidance and Placement Cell at the college is dedicated to ensuring that the students are given proper training and guidance with respect to their career goals. World-renowned firms like Ernst and Young, Apple Box Media, Deloitte, Cognizant, Infosys, Wipro, Federal Bank, ESAF, etc. form a part of the wide spectrum of the recruiting companies offering regular placement opportunities to the students.

RCMAS also offers add-on programmes such as Certified Management Accountant (US CMA), Business Analytics (KPMG), Digital Marketing, VR Developer,

Microsoft Excel, Diploma in Yoga and more. The College follows an accomplishment-based system of education that yields palpable curricular and co-curricular output. Hence, achievements on the part of students mark the stimulation of the transition we aim for, resulting in securing several university ranks every academic year.

- 2005: Rajagiri College of Management and Applied Sciences came into existence, affiliated to Mahatma Gandhi University with two under graduate programmes, namely BBA and BCom Model 1 Computer Applications.
- 2008: 25th of August, the new college building was blessed.
- 2011: The programmes BCA, BCom Model 2 Computer Applications and BCom Model 2 Taxation commenced.
- 2013: The College started the programme BCom Model 1 Taxation.
- 2014: The programmes BCom Model 2 Marketing and BCom Model 2 Logistics were incorporated.
- 2015: The College welcomed two new programmes, BA English Literature, Communication and Journalism (Triple Main) and MCom Taxation.
- 2015: Two new basketball courts were inaugurated.
- 2016: The new programme, BA Animation and Graphic Design, was started.
- 2016: New canteen opened its service in the College.
- 2016: A fully equipped Outdoor Gym was built.
- 2016: The College conducted the first Inter-Collegiate Fest, INCEPTRA 2K'16.
- 2019: The College established an Open Auditorium
- 2019: An atrium "Ettuvattom" was inaugurated.
- 2020: The new programme MA Animation and Graphic Design commenced.
- 2020: The Basketball Court construction was completed with roof-top.
- 2022: New Conference Hall was established. Office spaces for IQAC and NSS were established and the Conference Hall was inaugurated.
- 2023: The full-fledged, tiled car parking facility was opened for staff and students.
- 2023: Three new Smart Class Rooms were established for the Department of Animation and Graphic Design.



Infrastructure

Majestically spread in 85 acres of land, the College has a well-planned campus that aims to provide the best of amenities for the students. The Wi-Fi-enabled, six-storied College building has 36 lecture halls upgraded with smart-class technology, three fully equipped computer labs, audio visual rooms, 2D lab, a stop-motion lab, office spaces, a mini-seminar hall cum recording studio, fully air-conditioned conference hall, a chapel and more. The College cafeteria caters to the varied culinary needs of the students.

The College library is packed with an extensive collection of books, e-books, standard reference resources and other audio-visual materials. Open to all students, staff and researchers, the library currently contains 11,033 books, 10 magazine subscriptions, 7 journals and 8 newspapers. The online N-List library, EBSCO and DELNET portals provide access to e-resources to all users. Moreover, the College has a full-fledged, user-friendly website that helps in the smooth functioning of the college.

The auditorium, Ettuvattom, the open auditorium and indoor stadiums serve as cultural arenas where all co-curricular events are launched and celebrated. The College encourages regular and intensive sports training for students with its wide-ranging sports amenities under the expert guidance of the Department of Physical Education.

The College offers a sick room facility, along with a medical centre that supplies medical assistance when required. A prompt transportation system with 8 buses, covering all prominent routes in the city and in the nearby places, is provided for the easy conveyance of students and staff. The campus also offers extensive parking facility for both students and staff. Adding to the refined infrastructural provisions, the College also hosts a variety of flora and fauna, making it a green paradise.

Campus Facilities

- Six floors, comprising 36 Lecture Halls enabled with Smart Class technology
- Three well-equipped computer labs
- 2D Lab
- 3D Lab cum audio-visual room

- Stop-motion lab
- Mini-seminar hall cum recording studio
- Conference room
- Indoor auditorium
- Outdoor auditorium
- Extensive library with access to e-resources
- Chapel
- Stationery shop
- Souvenir shop
- Fitness centres (indoor and outdoor gym facilities)
- Basketball court
- Football court
- CCTV cameras in classrooms and campus
- Eco-friendly campus
- Tennis court
- Cricket pitch
- Indoor table tennis court
- Netball court
- Roll ball court
- Kabaddi area
- Canteen and cafeteria
- Health clinic
- Bank and ATM facility
- Post office
- Capacious parking facilities for staff, students, and visitors
- Three elevators
- Divyagyan-friendly campus

Board of Management

Provincial & Manager	Rev Dr Benny Nalkara CMI	SH Province
Director	Rev Dr Mathew Vattathara CMI	director@rajagiricollege.edu.in
Associate Director	Rev Fr Ajeesh Puthusserry CMI	ajeeshpp@rajagiricollege.edu.in

Governing Body

Rev Dr Benny Nalkara CMI	Provincial and Manager	Chairman
Rev Dr Mathew Vattathara CMI	Director	Member
Rev Fr Ajeesh Puthusserry CMI	Educational Councillor	Member
Dr Laly Mathew	Principal	Member
Dr Joseph Injodey	Former Principal, Rajagiri College of Social Sciences, Kalamassery	Member
Prof Dr K Paulose Jacob	Former Pro-Vice Chancellor, CUSAT	Member
Mr Aju Jacob	Synthite Group, Joint Managing Director	Member from the Industry
Mr Joby Jacob	Staff Representative	Member
Ranjith K J	Non-Teaching Staff Representative	Member

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Mr Jotty Jacob	Department of Animation and Graphic Design
Ms Kavitha Krishnadas	Department of English, Communication and Journalism
Mr Sijo Jacob	Department of Computer Science
Ms Mary Antony	Department of Commerce
Ms Megha Mohan	Department of Management

BATCH COORDINATORS	
BACHELOR OF COMPUTER APPLICATIONS (BCA)	
Ms Deepthi S Nair	First Year
Ms Juby George	Second Year
Ms Nileena Sasidharan	Third Year
BACHELOR OF ARTS IN ANIMATION AND GRAPHIC DESIGN (BAA)	
Ms Minnu Joseph	First Year
Ms Minu S Kumar	Second Year
Ms Sreelakshmi K S	Third Year
BACHELOR OF ARTS IN ENGLISH LITERATURE, COMMUNICATION AND JOURNALISM (BAE)	
Ms Neha Anne Varughese	First Year
Ms Heera B	Second Year
Mr Jithu Tom Eapen	Third Year
BACHELOR OF BUSINESS ADMINISTRATION (BBA)	
Ms Sunitha Varghese	First Year
Ms Raji T	Second Year
Ms Ardra C Michael	Third Year

BCOM MODEL I COMPUTER APPLICATIONS (M1C)	
Ms Ashlin Maria Joseph	First Year
Ms Elsa Jacob	Second Year
Dr Indu G Krishnan	Third Year
BCOM MODEL II COMPUTER APPLICATIONS (M2C)	
Ms Manju M Kaimal	First Year
Ms Nidhi Varghese	Second Year
Ms Merleena Antony	Third Year
BCOM MODEL I FINANCE AND TAXATION (M1T)	
Ms Jesmi Jacob	First Year
Mr Ajish V Nair	Second Year
Ms Anupa Stanly	Third Year
BCOM MODEL II FINANCE AND TAXATION (M2T)	
Ms Mekha Sebastian	First Year
Ms Amrutha Antony	Second Year
Ms Veena Renjini S	Third Year
BCOM MODEL II MARKETING (M2M)	
Ms Josmy Mathew	First Year
Ms Anna George	Second Year
Ms Maria Athira Shalet	Third Year
BCOM MODEL II LOGISTICS (M2L)	
Ms Maria Paul	First Year
Ms Vinitha Varghese	Second Year
Ms Tessymol Mathew	Third Year
MCOM FINANCE AND TAXATION	
Dr Ajosh George	First Year
Mr Ashish C Pius	Second Year
MASTER OF ARTS IN GRAPHIC DESIGN (MA GD)	
Mr Abbin Joseph Thomas	First Year

THE DEPARTMENTS

Department of Commerce

“Driving Innovation and Economic Transformation”

The Department of Commerce is constituted with a vision to develop professionally qualified and competent students, and is to create an unparalleled educational journey that transforms the students intellectually, socially, and personally. The department adheres to values like student centricity, integrity, teamwork, and innovation.

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Department of Computer Science

The Department of Computer Science is a hub of innovation and knowledge in the field of computing. It offers a wide range of courses, covering topics such as programming, algorithms, data structures, artificial intelligence, and software engineering. Through rigorous academic programmes and practical experiences, the department nurtures the next generation of skilled professionals, prepared to tackle real-world challenges in the ever-evolving field of computer science and shaping the future of technology.

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Department of Management

The Department of Management, established in July 2005, has a focused vision of imparting the students with solid foundation in management principles, theories, and practices, and aims at equipping the students to assume challenging entrepreneurial and managerial positions.

Since its inception, the department gives utmost importance to the holistic empowerment of the student community through various curricular and co-curricular programmes designed and implemented to enhance their knowledge, skills, and to prepare them for higher studies as well as the corporate world. Student-centric learning methodologies are followed in the department to bring out the best and latent talents of each student.

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Department of English, Communication and Journalism

The Department of English, Communication and Journalism is a vibrant academic unit which provides its students with a comprehensive foundation in English language, literature, culture, communication, journalism, and writing. The Triple Main undergraduate programme in English Literature, Communication and Journalism offers a diverse educational experience for aspiring writers, communicators, and journalists. Through its comprehensive curriculum, experienced faculty and emphasis on practical applications, the department equips the students with the skills and knowledge necessary to thrive in various professional arenas, such as Editor, Reporter, Content Writer, Copyeditor, Public Relations Officer, Academician, Educator, Language Trainer, etc.

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Department of Animation and Graphic Design

The Department of Animation and Graphic Design offers undergraduate and postgraduate programmes in Animation and Graphic Design. The curricula of these

programmes are designed to equip students with the skills required to become modern media practitioners and empower them to be conscientious media professionals. They receive exposure in the contemporary media industry with a wide scope in the fields of cinema, marketing, advertising, and social media.

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Department of Physical Education

The mission of the Department of Physical Education is to foster a culture of physical well-being, sportsmanship, and overall fitness among students. It promotes a healthy and balanced lifestyle that extends beyond the confines of the classroom. Through a wide range of physical activities, sports programmes, and wellness initiatives, the department aims to develop students both mentally and physically, enabling them to excel academically while nurturing their athletic potential.

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Tree of Life: Centre for Happiness and Well-Being

Tree of Life - The Centre for Happiness and Wellbeing at RCMAS is a dedicated

and compassionate support hub, committed to nurturing the holistic well-being of the students. Situated amid the bustling campus, the centre provides a safe and confidential space where students can seek guidance, share their concerns, and receive professional counselling services.

With the vision of promoting holistic student development, the centre takes inspiration from the symbolic "Tree of Life," representing growth, resilience, and interconnectedness. The centre aims at empowering students to navigate the challenges of College life, personal growth, and academic pursuits with confidence and self-assurance and providing resources that empower them to lead healthier, happier, and more balanced lives.

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Administration Staff

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Accounting Staff

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Laboratory Staff

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Reception and Stationery Staff

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Intellectual growth should commence at birth and cease only at death.

– Albert Einstein



Rajagiri College of Management and Applied Sciences, in affiliation with Mahatma Gandhi University, offers two postgraduate programmes and ten undergraduate programmes under the departments of Commerce, Management, Computer Science, Animation and Graphic Design, and English, Communication, and Journalism.

- Bachelor of Computer Applications (BCA)
- Bachelor of Arts in Animation and Graphic Design
- Bachelor of Arts in English Literature, Communication and Journalism (Triple Main)
- Bachelor of Business Administration (BBA)
- BCom Model I Computer Applications
- BCom Model II Computer Applications
- BCom Model I Finance and Taxation
- BCom Model II Finance and Taxation
- BCom Model II Marketing
- BCom Model II Logistics
- MCom Finance and Taxation
- Master of Arts in Graphic Design

PROGRAMME STRUCTURE

BA English Model 3 – Triple Main – Literature, Communication and Journalism

Semester	Course Code	Course Title	Course Category	Credit	Hours
I	EN1CC01	Fine-tune Your English	Common	5	4
	EN1CR01	Methodology of Literary Studies	Core	6	4
	EN1CE01	English Literature from the Old English Period to the Romantic Age	Complimentary	5	4
	EN1CE02	Conversational Skills	Complimentary	4	4
	EN1CE03	Writing for the Media	Complimentary	5	4
				20	20
II	EN2CC03	Issues that Matter	Common	5	4
	EN2CR02	Introducing Language and Literature	Core	5	4
	EN2CE04	English Literature from the Victorian Age to the Postmodern Period	Complimentary	6	4
	EN2CE05	Editing and Fundamentals of Media Writing	Complimentary	5	4
	EN2CE06	Interpersonal Skills	Complimentary	4	4
				25	20
III	EN3CR03	Harmony of Prose	Core	5	4
	EN3CR04	Symphony of Verse	Core	4	4
	EN3CE07	Introduction to Narratology	Complimentary	5	4
	EN3CE08	Digital Writing, Advertising and Reporting for Media	Complimentary	6	4
	EN3CE09	Creative Writing	Complimentary	5	4
				25	20
IV	EN4CR05	Modes of Fiction	Core	5	4
	EN4CR06	Language and Linguistics	Core	5	4
	EN4CE10	Business Writing	Complimentary	5	4
	EN4CE11	Translation: Theoretical and Literary Perspectives.	Complimentary	5	4
	EN4CE12	Writing for Radio and Television	Complimentary	5	4
				25	20

V	EN5CR07	Acts on the Stage	Core	5	4
	EN5CR08	Literary Criticism and Theory	Core	5	4
	EN5CR09	Indian Writing in English	Core	5	4
	EN5CRT01	Environmental Science and Human Rights	Core	5	4
				24	19
VI	EN6CR10	Postcolonial Literatures	Core	5	4
	EN6CR11	Women Writing	Core	5	4
	EN6CR12	American Literature	Core	5	4
	EN6CR13	Modern World Literature	Core	6	4
	EN6OJT01	OJT in Media: Audio, Visual and Print & Project	On Job Training	4	4
				25	20

Bachelor of Business Administration (BBA)

Semester	Course Code	Course Title	Course Category	Credit	Hours
I	BA1CRT01	Principles and Methodology of Management	Core	4	6
	BA1CRT02	Business Accounting	Core	4	6
	BA1CMT03	Fundamentals of Business	Complementary	4	4
		Mathematics			
	BA1CMT04	Fundamentals of Business	Complementary	4	4
		Statistics			
BA1CCT05	English Paper –I	Common	4	5	
				20	25
II	BA2CRT06	Cost and Management	Core	4	6
		Accounting			
	BA2CRT07	Business Communication	Core	4	6
	BA2CMT08	Mathematics for Management	Complementary	4	4
	BA2CMT09	Statistics for Management	Complementary	4	4
BA2CCT10	English Paper –II	Common	4	5	
				20	25
III	BA3CRT11	Human Resource Management	Core	4	5
	BA3CRT12	Marketing Management	Core	4	5
	BA3CRT13	Research Methodology	Core	4	5
	BA3CMT14	Business Laws	Complementary	4	5
	BA3PRP15	Personality Development and Management Skills (Minor Project)	Core	4	5
				20	25

IV	BA4CRT16	Financial Management	Core	4	5
	BA4CRT17	Managerial Economics	Core	4	5
	BA4CRT18	Entrepreneurship	Core	4	5
	BA4CMT19	Basic informatics for Management	Complementary	4	5
	BA4CMT20	Corporate Law	Complementary	4	5
				20	25
V	BA5CRT21	Organizational Behavior	Core	4	6
	CO50PT01	Fundamentals of Banking and Insurance	Open	3	4
	BA5CRT23	Environment Science and Human Rights	Core	4	5
	BA5CMT24	Intellectual Property Rights and Industrial Laws	Complementary	4	5
	BA5CRT25	Operations Management	Core	2	2
	BA5CRT26	Industrial Relations	Core	3	3
				20	25
VI	BA6OCT27	Health Care Management	Optional (Core)	4	5
	BA6OCT28	Advertising and Salesmanship	Optional (Core)	4	5
	BA6CRT29	Strategic Management	Core	4	5
	BA6CRT30	Communication Skills and Personality development	Core	4	5
	BA6PRP31	Management Project	Core	4	5
				20	25

Bachelor of Computer Applications (BCA)

Semester	Course Code	Course Title	Course Category	Credit	Hours
I		English I	Common	4	
		Mathematics	Complementary	4	
		Basic Statistics	Complementary	4	
	CAICRTOI	Computer Fundamentals and Digital Principles	Core	4	
	CAICRT02	Methodology of Programming and C Language	Core	3	
	CAICRPOI	Software Lab I	Core	2	
II		English II	Common	4	
		Discrete Mathematics	Complementary	4	
	CA2CRT03	Data Base Management Systems	Core	3	
	CA2CRT04	Computer Organization and Architecture	Core	4	
	CA2CRT05	Object oriented programming using C++	Core	4	
	CA2CRP02	Software Lab II	Core	2	

III		Advanced Statistical Methods	Complementary	4	
	CA3CRT06	Computer Graphics	Core	4	
	CA3CRT07	Microprocessor and PC Hardware	Core	4	
	CA3CRT08	Operating Systems	Core	4	
	CA3CRT09	Data Structure using C++	Core	3	
	CA3CRP03	Software Lab III	Core	2	
IV		Operational Research	Complementary	4	
	CA4CRT10	Design and Analysis of Algorithms	Core	4	
	CA4CRT11	System Analysis and Software Engineering	Core	4	
	CA4CRT12	Linux Administration	Core	4	
	CA4CRT13	Web Programming using PHP	Core	3	
	CA4CRP04	Software Lab IV	Core	2	
V	CA5CRT14	Computer Networks	Core	4	
	CA5CRT15	IT and Environment	Core	4	
	CA5CRT16	Java Programming using Linux	Core	3	
	CA50PT	Open Course	Core	3	
	CA5CRP05	Software Lab V	Core	2	
	CA5CRP06	Software Development Lab I (Mini Project)	Core	2	
VI	CA6CRT17	Cloud Computing	Core	4	
	CA6CRT18	Mobile Application development – Android	Core	4	
	CA6PET	Elective— Data Mining	Core	4	
	CA6CRP07	Software Lab VI & Seminar	Core	2	
	CA6CRP08	Software Development Lab II (Main Project)	Core	3	
	CA6VVT01	Viva Voce	Core	1	

BCom Model 1 Finance & Taxation (M1T)

Semester	Course Code	Course Title	Course Category	Credit	Hours
I	EN1CC01	Language - English-I	Common	4	5
		Second Language-I	Common	4	4
	CO1CRT01	Dimensions	Core	2	3
	CO1CRT02	Financial Accounting I	Core	4	5
	CO1CRT03	Corporate Regulations and Administration	Core	3	4
	CO1CMT01	Banking and Insurance	Complementary	3	4
				20	25

II	EN2CC03	Language- English-I	Common	4	5
		Second Language-I	Common	4	4
	CO2CRT04	Financial Accounting II	Core	4	5
	CO2CRT05	Business Regulatory Framework	Core	3	4
	CO2CRT06	Business Management	Core	3	3
	CO2CMT02	Principles of Business Decisions	Complementary	3	4
				21	25
III	EN3CC07	Language- English-I	Common	3	3
	CO3CRT07	Corporate Accounts I	Core	4	5
	CO3CRT08	Quantitative Techniques for Business- 1	Core	4	5
	CO3CRT09	Financial Markets and Operations	Core	3	4
	CO3CRT10	Marketing Management	Core	3	3
	CO3OCT01	Goods and Service tax	Optional (Core)	4	5
				21	25
IV	EN4CC08	Language- English-I	Common	3	3
	CO4CRT11	Corporate Accounts II	Core	4	6
	CO4CRT12	Quantitative Techniques for Business- II	Core	4	6
	CO4CRT13	Entrepreneurship Development and Project Management	Core	4	5
	CO4OCT01	Financial services	Optional (Core)	4	5
				19	25
V	CO5CRT14	Cost Accounting - 1	Core	4	6
	CO5CRT15	Environment and Human Rights	Core	4	5
	CO5CRT16	Financial Management	Core	4	5
	CO5OCT01	Income Tax I	Optional (Core)	4	5
	CA5OPT02	Open course- Computer Fundamentals, Internet & MS-Office	Open	3	4
				19	25
VI	CO6CRT17	Cost Accounting - 2	Core	4	6
	CO6CRT18	Advertisement and Sales Management	Core	3	4
	CO6CRT19	Auditing and Assurance	Core	4	5
	CO6CRT20	Management Accounting	Core	4	5
	CO6OCT01	Income Tax II	Optional (Core)	4	5
	CO6PR01	Project and Viva	Project	1	-
				20	25

BCom Model 2 Finance & Taxation (M2T)

Semester	Course Code	Course Title	Course Category	Credit	Hours
I	EN01CC01	Language English I	Common	4	5
	HN1CCT01	Second Language I	Common	4	5
	CO1CRT01	Dimensions and Methodology of Business Studies	Core	2	3
	CO1CRT02	Financial Accounting I	Core	4	5
	CO1CRT03	Corporate Regulations and Administrations	Core	3	4
	CO1CMT01	Banking and Insurance	Complementary	3	3
				20	25
II	EN2CC03	Language English I	Common	4	5
	HN2CCT02	Second Language I	Common	4	5
	CO2CRT04	Financial Accounting II	Core	4	5
	CO2CRT05	Business Regulatory Framework	Core	3	4
	CO2CRT06	Business Management	Core	3	3
	CO2CMT02	Principles of Business Decisions	Complementary	3	3
				21	25
III	EN3CCT05	Language English I	Common	3	5
	CO3CRT07	Corporate Accounting I	Core	4	4
	CO3CRT08	Quantitative Techniques I	Core	4	4
	CO3CRT09	Financial Markets and Operations	Core	3	4
	CO3CRT10	Marketing Management	Core	3	3
	CO3OCT01	Goods and Service Tax	Optional (Core)	4	5
				21	25
IV	EN1CRT01	Language English I	Core	3	5
	CO4CRT11	Corporate Accounting II	Core	4	5
	CO4CRT12	Quantitative Techniques II	Core	4	5
	CO4CRT13	Entrepreneurship Development Programme	Core	4	5
	CO4OCT01	Financial Services	Optional (Core)	4	5
				19	25
V	CO5CRT14	Cost Accounting	Core	4	6
	CO5CRT15	Environment Management and Human Rights	Core	4	5
	CO5CMT07	E commerce	Complementary	4	5
	CO5OCT01	Income Tax	Optional (Core)	4	5

	CA5OPT02	Computer Fundamentals, Internet & MS Office	Open	4	4
				19	25
VI	CO6CRT17	Cost Accounting II	Core	4	6
	CO6CRT18	Advertisement and Sales Management	Core	3	4
	CO6CMT09	Income Tax Assessment and Planning	Complementary	4	5
	CO6CRT20	Management Accounting	Core	4	5
	CO6OCT01	Income Tax II	Optional (Core)	4	5
					19

BCom Model 1 Computer Applications (M1C)

Semester	Course Code	Course Title	Course Category	Credit	Hours
I	EN1CC01	Language-English I	Common	4	5
	ML1CCT05 HN1CCT01	Second Language- I Malayalam Hindi	Common	4	4
	CO1CRT01	Dimensions and Methodology of Business Studies	Core	2	3
	CO1CRT02	Financial Accounting I	Core	4	5
	CO1CRT03	Corporate Regulations and Administration	Core	3	4
	CO1CMT01	Banking and Insurance		3	4
				20	25
II	EN2CC03	Language-English I	Common	4	5
	ML2CCT06 HN2CCT02	Second Language- I Malayalam Hindi	Common	4	4
	CO2CRT04	Financial Accounting II	Core	4	5
	CO2CRT05	Business Regulatory Framework	Core	3	4
	CO2CRT06	Business Management	Core	3	3
	CO2CMT02	Principles of Business Decisions	Complementary	3	4
				21	25
	EN3CCT07	Language-English I	Common	3	3
	CO3CRT07	Corporate Accounts I	Core	4	5
	CO3CRT08	Quantitative Techniques for Business I	Core	4	5

III	CO3CRT09	Financial Markets and Operations	Core	3	4
	CO3CRT10	Marketing Management	Core	3	3
	CO3OCT02	Information Technology for Business (Theory)	Optional (Core)	3	3
	CO3OCP01	Information Technology for Business (Practical)	Optional (Core)	1	2
				21	25
IV	CO1CRT01	Language-English I	Core	3	3
	CO4CRT11	Corporate Accounts II	Core	4	6
	CO4CRT12	Quantitative Techniques for Business II	Core	4	6
	CO4CRT13	Entrepreneurship Development and Project Management	Core	4	5
	CO4OCT02	Information Technology for Office (Theory)	Optional (Core)	3	3
	CO4OCP01	Information Technology for Office (Practical)	Optional (Core)	1	2
				19	25
V	CO5CRT14	Cost Accounting I	Core	4	6
	CO5CRT15	Environment and Human Rights	Core	4	5
	CO5CRT16	Financial Management	Core	4	5
	CO5OCT02	Computerised Accounting (Theory)	Optional (Core)	3	3
	CO5OCP01	Computerised Accounting (Practical)	Optional (Core)	1	2
	BA50PT22	Brand Management	Open	3	4
				19	25
VI	CO6CRT17	Cost Accounting II	Core	4	6
	CO6CRT18	Advertisement and Sales Management	Core	3	4
	CO6CRT19	Auditing and Assurance	Core	4	5
	CO6CRT20	Management Accounting	Core	4	5
	CO6OCT02	Software for Business and Research (Theory)	Optional (Core)	3	3
	C65OCP01	Software for Business and Research (Practical)	Optional (Core)	1	2
	CO6PR01	Project and Viva	Project	1	
				20	25

BCom Model 2 Computer Applications (M2C)

Semester	Course Code	Course Title	Course Category	Credit	Hours
I	EN1CC01	Language- English-I	Common	4	5
	HN2CCTO2/ML1CCT11	Second Language-I	Common	4	5
	CO1CRT01	Dimensions	Core	2	3
	CO1CRT02	Financial Accounting I	Core	4	5
	CO1CRT03	Corporate Regulations and Administration	Core	3	4
	CO1CMT01	Banking and Insurance	Complementary	3	3
				20	25
II	EN2CC03	Language- English-I	Common	4	5
	HN2CCTO2/ML2CCT12	Second Language-I	Common	4	5
	CO2CRT04	Financial Accounting II	Core	4	5
	CO2CRT05	Business Regulatory Framework	Core	3	4
	CO2CRT06	Business Management	Core	3	3
	CO2CMT02	Principles of Business Decisions	Complementary	3	3
				21	25
III	EN3CC05	Language- English-I	Common	3	5
	CO3CRT07	Corporate Accounts I	Core	4	4
	CO3CRT08	Quantitative Techniques for Business- 1	Core	4	4
	CO3CRT09	Financial Markets and Operations	Core	3	4
	CO3CRT10	Marketing Management	Core	3	3
	CO3OCT02	Information Technology for Business (Theory)	Optional (Core)	3	3
	CO3OCP01	Information Technology for Business (Practical)	Optional (Core)	1	2
				21	25
IV	CO1CRT01	Language- English-I	Core	3	5
	CO4CRT11	Corporate Accounts II	Core	4	5
	CO4CRT12	Quantitative Techniques for Business- II	Core	4	5
	CO4CRT13	Entrepreneurship Development and Project Management	Core	4	5
	CO4OCT02	Information Technology for Office (Theory)	Optional (Core)	3	3

	CO4OCP01	Information Technology for Office (Practical)	Optional (Core)	1	2
				19	25
V	CO5CRT14	Cost Accounting - 1	Core	4	6
	CO5CRT15	Environment and Human Rights	Core	4	5
	CO5CMT08	Programming in 'C' (Theory)	Complementary	3	3
	CO5CMP01	Computer Application Programming in 'C' (Practical)	Complementary	1	2
	CO5OCT02	Computerised Accounting (Theory)	Optional (Core)	3	3
	CO5OCP01	Computerised Accounting (Practical)	Optional (Core)	1	2
		Open Course	Open	3	4
				19	25
VI	CO6CRT17	Cost Accounting - 2	Core	4	6
	CO6CRT18	Advertisement and Sales Management	Core	3	4
	CO6CMT10	Computer Application Database Management System	Complementary	3	3
	CO6CMP01	Computer Application Database Management System (Practical)	Complementary	1	2
	CO6CRT20	Management Accounting	Core	4	5
	CO6OCT02	Computer Application Software for Business and Research (Theory)	Optional (Core)	3	3
	CO6OCP01	Computer Application Software for Business and Research (Practical)	Optional (Core)	1	2
	CO6PR01	Project and Viva	Project	1	-
			20	25	

BCom Model 2 Logistics (M2L)

Semester	Course Code	Course Title	Course Category	Credit	Hours
I	EN1CC01	Language- English-I	Common	4	5
	HN2CCT02/ML1CCT11	Second Language-I	Common	4	5
	CO1CRT01	Dimensions	Core	2	3
	CO1CRT02	Financial Accounting I	Core	4	5

	CO1CRT03	Corporate Regulations and Administration	Core	3	4
	CO1CMT01	Banking and Insurance	Complementary	3	3
				20	25
II	EN2CC03	Language- English-I	Common	4	5
	HN2CCT02/ML2CCT12	Second Language-I	Common	4	5
	CO2CRT04	Financial Accounting II	Core	4	5
	CO2CRT05	Business Regulatory Framework	Core	3	4
	CO2CRT06	Business Management	Core	3	3
	CO2CMT02	Principles of Business Decisions	Complementary	3	3
				21	25
III	EN3CC05	Language- English-I	Common	3	5
	CO3CRT07	Corporate Accounts I	Core	4	4
	CO3CRT08	Quantitative Techniques for Business- 1	Core	4	4
	CO3CRT09	Financial Markets and Operations	Core	3	4
	CO3CRT10	Marketing Management	Core	3	3
	CO3OCT06	Introduction to Logistics Management	Optional (Core)	4	5
				21	25
IV	CO1CRT01	Language- English-I	Core	3	5
	CO4CRT11	Corporate Accounts II	Core	4	5
	CO4CRT12	Quantitative Techniques for Business- II	Core	4	5
	CO4CRT13	Entrepreneurship Development and Project Management	Core	4	5
	CO4OCT06	Logistics Management Principles of Logistics Information	Optional (Core)	4	5
				19	25
V	CO5CRT14	Cost Accounting - 1	Core	4	6
	CO5CRT15	Environment and Human Rights	Core	4	5
	CO5CMT07	Logistics Management- E Commerce	Complementary	4	5
	CO5OCT06	Air Cargo Logistics Management	Optional (Core)	4	5
	CA5OPT02	Computer Fundamentals, Internet & MS-Office	Open	3	4
				19	25

VI	CO6CRT17	Cost Accounting - 2	Core	4	6
	CO6CRT18	Advertisement and Sales Management	Core	3	4
	CO6CMT12	Consumer Behavior	Complementary	4	5
	CO6CRT20	Management Accounting	Core	4	5
	CO6OCT06	Shipping and Ocean Freight Logistics Management	Optional (Core)	4	5
	CO6PR01	Project and Viva	Project	1	-
				20	25

BCom Model 2 Marketing (M2M)

Semester	Course Code	Course Title	Course Category	Credit	Hours
I		English (3+2)	Common	4	5
		Second Language	Common	4	5
	CO1CRT01	Dimensions & Methodology of Business Studies	Core	2	3
	CO1CRT02	Financial Accounting	Core	4	5
	CO1CRT03	Corporate Regulations & Administration	Core	3	4
	CO1CMT01	Banking & Insurance	Complementary	3	3
				20	25
II		English (3+2)	Common	4	5
		Second Language	Common	4	5
	CO2CRT04	Financial Accounting II	Core	4	5
	CO2CRT05	Business Regulatory Framework	Core	3	4
	CO2CRT06	Business Management	Core	3	3
	CO2CMT02	Principles of Business Decisions	Complementary	3	3
				21	25
III		English	Common	3	5
	CO3CRT07	Corporate Accounts 1	Core	4	4
	CO3CRT08	Quantitative Techniques for Business 1	Core	4	4
	CO3CRT09	Financial markets & Operations	Core	3	4
	CO3CRT10	Marketing Management	Core	3	3
	CO3OCT05	Customer Relationship Management	Optional	4	5
			21	25	
IV		English	Common	3	5
	CO4CRT11	Corporate Accounts II	Core	4	5
	CO4CRT12	Quantitative Techniques for Business	Core	4	5
	CO4CRT13	Entrepreneurship Development & Project management	Core	4	5
	CO4OCT05	Service Marketing	Optional	4	5
				19	25

V	CO5CRT14	Cost Accounting -1	Core	4	6
	CO5CRT15	Environment Management and Human Rights	Core	4	5
	CO5CMT07	E-Commerce	Complementary	4	5
	CO5OCT05	Marketing Research	Optional	4	5
		Open Course	Open	3	4
				19	25
VI	CO6CRT17	Cost Accounting -2	Core	4	6
	CO6CRT18	Advertisement and Sales Management	Core	3	4
	CO6CMT12	Consumer behaviour	Complementary	4	5
	CO6CRT20	Management Accounting	Core	4	5
	CO6OCT05	International Marketing	Optional	4	5
	CO6PR01	Project and Viva	Project	1	
				20	25

BA Animation and Graphic Design (BA AGD)

Semester	Course Code	Course Title	Course Category	Credit	Hours
I		English I	Common	4	5
	AG1CRT01	History of Art and Design	Core	4	5
	AG1CRP02	Elements of Graphic Design	Core	4	5
	AG1CRP03	Rudiments of Animation Drawing	Core	4	5
	AG1PRP01	Techniques of Photographic Composition	Complimentary	4	5
				20	25
II		English II	Common	4	5
	AG2CRT04	History of Animation and Visual Effects	Core	4	5
	AG2PRP02	Planning for Animation	Complimentary	4	5
	AG2CRP05	Raster Graphics	Core	4	5
	AG2CRP06	Vector Graphics	Core	4	5
				20	25
III	AG3CRP07	Character Designing for Animation	Core	4	5
	AG3CRP08	Basics of 3D Animation	Core	4	5
	AG3PRP03	Classical Animation *	Core	4	5
	AG3CMP09	Basic Compositing and Visual Effects	Complimentary	4	5
	AG3CRP10	Branding Design	Core	4	5
				20	25

IV	AG4CRP11	Design for Web	Core	4	5
	AG4PRP04	Stop Motion Animation	Core	4	5
	AG4CMP12	Typography	Complimentary	4	5
	AG4PRP05	Advanced Cel Animation	Core	4	5
	AG4CRP13	Techniques of 3D Animation	Core	4	5
				20	25
V	AG5CRT14	Environmental Studies And Human Rights	Core	4	5
	AG5CMP15	Interaction Design	Complimentary	4	5
	AG5CRP16	Digital Illustration	Core	4	5
	AG5CRP17	Advanced 3D Animation Techniques	Core	4	5
		Open Course	Open	3	5
	AG5OPP1.1	A. Video Editing			
	AG5OPP1.2	B. Architectural Design			
	AG5OPP1.3	C. Digital 2D Animation			
				19	25
VI	AG6OJP01	Internship		2	
	AG6PRP06	Animation Project *	Core	4	5
	AG6CMP18	Publication Design	Complimentary	4	5
	AG6PRP07	Design Project	Core	4	5
		Choice Based Course	Core	3	5
	AG6CBP1.1	A. UI Design			
	AG6CBP1.2	B. Animation Effects			
	AG6CBP1.3	C. Painting with Pixels			
	AG6PRP08	Advertising Design	Complimentary	4	5
				21	25

POSTGRADUATE PROGRAMME STRUCTURE

MCom Finance and Taxation

Semester	Course Code	Course Title	Course Category	Credit	Hours
I	CM010101	Specialized Accounting	Core	4	5
	CM010102	Organizational Behavior	Core	3	5
	CM010103	Marketing Management	Core	4	5
	CM010104	Management Optimization Techniques	Core	4	5

	CM010105	Methodology for Social Science Research	Core	4	5
				19	25
II	CM010201	Advanced Corporate Accounting	Core	4	5
	CM010202	Human Resource Management	Core	3	5
	CM010203	International Business and Finance	Core	4	5
	CM010204	Quantitative Techniques	Core	4	5
	CM010205	Strategic Management	Core	4	5
				19	25
III	CM010301	Strategic Financial Management	Core	5	6
	CM010302	Income Tax – Law and Practice	Core	5	7
	CM010303	Security Analysis and Portfolio Management	Core	4	6
	CM800301	Indirect Tax Laws	Core	4	6
				18	25
IV	CM010401	Advanced Cost and Management Accounting	Core	5	6
	CM010402	Income Tax-Assessment and Procedure	Core	5	7
	CM800401	Derivatives and Risk Management	Core elective	4	6
	CM800402	Personal Investment and Behavioural Finance	Core elective	4	6
	CM010403	Project Report	Core Project	4	-
	CM010404	Comprehensive viva voce	Core viva	2	-
				24	25

MA Graphic Design (MA GD)

Semester	Course Code	Course Title	Course Category	Credit	Hours
I	MM500101	Introduction to Visual Language	Common	4	5
	MM500102	Introduction to Art: Theory and Criticism	Common	4	6
	MM500103	Methods of Shooting	Common	3	4
	MM040101	Basics of Design	Core	4	5
	MM040102	Introduction to Digital Design	Core	4	5
				19	25

II	MM040201	Typography	Core	4	6
	MM040202	Interaction Design	Core	5	5
	MM040203	Motion Design	Core	3	4
	MM040204	Techniques of Applied Art	Core	4	5
	MM040205	Introduction of Promotional Designs	Core	5	5
				21	25
III	MM040301	Publication Design	Core	4	5
	MM040302	Package Design	Core	4	5
	MM040303	Programming for Designers	Core	4	5
	MM500303	Ethics and Laws for Media	Common	5	5
	MM040304	Advertising Design and Branding	Core	5	5
				22	25
IV		Elective 1	Elective	3	4
		Elective 2	Elective	3	4
		Elective 3	Elective	3	4
	MM020401	Internship	OJT	2	1 Month
	MM020402	Graduation Project	Core	5	10
	MM020403	Comprehensive Viva	Core	2	
					18

ELECTIVE GROUP A	MM860401	Research and Studies in Media	Elective	3	4
	MM860402	Web and Interactive Media	Elective	3	4
	MM860403	Creative Painting	Elective	3	4
ELECTIVE GROUP B	MM870401	Digital Matte Painting	Elective	3	4
	MM870402	Environmental Graphics	Elective	3	4
	MM870403	UI Designing	Elective	3	4



The students at RCMAS can avail of career-oriented courses and gain a dual degree on graduation. Under the programme, each student would be awarded an additional course certificate they opted for.

Course Code	Course	Eligibility	Total Instructional Hours	Fees (Rs)	Mode	Institutional Alliance	About the Course
AD01CMA01	CMA US	B. Com / BBA / M. Com	240	70,000/-	Online	Miles Education	Certified Management Accountant (CMA) is a professional certification credential in the management accounting and financial management fields. The certification signifies that the person possesses knowledge in the areas of financial planning, analysis control, decision support, and professional ethics.
AD01BA01	Business Analytics	B. Com / BBA / M. Com	120	18,000/-	Hybrid	KPMG	This Business Analytics Program will help the students to gain the knowledge they need to turn their organization's data into a tactical asset to generate business value. Business Analytics (BA) is a set of disciplines and technologies for solving business problems using data analysis, statistical models, and other quantitative methods. It involves an iterative, methodical exploration of an organization's data, with an emphasis on statistical analysis to drive decision-making.
AD01DM01	Digital Marketing	B. Com / BBA / BCA / BAE / BA AGD / M. Com	175	35,000/-	Online	Additional Skill Acquisition Programme Kerala Government (ASAP)	The Digital Marketing Certification Online course transforms you into a digital marketing specialist in domains like SEO, social media, pay-per-click, conversion optimization, digital analytics, content marketing, mobile marketing, and email marketing.
AD01VR01	VR Developer	BCA / BA AGD	200	30,000/-	Offline	Additional Skill Acquisition Programme Kerala Government (ASAP)	Discover the fundamentals of Virtual Reality, the hardware and history, different applications, and the psychology and challenges of the medium. Explore to interact with a VR world, including the concepts and technologies of VR interaction. Utilise the skills of students to have learnt to create their own VR game or project. Learn the basics of 3D graphics, how to create objects and how to lay them out to create an environment.
AD01AA01	Unity Certified User: Associate Artist	BCA / BA AGD	200	30,000/-	Offline	Additional Skill Acquisition Programme Kerala Government (ASAP)	The course will tutor the basics of 2D and 3D digital artistry within Unity software to create interactivity in games, apps, AR/VR, and other experiences. The certification exam objectives are aligned with current industry standards set by professionals and educators.
AD01ME01	Microsoft Excel (MO 200)	B. Com / BBA / BCA / BAE / BA AGD / M. Com	30	3,500/-	Online	The Strategist	The course will prepare you for the MOS Excel 2019 or the MO-200 exam by taking you through all the major skills required. The course will cover NEW Excel 2019 skills such as: managing Excel worksheet and workbooks, formatting worksheets, Excel charts and images, Excel functions, formulas, and operations, and lastly, Excel tables.

AD01YG01	Diploma in YOGA	B. Com / BBA / BCA / BAE / BA AGD / M. Com	100	10,000/-	Hybrid	Pathanjali Prana yoga Vidyapeedom	Diploma in Yoga is a one-year diploma degree program that deals with the study of yoga, asanas, and its various other traditional practices. This course ensures a healthy lifestyle by engaging in physical activity without the use of any equipment, and it also provides a means of assisting in controlling one's thoughts. Graduates can work as a Yoga Teacher, Assistant, Therapist, Yoga Instructor, etc.
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Scholarships and Awards

Scholarships and awards are provided based on the student's academic performance and economic status. These scholarships, awards and freships are typically merit-based or need-based, and they can significantly ease the financial burden of the needy students' College expenses. Student awards are recognitions and honours bestowed upon students to celebrate their outstanding achievements, contributions, and talents during their academic journey. These awards serve as a form of encouragement and motivation for students, highlighting their hard work and dedication. Awards facilitated by the College:

- Post-Matric Scholarships Scheme for Minorities
- Central Sector Scheme of Scholarships for College and University Students
- Lakshadweep Scholarship Scheme
- E-Grants for SC/ST
- E-Grants for Fisherman's Children
- Post-Matric Scholarship for Students with Disabilities
- Scholarships of Top-Class Education for Students with Disabilities
- PG Indira Gandhi Scholarship for Single Girl Child

Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) of RCMAS is established with the prime motto of developing a system for conscious, consistent, and catalytic action to enhance the academic administrative performance and to sustain the quality of the institution. The Cell is constituted under the chairpersonship of the Principal and a Faculty Coordinator. It also comprises the management, faculty members, administrative officers, alumni, College union, students, nominees from employers, industrialists, stakeholders, and experts from various domains.

Besides, IQAC has been entrusted with the task of periodical convening of all concerned committees for quality assurance by the regular monitoring of their activities in tune with the set goals and the vision and mission of the College.

VISION

To evolve and assimilate into a heritage of excellence ingrained in the process of exploring knowledge, imbibing values, and exerting social commitment.

MISSION

To fortify the paradigms of excellence through synergizing the aspirations and exertions of every stakeholder.

IQAC Committee:

Rev Dr Mathew Vattathara, CMI	(Director, RCMAS)
Rev Fr Ajeesh Puthussery CMI	(Associate Director, RCMAS)
Dr Laly Mathew (Principal)	(Chairperson)
Mr Joby Jacob	(Coordinator)
Ms Amala Manavalan	(Additional Coordinator)
Mr Jithu Tom Eapen	(Additional Coordinator)
Ms Deepthya Thampi V	(Secretary)
Dr Chandralal V S	(Senior Assistant Superintendent, Exam Cell)
Ms Anila Varghese	(Placement Officer)
Mr Ranjith K Jose	(Office Superintendent)
Ms Jincy Sunil	(Chief Accountant)
Ms Renu V Namboothiri	(Librarian)
Mr M O Varghese	(Local Representative: Ward Councillor, Thrikkakkara Municipality)
Mr Sunil Kumar P N	(Industrial Representative)
Ms Jaisha V J	(Parent Representative)
Ms Ameena Neha Shiraz	(Alumni Representative)
Mr Abhimanyu Shekhar K	(Student Council Chairman)
Heads of the Departments:	
Ms Mary Antony	(Commerce)
Mr Jotty Jacob	(Animation and Graphic Design)
Mr Sijo Jacob	(Computer Science)
Ms Megha Mohan	(Management)
Ms Kavitha Krishnadas	(English, Communication and Journalism)

CRITERIA CHAMPIONS AND CO-CHAMPIONS		
Criteria	Champions	Cochampions
Criteria 1: Curricular Aspects	Dr Indu G Krishnan	Ms Merleena Antony
Criteria 2: Teaching-Learning and Evaluation	Ms Mekha Sebastian	Ms Anna George Ms Sunitha Varghese
Criteria 3: Research, Innovations and Extension	Mr Ashish C Pius	Ms Amala Linus
Criteria 4: Infrastructure and Learning Resources	Mr Renju A C	Dr Bipindas U R
Criteria 5: Student Support and Progression	Ms Nileena Sasidharan	Ms Sai Parvathy I R
Criteria 6: Governance, Leadership and Management	Ms Tessymol Mathew	Ms Bridin Rocha
Criteria 7: Institutional Values and Best Practices	Ms Lakshmi K Raghavan	Ms Elsa Jacob

Department Quality Assurance Cell (DQAC)

Ms Anupa Stanly	(Commerce)
Ms Dona Maria Mani	(Computer Science)
Mr Abbin Joseph Thomas	(Animation and Graphic Design)
Ms Ardra C Michael	(Management)
Ms Salu Varghese	(English, Communication and Journalism)

College Council

College Council is a statutory body to advise and assist the Principal in all academic and administrative matters. The College Council consists of the Principal, Director, Associate Director, all Heads of the Departments, IQAC Coordinator, Senior Associate Professor, and Staff Secretary. The Principal is the Chairman of the Council. Two days' prior notice is given for usual meetings, and urgent meetings are convened at short notice.

Members of the Council:

Rev Dr Mathew Vattathara CMI	: (Director)
Rev Fr Ajeesh Puthussery CMI	: (Associate Director)
Dr Laly Mathew	: (Principal & Chairperson)
Ms Mary Antony	: (HOD - Commerce)
Ms Kavitha Krishnadas	: (HOD - English, Communication and Journalism)
Mr Sijo Jacob	: (HOD - Computer Science)
Mr Jotty Jacob	: (HOD - Animation and Graphic Design)
Dr Bipindas U R	: (HOD - Physical Education)
Ms Megha Mohan	: (Council Secretary, HOD - Management)
Mr Joby Jacob	: (IQAC Coordinator)
Ms Geethu Johny	: (Staff Secretary)
Mr W T Paul	: (Staff Representative)

Staff Council

The Staff Council provides a formal avenue for the smooth functioning of academic and non- academic matters in the College. The elected staff secretary facilitates communications between the Management, staff and students and will be responsible for the execution and implementation of the decisions of the Staff Council.

Staff Secretary: Ms Geethu Johny

Student Council

The Student Council serves as the heart and soul of the College, acting as a pivotal body that unites students from diverse backgrounds and disciplines. The primary objective of the Student Council is to represent the collective voice of the students and ensure that their welfare and interests are safeguarded. The Council works as a bridge of communication between students, faculty, and the College administration, facilitating effective dialogue and problem-solving.

The following are the office bearers:

Mr Abhimanyu Shekhar K (III Year, BBA)	- Chairman
Ms Fiza P Farooque (III Year, BCom)	- Vice Chairperson
Mr Jethin Rozario (III Year, BBA)	- General Secretary
Mr Rayyan Rahoof (III Year, BCom)	- University Union Councillor
Mr Abel Babu (III Year, BCom)	- University Union Councillor
Mr Christin V Joseph (II Year, BCom)	- College Magazine Editor
Ms Jahnavi Dutt M (III Year, BBA)	- Arts Club Secretary
Mr Mahmood Niyarah (III Year, BCom)	- Secretary for Sports

Year Representative (PG)

Mr Aswin Biju (I Year, MCom)
Ms Beneeta Benny (II Year, MCom)

Lady Representative

Ms Remi Reji (III Year, BCom)
Ms Navya Varghese (II Year BCA)
Ms Amala Linus
Ms Neha Anne Varughese
Ms Priya P Gopinath

Year Representative (UG)

Mr Dhanush D Varrier (I Year, BBA)
Ms Adhila P A (II Year, BCom)
Ms Anishka Shaji (III Year, BCom)

- Student Council Advisor
- Arts Club Advisor
- Staff Editor



Student Support Services at RCMAS stand for helping students succeed academically, emotionally, and socially. These services are designed to assist them in overcoming challenges, maximizing their potential, and ensuring a positive College experience.

Administrative Services	
Constituent Body	Coordinator
Admission Cell	Mr Joby Jacob
Examination Cell	Dr Chandralal V S (Senior Assistant Superintendent)
Academics (Teaching-Learning Support Services)	
Bridge Course and Remedial Coaching	Ms Maria Athira Shalet
Mentoring Committee	Ms Ashlin Maria Joseph
Committee for Programme Outcome/Object-Based Education	Ms Juby George
Value Added/Skill Development Committee	Mr Ashish C Pius
Swayam	Mr Sijo Jacob
Career Guidance and Placement Cell	Ms Anila Varghese
Innovation and Entrepreneurship Development Cell	Ms Ardra C Michael
Library Advisory Committee	Ms Sai Parvathy I R (Library Warden)
Research Committee	Mr Ashish C Pius

Information and Communication Technology Practices	
Website Committee	Mr Sijo Jacob
Software Committee	Mr Joby Jacob
Non-Academic Cells and Committees	
Grievance Redressal Cell	Dr Ajosh George
Ethics and Disciplinary Committee	Ms Amala Linus
Internal Complaints Committee	Dr Indu G Krishnan (Presiding Officer)
Disaster Management Cell	Dr Chandralal V S
Anti-Ragging and Ethics Committee	Mr Jotty Jacob
Anti-Drug Addiction Cell (Asaad Sena)	Ms Anupa Stanly
Gender Equity Cell (Ektha – Break the Bias)	Ms Amrutha Antony
Equal Opportunity Cell	Ms Veena Renjini S
Divyagyan Cell	Ms Veena Renjini S
Legal Aid Cell	Ms Raji T
Student Development Committee	Ms Ardra C Michael
Student Welfare Committee	Ms Amala Linus (Student Council Advisor)
Institutional Policy Drafting Committee	Ms Geethu Johny (Staff Secretary)
Faculty Development Committee	Ms Tessymol Mathew
Staff Welfare Committee	Ms Geethu Johny (Staff Secretary)
Rajeevani Committee	Mr Jobin Simon
Scholarship Committee	Ms Nileena Sasidharan
Infrastructure Committee	Mr Renju A C
Media and Design Committee	Mr Christy Babu Lukose
Handbook Committee	Mr Renju A C
Hospitality	Mr Ajish V Nair
Rajagiri Sparsh	
Campus Social Responsibility (CSR)	Mr Ashish C Pius (Extension Officer)
National Service Scheme (NSS)	Dr Chandralal V S (Programme Officer)
Snehakkood	Dr Chandralal V S
Blood Donor's Club (A Drop of Life)	Dr Chandralal V S

Clubs	
Arts Club (Saarang)	Ms Neha Anne Varughese
Dance Club (Natya)	Ms Veena Renjini S
Drama Club (Navarasa)	Ms Sreelakshmi K S
Media and Film Club (Celluloid)	Ms Heera B
DIY Club	Ms Maria Athira Shalet
Nature Club (Haritha Karma Sena)	Ms Annu James
Rotaract Club	Ms Elsa Jacob
Library Club (Vayanakkootam)	Ms Sai Parvathy I R
Literary and Literacy Club (Sakshari)	Ms Priya P Gopinath
Music Club (Ragalaya)	Ms Anna George
Photography Club (Shutter Bugs)	Mr Abbin Joseph Thomas
Sports Club	Dr Bipindas U R
Cuddles and Tails – Friends for Life	Mr Jobin Simon
Wings of Wisdom Club	Ms Sunitha Varghese
Jesus Youth	Ms Vinitha Varghese
Shreshtam (Leadership Training Hub)	Ms Amala Linus
REACH (RCMAS Empowered Alumni for Community and Heritage)	Ms Sai Parvathy I R
Parent-Teacher Association	Ms Anupa Stanly
College Magazine - Staff Editor	Ms Priya P Gopinath
Yoga Club	Ms Sreeja Kumar

ADMINISTRATIVE SERVICES

Admission Cell

“Shape your tomorrow; transform your destiny”

The Admission Cell serves a pivotal role in managing the entire admission process of the College, from formulating admission policies to the enrolment of candidates. The Cell ensures that the admission policies align with the College's mission, vision, and values, promoting fairness and equal opportunity for all applicants. The duties

of the Cell encompass communication with prospective students and stakeholders, evaluation of applications, verification of documents, selection of deserving candidates, offering guidance and assistance to applicants, and the coordination of enrolment procedures and data management. It coordinates with the internal units like academic departments, finance, and office to ensure a seamless experience for admitted students. Furthermore, the Cell analyses the effectiveness of each year's admission process to identify areas for improvement and supports the College administration to make informed-decisions.

Mr Joby Jacob (Coordinator)

Mr Jotty Jacob (Additional Coordinator)

Members: Ms Lakshmi K Raghavan
Mr Jithu Tom Eapen
Ms Merleena Antony
Dr Bipindas U R
Ms Minnu Joseph
Ms Priya P Gopinath
Mr Rahul M K
Dr Indu G Krishnan
Ms Mekha Sebastian
Ms Jincy Sunil
Mr Arun John
Mr Ranjith K Jose
Mr Charles M Jose
Mr Manimohan TV

Examination Cell

The Examination Cell is responsible for monitoring the implementation of all exam regulations set forth by the university. The Cell plays a crucial role in ensuring the smooth conduct of the university examinations by facilitating all the requirements and resolving any issues arising during exams. The Cell holds the responsibility of notifying the Principal about any malpractice during examinations. The Cell also monitors and ensures the smooth conduct of the internal examinations of the College.

Dr Chandralal V S (Senior Assistant Superintendent)

Members: Mr Ashish C Pius
Ms Salu Varghese
Mr Dineesh U K (UD Clerk)

Grievance Redressal Mechanism

Level 1 : Department-wise, Course Facilitator, Batch Coordinator and HOD

Level 2 : Principal, Examination Cell Coordinator and the HOD of the concerned department

Level 3 : Mahatma Gandhi University

The College has a Grievance Redressal Mechanism for resolving grievances about internal evaluation (assignments/internal tests/attendance), retests, etc. The students having such concerns are directed to the first level of grievance redressal (Course Facilitator, Batch Coordinator and HOD) with a written request letter within two days of the publishing of results. If the matter is not resolved, it shall be forwarded to the second level (Examination Cell Coordinator and HOD of the concerned department). The Examination Cell addresses the matter, consulting with the concerned HOD, the Batch Coordinator, and the Course Facilitator. The final decision with regard to the same is taken by the Examination Cell in consultation with the Principal. If the grievance is not being resolved in the second level, the student can approach the university.

ACADEMICS

(TEACHING – LEARNING SUPPORT SERVICES)

Bridge Course

Bridge Courses provided at RCMAS serve as academic preparation for students, transitioning from the higher secondary level to higher education. These courses aim to bridge the gap between a student's existing knowledge and the expected level of proficiency required in College-level coursework. By addressing specific subject areas, Bridge Courses help students develop the necessary skills and confidence to succeed in their chosen fields of study. Additionally, they foster a supportive learning environment, allowing students to acclimate to College life and build a strong academic foundation before embarking on their full College curriculum.

Remedial Coaching

Remedial Coaching is designed to provide additional support and coaching to those students who may require extra help in certain academic subjects. The sessions aim to address learning gaps and improve students' foundational knowledge in specific areas. By offering personalized attention and targeted

resources, remedial sessions empower students to overcome challenges and succeed in their College studies. Remedial sessions for students are scheduled to be conducted on Thursdays of every week.

Ms Maria Athira Shalet (Coordinator)

Mentoring

Mentoring programmes at the College offer guidance, encouragement, and personalized advice to help students navigate academic, personal, and career challenges. Each class is assigned with two teachers who mentor the students through regular interactions and mentorship sessions. The students can gain valuable insights, enhance their skills, and make informed decisions about their educational and professional aspirations through these one-to-one interactions. Mentoring is scheduled on every Wednesday.

Ms Ashlin Maria Joseph (Coordinator)

Ms Deepthi S Nair (Additional Coordinator)

Members: Ms Diana Joseph
Ms Sreelakshmi K S
Ms Heera B

Committee for Programme Outcome/Object-Based Education

The Committee oversees that the Programme Outcomes (POs) and the Course Outcomes (COs) are framed and achieved at the end of each programme. Thus, it facilitates quality Outcome-Based Education in the College.

Ms Juby George (Coordinator)

Ms Anna George (Additional Coordinator)

Members: Ms Sunitha Varghese
Ms Sai Parvathy I R
Ms Dona Maria Mani
Ms Maria Paul
Ms Minu S Kumar

Value Added/Skill Development Committee

Add-on courses allow students to develop additional skills beyond their core curriculum. The courses cover a wide range of subjects, including technical skills, soft skills, language proficiency, or specific industry-related skills. They provide students with practical knowledge and abilities that can complement their academic qualifications and make them more competitive in the job market. The courses offer opportunities for students to specialize in their areas of interest that may not be covered extensively in their regular College curriculum. These courses can provide in-depth knowledge and expertise in niche subjects, allowing students to explore their passion.

Mr Ashish C Pius (Coordinator)
Ms Anila Varghese (Additional Coordinator)
Ms Bilin Baby Elizabethu (Additional Coordinator)

SWAYAM

'SWAYAM' is an online learning platform introduced by the Ministry of Education, the Government of India, to provide free and accessible education to learners across the country. It stands for "Study Webs of Active-Learning for Young Aspiring Minds." The SWAYAM initiative at the College offers various online courses for undergraduate and postgraduate students, which adds to the regular academic inputs of the curriculum.

Mr Sijo Jacob (Coordinator)
Ms Josmy Mathew (Additional Coordinator)

Career Guidance and Placement Cell

The Career Guidance and Placement Cell plays a central role in assisting the students in their transition from education to employment. By providing career counselling, job search assistance, placement services, skill development opportunities, career resources, aptitude tests, training sessions, and alumni connections, the Cell enhances students' employability and helps them make informed career decisions. The Cell focuses on connecting talent with opportunity. It conducts regular placement drives of reputed national and international companies, ensuring the intake of the students through campus recruitment.

Ms Anila Varghese (Coordinator)
Ms Ansa Jose (Additional Coordinator)
Mr Aby Abraham Mathew (BBA Final Year, Student Coordinator)
Ms Safa P S (BBA Final Year, Student Coordinator)

Innovation and Entrepreneurship Development Cell (IEDC)

The Innovation and Entrepreneurship Development Cell conceptualises the objective of encouraging young minds to develop innovative thinking and take the path of being successful entrepreneurs. This platform promotes opportunities for developing the basic skills required for an entrepreneur through seminars, discussions, and competitions. The Cell provides a forum for interacting with successful leaders to build practical knowledge on running a business and understand the challenges of being an entrepreneur.

Ms Ardra C Michael (Coordinator)
Ms Maria Athira Shalet (Additional Coordinator)
Mr Kester Jaimon (BBA Final Year, Student Coordinator)
Mr Adnan Shaji (BCom M2M Second Year, Student Coordinator)

Library Advisory Committee

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the development plans by coordinating with the College management.

Aims and Objectives:

- Provide general direction to the library.
- Review the functioning of the library with regards to its support to the academic programmes of the institute.
- Outline the Library Collection Development Policy, as and when required, for implementation.
- Monitor and evaluate, from time to time, trends and developments in information technology, networking, library automation, library cooperation, etc., and to direct the library in their adoption.
- Evaluate the suggestions from library users and take actions accordingly.
- Assist in providing need-based information services.
- Evaluate the department-wise books procurement and allocation of budget accordingly.

Members: Dr Laly Mathew (Principal)
 Ms Sai Parvathy I R (Library Warden)

Heads of the Departments: Mr Jotty Jacob (Animation and Graphic Design)
 Ms Kavitha Krishnadas (English, Communication,
 and Journalism)
 Mr Sijo Jacob (Computer Science)
 Ms Mary Antony (Commerce)
 Ms Megha Mohan (Management)
 Ms Benita Elissa Benny (BAE Final Year, Student Coordinator)
 Mr Aphrem Basil (BAE Final Year, Student Coordinator)

Research Committee

The Research Committee ensures the development of an atmosphere of research and scientific thinking in every department of the College. It encourages the participation of both faculty and students in seminars, conferences, and workshops.

Mr Ashish C Pius (Coordinator)
 Ms Amala Linus (Additional Coordinator)

Members: Dr Ajosh George
 Ms Annu James
 Ms Neha Anne Varughese
 Ms Sreeja Kumar
 Mr Abbin Joseph Thomas

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) PRACTICES

ICT (Information and Communication Technology) practices refer to the various methods, strategies, and applications that involve the use of technology to handle, store, transmit, and manage information and communication processes. RCMAS Website and Software Committees play a pivotal role in practicing ICT efficiently.

Website Committee

The Website Committee is a vital group responsible for maintaining and updating the College's online presence. Comprising web developers, designers, and content creators, the Committee ensures that the College website remains visually appealing, user-friendly, and up-to-date with accurate information. They work collaboratively to implement innovative features, optimize site navigation, and address technical issues, providing students, faculty, and visitors with an engaging and informative digital experience.

Mr Sijo Jacob (Coordinator)

Members: Mr Jotty Jacob

Mr Jithu Tom Eapen

Ms Dona Maria Mani

Ms Neha Anne Varughese

Ms Ardra C Michael

Mr Christy Babu Lukose

Ms Manju M Kaimal

Software Committee

‘Unleashing Digital Innovation’

The Software Committee understands the software requirements and develops custom solutions that enhance academic productivity and administrative efficiency. The Committee holds key responsibilities in overseeing the development, maintenance, system administration, user support, security, and compliance of the College software applications, such as M-Campus and Examination Software. M-Campus is an official platform for the faculty and staff to document academic operations, including attendance, course plan, mark entry, timetable, etc. The students can login with their credentials to view their profile, attendance, and marks.

Examination Software is a digital tool designed for the faculty to allocate themselves with the invigilation of university examinations. The Software Committee ensures that all the applications are up-to-date, secure, and capable of handling specific needs. The Committee troubleshoots problems, offers technical guidance, and ensures timely solutions to software-related difficulties. It also organises training sessions and workshops to educate users about newly developed software tools, empowering them to make the most of the available resources.

Mr Joby Jacob (Coordinator)

Mr Rahul M K (Additional Coordinator and Lab Administrator)

Mr Manimohan T V (Additional Coordinator and Lab Administrator)

Members: Ms Anisha K Jose

Ms Lakshmi K Raghavan

Ms Jubey George

NON-ACADEMIC CELLS AND COMMITTEES

College Cells and Committees play an important role in decision-making and governance within the institution. They often consist of faculty, staff, and student representatives, working collaboratively to ensure the smooth functioning and growth of the College community.

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 Laly Mathew (Principal)
 Dr Ajosh George (Coordinator)
 Ms Aswathy K M (Additional Coordinator)
 Ms Amala Linus (Additional Coordinator)
 Ms Adhila P A (Student Coordinator)

Ethics and Disciplinary Committee

The Ethics and Disciplinary Committee is constituted to implement discipline and retain the harmony of the campus. The Committee is focused on creating a safe and disciplined environment in the institution and to bring professionalism among students by inculcating best practices. Rules and regulations are framed by the Committee to maintain discipline in the College premises. The Committee provides a medium through which the college can ensure its decorum.

Dr Laly Mathew (Principal)

Ms Amala Linus (Coordinator)

Mr Joby Jacob (IQAC Coordinator)

Heads of the Departments: Ms Megha Mohan (Management)

Ms Mary Antony (Commerce)

Ms Kavitha Krishnadas (English, Communication,
and Journalism)

Mr Jotty Jacob Animation and Graphic Design)

Mr Sijo Jacob (Computer Science)

Dr Bipindas U R (Physical Education)

Batch Coordinators (Special Invitees)

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 Jincy Sunil (Chief Accountant)

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)

Disaster Management Cell

The Disaster Management Cell is responsible for facilitating disaster management by implementing effective risk reduction activities in the campus. The Cell is responsible for coordinating and implementing emergency response

measures in the event of natural disasters or other emergencies on the campus. Comprising trained staff, faculty, and student volunteers, the Cell develops comprehensive disaster preparatory plans, conducts drills, and raises awareness about safety protocols among the College community, ensuring well-being of the community during crises.

Dr Chandralal V S (Coordinator)

Dr Bipindas U R (Additional Coordinator)

Ms Geethu Johny (Staff Secretary)

Mr Robin Joseph M J (L D Clerk)

Mr Afnas Nazar (BCom M2L Final Year, Student Coordinator)

Mr Vijay V K (BCA Second Year, Student Coordinator)

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 Hon'ble 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 off 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)

Ms Mary Antony (Commerce),

Ms Megha Mohan (Management),

Ms Kavitha Krishnadas (English, Communication and Journalism)

Ms. Renu V Namboothiri (Librarian)

Mr. Renjith K J (Office Superintendent)

Mr. Akash T Joshy (Student Representative)

Anti-Drug Addiction Cell (Asaad Sena)

“Do not let drugs steal your dreams”

Substance abuse has become an alarming health crisis on college campuses across the nation. The Anti-Drug Addiction Cell envisions to ensure a drug-free campus and educate and enable the youth to repudiate illicit drugs. The main purpose of the Cell is to prevent drug abuse by implementing preventive measures.

Ms Anupa Stanly (Coordinator)

Dr Chandralal V S (Additional Coordinator)

Ms Neha Jerson (BBA Second Year, Student Coordinator)

Mr Immanuel Raju (BCom M1C Final Year, Student Coordinator)

Gender Equity Cell (Ektha-Break the Bias)

The College strives to create an environment where all gender identities are protected without any sort of prejudices or discrimination. The Gender Equity Cell of the College envisages to identify and promote gender expressions and provide equal opportunities for everyone. The Cell focuses on personal enlightenment and critical thinking to inculcate gender values through various programmes, workshops, and activities. It stands for spreading the ideas of gender freedom, gender justice and gender equality among students and staff.

The Cell:

- Envisions to instil clarity and open-mindedness in students on gender equity
- Endeavours to fight against cultural-social constraints and discrimination
- Aims for a future without any gender restrictions or gender expectations

Ms Amrutha Antony (Coordinator), Ms Jesmi Jacob (Additional Coordinator),

Ms Sreeja Kumar (Additional Coordinator),

Ms Gouri S (BCom M1C Second Year, Student Coordinator)

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 Divyagyan Cell of the College functions in coordination with the Equal Opportunity Cell.

Members: Dr Laly Mathew (Principal)

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

Ms Veena Renjini S (Secretary)

Mr Renju A C

Mr Ranjith K Jose (Office Superintendent)

Mr. Devraj S Lal (Student Representative)

Divyagyan Cell

The Divyagyan Cell is a dedicated resource centre aimed at promoting inclusivity and accessibility for students with disabilities. It provides a range of support services, including assistive technologies, accessible learning materials, and personalized accommodations to ensure an equitable educational experience. The Cell actively collaborates with faculty, staff, and students to foster an inclusive campus environment that empowers every individual to thrive academically and personally.

Ms Veena Renjini S (Coordinator)

Ms Shweta Alex (Additional Coordinator)

Ms Benita Elissa Benny (BAE Final Year, Student Coordinator)

Ms Celeste Benedicta Antony (BCom M1C First Year, Student Coordinator)

Legal Aid Cell

The Legal Aid Cell at the College is a part of the institution's commitment towards social justice and community service. It is established with the vision of empowering students with legal awareness and support. Through its various initiatives and activities, the Cell has played a pivotal role in providing legal awareness to the student community. By empowering the young generation with legal knowledge, the Cell aims to bring about positive changes and help create a more just and equitable society.

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
Student Coordinator	: Ms. Aiswarya Jyothi

Minority Cell

The Minority Cell is a vital resource for supporting and empowering minority students in 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	: Mr. Alen Martin

Ms Raji T (Coordinator)
Ms Jesmi Jacob (Additional Coordinator)
Ms Amalu Thomas (BBA Final Year, Student Coordinator)
Mr Abhishek Biju (BCom MIC Second Year, Student Coordinator)

Student Development Committee

The Student Development Committee takes the initiative in arranging sessions on multiple areas like soft skills training, health and hygiene management, self-help, and stress management. It also focuses on the development of Intelligence Quotient, Emotional Quotient, Social Quotient and Adversity Quotient.

Ms Ardra C Michael (Coordinator)
Ms Anila Varghese (Additional Coordinator)
Ms Geethu Johny (Staff Secretary)
Ms Tanya Pillai (BCom M2M Final Year, Student Coordinator)
Ms Arshia Rajeev (BBA Final Year, Student Coordinator)

Student Welfare Committee

The Student Welfare Committee promotes involvement and leadership among students. It corroborates club activities, administers cultural and sports activities, and facilitates career opportunities for students.

Ms Amala Linus (Coordinator)
Ms Neha Anne Varughese (Additional Coordinator)
Dr Bipindas U R (Additional Coordinator)
Mr George Varghese (PTA Executive Member)
Mr Aalim Mohammed K A (BCom M2L Final Year, Student Coordinator)
Ms Agnes Rose Biju (BCom M1T Second Year, Student Coordinator)

Institutional Policy Drafting Committee

The Institutional Policy Drafting Committee frames policies to ensure the organized functioning of the institution. The Committee recommends principles and policies of the college to the top management that can be implemented effectively and efficiently.

Ms Geethu Johny (Staff Secretary)
Members: Ms Juby George
 Mr W T Paul
 Mr Ashish C Pius

Faculty Development Committee

The Staff Development Committee helps the staff to build up a constructive work culture and to improve their potential, competencies and skills in teaching and learning. It reinforces the teachers to grow professionally keeping abreast of the innovative methods of teaching.

Ms Tessymol Mathew (Coordinator)

Ms Bridin Rocha (Additional Coordinator)

Members: Ms Sai Parvathy I R

Ms Juby George

Ms Sunitha Varghese

Ms Minnu Joseph

Mr Dineesh U K (UD Clerk)

SWAR (Staff Welfare Association of Rajagiri)

The Staff Welfare Committee of RCMAS is dedicated to promoting the well-being of the employees. It aims to provide various benefits, support systems, and initiatives that enhance the overall work quality and work-life balance for staff members by fostering a positive and productive work environment.

Office Bearers: Ms Raji T (President)
Ms Geethu Johny (Secretary)
Ms Nidhi Varghese (Treasurer)

Executive Members: Ms Jesmi Jacob
Ms Aneesha K Jose
Mr Abbin Joseph Thomas
Mr Manimohan T V

Rajeevani Committee

Rajeevani, the Green Campus Committee of the College, takes initiatives to design and maintain a sustainable eco-system in the campus and the local community. It is committed to implement the 3R (Reduce, Reuse, Recycle) policy of waste management in the campus. The committee promotes eco-friendly practices among the staff and students.

Mr Jobin Simon (Coordinator)

Dr Chandralal V S (Additional Coordinator)

Members: Ms Bridin Rocha
 Ms Annu James
 Ms Diana Joseph
 Ms Lakshmi K Raghavan

Scholarship Committee

The Scholarship Committee maintains and manages the students' scholarships provided by the college and guides the students regarding its policies and procedures. It also collects details of the students who avail themselves of different scholarships and maintains records of the same.

Rev Dr Mathew Vattathara CMI (Director)

Rev Fr Ajeesh Puthussery CMI (Associate Director)

Dr Laly Mathew (Principal)

Ms Nileena Sasidharan (Coordinator)

Members: Mr Ranjith K Jose (Office Superintendent)
 Ms Jincy Sunil (Chief Accountant)

Infrastructure Committee

The Infrastructure Committee observes and understands the requirements necessary for creating a conducive environment for the staff as well as students and followingly takes appropriate measures for the improvement of the campus infrastructure.

Rev Dr Mathew Vattathara CMI (Director)

Rev Ajeesh Puthussery CMI (Associate Director)

Dr Laly Mathew (Principal)

Mr Renju AC (Coordinator)

Members: Dr Bipindas U R
 Mr Robin Joseph M J (LDC)

Media and Design Committee

The purpose of the Media and Design Committee is to oversee and manage various aspects of media-related activities and communication. It is responsible for creating promotional content and campaigns to raise awareness about

various college events, such as cultural festivals, seminars, guest lectures, workshops, club activities, and sports meets. The Committee produces creative and engaging content, videos, posters, blogs, social media posts, and newsletters. The Committee may liaise with local media outlets and manage college-related media inquiries and press releases. Overall, the Committee plays a crucial role in promoting communication and media literacy in the College campus and helps in fostering a vibrant and connected College community.

Mr Christy Babu Lukose (Coordinator)

Ms Heera B (Additional Coordinator)

Members: Ms Ansa Jose

Ms Priya P Gopinath

Mr Charles M Jose

Handbook Committee

The Handbook Committee is responsible for creating and maintaining a comprehensive and informative handbook for the institution. Their mission is to ensure that the handbook serves as a valuable resource, providing essential information about policies, procedures, and guidelines of the College. Through their efforts, the Committee plays a vital role in promoting transparency, consistency, and effective communication within the institution.

Dr Laly Mathew (Principal)

Mr Renju A C (Coordinator)

Ms Sai Parvathy I R (Additional Coordinator)

Members: Ms Bridin Rocha

Ms Ansa Jose

Hospitality Committee

The hospitality management body of the College aims to provide quality food and beverages to staff and students inside the campus. The canteen facility of the College tries to provide a friendly interface for the users with numerous food outlets, novel menu, subsidized billing features, and lots more. The facility also collects regular feedback from the users, which helps cater to the needs with much more efficiency and quality.

Mr Ajish V Nair (Coordinator)

Ms Amrutha Antony (Additional Coordinator)

Rajagiri Sparsh (Extension/Outreach Initiatives)

Rajagiri Sparsh is an umbrella under which all the extension and outreach programmes of the College function. It is the touch of social commitment of the institution to give back to the local community. Each department has its own Campus Social Responsibility (CSR) initiatives, owing to extend their knowledge and reach out to the society at large. The NSS Unit No. 236 and the College community amply support these initiatives.

CSR activities at the College include community outreach programs, environmental sustainability projects, and partnerships with local organizations to address social issues. By engaging in CSR activities, the College demonstrates its commitment to social and environmental responsibility, while providing students with opportunities to develop a sense of civic engagement and ethical leadership. NSS and Rajagiri Sparsh play key roles in the institution's social commitment initiatives.

Mr Ashish C Pius (Coordinator)

Ms Sai Parvathy I R (Additional Coordinator)

Members: Ms Anila Varghese

Dr Chandralal V S

Ms Amala Linus

Ms Annu James

Ms Hitha P S

Ms Elsa Jacob

Outreach activities undertaken by various departments:

Department of Management	: THANAL
Department of English, Communication and Journalism	: HASTAH – HELPING HANDS
Department of Commerce	: VIDYADEEPAM
Department of Computer Science	: KARUTHAL
Department of Animation and Graphic Design	: SAMEEP

Rajeevani (Green Initiatives)

RCMAS Green Campus is a balanced ecosystem promoting sustainable practices and initiatives. Its lush greenery and well-maintained landscaping not only create a pleasant and serene environment for students and staff but also help

improve air quality and provide natural habitats for local wildlife.

In the campus, water conservation and recycling programmes are actively encouraged, and waste reduction strategies are implemented to minimize the amount of waste sent to landfills, fostering a culture of environmental responsibility among the campus community.

Education on environmental issues and sustainable living is integrated into the curriculum, empowering students with the knowledge and skills to become environmentally conscious citizens and future leaders in the fight against climate change.

- **Rajeevanam:** RCMAS has an ecofriendly herbal orchard with Ayurvedic medicinal plants.
- **Shalobhodyan:** The garden is a specially designed to attract and support butterflies throughout their lifecycle. This aesthetically pleasing garden serves as an essential habitat with ample resources for butterflies and other pollinators.
- **Nakshatranam:** A special avenue is set with specific trees co-relating with 27 birth stars referred in the Indian astrology.
- **Ettuvattom:** Open-Air Group Learning Centre to facilitate teamwork and group activity
- **Aviary**
- **80 miniature ponds with aquaculture**
- **Cuddles and Tails – Friends for Life:** The pet care facility promotes responsible pet ownership, enhances animal welfare, and acts as a place for students to destress themselves

National Service Scheme (NSS)

National Service Scheme is a Central Government Educational Programme aiming at educating the students through community service, which ensures personality development and creates a deeper understanding of the social

environment. NSS Unit No. 236 of the College started functioning in 2022-23 with 50 volunteers. It provides students with opportunities to work with the public for community development.

NSS unit is open to every student. The shortlisted students will be enrolled, and they are obliged to attend the camp and other regular activities of 120 hours per year. The students will get the NSS Certificate only after completing 240 hours (120 hrs x 2 years) of activities. Certificate holders are eligible for 2% grace marks at university examinations for the performing years, and they get an additional weightage for higher studies and competitive exams.

Programme Officer: Dr Chandralal V S

Members: Ms Hitha P S

Ms Heera B

Dr Bipindas U R

Snehakkood

Snehakkood (Home for the Homeless) involves building homes or shelters for underprivileged communities or individuals in need. This initiative of RCMAS Campus Social Responsibility, overseen by NSS, aims to address the housing needs of marginalized populations and contribute to their overall well-being and quality of life. By participating in house construction projects every year, RCMAS family reaches out to the society, learns about teamwork, and develops a sense of social responsibility, while making a tangible impact on the lives of those less fortunate.

Rev Dr Mathew Vattathara CMI (Director)

Rev Fr Ajeesh Puthussery CMI (Associate Director)

Dr Laly Mathew (Principal)

Dr Chandralal V S (Coordinator)

Blood Donors Club (A Drop of Life)

The Blood Donor's Club led by the NSS Unit promotes and facilitates voluntary blood donation. Its primary objective is to raise awareness about the importance of regular blood donations and recruit potential donors within RCMAS to help meet the blood requirements of those in need. Through educational campaigns, blood drives, and partnerships with blood banks, the Club plays a vital role in

saving lives and supporting healthcare initiatives in times of emergencies and medical treatments. The Club comprises the staff and the students as its members.

Dr Chandralal V S (Coordinator)

Members: Ms Hitha P S

Ms Heera B

Dr Bipindas U R


 A logo consisting of a stack of four horizontal wooden planks. The word "CLUBS" is written in bold, black, uppercase letters across the middle plank.

The College seeks to affirm students' multi-dimensional development, and this purpose is implemented to a great extent by enriching their talents and interests through club activities. A Club is essentially a network of analogous interests, close-knit companionship, an abode of social activism and a myriad of opportunities bound to enrich their creative instincts. The College has an active and dynamic club system that aims to assist the students in exploring new levels of independence and responsibility working within a social atmosphere. Each student can be a member of any number of clubs.

Arts Club (Saarang)

Aim

Celebrate the diverse world of art and provide a nurturing, vibrant and inclusive environment for students to explore, create, and appreciate artistic expressions, while contributing to the cultural enrichment of the College community.

Purpose

To go beyond the individual pursuit of art and enrich the College experience, empower students to explore their artistic passions, and contribute to a dynamic and culturally versatile campus environment.

Vision

"Inspiring Mindful Creativity, Empowering True Passions"

The vision is to be a dynamic and inclusive club that fosters varied artistic expressions and cultivate a deep appreciation for the arts. Through collaboration, skill development, and cultural enrichment, the club stands as a catalyst for personal growth and positive change, leaving an enduring artistic legacy that enriches the College experience. The club seeks to mould students into well-rounded individuals with a deeper appreciation for the arts, enhanced creativity, and valuable life skills. By creating a vibrant and supportive artistic community, the club helps students discover their passions, develop their talents, and attain a holistic development of their self.

Ms Neha Anne Varughese (Arts Club Coordinator)

Dance Club (Natya)

Dance is a holistic art that connects the mind and the body. The Dance Club at the College aims at fostering creativity, self-expression, and a love for dance among the students. The Club serves as a platform for students to explore various dance styles, develop their skills, and build a sense of community. With a vision to inspire and empower dancers, the Club moulds its students through practice sessions, workshops, performances, and collaborations, allowing them to showcase their talent and unleash their full potential on and off the dance floor.

Ms Veena Renjini S (Coordinator)

Ms Ashlin Maria Joseph (Additional Coordinator)

Ms Aarabhi B (BCA Final Year, Student Coordinator)

Mr Rahul Ullas (BAA Third Year, Student Coordinator)

Drama Club (Navarasa)

The Drama Club of the College is a vibrant and inviting space designed exclusively for students who have a passion for performing arts. It offers an incredible opportunity to explore the world of theatre, develop acting skills, and unleash creativity in a supportive environment. Joining the Club allows students to immerse themselves in the magic of storytelling, collaborate with like-minded peers, and showcase their talents on stage. Whether it is through captivating performances, engaging workshops, or thrilling productions, the Club provides a platform for students to express themselves, gain confidence, and make lasting memories.

Ms Sreelakshmi K S (Coordinator)

Ms Kavitha Krishnadas (Additional Coordinator)

Mr Adam Shem (BAA Second Year, Student Coordinator)

Ms Janice Antony (BAE Second Year, Student Coordinator)

Media and Film Club (Celluloid)

The Media and Film Club of the College, named "Celluloid," provides the students with a creative and inclusive platform to explore, appreciate and engage with the world of media, film, acting, and storytelling through various activities such as screenings, discussions, workshops, and fests. The Club ensures a deeper understanding of cinematic techniques, storytelling strategies, and media

analysis. It also offers an opportunity for like-minded individuals to connect, share ideas, and develop their passion for filmmaking, media production, and critical thinking.

Ms Heera B (Coordinator)

Ms Merleena Antony (Additional Coordinator)

Mr Mishal K Abdul Salam (BBA Final Year, Student Coordinator)

Mr Humayoon Hussain (BAE Second Year, Student Coordinator)

DIY Club

The DIY (Do It Yourself) Club, under the initiative of IEDC, offers an incredible opportunity for students and teachers to delve into the fascinating world of crafting, sewing, baking, and many other hands-on skills. The members get a platform to learn more, whether they already possess these skills or are just looking to discover their hidden talents by having workshops, training, and games. The Club aims to mould and shape creative young minds and channel their innovative ideas to better opportunities and entrepreneurship.

Ms Maria Athira Shalet (Coordinator)

Ms Ardra C Michael (Additional Coordinator)

Ms Marwa Bint Muhammed Ashraf (BCom M2M Final Year, Student Coordinator)

Ms Theresa Benny (BCom M2C Second Year, Student Coordinator)

Nature Club (Haritha Karma Sena)

Environment conservation through "Plant a tree, plant a life." The Nature Club at the College aims to sensitize, motivate, and educate students to have green awareness and to adopt a green lifestyle. The Club collects non-biodegradable waste from homes and businesses and transports it to shredding units for recycling. It undertakes Hygienic Garbage Management for efficient garbage disposal and conservation of land and water. It also aims at agricultural development, with a focus on organic farming.

Ms Annu James (Coordinator)

Ms Diana Joseph (Additional Coordinator)

Ms Fiza P Farooque (BCom M2L Final Year, Student Coordinator)

Mr Joseph Sebastian (BBA Final Year, Student Coordinator)

Rotaract Club

Rotaract is a programme of Rotary International where the club works under the guidance of their local Rotary Club. It is a platform for young minds in the age group of 18-30 years to come together and work for a social cause. Rotaract aims to develop professional and leadership skills and provides opportunities for personal and group activities to serve the community. The objectives of the Club are chiefly two-fold: to improve skills such as communication and team work and to foster social awareness. The core values of Rotaract include Service, Fellowship, Diversity, Integrity, and Leadership.

Ms Elsa Jacob (Coordinator)

Ms Geethu Johny (Additional Coordinator)

Mr Allen Renson (President Final Year)

Mr Timothy Abraham (Secretary, BBA Second Year)

Library Club (Vayanakkoottam)

The Library Club of the College aims to promote better use of the library and foster reading habits among the students. Bibliophiles from various departments of the College are members of the club. The Library Club provides ample opportunities for the students to exchange their ideas and discuss books and authors. It tries to create awareness about books and journals among the students. The Club, at present, has transcended its boundaries to enter the realm of e-resources.

Ms Sai Parvathy I R (Coordinator)

Ms Manju M Kaimal (Additional Coordinator)

Mr Aphrem Basil (BAE Final year, Student Coordinator)

Mr George Thomas (BAE Final Year, Student Coordinator)

Literary and Literacy Club (Sakshari)

Literacy and Literature are the two pillars that build the strong foundation for the cultural development of any society. A literate population both contributes to and enjoys its literature in its essence. Keeping this in mind, the Literary and Literacy Club in the College strives towards understanding the importance of attaining complete literacy, through which students can deep dive into the world of literature.

Ms Priya P Gopinath (Coordinator)

Ms Ansa Jose (Additional Coordinator)
Ms Sheethal Maria Binu (BCom M1T Second Year, Student Coordinator))
Ms Anna Rose (BCom M2L Second Year, Student Coordinator)

Music Club (Ragalaya)

“The rhythm of music beats in our hearts, fuelling our dreams and inspiring us to reach new heights.”

Ragalaya, the Music Club of RCMAS, serves as a vibrant haven for budding musicians and music enthusiasts alike. With a mission to foster creativity, collaboration, and a deep appreciation for various genres, the Club aims to ignite a passion for music in every student. Through regular jam sessions, workshops, and performances, the Club creates an inclusive environment where students can develop their musical skills, experiment with different instruments, and explore diverse musical styles. The Music Club serves as a catalyst for transformation, enhancing the student experience and ensuring that we are bound together by the universal language of music.

Ms Anna George (Coordinator)
Ms Shwetha Roy (Additional Coordinator)
Ms Jennifer Joseph (BAE Final Year, Student Coordinator)
Ms Sooraja N P (BCom M2M Second Year, Student Coordinator)

Photography Club (Shutterbugs)

“Reinventing Moments”

Photography Club is a platform to bring together like-minded people and share knowledge about the art and science of photography. The Club organizes activities that give a chance to learn photography, utilize cameras to the fullest and become sensitized to the world around them. The Club “focuses” on the interaction between experts and students in addition to enhancing peer learning in photography and building an environment to capture memories forever, through multiple channels of engagement such as workshops, webinars, photo walks, and competitions.

Mr Abbin Joseph Thomas (Coordinator)
Mr Christy Babu Lukose (Additional Coordinator)
Mr Athul K M (BAA Final Year, Student Coordinator)
Mr Adwaid A V (BAA Second Year, Student Coordinator)

Sports Club

The RCMAS Sports Club plays a significant role in encouraging active sports participation among students. The Club is dedicated to promoting sportsmanship, positive competitiveness, leadership, and other qualities in every student who aspires to be a member of the Club. The Sports Club aims to help students in discovering their talents and create better opportunities for the students to showcase their potentials in the most efficient manner.

Dr Bipindas U R (Coordinator)
Ms Bilin Baby Elizabethu (Additional Coordinator)
Mr Afnas V N (BCom M2L Final Year, Student Coordinator)
Mr Abhimanyu Shekhar (BBA Final Year, Student Coordinator)
Ms Devika Moshi (BAE Second year, Student Coordinator)
Ms Kezia George (BAA Second year, Student Coordinator)

Yoga Club

Yoga Club in college offers students a space to engage in yoga practice, helping them manage stress and improve physical fitness while fostering a sense of community. The club often organises regular yoga sessions and events for both beginners and experienced practitioners.

Ms Sreeja Kumar (Coordinator)
Ms Shweta Alex (Additional Coordinator)
Ms Rizana Rahim (BCom M2T Final Year, Student Coordinator)
Mr Harsh George Paul (BCom M2T Final Year, Student Coordinator)

Cuddles and Tails - Friends for Life

Cuddles and Tails – Friends for Life is a welcoming haven for students united by their love for animals and their shared interest in effective stress management. The Club is an initiative of the Green Campus (Rajeevani). Its purpose is to provide a nurturing environment where members can find relief from stress through interactions with pets, recognizing the therapeutic benefits of these connections. The Club strives to promote responsible pet ownership, enhance animal welfare awareness, and foster a tight-knit community. The Club activities encompass engaging pet interaction sessions, mindful nature walks, educational workshops, impactful pet adoption drives, awareness campaigns, and social events designed to facilitate lasting friendships. Cuddles and Tails – Friends for Life harmonises the healing power of animals, the serenity of nature, and the pursuit of emotional well-being into an enriching journey.

Mr Jobin Simon (Coordinator)
Ms Deepthi S Nair (Additional Coordinator)

Ms Geethu Johny (Staff Secretary)
 Ms Renu V Namboothiri (Librarian)
 Mr Joel Jude (BCom M1T Second Year, Student Coordinator)
 Ms Sooraja N P (BCom M2M Second Year, Student Coordinator)

Wings of Wisdom Club

“Transcend boundaries through sagacity.”

Wisdom is never accidental; it finds its roots in learning. The Wings of Wisdom Club helps the students to be bold enough to have dreams, brave enough to chase them, and wise enough to enjoy the ride. The Club observes days with national and international relevance that helps in recognizing and spreading the importance of each day. This platform also aims to celebrate and reinforce the achievements of humanity and addresses various issues faced by different communities.

Ms Sunitha Varghese (Coordinator)
 Ms Juby George (Additional Coordinator)
 Ms Neha Sara Varghese (BBA Final Year, Student Coordinator)
 Mr Nadeem Muhammad Ali (M1C Final Year, Student coordinator)

Jesus Youth

Jesus Youth is a student organization that promotes a life based on values and disseminates the idea of happiness and peace on campus. It offers a spiritual environment for young minds to commune with Jesus. The members of Jesus Youth are driven to instil Christian ideals and encourage a life rooted firmly in brotherhood, service to others, and prayer. They initiate prayer services on the first Friday of every month. They conduct prayer meetings every Fridays at 12:30 pm in the College chapel.

Ms Vinitha Varghese (Coordinator)
 Ms Josmy Mathew (Additional Coordinator)
 Mr Jijoy Sebastian Joy (BCA Final Year, Student Coordinator)
 Mr Fredi Jose (BCom M2L Second Year, Student Coordinator)

Shreshtam (Leadership Training Hub)

Shreshtam is an excellent platform for students to enhance their public speaking skills, general knowledge, and other soft skills. It encourages students to step out of their comfort zones and develop their communication abilities. It also brings together Quiz Club, Speaker’s Forum, Debate Club and Reader’s Forum, all in a single platform. The competitions and events organised by the Club are great ways to build confidence among the students. The Club improves their overall people skills,

making them ready to become future leaders.

Ms Amala Linus (Coordinator)

Ms Bridin Rocha (Additional Coordinator)

Ms Gouri Bhadra (BCom M1T Final Year, Student Coordinator)

Mr Mahesh Mohanan (BCom M1T Second Year, Student Coordinator)

Parent Teacher Association

The Parent-Teacher Association of the college serves as a bridge between parents and the institution to foster communication and collaboration to enhance the educational experience. Regular Parent-Teacher Meetings are held in the various departments.

Ms Anupa Stanly (PTA Secretary)

College Magazine

The College Magazine here acts as a reflection of the artistic and literary talents of the College. It remains the signature of creativity of the students of RCMAS and a platform to bring out their best.

Ms Priya P Gopinath (Staff Editor)

Editorial Board: Dr Chandralal V S

Ms Minnu Joseph

Ms Ansa Jose

REACH (RCMAS Empowered Alumni for Community and Heritage)

Alumni Association

Vision: To evolve into a dynamic and inclusive network that actively engages alumni across geographies and disciplines, fostering meaningful connections, promoting lifelong learning, and facilitating impactful contributions to the institution and society.

Aim: The aim is to provide opportunities for professional growth and networking among alumni, while also supporting the *alma mater* through mentorship, career advancement and other initiatives, thus enhancing alumni visibility and recognition. It also strengthens the bond between alumni and their *alma mater*, benefiting both individuals and the institution.

Purpose: To foster a sense of community, networking, and support among former students who continue to support the institution, provide professional and social opportunities, and offer contributions to the institution's goals and initiatives, benefiting from the connections and opportunities provided by the association.

Ms Sai Parvathy I R (Coordinator)

Ms Nileena Sasidharan (Additional Coordinator)

Alumni Executive Members: Ms Ameena Neha Shiraz (President), Ms Melissa Koshy (Vice President), Mr Athul Krishna K S (Secretary) and Ms Gonsha Elaize Thundathil (Treasurer)

Department Associations

The Department Associations celebrate the unique identity and achievements of each academic department of the College. It is a platform for the students and faculty members of the concerned department to come together to showcase their talents and nurture leadership and team-building abilities, fostering a sense of camaraderie. These Department Associations are for recognizing the collective efforts and contributions of each department in shaping its academic excellence and holistic environment.

Sl. No.	Department	Association
1	Animation and Graphic Design	RAGA
2	English, Communication and Journalism	LINGUA FRANCA
3	Computer Science	CODEC
4	Commerce	INVICTA
5	Management	BIZCORP



INCEPTRA

INCEPTRA is one of the most sought-after international, inter-collegiate fests in India. It provides a platform for students all over India to challenge one another through a plethora of skill-demanding events. The fest consists of different competitions related to management, commerce, literature, technology, and communication. INCEPTRA aims to kindle and ignite various skills in the young minds.

SPERANZA

Every man in the world carries a spark within them by the various genres of literature they have confronted with. Speranza is the biennial international, inter-collegiate

literary fest organized by the Department of English, Communication and Journalism that celebrates the English language, literature, and its cultural expressions. The fest includes competitions related to the nuances of language, literature, communication, poetry, drama, storytelling, language games, literary quizzes, and many more. Through interactive and creative activities, the fest aims to foster a deeper appreciation for the language, encourage literary exploration, and provide a platform for students and enthusiasts to showcase their language and literary talents.

ICON: The Budding Entrepreneur

ICON is an international quest initiated by the Department of Management for the budding entrepreneurs. It is an excellent platform for the young minds to develop their innovative ideas into a powerful business model, showcase their managerial skills, learn from industry leaders, and network with professionals, fostering a spirit of leadership and innovation among the participants. ICON creates a dynamic atmosphere that promotes teamwork, critical thinking, and problem-solving abilities in the realm of business and management.

DEXTRA 2K23

DEXTRA 2K23, the Computer Science Fest, is a highly anticipated international, inter-collegiate event that celebrates the advancements and innovations in the field of computer science and technology. Organized by the Department of Computer Science, the fest typically features a wide range of activities and competitions related to programming, software development, artificial intelligence, cybersecurity, etc. It serves as a platform for young minds to showcase their technical skills, learn from industry experts, and engage in networking opportunities with professionals in the field.

KAIROS

KAIROS, the Commerce Fest, is an annual inter-collegiate, international event that brings together students from various commerce-related courses to showcase their skills and knowledge in a competitive and vibrant environment. It offers a platform for participants to engage in various academic and non-academic activities, including business quizzes, case study competitions, and workshops on industry trends. The fest fosters networking opportunities with professionals and industry experts, helping students gain valuable insights into the world of commerce and business. Overall, the fest encourages learning, teamwork, and innovation, while promoting a spirit of healthy competition among participants.



To make the best use of all the services provided by the College and to develop an identity as a Rajagirian, true to our motto Learn, Serve and Excel, students are required to practice a high level of self-discipline and goal orientation. The College provides a set of guidelines for the students that would help them keep up the gentility of Rajagirian Culture and to excel in their academic pursuits.

1. ATTENDANCE POLICY

Guidelines:

- Attendance is marked for each hour by the concerned faculty.
- The absence of a student for any one hour in a day shall be considered as half- day leave.
- The absence of a student for two or more hours in a day shall be considered as full day leave.
- Students are not allowed to visit other faculty members during normal class hours unless with prior explicit permission from the faculty engaging that session. The excuses for being late on other grounds will not be entertained.
- Students who absent themselves from their classes should submit the duly filled leave application form countersigned by the parent or guardian to the Batch-coordinator within two working days after the period of absence.
- A student absenting himself/herself without intimating leave for more than 10 consecutive working days will have his/her name removed from the roll, and may be re-admitted only on the payment of the admission fee of Rs. 2000/ - and other college fee dues, if any.

Medical Certificate:

- A student shall intimate the Principal through the concerned Batch Coordinator and the Head of the Department in the case of any serious illness or hospitalization, which accounts for leave exceeding three consecutive working days. The student shall submit a medical certificate, along with a letter from the parent/guardian, to the College office on the very day he/she reports back to the College.
- Attendance in the remedial programme is compulsory. An exemption from

the same shall be considered only on the grounds of a request letter forwarded to the concerned faculty by the parent.

- A student who absents himself / herself from a compulsory programme without stating a genuine reason would lose the attendance of one working day.

Eligibility for writing University examinations:

- ***A student shall not be allowed to appear for the university examinations for a semester unless he/she gets a minimum of 75% of attendance for each course in that semester.***
- A student shall not be allowed to participate in the class tour unless he/she gets a minimum of 75% attendance for each course in the year.
- The internal marks for attendance in each subject shall be distributed proportionately based on the respective hours attended.
- The annual certificate for attendance and progress required by the university for promotion and admission to the university examination will not be granted if:
 - The student has attended less than three fourth of the total working days for the course during the academic year.
 - The Principal is not satisfied with the student's progress or conduct.
- A student who is in shortage of attendance may enquire with the university regarding the rules and procedures for condonation.

2. INTERNAL ASSESSMENT POLICY

POLICY STATEMENT: Rajagiri College of Management and Applied Sciences follows an Internal Assessment Procedure within the framework of the scheme of the affiliating university that ensures a continuous, fair, and timely evaluation and feedback of student performance in each course that he/she undertakes in the College.

Test Administration:

- The faculty-in-charge of the course shall have the freedom to administer as many tests as he/she may deem fit for the course. However, this is subject to a minimum of 2 tests for all the programmes.
- Alongside the marks of attendance and test sessions, the evaluation of the student's performance in seminar/viva/assignment will also be considered for Internal Marks.

Re-test:

- The College would provide the provision for taking a re-test if a student has missed any

missed any of the tests, owing to genuine reasons, except in the case of a surprise test. This provision is not meant for any purpose of improvement in a test.

- A student can use the provision of re-test only once in each course.
- The student would have to apply to the concerned Course Facilitator, citing the reason for absence, countersigned by the parent/guardian.
- If the faculty consents the application, the student may submit the application to the College office, paying the prescribed fees (Rs. 500/-) per paper for taking the re-test.
- The format for re-test, the time allocated and the time for its administration shall be at the discretion of the faculty concerned.
- The re-test procedure is to be completed within 8 days after the test was conducted.
- Appearing for the re-test shall not recompense the attendance lost for the missed test.

Assignments:

- The faculty-in-charge of a course has the freedom to give any number of assignments as he/she may deem fit for the course.
- Assignments must be submitted on time. Late submission disqualifies the student from securing the marks for the same. Re-submission of an assignment is not entertained.

Class Participation/Performance:

- The marks for a student's class performance shall be decided based on his or her level of involvement and performance in classroom discussions, scholastic interactions, question-answer sessions, surprise tests, snap quizzes, etc.

Special Programmes

- A variety of co-curricular/certificate/remedial programmes are organized by the College every year to serve specific purposes. If they are not explicitly mentioned as having a voluntary nature, student attendance and performance in these programmes are compulsory.
- If the students enlisted for such programmes disregard the course requirements, they would incur strict sanctions including disciplinary probation. (Exclusion from specific services or participating in privileges or extracurricular College activities as set forth in the notice of disciplinary probation for a specified period).

3. EXAMINATION GUIDELINES

- Students shall be in their designated seats in the examination hall at least 5 minutes prior to the commencement of the examination
- Students must observe silence and strict discipline in the examination hall.
- Students must wear their ID cards while seated for their Internal Assessment and University Examinations.
- Students who are not in possession of their hall tickets will not be allowed to write the University Examinations.
- Students must keep all their belongings (including wallet), at a space specified for the same by the invigilator. However, the College authorities shall not be responsible for the loss of or damage to such belongings.
- Students are allowed to keep with them only their hall ticket, writing/drawing accessories, statistical tables, and a calculator (if permitted). Sharing these with other students is not allowed.
- Students should ensure that they are not in possession of any other document or equipment than the aforementioned accessories before the commencement of the examination.
- Students are allowed to use analogue or digital wristwatches inside the examination hall, without any memory or programmable functions. Setting audible alarms or timer-beeps is not permitted.
- Cellular phones, digital diaries or programmable calculators are not permitted in the exam hall.
- Candidates shall not be admitted to the examination hall, half an hour after the commencement of the examination.
- The students should handover their answer scripts to the invigilator after the examination.
- Additional answer sheets will be distributed to the students at their place of seating. Students shall not stand up or walk around the examination hall. To seek the attention of the invigilator, they shall raise their hand.
- Once the student has left the examination hall after submitting the answer script, he/she shall not loiter in the vicinity of the hall during and immediately after the examination time.
- Students shall ensure that their answer scripts are properly tied up before handing it over to the invigilator.
- For Internal Examinations students must sign in the attendance sheet before leaving the examination hall.
- Going out of the examination hall for any reason including visiting the

- restroom during the examination time is not entertained.
- Students shall not write anything on any paper or any surface other than on their answer scripts, unless otherwise specified.
- They should also refrain from scribbling on the question paper anything other than their name and roll number.
- For any other matters pertaining to the smooth conduct of examination not mentioned above, the decision of the invigilator/hall in charge shall be deemed final.
- Violation of the above-mentioned examination rules will be viewed as a serious offence. It would result in the immediate disqualification of the student candidature to the extent of debarring from the subsequent exams or suspension/expulsion.

4. ETIQUETTE

Dress Code:

- Students shall present themselves in full uniform with identity cards, whenever they are at College during the entire course of their study. Wearing of caps, bandanas or any such form of fashion-wear that is not part of the uniform shall not be allowed.
- Students should be well-groomed, tidy in dressing and in haircut. Boys should be clean shaved and girls should tie up their hair.
- Student Identity Cards are issued by the College and are to be compulsorily worn whenever inside the campus. Loss of the card shall be intimated to the College office immediately and would be replaced at the cost of Rs. 200/- Students shall also surrender their ID cards after their course of study.

Prayer:

- The class begins at 8.30 am with the morning prayer and ends at 1.30 pm every day (subject to change).
- The students should ensure that they enter their respective classes before the prayer. All the students shall stand in silence and in respect during the prayer.
- If students are on campus when the prayer is being played, they are expected to halt wherever they are and proceed to the library thereafter.

Discipline:

- Students are expected to be polite in language and behaviour.
- Misbehaviour or use of threat or violence to fellow students or members of the staff will be considered as very serious case of misconduct.

- Students should use the College property with care and keep the buildings and the premises clean. In case of any material damage caused by indifference or deliberate action, compensation as decided by the authorities should be paid by the student or guardian.
- Students are allowed to visit the College canteen during break times.
- They are advised to maintain low noise levels inside the College building during break times to facilitate the smooth functioning of the College.
- The College premises have been declared an English Zone as a conscious bid to improve English communication skills of the students. This regulation does not apply to classes engaged in learning other languages and to programmes or activities that may require usage of other languages.
- No student shall enter a class room other than his/her own without the permission from the Principal or members of the staff, whether it is before, during or after the working hours.
- Celebrating birthdays and special occasions are not permitted during class hours. Students may engage in such activities during the break time.
- Food or drink is not to be consumed in the library, office, auditorium, computer centre or any other area used for instruction unless authorized by the faculty in charge.
- Students should refrain from any acts of profanity or vulgarity inside the campus.
- Electronic devices such as cell phones, pagers, pen drives, music gadgets, etc. should not be brought or used in the classrooms, office, library, auditorium, computer centre or in other areas used for instruction during class time without the prior consent of the faculty in charge.
- Free expression of love and affection that is not accepted in public will not be permitted on the campus.
- Students found violating any of the aforementioned disciplinary rules shall incur Censure to the extent of Suspension.

Environment friendly campus:

- The Rajagiri community has a strong commitment towards preserving the environment and promoting an eco- friendly campus.
- Littering the campus is strictly prohibited. It would induce a fine of Rs.100/-
- The College is a plastic-free zone. Use of plastic disposable glasses or plates on the campus is strictly prohibited.
- Students are urged not to waste electricity or water and to switch off fans,

- lights, or other electric equipment when not in use.
- Students shall take responsibility for the upkeep of the furniture, audio - visual equipment and electrical fittings in the classrooms and the corridors. Any breakdown or damage to College property shall be intimated to the College office by the class representatives.
- Students are financially responsible for all the items issued to them by a staff member. Debts must be cleared before the release of a student's academic records.

Mobile Phone Usage:

- According to Government and University regulations mobile phones are prohibited on College campuses.
- If found violating the rule, punishment would be the confiscation of the mobile phone for a period of four months after returning the sim. If the offence is repeated, the College authorities shall confiscate the phone without the provision for return.

Ragging:

- Any kind of ragging, intimidation or aggressive behaviour is forbidden. Violation of this rule shall result in suspension or expulsion as per the rules of UGC and the state government.
- Students who have been subjected to any kind of ragging, intimidation or aggressive behaviour can immediately bring it to the attention of a faculty member of the College who would initiate appropriate action.
- Any violation of ragging rules shall constitute a criminal act and shall be dealt with under the provisions of Kerala Prohibition of Ragging Act, 1998, which may result in criminal prosecution.

5. POLICY WITH REGARDS TO STUDY TOURS

- Study tours are permitted only to the final year students. The maximum duration of a study tour in the third year shall be three days of which one day can be a working day.
- The class representatives should submit the tour proposal 15 days before the date of travel. This proposal shall contain the itinerary of the trip, the number and names of students who are interested to take part, the budget and per head expenditure, and the names of faculty members who have expressed willingness to accompany and guide them.

- A Student shall not be allowed to participate in the class tour unless he or she gets a minimum of 75% attendance in each course of the concerned year.
- There must be a minimum of one male and one female faculty accompanying the students.
- The proposal shall be presented in the staff council and a decision shall be taken within 7 days of receipt of proposal.
- The students shall bear all the costs of the trip.
- The students shall also bear the cost of the accompanying faculty and ensure that they are treated with necessary comfort.
- The class representatives shall collect the filled-up parent / guardian approval forms of all students participating in the trip and handover the same to the batch coordinator three days prior to the date of the trip. They shall also submit the complete and detailed itinerary of the trip along with it.
- Any incident or behaviour of a student, during the study tour, that adversely affects the reputation of the institution would be viewed very seriously and be penalised with suspension for a minimum of three days or expulsion.

6. STUDENT BODIES

- The college shall have a student council to encourage participative management.
- The student council shall consist of class representatives nominated from each class.
- Each class shall have 3 class representatives, including boys and girls, vested with different responsibilities. The first representative shall be in charge of academic activities and shall ensure that writing surfaces and other equipment for instruction are ready before each session.
- The second representative shall oversee the co/extra-curricular activities of the class. The responsibilities include timely communication of club activities and other events to the class and ensuring sufficient student participation.
- The third representative oversees student support services, such as care-taking and maintenance of amenities.
- The period of an office is for one academic year or till the selection of a subsequent person.
- No student shall be nominated as a class representative if he/she has scored less than 60 percent marks in tests proceeding the nomination. For

For first semester students, the marks for qualifying examinations would be credited.

- All club activities shall have a boy and a girl coordinator, from each class.
- All activities of the College in general require at least one coordinator but not exceeding two.

7. POLICY WITH REGARD TO SPONSORED PROGRAMMES

- Any programme to be organized by the students which does not constitute a regular programme as part of the academic activities of the College has to be submitted as a proposal to the staff council. The proposal shall consist of:
 - The objective of the programme
 - The names of the coordinators
 - The name of the faculty-in-charge
 - The organizing process
 - The beneficiaries and participants
 - The budget
- Over-budget execution of a programme should be prevented.
- Students are forbidden to organize meetings or collect money for any purpose or to circulate in the College any notice or petition or to display them on the notice board in the College premises without the explicit written permission of the principal.

8. POLICY WITH REGARD TO THE VEHICULAR TRAFFIC IN THE CAMPUS

- Students shall possess a valid driving license if they are to bring vehicles to the campus of Rajagiri Vidyapeetham. The first-year students, however, are not permitted to bring their vehicles to the campus. They may either avail College bus facility or arrange their own means of transportation.
- Vehicular traffic is restricted in the campus. Students using personal vehicles are required to register them at the College office and collect vehicle pass. A fee of Rs. 50/- for two-wheeler and Rs. 100/- for four wheelers per year is to be paid for this purpose.
- Lost or damaged vehicle pass may be re-issued from the office, on payment of Rs. 500.
- The speed limit for vehicles within the campus is restricted to 20 km/hr.
- Students found violating general traffic rules including speeding or engaging in rash or negligent driving shall obtain a fine of Rs.500 and /or a

ban on bringing the vehicle to the campus for a period of time that may be fixed by the disciplinary committee.

- In case of violation by a registered vehicle, action shall be taken on the student registrant and the driver of the vehicle in case he/she is not the registered owner.
- If the driver is not a student of the College, charges would be pressed on the student who is in possession of the vehicle.

9. LIBRARY RULES

- Students should always wear their identity cards when they enter the library.
- All regular students shall be issued a maximum of 2 books at a time which should be returned on the 7th day from the date of issue, failure of which will fetch a fine of Rs. 2/- per day for the next 7 days and twice the fine for days thereafter. Absence from the College will not be considered an excuse for not returning the book in time.
- All students are required to mark their entry and exit time in the access register.
- Students are not allowed to take any of their personal belongings to the library other than paper and pen.
- In case any damage or loss of leaves of a book is detected, the student should report it to the library staff before the book is issued and taken outdoors.
- Issue or return of books will not be entertained without the Reader card and ID card.
- Journals, Periodicals, Student Project Reports/Dissertation, and reference books are not issued to students for outdoor reference.
- Membership Card is not transferable. In case a student loses his/her Reader's Ticket he/she should report it to the librarian and apply for a duplicate card in the prescribed form available at the library counter by paying Rs. 50/-.
- Eating and drinking in the library are strictly prohibited.
- The College Leaving Certificate or Transfer Certificate will be issued to students only after he/she has returned all the library books and cleared all library dues.
- Use of any electronic or digital device that may interfere with the functioning of the electronic/digital devices in the library or disturb the library

environment is strictly prohibited.

- Complete silence and studious atmosphere should be maintained in the library.

10. RULES FOR THE COMPUTER CENTRE

- Students should always wear their identity cards in the computer centre.
- Students are expected to take utmost care of the equipment in the computer centre.
- They are not allowed to take any personal belongings to the computer centre other than pen and paper.
- An atmosphere of perfect silence should be maintained.
- The students are advised to follow the procedures prescribed by the centre for logging in and off.
- The students are supposed to register their entry and exit time in the Computer Centre Usage Register.
- They are not allowed to use the Computer Centre during short breaks.
- The students shall only use the machine that has been allotted to them.
- Students are requested to shut down the machine and arrange the chairs when they leave the Computer Centre.
- Students shall not log in on a machine and move away from it. The system administrator would shut down any machine, which is found turned on without a student present in the seat.
- Students are strictly warned that they are not supposed to view, save, or download objectionable or questionable material of any type. Violations of this regulation shall result in prohibition to enter the computer centre, suspension or expulsion as deemed appropriate.
- Use of any electronic or digital device that may interfere with the functioning of the machinery or equipment in the computer centre is prohibited.
- Students are advised to maintain the centre as virus free as possible. Virus scan of removable devices like Pen drive, floppy discs or CDs is a routine procedure by the centre staff before run on a machine.
- Students are requested to take special care to keep the computer centre neat and clean. All kinds of eatables and beverages are prohibited inside.
- Violations of any of the above conditions may bring about disciplinary probation (exclusion from specific services or participating in privileges/ extracurricular College activities as set forth in the notice of disciplinary

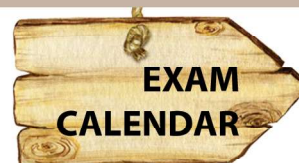
probation for a specified period) including cancellation of permission for entry into the computer centre.

11. ISSUE OF CERTIFICATES

- A student who has paid all dues to the College is entitled to a transfer certificate and the annual certificate required by the university, if his or her conduct has been satisfactory.
- The applicant has to pay a sum of Rs. 50/- for all certificates other than TC and Conduct Certificate. If the TC is taken after one year, a late fee of Rs.150/- per year will have to be paid.
- A student who has graduated from the College or is currently pursuing studies, desiring to obtain a certificate, shall apply to the principal stating the years of study and the Roll number at least 5 days in advance. Application for TC should be countersigned by the parent or guardian. No certificate will be sent by post unless a transmission charge is prepaid in cash or in postage stamp.
- In case a student is expelled from the College for serious misconduct or repeated misbehaviour, the TC will be sent to the registrar of the university and the matter will be reported to the parent or guardian.
- Every student should collect the TC after the completion of the course. TC will be issued only after surrendering the ID card and clearing all the dues.
- The Conduct Certificate is a document, which the student has to earn. It shall be issued on the basis of overall evaluation.

12. NETIQUETTE

- Online classes shall be conducted by concerned subject teacher/teachers as and when required. Follow the guidelines given below to make the most out of the virtual learning experience.
- The students should set up a quiet and organized space with all the necessary materials and technology to minimize distractions.
- While the students do not need to be in formal attire, dressing comfortably yet decently can help them stay in the right mindset for learning.
- The students should test their internet connection, audio, and video settings before the class commences to avoid technical disruptions during the session.
- They should join the sessions on time and be attentive throughout.
- The students should keep their microphone muted when not speaking and use video when appropriate to foster a sense of connection with peers.



RCMAS Examination Calendar 2023-24						
Sl. No.	Programme & Sem.	SEMESTER		Examination Dates 2023-24		Last Date of Assignment
		START	END	IAT1	IAT2	
1	UG S1 (23-26 Batch)	10.07.2023	31.10.2023	Aug 7,8,9,10,11,14	Oct 9,10,11,12,13,16	01.10.2023
2	UG S2 (23-26 Batch)	01.11.2023	27.03.2024	Dec 4,5,6,7,8,11	Mar 4,5,6,7,8,11	01.03.2024
3	UG S3 (22-25 Batch)	05.06.2023	31.10.2023	Jul 18,19,20,21,24,25	Sep 18,19,20,21,25,26	01.10.2023
4	UG S4 (22-25 Batch)	01.11.2023	27.03.2024	Dec 4,5,6,7,8,11	Feb 15,16,19,20,21,22	01.03.2024
5	UG S5 (21-24 Batch)	05.06.2023	31.10.2023	Jul 18,19,20,21,24,25	Sep 18,19,20,21,25,26	01.10.2023
6	UG S6 (21-24 Batch)	01.11.2023	31.03.2024	Dec 4,5,6,7,8,11	Feb 15,16,19,20,21,22	01.03.2024
7	PG S1 (23-25 Batch)	10.07.2023	31.10.2023	Aug 7,8,9,10,11	Oct 9,10,11,12,13	01.10.2023
8	PG S2 (23-25 Batch)	01.11.2023	27.03.2024	Dec 4,5,6,7,8	Mar 4,5,6,7,8	01.03.2024
9	PG S3 (22-24 Batch)	05.06.2023	31.10.2023	Jul 18,19,20,21	Sep 18,19,20,21	01.10.2023
10	PG S4 (22-24 Batch)	01.11.2023	27.03.2024	Dec 4,5,6,7	Feb 15,16,19,20	01.03.2024
M G University Examination Calendar 2023-24						
Sl. No.	Programme & Sem.	Date of Notification	Date of Commencement	Date of Completion		
1	UG S1 (23-26 Batch)	08.11.2023	08.12.2023	20.12.2023		
2	UG S2 (22-25 Batch)	24.04.2023	26.05.2023	16.06.2023		
3	UG S3 (22-25 Batch)	17.10.2023	03.11.2023	15.11.2023		
4	UG S4 (21-24 Batch)	25.05.2023	26.06.2023	18.07.2023		
5	UG S5 (21-24 Batch)	03.10.2023	17.11.2023	06.12.2023		
6	PG S1 (23-25 Batch)	12.10.2023	13.11.2023	27.11.2023		
7	PG S2 (22-24 Batch)	19.06.2023	19.07.2023	04.08.2023		
8	PG S3 (22-24 Batch)	09.11.2023	06.12.2023	20.12.2023		

ACADEMIC ACTIVITY & JUNE 23 YEAR PLANNER 2023-24

Date	Day	Department/Clubs/Cells	Particulars
1	Thursday		
2	Friday		
3	Saturday	Library	Demonstrative Session EBSCO
4	Sunday	H	
5	Monday	Nature Club	Planting Saplings Event & a Talk on "Bio-Diversity Conservation and Challenges"
		NSS Unit 236	School Adoption
		Department of Management	Environment Day Digital Poster-Making Competition
		Department of Computer Science	Commencement of Soft Skill Training for final years
6	Tuesday	Department of Management	THANAL - CSR Activity - Learning Aids Distribution in association with Rajagiri Sahrudaya
7	Wednesday		
8	Thursday		
9	Friday	Department of Computer Science	The Soft Skill Training for the final year students ends.
10	Saturday		
11	Sunday	H	
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday	Department of Management	Career and Soft Skill Training
16	Friday	Career Guidance and Placement Cell	Management Aptitude Training Orientation
		Jesus Youth	Holy Mass & SH Feast
17	Saturday		
18	Sunday	H	
19	Monday	Library/Department of English, Communication and Journalism	Reading Week Celebration – Seminar on 'Reading in an Era of Digitalised Information'
		Department of Computer Science	Let Us Meet up - Interactive Session with Seniors
20	Tuesday	Library/Department of English, Communication and Journalism	Reading Week Celebration - Quiz Competition
21	Wednesday	Sports Club/NSS Unit 236	International Yoga Day Celebration
		Library/Department of English, Communication and Journalism	Quiz Competition
		Music Club	Workshop on "Challenges to Understand and Appreciate Music in a Tech-Busy World"
22	Thursday	Library/Department of English, Communication and Journalism	3 Inter-Departmental Events
		Literary & Literacy Club/Shreshtham	Reading Competition & Book Review (Njan Arinja Thaalukal)
		Department of Commerce	"INVENTUS' Product Launch Competition
23	Friday	Library/Department of English, Communication and Journalism	Seminar on "How to Face Difficulties with a Smile?"
		Music Club & Department of Commerce	"Open Mike"

24	Saturday		
25	Sunday	H	
26	Monday	Career Guidance and Placement Cell	Placement Orientation for Final Year Students
		Legal Aid Cell/NSS Unit 236/Anti-Drug Addiction Cell	Awareness Video in Connection with World Drug Day (Stop Stigma and Strengthen Prevention)
		Department of Animation and Graphic Design	What is your high wall painting? (Anti-drug campaign)
27	Tuesday	Career Guidance and Placement Cell	Selection of Core Student Placement Team 23-24
28	Wednesday		Bakrid
29	Thursday		
30	Friday		

JULY 23

Date	Day	Department/Clubs/Cells	Particulars
1	Saturday		
2	Sunday	H	
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday		Deekshaarambham
9	Sunday	H	
10	Monday	Bridge Course	Initial Assessment Test (For the First Semester UG and PG Students)
		Department of Management	'Thanal' CSR Activity in Association with NSS - Water Purifier Contribution to Irumpanam L P School
11	Tuesday	Bridge Course	Bridge Course
12	Wednesday	Bridge Course	Bridge Course
		Nature Club	Millet Farming
		Department of English, Communication and Journalism	Alumni Interaction
13	Thursday	Bridge Course	Bridge Course
14	Friday	Bridge Course	Bridge Course
		Drop of Love/NSS Unit 236	Blood Donation Camp
15	Saturday		
16	Sunday	H	
17	Monday		Karkkidakavavu
18	Tuesday	Bridge Course	Entry Level Test
		Department of English, Communication and Journalism	Metamorphosis_ Interactive Session for First Years
19	Wednesday	Bridge Course	Bridge Course
		Department of Management	Metamorphosis
		Department of Computer Science	Metamorphosis
20	Thursday	Bridge Course	Bridge Course
		Department of Computer Science	Alumni Interaction Programme & Inter-Department Open Quiz Competition
21	Friday	Bridge Course	Bridge Course
		Rotaract Club	Commencement of E-Waste Collection Drive

22	Saturday		
23	Sunday	H	
24	Monday		
25	Tuesday		
26	Wednesday		
27	Thursday	Department of Animation and Graphic Design	Orientation Session for First-year UG (Unity Certified Associate Artist)
28	Friday		Muharram
29	Saturday	Tree of Life	"Nourish to Flourish" Seminar for RCMAS Faculty
30	Sunday	H	
31	Monday	Gender Equity Cell	Kanal campaign (Talk and Self Defence Training)
		Bridge Course	Entry Level Test
		Department of Management	Seminar on "Mastering Microsoft Excel"

AUGUST 23

Date	Day	Department/Clubs/Cells	Particulars
1	Tuesday	Jesus Youth	Core Team Training by Jesus Youth Campus Team
		Music Club	Ice-Breaking Session for First-Year Students
2	Wednesday	Department of Animation and Graphic Design	Association Inauguration and Special sessions
		Department of Management	Seminar on "Exploring Business Analytics: Redefining Horizons"
3	Thursday	Department of Animation and Graphic Design	Association Inauguration and Related Special Sessions
4	Friday	Jesus Youth	Holy Mass
		Department of Animation and Graphic Design	Association Inauguration and Related Special Sessions
5	Saturday	Library Club	Demonstrative Session on Scopus
6	Sunday	H	
7	Monday	Department of English, Communication and Journalism	Lingua Franca -Association Day Session on Sports Journalism by Eldo Paul Puthussery
8	Tuesday	Remedial Coaching	Commencement of Remedial Sessions
		Department of English, Communication and Journalism	Fresher's Day
		Department of Physical Education	Commencement of Fitness Drive
9	Wednesday	Career Guidance and Placement Cell	Art of Resume Writing and Building a LinkedIn Profile
		Mentoring	Mentoring Session for First Year Students
10	Thursday	Career Guidance and Placement Cell	Mock Aptitude Test for Final Year Students
		Jesus Youth	Seminar for First Years (J Y Team, Kalamassery)
		Music Club	Jam Sessions – Welcoming Juniors
		Department of Animation and Graphic Design	Fresher's Day
11	Friday	Department of Physical Education	Closing of Fitness Drive
		Legal Aid/ IEDC/Department of Management	Seminar on Practical Implication of Intellectual Property Rights in Business
		NSS Unit 236	Organic Farming
12	Saturday	Department of Management	Intercollegiate Seminar on IPR in association with Legal Aid Cell
			NAKSHATRA

13	Sunday	H	
14	Monday	Dance Club	Independence Day Dance Competitions for First-Year Students
		Department of Management	Freshers Day
		Department of Computer Science	Synergia – Fresher's Day
		Department of Animation and Graphic Design	Inter-Department Calligraphy competition
15	Tuesday		Independence Day
16	Wednesday	Department of Management	Thanal - CSR Initiative
17	Thursday	NSS Unit 236	Orientation Programme
		Photography Club	2-Day Photography Workshop & Photography Contest Celebrating World Photography Day
		Department of Commerce	Women Entrepreneurship
18	Friday	Department of Physical Education and Sports Club	Workshop on Basic Life Support and First Aid
		Anti-Drug Addiction Cell	De-Addiction Centre Visit
19	Saturday	Department of English, Communication and Journalism	Speranza -Intercollegiate Fest -Intercollegiate Fest
20	Sunday	H	
21	Monday	Nature Club	Visiting Malakkapara Tribal Colony
		Shreshtam	Collaborative Story Telling
		Department of Computer Science	CSR Activity
		Department of Commerce	Fresher's Day
22	Tuesday	Drama Club (Navarasa)	Inauguration of the Drama Club
		Wings of Wisdom	Paper-Bag-Making Session for Club Members
		Department of Commerce	Fresher's Day
		Arts Club	Arts Club Inauguration
23	Wednesday	Literary & Literacy Club	Club Inauguration
		NSS Unit 236	Awareness Session on First Aid
		Department of Commerce	ALOITE (Inter department Fest)
		Department of Management	BIZCORP - Association Inauguration
24	Thursday	Department of Commerce	CSR Initiative
			Onam Celebration
		Dance Club	Thiruvathira by Students and Teachers as Part of Onam Celebration
25	Friday		College Closes for Onam Vacation
26	Saturday		
27	Sunday	H	
28	Monday		
29	Tuesday		
30	Wednesday		
31	Thursday		

SEPTEMBER 23

Date	Day	Department/Clubs/Cells	Particulars
1	Friday		
2	Saturday		
3	Sunday	H	

4	Monday	Department of Physical Education and Sports Club	Commencement of RCMAS Inter-House Sports Competitions
			College Re-opens after Onam Vacation
5	Tuesday	Department of Animation and Graphic Design	Workshop on Animation
		Department of English, Communication and Journalism/NSS Unit	Out-Reach Program – Book Donation to LP School Irumpanam in Collaboration with NSS
		Department of Computer Science	Association Day
6	Wednesday	Department of Animation and Graphic Design	Sreekrishna Jayanthi
7	Thursday	Mentoring	International Poster Design competition based on Gandhian philosophy
		Department of English, Communication and Journalism	Mentoring Session for Second Years
		Jesus Youth	PTM for Final Year BAE
8	Friday	Literary & Literacy Club	Holy Mass (Feast of Blessed Virgin Mary)
		Music Club	Literacy Competition in the Light of World Literacy Day
			World Music Performances and the Commencement of Music Band Competition
9	Saturday		
10	Sunday	H	
11	Monday	Arts Club	Sarganjali - Literary Events (off stage competition begins)
		Equal Opportunity Cell	Meeting
		Photography Club	DSLR Hands-on Experience – Introduction
		Rotaract Club	Commencement of Newspaper Collection Drive
12	Tuesday	Career Guidance and Placement Cell	Mock Interview and GD Training
		Equal Opportunity Cell	Meeting
		Library	Book Talk
13	Wednesday	Drama Club / Media & Film Club	3 Days Acting Workshop
		Equal Opportunity Cell	Meeting
		Jesus Youth	Campus Gathering
		Arts Club	Arts Day
14	Thursday	Arts Club	Sarganjali - Literary Events
		Drama Club/Media Film Club	3-Day Acting Work shop
		Equal Opportunity Cell	Meeting
		IEDC Club	Meet the Entrepreneur
		Dance Club	Dance Workshop
		Tree of Life	Old-Age Home Visit
		Department of Management	Vigyaaan – Inter-College Quiz Competition
Arts Club	Arts Day		
15	Friday	Arts Club	Sarganjali - Literary Events
		Drama/Media & Film	3-Day Acting Workshop
		Equal Opportunity Cell	Meeting

16	Saturday		
17	Sunday	H	
18	Monday	NSS Unit 236	Medical Camp
19	Tuesday		
20	Wednesday	DIY	Workshop on Paper Bag Making
		Department of Computer Science	Seminar on Data Science
		Department of Commerce	Group Discussion
21	Thursday	Rotaract Club	Closing of Newspaper Collection Drive
		Wings of Wisdom	A Talk in Connection with Alzheimer's Day
		Department of Management	ICON
22	Friday	Sree Narayana Guru Samadhi Dinam	
23	Saturday		
24	Sunday	H	
25	Monday	Department of Management	National Level FDP/Workshop on Research Methodology
		Department of Animation and Graphic Design	Students work Exhibition cum Sale
26	Tuesday	NSS Unit 236	Paper-Bag Making Unit
27	Wednesday	MILAAD-I-SHERIFF	
28	Thursday	Department of English, Communication and Journalism	PTM for Second Year BAE
29	Friday	Department of English, Communication and Journalism	PTM for Second Year BAE
30	Saturday	Library Club	Workshop on Creating Instructional Design
		Department of English, Communication and Journalism	PTM for Second Year BAE
		Anti-Drug Addiction Cell	Awareness Programme on Drug Abuse-Flash Mob and Street Play

OCTOBER 23

Date	Day	Department/Clubs/Cells	Particulars
1	Sunday	H	
2	Monday		Gandhi Jayanthi
3	Tuesday	Jesus Youth	Holy Mass
		Arts Club	Sarganjali on Stage Competition Begins
4	Wednesday	Jesus Youth	Holy Mass
		Mentoring	Mentoring Session for Final Years
5	Thursday	Jesus Youth	Holy Mass
		Media & Film Club/Department of English, Communication and Journalism	RJ Hunt Competition
6	Friday	Jesus Youth	Holy Mass (First Friday)
7	Saturday		
8	Sunday		
9	Monday	Jesus Youth	Holy Mass
10	Tuesday	Jesus Youth	Holy Mass
		Tree of Life	Mental Health Awareness Programme in Connection with World Mental Health Day

11	Wednesday	Department of Physical Education and Sports Club	Self-Defence Session on Taekwondo
		Gender Equity Cell	Movement Therapy
		Jesus Youth	Holy Mass
		Department of Management	Icon - Intercollegiate Entrepreneur competition
12	Thursday	Jesus Youth	Holy Mass
		Library/Department of English, Communication and Journalism	Paper Presentation
		Shreshtam	Mock Press
13	Friday	Jesus Youth	Holy Mass
		Department of Management	Campus to Corporate (Corporate Talks)
14	Saturday		
15	Sunday	H	
16	Monday	Jesus Youth	Holy Mass
		Photography Club	Workshop on Photographic Composition Rules
		IEDC/DIY Clubs	Craft Exhibition and Pop-Up Sale
17	Tuesday	Career Guidance and Placement Cell	"Chat with Alumni"
		Jesus Youth	Holy Mass
18	Wednesday	Jesus Youth	Holy Mass
		Dance Club	Zumba Training Session
		Rotaract Club	"Scavenger Hunt"
		Department of Management	High Flyers Talk (Alumni Interaction)
19	Thursday	NSS Unit 236	Orphanage Visit
		Department of Computer Science	Commencement of National Coding Week Events & TEKSPARK
20	Friday	Equal Opportunity Cell	A Talk on Government Orders on various Aspects of Education and Employment for Students
21	Saturday		
22	Sunday	H	
23	Monday		Mahanavami
24	Tuesday		Vijayadasami
25	Wednesday	Department of Computer Science	National Coding Week Events & TEKSPARK End
		Department of Commerce	Business Quiz
		Department of Animation and Graphic Design	National-level Animation Film Contest and Ghibli Film Festival
26	Thursday	Department of Animation and Graphic Design	National-level Animation Film Contest and Ghibli Film Festival
27	Friday	Department of Animation and Graphic Design	National-level Animation Film Contest and Ghibli Film Festival
28	Saturday	NSS Unit 236	2-Day Camp
29	Sunday	H	
30	Monday	Library Club	Workshop
31	Tuesday		

NOVEMBER 23

Date	Day	Department/Clubs/Cells	Particulars
1	Wednesday	Literary & Literacy Club/Shreshtam	"Madhuram Malayalam"
		Department of English, Communication and Journalism	Intercollegiate Online Cultural and Ethnic Reels Competition

2	Thursday		
3	Friday	NSS Unit 236	Tribal Visit & Nature Camp
4	Saturday		
5	Sunday	H	
6	Monday	Rotaract Club	Commencement of "Free Rice Challenge" (Rice Collection Drive)
7	Tuesday		
8	Wednesday	Jesus Youth Department of English, Communication and Journalism	Campus Gathering BOOK - Release (Creative Writings of BAE Triple Main Students)
9	Thursday	Department of Commerce	Commencement of Commerce Fest
10	Friday	Art's Club	Workshop on Art's and Performance
		Department of Physical Education and Sports Club	Inter-Department Sports Competitions
		Department of Commerce	Commerce Fest Ends
11	Saturday		
12	Sunday	H (DEEPAVALI)	
13	Monday	Department of Management	'Thanal'- CSR Initiative
		Department of Computer Science	Workshop on AI
14	Tuesday	Library/Department of English, Communication and Journalism	Library Week Celebration
		Rotaract Club	Closing of "Free Rice Challenge" (Rice Collection Drive)
15	Wednesday	Career Guidance and Placement Cell	"Corporate to Campus"
		Library/ Department of English, Communication and Journalism	Library Week Celebration
16	Thursday	Library/Department of English, Communication and Journalism	Library Week Celebration
17	Friday	Library/Department of English, Communication and Journalism	Library Week Celebration
		Media & Film Club	Movie Screening
18	Saturday	Department of Animation and Graphic Design	Alumni Association Meeting
19	Sunday	H	
20	Monday	Library/Department of English, Communication and Journalism	Library Week Celebration
		Photography Club	Club Members' Photography Exhibition
21	Tuesday		
22	Wednesday	Alumni Association	Release of Department-wise Alumni Directory
		Department of Management	Meet The Entrepreneur in Association with IEDC
23	Thursday		
24	Friday	Department of Physical Education and Sports Club	MG University North-Zone Basketball Championship 2023 (M)
25	Saturday	Dance Club	Dance Therapy for Teachers
		Department of Animation and Graphic Design	PTM
26	Sunday	H	
27	Monday	Legal Aid Cell	Constitutional Quiz in Connection with Constitutional Day
28	Tuesday		

29	Wednesday	Mentoring	Mentoring Session for First Year Students
30	Thursday	Music Club	Grand Finale of Music Band Competition
		Rotaract Club	Closing of E-Waste Collection Drive

DECEMBER 23

Date	Day	Department/Clubs/Cells	Particulars
1	Friday	Jesus Youth	Holy Mass (First Friday) Christmas Crib Making and Campus Decoration
2	Saturday	Music Club	Community Outreach Programme (Visiting an Old-Age Home)
		Department of Animation and Graphic Design	PTM
3	Sunday	H	
4	Monday	Jesus Youth	Christmas Crib Making and Campus Decoration
		NSS Unit 236	Observing the International Day for Persons with Disabilities
		Tree of Life	Visiting a Special School on International Day for Persons with Disabilities
5	Tuesday	Jesus Youth	Christmas Crib Making and Campus Decoration
6	Wednesday	Jesus Youth	Christmas Crib Making and Campus Decoration
		Department of Commerce	FDP
		Media & Film Club	Workshop on 'Movie Production'
7	Thursday	Jesus Youth	Christmas Crib Making and Campus Decoration
		Department of Computer Science	Interdepartmental Fest
8	Friday	Jesus Youth	Christmas Crib Making, Campus Decoration & Be a Santa Collection Drive
9	Saturday		
10	Sunday	H	
11	Monday	Jesus Youth	Christmas Crib Making, Campus Decoration & Be A Santa Collection Drive
		Anti-Drug Addiction Cell/Drama Club	Drama Competition (Theme: Drug Abuse and its Detrimental Effects)
12	Tuesday	Jesus Youth	Christmas Crib Making, Campus Decoration & Be a Santa Collection Drive
		Dance Club	Dance Workshop by Dance City
13	Wednesday	Jesus Youth	Christmas Crib Making, Campus Decoration & Be a Santa Collection Drive
		Department of English, Communication and Journalism	Online Intercollegiate Letter Writing Competition
		Mentoring	Mentoring Session for Second Year Students
14	Thursday	Department of Physical Education and Sports Club	RCMAS Annual Athletic Meet
15	Friday	Department of Physical Education and Sports Club	RCMAS Annual Athletic Meet
		Jesus Youth	Christmas Crib Making, Campus Decoration & Be a Santa Collection Drive
16	Saturday	Department of Animation and Graphic Design	PTM
17	Sunday	H	

18	Monday	DIY Club	Star Making Competition
		Jesus Youth	Christmas Crib Making, Campus Decoration & Be a Santa Collection Drive
		Rotaract Club	Visit to an Orphanage
19	Tuesday		
20	Wednesday	IEDC Club	Cake Fest
21	Thursday	Art's Club	Cultural Fest for Faculty
		Jesus Youth	Visit to 'Home of Faith'
22	Friday		
	Saturday	NSS Unit 236	7-Day Camp
23			Christmas Celebration & College closes for Christmas Vacation
24	Sunday		Christmas Holiday
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday		

JANUARY 24

Date	Day	Department/Clubs/Cells	Particulars
1	Monday		
2	Tuesday		
3	Wednesday	Founder's Day	College Re-opens after Christmas Vacation
4	Thursday	Department of Management	Gateway to Contemporary Education
5	Friday	Jesus Youth	Holy Mass (Feast of St Chavara)
		NSS Unit 236	Vegetable Sapling Unit
6	Saturday		
7	Sunday	H	
8	Monday	Media & Film Club/Department of Animation and Graphic Design	Film Fest
		Photography Club	Photography Seminar with Canon
9	Tuesday	Media & Film Club/Department of Animation and Graphic Design	Film Fest
		Tree of Life/Anti-Drug Cell/NSS Unit 236	A Talk on Substance Abuse
10	Wednesday	Media & Film Club/Department of Animation and Graphic Design	Film Fest
		NSS Unit 236	"Snehakkoodu" Project
		Rotaract Club	Installation Ceremony of Board Members 2023-24
11	Thursday	Legal Aid Cell	Debate on Legal Rights
12	Friday	Media & Film Club	Film Fest
		Rotaract Club	"School Garden Dare" (Gifting Seeds to Students for Their School Garden)
		Department of Computer Science	International Conference & Paper presentation
13	Saturday		

14	Sunday	H	
15	Monday	Department of Commerce	ALOITTE - Intercollegiate Fest
16	Tuesday	Department of Physical Education and Sports Club	MG University Ball Badminton Championship (M & W)
		DIY Club	Cooking Challenge
		Shreshtam	Talk by Eminent Personality
17	Wednesday	Department of Physical Education and Sports Club	MG University Ball Badminton Championship (M & W)
		Department of English, Communication and Journalism	Extension Activity at LP School Irumpanam
		Mentoring	Mentoring Session for Final Years
18	Thursday	Department of Physical Education and Sports Club	MG University Ball Badminton Championship (M & W)
19	Friday		
20	Saturday		
21	Sunday	H	
22	Monday	IEDC/DIY Clubs	Ideathon
23	Tuesday	Drama Club	Musical Drama Skit
24	Wednesday		
25	Thursday	Inter-Collegiate Fest	INCEPTRA
26	Friday		Republic Day
		Alumni Association	Annual Alumni Meet - REACH
27	Saturday		
28	Sunday	H	
29	Monday	Alumni Association	Alumni Inauguration & Department-wise Alumni Meeting
30	Tuesday		
31	Wednesday		

FEBRUARY 24

Date	Day	Department/Clubs/Cells	Particulars
1	Thursday		
2	Friday	Jesus Youth	Holy Mass (First Friday)
3	Saturday	Department of Computer Science	Industrial Visit
		Department of Animation and Graphic Design	Outreach Programme
4	Sunday	H	
5	Monday	Department of Physical Education and Sports Club	MG University Cricket North-Zone Pool Match (M)
6	Tuesday	Department of Physical Education and Sports Club	MG University Cricket North-Zone Pool Match (M)
7	Wednesday	Department of Physical Education and Sports Club	MG University Cricket North-Zone Pool Match (M)
		Department of Commerce	Talk on Career Guidance
		Mentoring	Mentoring for Second Year Students
8	Thursday	Department of Physical Education and Sports Club	MG University Cricket North-Zone Pool Match (M)
		IEDC Club	Tech Talk

9	Friday	Department of Physical Education and Sports Club	MG University Cricket North-Zone Pool Match (M)
		Media & Film Club/Department of English, Communication and Journalism	Intercollegiate Competition Based on Global Movie Day
10	Saturday	Department of English, Communication and Journalism	Intercollegiate Competition based on Global Movie Day
11	Sunday	H	
12	Monday	Department of Physical Education and Sports Club	MG University Cricket North-Zone Pool Match (M)
13	Tuesday	Gender Equity Cell/Legal Cell	An Awareness Session on Women's Right
		Legal Aid/Gender Equity	An Awareness session on Women's Right
		NSS Unit 236	Palliative Care Unit
14	Wednesday		
15	Thursday		
16	Friday	Equal Opportunity Cell	Meeting
		Literary & Literacy Club	"The Book I Treasure" Competition
17	Saturday	Department of Animation and Graphic Design	Outreach Programme
18	Sunday	H	
19	Monday		
20	Tuesday	Drama Club	Monoact Competition
21	Wednesday	DIY Club	Hand Embroidery Workshop
22	Thursday		
23	Friday		
24	Saturday		
25	Sunday	H	
26	Monday		
27	Tuesday		
28	Wednesday		
29	Thursday		

MARCH 24

Date	Day	Department/Clubs/Cells	Particulars
1	Friday	Jesus Youth	Holy Mass
2	Saturday	NSS Unit 236	Campus Clean Up
3	Sunday	H	
4	Monday	Photography Club	Spot Photography Contest
		Department of Computer Science	Farewell
5	Tuesday		
6	Wednesday	Mentoring	Mentoring Session for First Year Students
7	Thursday	Gender Equity Cell	Wellness Programme
		Music Club & Gender Equity Cell	Girls' Band Performance on Women's Day
		Dance Club	Dance Performance in Connection with Women's Day
8	Friday	SIVARAATHRI	
9	Saturday		
10	Sunday	H	
11	Monday	NSS Unit 236	Disaster Management Initiative

12	Tuesday	Department of Commerce	Commerce Newsletter Release
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday	Department of Physical Education and Sports Club	Faculty Enrichment Programme
17	Sunday	H	
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday	H	
25	Monday	Department of Management	HORIZON (Department Magazine Launch)
26	Tuesday	Department of Management	Business Beats (Newsletter Launch)
27	Wednesday	Drama Club	Performing a Play on World Theatre Day
28	Thursday		Maundy Thursday
29	Friday		Good Friday
30	Saturday		
31	Sunday		Easter

APRIL 24

Date	Day	Department/Clubs/Cells	Particulars
1	Monday		Summer Vacation Begins
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday	H	
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
13	Saturday		
14	Sunday	H	
15	Monday		
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		
20	Saturday		
21	Sunday	H	
22	Monday		
23	Tuesday		
24	Wednesday		

25	Thursday		
26	Friday		
27	Saturday		
28	Sunday	H	
29	Monday		
30	Tuesday		

MAY 24

Date	Day	Department/Clubs/Cells	Particulars
1	Wednesday		
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday	H	
6	Monday		
7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday	H	
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday	H	
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday	H	
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		
31	Friday		Summer Vacation Ends

COLLEGE BUS ROUTES

Route 1 Bus 4	Thoppumpadi Route	Driver: Jackson Ph: 7736541022
Stops	Boarding Points	Time
1	Thoppumpadi	7:20 AM
2	Thevara	
3	Manorama Junction	
4	Kundanoor	7:35 AM
5	Maradu	
6	Petta	7:40 AM
7	RCMAS Campus	

Route 2 Bus 1	Kadavanthara Route	Driver: Ajay Gosh Ph: 9656467663
Stops	Boarding Points	Time
1	Kadavanthara	7:20 AM
2	Kumaranasan Junction	
3	Janatha	7:25 AM
4	Vyttila	
5	Vadakkekotta	7:40 AM
6	RCMAS Campus	

Route 3 Bus 3	Chottanikara-Thripunithara Route	Driver: Rajagopal Ph: 9048542066
Stops	Boarding Points	Time
1	Chottanikara Temple	7:20 AM
2	Thiruvankulam	7:30 AM
3	Thripunithara Stand	7:45 AM
4	Karigachira	7:50 AM
5	RCMAS Campus	

Route 4 Bus 8	High Court Route	Driver: Prakasan Ph: 9495894015
Stops	Boarding Points	Time
1	High Court	7:20 AM
2	Kacheripadi	

3	Kaloor Stand	7:30 AM
4	Kaloor Stadium	
5	Vazhakala	7:40 AM
6	Padamugal	
7	RCMAS Campus	

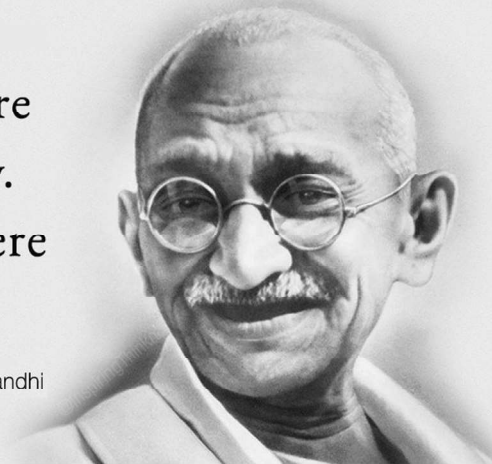
Route 5 Bus 5	Angamaly-Aluva Route	Driver: Jineesh Ph: 9645836114
Stops	Boarding Points	Time
1	Angamaly	7:00 AM
2	Kariyad	
3	Athani	7:10 AM
4	Dhesam	
5	Paravoor Junction	
6	Thottakattukara	
7	Aluva	7.25 AM
8	Garage	
9	Ambattukavu	
10	Mutton	
11	Premier	7:40 AM
12	BMC	
13	RCMAS Campus	

Route 6 Bus 6	Koonamavu Route	Driver: George Ph: 9605621907
Stops	Boarding Points	Time
1	Koonamavu	7:15 AM
2	Varapuzha	
3	Cheranallur	
4	Thaikavu	
5	Edappally Kunnumpuram	7:35 AM
6	Edappally Lulu	7:40 AM
7	Pathadippalam	
8	University Junction	
9	Changapuzha Nagar	

10	HMT	
11	Toshiba	
12	Vallathol	
13	Olimugal Church	
14	RCMAS Campus	
Route 7 Bus 7	Edappally Route	Driver: Kuriakose Ph: 9447406789
Stops	Boarding Points	Time
1	Edappally Toll	7:20 AM
2	Edappally Church	7:30 AM
3	Changapuzha Park	
4	Palarivattam	
5	Mamangalam	
6	Pipe Line	7:40 AM
7	Alinchodu	
8	Chembumukku	
9	RCMAS Campus	
Route 8 Bus 2	Perumbavoor Route	Driver: Sunil Ph: 9400260500
Stops	Boarding Points	Time
1	Perumbavoor	7:00 AM
2	Ponjassery	
3	Kavungaparambu	
4	Kitex	7:35 AM
5	Kizakkambalam	
6	Pallikara	
7	Wonder La	
8	Vikasavani	
9	Tengode	
10	Edachira	7:45 AM
11	Kakkanad Indian Coffee House	7:50 AM
12	More	
13	CSEZ	
14	RCMAS Campus	

Live as if you were
to die tomorrow.
Learn as if you were
to live forever.

Mahatma Gandhi



RAJAGIRI VIDYAPEETHAM

RAJAGIRI HILLS CAMPUS, KALAMASSERY

School of Social Work

School of Computer Science

Rajagiri Higher Secondary School

Rajagiri Public School

Rajagiri Kindergarten

RAJAGIRI VALLEY CAMPUS, KAKKANAD

Christu Jayanthi Kindergarten and Public School

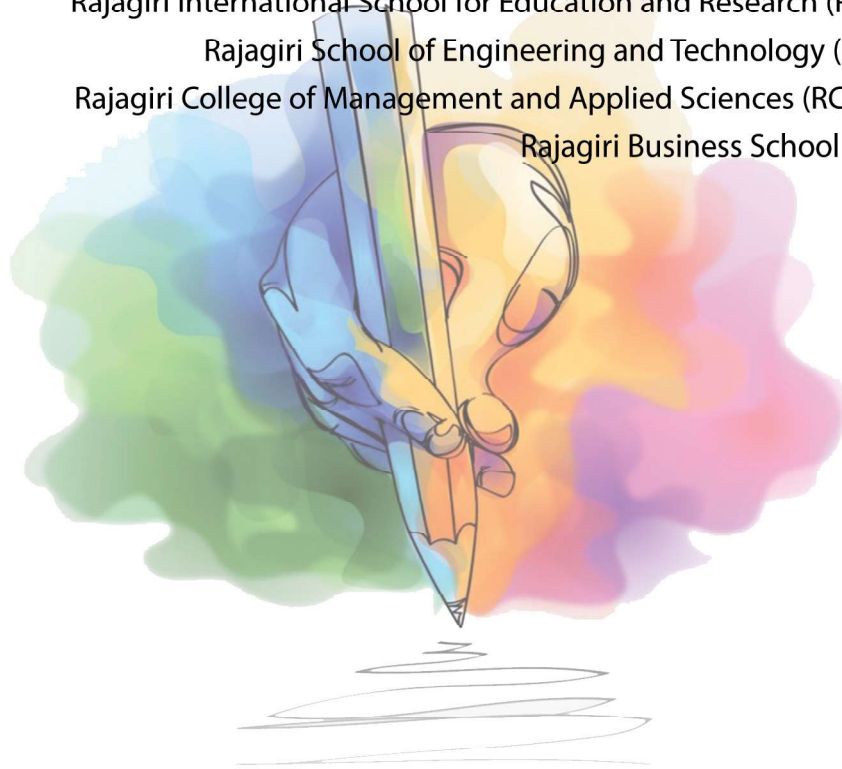
Rajagiri Centre for Business Studies (RCBS)

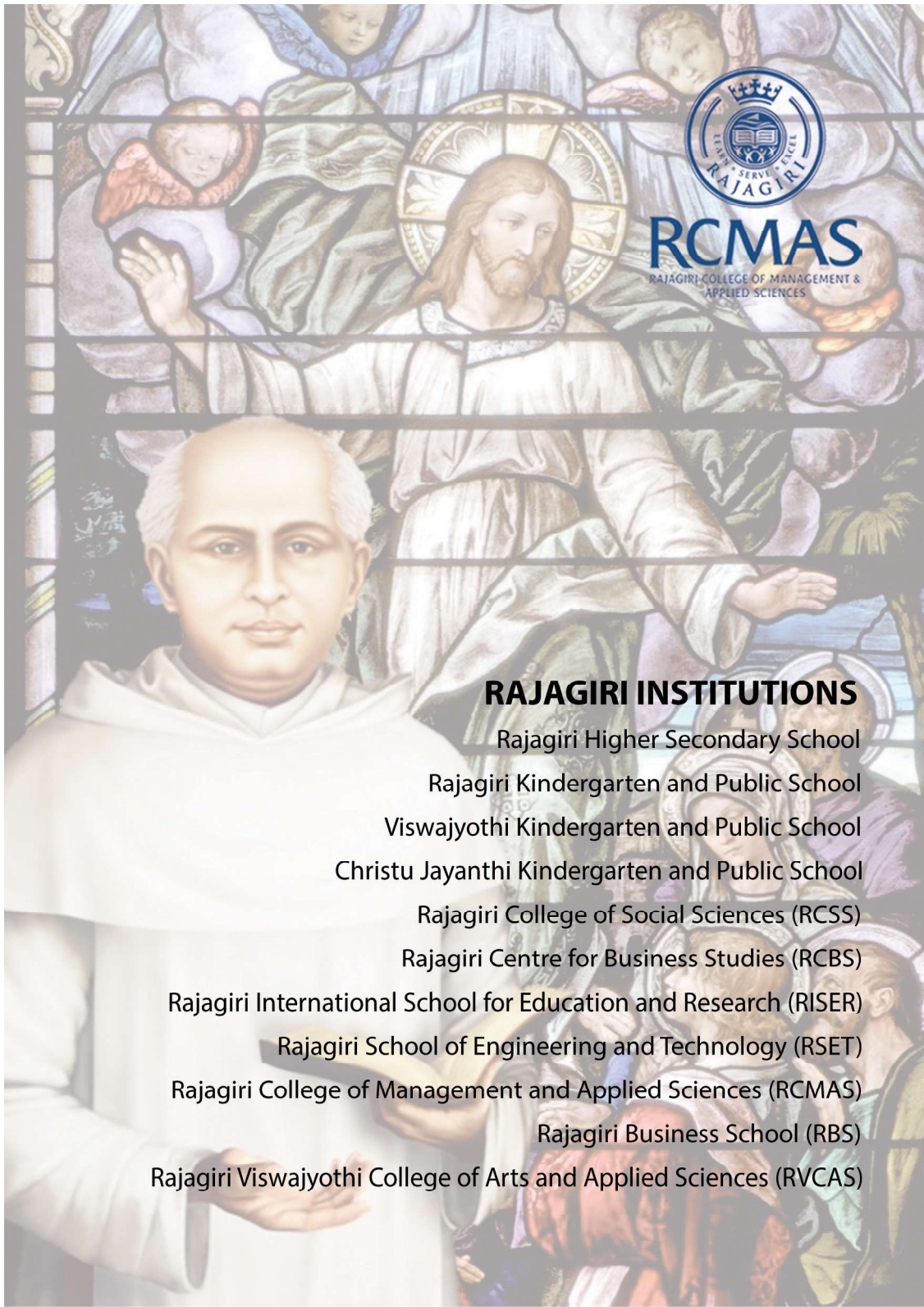
Rajagiri International School for Education and Research (RISER)

Rajagiri School of Engineering and Technology (RSET)

Rajagiri College of Management and Applied Sciences (RCMAS)

Rajagiri Business School (RBS)





RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

RAJAGIRI INSTITUTIONS

Rajagiri Higher Secondary School

Rajagiri Kindergarten and Public School

Viswajyothi Kindergarten and Public School

Christu Jayanthi Kindergarten and Public School

Rajagiri College of Social Sciences (RCSS)

Rajagiri Centre for Business Studies (RCBS)

Rajagiri International School for Education and Research (RISER)

Rajagiri School of Engineering and Technology (RSET)

Rajagiri College of Management and Applied Sciences (RCMAS)

Rajagiri Business School (RBS)

Rajagiri Viswajyothi College of Arts and Applied Sciences (RVCAS)