



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

Criterion VI

Governance, Leadership and Management

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA - 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

6.3

Faculty Empowerment Strategies

6.3.2

Financial Aid Policy

(Extract of Policy on Financial Aid)

Submitted to

NAAC
NATIONAL ACADEMIC
ACCREDITATION COUNCIL





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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, Kakkanad. 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.



Dr. Laly Mathew

Principal

Rajagiri College of Management and Applied Sciences
Kakkanad



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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:



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- 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:

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- 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.



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