



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

Criterion VII Institutional Values and Best Practices

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

7.1

Institutional Values and Social Responsibilities

7.1.1

Comprehensive Safety and Security Measures for Rajagiri College Community Prioritising the Well-being of Women

Submitted to



7.1.1 Comprehensive Safety and Security Measures for Rajagiri College Community Prioritising the Well-Being of Women

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Legal

Comprehensive Safety and Security Measures for Rajagiri College Community Prioritising the Well-Being of Women

Rajagiri College of Management and Applied Sciences implements comprehensive techniques to safeguard the safety and security of its female students on the campus. The college fosters a supportive environment conducive for the development of their abilities and skills. The institution's persistent commitment to women's well-being is evident in its multidimensional approach, which includes a variety of activities addressing both physical and emotional safety. This diverse approach goes from specific infrastructure enhancements to programs that promote peer and professor ties, dedicated counselling services, and strategic security procedures.

The institution prioritises the physical safety of female students by providing CCTV surveillance, 20 km/hr speed limit signage, full-time security guards, Women cleaning staff, open gymnasium, sanitary napkin vending machine, clean toilet and sick room facilities for students. Peer counselling, mentoring programs, and interactive sessions propagate a strong feeling of community, allowing women to feel connected and supported. Counselling and support services are offered by specialist female counsellors and mentors to ensure female students' emotional well-being. The college's grievance redressal procedure and the Gender Equity Cell ensure a fair resolution process for any issues. The HEI educates and empowers female students to pursue their academic goods with peace of mind.

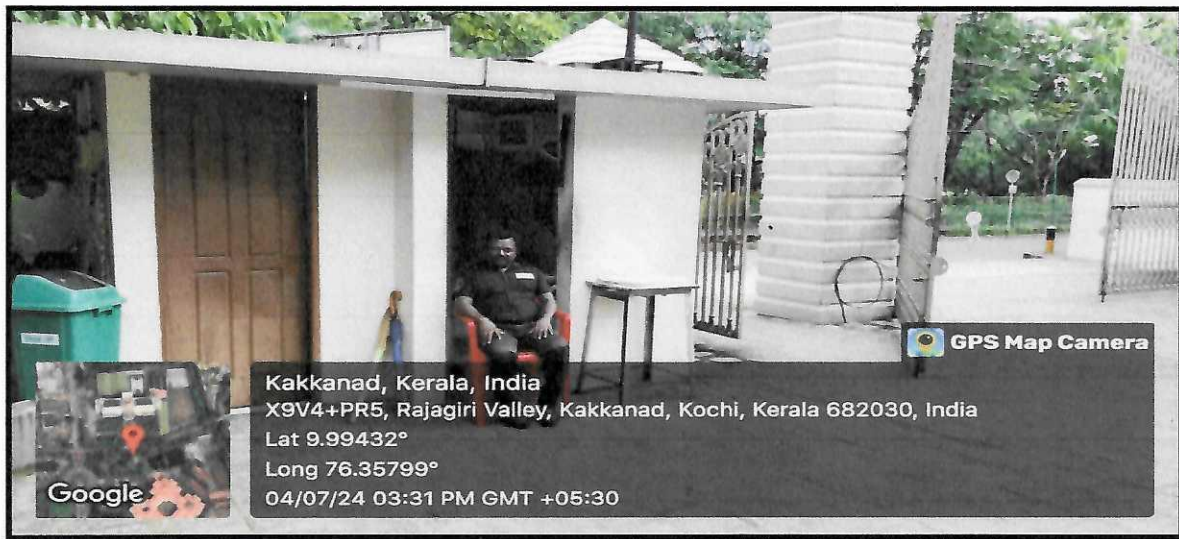
Security Guards

Rajagiri College recognizes the importance of a safe and secure environment for all students, particularly women. The college employs a team of dedicated security guards who are responsible for maintaining a vigilant presence on campus. These guards undergo regular training in safety protocols and emergency procedures to ensure they are equipped to handle any situation that may arise. Their role extends to patrolling the campus grounds, monitoring entry and exit points, and responding promptly to any reported incidents.



[Handwritten signature]

Security guard at the college entrance



Tree of Life-Centre for Happiness and Well Being

The Tree of Life Centre for Happiness and Wellbeing at our college is a dedicated and compassionate support hub, committed to nurturing the holistic well-being of our students. Situated amidst the bustling campus, the centre provides a safe and confidential space where students can seek guidance, share their concerns, and receive professional counselling services. With the vision of promoting holistic student development, the Tree of Life Centre For Happiness and Wellbeing takes inspiration from the symbolic Tree of Life, representing growth, resilience, and interconnectedness.

The aim is to empower students to navigate the challenges of college life, personal growth, and academic pursuits with confidence and self-assurance and provide resources that empower them to lead healthier, happier, and more balanced lives. In addition to addressing immediate concerns, the Tree of Life Centre is proactive in promoting mental health and well-being throughout the campus community. We organise events, awareness campaigns, and self-care workshops to encourage a culture of emotional support and self-compassion among students.

Ultimately, the Tree of Life Centre is not just a place for seeking help during challenging times; it is a sanctuary of growth and self-discovery. It aspires to be an



Legend

integral part of the college experience, ensuring that every student has access to the resources and support they need to thrive academically, emotionally, and personally.

Counsellor with students in the Counselling room



Sanitary Pad Vending Machine

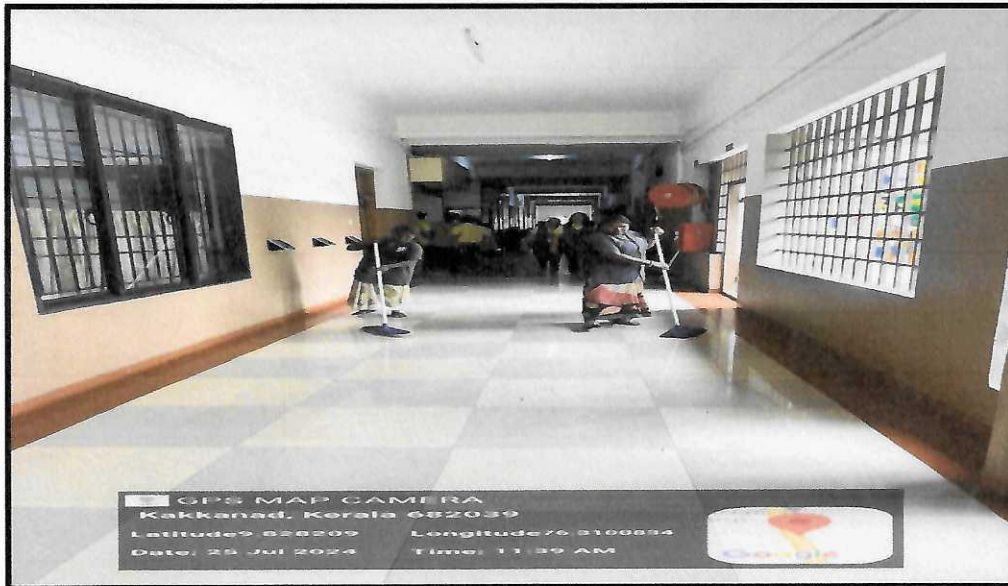
To promote menstrual hygiene and make sanitary napkins more accessible and affordable, a vending machine was installed. sanitary pad vending machines serve as a practical solution to improve access to menstrual hygiene products, promote health and dignity, empower women, and foster inclusivity in society. By expanding the availability of these machines in various settings, we can make significant strides towards menstrual equity and ensure that every woman and girl can manage her menstrual hygiene needs with ease and confidence.



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Cleaning Staff

The cleaning staff at Rajagiri College, dedicated to women's facilities, plays a crucial role in maintaining cleanliness and hygiene throughout the campus.



Strategically Positioned Security Cameras

Rajagiri College security measures include strategically placed CCTV cameras covering vital places such as classrooms, halls, floors, office, labs boundaries, gates, open spaces, and walkways. The system prioritises privacy in educational and social settings. Cameras in college campuses have proven highly effective in enhancing security and protecting women. They act as a visible deterrent against potential perpetrators, facilitate prompt response and intervention in case of incidents, provide valuable evidence for investigations, and contribute to fostering a sense of security among students, faculty and staff.



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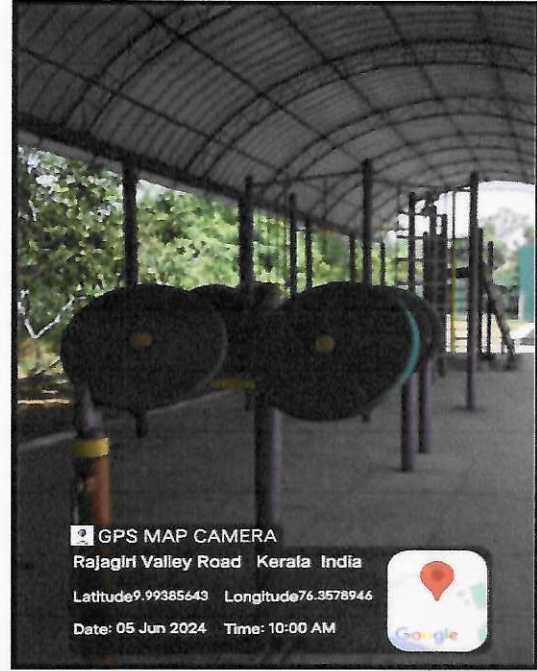
CCTV cameras placed inside and outside the college premises



Legal

Open Gymnasium

Rajagiri College is pleased to provide an Open Gymnasium for all students, with special consideration for the well-being and empowerment of women.



Sick Room "Ashraya"

Rajagiri College has dedicated a sick room exclusively for the women in our community, ensuring a safe and comfortable space that meets their specific needs and comfort during illness



Legal



Evacuation Alert and Fire and Safety System


Rajagiri College has an Evacuation Alert System, which ensures quick and effective communication in critical situations. This system plays an important role in protecting the safety and well-being of the campus community by providing clear instructions and guidance during emergencies.




Legal

Maternity Leave for Faculty and Students

The College follows Mahatma Gandhi University standards and prioritises assisting students throughout life's most important periods. The college offers maternity leave in accordance with legislation to provide students with support and flexibility during this important time. This demonstrates the institution's dedication to the well-being of its community.



15
YEARS OF
CELEBRATING
THE MAHATMA



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

UG/PG/Integrated/Professional programmes - Maternity leave to women students
Recommendations of the Commission - Approvals - Orders Issued

ACADEMIC A 1 SECTION

No. 490/AC A 1/2023/MGU Priyadarshini Hills, Dated: 16.01.2023

Read 1 U O Letter No. 21.116/2021(CPP II) dtd. 14.12.2021 received from the Secretary, UGC
2 U O No. 11556/AC A1/2022 Dtd. 14.11.2022
3 Item No. O A 21/22 09/179/87/AC A1/2/2022 of the Minutes of the Meeting of the Syndicate held on 23.12.2022

ORDER

The UGC included a provision in the UGC (Minimum Standards and Procedure for the award of M.Phil/Ph.D Degrees) Regulations, 2016 that "the women candidate may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D for up to 240 days". In addition to the above, the UGC vide the letter read as paper (1) above, instructed all the Higher Education Institutions to frame appropriate rules/norms with regard to granting Maternity Leave to the women students enrolled in their respective institution/affiliated colleges and also provide all relaxations/exemptions relating to attendance extension in date for submitting examination forms or any other facility deemed necessary for women students pursuing Under Graduate and Post Graduate programmes.

The University considered the matter and vide the U O read as paper 2 above, constituted a committee to study the matter and report. After detailed study, the Committee submitted the report with the following recommendations and suggestions which can be made applicable to students admitted to UG/PG/Integrated/Professional (non technical) programmes of all affiliated Colleges/Statutory Teaching Departments/ Centres of Mahatma Gandhi University.

- 1 Expectant / New Mother students (above 18 years of age) can avail leave for a period not exceeding 60 days (2 months) for pre-natal and post natal periods (including holidays and public holidays).
- 2 Pregnant students who undergo medical termination, miscarriage, late-term abortion, termination of pregnancy or tubectomy operation shall be eligible for 14 days of leave.
- 3 The leave period shall be granted only for the first or second pregnancy of the student.
- 4 Pregnant students can avail pre-natal and post-natal leave of 60 days only once in the entire



Legal

duration of the programme

5. Maternity leave can be granted by the Principal / Centre Head/ Director of the Deptt only on production of medical certificate duly certified by a registered Medical Practitioner

6. No other leave can be clubbed with the Maternity leave

7. Pregnant student/ new Mother student shall apply for leave on prior notice of 3 to 10 days from the date of maternity leave she intends to avail

8. In the event of the Maternity Leave falling in the middle of the current semester she shall be permitted to register for that semester examination and be permitted to write the exam as a supplementary candidate in the succeeding semester exam with regular students. Her case shall be treated as that of a candidate who is absent for an exam.

9. She shall be permitted to register for the 5th supplementary exam of UG courses and 3rd supplementary of PG Courses as and when it is applicable

10. After the expiry of maternity leave she shall be eligible to rejoin the course along with the same batch in the ongoing semester of her batch

11. In the case of practical/ lab/ Viva exams it is the duty of the HEI /Dept Schools/Study Centers to make necessary arrangements for the smooth conducting of the same for students who avail the maternity leave

12. Under no circumstance, request for the extension of maternity leave beyond 60 days will be entertained and the absence beyond the period of maternity leave shall be counted as absence.

13. The above recommendations must be included and implemented in the UG/PG syllabus / regulations

The Syndicate at its meeting held on 23.12.2022 considered the matter and vide minutes item read as paper (3) above, resolved to approve and implement the above recommendations

Orders are issued accordingly

SREEKUMAR T
ASSISTANT REGISTRAR I
(ACADEMIC)
For REGISTRAR

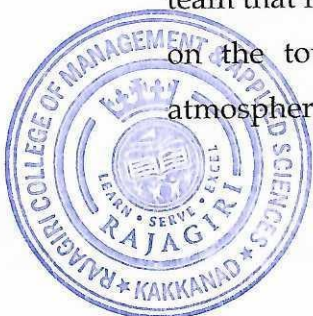
Copy To

- 1 Affiliated Colleges
- 2 Statutory Teaching Departments/Centers
- 3 PS to VC/PVC
- 4 PA to Registrar/CE/FO
- 5 AR1 (Academic)/DR1 (Academic)/JR2 (Admn)
- 6 AR/DR/JR (Exam)
- 7 ACA4/ACA7/ACAB/ACA9/ACA12/ACB6/ACB7
- 8 All Tabulation Sections/Front Office
- 9 SS1/SS2/ATR/QAC/University Website
- 10 Stock File/File Copy/Records

Forwarded / By Order
Section Officer

Women Staff for Study Tours and Field Trips.

During study tours and Industrial visits, RCMAS takes special precautions to ensure the safety and well-being of all students. The college requires that every student team that includes women have at least one female faculty member accompany them on the tour. This proactive strategy attempts to establish a safe and inclusive atmosphere for female students, adding an extra layer of support and supervision



Legal



during off-campus educational excursions. These metrics demonstrate the college's commitment to providing a secure and comfortable learning environment for all students.



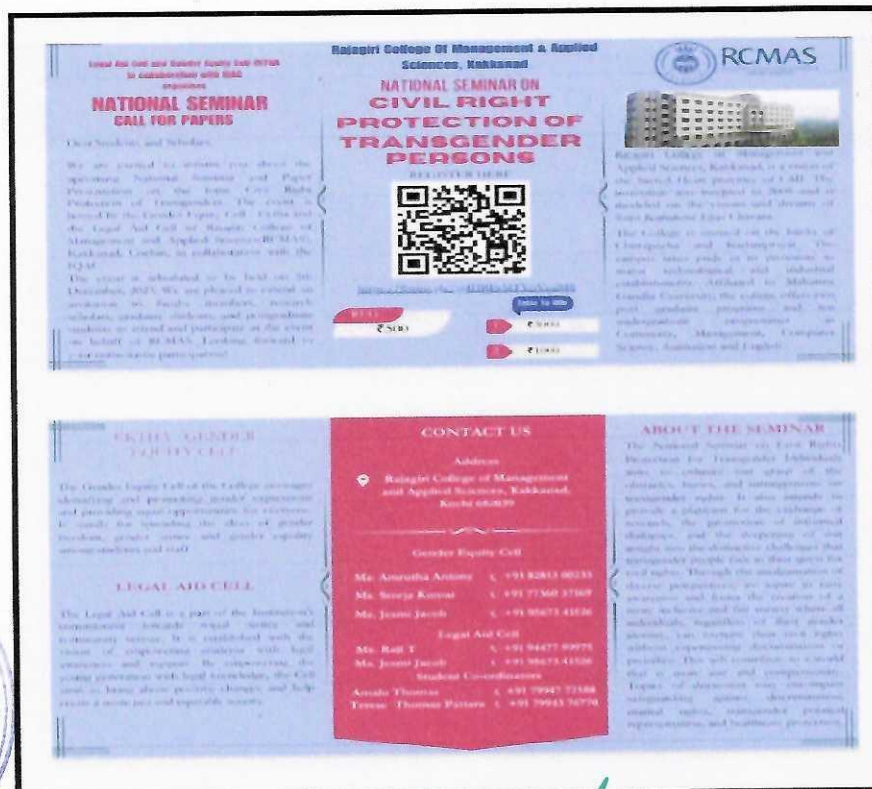
Legal

Internal Complaints Committee

The college established an Anti-Sexual Harassment Committee, now known as the Internal Complaints Committee (ICC), in accordance with the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015. The ICC monitors sexual harassment complaints on campus. The organisation strives to create a secure, accessible, and sensitive complaint procedure for female stakeholders. The names and contact information of ICC members are available on the college website and in the student handbook. This provides convenient access to all the students as well as the staff.

Gender Equity Cell, Ektha

The Gender Equity Cell at Rajagiri College serves as a vital support system, ensuring the safety and well-being of female students. It offers confidential counselling, guidance on gender-related issues, and organises awareness programs and workshops on women's rights and empowerment. Through its proactive initiatives, the Gender Equity Cell fosters a conducive environment for female students to thrive academically and personally.



NATIONAL SEMINAR ON CIVIL RIGHT PROTECTION OF TRANSGENDER PERSONS

CONTACT US

LEGAL AID CELL

ABOUT THE SEMINAR



Legal

Anti Ragging Committee

In accordance with "UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009", the College has constituted an Anti-Ragging Committee to keep a continuous watch over ragging so that its occurrence is prevented. The Committee promotes positive interpersonal ties among college students. The names and contact information for the Committee members are posted on the college website and on the handbook. This guarantees that students can simply reach out to the appropriate individuals when they need help. Any student who wishes to report an incident of ragging may contact Committee members or put their complaints in the appropriate Suggestion box.

Self-Defence Sessions for Female Students

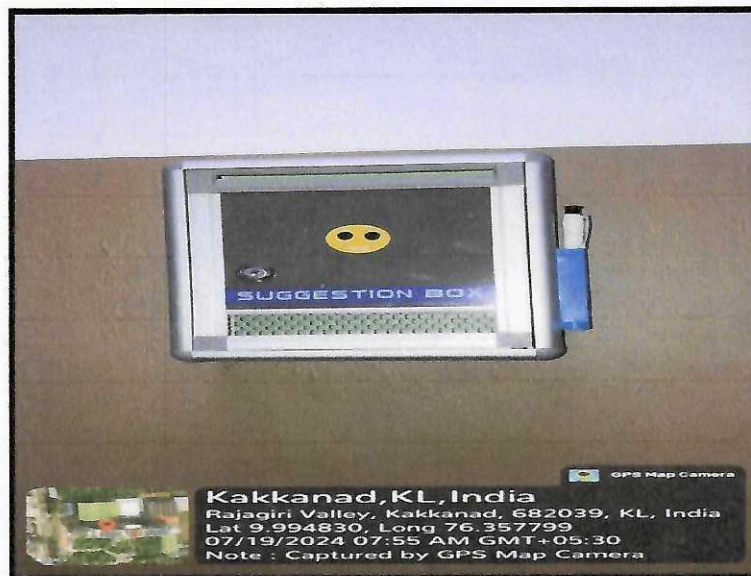
Rajagiri College offers self-defence training solely to female students in order to teach women with valuable life skills. The sessions, guided by competent instructors, provide a safe setting in which women may learn practical self-defence skills and feel powerful. These self-defence programs not only prioritise students' physical safety, but also contribute to a campus culture that values women's empowerment and resilience.



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Suggestion boxes

The installation of suggestion/complaint boxes in various parts of the College provides students and staff with a confidential avenue to voice concerns, ensuring a proactive approach to addressing issues and enhancing the overall campus experience.

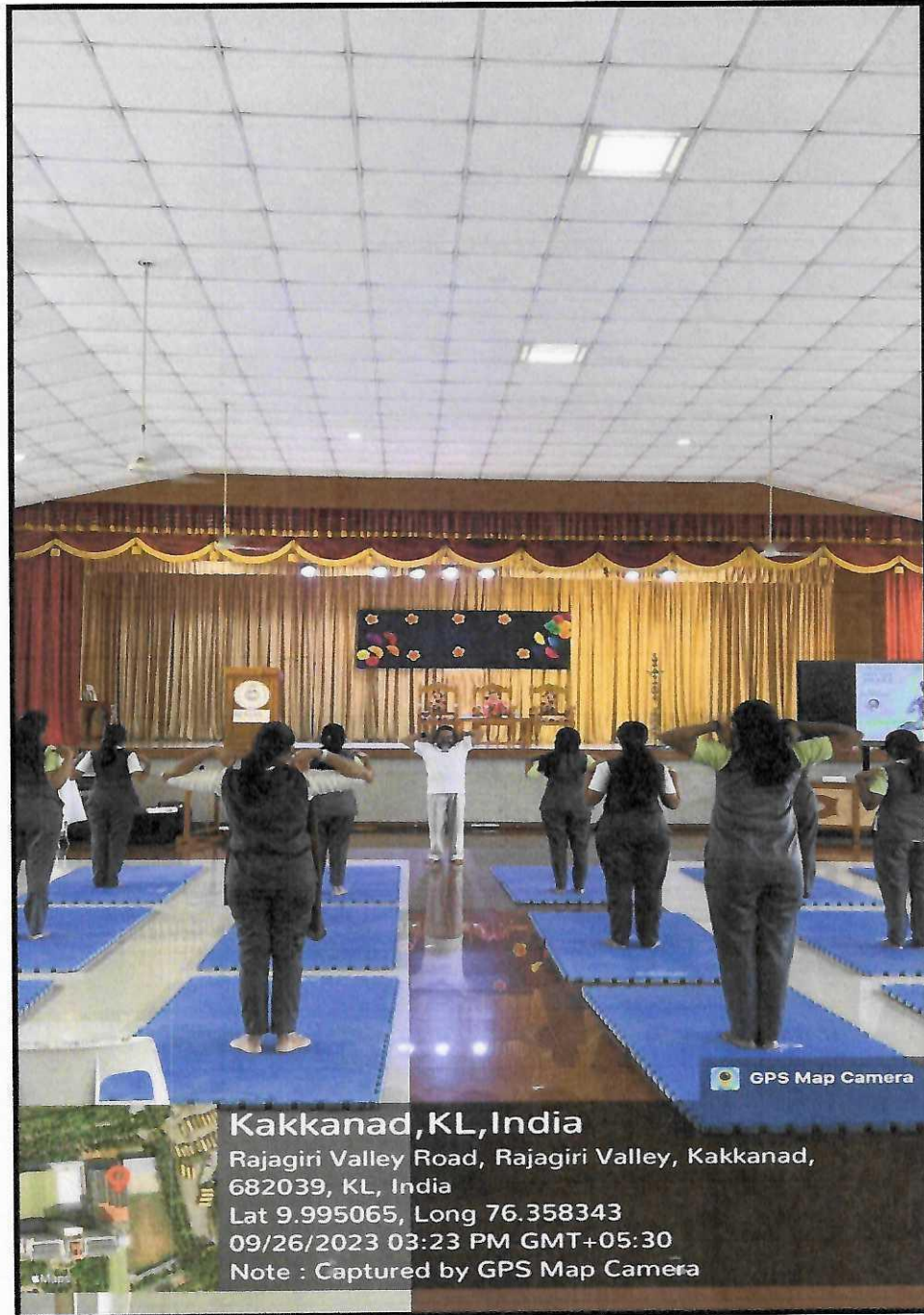


Yoga Classes

The college offers yoga courses aimed at promoting physical, mental, and emotional well-being among students. Led by experienced instructors, these courses incorporate various yoga practices and techniques, fostering stress relief, mindfulness, and overall health improvement. With flexible scheduling and accessible to all levels, these courses provide students with valuable tools for a balanced lifestyle amidst academic demands.

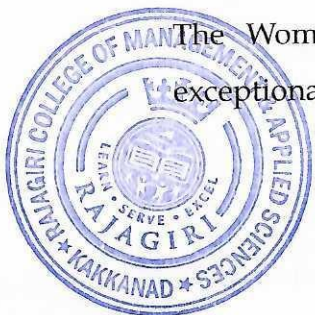


Legend



Sports Training Facility (Women Kabaddi Team, Badminton Team)

The Women's Kabaddi as well as Badminton Team at our college showcases exceptional athleticism and team spirit. Through rigorous training sessions and



Legal



strategic coaching, the team has demonstrated remarkable skill and competitiveness in intercollegiate tournaments. Their dedication to the sport not only fosters physical fitness but also promotes gender equality and empowerment within the campus community.

Women's Kabaddi team & Badminton team

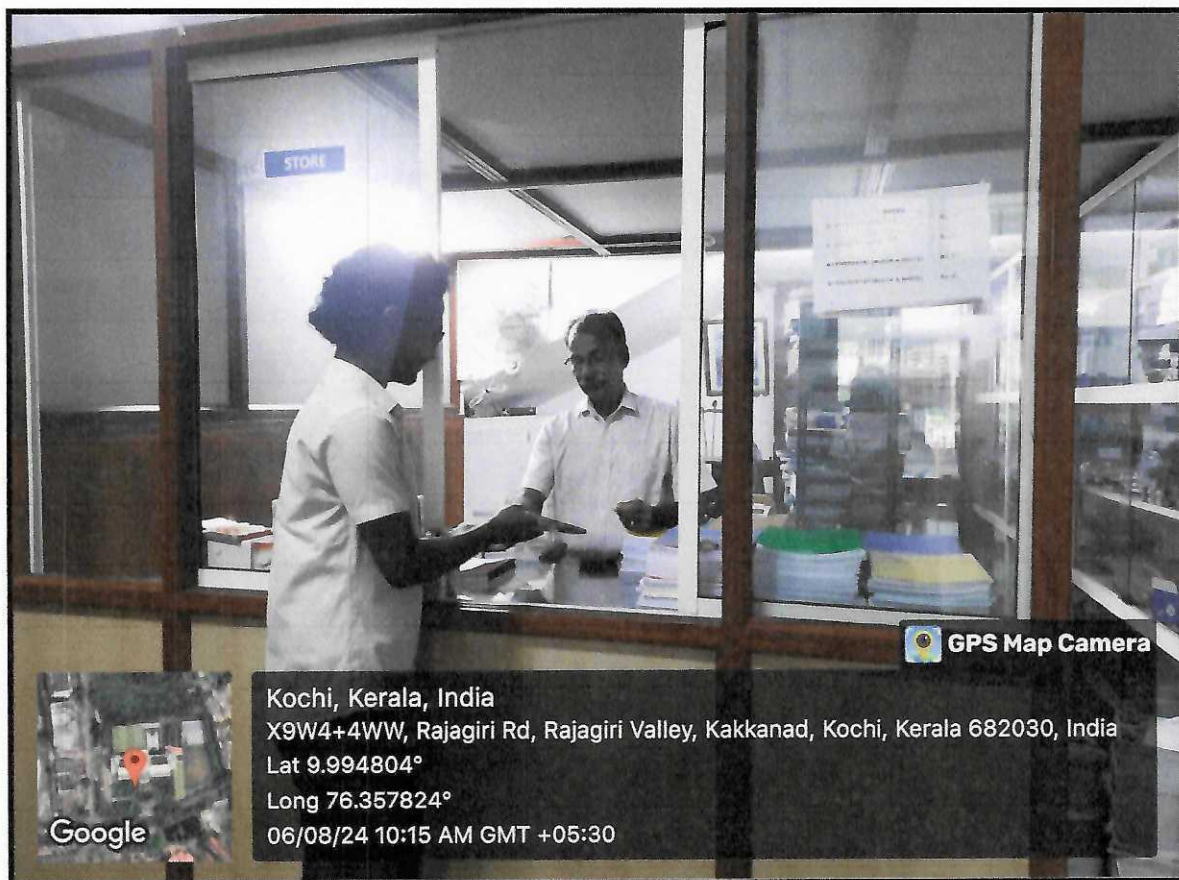


Legal



Students Amenities Store

The Students Amenity Store at our college caters specifically to the needs of female students, offering a range of essential items and convenience products. Stocked with hygiene products, snacks, stationery, and other necessities, it provides a convenient and accessible resource for students. With its focus on meeting the unique requirements of women on campus, the amenity store enhances the overall student experience and supports their daily needs.



Incinerator

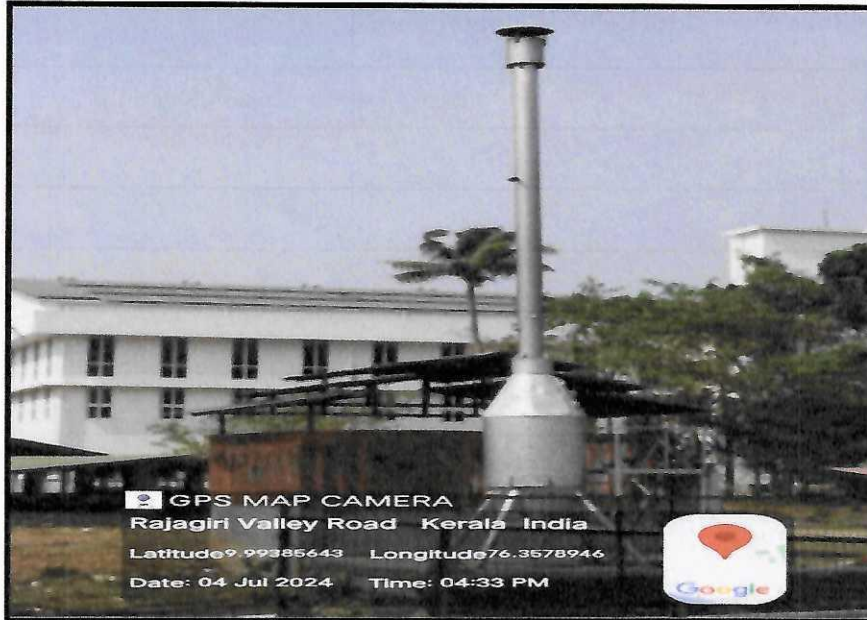
The incineration system prioritises both safety and environmental responsibility. Regulations are in place to guide its operation to minimise environmental impact. This is achieved through meticulous emission control systems that capture and neutralise harmful pollutants before they are released into the atmosphere. The



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remaining ash, a byproduct of incineration, undergoes careful management and disposal in strict accordance with established guidelines. Additionally, trained personnel operate the incinerator, ensuring efficient and safe functioning.



RCMAS is committed to creating a secure and supportive environment for its female students and staff. By implementing a diverse range of physical, emotional and support-oriented measures, the institution aims to empower women to excel academically and professionally without fear or hindrance.



PRINCIPAL
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Rajagiri Valley. P. O., Kakkannad - 682 039