



RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES

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Policy Manual



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Preface

This policy manual has been developed to guide the faculty, staff, and students of Rajagiri College of Management and Applied Sciences, Kakkannad. It outlines the principles, policies and procedures that govern the operations of the college, ensuring a cohesive and effective learning environment.

Rajagiri College of Management and Applied Sciences is committed to excellence in education, research, and community service. RCMAS uphold the values of integrity, inclusiveness and respect for diversity. This manual serves as a comprehensive resource for understanding the expectations and responsibilities of all members of our college community.

The policies contained herein have been crafted with the input of various stakeholders, reflecting the college's mission and vision. They are designed to provide clarity, consistency, and fairness in all aspects of college life. We encourage all members to familiarize themselves with this manual and to engage actively in upholding the standards set forth.

As we continue to grow and evolve, this policy manual will be periodically reviewed and updated to reflect new developments and improvements in our practices. We invite feedback and suggestions from our community to ensure that the policies remain relevant and effective.

We hope that this manual will be a valuable resource and guide for fostering a positive and productive environment at Rajagiri College of Management and Applied Sciences.



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Principal
Rajagiri College of Management and Applied Sciences
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Admission Policy

1. Introduction

Rajagiri College of Management and Applied Sciences (RCMAS), Kakkanad, is committed to providing quality education and fostering an inclusive environment. This admission policy outlines the criteria and procedures for admitting students to various programs offered by the college.

2. Eligibility Criteria

Undergraduate Programs:

- **Academic Requirements:** Applicants must have completed higher secondary education (10+2) or equivalent with a minimum percentage as specified by the college for each program.
- **Age Limit:** There is no specific age limit for undergraduate programs, except where specified by regulatory bodies.
- **Other Requirements:** Specific programs may have additional requirements such as entrance exams, interviews or portfolio reviews.

Postgraduate Programs:

- **Academic Requirements:** Applicants must have completed a bachelor's degree from a recognized university with a minimum percentage as specified by the college for each program.



3. Application Process

Application Form:

- Interested candidates must fill out the online application form available on the college's official website or submit a physical form at the college's admissions office.

Supporting Documents:

- Applicants must submit copies of academic transcripts, certificates, identification proof and other relevant documents as specified in the application guidelines.

Application Fee:

- A non-refundable application fee must be paid at the time of submission. The amount and payment details will be specified in the application instructions.

4. Selection Process

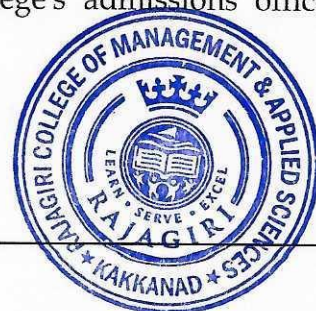
Merit-Based Selection:

- Admission to 50% of the seats in programs is based on academic merit, as determined by the marks obtained in the qualifying examination.

Management Seats

- Candidates interested in applying for management seats must fill out a specific application form, separate from the general admissions form. This form can be obtained from the college's admissions office or downloaded from the official website.

Entrance Exam/Interview:



- For programs requiring entrance exams or interviews, candidates will be shortlisted based on their scores. Shortlisted candidates may be required to attend further rounds of assessment.

Reservation Policy:

- The college follows a reservation policy in line with government regulations, ensuring a fair representation of various social groups.

5. Admission Confirmation

Offer Letter:

- Selected candidates will receive an offer letter/Email detailing the admission process, fee structure and deadline for acceptance.

Acceptance and Fee Payment:

- Candidates must confirm their acceptance by paying the admission fee and submitting the required documents within the specified deadline.

6. Withdrawal and Refund Policy

Withdrawal Process:

- Students wishing to withdraw from a program must submit a written request to the admissions office.

Refund Policy:

- The refund policy for tuition and other fees will be as per the guidelines set by the college and relevant regulatory authorities.

7. Miscellaneous

International Students:



- International students must comply with additional requirements related to visa, equivalence of qualifications and language proficiency.

Non-Discrimination Clause:

- RCMAS is committed to equal opportunity and does not discriminate on the basis of race, colour, gender, religion, disability or nationality in its admission process.

Amendments:

- The college reserves the right to amend this policy as needed, with the latest version being applicable to all admissions.

Legal



Anti-Ragging Policy

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) is dedicated to ensuring a safe and respectful learning environment for all students. Ragging, in any form, is strictly prohibited within the college premises or any affiliated institutions. This Anti-Ragging Policy aims to create awareness, prevent ragging incidents, and enforce strict disciplinary actions against those involved in such activities.

Definition of Ragging

Ragging refers to any act of physical or mental abuse, harassment, intimidation, or humiliation inflicted on a student by another student or a group of students to assert superiority, power, or control over the victim. This includes but is not limited to:

- Verbal abuse or derogatory remarks
- Physical assault or violence
- Forced consumption of alcohol or drugs
- Sexual harassment or assault
- Bullying or hazing
- Coercion or extortion
- Prohibited Activities

The following activities are strictly prohibited within the college premises and are considered acts of ragging:

Teasing, taunting, or making derogatory remarks about student's background, appearance, or personal characteristics.

Coercing or pressuring a student to engage in activities that are demeaning, humiliating, or against their will.

Threatening or intimidating a student through verbal or physical means.

Creating an environment of fear or anxiety through acts of bullying or harassment.

Organizing or participating in any form of initiation rites or rituals that involve physical or psychological harm.

Preventive Measures

- RCMAS adopts the following preventive measures to create awareness and deter incidents of ragging:
- Orientation programs for new students emphasizing the college's zero-tolerance policy towards ragging and the consequences of engaging in such activities.
- Sensitization workshops and awareness campaigns conducted regularly to educate students, faculty, and staff about the detrimental effects of ragging and the importance of fostering a culture of respect and inclusivity.
- Formation of Anti-Ragging Committees at various levels to monitor and address complaints related to ragging promptly.
- Providing channels for students to report incidents of ragging confidentially and without fear of reprisal.

Awareness

RCMAS places a strong emphasis on creating awareness about the anti-ragging policy among the college community. The college organizes regular awareness campaigns, workshops, and seminars to educate students about the harmful effects of ragging and the importance of maintaining a respectful and inclusive environment. Contact information for Anti-Ragging

Committees is prominently displayed across the campus to ensure students know where to seek help.

Disciplinary Action

Any student found guilty of engaging in ragging, whether as a perpetrator or a bystander, will face immediate disciplinary action, which may include but is not limited to:

- Suspension from the college for a specified period.
- Expulsion from the college.
- Withholding of academic privileges or benefits.
- Legal action as per the provisions of the law.

Reporting Mechanism

Students who experience or witness any form of ragging are encouraged to report the incident to the Anti-Ragging Committee or the college authorities immediately. Complaints will be handled with confidentiality, sensitivity, and impartiality, and appropriate action will be taken to address the issue.

Conclusion

RCMAS is committed to maintaining a campus environment that fosters mutual respect, dignity, and safety for all members of the college community. Through proactive measures, strict enforcement of regulations, and collaborative efforts, the college aims to eradicate the menace of ragging and uphold the values of integrity, empathy, and inclusivity.



Assessment and Evaluation Policy

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) recognizes the importance of fair, transparent, and effective assessment and evaluation practices in promoting student learning, academic excellence, and continuous improvement. This Assessment and Evaluation Policy outlines the principles, procedures, and guidelines governing the assessment and evaluation of student performance at the college.

Principle

- a. Fairness: Assessment and evaluation processes at RCMAS are fair, unbiased, and transparent, ensuring equal opportunities for all students to demonstrate their knowledge, skills, and competencies.
- b. Validity: Assessment tools and methods are valid and reliable measures of student learning outcomes, aligned with course objectives, program outcomes, and industry standards.
- c. Authenticity: Assessments are designed to reflect real-world tasks, challenges, and expectations, enabling students to apply their knowledge and skills in relevant contexts.
- d. Feedback: Timely and constructive feedback is provided to students to help them understand their strengths and weaknesses, identify areas for improvement, and guide their learning and development.



Key Components

- a. **Types of Assessment:** RCMAS employs a variety of assessment methods, including quizzes, assignments, projects, presentations, examinations, practical demonstrations, and performance evaluations, to evaluate student learning outcomes.
- b. **Formative Assessment:** Formative assessments are conducted throughout the semester to monitor student progress, provide feedback, and guide instructional adjustments, fostering active learning and engagement.
- c. **Summative Assessment:** Summative assessments are administered at the end of each semester or academic year to evaluate student achievement of course objectives and program outcomes and determine final grades.
- d. **Rubrics and Criteria:** Clear and consistent rubrics and assessment criteria are used to evaluate student performance, ensuring transparency and objectivity in the assessment process.
- e. **Assessment Integrity:** Measures are implemented to ensure the integrity and security of assessments, including proctoring procedures, plagiarism detection tools, and academic integrity policies.

Evaluation

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.



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.

End-semester examinations are the major component of the evaluation process.

These exams are conducted at the end of each semester and include:

- Theory Examinations: Written exams based on the syllabus covered during the semester.
- Practical Examinations: For courses with a practical component, practical exams are conducted to assess laboratory skills and understanding.
- Viva Voce: Oral examinations or viva voce may be conducted for certain courses to evaluate students' comprehension and ability to articulate their knowledge.

For certain programs, particularly at the postgraduate level, students are required to complete a project or dissertation. The evaluation of this component includes:

- Project Report: Submission of a detailed project report or dissertation.
- Presentation: Defense of the project work through a presentation.
- Viva Voce: Oral examination on the project work by a panel of examiners.

Mahatma Gandhi University follows a grading system to assess students' performance:



- Internal Assessment Marks: Contribute a 20% percentage to the total grade.
- End-Semester Exam Marks: Make up 80% percentage of the total grade.
- Grade Point Average (GPA): Calculated based on the grades obtained in each course.
- Cumulative Grade Point Average (CGPA): Overall performance across all semesters.

Feedback and Improvement

a. Feedback Mechanisms: Feedback on assessments is provided promptly and constructively to students, both orally and in writing, highlighting areas of strength and areas for improvement.

b. Assessment Review: The college conducts periodic reviews of assessment practices, including analysis of assessment data, student feedback, and faculty input, to identify areas for improvement and implement enhancements.

c. Grievance Redressal Mechanism: Students can approach the grievance redressal committee for any grievances related to assessment and evaluation.

Training and Support

a. Faculty Development: RCMAS provides faculty members with training, workshops, and resources to enhance their assessment literacy, develop effective assessment strategies, and implement best practices in evaluation.

b. Student Support: The college offers support services, such as academic advising, tutoring, and study skills workshops, to assist students in understanding assessment expectations, preparing for assessments, and improving their performance.

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Conclusion

RCMAS is committed to ensuring the quality, integrity, and effectiveness of its assessment and evaluation practices to support student learning and success. By adhering to the principles outlined in this policy and fostering a culture of continuous improvement, the college aims to promote academic excellence and student achievement.



Legal

Code of Conduct Policy

Introduction

Rajagiri College of Management and Applied Sciences, Kakkannad, is dedicated to fostering an environment of respect, integrity, and professionalism. The Code of Conduct Policy outlines the standards of behavior expected from all members of the college community, including students, faculty, staff, and visitors. Adherence to these standards is essential for maintaining a positive and productive academic and work environment.

Objectives

The Code of Conduct Policy aims to:

1. **Promote Respectful Behavior:** Encourage a culture of mutual respect and consideration among all members of the college community.
2. **Ensure Compliance:** Establish clear guidelines for behavior to ensure compliance with institutional values and legal requirements.
3. **Foster Integrity:** Uphold the principles of honesty, fairness, and ethical conduct in all academic and professional activities.
4. **Maintain a Safe Environment:** Provide a safe and supportive environment for learning and working.

Standards of Conduct

1. **Respect and Dignity:**
 - Treat all individuals with respect, dignity, and courtesy.
 - Avoid any form of harassment, discrimination, or bullying.
 - Respect diverse viewpoints and backgrounds.
2. **Academic Integrity:**
 - Uphold the highest standards of honesty in all academic work.



- Avoid plagiarism, cheating, and any other form of academic dishonesty.
- Report any instances of academic misconduct to appropriate authorities.

3. Professional Behavior:

- Demonstrate professionalism in all interactions, including punctuality, dress code, and communication.
- Use college resources responsibly and for their intended purposes.
- Maintain confidentiality and privacy regarding sensitive information.

4. Compliance with Policies:

- Adhere to all college policies, including those related to health and safety, equal opportunity, and anti-corruption.
- Follow any additional guidelines or instructions provided by college authorities.

5. Conflict Resolution:

- Address conflicts and grievances through appropriate channels.
- Engage in constructive dialogue to resolve issues amicably and professionally.

Responsibilities

1. Students:

- Adhere to the Code of Conduct in all academic and extracurricular activities.
- Report any violations or concerns to college authorities in a timely manner.
- Participate in educational programs related to the Code of Conduct and ethical behavior.

Legal



2. Faculty and Staff:

- Model and reinforce the standards of conduct outlined in this policy.
- Address any breaches of the Code of Conduct and take appropriate action.
- Provide guidance and support to students regarding ethical and professional behavior.

3. College Administration:

- Ensure that the Code of Conduct is effectively communicated to all members of the college community.
- Provide training and resources to support compliance with the Code of Conduct.
- Review and update the policy as needed to reflect changes in laws, regulations, and institutional values.

Disciplinary Procedures

1. Reporting Violations:

- Individuals who observe or are aware of violations of the Code of Conduct should report them to the appropriate college authorities, such as the Dean or the Disciplinary Committee.

2. Investigation:

- Reports of violations will be investigated impartially and confidentially.
- The investigation will include a review of evidence and interviews with relevant parties.

3. Action and Penalties:

- Based on the findings of the investigation, appropriate action will be taken, which may include warnings, counseling, or disciplinary measures such as suspension or expulsion.



- Disciplinary actions will be proportionate to the severity of the violation and in accordance with college policies and procedures.

4. Appeals:

- Individuals who are subject to disciplinary action have the right to appeal the decision.
- Appeals should be submitted in writing to the Appeals Committee within a specified timeframe.

Confidentiality

All matters related to the Code of Conduct and disciplinary procedures are handled with strict confidentiality. Personal and sensitive information is protected and only disclosed on a need-to-know basis.

Conclusion

The Code of Conduct Policy at Rajagiri College of Management and Applied Sciences is designed to promote a respectful, ethical and safe environment for all members of the college community. Compliance with this policy is essential for maintaining the integrity and excellence of our institution.



Legal

Consultancy Policy

1. Policy Statement

Rajagiri College of Management and Applied Sciences encourages its faculty and staff to engage in consultancy projects that leverage their professional expertise, enhance the college's reputation, and contribute to the broader community and industry. This policy outlines the framework for undertaking consultancy work, including the distribution of consultancy income, which aims to support the professional development of staff and the strategic goals of the college.

2. Purpose

The purpose of this policy is to:

- Provide clear guidelines for engaging in consultancy projects.
- Outline the distribution of income generated from consultancy work to ensure fairness and transparency.
- Encourage staff to contribute their expertise to the industry while benefiting professionally and financially.

3. Scope

This policy applies to all faculty and staff of Rajagiri College of Management and Applied Sciences engaging in consultancy work.

4. Consultancy Work Guidelines

- Approval and Registration: All consultancy projects must be approved and registered with the designated college authority to ensure they align with the college's interests and policies.
- Conflict of Interest: Staff must declare any potential conflicts of interest, ensuring consultancy work does not impede their primary responsibilities towards the college.

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- Intellectual Property: Rights to intellectual property generated from consultancy work shall be defined in accordance with the college's Intellectual Property Policy.

5. Distribution of Income from Consultancy

The income generated from consultancy projects will be distributed as follows:

60% to Staff: The individual(s) directly involved in the consultancy project will receive 60% of the net income as an incentive and recognition of their professional contribution.

40% to College: The remaining 40% will be retained by the college to support administrative costs, infrastructure development, and academic initiatives.

6. Responsibilities

- Staff: Ensure compliance with all policy requirements, including timely reporting and financial accountability for consultancy projects.
- College: Provide support in terms of administrative processes, legal advice, and necessary resources to facilitate consultancy work.

7. Monitoring and Reporting

Regular monitoring and reporting mechanisms shall be established to ensure transparency and accountability in the conduct of consultancy projects and the distribution of income.

8. Amendments to the Policy

This policy is subject to periodic review and amendment to reflect changes in regulatory requirements, college objectives, and feedback from staff and stakeholders.



Corporate and Industry Collaboration Policy

1. Policy Statement

Rajagiri College of Management and Applied Sciences is committed to building strong, sustainable partnerships with corporate and industry entities. These collaborations are aimed at enhancing the academic quality, research capabilities, and career opportunities for students while contributing to the development and innovation within the industry.

2. Purpose

The purpose of this policy is to:

- Establish a framework for engaging with corporate and industry partners.
- Encourage collaborations that bring mutual benefits to both the college and the industry.
- Ensure that such collaborations are aligned with the college's educational objectives and ethical standards.

3. Scope

This policy applies to all forms of corporate and industry collaborations including internships, research projects, guest lectures, sponsorship, and consultancy.

4. Principles of Collaboration

- Mutual Benefit: Collaborations should offer clear benefits to both the college and the corporate/industry partner, including access to new research, professional development for students and faculty, and innovation in industry practices.



- **Integrity and Ethics:** All collaborations must uphold the highest standards of integrity and ethics, respecting intellectual property rights, confidentiality, and avoiding conflicts of interest.
- **Quality and Relevance:** Collaborations should enhance the quality of education and research at the college, remaining relevant to the curriculum and the needs of the industry.

5. Collaboration Framework

- **Identification and Assessment:** Potential collaborations shall be identified through a systematic process, assessing their alignment with academic goals, potential benefits, and any risks.
- **Agreement and Implementation:** Formal agreements detailing the scope, roles, and responsibilities, financial arrangements, and other critical aspects of the collaboration will be established. Projects shall be implemented with clear timelines and objectives.
- **Monitoring and Evaluation:** Regular monitoring and evaluation will be conducted to assess the impact of the collaboration on educational outcomes and industry practices, making adjustments as necessary.
- **Financial Commitment and Sharing Ratio:** All financial commitments arising from collaborations, including sponsorships and research funding, will be shared between the beneficiaries (students and faculty) and the college in a 60:40 ratio. This means 60% of the financial support will be allocated to the beneficiaries and 40% to the college to support administrative and infrastructural needs.

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6. Roles and Responsibilities

- **Corporate and Industry Relations Office:** A dedicated office or team within the college will facilitate, manage, and support corporate and industry collaborations.
- **Faculty and Departments:** Will actively engage in identifying potential collaborations, developing projects, and integrating industry insights into the curriculum.
- **Corporate and Industry Partners:** Are expected to contribute expertise, resources, and opportunities for research, internships, and employment for students.

7. Intellectual Property

The management of intellectual property arising from collaborations will be governed by the college's Intellectual Property Policy, ensuring fair and equitable treatment for all parties.

8. Confidentiality and Data Protection

All collaborations must adhere to strict confidentiality and data protection standards to protect sensitive information and proprietary knowledge.

9. Amendments to the Policy

This policy may be reviewed and amended periodically to reflect changes in educational standards, industry requirements, and institutional goals.



Divyangjan Policy

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) is dedicated to creating an inclusive and supportive environment that respects the rights and dignity of all individuals, including persons with disabilities, also referred to as Divyangjan. This Divyangjan Policy outlines the college's commitment to promoting accessibility, equity, and empowerment for persons with disabilities within the college community.

Definition

Divyangjan refers to individuals with physical, sensory, intellectual, or mental impairments that may hinder their full and effective participation in society on an equal basis with others. These impairments may be permanent, temporary, or situational and may require accommodation or support to overcome barriers to participation.

Policy Objectives

- a. Accessibility: RCMAS is committed to ensuring that its physical infrastructure, digital platforms, and educational resources are accessible to Divyangjan, enabling them to participate fully in academic and extracurricular activities.
- b. Equity: The college strives to eliminate discrimination and promote equal opportunities for Divyangjan in all aspects of college life, including admission, education, employment, and participation in college events and programs.



c. Empowerment: RCMAS aims to empower Divyangjan by providing support services, accommodations, and assistive technologies that facilitate their academic success, personal development, and integration into the mainstream college community.

Key Components

a. Accessible Infrastructure: RCMAS will ensure that its buildings, classrooms, laboratories, libraries, restrooms, and other facilities are designed and equipped to meet the accessibility needs of Divyangjan, including ramps, elevators, handrails, and Braille signage.

b. Inclusive Education: The college will adopt inclusive teaching and learning practices that accommodate diverse learning styles and abilities, including providing alternative formats for course materials, using assistive technologies, and offering support services such as note-taking assistance and sign language interpretation.

c. Assistive Technologies: RCMAS will invest in assistive technologies and adaptive equipment to enhance accessibility and support the educational and communication needs of Divyangjan, such as screen readers, speech-to-text software, magnification devices, and hearing aids.

d. Sensitization and Training: The college will conduct sensitization workshops, training programs, and awareness campaigns to educate faculty, staff, and students about disability rights, inclusive practices, and the importance of creating a welcoming and supportive environment for Divyangjan.

e. Accessibility Policies and Guidelines: RCMAS will develop and implement policies, guidelines, and procedures to ensure compliance with relevant disability laws and regulations, including the Rights of Persons with



Disabilities Act, 2016, and the guidelines issued by the University Grants Commission (UGC) and other regulatory bodies.

Support Services

RCMAS will provide a range of support services and accommodations to meet the diverse needs of Divyangjan, including:

Access to assistive technologies and adaptive equipment.

Academic accommodations, such as extended time for exams, accessible formats for course materials, and alternative assessment methods.

Personal support services, such as counseling, mentoring, and peer support groups.

Physical accessibility aids, including transportation assistance and accessible parking spaces.

Monitoring and Evaluation

The implementation of the Divyangjan Policy will be monitored and evaluated regularly to assess its effectiveness, identify areas for improvement, and ensure compliance with disability rights legislation and best practices. Feedback from Divyangjan, their caregivers, and relevant stakeholders will be solicited and incorporated into policy reviews and revisions.

Conclusion

RCMAS is committed to fostering an inclusive and accessible environment where Divyangjan are valued, respected, and empowered to achieve their full potential. By embracing diversity, promoting equity, and providing support services and accommodations, the college seeks to create a campus community that celebrates the contributions and talents of all its members, regardless of ability.



E-Governance Policy

Introduction

In line with the rapid advancement of technology and the increasing reliance on digital platforms, Rajagiri College of Management and Applied Sciences (RCMAS) recognizes the importance of embracing e-governance practices to enhance efficiency, transparency, and accessibility in its operations. This E-Governance Policy delineates the principles, guidelines, and mechanisms for leveraging information technology for effective governance.

Policy Objectives

- a. To facilitate seamless communication and collaboration among stakeholders through digital platforms.
- b. To streamline administrative processes and reduce paperwork through automation and digitization.
- c. To enhance transparency and accountability in decision-making through online dissemination of information and records.
- d. To ensure data security and privacy in compliance with relevant laws and regulations.
- e. To promote inclusivity and accessibility by offering online services and resources to all members of the college community.

Key Components

- a. Digital Infrastructure: RCMAS will invest in robust IT infrastructure, including hardware, software, and networking capabilities, to support e-governance initiatives effectively.
- b. Information Systems: The college will develop and implement integrated information systems for managing academic, administrative, and financial functions efficiently.

Legal



c. Online Communication: Platforms such as email, intranet portals, and instant messaging will be utilized to facilitate communication and collaboration among faculty, staff, students, and other stakeholders.

d. Electronic Document Management: RCMAS will adopt electronic document management systems to digitize records, streamline workflows, and ensure easy access to information while maintaining data integrity and security.

e. E-Services: Online portals and applications will be developed to offer services such as course registration, fee payment, academic advising, and library access, enhancing convenience for stakeholders.

f. Cybersecurity Measures: The college will implement robust cybersecurity measures to protect sensitive data, prevent unauthorized access, and mitigate cyber threats.

g. RCMAS is committed to maintaining its facilities and equipment to ensure a safe and conducive learning environment. Additionally, the college will implement effective e-waste management practices by ensuring the proper disposal and recycling of electronic waste in compliance with environmental regulations.

Roles and Responsibilities

a. IT Department: Responsible for managing and maintaining the college's IT infrastructure, developing information systems, and ensuring data security and privacy.

b. Administrative and Academic Units: Departments and units across the college are responsible for adopting and utilizing e-governance tools and adhering to established protocols for digital communication and documentation.

c. Users: Faculty, staff, students, and other stakeholders are responsible for using e-governance platforms and services responsibly in accordance with college policies.



Training and Capacity Building

RCMAS will provide training and professional development opportunities to equip faculty, staff, and students with the necessary skills and knowledge to effectively utilize e-governance tools and platforms.

Compliance and Review

The E-Governance Policy will be regularly reviewed and updated to align with technological advancements, regulatory requirements, and best practices in the field of e-governance. Compliance with the policy will be monitored, and corrective measures will be taken as needed to ensure its effective implementation.

Conclusion

By embracing e-governance principles and leveraging technology to enhance governance processes, RCMAS aims to foster transparency, efficiency, and accountability while meeting the evolving needs of its stakeholders in the digital age.

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Environmental and Energy Policy

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) recognizes its responsibility to minimize its environmental impact and promote energy efficiency as part of its commitment to sustainability. This Environmental and Energy Policy outlines RCMAS's commitment to reducing its carbon footprint, conserving natural resources, and fostering a culture of environmental stewardship within the college community.

Environmental Conservation

- a. Resource Conservation: RCMAS is committed to conserving natural resources, including water, energy, and materials, by adopting sustainable practices and technologies throughout its operations.
- b. Waste Reduction: The college strives to minimize waste generation, promote recycling and composting, and implement waste reduction strategies to reduce the environmental impact of its activities.
- c. Biodiversity Preservation: RCMAS is dedicated to preserving biodiversity and enhancing green spaces on campus, including gardens, trees, and natural habitats, to support ecosystem health and promote biodiversity conservation.

Energy Efficiency

- a. Energy Conservation: The college aims to reduce energy consumption through energy-efficient technologies, practices, and behavior change



initiatives, including lighting upgrades, HVAC optimization, and energy management systems.

b. Renewable Energy: RCMAS seeks to increase its use of renewable energy sources, such as solar power, wind power, and biomass, to decrease reliance on fossil fuels and mitigate greenhouse gas emissions.

c. Energy Audits: Regular energy audits and assessments are conducted to identify opportunities for energy savings, prioritize energy efficiency measures, and track progress towards energy reduction goals.

Pollution Prevention

a. Air Quality: RCMAS is committed to improving air quality on campus by reducing emissions from vehicles, equipment, and other sources, promoting clean transportation options, and implementing pollution control measures.

b. Water Quality: The college takes measures to protect water quality, prevent pollution of water bodies, and minimize water use through efficient irrigation, water-saving fixtures, and pollution prevention practices.

Compliance and Regulation

a. Regulatory Compliance: RCMAS complies with applicable environmental laws, regulations, and standards, as well as industry best practices and international protocols, to ensure environmental responsibility and legal compliance.

b. Continuous Improvement: The college continually evaluates and improves its environmental performance through monitoring, measurement, and reporting of key environmental indicators, setting targets for improvement, and implementing corrective actions as needed.

Legal



Education and Awareness

- a. Environmental Education: RCMAS integrates environmental sustainability principles into its curriculum, research activities, and extracurricular programs to educate students, faculty, staff, and stakeholders about environmental issues and solutions.

- b. Awareness Campaigns: The college conducts awareness campaigns, workshops, seminars, and events to engage the college community and raise awareness about environmental and energy conservation, encouraging behavior change and participation in sustainability initiatives.

Conclusion

RCMAS is committed to promoting environmental sustainability and energy conservation as integral components of its mission and values. By implementing the principles and practices outlined in this policy, the college aims to minimize its environmental footprint, protect natural resources, and inspire positive change towards a more sustainable future.

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Extension and Outreach Policy

1. Policy Statement

Rajagiri College of Management and Applied Sciences, through its program "Rajagiri SPARSH," commits to extending its educational and social resources to the wider community. This policy guides the execution of outreach activities conducted by the National Service Scheme (NSS), various clubs, and departments within the college, aiming to create a significant impact on societal well-being and development.

2. Purpose

The purpose of this policy is to:

- Establish a structured framework for conducting extension and outreach activities.
- Encourage student and staff participation in community service and social responsibility initiatives.
- Ensure a coordinated and effective approach to addressing community needs.

3. Scope

This policy applies to all outreach activities conducted under the umbrella of "Rajagiri SPARSH" by the NSS, clubs, and departments of Rajagiri College of Management and Applied Sciences.

4. Policy Requirements

- Planning and Coordination: An Extension and Outreach Committee shall oversee the planning, coordination, and implementation of outreach activities, ensuring alignment with the college's mission and community needs.

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- **Program Design and Delivery:** Programs shall be designed to address specific areas of community development, including education, health, environment, and social welfare. Activities should promote volunteerism, leadership, and skill development among participants.
- **Partnerships:** The college shall seek to establish partnerships with local NGOs, government agencies, and other stakeholders to maximize the impact of its outreach activities.
- **Documentation and Reporting:** All programs must be documented, including objectives, activities, participants, and outcomes. Regular reports shall be submitted to the Extension and Outreach Committee.

5. Programs Conducted by NSS, Clubs, and Various Departments

Examples of programs include:

- **Educational Workshops and Computer Literacy Programs:** Conducted by academic departments to enhance educational outcomes in underserved communities.
- **Health Camps and Awareness Programs:** Organized by the NSS and departments focusing on public health issues.
- **Charity Programs:** Construction of new houses, Food Packet distribution, Study materials distribution and wheel chair distribution etc.
- **Environmental Conservation Projects:** Led by environmental clubs and science departments, involving activities like tree plantation drives, cleanup campaigns, and awareness workshops, Green initiatives like no-plastic campaigns, minimizing carbon footprint etc
- **Skill Development Workshops:** Facilitated by various departments and clubs to equip community members with vocational skills and competencies.



6. Monitoring and Evaluation

The Extension and Outreach Committee shall monitor the progress and evaluate the impact of each program, incorporating feedback from community stakeholders to improve future initiatives.

7. Amendments to the Policy

This policy may be reviewed and amended periodically to reflect changes in community needs, college resources, and regulatory requirements.



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Finance Policy

1. Policy Statement

Rajagiri College of Management and Applied Sciences, Kakkanad, has established a robust financial management framework to ensure the efficient utilization of resources, transparency in financial dealings, and the sustainability of the institution. This finance policy is a key component in managing the college's financial resources, aligning them with the college's mission and strategic goals.

2. Purpose

The purpose of this finance policy is to define the financial management framework for Rajagiri College of Management and Applied Sciences. It aims to:

Ensure financial stability and sustainability.

Support academic excellence and continuous improvement.

Maintain transparency and accountability in financial dealings.

Provide clear guidance for financial decisions and practices.

3. Scope

This policy applies to all financial activities and transactions of Rajagiri College of Management and Applied Sciences, including:

Tuition fees and other income sources.

Utilization of resources for academic, research, infrastructure, student services, and operational costs.

Financial support and fund management from Rajagiri Educational and Charitable Trust (RECT).

Financial planning, budgeting, auditing, and compliance procedures.



4. Income

4.1 Tuition Fees

Fee Structure: The fee structure is determined annually by the finance committee and approved by the board of governors. The fee structure reflects the cost of providing quality education, including faculty salaries, infrastructure maintenance, and other operational expenses. It also considers the financial capability of students to ensure affordability and accessibility.

Collection of Fees: Tuition fees are collected in a structured manner according to the academic calendar. This includes specifying deadlines for payments, methods of payment, and clear communication of the penalties for late payment. The administration ensures that students and their guardians are well informed about these details at the beginning of each academic year.

4.2 Other Income Sources

Consultancy Services: The college encourages faculty members to engage in consultancy services and research projects. Share of income generated from these activities is reinvested into the college to support further research and development, including upgrading laboratory equipment, funding travel for conferences, and supporting other academic activities.

Auxiliary Services: Revenue from auxiliary services, such as the cafeteria and transportation services, is an integral part of the college's income. These services are managed efficiently to generate surplus funds while ensuring that they meet the needs of the students and staff.

Premises Rental: Revenue derived from leasing college facilities to external parties for events, workshops, and various other activities constitutes a component of the college's income. This includes renting out auditoriums, classrooms, and sports facilities.

Legal



5. Utilization of Resources

5.1 Academic and Research Development

Faculty Development: Funds are allocated for faculty training, development programs, and participation in national and international conferences. This ensures that faculty members stay updated with the latest developments in their fields and can provide high-quality education to students.

5.2 Infrastructure Maintenance and Development

Facilities: Regular maintenance and upgrading of existing infrastructure are crucial to ensure a conducive learning environment. This includes maintaining classrooms, laboratories, libraries, and other facilities to meet modern educational standards.

New Projects: Funds are allocated for the construction of new buildings, laboratories, and other essential infrastructure as per the strategic plan. These projects align with the college's long-term goals and enhance the overall educational experience.

5.3 Student Services and Welfare

Scholarships and Financial Aid: A designated fund supports scholarships, financial aid, and emergency loans for students in need. This helps ensure that financial constraints do not hinder deserving students from pursuing their education.

Extracurricular Activities: The budget includes allocations for student clubs, cultural activities, sports events, and other extracurricular engagements. These activities are essential for the holistic development of students and are adequately funded.

5.4 Salaries and Operational Costs

Teaching Staff Salaries: Timely payment of salaries and benefits to teaching staff is ensured to maintain morale and productivity.

Legal



Non-Teaching Staff Salaries: Funds are allocated for the salaries and benefits of administrative and support staff, ensuring operational efficiency.

Operational Costs: The budget includes allocations for utilities, office supplies, and other recurring administrative expenses. Efficient management of these costs is essential for the day-to-day operations of the college.

6. Financial Support from Rajagiri Educational and Charitable Trust (RECT)

RECT funds specific projects such as infrastructure development, research initiatives, and community outreach programs. These projects align with the strategic objectives of the college and contribute to its growth and development.

7. Financial Planning and Budgeting

7.1 Annual Budget

Preparation: The management prepares an annual budget outlining expected income and planned expenditure for the academic year. This budget is comprehensive and considers all aspects of the college's operations.

7.2 Financial Monitoring

Regular Reviews: Monthly reviews of financial statements are conducted to monitor income, expenditure, and cash flow. This helps identify any variances and take corrective action promptly.

Adjustments: Necessary adjustments to the budget are made based on actual performance and unforeseen financial requirements. Flexibility in budgeting ensures that the college can respond to changing circumstances effectively.

8. Audit and Compliance

8.1 Internal Audits

Frequency: Internal audits are conducted at regular intervals to ensure compliance with financial policies and procedures. These audits help identify any discrepancies and improve financial practices.

Reporting: Internal audit reports are submitted to the finance committee for review and corrective action. This ensures that issues are addressed promptly, and that financial integrity is maintained.

8.2 External Audits

Annual Audit: A certified external auditor conducts an annual audit of the college's financial statements. This independent assessment provides an objective evaluation of the college's financial health.

Compliance: Compliance with statutory requirements is ensured, and any discrepancies highlighted in the audit report are addressed. Adhering to legal and regulatory standards is crucial for the college's credibility and reputation.

9. Conclusion

This finance policy provides a structured approach to managing the financial resources of Rajagiri College of Management and Applied Sciences. By adhering to this policy, the college ensures financial stability, supports academic excellence, and maintains transparency and accountability in its financial dealings. Effective financial management enables the college to achieve its mission and strategic goals, fostering an environment of continuous improvement and growth



Financial Aid Policy

Financial Assistance for Teachers to attend Seminars, Workshops, FDPs, Conferences and other training programmes.

Policy Statement:

Rajagiri College of Management and Applied Sciences, Kakkanad recognizes the importance of professional development for its teaching staff. To support and encourage their participation in seminars, workshops, Faculty Development Programs (FDPs), and conferences, the college provides financial assistance to eligible teachers.

1. Eligibility:

- a. Full-time teaching staff of Rajagiri College of Management and Applied Sciences.

2. Financial Assistance:

- a. Financial assistance will be provided to cover registration fees, travel expenses, accommodation, and other related expenses.
- b. The maximum amount of financial assistance will not exceed Rs.5000/- (Rupees Five Thousand Only) per teacher, per event.
- c. Financial assistance will be provided based on the actual expenses incurred, and teachers must submit original receipts for reimbursement.
- d. Under the discretion of the management, financial assistance shall be given to the teaching staff.

3. Application Procedure:



Legal

- a. Teachers should submit a formal application to the Principal for his/her approval.
- b. The application should include event details, proof of registration and payment, certificates for the same and also the official seal of the college.
- c. Applications should be submitted before the specified time period (November and May) in an academic year to the IQAC.
- d. The cell will review applications and forward the approved applications to the Principal for final approval on financial assistance.
- e. The approved applications signed by the Principal shall be returned to the Internal Quality Assurance Cell
- f. The IQAC shall forward the approved applications to the finance department for reimbursement.

4. Reimbursement:

- a. Reimbursement will be processed after the event, only upon the submission of original receipts.
- b. Reimbursement will be made through the College's finance department in a timely manner.

5. Limitations:

- a. Financial assistance is subject to the availability of funds in the College's budget for professional development.
- b. Financial assistance may be granted for a faculty for one event only during an academic year.

7. Review and Amendments:



- a. This policy will be reviewed periodically to ensure its effectiveness and relevance.
- b. Amendments or updates to this policy will be made at the discretion of the management.

By implementing this policy, Rajagiri College of Management and Applied Sciences aims to foster a culture of continuous learning and professional development among its teaching staff.



Legal

Freeship Policy

Objective:

The Freeship Policy at Rajagiri College of Management and Applied Sciences, Kakkanad, aims to support and provide educational opportunities to deserving and financially disadvantaged students by waiving their tuition fees.

Eligibility Criteria:

1. Academic Performance:

- Students must have a consistent academic record with a minimum percentage as specified by the college.
- Performance in the entrance examination (if applicable) will also be considered.

2. Financial Need:

- The student's family income should fall below a specified threshold. Proof of income may be required (e.g., income certificate, salary slips).
- Consideration will also be given to students from economically weaker sections or those facing sudden financial hardships.

3. Background:

- Preference may be given to students from underprivileged backgrounds, including those from rural areas, marginalized communities, or first-generation learners.

4. Other Criteria:

- Extracurricular achievements, leadership qualities, and social service contributions can also be considered.

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Application Process:

1. Application Form:

- Interested students must fill out the Freeship application form available at the college administration office or on the college website.
- Attach relevant documents, including academic records, income proof, and any other supporting documents.

2. Submission:

- Submit the completed application form and documents within the specified deadline to the designated office.

3. Review Process:

- A committee will review all applications based on the eligibility criteria and supporting documents.
- Shortlisted candidates may be called for an interview or further assessment.

4. Notification:

- Selected students will be notified through official communication channels. The decision of the committee will be final.

Terms and Conditions:

1. Renewal:

- Freeships are subject to annual renewal based on the student's academic performance and conduct. Students must maintain a specified minimum GPA and exhibit good behavior.
- Students must reapply each year, and renewal is not guaranteed.

2. Revocation:

- The college reserves the right to revoke the freeship in case of any misconduct, academic failure, or submission of false information.

3. Additional Support:



Legal

- In special cases, the college may provide additional support for books, accommodation, or other educational expenses based on availability of funds and specific needs of the student.

Contact Information:

For more information or assistance regarding the Freeship Policy, students can contact the administration office at:

Rajagiri College of Management and Applied Sciences

Rajagiri Valley, Kakkanad,

Kochi - 682 039, Kerala, India

Phone: +91-484-2426554



Legal

Gender Equality Policy

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) has implemented a comprehensive Gender Equality Policy committed to promoting gender equality and creating a campus environment that fosters respect, dignity, and equal opportunities for all members of the college community. This policy reaffirms the college's dedication to eliminating discrimination, bias, and barriers based on gender and fostering a culture of inclusivity, diversity, and empowerment.

Policy Objectives

- a. Elimination of Discrimination: RCMAS prohibits all forms of discrimination, harassment, and bias based on gender, including but not limited to gender identity, gender expression, sexual orientation, and marital status.
- b. Equal Opportunities: The college provides equal opportunities for all individuals, regardless of gender, in admission, education, employment, leadership roles, and participation in college activities and programs.
- c. Promotion of Gender Equity: RCMAS addresses systemic barriers and inequalities that disproportionately affect individuals based on gender, with a focus on promoting gender equity in academic and professional domains.
- d. Prevention of Gender-based Violence: The college condemns all forms of gender-based violence, including sexual harassment, verbal abuse, and gender-based bullying, and has created a safe and supportive environment for survivors and victims.



Key Components

- a. Gender-sensitive Policies and Practices: RCMAS has developed and implemented gender-sensitive policies, practices, and procedures that promote equity, diversity, and inclusion across all aspects of college life, including recruitment, admissions, curriculum development, faculty and staff appointments, and student support services.
- b. Gender-responsive Curriculum: The college integrates gender perspectives, issues, and experiences into the curriculum across disciplines, fostering critical thinking, awareness, and understanding of gender dynamics and inequalities.
- c. Preventive Measures: RCMAS conducts awareness programs, symposiums, training sessions, and workshops to educate faculty, staff, and students about gender equality, gender-based violence prevention, and the importance of creating a respectful and inclusive campus culture.
- d. Support Services: The college provides support services and resources to individuals who have experienced gender-based discrimination, harassment, or violence, including counseling, legal assistance, medical support, and referral services.
- e. Gender-sensitive Facilities: RCMAS ensures that its physical infrastructure, including buildings, restrooms, recreational areas, and transportation facilities, are designed and maintained to meet the diverse needs of individuals based on gender.



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Monitoring and Evaluation

The implementation of the Gender Equality Policy is regularly monitored and evaluated to assess its impact, effectiveness, and compliance with relevant laws, regulations, and best practices. Feedback from stakeholders, including students, faculty, staff, and external partners, is solicited and used to inform policy reviews and revisions.

Conclusion

RCMAS has successfully fostered a campus environment that upholds the principles of gender equality, diversity, and inclusion. By implementing gender-sensitive policies, promoting awareness and education, and providing support services, the college has created a culture where all members of the college community feel valued, respected, and empowered to reach their full potential, regardless of gender.



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Governance Policy

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) is committed to upholding the highest standards of governance to ensure transparency, accountability, and effective decision-making processes. This Governance Policy outlines the principles, structures, and procedures governing the college's governance framework.

Governance Structure

Board of Governors (BoG): The highest governing body of RCMAS responsible for setting strategic direction, overseeing financial management, and ensuring compliance with regulatory requirements. The BoG comprises Manager (Provincial), Director, Educational Councilor, Principal, Industry and Educational Experts, Teaching and Administrative staff representatives.

College Council: College Council is a statutory body to advise and assist the Chairman (Principal) in all academic and administrative matters. The college council consists of the Principal, Director, Associate Director, all Heads of the Departments, IQAC Coordinator, and staff representatives.

Decision-Making Process

Decision-making at RCMAS follows a consultative and participative approach, involving stakeholders at various levels. Major decisions pertaining to strategic planning, financial matters, and policy changes are deliberated upon by the relevant governing bodies before implementation. Transparency and inclusivity are emphasized throughout the decision-making process to foster trust and collaboration within the college community.



Legal

Review and Evaluation

The Governance Policy is subject to periodic review and evaluation to adapt to changing circumstances and best practices. Feedback from stakeholders, performance indicators, and external audits inform revisions and improvements to the governance framework. Regular assessments ensure the effectiveness and relevance of governance mechanisms in achieving the college's mission and objectives.

Conclusion

Rajagiri College of Management and Applied Sciences is committed to promoting excellence in governance through robust structures, clear delineation of roles, and adherence to ethical principles. By upholding the values of integrity, accountability, and transparency, RCMAS strives to create a conducive environment for academic and organizational success.



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Green Campus and Environment Policy

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) recognizes the importance of environmental sustainability and is committed to promoting a green campus and adopting environmentally responsible practices. This Green Campus and Environment Policy outlines the college's commitment to minimizing its environmental footprint, conserving natural resources, and fostering a culture of sustainability within the college community.

Principles

- a. Environmental Stewardship: RCMAS is committed to being a responsible steward of the environment, preserving biodiversity, and protecting natural ecosystems for present and future generations.
- b. Sustainable Practices: The college promotes sustainable practices in energy consumption, waste management, water conservation, transportation, and campus operations to minimize environmental impact and promote resource efficiency.
- c. Education and Awareness: RCMAS seeks to raise awareness and educate students, faculty, staff, and visitors about environmental issues, sustainability principles, and their role in promoting a greener campus and community.



Key Components

- a. **Energy Efficiency:** RCMAS adopts energy-efficient technologies, such as LED lighting, energy-efficient appliances, and renewable energy sources, to reduce energy consumption and greenhouse gas emissions. Regular energy and environment audits are conducted to monitor and enhance energy efficiency.
- b. **Waste Reduction and Recycling:** The college implements waste reduction and recycling programs to minimize waste generation, segregate recyclable materials, and promote responsible disposal practices. A plastic-free zone is established to further reduce plastic waste on campus.
- c. **Water Conservation:** RCMAS implements water-saving measures, such as rainwater harvesting, water-efficient fixtures, recycling of water, and landscaping practices, to reduce water consumption and preserve water resources.
- d. **Green Spaces and Biodiversity:** The college maintains green spaces, gardens, and natural habitats on campus to enhance biodiversity, provide ecosystem services, and create a conducive environment for learning and recreation. This includes planting a variety of trees, including herbal plants, creating a butterfly garden, implementing aquaponics systems, and establishing the "Rajjevanam" orchard to increase carbon stock.
- e. **Transportation Alternatives:** RCMAS encourages the use of sustainable transportation options, such as cycling, carpooling, public transit, and electric vehicles, to reduce carbon emissions and alleviate traffic congestion. Electric charging points are installed to support the use of electric vehicles.



f. Lower Carbon Stock: The college actively works to lower its carbon stock through various initiatives aimed at reducing carbon emissions and enhancing carbon sequestration on campus. The "Rajeevani" initiative encompasses multiple green initiatives to promote sustainability and environmental consciousness.

Policy Implementation

a. Environmental Management System (EMS): RCMAS establishes an Environmental Management System to set objectives, implement action plans, monitor progress, and continually improve environmental performance.

b. Compliance and Regulation: The college complies with environmental laws, regulations, and standards applicable to its operations and seeks to exceed regulatory requirements through proactive measures and initiatives.

c. Partnerships and Collaboration: RCMAS collaborates with government agencies, non-governmental organizations, industry partners, and community stakeholders to promote environmental sustainability and implement joint initiatives.

Education and Outreach

a. Curriculum Integration: Environmental sustainability principles are integrated into the curriculum across disciplines, fostering interdisciplinary learning and preparing students to address real-world environmental challenges.

b. Awareness Campaigns: RCMAS conducts awareness campaigns, workshops, seminars, and events to engage the college community and raise

Legend



awareness about environmental issues, sustainability practices, and conservation efforts.

Monitoring and Evaluation

a. Performance Indicators: The college establishes performance indicators and targets to measure progress towards environmental goals and assess the effectiveness of sustainability initiatives.

b. Environmental Audits: Regular environmental audits and assessments are conducted to evaluate compliance, identify areas for improvement, and ensure continuous progress towards environmental sustainability.

Conclusion

RCMAS is committed to promoting a green campus and fostering a culture of environmental responsibility and sustainability. By implementing the principles and practices outlined in this policy, the college aims to reduce its environmental footprint, inspire positive behavior change, and contribute to a healthier, more sustainable future for all. Through initiatives like "Rajeevani" and the establishment of a plastic-free zone, energy audits, and the "Rajjevanam" orchard, RCMAS demonstrates its dedication to creating a sustainable and eco-friendly campus.



Human Resource (HR) Policy

1. Policy Statement

Rajagiri College of Management and Applied Sciences, Kakkanad, is committed to fostering an inclusive, productive, and supportive work environment for its faculty and staff. This HR policy outlines the procedures and standards for recruitment, selection, and management of human resources to ensure the institution attracts, retains, and develops a highly qualified workforce.

2. Purpose

The purpose of this HR policy is to establish a clear framework for the recruitment and management of faculty and staff. It aims to:

Ensure the college attracts and retains highly qualified personnel.

Support professional development and career growth.

Maintain transparency and fairness in HR practices.

Align HR practices with the college's mission and strategic objectives.

3. Scope

This policy applies to all faculty and staff positions at Rajagiri College of Management and Applied Sciences, including:

Recruitment and selection procedures.

Employment terms and conditions.

Professional development and performance management.

Employee welfare and grievance redressal mechanisms.



4. Faculty Recruitment

4.1 Needs Assessment

Faculty requirements for various departments are communicated to the Principal based on academic needs, student-teacher ratios, and strategic goals. The Principal reviews these requirements and recommends actions to the management. The workload of the faculty is maintained by the Management in line with their policy to ensure the efficient conduct of value-added programs and effective one-on-one mentoring of the students.

4.2 Selection Committee Formation

Based on the Principal's recommendations, the management constitutes a selection committee. This committee is responsible for overseeing the recruitment process and ensuring compliance with the college's HR policies.

4.3 Advertisement of Vacancies

Vacancies are advertised through various media channels, including newspapers, social media, and the college's official website. The advertisements provide clear and detailed information about the positions, qualifications required, application procedures, and deadlines.

4.4 Shortlisting of Candidates

The selection committee reviews the applications received and shortlists candidates based on academic qualifications, professional experience, and other relevant criteria. The shortlisted candidates are then invited for an interview.

4.5 Interview and Selection

Candidates are assessed through a comprehensive interview process, which may include presentations, teaching demonstrations, and panel interviews.



Based on performance and adherence to academic eligibility criteria, the selection committee and management make the final selection.

4.6 Probation Period

Selected candidates are offered a position subject to a one-year probation period. During the probation period, candidates' performance and fit within the organization are evaluated, with the possibility of extending the period by one more year if needed, to ensure they meet the organization's standards and expectations.

4.7 Salary and Benefits

The college offers industry-best salaries and benefits to attract and retain top talent. Compensation packages are reviewed regularly to ensure they remain competitive and aligned with industry standards.

Non-Teaching Staff Recruitment

5.1 Needs Assessment

The requirements for non-teaching staff are identified based on the operational needs of the college. The Principal, in collaboration with the office and finance superintendents, as well as the heads of the departments, reviews and recommends these requirements to the management.

5.2 Selection Committee Formation

The management forms a selection committee to oversee the recruitment process for non-teaching staff. This committee ensures adherence to the college's HR policies and procedures.

5.3 Advertisement of Vacancies

Non-teaching staff vacancies are advertised through various media channels, including newspapers, social media, and the college website. The



advertisements provide clear and detailed information about the positions, qualifications required, application procedures, and deadlines.

5.4 Shortlisting of Candidates

The selection committee reviews applications and shortlists candidates based on their qualifications, experience, and suitability for the role. Shortlisted candidates are then invited for an interview.

5.5 Interview and Selection

Candidates undergo a thorough interview process to assess their skills, experience, and fit for the role. The selection committee and management make the final decision based on the candidates' performance and suitability.

5.6 Probation Period: Selected candidates are offered a position subject to a one-year probation period. During the probation period, candidates' performance and fit within the organization are evaluated, with the possibility of extending the period by one more year if needed, to ensure they meet the organization's standards and expectations.

5.7 Salary and Benefits

The college provides competitive salaries and benefits to non-teaching staff, ensuring they are aligned with industry standards. Regular reviews of compensation packages are conducted to maintain competitiveness and fairness.

6. Professional Development and Performance Management

6.1 Training and Development

The college is committed to the continuous professional development of its faculty and staff. Funds are allocated for training programs, workshops, and conferences to help employees enhance their skills and stay updated with the latest developments in their fields.



6.2 Performance Appraisal

Regular performance appraisals are conducted to evaluate employee performance. These appraisals provide feedback on strengths and areas for improvement, and help in identifying professional development needs.

7. Employee Welfare and Grievance Redressal

7.1 Employee Welfare Programs

The college implements various welfare programs aimed at improving the well-being of its employees. These programs include health and wellness initiatives, recreational activities, and support services.

7.2 Grievance Redressal

A transparent and efficient grievance redressal mechanism is in place to address employee concerns and complaints. Employees can raise their grievances without fear of retaliation, and the college ensures timely and fair resolution of these issues.

Conclusion

This HR policy provides a structured approach to managing human resources at Rajagiri College of Management and Applied Sciences. By adhering to this policy, the college ensures the recruitment and retention of highly qualified personnel, supports their professional growth, and maintains a positive and productive work environment. Effective HR management enables the college to achieve its mission and strategic goals, fostering an environment of continuous improvement and excellence

Legal



Information Technology (IT) Policy And

Acceptable Use Policy (AUP)

Purpose:

Rajagiri College of Management and Applied Sciences, Kakkannad, recognizes the importance of providing reliable and secure IT resources to support academic and administrative functions. This policy outlines the appropriate use of IT resources by students, faculty, staff and other authorized users.

IT Policy:

Computer Labs:

- Computer labs are provided for academic purposes only.
- Users should not engage in any activity that interferes with the functioning of the IT infrastructure or disrupts the work of others.
- Unauthorized software installation or modification of system configurations is strictly prohibited.
- Users should log off from computer systems after use.

Campus Wi-Fi:

- Campus Wi-Fi is provided for academic purposes only.
- Users should not engage in any activity that interferes with the functioning of the Wi-Fi infrastructure or disrupts the work of others.
- Access to certain websites or applications may be restricted based on the academic needs of the college.

IT Security:

- Users are responsible for maintaining the security and confidentiality of their accounts and passwords.
- Users should not share their account information or passwords with anyone.

Legal



- Users should report any suspicious or unauthorized access to IT resources immediately.

Data Management:

- Users are responsible for the proper storage and management of college data.
- Users should not store any sensitive or confidential information on personal devices.
- Users should comply with all relevant laws and regulations related to data privacy and protection.

Software Licensing:

- Users should comply with all software licensing agreements.
- Unauthorized duplication or distribution of software is prohibited.

Personal Devices:

- Users may use personal devices on campus but should comply with all relevant policies and guidelines.
- Users should not use personal devices to store or process college data without authorization.
- Users should comply with all IT security policies when using personal devices on campus.

Acceptable Use Policy (AUP):

The Acceptable Use Policy outlines the acceptable use of IT resources by students and staff. All users are required to read and agree to the AUP before using any IT resources provided by the college.

The AUP covers the following guidelines:

Use of IT Resources:



- IT resources provided by Rajagiri College of Management and Applied Sciences should be used for academic purposes only.

- Users should not engage in any activity that interferes with the functioning of the IT infrastructure or disrupts the work of others.

Access and Security:

- Users are responsible for maintaining the security and confidentiality of their accounts and passwords.

- Access to IT resources should not be shared with others, and users should log off their accounts after use.

- Users should not attempt to bypass any security measures or attempt to gain unauthorized access to IT resources.

Internet Usage:

- Users are responsible for their internet usage on campus and should comply with all relevant laws and regulations.

- Access to certain websites or applications may be restricted based on the academic needs of the college.

- Users should not engage in any activity that may be considered offensive or harmful to others.

Email Usage:

- Users should use Rajagiri College of Management and Applied Sciences email accounts only for academic purposes and should not send or receive any unsolicited or inappropriate emails.

- Users should not use college email accounts to transmit or store any illegal or copyrighted material.

Legal



Social Media:

- Users should use social media responsibly and in a way that does not reflect poorly on the college.
- Users should not use social media to harass or bully others, or to post inappropriate or offensive content.

Consequences of Violating the AUP:

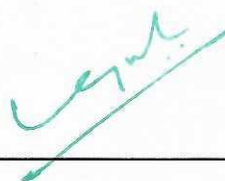
Violation of the AUP may result in disciplinary action, including suspension or expulsion from the college or termination of employment. The college reserves the right to monitor and audit IT resources and to take appropriate action in case of violation of the AUP.

Enforcement:

Rajagiri College of Management and Applied Sciences takes the IT Policy and AUP seriously and will take appropriate action in case of violation. Users who violate the IT Policy or AUP may face disciplinary action, including suspension or expulsion from the college or termination of employment.

Acknowledgment:

All users of IT resources provided by Rajagiri College of Management and Applied Sciences are required to read and acknowledge the IT Policy and AUP before using any IT resources. By using the IT resources provided by the college, users acknowledge that they have read and understood the IT Policy and AUP and agree to comply with them.



Infrastructure Policy

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) recognizes the importance of maintaining modern, sustainable, and well-equipped infrastructure to support its academic, research, and administrative functions. This Infrastructure Policy outlines RCMAS's commitment to providing quality infrastructure facilities that meet the needs of its students, faculty, staff, and stakeholders.

Policy Objectives

- a. **Quality Infrastructure:** RCMAS aims to develop and maintain high-quality infrastructure facilities, including buildings, classrooms, laboratories, libraries, recreational areas, and support services, that enhance the learning environment and promote academic excellence.
- b. **Accessibility:** The college seeks to ensure that its infrastructure facilities are accessible, inclusive, and compliant with relevant accessibility standards and regulations to accommodate the diverse needs of its users, including individuals with disabilities.
- c. **Safety and Security:** RCMAS prioritizes the safety and security of its infrastructure facilities by implementing measures to prevent accidents, mitigate risks, and respond effectively to emergencies, ensuring the well-being of its occupants and assets.
- d. **Sustainability:** The college is committed to integrating sustainable design principles, energy-efficient technologies, and eco-friendly practices into its infrastructure development and operations to minimize environmental impact and promote resource conservation.

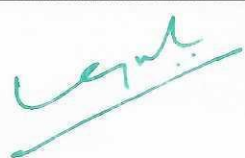


Key Components

- a. **Facilities Planning:** RCMAS conducts comprehensive facilities planning and assessment to identify current and future infrastructure needs, prioritize capital investments, and optimize resource allocation for infrastructure development and maintenance.
- b. **Infrastructure Development:** The college invests in the construction, renovation, and expansion of infrastructure facilities to accommodate growth, enhance functionality, and meet evolving academic and administrative requirements.
- c. **Maintenance and Upkeep:** RCMAS implements preventive maintenance programs, routine inspections, and repairs to ensure the ongoing functionality, safety, and aesthetic appeal of its infrastructure assets.
- d. **Technology Integration:** The college integrates advanced technologies, digital infrastructure, and smart systems into its facilities to enhance connectivity, communication, and access to information and resources for users.
- e. **Green Building Practices:** RCMAS adopts green building practices, sustainable materials, energy-efficient systems, and renewable energy sources in its construction projects to minimize environmental impact, reduce operating costs, and create healthier indoor environments.

Compliance and Regulation

- a. **Regulatory Compliance:** RCMAS adheres to applicable building codes, zoning regulations, environmental standards, and safety guidelines in the planning, design, construction, and operation of its infrastructure facilities to ensure compliance and mitigate legal risks.



b. Permitting and Approvals: The college obtains necessary permits, licenses, and approvals from regulatory authorities and government agencies for infrastructure development projects, adhering to established procedures and timelines.

Stakeholder Engagement

a. User Feedback: RCMAS solicits feedback from students, faculty, staff, and other stakeholders on infrastructure needs, preferences, and satisfaction levels to inform decision-making and prioritize investments in infrastructure projects.

b. Community Relations: The college engages with local communities, government agencies, industry partners, and other stakeholders to build positive relationships, garner support for infrastructure initiatives, and address community concerns related to campus development.

Evaluation and Review

RCMAS conducts regular evaluations and reviews of its infrastructure assets, performance metrics, and user satisfaction surveys to assess the effectiveness of its infrastructure policies and strategies, identify areas for improvement, and make data-driven decisions to optimize infrastructure investments.

Conclusion

RCMAS is committed to providing quality infrastructure facilities that support academic excellence, foster innovation, and enhance the overall student experience. By implementing the principles and practices outlined in this policy, the college aims to create a conducive learning environment, promote sustainability, and meet the evolving needs of its stakeholders.



Intellectual Property Rights (IPR) Policy

1. Policy Statement

Rajagiri College of Management and Applied Sciences is committed to fostering an environment that encourages creativity, innovation, and the generation of intellectual property. This policy outlines the principles and procedures for the management, protection, and commercialization of intellectual property (IP) developed by faculty, staff, and students.

2. Purpose

The purpose of this policy is to:

Provide clear guidelines for the ownership, protection, and commercialization of intellectual property.

Encourage the creation and dissemination of knowledge while protecting the rights of the creators.

Ensure that the benefits of intellectual property are shared equitably among the creators, the college, and the community.

Support the college's mission of excellence in teaching, research, and service.

3. Scope

This policy applies to all faculty, staff, students, and visitors involved in the creation of intellectual property at Rajagiri College of Management and Applied Sciences.

4. Intellectual Property Rights Cell (IPR Cell)

To oversee the implementation of this policy, the college has established an Intellectual Property Rights Cell. The IPR Cell will be responsible for:

Providing guidance and support for IP-related activities.

Facilitating the protection and commercialization of intellectual property.



Ensuring compliance with this policy and relevant laws and regulations.

Raising awareness about intellectual property rights and responsibilities.

5. Definitions

Intellectual Property (IP): Includes inventions, discoveries, designs, software, literary and artistic works, and other creations that can be legally protected.

Creators: Faculty, staff, students, or visitors who create IP.

Commercialization: The process of bringing IP to the market, including licensing, sales, and forming spin-off companies.

6. Ownership of Intellectual Property

Faculty and Staff: IP created by faculty and staff in the course of their employment is owned by the college. This includes works created during college-sponsored research or using significant college resources.

Students: Students own the IP they create, except when:

- The work is created as part of a sponsored research project.
- The work is created using significant college resources.
- There is a pre-existing agreement assigning IP rights to the college.

Ownership of IP developed by students during their time at the college, particularly in collaborative projects or those involving significant college resources, is to be shared between the students and the college. Specific ownership percentages and rights will be determined based on the nature of the contribution and involvement of college resources.

Visitors: IP created by visitors during their association with the college is owned by the college, unless otherwise agreed upon in writing.

7. Protection of Intellectual Property

The IPR Cell will assist creators in protecting their IP through appropriate legal mechanisms, such as patents, copyrights, trademarks, and trade secrets. The

Legal



college will bear the costs associated with IP protection, subject to available resources and the potential commercial value of the IP.

8. Commercialization of Intellectual Property

The college encourages the commercialization of IP to benefit the creators, the college, and society. The IPR Cell will assist in identifying potential commercial opportunities and negotiating agreements with external partners.

9. Conflict of Interest

Creators must disclose any potential conflicts of interest related to their IP activities. The college will manage conflicts of interest to ensure that they do not compromise the integrity of research or the interests of the college.

10. Responsibilities

Creators: Ensure compliance with this policy, disclose IP promptly, and cooperate with the IPR Cell in protecting and commercializing IP.

College: Provide resources and support for IP protection and commercialization, and ensure fair and transparent distribution of benefits.

11. Monitoring and Reporting

The IPR Cell will regularly monitor IP activities and report to the college administration. This will include tracking IP disclosures, protection efforts, commercialization activities, and revenue distribution.

12. Amendments to the Policy

This policy is subject to periodic review and amendment to reflect changes in laws, regulations, and the strategic objectives of the college. Amendments will be made in consultation with relevant stakeholders and will be communicated to all members of the college community.



13. Conclusion

Rajagiri College of Management and Applied Sciences is dedicated to promoting innovation and the responsible management of intellectual property. By adhering to this policy, the college aims to create an environment that supports the creation, protection, and commercialization of intellectual property for the benefit of all stakeholders.

Legal



Internal Complaints Committee (ICC) Policy

1. Introduction

Rajagiri College of Management and Applied Sciences, Kakkannad, (RCMAS) is committed to providing a safe and conducive environment for all members of its community, including students, faculty, staff, and visitors. As part of this commitment, an Internal Complaints Committee (ICC) has been established to address complaints of harassment, discrimination, and any other form of misconduct within the institution.

2. Purpose

The purpose of this policy document is to outline the structure, functions, and procedures of the Internal Complaints Committee (ICC) at RCMAS, ensuring fair and timely resolution of complaints in accordance with applicable laws and regulations.

3. Scope

This policy applies to all members of the RCMAS, community, including students, faculty, staff. It covers complaints related to:

- Sexual harassment
- Gender-based harassment
- Discrimination
- Bullying
- Any other form of misconduct affecting the institutional environment

4. Composition of the Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) shall be composed of the following members:



- Presiding Officer: A faculty member or administrative staff appointed by the institution.
- Members: At least two faculty members, one administrative staff member, and one student representative.
- External Member: A representative from an NGO or legal expert familiar with issues related to harassment and discrimination.

5. Responsibilities of the Internal Complaints Committee (ICC)

The responsibilities of the ICC include but are not limited to:

- Receiving and addressing complaints of harassment, discrimination, or misconduct promptly and confidentially.
- Conducting impartial investigations into complaints following fair procedures.
- Providing support and guidance to complainants and respondents throughout the process.
- Maintaining confidentiality and privacy of all parties involved.
- Making recommendations for appropriate disciplinary action, if necessary.
- Ensuring compliance with all relevant laws and regulations.

6. Procedures for Filing a Complaint

Any member of the RCMAS, community who experiences or witnesses harassment, discrimination, or misconduct may file a complaint with the ICC. Complaints can be submitted in writing or orally to any member of the ICC.



7. Investigation Process

Upon receiving a complaint, the ICC shall initiate an investigation following these steps:

- Conduct preliminary inquiries to determine the nature and scope of the complaint.
- Notify the respondent and provide them with an opportunity to respond to the allegations.
- Interview witnesses and gather relevant evidence.
- Ensure confidentiality and sensitivity throughout the investigation process.
- Prepare a report of findings and recommendations for resolution.

8. Resolution and Disciplinary Action

Based on the findings of the investigation, the ICC shall recommend appropriate actions for resolution, which may include:

- Mediation or informal resolution.
- Counselling or training for the respondent.
- Disciplinary action, such as warning, suspension, or termination, as per institutional policies and procedures.

9. Confidentiality and Non-Retaliation

All information related to complaints and investigations shall be treated with strict confidentiality to protect the privacy of the parties involved. The institution prohibits any form of retaliation against individuals who file complaints or participate in investigations.

10. Awareness

The institution shall provide awareness for members of the ICC, as well as faculty, staff, and students, to promote understanding of policies and procedures related to harassment, discrimination, and misconduct.



11. Review and Revision

This policy document shall be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations. Any revisions shall be approved by the appropriate authorities within the institution.

12. Contact Information

For inquiries or assistance related to the Internal Complaints Committee (ICC), please contact:

Name of Presiding Officer: Dr. Indu G Krishnan

Mob: 9446844832,

Email id: indugkrishnan@rajagiricollege.edu.in



Legal

Library Policy

Introduction

The library at Rajagiri College of Management and Applied Sciences (RCMAS) plays a crucial role in supporting the academic and research needs of its students, faculty, and staff. This Library Policy outlines the principles, guidelines, and procedures governing the use, management, and development of the college library.

Mission

The mission of the RCMAS library is to provide access to diverse and relevant information resources, foster information literacy and research skills, and support the educational and research goals of the college community.

Access and Membership

- a. Membership: All registered students, faculty, and staff of RCMAS are eligible for library membership, which entitles them to borrow materials, access electronic resources, and utilize library services.
- b. Visitor Access: Visitors may access the library for reference purposes with prior permission from library staff. However, borrowing privileges are limited to registered members of the college community.

Collection Development

- a. Selection Criteria: The library collection will be developed based on the curriculum requirements, research interests, and informational needs of the college community, with a focus on quality, relevance, and diversity.

Legal



b. Formats: The library will acquire materials in various formats, including print books, e-books, journals, audiovisual materials, and online databases, to accommodate different learning preferences and research methodologies.

c. Acquisition Procedures: The library will utilize systematic and transparent procedures for selecting, acquiring, and processing materials, taking into account recommendations from faculty, student feedback, and professional reviews.

Services and Facilities

a. Reference Services: Trained library staff will provide reference assistance, research support, and guidance in locating and accessing information resources both in-person and through virtual channels.

b. Borrowing Privileges: Registered members of the library are entitled to borrow materials for a specified loan period, subject to renewal and recall policies.

c. Interlibrary Loan: The library will facilitate access to materials not available in its collection through interlibrary loan services, cooperative agreements with other libraries, and document delivery services.

d. Information Literacy Programs: The library will conduct information literacy programs, workshops, and tutorials to enhance the research skills, critical thinking, and information literacy competencies of students and faculty.

e. Divyagyan friendly: The library is resource center aimed at promoting inclusivity and accessibility for students with disabilities. RCMAS provides software tools that are essential in creating an inclusive educational environment that empowers blind students to learn effectively and independently.

Legal



User Responsibilities

a. Respect for Library Materials: Users are expected to handle library materials with care, refrain from defacing or damaging library resources, and return borrowed items on time to avoid fines or penalties.

b. Adherence to Policies: Users must adhere to library policies and procedures, including copyright compliance, acceptable use of electronic resources, and responsible conduct within the library premises. All the library rules are to be observed by the students and members of the staff.

Evaluation and Continuous Improvement

The library will regularly assess its services, collections, and facilities through user surveys, feedback mechanisms, usage statistics, and benchmarking against industry standards to identify areas for improvement and enhance user satisfaction.

Conclusion

The RCMAS library is committed to providing a dynamic, inclusive, and user-centered environment that facilitates learning, research, and intellectual inquiry. By adhering to the principles outlined in this policy, the library aims to contribute to the academic excellence and success of the college community.



Legal

Mentoring Policy

Introduction

Rajagiri College of Management and Applied Sciences, Kakkanad, places a strong emphasis on the holistic development of its students. To support this, the college has established a comprehensive Mentoring Policy aimed at guiding students through their academic, personal, and professional growth. This policy outlines the framework and procedures for the mentoring program, emphasizing the roles and responsibilities of both mentors and mentees.

Objectives

The Mentoring Policy aims to:

1. **Provide Guidance and Support:** Help students navigate their academic journey, including course selection, career planning, and research opportunities.
2. **Foster Personal Development:** Encourage the development of soft skills, self-awareness, and resilience, contributing to overall personal growth.
3. **Enhance Professional Readiness:** Prepare students for professional life through exposure to industry practices, networking opportunities, and career guidance.
4. **Promote Well-being:** Offer support in managing personal challenges and promoting mental and emotional well-being.

Structure of the Mentoring Program

1. Mentor Selection:

- Faculty members with a strong commitment to student development are chosen as mentors

- Mentors are trained and provided with resources to effectively guide students.

2. Mentee Assignment:

- Each student is assigned a mentor at the beginning of their program.
- The mentor-mentee pairing is based on factors such as academic discipline, interests and career goals.

3. Mentoring Sessions:

- Regular one-on-one meetings between mentors and mentees are scheduled, typically once a month.
- These sessions cover academic progress, personal issues, career advice and other relevant topics.

Roles and Responsibilities

1. Mentors:

- Provide academic guidance and career advice.
- Offer support in personal and professional development.
- Maintain confidentiality and create a safe space for open communication.
- Refer students to appropriate resources or services when necessary.

2. Mentees:

- Actively participate in the mentoring process.
- Communicate openly and honestly with their mentor.
- Take responsibility for their own development by setting goals and working towards them.

Evaluation and Feedback

The mentoring program's effectiveness is regularly evaluated through:

Legal



1. Feedback from Participants:

- Both mentors and mentees provide feedback on their experiences to help improve the program.
- Feedback is collected through interviews and informal discussions.

2. Review and Improvement:

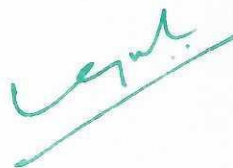
- The Mentoring Committee reviews feedback and makes necessary adjustments to the program.
- Continuous improvement is prioritized to ensure the program remains relevant and beneficial.

Confidentiality

All interactions within the mentoring relationship are confidential. Mentors are expected to respect the privacy of their mentees and share information only with the mentee's consent or in situations where there is a risk of harm.

Conclusion

The mentoring program at Rajagiri College of Management and Applied Sciences is a vital component of the student experience, designed to support their academic, personal, and professional development. We encourage all students to engage fully with the program and take advantage of the resources available to them.



Outcome Based Education (OBE) Policy

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) is committed to providing quality education that prepares students to meet the demands of the rapidly changing global landscape. Outcome-Based Education (OBE) is a key framework adopted by RCMAS to ensure that graduates possess the knowledge, skills, and attributes necessary for success in their chosen fields. This OBE Policy outlines the principles, processes, and practices governing the implementation of outcome-based education at the college.

Principles

- a. **Learner-Centered Approach:** OBE at RCMAS places the learner at the center of the educational process, focusing on the achievement of specific learning outcomes aligned with program objectives and industry needs.
- b. **Alignment with Stakeholder Expectations:** The learning outcomes are aligned with the expectations of various stakeholders, including students, employers, industry, regulatory bodies, and society at large, to ensure relevance and effectiveness.
- c. **Continuous Improvement:** OBE emphasizes continuous assessment, feedback, and improvement to enhance the quality and relevance of education, curriculum, and instructional practices.

Key Components

- a. **Program Educational Objectives (PEOs):** RCMAS defines clear and measurable Program Educational Objectives that articulate the expected

achievements and career aspirations of graduates within three to five years after graduation.

b. Program Outcomes (POs): Each program offered by RCMAS specifies Program Outcomes that delineate the knowledge, skills, and attributes graduates are expected to demonstrate upon completion of their studies.

c. Program Specific Outcomes (PSOs): "Program-specific outcome" refers to the specific knowledge, skills, abilities, and competencies that a particular educational program aims to instill in its students by the time they complete the program. These outcomes are typically aligned with the program's goals and objectives and are designed to ensure that graduates are well-prepared for professional practice or further academic study in their field.

d. Course Outcomes (COs): Course Outcomes are established for each course within a program, defining the specific learning objectives and competencies students are expected to achieve by the end of the course.

e. Assessment and Evaluation: RCMAS employs diverse assessment methods, including assignments, projects, presentations, and examinations, to evaluate student attainment of course and program outcomes.

f. Feedback Mechanisms: Feedback from students, faculty, employers, alumni, and other stakeholders is collected and utilized to evaluate the effectiveness of curriculum delivery, instructional methods, and assessment strategies.

g. Curriculum Design and Review: The curriculum is designed and periodically reviewed to ensure alignment with program objectives, industry trends, technological advancements, and societal needs.

Implementation Process

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- a. Faculty Development: RCMAS provides faculty members with training and professional development opportunities to familiarize them with the principles and practices of outcome-based education and enhance their instructional effectiveness.
- b. Learning Resources: The college ensures the availability of adequate learning resources, including textbooks, digital libraries, laboratories, and other facilities, to support the attainment of learning outcomes.
- c. Display Board: Display boards were installed to ensure that students and faculty were familiarized with Outcome-Based Education (OBE)
- d. Advising and Support Services: RCMAS offers advising and support services to assist students in setting academic and career goals, monitoring their progress, and addressing any challenges they may encounter.

Monitoring and Evaluation

The implementation of OBE at RCMAS is monitored and evaluated regularly through program reviews, student assessments, alumni surveys, employer feedback, and academic audits to ensure compliance with quality standards and continuous improvement.

Conclusion

RCMAS is committed to fostering a culture of excellence, innovation, and accountability through the implementation of Outcome-Based Education. By aligning curriculum, instruction, and assessment with clearly defined learning outcomes, the college aims to prepare graduates who are well-equipped to contribute meaningfully to society and succeed in their chosen professions.



Legal

Placement Policy

Introduction

Rajagiri College of Management and Applied Sciences, Kakkannad, is dedicated to ensuring that its graduates are well-prepared to enter the professional world. The Placement Policy is designed to facilitate successful employment outcomes for students by providing structured support and opportunities throughout their academic journey.

Objectives

The Placement Policy aims to:

1. **Enhance Employability:** Equip students with the skills, knowledge, and experience required by employers in their chosen fields.
2. **Facilitate Job Placement:** Provide a structured process for connecting students with potential employers and job opportunities.
3. **Support Career Development:** Offer resources and guidance to help students make informed career choices and achieve their professional goals.

Placement Process

1. **Pre-Placement Preparation:**
 - o **Career Counseling:** Students receive career counseling and guidance on resume writing, interview techniques, and job search strategies.
 - o **Skill Development:** Workshops and training sessions are organized to develop relevant skills, such as communication, teamwork, and problem-solving.

Legal



2. Internships and Projects:

- **Internship Opportunities:** Students are encouraged to participate in internships and industry projects to gain practical experience and build professional networks.
- **Academic Projects:** Industry-relevant projects are integrated into the curriculum to provide hands-on experience.

3. Campus Recruitment:

- **Company Engagement:** The Placement Office actively engages with companies and organizations to facilitate campus recruitment drives.
- **Job Fairs and Interviews:** Regular job fairs and recruitment drives are organized to connect students with potential employers.
- **On-Campus Interviews:** Companies are invited to conduct interviews on campus, providing students with direct access to employment opportunities.

4. Placement Support Services:

- **Resume and Cover Letter Assistance:** The Placement Office provides support in creating and refining resumes and cover letters.
- **Mock Interviews:** Practice interviews are conducted to help students prepare for real-world job interviews.
- **Job Alerts:** Students receive updates on job openings and opportunities through various communication channels.

Roles and Responsibilities

1. Placement Office:

- **Coordination:** Organize and coordinate placement activities, including recruitment drives, workshops, and career fairs.
- **Employer Relations:** Build and maintain relationships with companies and organizations to create placement opportunities.

Legal



- **Student Support:** Provide guidance and support to students throughout the placement process.

2. Students:

- **Active Participation:** Engage actively in placement-related activities, including workshops, interviews, and job fairs.
- **Preparation:** Prepare thoroughly for interviews and application processes by utilizing the resources provided.
- **Responsibility:** Take responsibility for their own job search and career development, including applying to suitable positions and meeting application deadlines.

3. Faculty:

- **Support:** Encourage and support students in their career development and placement activities.
- **Integration:** Incorporate relevant industry insights and skills into the curriculum to enhance employability.

Evaluation and Feedback

The placement process is continuously evaluated through:

1. Placement Statistics:

- Monitoring placement rates, average salary packages, and the types of roles secured by graduates.

2. Feedback from Stakeholders:

- Collecting feedback from students, employers, and faculty to assess the effectiveness of the placement services and identify areas for improvement.

3. Annual Review:

- Conducting an annual review of the placement process and making necessary adjustments based on feedback and market trends.

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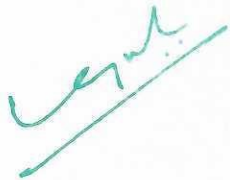


Confidentiality

All personal and professional information shared during the placement process is treated with confidentiality. The Placement Office ensures that student data is used solely for placement-related purposes and handled with the utmost care.

Conclusion

The Placement Policy at Rajagiri College of Management and Applied Sciences is committed to providing comprehensive support to students as they transition from academic life to professional careers. By following this policy, we aim to enhance the employability of our graduates and support their career success.



Policy on Ban on Single-Use Plastics

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) recognizes the urgent need to address the environmental impact of single-use plastics and is committed to promoting sustainable practices that minimize plastic pollution. This policy outlines RCMAS's commitment to banning the use of single-use plastics on its campus and adopting alternative, eco-friendly solutions.

Policy Statement

RCMAS prohibits the use, distribution, sale, and procurement of single-use plastics on its campus premises. Single-use plastics include but are not limited to plastic bags, straws, cutlery, cups, plates, water bottles, and food packaging designed for one-time use.

Implementation Guidelines

- a. Phased Approach: RCMAS will implement the ban on single-use plastics in a phased manner, starting with the elimination of the most commonly used items such as plastic bags, straws, and water bottles, followed by the gradual phasing out of other single-use plastic products.
- b. Alternative Solutions: The college will promote the use of alternative, sustainable materials and practices to replace single-use plastics, such as reusable bags, biodegradable straws, compostable food containers, and refillable water stations.
- c. Education and Awareness: RCMAS will conduct awareness campaigns, workshops, and educational programs to inform students, faculty, staff, and visitors about the environmental impact of single-use plastics, the rationale behind the ban, and the importance of adopting sustainable alternatives.

Legal



d. Vendor Engagement: The college will collaborate with vendors, suppliers, and campus retailers to encourage the adoption of plastic-free alternatives and support the transition to sustainable packaging and practices.

e. Infrastructure and Facilities: RCMAS will invest in the necessary infrastructure and facilities to support the ban on single-use plastics, including the installation of water refill stations, provision of composting bins, and promotion of waste segregation and recycling initiatives.

Compliance and Enforcement

a. Policy Enforcement: RCMAS will enforce compliance with the ban on single-use plastics through regular monitoring, inspections, and enforcement measures, including penalties for violations and non-compliance.

b. Reporting Mechanism: Members of the college community are encouraged to report instances of non-compliance or concerns related to the use of single-use plastics to the designated authorities for prompt action.

Evaluation and Review

RCMAS will conduct regular evaluations and reviews of the implementation of the ban on single-use plastics to assess its effectiveness, identify challenges, and make necessary adjustments to improve compliance and sustainability efforts.

Conclusion

RCMAS is committed to taking proactive steps to reduce plastic waste, protect the environment, and promote sustainability on its campus. By implementing a comprehensive ban on single-use plastics and promoting eco-friendly alternatives, the college aims to contribute to a cleaner, healthier, and more sustainable future for all.

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Policy on Grievance Redressal Mechanism

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) is committed to fostering a supportive and inclusive environment where all members of the college community feel valued, respected, and heard. The Grievance Redressal Mechanism (GRM) is established to provide a fair and transparent process for addressing grievances and resolving disputes promptly and effectively.

Scope

This policy applies to all stakeholders of RCMAS, including faculty, staff, students, parents, alumni, and other individuals associated with the college. Grievances may relate to academic matters, administrative issues, interpersonal conflicts, discrimination, harassment, or any other concerns affecting the well-being of individuals within the college community.

Principles

- **Accessibility:** The GRM shall be accessible to all members of the college community, regardless of their position or status.
- **Impartiality:** Grievances will be handled impartially and without bias, ensuring fair treatment for all parties involved.
- **Confidentiality:** Information related to grievances will be treated with confidentiality to protect the privacy and dignity of individuals.
- **Timeliness:** Grievances will be addressed in a timely manner, with due consideration given to the complexity and urgency of the issue.

Legal



- **Accountability:** The college administration is accountable for ensuring that grievances are resolved satisfactorily and that appropriate actions are taken to prevent recurrence.

Grievance Redressal Procedure

- **Informal Resolution:** Individuals are encouraged to resolve grievances informally by discussing the issue with the relevant person or department responsible for the matter. Informal resolution may involve mediation, negotiation, or seeking guidance from a supervisor or counselor.
- **Formal Complaint:** If the grievance cannot be resolved informally or if the individual is dissatisfied with the outcome, they may file a formal complaint with the Grievance Redressal Committee (GRC). The complaint should be submitted in writing, clearly stating the nature of the grievance, relevant facts, and desired resolution.
- **Investigation and Resolution:** Upon receiving a formal complaint, the GRC will conduct a thorough investigation, which may involve gathering evidence, interviewing relevant parties, and seeking expert opinion if necessary. The committee will then make recommendations for resolving the grievance, which may include mediation, arbitration, conciliation, or other appropriate measures.
- **Appeal Process:** If the complainant is dissatisfied with the decision of the GRC, they may appeal to the higher authorities within the college, such as the Principal or the Board of Governors, depending on the nature and severity of the grievance.

Legal



Reporting Mechanism

RCMAS will provide multiple channels for individuals to report grievances, suggestion boxes, designated grievance officers, and helpline numbers. The college will ensure that information about the grievance redressal mechanism is readily available and easily accessible to all stakeholders.

Training and Awareness

The college will conduct training sessions and awareness programs to educate members of the college community about the grievance redressal mechanism, their rights and responsibilities, and the importance of constructive communication and conflict resolution.

Conclusion

RCMAS is committed to promoting a culture of openness, accountability, and fairness through its grievance redressal mechanism. By providing transparent processes, fostering dialogue, and addressing concerns promptly and effectively, the college aims to enhance trust and collaboration within the college community.



Policy on Prevention of Sexual Harassment

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) is committed to providing a safe, respectful, and inclusive learning and working environment for all its members. Sexual harassment is a violation of fundamental human rights and dignity and undermines the values of equality and mutual respect. This Policy on Prevention of Sexual Harassment reaffirms the college's commitment to preventing and addressing instances of sexual harassment effectively.

Definition of Sexual Harassment

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature that creates a hostile, intimidating, or offensive environment. This includes but is not limited to:

- Sexual comments, jokes, or gestures.
- Persistent requests for dates or sexual favors.
- Displaying sexually explicit materials.
- Physical contact of a sexual nature without consent.
- Online harassment, including cyberstalking or sending sexually explicit messages.
- Scope of Application

This policy applies to all members of the RCMAS community, including faculty, staff, students, visitors, and anyone associated with the college in any capacity. It covers incidents of sexual harassment that occur on college



premises, during college-sponsored events or activities, or in any context related to college affairs.

Preventive Measures

RCMAS adopts the following preventive measures to create awareness and foster a culture of respect and dignity:

Conducting orientation sessions and training programs to educate members of the college community about sexual harassment, its impact, and the procedures for reporting incidents.

Displaying posters, distributing pamphlets, and organizing awareness campaigns to promote understanding of rights and responsibilities related to sexual harassment.

Providing counseling services and support mechanisms for individuals who have experienced or witnessed sexual harassment.

Procedures for Addressing Complaints

RCMAS has an established Internal Complaints Committee (ICC) to receive, investigate, and address complaints of sexual harassment. The committee is comprised of impartial members representing faculty, staff, students and expert from the industry are responsible for ensuring fair and prompt resolution of complaints. The details of the coordinator will be displayed in the notice board.

Any member of the college community who experiences or witnesses' sexual harassment is encouraged to report the incident to the ICC, or the college authorities promptly. Complaints will be handled with confidentiality, sensitivity, and impartiality. Appropriate action will be taken to address the issue, including conducting a thorough investigation, providing support to the

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complainant, and imposing disciplinary measures on the perpetrator if found guilty.

Disciplinary Action

Individuals found guilty of engaging in sexual harassment will face disciplinary action, which may include but is not limited to:

- Reprimand or warning.
- Suspension from duties or academic activities.
- Termination of employment or expulsion from the college.
- Legal action as per the provisions of the law.

Conclusion

RCMAS is committed to maintaining a campus environment free from sexual harassment, where all individuals are treated with dignity, respect, and fairness. By enforcing strict policies, promoting awareness, and providing support services, the college aims to empower its community members to prevent and address sexual harassment effectively.

Legal



Policy on Use of Bicycles/Electric/Shared Vehicles

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) has implemented a comprehensive policy to promote sustainable transportation options, aiming to reduce carbon emissions, alleviate traffic congestion, and foster a healthier campus environment. This policy outlines RCMAS's commitment to encouraging the use of bicycles, electric vehicles (EVs), and shared vehicles as part of its sustainable transportation initiative.

Policy Statement

RCMAS encourages students, faculty, staff, and visitors to utilize bicycles, electric vehicles, and shared vehicles for commuting to and from the campus, as well as for intra-campus travel, whenever feasible and practical.

Implementation Guidelines

- a. **Bicycle Infrastructure:** RCMAS has provided bicycle racks, parking facilities, and storage areas on campus to accommodate bicycles and promote cycling as a convenient and sustainable mode of transportation.
- b. **Electric Vehicle Charging Stations:** The college has installed electric vehicle charging stations on campus to support the use of electric vehicles by students, faculty, and staff, encouraging the adoption of clean and renewable energy for transportation.
- c. **Promotion and Incentives:** RCMAS promotes the use of bicycles, electric vehicles, and shared vehicles through awareness campaigns, incentives, and rewards programs to encourage behavior change and increase adoption rates.

Legal



d. Collaboration with Providers: The college collaborates with local governments, transportation agencies, and private providers of shared mobility services, such as bike-sharing and car-sharing companies, to facilitate access to shared vehicles and promote sustainable transportation options.

e. Safety and Accessibility: RCMAS prioritizes the safety and accessibility of cyclists, electric vehicle users, and shared vehicle users by implementing traffic calming measures, designated bike lanes, and pedestrian-friendly infrastructure on campus.

Rules and Regulations

a. Safety Regulations: Users of bicycles, electric vehicles, and shared vehicles are required to comply with parking rules and regulations, wear appropriate safety gear, and adhere to designated routes and parking areas on the campus.

b. Maintenance and Upkeep: Individuals using personal bicycles or electric vehicles are responsible for ensuring the proper maintenance and upkeep of their vehicles, including regular inspections, repairs, and compliance with safety standards.

c. Shared Vehicle Etiquette: Users of shared vehicles are expected to follow the terms and conditions of the service provider, respect the rights of other users, and return shared vehicles to designated drop-off locations after use.

Education and Outreach

RCMAS conducts educational programs, workshops, and events to raise awareness about the benefits of sustainable transportation options, provide guidance on safe cycling practices, and promote the responsible use of bicycles, electric vehicles, and shared vehicles.

Evaluation and Review

The implementation of the policy on the use of bicycles, electric vehicles, and shared vehicles is regularly evaluated and reviewed to assess its effectiveness, address challenges, and identify opportunities for improvement.

Legal



Conclusion

RCMAS is committed to promoting sustainable transportation options and reducing the carbon footprint of its campus operations. By encouraging the use of bicycles, electric vehicles, and shared vehicles, the college has created a more sustainable and environmentally friendly campus environment for all members of its community.

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Quality Policy

1. Policy Statement

Rajagiri College of Management and Applied Sciences, Kakkanad (RCMAS), through its Internal Quality Assurance Cell (IQAC), is committed to fostering a culture of continuous improvement and excellence in all aspects of academic and administrative endeavors. IQAC's commitment lies in upholding the highest standards of quality across all functions, ensuring stakeholder satisfaction, and striving for global recognition in education and research.

2. Purpose

The purpose of this policy is to outline the procedures and standards for maintaining and enhancing the quality of academic and administrative operations at RCMAS. This support aims to promote a culture of excellence, interdisciplinary research, innovation, and continuous learning among staff and students.

3. Scope

This policy applies to all academic and administrative operations, staff, and students of Rajagiri College of Management and Applied Sciences, Kakkanad.

4. Eligibility

- a. All full-time academic and administrative staff of RCMAS.
- b. All enrolled students of RCMAS.

5. Quality Assurance Activities

a. Professional Development

Promotion of pedagogical innovation and staff development through ongoing education, training, and motivation.

Organizing tailored capacity-building programs for both students and faculty.

b. Research and Collaboration

Encouraging interdisciplinary research and collaboration, fostering innovation, and scholarly achievement.

Facilitating and supporting high-quality research and publication endeavors among students and faculty.

c. Teaching and Learning Enhancement

Enhancing the learning experience by optimizing modern teaching methods and resources.

Utilization of e-resources and learning management systems.

d. Assessment and Evaluation

Ensuring transparent and credible assessment and evaluation processes.

Monitoring student progress and mentoring systems.

e. Stakeholder Engagement

Actively engaging with stakeholders and disseminating relevant information about the policies, programs, and achievements of the institution.

Preparing and submitting necessary reports and data for assessment and accreditation agencies in higher education.

f. Resource Allocation

Allocating adequate resources and infrastructure that support quality enhancement initiatives effectively.

g. Community and Social Initiatives

Facilitating activities related to initiatives that work towards social justice and economic equality.

Engaging in community service and outreach activities.

Implementing green initiatives and sustainable practices to foster an eco-friendly learning environment.

h. Policy and Procedures for Quality Assurance

Developing and implementing a strategy for the continuous enhancement of quality.



Ensuring policies and procedures have a formal status and are publicly available.

Including roles for students and other stakeholders in the quality assurance processes.

i. Approval, Monitoring, and Periodic Review of Programmes and Awards

Establishing formal mechanisms for the approval, periodic review, and monitoring of programmes and awards.

Ensuring the assessment of students using published criteria, regulations, and procedures applied consistently.

j. Quality Assurance of Teaching Staff

Ensuring teaching staff are qualified and competent.

Making teaching staff available for external reviews and commenting upon them in reports.

k. Learning Resources and Student Support

Ensuring resources available for student learning are adequate and appropriate for each programme offered.

Assuring training and development on 'quality' and other functional competencies of academic and non-academic staff.

l. Information Systems

Collecting, analyzing, and using relevant information for effective management of study programmes and other activities.

m. Public Information

Regularly publishing up-to-date, impartial, and objective information about policies, procedures, programmes, and awards offered.

n. Evaluation and Documentation

Carrying out evaluations in relation to self-assessment and external reference points.

Ensuring independent, impartial, rigorous, thorough, fair, and consistent decision-making.



Maintaining clear documentation concerning self-evaluation and external evaluation, including standards, decision criteria, assessment methods, and reporting format.

o. Resources for External Evaluation

Ensuring adequate and accessible resources (human and financial) to organize and run the process of external evaluation effectively and efficiently.

p. Periodic Reviews and Follow-up Procedures

Undertaking external quality assurance of the College and/or programmes on a cyclical basis with clearly defined and published review procedures.

Implementing predetermined follow-up procedures consistently for quality assurance processes containing recommendations or requiring subsequent action plans.

6. IQAC Structure and Roles and Responsibilities

Structure

The IQAC at RCMAS comprises the following members:

Chairperson: Principal of the College

Coordinator: Senior faculty member appointed by the Principal

Additional Coordinators: Faculty Members appointed by the Principal

Secretary: Faculty Member appointed by the Principal

Faculty Members: Heads and Representatives from various departments

Administrative Staff: Representative from the administrative staff

Student Representatives: Nominated students from various programs

Industry Expert: Expert from outside the institution

Local Community Representative

Alumni Representatives: Distinguished alumni of the college

Parent Representative



Roles and Responsibilities

Chairperson

- Provide leadership and direction for IQAC activities.
- Ensure the integration of quality assurance practices across all academic and administrative functions.

Coordinator

- Coordinate all IQAC activities and initiatives.
- Prepare and disseminate quality assurance reports and documentation.
- Facilitate communication between IQAC members and other stakeholders.

Additional Coordinators

- Support the planning, implementation, and monitoring of quality enhancement initiatives, ensuring effective data management, documentation, and stakeholder engagement.
- Organize training sessions, conduct internal audits and assist in accreditation processes to promote continuous institutional improvement.

Secretary

- Coordinating and overseeing the day-to-day activities of the Internal Quality Assurance Cell, including organizing meetings, maintaining documentation, and ensuring the implementation of quality enhancement initiatives.
- Act as a liaison between the IQAC and other institutional bodies, facilitating communication and compliance with accreditation requirements and standards.

Faculty Members

- Contribute to the development and implementation of quality assurance policies and procedures.
- Participate in academic audits and assessments.
- Promote quality enhancement initiatives within their respective departments.

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Administrative Staff

- Support the implementation of quality assurance activities related to administrative processes.
- Assist in the preparation of reports and documentation for accreditation and assessment purposes.

Student Representatives

- Provide feedback on the quality of academic and administrative services.
- Promote student participation in quality enhancement activities.

Industry Experts

- Provide external perspectives on quality assurance practices.
- Advise on best practices and innovative approaches to quality management.

Local Community Representative

- Provides valuable insights and feedback from the community's perspective, helping to align the institution's activities and goals with local needs and expectations.
- Foster strong community-institution relationships, support outreach initiatives and enhance the institution's social responsibility and engagement within the community.

Alumni Representatives

- Offer insights based on their experiences and professional expertise.
- Assist in fostering connections between the institution and its alumni network.

Parent Representative

- Offers a unique perspective on the educational experience and expectations of students, helping to ensure that institutional policies and practices meet the needs and aspirations of students and their families.
- Facilitate communication between the institution and the parent community, providing feedback and suggestions for enhancing the overall quality of education and student support services.

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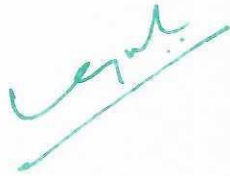


7. Review and Amendments

- a. This policy will be reviewed periodically to ensure its effectiveness and relevance.
- b. Amendments or updates to this policy will be made at the discretion of the management.

Conclusion

By implementing this policy, Rajagiri College of Management and Applied Sciences aims to foster a culture of continuous learning, professional development, and scholarly contributions among its staff and students, ensuring the holistic development of the institution and its stakeholders alike.



Research Policy

1. Purpose and Scope

1.1 Purpose of the Research Policy

The primary purpose of the Research Policy at Rajagiri College of Management and Applied Sciences (RCMAS) is to:

Foster a Vibrant Research Culture: Encourage and support a robust research environment within the college that contributes to academic excellence and the advancement of knowledge in various fields of management and applied sciences.

Guide Research Activities: Provide clear guidelines and frameworks to govern research activities, ensuring they are conducted ethically, responsibly, and effectively.

Promote Innovation and Collaboration: Stimulate innovative research and foster collaborations within the college community, as well as with external academic, industrial, and governmental partners.

Support Faculty and Student Research: Offer guidance and resources to faculty and students to engage in high-quality research, contributing to their professional growth and academic pursuits.

Align with Institutional Goals: Ensure that research activities align with the strategic objectives and values of RCMAS, contributing to the institution's reputation and academic standing.

1.2 Scope of the Research Policy

This policy applies to all research activities conducted at RCMAS, encompassing a wide range of scholarly pursuits. The policy covers:

Faculty Members: All full-time and part-time faculty are expected to adhere to this policy in their research endeavors.



Students: Undergraduate and postgraduate students, engaging in research as part of their academic programs or extracurricular activities.

Administrative and Support Staff: Staff involved in research projects or in supporting research activities within the college.

Collaborators and External Researchers: External individuals or entities, including visiting scholars, industry partners, and other academic institutions, engaged in collaborative research with RCMAS.

Research Projects and Publications: All forms of research projects, whether funded internally or externally, and publications including articles, books, conference papers, and reports affiliated with RCMAS.

It is imperative that all individuals and groups involved in research at RCMAS understand and adhere to the principles and guidelines outlined in this policy. This ensures that research conducted under the auspices of the college meets the highest standards of academic integrity and contributes positively to the broader academic and professional community.

2. Research Funding and Grants

2.1 Overview of Funding Opportunities

The college is committed to supporting research activities through various funding avenues. These include:

Internal Funding: RCMAS allocates funds specifically for research activities. This may cover expenses such as equipment, materials, travel for research purposes, and publication fees.

External Grants: Faculty and students are encouraged to seek external funding sources, including government grants, private sector partnerships, and non-governmental organization (NGO) funding. The college will provide assistance in identifying potential funding sources and in the application process.



Seed Money for Initial Research: For novel or preliminary research projects, the college offers seed money to help kick-start initiatives that show promise of growth and future funding.

2.2 Application Process for Research Funding

Proposal Submission: Researchers must submit a detailed proposal outlining the research objectives, methodology, expected outcomes, and a comprehensive budget.

Evaluation Criteria: Proposals will be evaluated based on their relevance to the college's strategic goals, potential for impact, methodological soundness, and feasibility.

Approval Process: The Research Committee reviews and approves funding applications. This committee comprises senior faculty members and administrative staff with expertise in research management.

2.3 Management of Research Grants

Financial Oversight: All research funds are subject to the college's financial policies and guidelines. Researchers are required to maintain accurate records of expenses and adhere to the approved budget.

Reporting Requirements: Regular progress reports and a final report upon completion of the research are mandatory. These reports should detail the outcomes, expenditure, and any deviations from the original proposal.

Ethical Compliance: All funded research must comply with ethical standards set by the college. This includes obtaining necessary clearances for research involving human subjects, animal subjects, or sensitive data.

2.4 Support for Grant Applications

Workshops and Training: The college will organize workshops and training sessions on how to write effective grant proposals and manage research funds.



Resource Materials: Access to resource materials, including databases of potential funding sources and sample grant proposals, will be provided.

2.5 Encouragement of Interdisciplinary Research

Cross-Departmental Collaborations: The college encourages interdisciplinary research projects that span multiple departments, offering special consideration for funding such initiatives.

3. Faculty Development Program (FDP)

3.1 Objectives of FDP

The Faculty Development Program at RCMAS aims to:

Enhance Academic Expertise: Support faculty members in updating and expanding their academic and research skills to keep pace with evolving educational and industry trends.

Promote Professional Growth: Encourage continuous professional development among faculty members, leading to improved teaching methodologies, research capabilities, and academic leadership.

Foster Knowledge Exchange: Facilitate the exchange of ideas and best practices in teaching and research within and outside the college.

3.2 Eligibility for FDP

Faculty Members: All full-time faculty are eligible to participate in the FDP. Part-time faculty may be considered based on their contribution to the college and availability of funds.

Frequency of Participation: Each faculty member is eligible for reimbursement for one FDP per academic year.

3.3 Types of Programs Covered

Conferences and Workshops: Attendance at national or international conferences, workshops, and seminars relevant to the faculty's area of expertise.

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Training Programs: Participation in specialized training programs, online courses, or workshops aimed at enhancing teaching and research skills.

3.4 Application and Approval Process

Proposal Submission: Faculty members must submit an application outlining the details of the FDP they wish to attend, its relevance to their work, and the expected benefits to themselves and the college.

Review and Approval: Applications will be reviewed by a committee appointed by the college. Approval will be based on the program's relevance, benefits, and available budget.

3.5 Reimbursement Process

Eligible Expenses: Registration fees, subject to college policies.

Documentation and Claims: Faculty members must submit relevant receipts and a brief report on the FDP attended to claim reimbursement.

3.6 Post-FDP Requirements

Knowledge Sharing: Faculty members who attend FDPs are expected to share the knowledge and skills acquired with their colleagues through seminars, workshops, or informal sessions.

Contribution to College: The college encourages applying the knowledge and skills gained from the FDP towards enhancing teaching methods, curriculum development, and research initiatives.

3.7 Monitoring and Evaluation

Feedback and Evaluation: Feedback will be collected from participants to evaluate the effectiveness of the FDP in meeting its objectives and to inform future policy decisions.

Expanding on the "Publication Incentives" section of the research policy for Rajagiri College of Management and Applied Sciences involves outlining the incentives for publishing, the eligibility criteria, the types of



publications covered, and the process for claiming incentives. Here's an elaborated version:

4. Publication Incentives

4.1 Objective of Publication Incentives

The publication incentives at RCMAS are designed to:

Encourage Scholarly Publications: Motivate faculty and students to engage in high-quality research and share their findings with the wider academic community.

Enhance Research Visibility: Increase the visibility and impact of research conducted at RCMAS, thereby contributing to the college's academic reputation.

Reward Academic Contributions: Recognize and reward the efforts of faculty and students who contribute significantly to their fields through scholarly publications.

4.2 Types of Publications Covered

The policy covers a range of scholarly publications, including:

Peer-Reviewed Journal Articles: Research articles published in reputable, peer-reviewed academic journals.

Books and Book Chapters: Scholarly books or chapters published using the college's ISBN or by recognized academic publishers.

Conference Proceedings: Papers presented at national or international conferences and published in their proceedings.

4.3 Eligibility for Incentives

Faculty and Students: All full-time faculty and enrolled students are eligible for publication incentives.



Quality and Relevance: Publications must meet high standards of academic rigor and be relevant to the author's field of study.

4.4 Incentive Details

Seed Money for Publications: Authors who publish using the college's ISBN will be awarded seed money.

Additional Rewards: Distinctive publications, such as those in high-impact journals or prestigious publishing houses, may be eligible for additional rewards or recognition.

4.5 Process for Claiming Incentives

Submission of Proof: Authors must submit a copy of the published work along with proof of publication (e.g., ISBN, publication acceptance letter).

Verification: The college's Research Committee will verify the publication's authenticity and its adherence to the policy criteria.

Disbursement of Funds: Once approved, the seed money or any additional incentives will be disbursed to the author(s).

4.6 Encouraging Collaborative Publications

Interdisciplinary Work: The college particularly encourages publications resulting from interdisciplinary research and collaborations within and outside the college.

Joint Authorship: Publications co-authored with industry professionals, international scholars, or students are highly encouraged.

4.7 Supporting Publication Efforts

Workshops on Publishing: The college will organize workshops on academic writing, navigating the publication process, and understanding publication ethics.

Access to Resources: Provide access to research databases, writing tools, and other resources to aid in the publication process.



5. Ethical considerations

5.1 Importance of Ethical Conduct in Research

Upholding Standards: Ethical considerations are central to maintaining the integrity and credibility of research conducted at RCMAS.

Public Trust: Ethical research practices are essential for earning and retaining the trust of the academic community and the public.

Legal and Regulatory Compliance: Adherence to ethical guidelines ensures compliance with legal and regulatory requirements governing research.

5.2 Ethical Principles

Integrity and Honesty: All research activities must be conducted with the utmost integrity and honesty, avoiding fabrication, falsification, or misrepresentation of data.

Transparency: Researchers should disclose full information about their research, including funding sources, methodologies, and potential conflicts of interest.

Respect for Participants: Research involving human participants must respect their dignity, rights, and welfare. This includes obtaining informed consent, ensuring confidentiality, and minimizing harm.

5.3 Compliance with Ethical Standards

Ethical Review Process: Research proposals involving human or animal subjects must undergo review by the college's Ethical Review Committee.

Mandatory Training: Researchers must complete training in ethical research practices, particularly when dealing with vulnerable populations or sensitive topics.

5.4 Handling of Research Misconduct

Definition of Misconduct: Research misconduct includes plagiarism, data fabrication, and other practices that seriously deviate from ethical standards.



Reporting Mechanism: The college provides a confidential mechanism for reporting suspected research misconduct.

Investigation and Sanctions: Allegations of misconduct will be thoroughly investigated, and appropriate sanctions will be imposed for confirmed cases.

5.5 Intellectual Property Rights

Protection of Intellectual Property: The policy outlines the procedures for protecting and managing intellectual property rights arising from research.

Patents and Licensing: Guidelines for patent filing, licensing agreements, and revenue sharing from intellectual property.

5.6 Data Management and Privacy

Data Integrity: Researchers are responsible for ensuring the accuracy and integrity of research data.

Confidentiality and Privacy: Adherence to data protection laws and regulations is mandatory, especially when handling personal or sensitive information.

5.7 Collaborative Research

Ethical Standards in Collaborations: When engaging in collaborative research with external entities, RCMAS researchers must ensure that all parties adhere to these ethical guidelines.

Cross-Institutional Compliance: For joint research projects, compliance with the ethical standards of all participating institutions is required.

6. Collaborative Research

6.1 Purpose of Encouraging Collaborative Research

Enhance Research Quality and Scope: Collaboration with external entities, including academic institutions, industry partners, and research organizations, can bring diverse perspectives, expertise, and resources, leading to richer and more impactful research outcomes.

Foster Innovation and Knowledge Exchange: Collaborations can lead to innovative approaches and solutions, benefiting all parties involved and contributing to the broader knowledge base.

Expand Professional Networks: Collaborative projects can help faculty and students build professional networks, enhancing their career prospects and the reputation of RCMAS.

6.2 Principles for Collaborative Research

Mutual Respect and Equity: All collaborative projects should be based on mutual respect, recognizing the contributions and interests of all parties involved.

Transparency and Communication: Clear communication and transparency in research objectives, methodologies, and data sharing are crucial for the success of collaborative efforts.

Ethical Compliance: Collaborative research must adhere to the ethical standards outlined in the college's research policy.

6.3 Establishing Collaborative Projects

Initiation and Agreement: Collaborations may be initiated by faculty members or the administration. Formal agreements, outlining roles, responsibilities, and expectations, should be established.

Approval Process: Proposed collaborative projects must be reviewed and approved by the college's Research Committee to ensure alignment with institutional goals and compliance with policies.

Funding and Resources: Identification and allocation of funding and resources for collaborative projects should be clearly outlined in the collaboration agreement.



6.4 Managing Collaborative Research

Project Management: Effective project management practices should be employed to ensure smooth execution and timely completion of collaborative research projects.

Conflict Resolution: Mechanisms for resolving conflicts or disagreements that may arise during the course of collaboration should be established.

Intellectual Property: Arrangements regarding the ownership, use, and dissemination of intellectual property generated from collaborative research must be agreed upon by all parties involved.

6.5 Benefits and Outcomes of Collaborative Research

Dissemination of Findings: Collaborative research findings should be disseminated through joint publications, conferences, and other appropriate forums.

Impact Assessment: The impact of collaborative research on academic advancement, industry practices, or societal benefits should be assessed and documented.

6.6 Support for Collaborative Research

Facilitation by RCMAS: The college will facilitate collaborative research by providing necessary support, such as connecting with potential partners, administrative assistance, and access to research facilities and resources.

7. Research Evaluation and Reporting

7.1 Purpose of Research Evaluation and Reporting

Assess Research Quality and Impact: Regular evaluation and reporting ensure that the research conducted at RCMAS meets high standards of quality and contributes significantly to the field of study.



Monitor Progress and Compliance: Evaluation helps in monitoring the progress of research projects and ensuring compliance with the college's research policy and ethical guidelines.

Inform Future Research Initiatives: Insights gained from evaluations contribute to the strategic planning of future research activities and policies at the college.

7.2 Research Evaluation Procedures

Periodic Reviews: Research projects, especially long-term initiatives, are subject to periodic reviews by the Research Committee or designated evaluators.

Criteria for Evaluation: Projects are evaluated based on originality, methodology, progress towards objectives, compliance with ethical standards, and overall contribution to the field.

Feedback and Recommendations: Researchers receive feedback and recommendations for improvement, enhancement, or redirection of their research projects.

7.3 Reporting Requirements

Regular Progress Reports: Researchers are required to submit progress reports at regular intervals, detailing the current status of the project, any challenges faced, and preliminary findings.

Final Report: Upon completion of a research project, a comprehensive final report is required. This should include a summary of the research conducted, key findings, implications, and potential areas for future research.

Financial Reporting: For funded research, detailed financial reports accounting for the utilization of funds are mandatory.



7.4 Transparency and Public Disclosure

Public Access to Research Findings: RCMAS encourages the publication of research findings in accessible formats to ensure transparency and contribute to the public body of knowledge.

Confidentiality Considerations: While promoting transparency, the college also respects the confidentiality of sensitive information and proprietary research.

7.5 Impact Assessment

Measuring Research Impact: The impact of research on academic advancement, industry practices, and societal benefits is assessed. This includes citation analysis, practical applications of research, and contributions to policy making.

Documenting Success Stories: Successful research projects and their impacts are documented and publicized as a testament to the college's research capabilities.

7.6 Support for Researchers in Evaluation and Reporting

Guidance and Resources: The college provides guidance and resources to assist researchers in preparing effective progress and final reports.

Workshops and Training: Workshops on research evaluation methodologies, impact assessment, and effective reporting are offered to enhance the skills of researchers.

8. Support and Resources

8.1 Overview of Research Support

RCMAS is committed to providing comprehensive support to faculty and students to foster a conducive research environment. This includes:

Access to Research Facilities: Provision of state-of-the-art laboratories, libraries, and other facilities equipped with the latest technology and resources essential for conducting high-quality research.

Research Databases and Materials: Subscription to major research databases and journals, providing access to a wide range of academic literature and resources.

8.2 Financial Support

Research Grants and Funding: Information and assistance in applying for internal and external research grants and funding opportunities.

Travel Grants: Support for attending conferences, workshops, and seminars, facilitating knowledge exchange and professional development.

8.3 Administrative and Technical Assistance

Research Administration Support: Assistance with research administration tasks, including grant application processing, ethical review submissions, and compliance requirements.

Technical Support Staff: Availability of technical staff to assist with laboratory work, data analysis, and other technical aspects of research projects.

8.4 Professional Development Opportunities

Workshops and Seminars: Organization of workshops, seminars, and training sessions on various aspects of research, including proposal writing, publication strategies, and research methodologies.

Mentorship Programs: Establishment of mentorship programs where experienced researchers guide and support junior faculty and students in their research endeavors.



8.5 Collaboration and Networking Opportunities

Facilitation of Collaborations: Assistance in establishing connections with industry partners, academic institutions, and research organizations for collaborative projects.

Networking Events: Hosting and participating in networking events to build relationships within the research community.

8.6 Research Dissemination and Promotion

Publication Support: Guidance and support in the publication process, including identifying suitable journals, manuscript preparation, and navigating the peer-review process.

Conference Participation: Support for organizing and participating in academic conferences to disseminate research findings.

8.7 Data Management and Analysis Tools

Access to Software and Tools: Provision of software and tools for data collection, analysis, and management.

Training in Data Management: Workshops and training sessions on effective data management practices and the use of advanced analysis tools.

8.8 Encouraging Interdisciplinary Research

Interdisciplinary Research Groups: Formation of interdisciplinary research groups to explore cross-disciplinary research themes.

Resource Sharing: Encouragement of resource sharing and collaboration across different departments to foster interdisciplinary research.



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9. Policy Review and Update

9.1 Objective of Regular Policy Review

Ensure Relevance: Regular reviews are essential to ensure that the research policy remains relevant and responsive to the evolving research landscape, technological advancements, and educational needs.

Incorporate Feedback: Integrating feedback from the research community at RCMAS is crucial for maintaining a dynamic and effective policy.

Align with Best Practices: Updating the policy to align with national and international best practices in research governance and ethics.

9.2 Review Process

Scheduled Reviews: The research policy will be formally reviewed every two years. However, interim reviews may occur in response to significant changes in the research environment or regulatory landscape.

Review Committee: A committee, comprising experienced researchers, faculty members, and administrative staff, will be tasked with conducting the review.

Stakeholder Consultation: The review process will include consultations with a broad range of stakeholders, including faculty, students, administrative staff, and external research partners.

9.3 Updating the Policy

Drafting Amendments: Based on the review findings, the committee will draft amendments to the policy. These amendments may involve the introduction of new sections, revisions to existing content, or the removal of outdated information.

Approval Process: Proposed amendments will be submitted to the college's governing body for approval.

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Communication of Changes: Once approved, changes to the policy will be communicated to all stakeholders through appropriate channels, such as college meetings, emails, and updates to the college website.

9.4 Feedback Mechanism

Ongoing Feedback: The college encourages continuous feedback on the research policy from its community. A dedicated channel (such as an email address or online portal) will be established for submitting suggestions and concerns.

Feedback Review: Regularly collected feedback will be reviewed by the Research Committee and considered during the policy review process.

9.5 Documentation and Record-Keeping

Documenting Changes: All changes to the policy will be thoroughly documented, including the rationale behind each amendment.

Archiving Previous Versions: Previous versions of the policy will be archived for reference and transparency.

9.6 Training and Awareness

Awareness Sessions: Following significant updates to the policy, the college will conduct awareness sessions to ensure that all researchers are familiar with the new guidelines.

Inclusion in Orientation Programs: Key aspects of the research policy will be included in orientation programs for new faculty and students.

Conclusion

The Research Policy at Rajagiri College of Management and Applied Sciences (RCMAS) is designed to foster a vibrant and ethical research culture that aligns with the institution's goals of academic excellence and innovation. By providing clear guidelines, robust support systems, and a commitment to continuous improvement, RCMAS ensures that research activities conducted



within its community are of the highest standards. This policy encompasses various facets of research, including funding, faculty development, publication incentives, ethical considerations, collaborative efforts, and ongoing evaluation.

Through strategic initiatives and structured support, RCMAS empowers its faculty and students to engage in meaningful research that contributes significantly to their fields of study and to society at large. The college's dedication to interdisciplinary research, sustainable practices, and ethical integrity reflects its commitment to shaping a dynamic and impactful academic environment.

By periodically reviewing and updating this policy, RCMAS remains adaptive to evolving research landscapes, ensuring that its community continues to thrive in a supportive and innovative research ecosystem. The college invites all members to actively participate in upholding and enhancing the research standards outlined in this policy, thereby fostering a culture of continuous learning, discovery, and academic excellence.

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Safety and Security Policy

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) is dedicated to providing a safe and secure environment for all members of its community, including students, faculty, staff, visitors, and guests. This Safety and Security Policy outlines the college's commitment to promoting a culture of safety, preparedness, and vigilance to ensure the well-being and protection of all individuals within the college premises.

Policy Objectives

- a. **Prevention of Harm:** RCMAS is committed to preventing accidents, injuries, and incidents of violence, harassment, or misconduct within the college premises through proactive measures and risk mitigation strategies.
- b. **Emergency Preparedness:** The college aims to enhance its preparedness for emergencies, including natural disasters, medical emergencies, fire incidents, and security threats, by developing and implementing effective response plans and protocols.
- c. **Security Measures:** RCMAS implements security measures and procedures to safeguard the physical assets, infrastructure, and information resources of the college and ensure the personal safety and security of its community members.
- d. **Awareness and Training:** The college provides education, training, and awareness programs to empower its community members with the knowledge, skills, and resources to identify risks, respond to emergencies, and contribute to a safe and secure campus environment.



Key Components

a. Physical Security: RCMAS has implemented measures to secure its premises, including access control systems, surveillance cameras, perimeter fencing, lighting, and security patrols, to deter unauthorized access and enhance deterrence against criminal activities.

b. Emergency Response: The college has developed and maintains emergency response plans and procedures for various scenarios, including evacuation, sheltering in place, medical emergencies, fire emergencies, and active assailant incidents, and conducts regular drills and exercises to test and evaluate preparedness.

c. Safety Guidelines: RCMAS establishes safety guidelines and protocols for activities and events conducted on campus, including laboratory work, sports activities, field trips, and cultural events, to minimize risks and ensure compliance with health and safety standards.

d. Reporting Mechanism: The college has established clear procedures for reporting safety and security concerns, incidents, or suspicious activities to the appropriate authorities, including campus security, administrative personnel, or law enforcement agencies, and ensures confidentiality and non-retaliation for individuals reporting concerns.

e. Collaboration and Partnerships: RCMAS collaborates with local law enforcement agencies, emergency responders, community organizations, and other stakeholders to enhance safety and security initiatives, share resources and information, and coordinate response efforts during emergencies.

f. Disaster Management Cell: The Disaster Management Cell of the college is dedicated to preparing for, responding to, and recovering from natural and

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man-made disasters. This cell is responsible for developing comprehensive disaster management plans, conducting risk assessments, coordinating with external agencies, and ensuring that all campus members are trained in disaster response protocols. Regular simulations and training sessions are held to maintain a high level of preparedness.

Continuous Improvement

The Safety and Security Policy is reviewed and updated regularly to adapt to changing circumstances, emerging threats, and best practices in safety and security management. Feedback from stakeholders, incident reports, security assessments, and performance metrics inform policy revisions and improvements.

Conclusion

RCMAS is committed to creating a safe, secure, and resilient campus environment where all members of its community can learn, work, and thrive with confidence and peace of mind. By prioritizing safety, preparedness, and collaboration, the college upholds its commitment to the well-being and security of its community members.



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Scholarship Policy

1. Sahrudaya Scholarship Policy

Rajagiri College of Management and Applied Sciences (RCMAS) is dedicated to supporting deserving students through the Sahrudaya Scholarship Program. This scholarship aims to provide financial assistance to students who demonstrate academic excellence and meet specific financial criteria, ensuring that financial constraints do not hinder their educational pursuits.

Conditions for Eligibility

Annual Family Income: The annual family income of the applicant must not exceed Rs 3,00,000.

Academic Performance: The applicant should have secured not less than 65% marks in the previous examination.

For first-year students, this refers to the +2 examination.

For second and third-year students, this refers to the previous semester examination.

Backlogs: The applicant shall not have any backlogs.

Attendance: The applicant should have a minimum attendance of 75%.

2. RCMAS Semester Topper Scholarship

The RCMAS Semester Topper Scholarship recognizes and rewards students who achieve the highest academic performance in their respective semesters. This scholarship aims to encourage academic excellence and recognize the hard work of top-performing students.

3. RCMAS Academic Excellence Scholarship

The RCMAS Academic Excellence Scholarship is designed to honor students who consistently demonstrate exceptional academic performance across

multiple semesters. This scholarship seeks to motivate students to maintain high academic standards and excel in their studies.

4. RCMAS All-Round Excellence Scholarship

The RCMAS All-Round Excellence Scholarship acknowledges students who excel not only in academics but also in extracurricular activities, leadership roles, and community service. This scholarship aims to support well-rounded individuals who contribute positively to the college community

5. RCMAS Freeship for Economically Weaker Students

The RCMAS Freeship for Economically Weaker Students provides full financial support to students from economically disadvantaged backgrounds. This initiative ensures that deserving students have the opportunity to pursue their education without financial barriers.

6. Endowment Award

The Endowment Award is established to honor students who have demonstrated exceptional dedication and performance in specific areas of study or extracurricular activities. These awards are funded by donations from alumni, benefactors, or organizations and are tailored to recognize various forms of excellence.

Legend



Application Process

- Eligible students can apply for scholarships by submitting the following documents:
 - Completed scholarship application form.
 - Academic transcripts and mark sheets of the previous examination(s).
 - Attendance records.
 - Any additional documents as specified by each scholarship's requirements.

Government Scholarships

Post Metric Scholarship (PMS)

Scholarship given to students belonging to economically weaker sections of minority community (Muslims & Christians). The student must have secured 50% or equivalent grade in the previous final examination and the annual income of the parents/guardian from all sources should not exceed Rs. 2 lakhs. The scholarship amount is Rs. 3000 per annum for UG and PG students and maintenance allowance of Rs. 570/- per month for Hostellers & Rs. 300/- per month for Day Scholars. For details refer the website <https://scholarships.gov.in/>

Central Sector Scholarship (CSS)

For availing this scholarship, the applicant should have passed the Senior School

Certificate Examination conducted by CBSE by securing a total aggregate mark of 418/500 in Science, 396/500 in Commerce and 332/500 in other subjects (for all categories: SC/ST/OBC/UR). Annual income of the parents/guardian from all sources should not exceed Rs. 4.50 lakhs. The Scholarship Amount is Rs

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1000/- per month for UG and Rs 2000 per month for PG. For details refer the website <https://scholarships.gov.in/>

Post Metric Scholarships for Students with Disabilities (PMSD)

The Scholarship provides financial assistance to the parents of students with disabilities for studying in post-matric level. The financial assistance includes scholarship, book grant, escort/reader allowance, etc. Selection of the beneficiaries under these two scholarship schemes is on For details refer the website <https://scholarships.gov.in/>

'E-Grantz' SCHOLARSHIPS

E-grantz is web-based solutions for the timely disbursement of educational assistance to all students of UG, PG and PhD level. For details refer the website <https://www.egrantz.kerala.gov.in/>.

The different categories of educational grants/concessions under this scheme are given below: 1. Educational concession to the students belonging to the Scheduled Castes, Scheduled Tribes and Other Eligible Communities including Kudumbies and Converts.

2. Educational concession to Socially and Educationally Backward Communities under KPCR.

3. Educational Concession to the Forward Communities under KPCR Apart from the mentioned scholarships, students may also receive financial benefits from local authorities and institutions. Institutions issue course certificates to help students claim such benefits.

Selection Process

The selection of scholarship recipients will be based on a thorough review of the submitted applications by the scholarship committee. The committee will evaluate applicants based on their academic performance, eligibility criteria, and the specific requirements of each scholarship.



Disbursement of Scholarships

Scholarship amounts will be disbursed directly to the selected students to cover tuition fees, academic materials, or other educational expenses as specified by each scholarship program.

Conclusion

RCMAS is committed to recognizing and supporting students who demonstrate academic excellence, leadership, and a commitment to community service. Through these scholarship programs, the college aims to provide opportunities for students to achieve their educational goals and contribute positively to society.

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Waste Management Policy

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) recognizes the importance of responsible waste management to minimize environmental impact, promote resource conservation, and foster a culture of sustainability. This Waste Management Policy outlines RCMAS's commitment to sustainable waste practices and effective waste reduction strategies within its campus premises.

Policy Objectives

- a. Waste Reduction: RCMAS aims to minimize waste generation by promoting reduction, reuse, and recycling initiatives, thereby reducing the volume of waste sent to landfills and incineration facilities.
- b. Resource Recovery: The college seeks to recover and recycle valuable resources from waste streams, such as paper, plastics, metals, and organic matter, to conserve natural resources and reduce environmental pollution.
- c. Pollution Prevention: RCMAS is dedicated to preventing pollution of air, water, and soil by implementing proper waste disposal methods, managing hazardous waste responsibly, and adhering to environmental regulations.

Key Components

- a. Source Segregation: RCMAS promotes source segregation of waste at the point of generation to facilitate proper sorting and recycling of recyclable materials, organic waste, and non-recyclable waste.
- b. Recycling Initiatives: The college establishes recycling programs for paper, plastics, glass, metals, and other recyclable materials, providing convenient collection bins and promoting awareness about recycling practices.

c. Composting Facilities: RCMAS implements composting facilities for organic waste, such as food scraps, garden waste, and biodegradable materials, to produce nutrient-rich compost for landscaping and agriculture.

d. Hazardous Waste Management: The college ensures proper handling, storage, and disposal of hazardous waste generated from laboratories, maintenance activities, and other sources, in compliance with applicable regulations and safety standards.

e. Shared Policy with Sister Concerns: The sister concerns under Rajagiri Educational Charitable Trust (RECT) have a shared policy for waste management, ensuring a consistent approach across all institutions.

f. Waste Audits: RCMAS conducts regular waste audits to assess waste composition, identify opportunities for waste reduction and recycling, and evaluate the effectiveness of waste management programs.

g. E-Waste Management MoUs: RCMAS has established Memorandums of Understanding (MoUs) with certified e-waste management organizations to ensure the responsible disposal and recycling of electronic waste.

h. Green Audit: The college performs regular green audits to evaluate environmental performance, assess resource use efficiency, and identify areas for improvement in sustainability practices.

Education and Outreach

a. Awareness Campaigns: RCMAS conducts educational programs, workshops, and awareness campaigns to educate students, faculty, staff, and visitors about waste management practices, recycling guidelines, and the importance of waste reduction.



b. Training and Engagement: The college provides training and engagement opportunities for the college community to participate in waste reduction and recycling initiatives, fostering a sense of ownership and responsibility for waste management.

Compliance and Regulation

a. Legal Compliance: RCMAS complies with relevant waste management laws, regulations, and standards established by regulatory authorities, ensuring proper waste handling, disposal, and reporting procedures.

b. Permitting and Reporting: The college obtains necessary permits, licenses, and approvals for waste-related activities, maintains accurate records of waste generation and disposal, and submits required reports to regulatory agencies as mandated.

Continuous Improvement

a. Monitoring and Evaluation: RCMAS monitors waste generation, diversion rates, and recycling outcomes, evaluates the performance of waste management programs, and identifies opportunities for improvement through continuous monitoring and evaluation.

b. Stakeholder Engagement: The college engages stakeholders, including students, faculty, staff, local communities, and waste management partners, in collaborative efforts to enhance waste management practices, share best practices, and achieve common goals.

Conclusion

RCMAS is committed to promoting sustainable waste management practices that protect the environment, conserve resources, and support community well-being. By implementing the principles and practices outlined in this policy, the college aims to be a leader in waste reduction, recycling, and environmental stewardship.

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Water Management Policy

Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) recognizes the importance of responsible water management to ensure the efficient use of water resources, minimize water waste, and protect water quality. This Water Management Policy outlines RCMAS's commitment to sustainable water practices and conservation efforts within its campus premises.

Policy Objectives

- a. Resource Conservation: RCMAS aims to conserve water resources by promoting efficient water use, minimizing water wastage, and implementing water-saving technologies and practices.
- b. Water Quality: The college is dedicated to maintaining high water quality standards, preventing water pollution, and preserving the ecological integrity of water bodies on campus.
- c. Sustainability: RCMAS seeks to promote sustainable water management practices that balance the needs of the college community with the long-term health and availability of water resources.

Key Components

- a. Water Conservation Measures: RCMAS implements water conservation measures, such as installing water-efficient fixtures, repairing leaks promptly, and optimizing irrigation systems, to minimize water consumption and reduce waste.
- b. Rainwater Harvesting: The college promotes rainwater harvesting techniques to capture and utilize rainwater for non-potable purposes, such as landscaping, toilet flushing, and irrigation, reducing reliance on municipal water sources.



c. Greywater Recycling: RCMAS explores opportunities for recycling greywater from sinks, showers, and laundry facilities for reuse in non-potable applications, thereby conserving freshwater resources and reducing wastewater discharge.

d. Water Quality Management: The college monitors water quality parameters, implements pollution prevention measures, and collaborates with relevant authorities to ensure compliance with water quality standards and regulations.

e. Educational Programs: RCMAS educates students, faculty, staff, and visitors about the importance of water conservation, sustainable water management practices, and individual responsibilities through educational programs, workshops, and awareness campaigns.

Compliance and Regulation

a. Legal Compliance: RCMAS adheres to applicable water-related laws, regulations, and standards set forth by regulatory agencies at the local, state, and national levels, ensuring compliance and accountability in water management practices.

b. Permitting and Reporting: The college obtains necessary permits, licenses, and approvals for water-related activities, maintains accurate records of water usage and discharge, and submits required reports to regulatory authorities as mandated.

Continuous Improvement

a. Monitoring and Evaluation: RCMAS monitors water consumption, analyzes trends, and evaluates the effectiveness of water management initiatives through regular assessments and performance metrics to identify areas for improvement and implement corrective actions.


b. Stakeholder Engagement: The college engages stakeholders, including students, faculty, staff, local communities, and regulatory agencies, in dialogue



and collaboration to foster transparency, accountability, and shared responsibility for sustainable water management.

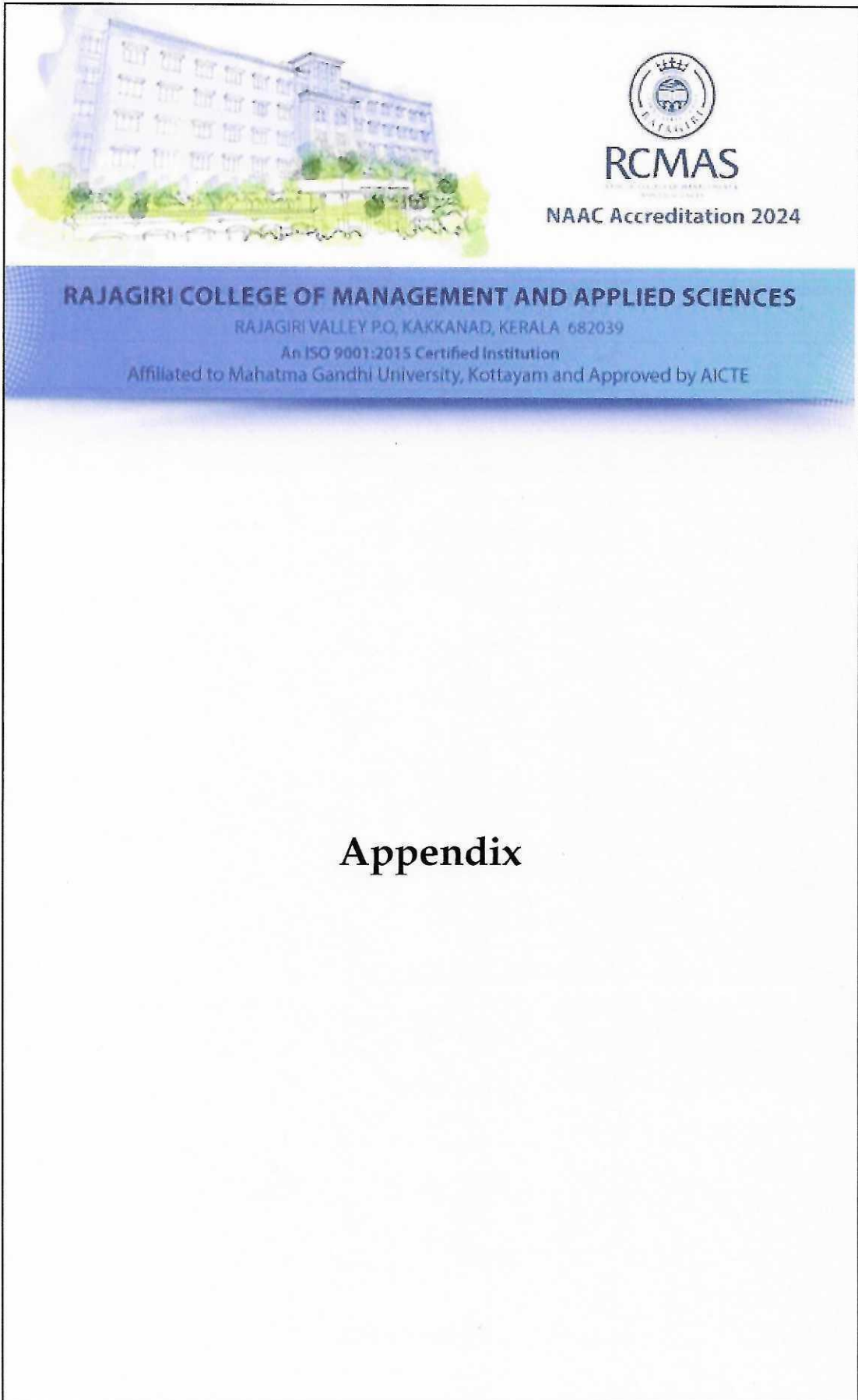
Conclusion

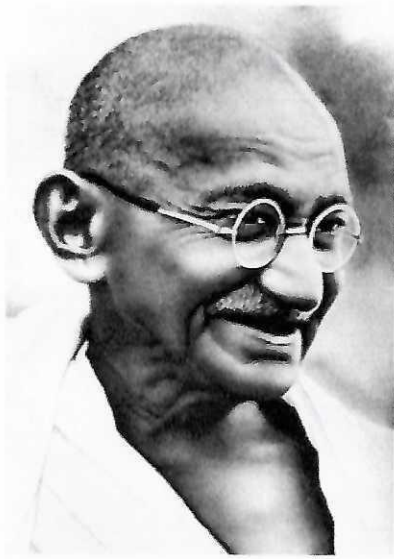
RCMAS is committed to promoting responsible water management practices that contribute to environmental sustainability, resource conservation, and community well-being. By implementing the principles and practices outlined in this policy, the college aims to be a leader in water stewardship and inspire positive change in water management practices.



PRINCIPAL

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





PROSPECTUS 2022

Mahatma Gandhi University

Priyadarsini Hills P.O., Kottayam-686 560, Kerala

ADMISSION TO UG PROGRAMMES - 2022

Centralised Allotment Process (CAP)



www.mgu.ac.in

www.cap.mgu.ac.in

2. CLASSIFICATION/CATEGORIZATION OF SEATS

Seats available in Govt./Aided/Self-financing affiliated colleges and Self Financing programmes in Aided Colleges are mainly classified as **Merit seats, Community seats** (applicable only in aided colleges) and **Management seats**. (The list of institutions, the number of seats available etc are given in Annexure II).

Details of seats that come under the ambit of Centralised Allotment Process (CAP)

Govt. Colleges- Total seats available in government colleges except seats under sports/cultural/PD Quota.

Aided Colleges - Open quota seats, seats earmarked for SC/ST candidates.

Unaided Colleges/ Unaided programmes conducted in Aided Colleges -50% of the total seats including seats reserved for SC/ST/SEBC

The remaining seats under community quota (Aided Colleges only)/management quota (Aided and Unaided Colleges and Unaided Programmes conducted in Aided Colleges)/sports and cultural quota seats and seats reserved for persons with disabilities (PD) (all affiliated Colleges) shall be filled by the educational agency concerned.

3. RESERVATION OF SEATS

Types of Reservation: Out of the total merit seats available in govt./aided/self-financing affiliated colleges for various ug programmes; seats will be reserved for different categories under the following main items.

- i. Reservation for International Students
 - ii. Reservation for nominees
 - iii. Reservation for Persons with Disabilities
 - iv. Special Reservation
 - v. Reservation for Transgender candidates
 - vi. Mandatory Reservation
- i. **Reservation for International Students** **Reservation for International Students:** An additional 10 percentage of seats (over and above the sanctioned strength) is earmarked for foreign students for each UG programme . International students admission process will be through International Students Admission Committee(ISAC) co-ordinated by University Center for International Co-operation(UCIC – www.ucicmgu.org). They either can apply on self or through the Indian Council for Cultural Relations (ICCR) attached to the Ministry of External Affairs, Government of India.
- The ICCR offers a number of scholarships to enable International students to pursue higher studies in Universities and other recognized institutions of higher learning in India. The international students (except Govt. of India sponsored scheme) are required to submit the application online (through admission portal www.ucica.mgu.ac.in) by paying the application fee of **US\$ 100 (equivalent Indian Rupees on the date of payment)** through

international payment facility before the stipulated time(see schedule) attaching the following documents(all in English Version).

- a. Curriculum vitae.
 - b. Copies of Degree Certificates, Pass Certificates, mark lists, transcripts of all examinations undergone.
 - c. Proof for credibility of the University/Institution where the candidate has undergone the Qualifying examination including the recognition of the institution in Association of Indian Universities/Association of Commonwealth Universities/International Association of Universities or such accredited institutions of Higher learning.
 - d. Two copies of recent passport size photographs.
 - e. Conduct certificate from the Head of the Institution last studied.
 - f. Reference letters from two persons from respective countries, who have intimate knowledge of the academic capabilities of the applicant.
 - g. Medical Certificate from competent Authority from the country concerned.
 - b. Copy of Passport.
- ii. **Reservation for Nominees:** An additional seat for each programme in affiliated Arts and Science colleges shall be created exclusively for the purpose of accommodating **students sponsored by the Union Territory of Lakshadweep**. This seat shall not be filled up by other candidates. Applicants to this quota should produce the nomination letter from the **Union Territory of Lakshadweep**. The Head of the institutions should upload the details of such candidates to the admission portal, immediately after admissions (U.O. No. Ac.AI/3/2761/06 dated 20.7.2006). **The students who seek admission in this category should first apply online and submit the print out of the online application to the colleges concerned.**
- iii. **Reservation for Persons with Disabilities (PD):**5% seats of the sanctioned strength shall be created over and above in all affiliated institutions exclusively for candidates with benchmark disability (as per clause (l) of chapter VI, The Rights of Persons with Disabilities Act, 2016). If candidates are not available in a particular category, the seats shall not be filled from any other categories.
- As per Clause 2 (r), Chapter I of the Act, 'Person with benchmark disability' means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.
- A relaxation of 5% of marks in the qualifying examination from the prescribed minimum is allowed.

Candidates seeking admission under Differently Abled category should submit the "Certificate of disability", issued not earlier than 5 years prior to the submission of application, by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. The Permanent Disability Card issued by the State Government is also considered. Based on the details furnished in the online application, candidates will be provisionally included under the "Differently Abled" category.

Candidates seeking admission under PD category should upload with their application form, an attested copy of the 'Certificate of disability' issued by a District Medical Board or bodies of higher status, certifying the degree or percentage of disability.

The selection of candidates under this category will be based on the rank in the inter-se-merit list and not on the basis of the Degree of disability.

No reservation of seat is allowed for Blind candidates for Science subjects.

The students who seek admission in this category should apply online.

- iv. **Reservation of Seats for Malayalee students from Andaman & Nicobar Islands:-** : An additional seat for each programme in affiliated Arts and Science colleges shall be created exclusively for **Malayalee students from Andaman & Nicobar Islands**. This seat shall not be filled up by other candidates (U.O. No. 6199/AI/2016/Acad dated 23.11.2016). The Head of the institutions should forward the list of such candidates admitted, separately to the University, immediately after admissions. The students who seek admission in this category should first apply online and submit the print out of the online application to the colleges concerned. College authorities should upload the details of eligible candidates in the online admission portal of the University on the date of admission itself.
- v. **Reservation of seats for Transgender candidates:** Two seats shall be created over and above the sanctioned strength in all courses in affiliated Arts & Science Colleges exclusively for admitting Transgender students. (G.O.(Ms)No.153/2018 HEdn dated 03.07.2018). The students who seek admission in this category should first apply online and submit the print out of the online application to the colleges concerned. College authorities should upload the details of eligible candidates in the online admission portal of the University on the date of admission itself.
- vi. **Reservation of seats for children from Government Children's Home and Institutions functioning as per Juvenile Justice Act:** An additional seat in affiliated Aided/Government Arts and Science colleges shall be created exclusively for **children from Government Children's Home and Institutions functioning as per Juvenile Justice Act**. This seat shall not be filled up by other candidates (U.O. No. 5003/AC AI/2016/Acad dated 25.09.2021 & GO (Rt) No. 2484/2012/ H Edn dated 20/11/2012). However, such students should also apply online and submit the CAP application number to the colleges concerned with a certificate from the Manager of the Government Children's Home/ Institutions functioning as per Juvenile Justice Act where they have been residing. College authorities should upload the details of eligible candidates in the online admission portal of the University on the date of admission itself.
- vii. **PM Cares for Children Scheme:** 5 seats shall be created over and above the sanctioned strength for children who have lost both of their parents due to Covid - 19 pandemic. Eligible candidates should produce certificate in proof of their claim from the competent authority (DMO/Tahasildar) in addition to satisfying their basic eligibility for admission to the programme (**UO No. 5045/AcA1 /2022/MGU dated 12/05/2022**).
- viii. **Special Reservation:** - The seats reserved under **Sports Quota** and **Cultural Quota** come under this category. **The students who seek admission in this category should apply online. The admission shall be based on the revised guidelines issued vide UO No. 2435/AC A 1/2020/MGU dated 09/06/2020.**

Sports quota: Two seats in each programme (Interchangeable) shall be reserved for candidates with outstanding records in Sports & Games. However, not more than 20% of seats reserved for the general quota seats of a particular programme shall not be filled for sports quota when applying interchangeability for a particular programme. **The applicant for admission to the sports reservation quota should have won a minimum of Third position (Bronze Medal) in the school sub district competition (inter -School) in addition to his /her satisfying the academic eligibility.** Only the events which are having intercollegiate competitions in Mahatma Gandhi University alone will be considered for admission.

Age Limit: Upper age limit for applying through Sports quota is 25 years.

The following guidelines shall be followed in determining merit in sports for admission to the U.G. Programmes. Marks shall be awarded for the Sports merit certificates as detailed in the appended Table.

- A. The minimum eligibility for admission of a candidate to Under Graduate Programme (sports quota) will be winning a minimum of third position in the school sub district competition (inter -School) in addition to his /her satisfying the academic eligibility.
- B. Performance in any year during the Plus Two Programme will be taken into consideration.

POINTS FOR VARIOUS CATEGORIES

| Sl. No. | Item | Points |
|---------|--|--------|
| 1 | Representing India in approved world Championships/Olympics and winning Gold Medal | 250 |
| 2 | Representing India in approved world Championships/Olympics and winning Silver Medal | 245 |
| 3 | Representing India in approved world Championships/Olympics and winning Bronze Medal | 240 |
| 4 | Representing India in approved world Championships/Olympics | 235 |
| 5 | Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Gold medal | 230 |
| 6 | Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Silver medal | 225 |
| 7 | Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Bronze medal | 220 |
| 8 | Representing India in Commonwealth games/ Asian Games/Asian Championship etc. | 215 |
| 9 | Representing India in World School Games/ World University games and winning a Gold medal | 210 |
| 10 | Representing India in World School Games/ World University games and winning a Silver medal | 205 |

| | | |
|----|--|-----|
| 11 | Representing India in World School Games/ World University games and winning a Bronze medal | 200 |
| 12 | Representing India in World School Games/ World University games | 195 |
| 13 | Representing India in Regional Championship such as SAF Games and winning a Gold medal | 190 |
| 14 | Representing India in Regional Championship such as SAF Games and winning a Silver medal | 185 |
| 15 | Representing India in Regional Championship such as SAF Games and winning a Bronze medal | 180 |
| 16 | Representing India in Regional Championship such as SAF Games | 175 |
| 17 | Representing Kerala State in National Championship for Senior / Junior/Youth and Winning Gold medal | 170 |
| 18 | Representing Kerala State in National Championship for Senior / Junior/Youth and Winning Silver medal | 165 |
| 19 | Representing Kerala State in National Championship for Senior / Junior/Youth and Winning Bronze medal | 160 |
| 20 | Representing Kerala State in National Championship for Senior / Junior/Youth championship | 155 |
| 21 | Representing a University in All India / South Zone Inter University Competition and Winning a Gold medal | 150 |
| 22 | Representing a University in All India / South Zone Inter University Competition and Winning a Silver medal | 145 |
| 23 | Representing a University in All India / South Zone Inter University Competition and Winning a Bronze medal | 140 |
| 24 | Representing Kerala State/ Combined CBSE/ICSE/Jawahar Navodaya /Kendriya Vidyalaya Team in All India School Games (SGFI) and Winning a Gold Medal | 135 |
| 25 | Representing Kerala State/ Combined CBSE/ICSE/ Jawahar Navodaya /Kendriya Vidyalaya Team in All India School Games (SGFI) and Winning a Silver Medal | 130 |
| 26 | Representing Kerala State/ Combined CBSE/ICSE/ Jawahar Navodaya /Kendriya Vidyalaya Team in All India School Games (SGFI) and Winning a Bronze Medal | 125 |
| 27 | Representing Kerala State in South Zone Championship for Senior/Junior/Youth and Winning Gold Medal | 120 |
| 28 | Representing Kerala State in South Zone Championship for Senior/Junior/Youth and Winning Silver Medal | 115 |
| 29 | Representing Kerala State in South Zone Championship for Senior/Junior/Youth and Winning Bronze Medal | 110 |
| 30 | Representing Kerala State in South Zone Championship for Senior/Junior/Youth | 105 |
| 31 | Representing University in All India / South Zone Inter University Championship | 100 |

| | | |
|----|---|----|
| 32 | Representing combined (All India) Jawahar Navodaya, Kendriya Vidyalaya/CBSE/ICSE/team at the National School Games (SGFI participation) | 95 |
| 33 | Representing State in all India Rural Sports/ women's Sports and Winning a Gold Medal | 90 |
| 34 | Representing State in all India Rural Sports/ women's Sports and Winning a Silver Medal | 85 |
| 35 | Representing State in all India Rural Sports/ women's Sports and Winning a Bronze Medal | 80 |
| 36 | Representing Kerala State in All India Rural Sports/Women's Sports | 75 |
| 37 | Representing District in Inter- District Championship for Seniors / Juniors/youth and Winning a Gold medal | 70 |
| 38 | Representing District in Inter- District Championship for Seniors/ Juniors/youth and Winning a Silver medal | 65 |
| 39 | Representing District in Inter- District Championship for Seniors / Juniors/youth and Winning a Bronze medal | 60 |
| 40 | Representing District in Inter- District Championship for Seniors / Juniors/youth /Students selected for KSSC Sports hostel scheme | 55 |
| 41 | Representing a college in the Inter Collegiate championship and Winning a Gold Medal | 45 |
| 42 | Representing a college in the Inter Collegiate championship and Winning a Silver Medal | 40 |
| 43 | Representing a college in the Inter Collegiate championship and Winning a Bronze Medal | 35 |
| 44 | Representing the Zone/ Revenue District in the Kerala State School Championship and Winning Gold Medal | 30 |
| 45 | Representing the Zone/ Revenue District in the Kerala State School Championship and Winning silver Medal | 28 |
| 46 | Representing the Zone/ Revenue District in the Kerala State School Championship and Winning Bronze Medal | 26 |
| 47 | Representing a college in the Inter Collegiate | 24 |
| 48 | Representing the Zone/ Revenue District /Sports School/Sports Hostel/ School in the Kerala State School Championship | 22 |
| 49 | Winning a Gold Medal in the National Level (Inter- State/Inter- Region) Championship of the CBSE/ICSE/ISC/Jawahar Navodaya/Kendriya Vidyalaya Competitions | 20 |
| 50 | Winning a Silver Medal in the National Level (Inter- State/Inter- Region) Championship of the CBSE/ICSE/ISC/Jawahar Navodaya/Kendriya Vidyalaya Competitions | 18 |
| 51 | Winning a Bronze Medal in the National Level (Inter- State/Inter- Region) Championship of the CBSE/ICSE/ISC/Jawahar Navodaya/Kendriya Vidyalaya Competitions | 16 |

| | | |
|----|--|----|
| 52 | Representing the CBSE/ICSE/ISC/Jawahar Navodaya/ Kendriya Vidyalaya in the National Level (Inter- State/Inter- Region) Championship | 14 |
| 54 | Winning Gold in the sub- district championship for senior/ junior/youth/school games | 10 |
| 55 | Winning Silver in the sub- district championship for senior/ junior/youth/school games | 08 |
| 56 | Winning Bronze in the sub- district championship for senior/ junior/youth/school games | 05 |

Addendum

1. Achievements in those sports disciplines/events in MG University Sports calendar shall only be considered for UG Sports quota admissions.
2. An approved world competition means the competitions organized by the International Apex Bodies of the concerned discipline and in which the national Teams are sponsored by the National Apex Bodies and cleared by Sports Authority of India/ Government of India.
3. The National Championship means the championships conducted by the National Apex Bodies of the concerned discipline. District Competition means revenue district competition conducted by district associations in respective sports.
4. Individual games /event means a game/event in which individual performs alone.
5. When a candidates has number of achievement in a sports /different discipline his/ her best achievement will be taken in to consideration.
6. All competitions where an upper age limit is fixed (Youth/Junior/Sub-Junior) would be treated as Junior event provided it is not classified as senior event by the concerned National Federation.
7. Priority will be given for students having achievements in senior level competitions than junior and youth category competitions.
8. Resolving of Tie:

If the points of more candidates happen to be the same, then for breaking the 'tie', the following criteria shall be followed one after another in the order given below:

- A person can score points only in one category.
- The highest score will be counted
- Where bracketed, scores in other categories will be counted
- Where still bracketed, Priority will be given in the order of merit i.e.; 1st, 2nd, and 3rd place respectively.
- Those with a more number of achievements in the same level will be placed above the others (more number of 1st places, more number of 2nd places and so on).
- Individual achievements will be ranked above team achievements.
- A new record is created; he/she will be given priority.

If the tie could not be resolved by any of the above mentioned sports achievements, the index marks based on the qualifying examination shall be considered for breaking the tie.

9. Performance in any year during the Plus One/Plus Two level will be taken into consideration.
10. **The students admitted in Sports quota shall mandatorily be available to represent the University in the Inter University competitions unless specifically exempted by the Vice-Chancellor/Director of Physical Education, Mahatma Gandhi University.**
11. For team events, colleges should upload the events they wish to choose in the beginning of each academic year
12. If any discrepancy is noted during the verification of original certificates, the candidate shall not be considered for admission under sports quota.

NOTE:

Those who seek admission through sports quota, shall apply online and upload necessary documents at the time of applying online. Applicants shall be able to choose programmes in various colleges based on the events chosen by the colleges/ team preferences of the colleges and the University shall prepare and publish the provisional ranklist A final ranklist shall be prepared after the physical/online verification of credentials by the Committee chaired by the Head, School of Physical Education and Sports Sciences, M G University and candidates may obtain admission as per the ranklist in respect of each college on the dates stipulated by the University.

'Seats over and above sanctioned strength' may be allocated after the initial allotment as provisioned vide UO No. 5263/AcA1/2022/MGU dated 19/05/2022. However, Principals of the colleges should apply on the dates specified by the University for granting such seats if the institutions satisfy the conditions specified in the UO No. 5263/AcA1/2022/MGU dated 19/05/2022.

Cultural Quota: - One seat for each degree programme (**Interchangeable**) shall be reserved for students who excel in Youth festival recognised by Director of Public Instruction (DPI). However, not more than 10% of seats reserved for the general quota seats shall not be filled for cultural quota when applying interchangeability for a particular programme. **The students who seek admission in this category should apply online.**

The selection shall be made from among the applicants for the cultural quota on merit as detailed in Table 3-2.

| Level | Points of Participation | | |
|--|-------------------------|----|---|
| | A | B | C |
| Kerala School Kalolsavam (General Education Department, Govt of Kerala) | 20 | 10 | 5 |
| Revenue District level Youth Festival (General Education Department, Govt of Kerala) | 10 | 5 | - |

TABLE 3-1

- A person can score points only in one category
- The highest score will be counted
- Where bracketed, scores in other categories will be counted
- The above candidates can also apply under the Centralised Allotment Process, if they wish to be considered for allotment through CAP.

Those who seek admission through cultural quota, shall apply online and upload necessary documents at the time of applying online. Applicants shall be able to choose programmes in various colleges and the University shall prepare and publish the provisional ranklist. A final ranklist shall be prepared after the physical/online verification of the credentials by the Committee chaired by the Director of Student Services, M G University and candidates may obtain admission as per the ranklist in respect of each college on the dates stipulated by the University. **Seats reserved for PD/Special reservations are filled from the rank list prepared by the University.**

If vacancies arise due to discontinuation of candidates under Sports/Cultural/ PD quotas, the next eligible candidate in the Rank List shall be admitted. In case there is no next eligible candidate, the vacant seat in the case of Sports/Cultural quotas shall be merged with the general merit quota.

ix. **Mandatory Reservation:-**

A. Government Colleges: The seats for each programme will be distributed as per the G.O.(Ms) No.107/08/H.Edn dated 30.8.2008 as given in Table 3-3.

(Students should apply through CAP for admission in Govt. Colleges)

| Sl. No | Seat Reservation | % of Reservation | |
|--------|---|------------------|-----|
| 1 | Open quota (On the basis of merit) | 50 | |
| 2 | Socially and Educationally Backward Classes (SEBC) | 20 | |
| | (a) Ezhava (EZ) | | 8% |
| | (b) Muslim (MU) | | 7% |
| | (c) Latin Catholic other than Anglo Indian | | 1% |
| | (d) Other Backward Christians(OBX) | | 1% |
| | (e) Other Backward Hindus(OBH) | 3% | |
| 3 | *Economically Weaker Section | 10 | |
| 4 | Scheduled Castes/Scheduled Tribes | 20 | |
| | Scheduled Castes | | 15% |
| | Scheduled Tribes | 5% | |

TABLE 3-2

EWS Category

10% of the total seats in government colleges/Self financing Programmes are reserved for applicants belonging to Economically Weaker section. For availing the benefit of reservation under this category the annual family income of the applicant shall not exceed the prescribed limit i.e. four lakhs as stipulated in GO (MS)No. 128/2020/H Edn dated 20/03/2020.

**For the limited purpose of reservation, under this category, candidates belonging to all those communities which do not enjoy communal reservation will be eligible vide UO No. 3047/AC A1/2020/MGU dated 07/07/2020. Candidates who wish to avail reservation under EWS will have to produce the Income & Assets Certificate from the village officer concerned.*

B. **Aided Affiliated Colleges:** The seats for each programme will be distributed as per the existing pattern given in Table 3-4.

| Sl. No. | Seat Reservation | Seat Distribution in Forward/Backward Community colleges(in Percentage) | |
|---------|------------------|---|--------------------|
| | | Forward Community | Backward Community |
| 1 | Open Quota | 50 | 40 |
| 2 | Scheduled Caste | 15 | 15 |
| 3 | Scheduled Tribe | 05 | 05 |
| 4 | Community Quota | 10 | 20 |
| 5 | Management Quota | 20 | 20 |

Table 3-3

The seats under community quota shall be reserved for students of the community to which the college belongs and such seats shall be filled on the basis of merit. The seats under management quota shall be filled by the management from among candidates of their choice.

(For admission to Serial No. 1 to 3 students should apply through CAP)

C. **Self-Financing Affiliated Colleges/Self Financing programmes in Aided Colleges:**In Unaided Colleges and Self Financing programmes conducted in Aided Colleges, 50% of the total seats shall be filled by the management from among candidates of their choice provided they satisfy the eligibility conditions. The remaining seats (50%) shall be distributed and **filled** as detailed in Table 3-5.

| Distribution of 50% Seats earmarked under Merit category | Percentage of Reservation |
|--|---------------------------|
| Open Quota | 55 |
| Scheduled Caste | 8 |
| Scheduled Tribe | 2 |
| Ezhava, Thiyya & Billava | 9 |
| Muslims | 8 |
| Latin Catholics other than Anglo Indians | 2 |
| Other Backward Christians | 1 |
| Other Backward Hindus | 5 |
| Economically Weaker Section | 10 |

TABLE 3-4

(For admission to seats coming under merit category, students should apply through CAP.)
The open quota seats in Govt/Aided/Unaided colleges will be filled purely on merit basis irrespective of the category/community to which the candidate belongs.

4. **CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED**

Only candidates belonging to 'Keralite' category are eligible for claiming seats under Mandatory quota in Government/Aided Colleges, and Special reservation quota unless otherwise specified in the prospectus.

Claims for Mandatory Reservations must be made by a candidate at the time of submission of application, with supporting documents as required. The claims for **mandatory** reservation once made in the Application form cannot be altered by the candidate under any circumstances.

Claim for Communal reservation under 'Kerala Socially and Educationally Backward Classes' (KSEBC):- Reservation to the Socially and Educationally Backward Classes will be in accordance with the provisions contained in G.O.(P)208/66/Edn. dated 02.05.1966, G.O.(Ms) No.95/08/ SCSTDD dated 06.10.2008, GO(MS) No. 10/2014/BCDD dated:23.05.2014, G.O.(P) No. 1/2015/BCDD dated: 01.01.2015, GO(MS) No. 4/2015/H.Edn. dated: 05.01.2015, GO(MS) No. 15/2015/H.Edn. dated: 19.01.2015, GO(MS) No. 03/2018/BCDD. dated: 09.04.2018, GO(MS) No. 05/2020/BCDD. dated: 16.03.2020 and as amended from time to time and will be in accordance with the Orders of the Hon'ble Supreme Court of India/ Hon'ble High Court of Kerala or Orders of the Government of Kerala/ Government of India.

Candidates belonging to Socially and Educationally Backward Classes as per G.O.(P) 208/66/Edn. dated 02.05.1966, GO(MS) No. 10/2014/BCDD dated: 23.05.2014, G.O.(P) No. 1/2015/BCDD

dated: 01.01.2015, GO(MS) No. 4/2015/H.Edn. dated: 05.01.2015 and GO(MS) No. 15/2015/H.Edn. dated: 19.01.2015 should upload to the online application, a certificate to the extent that the candidate belongs to the community which is designated as a Socially and Educationally Backward Class and does not belong to the category of Creamy Layer, in the proforma given as Annexure V of the G.O.(P) No. 1/2015/BCDD dated: 01.01.2015. The non-creamy layer certificate should have been issued not earlier than 12 months prior to the submission of application. Only the claims of the candidates of those communities that are included in the list of communities appended in the Prospectus will be considered. **Claims by candidates belonging to other communities, which are not included in the Annexure, will be rejected even if certificates from the concerned Revenue Officers have been obtained and uploaded to the online application.**

1. Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians and Other backward Christian communities, claiming reservation under SEBC Quota should invariably produce **non-creamy layer certificate** obtained from the Village Officer concerned. The self-attested copy of the above certificates should be uploaded along with online application. The seats unavailed by SEBC category candidates will be allotted under open quota.
2. **Claims for Reservation under Kerala Scheduled Castes/Scheduled Tribes Quota:-** Candidates claiming reservation under Kerala Scheduled Castes/Scheduled Tribes Quota should obtain caste/community certificate from the revenue authority concerned.

Other General Rules for Mandatory Reservation:-The seats unavailed by the SC candidates will go to ST candidates and vice versa. The unavailed seats reserved for SC/ST shall be re-notified twice through print media and a special allotment shall be conducted exclusively for filling up vacant seats of SC/ST candidates. If such seats are remaining vacant even after re-notification, these shall be filled as detailed below:-

- A. **Government/Aided/Unaided Colleges except Aided Colleges run by the managements of backward minority Communities:** -The unfilled seats shall be filled up from candidates belonging to OEC and in their absence, candidates belonging to SEBC. The seats that further remain unfilled will go to the open quota.
- B. **Aided Colleges run by the managements of backward minority communities:-**The unfilled seats shall be filled on the basis of the merit as per the rank list from among the applicants of the **backward minority community**, which runs the college. If seats still remain unfilled, it will be filled as detailed in Para 4.3. The College authorities should report such vacancies to the University within the stipulated time.
- C. **Claim of OEC candidates against the un-availed seats of SC/ST candidates:** Other Eligible Community (OEC) candidates are eligible for the un-availed seats, if any, under SC/ST quota, as per G.O.(P) No. 135/87/H.Edn dated 06.05.1987 and the clauses referred above (A & B). They should specify their community status in the online application. Other Eligible Community (OEC) candidates who claim allotment to the un-availed seats, if any, under SC/ST quota should furnish non-creamy layer certificate obtained from the Village Officer concerned. Those OEC candidates whose annual family income is up to 8 lakhs (Rupees eight lakhs only) alone are eligible for such seats ((GO (MS) No. 03/2018/BCDD dated 09/04/2018.) They should provide Community Certificate/non-creamy layer certificate from the Village Officer concerned.
- D. The seats unavailed by the EWS category candidates will be allotted under General Merit.



MAHATMA GANDHI UNIVERSITY

**PROSPECTUS FOR ADMISSION TO POST GRADUATE DEGREE
PROGRAMMES (MGU-CSS), B LiSc & B P Ed IN AFFILIATED COLLEGES
THROUGH
CENTRALISED ALLOTMENT PROCESS (CAP)**



2022

**MAHATMA GANDHI UNIVERSITY
PRIYADARSINI HILLS P.O., KOTTAYAM-686 560**

www.cap.mgu.ac.in

INTRODUCTION

Among all universities in the state Mahatma Gandhi University has the distinction for having the largest number of colleges affiliated to it which offer a multitude of programmes that stand out by the merit of their diversified content and employability. Despite the existence of such a broad spectrum of programmes seats remained unfilled in pre-CAP period due to the lack of a mechanism to showcase the programmes and to offer guidance to applicants for choosing the right programmes. It was with a view to tiding over these handicaps and to streamline the admission procedure that the Centralized Allotment Process (CAP) for Post Graduate Programmes was introduced by Mahatma Gandhi University in 2010. The introductory year witnessed overwhelming response from both the student community and the college authorities. The new admission system has succeeded in democratizing the admission procedure by ensuring transparency and social justice in it.

1. **Classification/Categorization of Seats:** Seats available in Govt./Aided/Self-financing affiliated colleges and Self Financing programmes in Aided Colleges except autonomous colleges are mainly classified as Merit seats/Community merit seats (applicable only in aided colleges) and Management seats.

1.1 Details of seats that come under the ambit of Centralised Allotment Process (CAP):

i. **Govt. Colleges:** Total seats available in government colleges except seats under sports/cultural/PD Quota

ii. **Aided Colleges:** Open quota seats, seats earmarked for SC/ST candidates

iii. **Unaided Colleges/ Unaided programmes conducted in Aided Colleges:** 50% of the total seats including seats reserved for SC/ST/SEBC

- 1.2 **The remaining seats under community quota (Aided Colleges only)/management quota (Aided and Unaided Colleges and Unaided Programmes conducted in Aided Colleges)/sports and cultural quota and persons with disabilities quota shall be filled by the colleges concerned.**

2. RESERVATION OF SEATS

- 2.1 **Types of Reservation:** Out of the total Merit Seats available in Govt./Aided/Self financing affiliated colleges for various PG Programmes, seats will be reserved for different categories under the following main items:

- i. Reservation for International Students
- ii. Reservation for nominees
- iii. Reservation for Persons with Disabilities
- iv. Reservation for Transgender candidates
- v. Special Reservation and
- vi. Mandatory Reservation

- 2.1.1 **Reservation for International Students:** An additional 10 percentage of seats (over and above the sanctioned strength) is earmarked for foreign students for each UG programme . International students admission process will be through International Students Admission Committee(ISAC) co-ordinated by University Center for International Co-operation(UCIC – www.ucicmgu.org, email – ucicmgu@gmail.com, Mobile - 9446224240). They can apply either on self or through the Indian Council for Cultural Relations (ICCR) attached to the Ministry of External Affairs, Government of India.

The ICCR offers a number of scholarships to enable International students to pursue higher studies in Universities and other recognized institutions of higher learning in India. The international students (except Govt. of India sponsored scheme) are required to submit the application online (through admission portal www.ucica.mgu.ac.in) by paying the

application fee of **US\$ 100 (equivalent Indian Rupees on the date of payment)** through international payment facility before the stipulated time(see schedule) attaching the following documents(all in English Version).

- a. Curriculum vitae.
- b. Copies of Degree Certificates, Pass Certificates, mark lists, transcripts of all examinations undergone.
- c. Proof for credibility of the University/Institution where the candidate has undergone the Qualifying examination including the recognition of the institution in Association of Indian Universities/Association of Commonwealth Universities/International Association of Universities or such accredited institutions of Higher learning.
- d. Two copies of recent passport size photographs.
- e. Conduct certificate from the Head of the Institution last studied.
- f. Reference letters from two persons from respective countries, who have intimate knowledge of the academic capabilities of the applicant.
- g. Medical Certificate from competent Authority from the country concerned.
- b. Copy of Passport.

2.1.2 a) Reservation for Nominees: (U.O No. Ac A1/3/2761/06 dated 20.07.2006) An additional seat shall be created in affiliated Arts and Science colleges and added to the total merit seats exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep. This seat shall not be filled up with other candidates. The Head of the institutions should submit the details of such admissions in the admission website within time limit announced by the University. **The students who seek admission in this category should first apply online and submit the print out of the online application to the colleges concerned.**

b) Reservation of Seats for Malayalee students from Andaman & Nicobar Islands : An additional seat for each programme in affiliated Arts and Science colleges shall be created exclusively for the purpose of **Malayalee students from Andaman & Nicobar Islands**. This seat shall not be filled up by other candidates (U.O. No. 6199/AI/2016/Acad dated 23.11.2016). The Head of the institutions should forward the list of such candidates admitted, separately to the University, immediately after admissions. **The students who seek admission in this category should first apply online and submit the print out of the online application to the colleges concerned.**

2.1.3 Reservation for Persons with Disabilities (PD): 5% seats of the sanctioned strength shall be created over and above in all affiliated institutions exclusively for candidates with benchmark disability (as per clause 32 (I) of chapter VI, The Rights of Persons with Disabilities Act, 2016). If candidates are not available in a particular category, the seats shall not be filled from any other categories.

'Person with disability' means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible for this quota. Candidates seeking admission under Differently Abled category should submit the "Certificate of disability", issued not earlier than 5 years prior to the submission of application, by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. The Permanent Disability Card issued by the State Government is also considered. The permanent disability card has a lifelong validity when issued to a disabled person - above the age of 18 years. For disabled children below 18 years of age, the card is required to be updated once in every five years. Based on the details furnished in the online application, candidates will be provisionally included under the "Differently Abled" category. Candidates seeking admission under PD category should upload with their application form, an attested copy of the 'Certificate of disability' issued by a District Medical Board or bodies of higher status, certifying the degree or percentage of disability.

The selection of candidates under this category will be based on the rank in the inter-se-merit list and not on the basis of the degree of disability.

No reservation of seats is allowed for Blind candidates for Programmes which come under the Faculties of Science/Technology & Applied Sciences.

Mark Relaxation for PD candidates

A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.80 for CBCSS (2009), CCPA of 4.5 for CBCSS (2013/2017) applicants and 45% marks for pre - CBCSS applicants for admission to M Sc programmes and CGPA of 1.60 for CBCSS (2009), 4.0 for CBCSS (2013/2017) applicants and 40% marks for pre CBCSS applicants for admission to MA/M Com programme

The students who seek admission in this category should apply online

2.1.3 Reservation for Transgender candidates: Two seats shall be created over and above the sanctioned strength in all courses in affiliated Arts & Science Colleges exclusively for admitting Transgender students. (G.O.(Ms)No.153/2018 HEEd dated 03.07.2018). However such students should also apply online and submit the CAP application number to the colleges concerned.

2.1.4 Special Reservation: The seats reserved under Sports Quota and Cultural Quota come under this category. **Such students should apply online under the non-cap category. They can also apply in CAP if they desire to be considered for the general allotment.**

2.1.5 (a) Reservation of seats under Sports Quota

Age Limit: Upper age limit for applying through sports quota is 25 years.

The following norms are prescribed for admission under sports quota.

1. One seat for every 20 seats for M.A., M.Sc., M.Com Programmes with permission for interchangeability
2. Where the number of seats is less than 20 for a subject, the seats may be pooled together, M.A., M.Sc., and M.Com being treated separately. Where the number of seats, after pooling, exceeds multiples of 20, an additional seat can be earmarked, if the excess number is 15 or more.
3. Where the number of seats is still less than 15 after such pooling, all PG programmes may be pooled together.
4. After such pooling, if the number of seats exceeds multiples of 20 an additional seat can be earmarked if the excess number is 15 or more.
5. A minimum of one seat may be given if there are no sufficient seats.

The applicant for admission to the Sports quota should have represented at **least the College in the Inter Collegiate Competitions**. Preference shall be given to Sportsmen who have represented the State/University over the sportsmen who have represented the District/College. Performance in any year during the Under Graduate Programme only will be taken into consideration. The following guidelines shall be followed in determining merit in sports and games for admission to the PG programmes.

Points shall be awarded to the 1st (Winner or the Winning Team), Second (Runners up or Runners up team), third (third place) and participation as :

POINTS FOR VARIOUS CATEGORIES

| Sl. No. | Item | Points |
|---------|---|--------|
| 1. | Representing India in approved world Championships/Olympics and winning Gold Medal | 200 |
| 2. | Representing India in approved world Championships/Olympics and winning Silver Medal | 195 |
| 3. | Representing India in approved world Championships/Olympics and winning Bronze Medal | 190 |
| 4. | Representing India in approved world Championships/Olympics | 185 |
| 5. | Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Gold medal | 180 |
| 6. | Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Silver medal | 175 |
| 7. | Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Bronze medal | 170 |
| 8. | Representing India in Commonwealth games/ Asian Games/Asian Championship etc. | 165 |
| 9. | Representing India in World University games and winning a Gold medal | 160 |
| 10. | Representing India in World University games and winning a Silver medal | 155 |
| 11. | Representing India in World University games and winning a Bronze medal | 150 |
| 12. | Representing India in World University games | 145 |
| 13. | Representing India in Regional Championship such as SAF Games and winning a Gold medal | 140 |
| 14. | Representing India in Regional Championship such as SAF Games and winning a Silver medal | 135 |
| 15. | Representing India in Regional Championship such as SAF Games and winning a Bronze medal | 130 |
| 16. | Representing India in Regional Championship such as SAF Games | 125 |
| 17. | Representing Kerala State in National Championship for Senior / Youth and Winning Gold medal | 120 |
| 18. | Representing Kerala State in National Championship for Senior /Youth and Winning Silver medal | 115 |
| 19. | Representing Kerala State in National Championship for Senior /Youth and Winning Bronze medal | 110 |
| 20. | Representing Kerala State in National Championship for Senior /Youth championship | 105 |
| 21. | Representing a University in All India / South Zone Inter University Competition and Winning a Gold medal | 100 |
| 22. | Representing a University in All India / South Zone Inter University Competition and Winning a Silver medal | 95 |
| 23. | Representing a University in All India / South Zone Inter University Competition and Winning a Bronze medal | 90 |
| 24. | Representing Kerala State in South Zone Championship for Senior/Youth and Winning Gold Medal | 85 |
| 25. | Representing Kerala State in South Zone Championship for Senior/Youth and Winning Silver Medal | 80 |
| 26. | Representing Kerala State in South Zone Championship for Senior/Youth and Winning Bronze Medal | 75 |
| 27. | Representing Kerala State in South Zone Championship for Senior/Youth | 70 |
| 28. | Representing University in All India / South Zone Inter University Championship | 65 |
| 29. | Representing State in all India Rural Sports/ women's Sports and Winning a Gold Medal | 60 |
| 30. | Representing State in all India Rural Sports/ women's Sports and Winning a Silver Medal | 55 |
| 31. | Representing State in all India Rural Sports/ women's Sports and Winning a Bronze Medal | 50 |
| 32. | Representing Kerala State in All India Rural Sports/Women's Sports | 45 |
| 33. | Representing District in Inter- District Championship for Seniors / Youth and Winning a Gold medal | 40 |

| | | |
|-----|---|----|
| 34. | Representing District in Inter- District Championship for Seniors / Youth and Winning a Silver medal | 35 |
| 35. | Representing District in Inter- District Championship for Seniors / Youth and Winning a Bronze medal | 30 |
| 36. | Representing District in Inter- District Championship for Seniors / Youth Students selected for KSSC Sports hostel scheme | 25 |
| 37. | Representing a college in the Inter Collegiate championship and Winning a Gold Medal | 20 |
| 38. | Representing a college in the Inter Collegiate championship and Winning a Silver Medal | 15 |
| 39. | Representing a college in the Inter Collegiate championship and Winning a Bronze Medal | 10 |
| 40. | Representing a college in the Inter Collegiate Tournament | 05 |

The selection of candidates under the category will be based on the proficiency in sports/games.

- i. A person can score points only in one category.
- ii. The highest score will be counted
- iii. Where bracketed, scores in other categories will be counted
- iv. Where still bracketed, Priority will be given in the order of merit i.e.; 1st , 2nd , and 3rd place respectively.
- v. Those with a more number of achievements in the same level will be placed above the others (more number of 1st places, more number of 2nd places and so on).
- vi. Individual achievements will be ranked above team achievements.
- vii. A new record is created; he/she will be given priority.
- viii. If the tie could not be resolved by any of the above mentioned sports achievements, the index marks based on the qualifying examination shall be considered for breaking the tie.
- ix. Performance in any year during the Under Graduate Programme will be taken into consideration.
- x. The students admitted in Sports quota shall mandatorily be available to represent the University in the Inter University competitions unless specifically exempted by the Vice-Chancellor/Director of Physical Education, Mahatma Gandhi University.

Addendum

1. Only the events, which are having intercollegiate competitions in Mahatma Gandhi University alone, will be considered for Sports Quota admissions.
2. Approved World competitions means the competitions organized by the International Apex Bodies of the concerned discipline and in which the national Teams are sponsored by the National Apex Bodies and cleared by Sports Authority of India/ Government of India .
3. The National Championship means the championships conducted by the National Apex Bodies of the concerned discipline. District Competition means revenue district competition conducted by district association in respective sports.
4. Individual games /event means a game/event in which individual performs alone.
5. When a candidates has number of achievement in a sports /different discipline his/ her best achievement will be taken in to consideration.
6. For team events, colleges should upload the events they wish to choose in the beginning of each academic year

NOTE

Those who seek admission through sports quota, shall apply online and upload necessary documents at the time of applying online. Applicants shall be able to choose programmes in various colleges based on the events chosen by the colleges/ team preferences of the colleges and the University shall prepare and publish the provisional ranklist A final ranklist shall be prepared after the physical/online verification of credentials by the Committee chaired by the Head, School of Physical Education and Sports Sciences, M G University and candidates may obtain

admission as per the ranklist in respect of each college on the dates stipulated by the University.

If vacancies arise due to discontinuation of candidates under Sports quota, the next eligible candidate in the Rank List shall be admitted. No candidates under any circumstances shall be allowed to apply after the last date specified for the sports quota admissions as the seats are deducted from general merit quota seats.

(b) Reservation of seats under Cultural Quota

1. One seat for every 20 seats for M.A., M.Sc., M.Com Programmes with permission for interchangeability
2. Where the number of seats is less than 20 for a subject, the seats may be pooled together, M.A., M.Sc., and M.Com being treated separately. Where the number of seats, after pooling, exceeds multiples of 20, an additional seat can be earmarked, if the excess number is 15 or more.
3. Where the number of seats is still less than 15 after such pooling, all PG programmes may be pooled together.
4. After such pooling, if the number of seats exceeds multiples of 20 an additional seat can be earmarked if the excess number is 15 or more.
5. A minimum of one seat may be given if there are no sufficient seats.

The selection shall be made from among the applicants for the cultural quota on merit as follows.

| Level | Points of Participation | | | |
|--|-------------------------|-----------------|-----------------|-----------------|
| | 1 st | 2 nd | 3 rd | 4 th |
| National Inter University Youth Festival/Competition of Association of Indian Universities | 50 | 30 | 20 | 10 |
| Zonal Inter University Youth Festival/Competition of Association of Indian Universities | 30 | 20 | 10 | - |
| Annual University Youth Festival of any University in Kerala | 20 | 10 | 5 | - |

In the absence of applicants who do not secure 1st, 2nd and 3rd and 4th places candidates with 'A' grade shall be considered for admission. The selection of candidates under the category will be based on the proficiency in cultural events only.

Candidates who possess 'A Grade'

- i. A person can score points only in one category.
- ii. The highest score will be counted
- iii. Where bracketed, scores in other categories will be counted
- iv. Where still bracketed, person who was the University athletic champion will be given 3 extra points.
- v. Performance in any year during the Degree course in Mahatma Gandhi University will be taken into consideration.
- vi. He / She must be available for University events unless specifically exempted by the Vice-Chancellor/Director of Physical Education, Mahatma Gandhi University.
- vii. Those who seek admission through cultural quota shall apply online and upload necessary documents at the time of applying online. Applicants shall be able to choose programmes in various colleges and the University shall prepare and publish the provisional ranklist A final ranklist shall be prepared after the physical/online verification of the credentials by the Committee chaired by the Director of Student Services, M G University and candidates may obtain admission as per the ranklist in respect of each college on the dates stipulated by the University.

Any candidate who desires to obtain admission for the first year Post Graduate Programme should compulsorily register online before the closure of registration, irrespective of the Category (General /SEBC/ EWS/ SC/ST/ Malayalee students from Andaman and Nicobar Islands/International Students/Nominees from Union Territory of Lakshadweep/Sports/Cultural/PD/Management/Community Merit quotas). The candidates who wish to apply for a First Degree Programme in any of the categories listed above should register online before the closure of registration.

3. Mandatory Reservation :

- 3.1 A) **Government Colleges** : The seats for each course will be distributed as detailed below as per the G.O.(Ms) No.107/08/H.Edn. dated 30.8.2008. Students should apply in CAP for admission in Govt. Colleges.

| Sl. No | Seat Reservation | % of Reservation |
|--------|--|------------------|
| I | State Merit (On the basis of merit) | 50 |
| II | Socially and Educationally Backward Classes (SEBC) (a) Ezhava (EZ) 8% (b) Muslim (MU) 7% (c) Latin Catholic/SIUC (LC) 1% (d) Other Backward Christian(BX) 1% (e) Other Backward Hindu (BH) 3% | 20 |
| III | *Economically Weaker Section | 10 |
| IV | Scheduled Castes/Scheduled Tribes : Scheduled Castes 15% Scheduled Tribes 05% | 20 |

For reservation of 20% seats under SEBC, the total seats for PG programmes in a college will be taken as one unit. If necessary, for allotment of such seats rotation system will be followed.

EWS Category

10% of the total seats in government colleges/Self financing Programmes are reserved for applicants belonging to Economically Weaker section. For availing the benefit of reservation under this category the annual family income of the applicant shall not exceed the prescribed limit i.e. four lakhs as stipulated in GO (MS)No. 128/2020/H Edn dated 20/03/2020.

**For the limited purpose of reservation, under this category, candidates belonging to all those communities which do not enjoy communal reservation will be eligible vide UO No. 3047/AC A1/2020/MGU dated 07/07/2020. Candidates who wish to avail reservation under EWS will have to produce the Income & Assets Certificate from the village officer concerned.*

- 3.1.2 B) **Aided affiliated Colleges**: The seats for each course will be distributed as per the existing pattern given below.

| SI No. | Seat Reservation | Forward Community Colleges | Backward community Colleges |
|--------|------------------|----------------------------|-----------------------------|
| I | Open Quota | 50 per cent | 40 per cent |
| II | Scheduled Caste | 15 per cent | 15 per cent |
| III | Scheduled Tribe | 05 per cent | 05 per cent |
| IV | Community Quota | 10 per cent | 20 per cent |
| V | Management Quota | 20 per cent | 20 per cent |

The seats under community quota shall be reserved for students of the community to which the college belongs and seats shall be filled on the basis of merit and the seats under management quota shall be filled by the management from among candidates of their choice.

- 3.1.3 C) Self Financing Affiliated Colleges/Self Financing programmes in Aided Colleges** In Unaided Colleges and Self Financing programmes conducted in Aided Colleges, 50% of the total seats shall be filled by the management from among candidates of their choice provided they satisfy the eligibility conditions. The remaining seats (50%) shall be filled as detailed below:

| Distribution of 50% Seats ear marked under Merit category | % of Reservation |
|---|------------------|
| Open Quota | 55 |
| Economically Weaker Sections | 10 |
| Scheduled Caste | 8 |
| Scheduled Tribe | 2 |
| Ezhava, Thiyya & Billava | 9 |
| Muslims | 8 |
| Latin Catholics other than Anglo Indians | 2 |
| Other Backward Christians | 1 |
| Other Backward Hindus | 5 |

4. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED

- (i) Claims for Mandatory Reservations must be made by a candidate at the time of submission of application, with supporting documents as required.
- (ii) The claims for **mandatory** reservation once made in the Application form cannot be altered by the candidate under any circumstances.

4.1.1. Claim for Communal reservation under 'Socially and Educationally Backward Classes' (SEBC): Reservation of seats to the Socially and Educationally backward Classes will be in accordance with the provisions contained in G.O.(P) 208/66/Edn. dated 2.5.1966, as amended from time to time. The names of the castes and communities under SEBC are given in Annexure I (d)

- (a) Candidates belonging to Socially and Educationally Backward Classes as per G.O. (P) 02/2019/BCDD dated 08.03.2019, who belong to the non-creamy layer are eligible for reservation under this category. The non-creamy layer certificate should have been issued not earlier than 12 months prior to the submission of application. Only the claims of the candidates of those communities that are included in the list of communities appended in the Prospectus will be considered.
- (b) Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians and Other backward Christian communities, claiming reservation under SEBC Quota should invariably produce both '**Community**' and '**Income Certificates**' or **non-creamy layer certificate** obtained from the Village Officer concerned. The digital copy of the above certificates should be uploaded during submission of online application. Candidates who belong to the non-creamy layer are eligible for reservation. The seats unavailed by SEBC category candidates will be allotted under open quota.

4.1.2. Claim for Reservation under Kerala Scheduled Castes/Kerala Scheduled Tribes Quota

- (a) Candidates claiming reservation under Kerala Scheduled Castes/ Kerala Scheduled Tribes Quota should obtain caste/community certificate from the revenue authorities concerned. The names of castes and communities are given in Annexure I (a) & I (b). The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should produce community certificate from Village Officer along with a copy of the gazette notification.

- (b) **Claim of OEC candidates against the un-availed seats of SC/ST candidates:** Other Eligible Community (OEC candidates) who claim allotment to the un-availed seats, if any, under SC/ST quota should furnish community and income certificates or non creamy layer certificate obtained from the revenue authorities concerned. Those OEC candidates whose annual family income is upto Rs. 8 lakhs alone are eligible for such seats.

4.2. OTHER GENERAL RULES FOR MANDATORY RESERVATION :

4.2.1 The seats unavailed by the SC candidates will be diverted to ST candidates and vice versa. The unavailed seats reserved for SC/ST shall be re-notified through print media. If such seats are remaining vacant even after re-notification, these shall be filled as detailed below:-

- (i) **Government/Unaided/Aided/ except colleges run by Aided backward minority communities;** the unfilled vacancies shall be filled from candidates belonging to OEC, and in their absence candidates belonging to SEBC. The seats that further remain unfilled shall go to open quota.
- (ii) **Aided colleges run by managements belonging to backward/minority Communities;** the unfilled vacancies shall be filled from the ranklist of applicants belonging to the same backward/minority communities. If seats still remain vacant, the same will be filled as per clause 4.2.1(i). The college authorities should report such vacancies to the University within the stipulated time.

5. ELIGIBILITY FOR ADMISSION

5.1.1. **Age Limit:** There is no age limit for applying to various post graduate programmes conducted in colleges affiliated to the University.

5.1.2. Academic eligibility should be satisfied as on the last date for submission of academic data.

No candidate shall be admitted to the PG Degree programme unless he/she possesses qualification and minimum requirement thereof.

5.1.3. If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later, admissions shall be denied or he/she shall be expelled from the educational institution.

5.1.4. (i) Candidates should have passed the corresponding Degree Examination under the 10 + 2 + 3 pattern with one core/main subject and two complementary/subsidiary subjects from any of the Universities in Kerala or of any other University recognized by Mahatma Gandhi University as equivalent thereto for admission, subject to the stipulation regarding marks.

OR

(ii) Candidates who have passed Degree examination with Double or Triple main subject +or candidates who have passed the Degree Examination in Vocational or Specialized Programmes are also eligible for admission. However, they have to submit copy of the Equivalency/Eligibility Certificate from Mahatma Gandhi University, stating that, their Qualifying Examination is recognized for seeking admission to the relevant P.G. Degree Course(s) as applicable, at the time of admission. This provision is not applicable in the case of those applicants who have passed their qualifying examination from MG University.

(iii) The minimum requirements for admission to PG Degree Programmes are:

M.A. Programmes: In the case of those subjects for which applicants who have taken the subjects as optional at Under Graduate level and are declared qualified to seek admission.

75% of the total seats will be reserved for those who have taken the subject as Optional (Main) concerned under Part III for the BA Degree Course



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