



**RAJAGIRI VISWAJYOTHI COLLEGE OF  
ARTS & APPLIED SCIENCES**

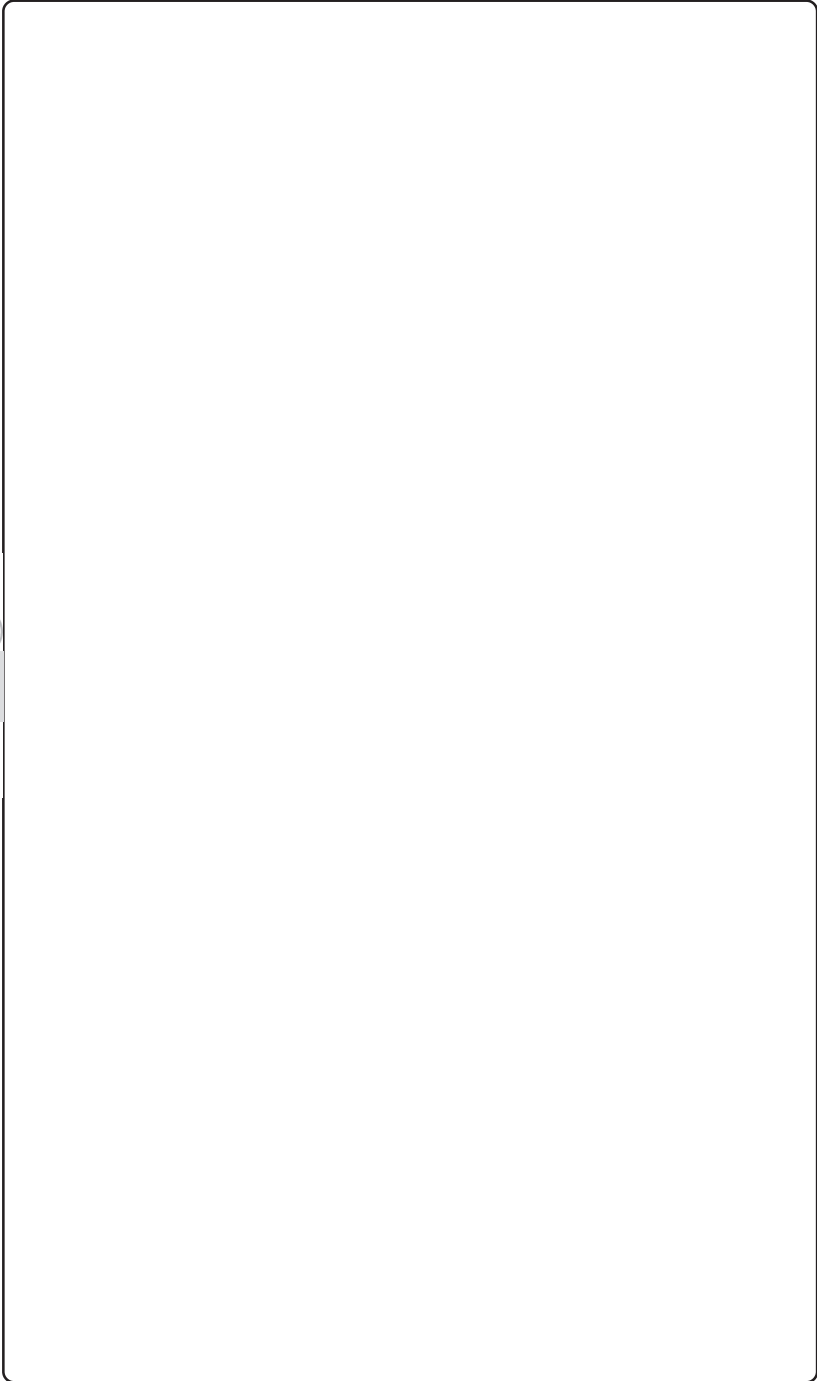
**VENGOOR, PERUMBAVOOR – 683546**

**HANDBOOK**

**2023-2024**

**Name:** .....

**Class:** .....





## PERSONAL DATA

Name .....

Staff/Student Department .....

Class ..... Class No .....

Telephone ..... Mobile .....

Blood Group ..... Height ..... cm Weight ..... kg

Aadhar Card No .....

Name of Parent/Guardian .....

Phone (H) ..... (M) .....

Contact Person (Emergency).....

.....Phone .....

Covid Vaccination Status.....



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## RAJAGIRI VISWAJYOTHI COLLEGE: A PROFILE

### COLLEGE MOTTO

“Excellence by Knowledge and Practice”

### VISION

“To evolve into a premier and research institution, molding eminent professionals with creative minds, innovative ideas and sound practical skill, and to shape a future for the enrichment of mankind”.

### MISSION

“To impart state-of-the-art knowledge to individuals in various disciplines and to inculcate in them a high degree of social consciousness and human values, thereby enabling them to face the challenges of life with courage and conviction”.

### CORE VALUES

1. Excellence
2. Integrity
3. Learning
4. Mutual Respect
5. Service

### GRADUATE ATTRIBUTES

Students graduating from this college are expected to have the following attributes at a very high level.

- Academic Excellence
- Professional Excellence
- Personality Development
- Leadership and Communication Skills
- Social Sensitivity and Integrity
- Self Reliability



## A BRIEF HISTORY

Rajagiri Viswajyothi College of Arts & Applied Sciences is one of the advanced progeny of the educational institutions of CMI (Carmelites of Mary Immaculate) Fathers who are well known for their inspiration to promote education in the state of Kerala.

CMI is the first ever indigenous religious congregation for men in India formed in the 19<sup>th</sup> century by St. Kuriakose Elias Chavara along with Fr. Thomas Palackal and Fr. Thomas Porukara. The missionaries dedicated themselves to education at all levels. At present, their mission of education comprises a vast network of over 448 institutions spread all over India and beyond. The Sacred Heart Province at Kalamassery is one among the thirteen provinces of the CMIs and has a number of reputed educational institutions to its credit and they all come under the banner of Rajagiri Vidyapeetham (established in 2001).

Rajagiri Vidyapeetham is envisaged as a wide network of institutions and centers providing quality education from the pre-primary level to doctoral recognition through specialized and super-specialized study, and seeking alternatives to the conventional mainstream efforts. Sacred Heart College Thevara, Rajagiri College of Social Sciences Kalamassery, Rajagiri School of Engineering & Technology, Rajagiri Business School, Rajagiri School of Management & Applied Sciences Kakkand, Rajagiri Hospital etc. are some of the reputed centers under Rajagiri Province. Rajagiri Viswajyothi College of Arts & Applied Sciences (RVCAS) is the youngest of the educational institutions that comes under Rajagiri Vidyapeetham. The College is affiliated to MG University and currently provides courses in Undergraduate level. RVCAS aims to uphold the CMI vision of holistic education to brain, mind, heart and soul of the individual by up keeping the inspiration to create citizens who have value to the society and humanity.



**RAJAGIRI VISWAJYOTHI COLLEGE**  
**Governing Council**

**President:**

Rev. Fr. Benny Nalkara CMI  
Provincial  
Sacred Heart CMI Province, Kochi

**Manager Cum Director:**

Rev. Fr. Augustine Mampilly CMI  
Superior, Jyothis Bhavan, Angamaly

Rev. Fr. Ajeesh Puthussery CMI  
(Councillor for Education,  
Sacred Heart Province, Kochi)

**Associate Director:**

Rev. Fr. Dipin Karingen CMI

**Academic Council**

Dr. Joy P Joseph  
(Principal, Rajagiri Viswajyothi College of Arts & Applied  
Sciences)

Rev. Dr. Saju Madavanakkadu CMI  
(Principal, Rajagiri College of Social Sciences, Kalamassery)

Rev. Fr. Dipin Karingen CMI  
(Associate Director, Rajagiri Viswajyothi College of Arts &  
Applied Sciences)

Asst. Prof. Binitha P S  
(Head of the Department, Commerce, Rajagiri Viswajyothi  
College of Arts & Applied Sciences)



<b>Academic Programmes</b>			
<b>No</b>	<b>Name of course</b>	<b>Type</b>	<b>Seats</b>
1	BA English Literature, Communication & Journalism	Core Courses: 15 + OJT Complementary Courses: 12 First Language (English): 2	24
2	BBA	Core Courses: 19 + Project Complementary Courses: 8 Open Course: 1 First Language (English): 2	80
3	BCA	Core Courses: 19 + Project Complementary Courses: 5 Open Course: 1 First Language (English): 2 Practical: 6	40
4	B.Sc Psychology	Core Courses: 9 + Project Complementary Courses: 9 Open Course: 1 First Language (English): 6 Second Language (Hindi/Malayalam): 4 Practical: 4	24
5	B.Com Model I Finance & Taxation	Core Courses: 24 + Project Complementary Courses: 2 Open Course: 1 First Language (English): 4 Second Language (Hindi/Malayalam): 2	40
6	B.Com Model II Finance & Taxation	Core Courses: 22 + Project Complementary Courses: 4 Open Course: 1 First Language (English): 4 Second Language (Hindi/Malayalam): 2	50





No	Name of course	Type	Seats
7	B.Com Model II Logistics Management	Core Courses: 22 + Project Complementary Courses: 4 Open Course: 1 First Language (English): 4 Second Language (Hindi/Malayalam): 2	40

### Add-on Courses

No	Name of Course
1.	ACCA – B.Com Model I Finance & Taxation
2.	SAP Training – B.Com Model II Logistics Management
3.	GST, Tally & Excel Advanced – B.Com (All batches)
4.	Digital Marketing – BBA
5.	Artificial Intelligence – BCA

All programmes follow semester pattern. A semester comprises of six months.

The U.G. programmes shall include (a) Common Courses I and II, (b) Core Course(s), (c) Complementary/Vocational Courses, and (d) Open Course. There shall be one Choice Based course (Elective Course) in the sixth semester. In the case of B.Com Programme there shall be an elective stream from third semester onwards.

A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade D is required for all the individual courses. If a candidate secures F Grade for any one of the courses offered in a Semester/ Programme, only F grade will be awarded for that Semester/ Programme until he/she improves this to D Grade or above within the permitted period.

### **Programme Structure**

#### **Model III BA/B.Sc./B.Com**

- Programme Duration = 6 Semesters
- Total Credits required for successful completion of the Programme = 120
- Credits required from Common Course I = 8
- Credits required from Core + Complementary + Vocational Courses including Project = 109
- Open Course = 3
- Minimum attendance required = 75%

#### **Model I/II B.Com**

- Programme Duration = 6 Semesters
- Total Credits required for successful completion of the Programme = 120
- Credits required from Common Course I = 14
- Credits required from Common Course II = 8
- Credits required from Core and Complementary/ Vocational courses including Project = 95
- Open Course = 3



## Syllabus for BA English Model III: 2017 onwards

No	Code	Title	Credits	Hrs.
<b>I</b>		<b>Semester I</b>		
1	EN1CC01	Fine-tune Your English	4	5
2	EN1CR01	Methodology of Literary Studies	4	6
3	EN1CE01	English Literature from the Old English Period to the Romantic Age	4	5
4	EN1CE02	Conversational Skills	4	4
5	EN1CE03	Writing for the Media	4	5
		<b>TOTAL</b>	<b>20</b>	<b>25</b>
<b>II</b>		<b>Semester II</b>		
1	EN2CC03	Issues that Matter	4	5
2	EN2CR02	Introducing Language and Literature	4	5
3	EN2CE04	English Literature from the Victorian Age to the Postmodern Period	4	6
4	EN2CE05	Editing and Fundamentals of Media Writing	4	5
5	EN2CE06	Interpersonal Skills	4	4
		<b>TOTAL</b>	<b>20</b>	<b>25</b>
<b>III</b>		<b>Semester III</b>		
1	EN3CR03	Harmony of Prose	4	5
2	EN3CR04	Symphony of Verse	4	4
3	EN3CE07	Introduction to Narratology	4	5
4	EN3CE08	Digital Writing, Advertising and Reporting for Media	4	6
5	EN3CE09	Creative Writing	4	5
		<b>TOTAL</b>	<b>20</b>	<b>25</b>



<b>IV Semester IV</b>				
1	EN4CR05	Modes of Fiction	4	5
2	EN4CR06	Language and Linguistics	4	5
3	EN4CE10	Business Writing	4	5
4	EN4CE11	Translation: Theoretical and Literary Perspectives	4	5
5	EN4CE12	Writing for Radio and Television	4	5
		<b>TOTAL</b>	<b>20</b>	<b>25</b>
<b>V Semester V</b>				
1	BA5OPT22	Brand Management	3	4
2	EN5CR07	Acts on the Stage	5	6
3	EN5CR08	Literary Criticism and Theory	4	5
4	EN5CR09	Indian Writing in English	4	5
5	EN5CREN01	Environmental Science and Human Rights	4	5
		<b>TOTAL</b>	<b>20</b>	<b>25</b>
<b>VI Semester VI</b>				
1	EN6CR10	Postcolonial Literatures	4	5
2	EN6CR11	Women Writing	4	5
3	EN6CR12	American Literature	4	5
4	EN6CR13	Modern World Literature	4	6
5	EN6OJT01	OJT in Media: Audio, Visual and Print & Project	4	4
		<b>TOTAL</b>	<b>20</b>	<b>25</b>
		<b>GRAND TOTAL</b>	<b>120</b>	<b>150</b>



## **Subject Guidelines**

### **Practical Examination**

In the second semester, the students will have a viva-voce examination as part of their paper, Interpersonal Skills. The external examination will be for 80 marks, conducted separately as a practical examination, and the internal will be in 20 marks.

### **OJT/Internship**

The students of BA English Triple Main will be undergoing On-the-Job Training for one month at any media sector of their choice. A report of the programme is to be regularly submitted to the Department of English at the end of every week as per the instructions. The students will also have to submit the consolidated report for a viva-voce to be conducted at the end of the sixth semester. The students who fail to submit the report in a satisfactory manner will be considered ineligible to complete the course successfully.



### Syllabus for BBA: 2017 onwards

No	Code	Title	Credits	Hrs.
<b>I</b>		<b>Semester I</b>		
1	BA1CRT01	Principles and Methodology of Management	4	6
2	BA1CRT02	Business Accounting	4	6
3	BA1CMT03	Fundamentals of Business Mathematics	4	4
4	BA1CMT04	Fundamentals of Business Statistics	4	4
5	BA1CCT05	English Paper –I	4	5
		TOTAL	20	25
<b>II</b>		<b>Semester II</b>		
1	BA2CRT06	Cost and Management Accounting	4	6
2	BA2CRT07	Business Communication	4	6
3	BA2CMT08	Mathematics for Management	4	4
4	BA2CMT09	Statistics for Management	4	4
5	BA2CCT10	English Paper –II	4	5
		TOTAL	20	25
<b>III</b>		<b>Semester III</b>		
1	BA3CRT11	Human Resource Management	4	5
2	BA3CRT12	Marketing Management	4	5
3	BA3CRT13	Research Methodology	4	5
4	BA3CMT14	Business Laws	4	5
5	BA3CMT15	Personality Development and Management Skills (Minor Project)	4	5
		TOTAL	20	25
<b>IV</b>		<b>Semester IV</b>		
1	BA4CRT16	Financial Management	4	5
2	BA4CRT17	Managerial Economics	4	5
3	BA4CRT18	Entrepreneurship	4	5
4	BA4CMT19	Basic Informatics for Management	4	5
5	BA4CMT20	Corporate Law	4	5
		TOTAL	20	25



V		Semester V		
1	BA5CRT21	Organisational Behaviour	4	6
2	CO5OP02	Capital Market and Investment Management	3	4
3	BA5CRT23	Environment Science and Human Rights	4	5
4	BA5CMT24	Intellectual Property Rights and Industrial Laws	4	5
5	BA5CRT25	Operations Management	2	2
6	BA5CRT26	Industrial Relations	3	3
		TOTAL	20	25
VI		Semester VI		
1	BA6OCT27	Optional-I	4	5
2	BA6OCT28	Optional-II	4	5
3	BA6CRT29	Strategic Management	4	5
4	BA6CRT30	Communication Skills and Personality Development	4	5
5	BA6PRP31	Management Project	4	5
		TOTAL	20	25
		<b>GRAND TOTAL</b>	<b>120</b>	<b>150</b>

### 3. Evaluation of Project, assignment, seminar, viva, internal assessment, test paper.

#### 1. For projects

Group project for minor project. Individual project for management project.

a. Marks for external examination: 80

b. Marks for internal evaluation : 20

Components of Management project

Marks

Evaluation (External)

Dissertation (External)	50
Viva-voce (External)	30
Total	80
Components of management project	Marks
Evaluation (Internal)	
Dissertation (Internal)	10
Viva-voce (Internal)	10
Total	20
Components of minor project	Marks
Evaluation (Internal) third semester	
Dissertation (Internal)	80
Viva-voce (Internal)	20
Total	100

#### 4. INDUSTRIAL VISIT

The programme makes it mandatory in three semesters namely third, fourth and fifth to organise an industrial visit each. Preferably one to a manufacturing unit, another to a service sector and still another to a start-up village. Individual reports including photographs and illustration of the visit certified by the faculty in charge need to be prepared and submitted. These three reports are submitted to the external examiner for the sixth semester project viva-voce for the successful completion of the programme. The students who fail to submit satisfactory report will be consider as not completed the programme successfully.





**Syllabus for BCA: 2017 onwards**

No	Code	Title	Credits	Hrs.
<b>I</b>		<b>Semester I</b>		
1		Language- English-I	4	5
2		Mathematics	4	4
3		Basic Statistics	4	4
4	CA1CRT01	Computer Fundamentals and Digital Principles	4	4
5	CA1CRT02	Methodology of Programming and C Language	3	4
6	CA1CRP01	Software Lab I	2	4
		TOTAL	21	25
<b>II</b>		<b>Semester II</b>		
1		Language- English-I	4	5
2		Discrete Mathematics	4	4
3	CA2CRT03	Data Base Management Systems	3	4
4	CA2CRT04	Computer Organization and Architecture	4	4
5	CA2CRT05	Object Oriented Programming Using C++	4	3
6	CA1CRP02	Software Lab II	2	5
		TOTAL	21	25
<b>III</b>		<b>Semester III</b>		
1		Advanced Statistical Methods	4	4
2	CA3CRT06	Computer Graphics	4	4
3	CA3CRT07	Microprocessor and PC Hardware	4	3
4	CA3CRT08	Operating Systems	4	4
5	CA3CRT09	Data Structure Using C++	3	4
6	CA3CRP03	Software Lab III	2	6
		TOTAL	21	25



<b>IV</b>		<b>Semester IV</b>		
1		Operational Research	4	4
2	CA4CRT10	Design and Analysis of Algorithms	4	4
3	CA4CRT11	System Analysis & Software Engineering	4	4
4	CA4CRT12	Linux Administration	4	4
5	CA4CRT13	Web Programming Using PHP	3	3
6	CA4CRP04	Software Lab IV	2	6
		TOTAL	21	25
<b>V</b>		<b>Semester V</b>		
1	CA5CRT14	Computer Networks	4	3
2	CA5CRT15	IT and Environment	4	4
3	CA5CRT16	Java Programming Using Linux	3	3
4	CA5OPT	Open Course	3	4
5	CA5CRP05	Software Lab V	2	5
6	CA5CRP06	Software Development Lab I (Mini Project in PHP)	2	6
		TOTAL	19	25
<b>VI</b>		<b>Semester VI</b>		
1	CA6CRT17	Cloud Computing	4	4
2	CA6CRT18	Mobile Application Development - Android	4	4
3	CA6PET	Elective	4	4
4	CA6CRP07	Software Lab VI & Seminar	2	6
5	CA6CRP08	Software Development Lab II (Main Project)	4	7
		TOTAL	18	25
		<b>GRAND TOTAL</b>	<b>120</b>	<b>150</b>



## Subject Guidelines

### Mini Project

Mini project can be a small complete application project, to make the student confident in designing a system based on Software engineering course. The internal and external evaluation is to be done with the project demonstration and presentation, viva and modification. It must be done in the college lab under the guidance of a faculty.

#### Scheme of Evaluation for Mini Project

Division of Marks (Software Development Lab I)

Project demonstration and Presentation - 25 marks

Modification - 15 marks

Viva Voce - 15 marks

Project report with proper content and binding - 25 marks

Total Marks - 80 marks

### Seminar

Each student can choose a latest topic of current day interest in the areas of Computer Science / Information Technology and present a seminar presentation using appropriate presentation media. A seminar presentation report in bound form in the pattern of a complete technical report (with contents page, well structured presentation, references etc.) should be submitted.

#### Scheme of Evaluation of Seminar Presentation

Division of Marks

Seminar Presentation Internal (100 marks)

Presentation - 40 marks



Discussion (Questions and Answers) - 30 marks

Documentation 10 marks

Seminar report with proper Content  
and Binding - 20 marks

Total Marks -100 marks

### **Main Project (Individual)**

The project topic shall be chosen from areas of current day interest using latest packages / languages running on appropriate platforms, so that the student can be trained to meet the requirements of the industry. A project report should be submitted in hard bound complete in all aspects. For internal evaluation, the progress of the student shall be systematically progress of the student shall be systematically assessed through various stages of evaluation at periodic intervals.

Scheme of Evaluation for Main Project

Division of Marks (Software Development Lab II)

Project demonstration and Presentation - 40 marks

Viva related to project - 20 marks

Project report with proper content and binding -20 marks

Total Marks - 80marks

### **VIVA VOCE**

Each student should attend a course viva voce based on syllabus from semester I to semester IV.

Total Marks – 100 marks



### Syllabus for B.Sc Psychology: 2017 onwards

No	Code	Title	Credits	Hours
<b>I</b>		<b>Semester I</b>		
1		Language-English-I	4	5
2		Language-English-II	3	4
3		Second Language-I	4	4
4	PY1CRT01	Foundations and Methods of Psychology	4	7
5	PY1CMT02	Body Systems and Behaviour	2	2
6	ST1CMT21	Basic Statistics	2	3
		TOTAL	19	25
<b>II</b>		<b>Semester II</b>		
1		Language- English-I	4	5
2		Language-English-II	3	4
3		Second Language-I	4	4
4	PY2CRT04	Basic Cognitive Processes	4	7
5	PY2CMT05	Biological Basis of Behaviour	2	2
6	ST2CMT22	Statistical Tools	2	3
		TOTAL	19	25
<b>III</b>		<b>Semester III</b>		
1		Language- English-I	4	5
2		Second Language-I	4	5
3	PY3CRT07	Living in the Social World	4	7
4	PY3CMT08	Neurophysiology of Behaviour I	2	3
5	ST3CMT23	Probability and Probability Distributions	2	3
6	PY3P01	Psychology Practical	-	2
		TOTAL	16	25
<b>IV</b>		<b>Semester IV</b>		
1		Language- English-I	4	5
2		Second Language-	14	5
3	PY4CRT10	Social Interactions and Human Behaviour	4	7
4	PY4CMT11	Biophysiology of Behaviour II	2	3
5	ST4CMT24	Statistical Inference	2	3
6	PY4P02	Psychology Practical	1	2
		TOTAL	17	25



<b>V</b>		<b>Semester V</b>		
1	PY5CRT13	Abnormal Psychology	4	4
2	PY5CRT14	Foundations of Organizational Behaviour	3	3
3	PY5CRT15	Environmental Psychology and Human Rights	4	4
4	PY5OP1	PY5OP2 Open Course (Any one) 1. Basics of Counselling Psychology 2. Life Skills Development	3	4
5	PY5P03	Practical: Experimental Psychology	8	8
6	PY5PR01	Project I	2	2
		<b>TOTAL</b>	<b>24</b>	<b>25</b>
<b>VI</b>		<b>Semester VI</b>		
1	PY6CRT16	Psychology of Maladaptive Behaviour	4	4
2	PY6CRT17	Child Development	4	4
3	PY6CRT18	Managing Behaviour in Organizations	4	4
4	PY6CB1 PY6CB2 PY6CB3 PY6CB4	Choice-based Core course (Any one) 1.Theory and Practice of Counselling 2 School Psychology 3. Human Resource Development 4. Health Psychology	3	3
5	PY6P02	Practical: Psychological Assessment	8	8
6	PY6PR02	Project II	2	2
		<b>TOTAL</b>	<b>25</b>	<b>25</b>
		<b>GRAND TOTAL</b>	<b>120</b>	<b>150</b>



## Subject Guidelines

### PSYCHOLOGICAL ASSESSMENT (Practical)

Each student is required to conduct a minimum of 10 tests from the following sections and submit the record for evaluation at the end of the semester.

Introduce basic principles of psychological testing; Characteristics of psychological tests, Ethical application of psychological tests.

INTELLIGENCE & COGNITIVE SKILLS: SPM, Bhatia's battery, Mathew mental abilities etc.

PERSONALITY: EPQ, Big five inventory, Locus of control, type A/ B, 16 PF etc.

Tests of interests, aptitude, attitude, creativity, adjustment, values etc.

TESTS FOR CHILDREN: Seguin Form Board, VSMS, WISC (Indian), etc. can also be administered.

(The practicals will be valued both internally and externally.)

### RESEARCH PROJECT

Empirical research to be done using the principles of research methodology and statistics. This enables the students to get firsthand experience in doing research. The undergraduate experience is greatly enriched by attaining research experience early. Research experience allows undergraduate students to better understand published works, learn to balance collaborative and individual work, determine an area of interest, and jump start their careers as researchers. Through exposure to research as undergraduates, many students discover their passion for research and continue on to graduate studies and faculty positions.



### **Guidelines for the project work:**

- a) The research work shall be a quantitative, qualitative or exploratory study.
- b) Students are to do the project individually and submit the report in printed/ typed form (A4 size).
- c) Project work should be carried out with the supervision of faculty member in the department.
- d) The report should not exceed 50 pages.
- e) The project report should strictly follow APA format.
- f) The report should be submitted with five chapters, viz., Introduction, review, method, result and discussion, summary and conclusion, and references.
- g) An abstract of the study should be attached with the research report.

The project will be valued both internally and externally.





**Syllabus for B.Com Model I Finance & Taxation: 2017 onwards**

No	Code	Title	Credits	Hrs.
<b>I</b>		<b>Semester I</b>		
1		Language- English-I	4	5
2		Second Language-I	4	4
3	CO1CRT01	Dimensions and Methodology of Business Studies	2	3
4	CO1CRT02	Financial Accounting I	4	5
5	CO1CRT03	Corporate Regulations and Administration	3	4
6	CO1CMT01	Banking and Insurance	3	4
		TOTAL	20	25
<b>II</b>		<b>Semester II</b>		
1		Language- English-I	4	5
2		Second Language-I	4	4
3	CO2CRT04	Financial Accounting II	4	5
4	CO2CRT05	Business Regulatory Framework	3	4
5	CO2CRT06	Business Management	3	3
6	CO2CMT02	Principles of Business Decisions	3	4
		TOTAL	21	25
<b>III</b>		<b>Semester III</b>		
1		Language- English-I	3	3
2	CO3CRT07	Corporate Accounts I	4	5
3	CO3CRT08	Quantitative Techniques for Business- 1	4	5
4	CO3CRT09	Financial Markets and Operations	3	4
5	CO3CRT10	Marketing Management	3	3
6		Goods and Service Tax (Optional-1)	4	5
		TOTAL	21	25



<b>IV</b>		<b>Semester IV</b>		
1	CO1CRT01	Language- English-I	3	3
2	CO4CRT11	Corporate Accounts II	4	6
3	CO4CRT12	Quantitative Techniques for Business- II	4	6
4	CO4CRT13	Entrepreneurship Development and Project Management	4	5
5		Financial services(Optional-2)	4	5
		<b>TOTAL</b>	<b>19</b>	<b>25</b>
<b>V</b>		<b>Semester V</b>		
1	CO5CRT14	Cost Accounting - 1	4	6
2	CO5CRT15	Environment and Human Rights	4	5
3	CO5CRT16	Financial Management	4	5
4		Income Tax Law and Practices (Optional-3)	4	5
5	BA5OPT22	Brand Management	3	4
		<b>TOTAL</b>	<b>19</b>	<b>25</b>
<b>VI</b>		<b>Semester VI</b>		
1	CO6CRT17	Cost Accounting - 2	4	6
2	CO6CRT18	Advertisement and Sales Management	3	4
3	CO6CRT19	Auditing and Assurance	4	5
4	CO6CRT20	Management Accounting	4	5
5		Income Tax Assessment and Procedure (Optional – 4)	4	5
6	CO6PR01	Project and Viva	1	-
		<b>TOTAL</b>	<b>20</b>	<b>25</b>
		<b>GRAND TOTAL</b>	<b>120</b>	<b>150</b>



**Syllabus for B.Com Model II Finance & Taxation: 2017 onwards**

No	Code	Title	Credits	Hrs.
<b>I</b>		<b>Semester I</b>		
1		Language- English-I	4	5
2		Second Language-I	4	5
3	CO1CRT01	Dimensions and Methodology of Business Studies	2	3
4	CO1CRT02	Financial Accounting I	4	5
5	CO1CRT03	Corporate Regulations and Administration	3	4
6	CO1CMT01	Banking and Insurance	3	3
		TOTAL	20	25
<b>II</b>		<b>Semester II</b>		
1		Language- English-I	4	5
2		Second Language-I	4	5
3	CO2CRT04	Financial Accounting II	4	5
4	CO2CRT05	Business Regulatory Framework	3	4
5	CO2CRT06	Business Management	3	3
6	CO2CMT02	Principles of Business Decisions	3	3
		TOTAL	21	25
<b>III</b>		<b>Semester III</b>		
1		Language- English-I	3	5
2	CO3CRT07	Corporate Accounts I	4	4
3	CO3CRT08	Quantitative Techniques for Business-1	4	4
4	CO3CRT09	Financial Markets and Operations	3	4
5	CO3CRT10	Marketing Management	3	3
6		Goods and Services Tax (Optional-1)	4	5
		TOTAL	21	25



<b>IV</b>		<b>Semester IV</b>		
1	CO1CRT01	Language-English-I	3	5
2	CO4CRT11	Corporate Accounts II	4	5
3	CO4CRT12	Quantitative Techniques for Business-II	4	5
4	CO4CRT13	Entrepreneurship Development and Project Management	4	5
5		Financial Services (Optional-2)	4	5
		TOTAL	19	25
<b>V</b>		<b>Semester V</b>		
1	CO5CRT14	Cost Accounting-1	4	6
2	CO5CRT15	Environment and Human Rights	4	5
3		E-commerce (Complementary Course)	4	5
4		Income Tax Law and Practice-1 (Optional-3)	4	5
5	BA5OPT22	Brand Management	3	4
		TOTAL	19	25
<b>V</b>		<b>Semester VI</b>		
1	CO6CRT17	Cost Accounting-2	4	6
2	CO6CRT18	Advertisement and Sales Management	3	4
3		Income Tax – Assessment and Planning (Complementary Course)	4	5
4	CO6CRT20	Management Accounting	4	5
5		Income Tax Assessment Procedure (Optional-4)	4	5
6	CO6PR01	Project and Viva	1	-
		TOTAL	20	25
		<b>GRAND TOTAL</b>	<b>120</b>	<b>150</b>



**Syllabus for B.Com Model II Logistics Management:  
2017 onwards**

No	Code	Title	Credits	Hrs.
<b>I</b>		<b>Semester I</b>		
1		Language- English-I	4	5
2		Second Language-I	4	5
3	CO1CRT01	Dimensions and Methodology of Business Studies	2	3
4	CO1CRT02	Financial Accounting I	4	5
5	CO1CRT03	Corporate Regulations and Administration	3	4
6	CO1CMT01	Banking and Insurance	3	3
		TOTAL	20	25
<b>II</b>		<b>Semester II</b>		
1		Language- English-I	4	5
2		Second Language-I	4	5
3	CO2CRT04	Financial Accounting II	4	5
4	CO2CRT05	Business Regulatory Framework	3	4
5	CO2CRT06	Business Management	3	3
6	CO2CMT02	Principles of Business Decisions	3	3
		TOTAL	21	25
<b>III</b>		<b>Semester III</b>		
1		Language- English-I	3	5
2	CO3CRT07	Corporate Accounts I	4	4
3	CO3CRT08	Quantitative Techniques for Business-1	4	4
4	CO3CRT09	Financial Markets and Operations	3	4
5	CO3CRT10	Marketing Management	3	3
6		Introduction to Logistics Management (Optional-1)	4	5
		TOTAL	21	25

<b>IV</b>		<b>Semester IV</b>		
1	CO1CRT01	Language-English-I	3	5
2	CO4CRT11	Corporate Accounts II	4	5
3	CO4CRT12	Quantitative Techniques for Business-II	4	5
4	CO4CRT13	Entrepreneurship Development and Project Management	4	5
5		Principles of Logistics Information (Optional-2)	4	5
		<b>TOTAL</b>	<b>19</b>	<b>25</b>
<b>V</b>		<b>Semester V</b>		
1	CO5CRT14	Cost Accounting-1	4	6
2	CO5CRT15	Environment and Human Rights	4	5
3		E-commerce (Complementary Course)	4	5
4		Air Cargo Logistics Management (Optional-3)	4	5
5	BA5OPT22	Brand Management	3	4
		<b>TOTAL</b>	<b>19</b>	<b>25</b>
<b>V</b>		<b>Semester VI</b>		
1	CO6CRT17	Cost Accounting-2	4	6
2	CO6CRT18	Advertisement and Sales Management	3	4
3		Consumer Behaviour (Complementary Course)	4	5
4	CO6CRT20	Management Accounting	4	5
5		Shipping and Ocean Freight Logistics Management (Optional-4)	4	5
6	CO6PR01	Project and Viva	1	-
		<b>TOTAL</b>	<b>20</b>	<b>25</b>
		<b>GRAND TOTAL</b>	<b>120</b>	<b>150</b>



## Subject Guidelines

### Practical Examination

Practical examinations will be conducted only at the end of even semesters.

### Project Report

All students are to do a **project in the area of core course**. This project can be done individually or in groups (not more than five students) which may be carried out in or outside the campus. The report of the project in duplicate is to be submitted in English with not less than 30 pages (Printed in A4 size paper) to the Department at the sixth semester and are to be produced before the examiners appointed by the University. External Project Evaluation and Viva / Presentation are compulsory and will be conducted at the end of the Programme.

### Structure of the Report

- Title Page
- Declaration by the student
- Certificate from the guide
- Acknowledgements
- Contents
- Chapter I: Introduction (Research problem, Objectives of the study, methodology etc)
- Chapter II: Review of Literature/Conceptual Framework
- Chapter III: Data Analysis
- Chapter IV: Summary /findings/ Recommendations
- Appendix (Questionnaire, Specimen copies of forms, other exhibits etc).
- Bibliography

## **Evaluation of the Project Report.**

The project report shall be subject to **Internal and External Evaluation** followed by a **Viva-voce**.

- Internal Evaluation is to be done by the supervising teacher and external evaluation by an examiner appointed by the University and the Head of the Department or his nominee.

- A viva voce related to the project work will also be conducted by the external evaluation board consisting of an examiner appointed by the University as chairman and the Head of the Department or his nominee as member. The students have to attend the viva voce individually. Grades are to be awarded to the students combining the internal evaluation, external evaluation and viva voce.

## **Components of External Evaluation of Project / Marks**

### **Dissertation (External) 50**

Relevance of Topic 10

Statement of Objectives 5

Methodology 10

Presentation of Facts and Figures 5

Quality of Analysis and Findings 15

Bibliography 5

**Viva-Voce (External) - 30**

**Total 80**



## Examinations

There shall be two internals, one model examination and semester ending examination. Internal examinations will have a weightage of 20% and external 80%.

### **a. Eligibility to appear for the end semester exam:**

Permission for appearing for end semester in individual subjects is granted only if the following condition is fulfilled in the concerned course/subject:

- i. A student has at least 75% of attendance in a course.

### **b. Re-test:**

Students will not be permitted to write re-test if they do not appear for exam due to personal reasons.

### **c. Code of Conduct for Examinations**

- i. Candidates must bring INSTITUTION IDENTITY CARD and hall ticket on all days of the Examination and shall produce them for inspection by the Exam invigilators/ Room Superintendent.
- ii. The Examination Hall will be opened ten minutes prior to the scheduled starting time of the Examination. Candidates are advised to occupy their designated seats in the examination hall ten minutes before the commencement of the examination and utilise this time to receive the answer scripts and fill in the roll number, subject code, name of exam correctly and legibly on the prescribed space provided on the facing sheet of the answer script.
- iii. First bell will indicate the commencement of Examination.
- iv. Candidates who do not enter the Examination Hall before the first bell, may wait till the invigilators complete the distribution of the answer scripts and question papers to all the candidates who have already occupied their allotted seats.



- v. Candidates will not be allowed to enter the Examination Hall after the second bell. (i.e. after 30 minutes of commencement of the exam).
- vi. Candidates will not be allowed to exit the Examination Hall before 30 minutes after the commencement of Exam. Candidate can leave the Examination Hall only after making the final submission of the answer scripts.
- vii. Candidates must write their registration number and name on the question paper provided to them.
- viii. Candidates are strictly prohibited from writing anything other than their name and registration number or making any kind scribbling on the question paper.
- ix. Candidates must carry with them all necessary exam stationery and calculators (if permitted). Sharing/exchange of exam stationery and calculators are prohibited.
- x. Any attempt for academic dishonesty/malpractices during the examination by the candidate will invalidate respective exam and also make candidate ineligible to continue the Examination. The following are considered unacceptable examination behaviour: communicating with fellow students during exam, copying material from another student's exam, allowing another student to copy from an exam, impersonation, possession or use of unauthorised notes, electronic gadgets, cellular phones or other materials. All other acts which directly or indirectly can help the candidate during the exams, borrowing or lending of materials and/or a behaviour that defeats the intent of the exam will be construed as unacceptable examination behaviour. All acts of the above mentioned nature shall invite disciplinary actions up to debarring of the student from appearing for examinations for three subsequent chances.



- xi. All candidates are required to adhere to any further instructions as may be given by the Controller of Examinations and the appointed invigilators for the respective Examinations.
- xii. Students are also reminded that answer books, statistical tables or any other materials provided to candidates in examination hall are RVCAS property and **MUST NOT BE REMOVED** from examination rooms. Candidates are reminded that the deliberate removal of such materials constitutes theft.
- xiii. Candidates **MUST NOT WRITE** on the statistical tables which are provided only for reference purposes within the examination hall and must be given back.

### **Academic Integrity and avoiding plagiarism**

- a. **Academic Integrity:** Academic Integrity is about the honest presentation of your academic work. It means acknowledging the work of others whilst developing your own insights, knowledge and ideas. Academic work in an institute depends on the practice of academic integrity as a core value. All work produced must acknowledge the sources of ideas presented and cite the original written work.
- b. **Avoiding Plagiarism:** In preparing your assignments you will need to do research and draw on the ideas of others. You are encouraged to read widely about the issues you are studying, but you must also acknowledge any ideas that are not your own by including citations in your text and references in a list at the end of every assignment. It is your responsibility as a student to know how to reference correctly.

## Evaluation

Rajagiri Viswajyothi College is affiliated to Mahatma Gandhi University, therefore evaluation procedures specified by the university is followed.

The evaluation of each paper shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

The internal to external assessment ratio shall be 1:4.

Both internal and external marks are to be rounded to the next integer.

All paper (theory & practical), grades are given on a 7-point scale based on the total percentage of marks, (ISA+ESA) as given below:-

CPA	Percentage of Marks	Grade	Grade Point
9.5 and above	95 and above	S : outstanding	10
8.5 to below 9.5	85 to below 95	A+ : excellent	9
7.5 to below 8.5	75 to below 85	A : very good	8
6.5 to below 7.5	65 to below 75	B+: good	7
5.5 to below 6.5	55 to below 65	B : above average	6
4.5 to below 5.5	45 to below 55	C : satisfactory	5
3.5 to below 4.5	35 to below 45	D : pass	4
Below 3.5	Below 35	F : failure	0

### **CREDIT POINT AND CREDIT POINT AVERAGE**

Credit Point (CP) of a paper is calculated using the formula:-

$CP = C \times GP$ , where C is the Credit and GP is the Grade point

Semester Grade Point Average (SGPA) of a Semester is calculated using the formula:-



SGPA =  $TCP/TC$ , where TCP is the Total Credit Point of that semester.

Cumulative Grade Point Average (CGPA) is calculated using the formula:-

CGPA =  $TCP/TC$ , where TCP is the Total Credit Point of that programme.

Grade Point Average (GPA) of different category of courses viz. Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational Course, Core Course is calculated using the formula:-

GPA =  $TCP/TC$ , where TCP is the Total Credit Point of a category of course.

TC is the total credit of that category of course.

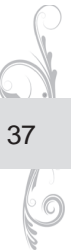
### MARKS DISTRIBUTION FOR EXTERNAL AND INTERNAL EVALUATIONS

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

#### For all courses

- a) Marks of external Examination : 80
- b) Marks of internal evaluation : 20

Components of Internal Evaluation of theory	Marks
Attendance	5
Assignment /Seminar/Viva	5
Internal test papers	(2x5=10) 10
<b>Total</b>	<b>20</b>



### For projects

a) Marks of external evaluation :	80
b) Marks of internal evaluation :	20
c) Components of External Evaluation of Project	Marks
Dissertation (External)	50
Viva-Voce (External)	30
Total	80

\*Marks for dissertation may include study tour report if proposed in the syllabus.

Components of internal Evaluation of Project	Marks
Punctuality	5
Experimentation/data collection	5
Knowledge	5
Report	5
Total	20

### Attendance Evaluation for all papers

% of attendance	Marks
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

(Decimals are to be rounded to the next higher whole number)

### ASSIGNMENTS

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

### SEMINAR/VIVA

A student shall present a seminar in the 5th semester for each paper and appear for Viva-voce in the 6th semester for each course.



## External Examination

The external theory examination of all semesters shall be conducted by the University at the end of each semester.

Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds.

All students are to do a project in the area of core course.

## Pattern of questions Papers

Sl. No.	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	2	10/12	20
2	Short essay/problem	5	6/9	30
3	Essay/problem	15	2/4	30
	Total			80

## ATTENDANCE RULES

Rajagiri Viswajyothi students are deemed to have agreed to offer unconditional commitment to their learning process during the three years of their study at the institute. Absence from classroom sessions and from other academic activities will be regarded as an act of willful indiscipline. **Students have to produce a leave letter in the prescribed format stating their reason for absence duly signed by parents on the very next day. The letter should be signed by the concerned teacher and to be taken to the class teacher for filing and for future reference**

No Leave will be granted for absence beyond 25% in ordinary circumstances. Unauthorised absence from class sessions will result in severe penalty that may include being asked to withdraw from the programme.





- Attendance is marked for each session engaged by the faculty member.
- In the case of Three hour classes if the student is late for the first hour, he/she will be permitted to attend the first hour without attendance and attendance will be awarded only for the second hour. The attendance for the additional hour, if any allotted for extra-curricular activities will be taken only at the end of the session.
- Students are not allowed to meet any other faculty member/staff during normal class hours, or visit the office unless prior explicit permission has been obtained from the faculty member who is engaging the session at that time. The responsibility is vested with the student and excuses for being late will not be entertained.
- A student is not permitted to leave an on-going class, unless a note is sent from the principal.
- The classes for all students begin at 9:30 am. Absence or late arrival will result in loss of attendance for the entire first hour.
- In case the application for Condonation is rejected by the university, the student will not be permitted to write the examination.

#### 9. Attendance in ***Special Programmes:***

- i. There are a number of co-curricular/certificate/remedial programmes organised by the college. They are meant to serve specific purposes. Student attendance and performance in these programmes is compulsory unless instructions have been issued otherwise by the concerned faculty members.
- ii. If students who have been listed for such programmes do not meet the requirements, they would attract strict sanctions including disciplinary probation (exclusion from





specific services or participation in privileges / extra-curricular activities as set forth in the notice of disciplinary probation for a specified period of time).

- iii. For programmes where the students are expected to compulsorily attend, *absence by the student will result in the student losing his/her attendance for the whole day.*
- iv. For programmes whose marks have been linked to the internals of a course, non-participation or non-performance will lead to a proportionate reduction in the internal marks for the respective course.

Any planned mass absences of a group/ class / batch of students will result in serious consequences. For those who lead/ participate in these kind of activities whether it is a scheduled class or training activity or an institutional function, serious action will be taken against those who are involved.

### **Medical Certificate:**

A student must intimate the college office / class teacher in the case of any serious illness or hospitalisation **as soon as possible** from the date of diagnosis or hospitalisation.

1. A student must submit a medical certificate and a letter from the parent/guardian to the office if his absence on account of ill health exceeds three consecutive working days.
2. This certificate and letter should be submitted by the student not later than two days he/she reports back to the college after the absence.
3. However, this certificate will not be considered for marks of attendance or any other consideration from the part of the college. However, this certificate may be collected back by the student from the college office in the case of applying for condonation.

## GENERAL RULES AND REGULATIONS

### General Discipline

- Students should reach the college by 9:15 am. Working hours of the college is from 9:30 am to 4:00 pm with a break of 15 minutes in the forenoon session and 45 minutes lunch break. On Fridays lunch break is from 12:30 pm to 1:45pm. **During the time of first break, students are not permitted to go outside the campus.** When first bell rings, students should enter the class. Late comers will not be given attendance.
- Ragging, inside the campus, hostels or outside the campus is strictly prohibited. Any student found ragging a fresher or having any other direct or indirect involvement in this unlawful activity will invite strict action against the guilty, which may also be immediate expulsion from the Institute and/or any other punishment deemed fit by the Discipline Committee. Please note that we abide by the Supreme Court directives in this matter. Any complaint received from students will be immediately forwarded to the nearest police station for appropriate action.
- Students are issued Identity Cards by the college. **They are directed to wear these cards at all times inside the campus.** Violation of this would attract a fine of Rs.50/day. Loss of this card must be intimated to the college office immediately. Students should surrender their ID cards after their course of study in the college. Replacement of lost identity card for the first time would be done at the cost of Rs. 500/-. Subsequent replacement one more time would be done at the cost of Rs. 1000/-. Further loss or damage may attract other penal action including not issuing of another.
- Rajagiri Viswajyothi College promotes an environment friendly green campus. Hence littering in the campus is prohibited. **Wastes are to be segregated into**



**degradable and non-degradable, and disposed in the specific trashcans.** Littering would attract a fine of Rs.100/-. Use of disposable items are discouraged.

- Students are expected to exercise control over verbal as well as the non-verbal (body) language while dealing with faculty, staff, and fellow students. Intemperate language and rash behaviour will not be tolerated under any circumstances.
- Smoking, consuming alcohol, taking drugs, and chewing tobacco in any form or possession of these items inside the campus and hostels is prohibited. Non-compliance will invite severe penalties. This will include those students also who have consumed alcohol outside the campus but are found to be in inebriated condition inside the campus and hostels. Those who are caught will be immediately suspended from college pending enquiry.
- **Vehicular traffic is restricted in the campus. Vehicles belonging to students should not be taken beyond the indication board.**
- Wearing helmets and following traffic rules is a must for the safety of students riding two wheelers. Students riding bikes and two wheelers must purchase helmets of good quality.
- Celebration of birthdays or other special occasions is not permitted in the classrooms. Students may make use of their breaks and celebrate such occasions outside the college building.
- Students are strictly warned not to use any sticking tape or gum for pasting any material on the walls or roof of the college building.
- The Rajagiri Anthem/prayer is played every day at 9:30 am. Students are required to give due respect to the anthem/prayer by behaving in the following way, during the time it is being played.



- All students must stand at attention when they hear the anthem. The stance shall be with closed fist and head held high, since an anthem is something to feel proud of.
- Students should not move, make noise or engage in any form of verbal or non-verbal communication during the time the anthem is played. If the student is entering the college or is walking in the corridor when the anthem begins, he/she must stop where they are, till the anthem gets over.
- Students have to take the responsibility of upkeep of classroom equipment including computers, sound systems, projectors, and other electrical equipment is expected. If any damage to these is detected and the reason is attributed to inappropriate or negligent use, the cost of such equipment or its repair shall be borne by the entire class.
- Any breakdown or damage to any property shall be intimated to the college office by the class representatives for repair and maintenance. They must note down the details in the maintenance register kept in the reception. They must notify the officer in charge of all classroom infrastructures if the repair does not take place in time.
- Any breakdown or damage to any property caused by a student will result in restitution (time, money, service) and/or disciplinary actions of a more serious nature.

### Usage of Mobile Phones

- For the efficient conduction of classes by ensuring complete attention and to avoid consequent problems, usage of mobile phones and other electronic devices is restricted in the college campus. **It should be switched off from 9:25 am – 3:30 pm.** In case of emergency / academic purpose one can use phone with the



permission of the faculty. If anybody from outside wants to contact a student for some emergency situation they may contact college office or any of the faculty preferably batch coordinator. If any mobile phone is found ringing inside while the class is going on, that will be considered as mobile usage. **Violation of this rule will attract a fine of Rs.100/- initially and on repetition the phone will be confiscated and will be returned only at the end of the academic year.** As per norms of normal decency, photograph of any other person/student should be taken only after taking his/her concurrence.

- Students are strictly warned that they are not supposed to engage in any activity leading to **cybercrimes**. Violation would result in suspension or expulsion from college/campus. Any act or omission leading to cybercrimes will be viewed very seriously and will be reported to the Police Commissioner /Cyber Cell.
- Students are expected to be punctual for all classroom functions, guest lectures, seminars, conferences and all other curricular and extracurricular activities.
- All students are expected to display acceptable form of behaviour, becoming of young men and young women anywhere within the campus. Except handshakes as a form of greeting, no other physical proximity between male and female students is permitted.
- **Notebooks should be maintained for each subject, and should be submitted when asked.**
- Students are supposed to submit their assignments in time, and should present their seminars without hesitation.
- Decision of teachers regarding internal marks will be final.

### **Classroom Discipline**

- Students are expected to be present in all the scheduled classes as per the timetable shared with them. They should be seated in the class at least five minutes before the scheduled start time. No student should remain absent



from any class without intimation and prior sanction by the concerned Professor handling the class. Unauthorised absence from the class will invite penalty which will be determined by the faculty concerned.

- The breaks between 2<sup>nd</sup> and 3<sup>rd</sup> hour, 4<sup>th</sup> and 5<sup>th</sup> hour are meant for change of faculty. Students are not to move outside their classrooms during this time. Students are also not allowed to leave the campus during first interval. Noise levels would also have to be kept very low.
- The breaks between 2<sup>nd</sup> and 3<sup>rd</sup> hour, 4<sup>th</sup> and 5<sup>th</sup> hour are meant for change of faculty. Students are not to move outside their classrooms during this time. Students are also not allowed to leave the campus during first interval. Noise levels would also have to be kept very low.
- Fans, lights and other electrical devices should be switched off after the session gets over.
- Eatables and beverages are not allowed to be taken in the class.

### **Dress Code and Grooming Guidelines**

Students are bound by the dress code of the institute. For the purpose of clarity of principle, “permissible dress code” is to be understood as one that reflects decency. The students are expected to follow an appropriate dress code with proper footwear. To maintain uniformity, college is arranging clothes and stitching for the students. Any variation from the uniform dress code is not permitted.

#### **Dress code**

##### **Material Details:**

Shirting: Bombay Dyeing Executive

Shade: Chinmaya Violet

Suiting: Bombay Dyeing Supergold

Shade: S-60 (Black)

**Note: Students are not permitted to deviate from this dress code.**



**Boys:** Neatly ironed uniform with shirts properly tucked in and fully buttoned up.

Hair must be well-groomed and neatly trimmed. Facial hair also must be neat and trimmed. Low waist pants are not permitted.

**Girls:** Neatly ironed uniform, shirt and coat.  
Well-groomed hair.

**Note:** Students are permitted to wear only formal dress until they receive uniform, and on days permitted by the college. Formal dress means, pants/ white dhoti and shirts for boys and sarees /salwar kameez for girls. Inappropriate fancy dressing will not be permitted in the campus. Students must abide by the advice of teachers for 'formal dresses'.

Any staff member has the authority to refer the student to an administrator for inappropriate dressing.

In addition to this students must wear the college uniform on days when they would be interacting with special guests and invitees, on days where formal functions are organised and on other days specified by the college. This is also the norm during special occasions of importance for the institute (placement, visits of important guests, dignitaries, etc.). Students will be advised from time to time on this.

## Library Rules

### General Information

- Library users are expected to talk quietly. Excessive socialising is inappropriate and discouraged.
- Students should always wear their identity cards when they enter the library. Students have to produce their identity cards on demand by staff during the use of the library.
- Students are not permitted to take personal belongings inside the library.
- Library materials should be handled with care.



- Students are requested to take special care to keep the library neat and clean. Any kind of eatables or drinks should not be taken inside the library.
- Use of any electronic or digital devices that may interfere with the functioning of the library is strictly prohibited in the library. Mobile phones should be kept in the silent mode and students and visitors are not permitted to call/answer calls inside the library.
- Members must take care to get the book issued and returned before fifteen minutes of the closing of the library.
- Members shall leave the library ten minutes before the closing of the library.
- Reference books, journals, periodicals, bound volumes, theses, dissertations, project reports, electronic media, damaged or worn out books etc. will not be issued.
- Photography, audio recording and video recording are not allowed on Library premises without prior permission.

### **Issue of Books**

- All students shall be issued a maximum of 4 books at a time from library which will be returnable on the 8th day from the date of the issue, failure of which will fetch a fine of Rs. 3/- per day per book till the submission of the book. Faculty has the privilege of borrowing 3 books from the library, being eligible to hold 1 book for a period of maximum 15 days.
- A book can be re-issued to the same person. Not more than two consecutive renewals are permitted. Further renewal is not permitted at any cause.
- All the issued books shall be returned on the date marked on the due date label pasted on the back





page of the book. Absence from the college for any reason will not be an excuse for not returning the book in time.

- Damage or loss of books on loan should be reported to the Librarian immediately. Borrowers are responsible for any damage or loss of books occurring during loan period. Any mark or mutilation on book will be considered as damage and will be dealt with accordingly. If the book is already damaged at the time of issue, it should be reported to the library staff before the issue of book.
- If a book is lost, the borrower must replace it with its latest edition. If the borrower is unable to replace the book, a penalty amount equivalent to three times the current price will be levied from the borrower. If the book is out of print, the price will be fixed according to the discretion of the librarian, taking into account the importance and demand of the book.

### **Timings for Library and Computer Lab**

*Library:* 9 am to 4 pm

*Computer Lab:* 9 am to 4 pm

### **Computer Lab Rules**

- Students are expected to enter their names and details in the register and must take utmost care of equipment in the computer Lab.
- Students are required to keep their footwear outside. The computer lab is a 'no footwear' zone.
- Students are not allowed to take any personal belongings in the computer lab other than pen, book or paper.
- The students are advised to follow procedures prescribed by the centre for logging on and logging off.



- Students are strictly warned that they are not supposed to view, save or download objectionable or questionable material of any type. Violation would result in suspension or expulsion.
- Use of any electronic or digital device that may interfere with the functioning of the machinery or equipment in the computer lab is prohibited.
- Students are advised to maintain the centre as virus-free as possible. It is a routine procedure to get any removable media devices like pen drive to be scanned for viruses by the centre staff before use in any machine.
- Violations of any of the above conditions may attract disciplinary action including cancellation of permission for entry into computer lab.

### **Excursions**

The students of all programmes in the college will follow the following guidelines with regards to pleasure trips/excursions.

- The college allows the students to go for one pleasure trip in a programme.
- The maximum duration for a pleasure trip is fixed at three days which can include only one working day.
- The class representatives have to give the tour proposal to the class teacher 15 days before the date of travel, which is forwarded to the Principal. This proposal must include the itinerary of the trip, the number and names of students who want to undertake the trip, the budget and per head expenditure, and the names of faculty members who have expressed willingness to accompany them.
- The minimum percentage of participation in a pleasure trip has to be 90% of the strength of the class.
- The class representatives have to approach the faculty members to ascertain their willingness to accompany them.



- Faculty accompaniment is usually in the ratio of one faculty member for 60 students.
- The students have to bear all the costs of the trip.
- The students shall also bear the cost of the accompanying faculty members and ensure that they are treated with necessary comfort.
- The class representative should submit to the class teacher, the final complete and detailed itinerary of the trip well in advance.
- Any incident of student behaviour during the pleasure trip, that adversely affects the reputation of the institution would be viewed very seriously and would be penalised with suspension or dismissal, depending on the seriousness of the issue.
- Students found violating any of the rules of discipline shall attract sanctions from censure to suspension.

## **Hostel Rules**

### ***a. Admission:***

- The admissions to the hostel are made at the beginning of the academic year, at the time of admission to a course of study in the college.
- The Hostel authorities reserve the right to admit or reject any application without giving any reason.
- Specific rooms are allotted on a yearly basis for students by concerned authorities and students are not permitted to change rooms thereafter.

### ***b. Fee Structure:***

- The hostel fee has two components, viz., the mess fee and the hostel rent.
- The hostel rent and mess bill is collected per semester.
- Failure to pay hostel rent even after the last date notified for it shall result in expulsion from the hostel.





- Failure to pay mess fee even after the last date notified for the same shall result in expulsion from the hostel for a period of time so fixed by the Warden.

### Rules:

- *Hostel accommodation is intended to improve the academic performance of inmates by reducing the time for travel. Hence, all the hostellers are expected to perform fairly in academics.*
- *Hostellers are expected to be polite to the wardens and hostel authorities. Violation of the same will lead to expulsion from the hostel.*
- *Hostellers are expected to be cordial and friendly with each other.*
- *Hostel admission is for one academic year only.*
- *Each year, a fresh application should be submitted by the student in order to be considered for admission to the hostel for the next academic year.*
- *Applications can be submitted before the academic year begins.*
- *The list of students admitted will be published one week before the commencement of the classes.*
- *Admission to one year does not ensure admission to the subsequent year.*
- *Admission to the subsequent year depends on the academic performance, distance from home to the college, behavior, attitude, discipline, conduct and character of the inmate.*
- *Inmates should pass in all the subjects in all the internal examinations to be eligible to get admitted to the hostel in the subsequent years.*
- *All the hostellers are expected to abide by the directions of the hostel warden/hostel authorities, and are expected to maintain cordial and healthy relationships with each other by strictly obeying the hostel rules and regulations.*



- *Hostellers are expected to leave for college before 9:00 am. in their complete uniform with the identity card properly displayed. The uniform shirt should be neatly tucked in and they are to wear only a black/brown belt. They should be with proper haircut, neat and short. They are to wear shoes/sandals to college.*
- *The general timetable of the hostel should be strictly followed by all hostellers.*
- *Girls are supposed to enter the hostel by 5:30 pm and boys by 6:30 pm. The inmates are to reach the study hall at 6.30 pm. The mess timing for dinner will be from 7:45 pm to 8:15 pm for girls and 8:20 to 8:45 pm for boys. Students should leave the hostel mess and go to their respective rooms before 9:00 pm. Hostellers should be back to hostel by 6:00 pm on holidays.*
- *The roll call of the hostellers will be made at 9.00pm. Serious action will be taken against those who are absent during roll call without the prior permission of the hostel warden.*
- *Late arrival at the hostel will be considered as a serious offence and will result in dismissal from the hostel.*
- *All the hostellers have to make the entries in the corresponding movement registers kept with the hostel warden/his designate, before leaving the hostel. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable and will result in dismissal from the hostel.*
- *Hostellers should inform the hostel warden before departing for home during weekends or on other occasions, and on the same day after arrival.*
- *Strict silence should be observed in the morning up to 8:00 am, and the time from 7:00 a.m. to 8:00 a.m. may be used for study at the study hall.*



- *Hostellers should use only their own rooms for private study, and should not roam around the hostel during the study hours.*
- *Hostellers are expected to use electricity judiciously and switch off the lights and fans when not required.*
- *Any complaint against fellow-hostellers should be reported to warden for appropriate action.*
- *Complaints of a general nature and other serious problems may also be brought to the notice of the hostel warden.*
- *Birthdays and other celebrations should not be conducted in the hostel/institutional premises.*
- *Hostellers who create nuisance or disturbance to others will not be permitted to continue in the hostel.*
- *Hostellers are forbidden to organize any meeting, collect money for any purpose, or to circulate any notice or petition without the prior permission of the Hostel Warden.*
- *Hostellers should refrain from inviting their friends or class mates to the hostel. Guests should not, on any account, be taken to the hostel rooms. Female students are not permitted to visit the men's hostel for any reason whatsoever and vice-versa.*
- *Hostellers should use the property with care, and keep their rooms and furniture clean and tidy. Damaging the furniture, defacing the walls and other such actions, including loss of keys, will entail heavy penalty.*
- *In case a hosteller is absent from classes, the leave of absence has to be certified by the Hostel Warden in the leave application to be submitted to the college.*
- *Ordering food from hotels and consuming them in the hostel rooms is strictly prohibited.*
- *Smoking is prohibited in the hostel and hostel premises. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and possession of such things are prohibited. Anyone found indulging in the use of*



*such things will not only be asked to vacate the hostel but also be rusticated from the college.*

- *Entering the hostel premises after consuming alcohol/ drugs or after smoking will be treated as a serious offence and such inmates shall be dismissed from the hostel/institution at any time without prior warning.*
- *The hostel rooms are subject to inspection by the College / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the rooms. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.*
- *Using two wheelers/four wheelers in and outside the hostel is not permitted without submitting a request letter signed by parents and gaining permission from the warden.*
- *Use of electronic equipment like heaters and induction cookers are not allowed in the hostel.*
- *Hostellers are not allowed to keep air coolers, musical instruments, TV, electric irons or any electrical equipment without written permission of the Chief Warden. Unauthorized possession will lead to confiscation of the goods.*
- *Students are supposed to keep silence in the hostel after 9:30 PM as the time is strictly reserved for studies and sleep. Playing music loudly during this time period is not permitted.*
- *Students are not allowed to enter other rooms after the above specified time period.*
- *Hostellers will not be permitted to remain in the hostel during college hours. The hostel doors will remain locked during the college working hours. Except in case of illness and with the prior permission of the warden, hostellers should not stay back in the hostel without attending the classes. Violation of this rule will be considered as a serious offence.*



- *Hostellers will not be permitted to stay over at friends'/ relatives' houses without the submission of written permission from the parents addressed to the hostel warden. Failure to get permission in this regard will be considered as a serious offence.*
- *Disobeying the hostel warden/his designate, and violating the hostel rules will be considered as serious offences.*
- *Ragging in any form, staying away from the hostel without the permission of the warden, or any scandalous misconduct will be viewed as serious offence.*
- *Serious offences will warrant dismissal from the hostel and may ultimately lead to dismissal from the college.*
- *Students expelled from the hostel for serious offences will be expelled from the college and vice-versa.*
- *Perfect silence should be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Every student of the hostel has the civic responsibility not to be a cause of inconvenience, annoyance or disturbance to others.*
- *Hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentarily language against the hostel/mess staff is strictly forbidden. Serious action will be taken on any complaint received from staff/faculty against students.*
- *If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hosteller he/she will be asked to vacate the hostel forthwith. In this regard, the decision of the Chief Warden is final and binding on the individuals concerned.*
- *The hostel committee reserves the right to amend or revise the rules and regulations at any time if found necessary.*





- *Giving false information or forging the signature of the hostel authorities are punishable offences and will be seriously dealt with.*
- *The hostel will be closed during Onam and Christmas vacations and Easter holidays. All the inmates should leave the hostel during these holidays.*
- *The hostel will be closed for annual maintenance every year, after the even semester exams. All the inmates should leave the hostel during this period.*
- *Violation of any of the hostel rules and regulations will be considered as serious offence and will result in DISMISSAL from the hostel without any prior intimation. No excuses and arguments will be entertained.*

### **Mess and Study Time**

Study Time	: 7:00 a.m. – 8:00 a.m.
Breakfast	: 8:00 a.m. – 8:30 a.m. (Girls) 8:30 a.m. – 9:00 a.m. (Boys)
Lunch	: 12:45 p.m. – 1:30 p.m.
Tea and Snacks	: 4:00 p.m. – 4:15 p.m.
Study Time	: 6:30 p.m. – 7:40p.m. (Girls) 7:00 p.m – 8:15 p.m (Boys)
Dinner	: 7:45 p.m. – 8:15 p.m. (Girls) 8:20 p.m – 8: 45 p.m (Boys)

Students should follow the mess timing strictly. Nobody is permitted to stay in the mess hall after scheduled time. Food will not be served before or after the scheduled timing.

The hostel committee reserves the right to amend or revise the rules and regulations if found necessary.



## College Bus

Bus fees are to be remitted in advance. Strict discipline and care are to be maintained throughout the journey

## Social Media Rules

Social media has transformed the world into a more open, connected and transparent place. As a student, you should be aware of how social media can help you create and nurture relationships, share information, communicate opportunities, advance knowledge, raise awareness, build support, participate in important conversations, and collaborate on new ideas. In spite of all these positive outcomes, it is imperative that you follow certain basic social networking etiquettes. Please make sure you observe basic social courtesies when you are posting to a discussion forum or different social networking sites.

These guidelines are to ensure appropriate and effective use of social media and will evolve as social media evolves.

- **DO Not Harm:** Students should ensure that your authorised use of different social media does not harm or otherwise defame the institution, its faculty, its students, its alumni or its staff.
- **Security :** As with any other digital and online devices, it is essential that you educate yourself about the security measures and update the requirements.
- Students are ambassadors for Rajagiri Viswajyothi and their testimonials are powerful. We appreciate students sharing the value of their Rajagiri Viswajyothi experience and the value of our educational services with their online networks.
- Respect any confidential or proprietary information shared by RVCAS. Blogs or social networking posts may not disclose any, “insider information” or other confidential or proprietary information or violate any privacy policies.



- When including your Rajagiri Viswajyothi affiliation in your social media profiles, it's best to include the full name for clarity and search-ability.
- Rajagiri Viswajyothi's visual identity (its logos and moto) are the trademarked property of RVCAS. The use of such assets without permission is prohibited.
- When commenting about Rajagiri Viswajyothi, its faculty and staff, its students and alumni or anyone affiliated to the institute, we encourage students to challenge ideas and opinions, but remember that personal attacks are prohibited. The social web is a great place for learning and sharing, but is not the ideal forum for resolving issues and concerns. We encourage students to bring any concerns they may have directly to Rajagiri Viswajyothi management's attention (in person, via telephone, or via e-mail), so they can be addressed.
- In the event that students are creating content, such as a blog, that focuses on his/her personal opinions but includes his/her Rajagiri affiliation in the headline or bio, please make it clear that the view expressed in the blog are his/hers alone, and do not necessarily represent the views of the institution.

Please note that this Code of Conduct for Students extends to conduct in all forms of social media.

### **College Gym and Fitness Centre** Rules and Regulations

- Use facilities and equipment at your own risk.
- Use the equipment properly and follow the directions carefully.
- Do not lean on the equipment. Keep your hands away from any moving parts.



- Consult a physician/gym instructor before beginning an exercise program.
- No food or drinks (except water) are allowed in the fitness center. Smoking is strictly prohibited inside the fitness centre.
- Proper fitness attire is required. Boots, street shoes and sandals are prohibited.
- If any of the equipment are found damaged, students must report it to the management immediately. **DO NOT USE THE EQUIPMENT IF FOUND DAMAGED.**
- If any equipment is damaged by the students, a fee to cover the charges of the damage will be remitted from the students concerned.
- Students must maintain a courteous and respectful behavior inside the fitness centre.
- Please return all equipment to its place and wipe down machines after use.
- Students shall bring their own towel to the health club as it is mandatory.
- Timings :
  - Day scholars:- 3:45 PM – 5:00PM
  - Hostel Girls :- 5:00 PM - 6:00 PM
  - Hostel boys:- 6:00 PM – 7:00 PM

## Faculty

**Prof. Joy P Joseph, MSc, Ph.D – Principal**

Ph: 9447305525, 7306524714;

E-mail: principal@rajagiriviswajyothi.org

:joyp@rajagiriviswajyothi.org

### Department of Commerce

1. Binitha P S, M.Com, MBA, B.Ed, SET (HOD)  
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3. Anju Antony, M.Com, UGC NET  
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### Department of Management

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4. Anosh Anand, MBA, DBM in HRM  
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### **Department of English**

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2. Tennyson Thomas, MA English, UGC NET, MA History, Ph.D (Pursuing) E-mail: tennyson@rajagiriviswajyothi.org  
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3. Ashly Paul, MA English, B.Ed, UGC NET, SET, GATE  
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4. Harishma S L, MA Mass Communication & Journalism, UGC NET, SET E-mail: harishma@rajagiriviswajyothi.org  
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### **Department of Psychology**

1. Thara Irine George, MSc Clinical Psychology  
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### **Department of Computer Applications**

1. Rengini D, MCA, M.Tech, M.Phil  
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### **Department of Oriental Languages**

1. Seena M Peter, MA Hindi, B.Ed, M.Phil  
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2. Lilly Mathew, MA Malayalam, B.Ed  
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### **Department of Physical Education**

1. Tony Sebastian, B.P.Ed, D License Football Coach  
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Ph: 9526397683

### **Library**

1. Annu Mariya Mathew M.Lib.Sc  
Email: annumariyamathew24@gmail.com  
Ph: 9207640344



### **Administrative Office Staff**

1	Office Superintendent	Preetha Ashok
2	Accountant	Pushpa V
3	Office Assistant	Eldhose Varkey
4	Office Assistant	Sunny T J
5	Computer Lab Assistant	Ramyam M R

### **Members of College Council**

Rev. Fr. Dipin Karingen	: Associate Director
Dr. Joy P Joseph	: Principal
Ms. Anila Roshan Joy	: HOD, Dept. of English
Ms. Binitha P S	: HOD, Dept. of Commerce
Mr. Solymon V L	: HOD, Dept. of Management
Ms. Rengini D	: HOD, Dept. of Computer Applications
Ms. Thara Irine George	: Dept. of Psychology
Mr. Tony Sebastian	: Dept. of Physical Education
Ms. Anju Antony	: Staff Advisor to Students

### **Batch Coordinators**

1	BA English Sem III & IV	Tennyson Thomas
2	BSc Psychology Sem I & II	Thara Irine George
3	BCA Sem I & II	Rengini D
4	B.Com Model I Sem I & II (F & T)	Sheemol Chandran
5	B.Com Model I Sem III & IV (F & T)	Anju Antony
6	B.Com Model I Sem V & VI (F & T)	Sreekala M M
7	B.Com Model II Sem I & II (F & T)	Sheemol Chandran
8	B.Com Model II Sem III & IV (F & T)	Anju Antony
9	B.Com Model II Sem V & VI (F & T)	Sreekala M M
10	B.Com Model II Sem I & II (Logistics)	Sheemol Chandran
11	B.Com Model II Sem III & IV (Logistics)	Anna Jain
12	B.Com Model II Sem V & VI (Logistics)	Neenu Varghese
13	BBA Sem I & II	Saritha P N
14	BBA Sem III & IV	Karthika Balachandran
15	BBA Sem V & VI	Solymon V L



### **Internal Quality Assurance Cell (IQAC)**

Chairman	: Rev. Fr. Dipin Karingen CMI
Coordinator	: Dr. Joy P Joseph
Secretary	: Mr. Solymon V L
Joint Secretary	: Ms. Sreekala M M
Members	: Mr. Tennyson Thomas Ms. Sheemol Chandran Mr. Anosh Anand Ms. Rengini D

### **IQAC Advisory Board**

Rev. Fr. Ajeesh Puthussery CMI
Rev. Dr. Saju Madavanakkadu CMI
Rev. Fr. Francis Manavalan CMI
Mr. Nikhil N K

### **University Exam Management**

Chief Superintendent of Exams	Dr. Joy P Joseph Principal
Assist. Senior Superintendent of Exams	Binitha P S HOD, Commerce

## **NSS**

### **NSS ADVISORY BOARD**

<b>CHAIRMAN</b>	: Dr. Joy P Joseph, Principal, RVCAS
<b>CONVENERS</b>	: 1. Mr. Tony Sebastian, Programme Officer 2. Ms. Saritha P N, Associate Programme Officer

### **MEMBERS :**

1. Ms. Neenu Varghese, Assistant Professor, RVCAS
2. Ms. Shilpa Sudheesh, Grama Panchayat President
3. Ms. Ginu Biju, Panchayat Local Ward Member
4. Ms. Prameela Biju, President, Kudumbasree, Vengoor
5. Village Extension Officer, Vengoor

### **VOLUNTEER SECRETARIES:**

1. Nived Anil, 2nd Year BA English
2. Aleena Linoy, 2nd Year BBA





## MENTORING

The mentoring process at Rajagiri Viswajyothi College is to guide students to chart out their individual development plan. Students are divided into small groups with a mentor in charge to make it effective.

**Mentoring Coordinator :** Thara Irine George

### Student Grievance Redressal Cell

Student Grievance Redressal Cell (SGRC) has been constituted as per the directions of Higher Education Department, Govt. of Kerala through order no. 344/2023 HEDN dated 09/06/2023.

#### a. Purpose

To provide a clear and fair process for the reporting and resolution of student grievances.

#### b. Scope

The Grievance Redressal Process applies to academic and non-academic student grievances, including student complaints of unlawful discrimination or unfair treatment. These grievance procedures are available to any student of the institute involving an alleged violation directly affecting the student, by any member of the institute acting in an official capacity or due to any rules of the institute or programme the student is enrolled.

The grievance process in general applies to complaints arising under any of the following:

**Academic matters:** Academic matters include those which relate to student progress, assessment and examinations, curriculum and attendance.

**Non-academic matters:** Non-academic matters do not include 'Academic matters' outlined above. These may typically relate to decisions or actions involving human rights, financial matters, procedures and policies, handling of personal information and access to records or any other matter that is not considered academic.

### **c. Grievance Redressal Procedure:**

In resolving the grievances of students concerned with any member of the institute acting in the official capacity, Rajagiri Viswajyothi Management will ensure that the grievances of both the parties are heard properly and the grievances are supported by facts and evidences.

There are three stages or levels of Student Grievance Redressal :-

#### **Level I: Informal Resolution**

Before initiating the official grievance redressal procedure, the student is expected to attempt to settle or resolve the grievance directly with the person(s) involved as early as possible. Every reasonable effort should be made to resolve the matter informally at this level. A satisfactory outcome might be achieved through this discussion. If not, the student can proceed to Level II of resolution.

Students uncertain about how to proceed with the grievance can consult with the Batch Coordinator in order to identify the appropriate person. The student should contact the concerned person within 5 working days of the occurrence of the grievance.

#### **Level II: Formal Complaint**

If student grievance is not resolved satisfactorily within 10 working days of communicating the grievance to the concerned person, students may lodge a written complaint to Grievance Redressal Cell regarding the grievance. The student should attach all the relevant information they have to support the complaint and the efforts done as per Level I of the procedure, to the officer.

Principal should meet the complainant and the concerned persons as he or she deem appropriate for gathering information and to resolve the matter. He shall submit a written decision to the Students Grievance Redressal Cell.



### **Level III: Decision by SGRC**

Based on the facts and the supporting documents submitted by the student, SGRC shall take the final decision. If the student is not satisfied with the decision of the SGRC, the student can approach appellate authority headed by the University Vice Chancellor

### **STUDENTS GRIEVANCE REDRESSAL CELL**

1. Dr. Joy P Joseph, Principal - Chairman
2. Solymon V L, Assistant Professor
3. Binitha P S, Assistant Professor
4. College Union Chairperson
5. Student Representative (1)
6. Student Representative (2)
7. Differently Abled Student
8. Student from SC/ST Category

### **ANTI-RAGGING CELL**

1. Rev. Fr. Dipin Karingen CMI (Associate Director)
2. Dr. Joy P Joseph (Principal)
3. Mr. Solymon V L (Assistant Professor)
4. Ms. Anju Antony (Asst. Professor & Staff Advisor to Students)
5. Ms. Binitha P S (Assistant Professor)
6. Ms. Anila Roshan Joy (Assistant Professor)
7. Ms. Rengini D (Assistant Professor)
8. Inspector of Police (Station Officer, Kuruppampady)
9. Jinu Biju (Vengoor Grama Panchayath Member, Ward 12)  
Phone: 9605277849
10. Parent Representatives:  
Anil Kumar C K, Ashasadhanam (H), Mudakuzha P.O.,  
Pin- 683546. Phone: 9496166028  
P K Joy, Pandikudy (H), Vengoor P.O., Phone: 9947934522

### Disciplinary Committee

Fr. Director  
 Principal  
 Staff Advisor to the Students  
 HoDs Concerned  
 Batch Coordinators Concerned

### FORA

1	Staff Secretary	Ashly Paul
2	Internal Exam Management	Binitha P S
3	Staff Advisor to Students	Anju Antony
4	Counselling	Thara Irine George
5	Media & Website	Tennyson Thomas Harishma S L Thara Irine George Ramy M R
6	Remedial Teaching	Respective HODs
7	SAP training for Logistics	Anju Antony
8	MOOC Course on Organic Farming	Anju Antony
9	Accounting Training for Commerce	Dhanya S
10	ACCA Co-ordinator	Neenu Varghese
11	Digital Marketing Co-ordinator	Karthika Balachandran
12	Placement Cell/Internship	Karthika Balachandran
13	Career Guidance	Solymon V L
14	Anti-ragging cell	Solymon V L
15	Social Service	Thara Irine George
16	Value Education & Soft Skills Training	Neenu Varghese
17	Student Welfare	Rengini D
18	Alumni Coordination	Binitha P S, Seena M Peter



## Clubs and Teachers in Charge

1	Entrepreneur's Club	Sheemol Chandran
2	Music Club	Anna Jain
3	Dance club	Anna Jain
4	Nature Club	Anju Antony
5	Film Club	Tennyson Thomas
6	Literary Club	Ashly Paul
7	Drama Club	Anila Roshan Joy
8	Speakers' Club	Harishma S L
9	Drawing Club	Dhanya S
10	Quiz Club	Thara Irine George
11	Women's Cell	Neenu Varghese
12	SADA (Students Against Drug Abuse)	Tony Sebastian
13	Sports and Games	Tony Sebastian
14	Fests/University Youth Festival	Sreekala M M
15	Cycling Club	Tony Sebastian
16	Cultural Heritage Club	Seena M Peter



## ACADEMIC YEAR 2023 JUNE

Date	Day	Programmes/Activities	No: of Working Days
MON	June 5	Inauguration of Academic Year; Beginning of 3rd & 5th Sem; World Environment Day (Nature Club & English Dept); SAP training begins	
TUE	June 6	Word Power Starts (English Dept); Minor Project Orientation for 2nd BBA	
WED	June 7	Food Safety Week (ED Club & Commerce Dept); Invited Lecture on Journalism for BA English; ACCA Classes Resume, Career Guidance for 3rd Year BBA	
THU	June 8	Final Year Project Orientation for BBA	
FRI	June 9	Digital Marketing Orientation & Course Implementation. Begins for 2nd Year BBA	
II SAT	June 10		
SUN	June 11		
MON	June 12		
TUE	June 13	"Trash to Art" by Nature Club begins (Based on 'Environmental Sciences'- Semester V)	
WED	June 14	Release of College Magazine	
THU	June 15	Elder Abuse Day (Painting and Crafts Club & Management Dept); GST classes for 2nd Year B.Com F&T students	
FRI	June 16	External Library Visit for BA English; GST classes for 2nd Year B.Com F&T students; Inauguration of Commerce Association	
SAT	June 17	Reading Drive (English Dept)	
SUN	June 18		
MON	June 19	National Reading Day (Literary Club & English Dept)	
TUE	June 20	World Refugee Day (Film Club & English Dept)	
WED	June 21	International Yoga Day (NSS & Health and Fitness Club)	
THU	June 22		
FRI	June 23	Invited lecture on Air Cargo Management by Commerce Dept	
IV SAT	June 24		
SUN	June 25		
MON	June 26	Drug Abuse Awareness Day (SADA Club & Drama Club)	
TUE	June 27		
WED	June 28	<b>Bakrid - Holiday</b>	
THU	June 29	<b>Bakrid - Holiday</b>	
FRI	June 30	Student Presentation Series for 3rd Year B.Com - I	



## ACADEMIC YEAR 2023 JULY

Date	Day	Programmes/Activities	No: of Working Days
SAT	July 1		
SUN	July 2		
MON	July 3	<b>St. Thomas Day - Holiday</b>	
TUE	July 4		
WED	July 5		
THU	July 6		
FRI	July 7	Industrial Visit for 3rd Year B.Com	
II SAT	July 8		
SUN	July 9		
MON	July 10	Beginning of 1st Sem	
TUE	July 11	Deeksharambam	
WED	July 12	Orientation for 1st Years: Day I; Workshop on Blogging for BA English	
THU	July 13	Orientation for 1st Years: Day II	
FRI	July 14	Orientation for 1st Years: Day III	
SAT	July 15	Reading Drive (English Dept)	
SUN	July 16		
MON	July 17	<b>Karkidaka Vavu - Holiday</b>	
TUE	July 18		
WED	July 19		
THU	July 20		
FRI	July 21		
IV SAT	July 22		
SUN	July 23		
MON	July 24		
TUE	July 25	Student Presentation Series for 3rd Year B.Com - II	
WED	July 26		
THU	July 27	Industrial Visit for 2nd Year B.Com	
FRI	July 28	<b>Muharram - Holiday</b>	
SAT	July 29		
SUN	July 30		
MON	July 31	International Friendship Day (Literary Club & Language Dept)	

## ACADEMIC YEAR 2023 AUGUST

Date	Day	Programmes/Activities	No: of Working Days
TUE	Aug 1		
WED	Aug 2		
THU	Aug 3		
FRI	Aug 4		
SAT	Aug 5	Reading Drive (English Dept)	
SUN	Aug 6		
MON	Aug 7	Mental Health Awareness Activity (Psychology Dept)	
TUE	Aug 8	Visit to All India Radio for BA English	
WED	Aug 9	Book Lover's Day (Literary Club & Language Dept)	
THU	Aug 10	Celebrating Indigenous Cultures (Cultural Heritage Club & Language Dept)	
FRI	Aug 11	Callisto - Commerce Fest; Food Fest by Management Dept	
II SAT	Aug 12		
SUN	Aug 13		
MON	Aug 14	First Internal Exam Begins (3rd & 5th Sem)	
TUE	Aug 15	<b>Independence Day - Holiday</b>	
WED	Aug 16	Celebrating Freedom & Tagore (Cultural Heritage Club & Language Dept)	
THU	Aug 17	Student Presentation Series for 3rd Year B.Com - III	
FRI	Aug 18	Inauguration of Radio Station (Music Club & Language Dept)	
SAT	Aug 19		
SUN	Aug 20		
MON	Aug 21	Charity Visit - Onam Celebration in orphanage by Management Dept	
TUE	Aug 22	Invited Seminar on Literary Theory for BA English	
WED	Aug 23	Student Presentation Series for 2nd Year BA English - I	
THU	Aug 24		
FRI	Aug 25	Onam Celebration	
IVSAT	Aug 26	<b>Onam Holidays</b>	
SUN	Aug 27	<b>Onam Holidays</b>	
MON	Aug 28	<b>Ayyankali Jayanthi - Holiday</b>	
TUE	Aug 29	<b>Thiruvonam - Holiday</b>	
WED	Aug 30	<b>Onam Holidays</b>	
THU	Aug 31	<b>Sree Narayana Guru Jayanthi - Holiday</b>	





## ACADEMIC YEAR 2023 SEPTEMBER

Date	Day	Programmes/Activities	No: of Working Days
FRI	Sep 1	<b>Onam Holidays</b>	
SAT	Sep 2	<b>Onam Holidays</b>	
SUN	Sep 3	<b>Onam Holidays</b>	
MON	Sep 4	College re-opens after Onam Holidays	
TUE	Sep 5	Teachers' Day	
WED	Sep 6	<b>Sri Krishna Jayanthi - Holiday</b>	
THU	Sep 7	Workshop on Photojournalism for BA English	
FRI	Sep 8	International Literacy Day (Cultural Heritage Club)	
II SAT	Sep 9		
SUN	Sep 10		
MON	Sep 11	Suicide Prevention Day Awareness (Psychology Dept); Student Presentation Series for 2nd Year BA English - II	
TUE	Sep 12	Inter-departmental Football Competition; Industrial Visit for 1st Sem BBA	
WED	Sep 13	Self-defence/Menstrual Hygiene (Women's Cell)	
THU	Sep 14	Hindi Day (Language Dept & Cultural Heritage Club)	
FRI	Sep 15	Celebrating George Bernard Shaw (Drama Club & English Dept)	
SAT	Sep 16	Reading Drive (English Dept)	
SUN	Sep 17		
MON	Sep 18	Student Presentation Series for 3rd Year B.Com - IV	
TUE	Sep 19		
WED	Sep 20	Cinema Day Celebration (Film Club & English Dept)	
THU	Sep 21		
FRI	Sep 22	<b>Sree Narayana Guru Samadhi - Holiday</b>	
IV SAT	Sep 23		
SUN	Sep 24		
MON	Sep 25	First Internal Exam Begins (1st Sem)	
TUE	Sep 26	Industrial Visit for 3rd Year BBA	
WED	Sep 27	<b>Nabi Dinam - Holiday</b>	
THU	Sep 28		
FRI	Sep 29		
SAT	Sep 30	Reading Drive (English Dept)	

## ACADEMIC YEAR 2023 OCTOBER

Date	Day	Programmes/Activities	No: of Working Days
SUN	Oct 1		
MON	Oct 2	<b>Gandhi Jayanthi - Holiday</b>	
TUE	Oct 3	Gandhian Appreciation (Literary Club & English Dept); Student Presentation Series for 2nd Year BBA - I	
WED	Oct 4		
THU	Oct 5	Kalopsia - Day I	
FRI	Oct 6	Kalopsia - Day II	
SAT	Oct 7		
SUN	Oct 8		
MON	Oct 9	Second Internal Exam Begins (3rd & 5th Sem); World Post Day (Cultural Heritage & Club Language Dept)	
TUE	Oct 10	World Mental Health Day (Psychology Dept)	
WED	Oct 11	Student Presentation Series for 2nd Year BA English - III	
THU	Oct 12	Student Presentation Series for 3rd Year B.Com - V; Inter-departmental Volleyball Tournament; Trekking for 1st Year BBA students	
FRI	Oct 13		
II SAT	Oct 14		
SUN	Oct 15		
MON	Oct 16	Invited Lecture on Advertisement & Content Creation for BA English	
TUE	Oct 17	Inter-departmental Basketball Tournament	
WED	Oct 18	Industrial Visit for 2nd Year BBA	
THU	Oct 19		
FRI	Oct 20	Industrial Visit for 1st Year B.Com	
SAT	Oct 21		
SUN	Oct 22	<b>Durgashtami - Holiday</b>	
MON	Oct 23	<b>Mahanavami - Holiday</b>	
TUE	Oct 24	<b>Vijayadasami - Holiday</b>	
WED	Oct 25	International Artist Day (Nature Club & Painting and Crafts Club)	
THU	Oct 26		
FRI	Oct 27		
IV SAT	Oct 28		
SUN	Oct 29		
MON	Oct 30		
TUE	Oct 31	National Unity Day (Cultural Heritage Club & Language Dept); End of 3rd & 5th Sem	



## ACADEMIC YEAR 2023 NOVEMBER

Date	Day	Programmes/Activities	No: of Working Days
WED	Nov 1	Kerala Piravi & Ethnic Day Celebrations; Beginning of 4th & 6th Sem	
THU	Nov 2		
FRI	Nov 3	Industrial Visit to Media House for BA English	
SAT	Nov 4	Reading Drive (English Dept)	
SUN	Nov 5		
MON	Nov 6		
TUE	Nov 7		
WED	Nov 8	Celebrating the Gothic (Film Club & English Dept)	
THU	Nov 9	Student Presentation Series for 2nd Year B.Com - I	
FRI	Nov 10		
II SAT	Nov 11		
SUN	Nov 12	<b>Diwali - Holiday</b>	
MON	Nov 13	Student Presentation Series for 2nd Year BA English - IV	
TUE	Nov 14		
WED	Nov 15	Invited Lecture on Film Studies for BA English; Tribal Visit for 1st Year BBA	
THU	Nov 16		
FRI	Nov 17		
SAT	Nov 18		
SUN	Nov 19		
MON	Nov 20		
TUE	Nov 21		
WED	Nov 22		
THU	Nov 23		
FRI	Nov 24		
IV SAT	Nov 25		
SUN	Nov 26		
MON	Nov 27	Second Internal Exam Begins (1st Sem)	
TUE	Nov 28		
WED	Nov 29		
THU	Nov 30		



## ACADEMIC YEAR 2023 DECEMBER

Date	Day	Programmes/Activities	No: of Working Days
FRI	Dec 1	End of 1st Sem; Internship Begins for 3rd Year BBA	
SAT	Dec 2	Reading Drive (English Dept)	
SUN	Dec 3		
MON	Dec 4	Beginning of 2nd Sem; Disability Day Awareness (Psychology Dept)	
TUE	Dec 5	Student Presentation Series for 2nd Year B.Com - II	
WED	Dec 6	Student Presentation Series for 2nd Year BA English - V	
THU	Dec 7		
FRI	Dec 8		
II SAT	Dec 9		
SUN	Dec 10		
MON	Dec 11	First Internal Exam Begins (4th & 6th Sem)	
TUE	Dec 12		
WED	Dec 13		
THU	Dec 14		
FRI	Dec 15	Celebrating Jane Austen (Literary Club & English Dept)	
SAT	Dec 16		
SUN	Dec 17		
MON	Dec 18		
TUE	Dec 19		
WED	Dec 20		
THU	Dec 21		
FRI	Dec 22	Christmas Celebration	
IV SAT	Dec 23	<b>Christmas Holidays</b>	
SUN	Dec 24	<b>Christmas Holidays</b>	
MON	Dec 25	<b>Christmas Holidays</b>	
TUE	Dec 26	<b>Christmas Holidays</b>	
WED	Dec 27	<b>Christmas Holidays</b>	
THU	Dec 28	<b>Christmas Holidays</b>	
FRI	Dec 29	<b>Christmas Holidays</b>	
SAT	Dec 30	<b>Christmas Holidays;</b> Internship ends for 3rd Year BBA	
SUN	Dec 31	<b>Christmas Holidays</b>	



## ACADEMIC YEAR 2024 JANUARY

Date	Day	Programmes/Activities	No: of Working Days
MON	Jan 1	<b>Christmas Holidays</b>	
TUE	Jan 2	<b>Mannam Jayanthi - Holiday</b>	
WED	Jan 3	College re-opens after Christmas Holidays	
THU	Jan 4	Celebrating Science Fiction Day (Film Club & English Dept)	
FRI	Jan 5		
SAT	Jan 6	Reading Drive (English Dept)	
SUN	Jan 7		
MON	Jan 8	First Internal Exam Begins (2nd Sem); Student Presentation Series for 2nd Year B.Com - III	
TUE	Jan 9		
WED	Jan 10	Street Play commemorating Safdar Hashmi (Drama Club & English Dept); Industrial Visit for 1st Year BBA	
THU	Jan 11		
FRI	Jan 12		
II SAT	Jan 13		
SUN	Jan 14		
MON	Jan 15	Student Presentation Series for 2nd Year BA English - VI	
TUE	Jan 16	Industrial Visit for 2nd Year BBA	
WED	Jan 17		
THU	Jan 18	National Seminar in Commerce	
FRI	Jan 19	Entertainment Industry Visit for BA English	
SAT	Jan 20		
SUN	Jan 21		
MON	Jan 22		
TUE	Jan 23		
WED	Jan 24	Workshop on Short Film/Documentary making for BA English	
THU	Jan 25	Celebrating Patriotism (Cultural Heritage Club & Language Dept)	
FRI	Jan 26	<b>Republic Day - Holiday</b>	
IV SAT	Jan 27		
SUN	Jan 28		
MON	Jan 29	International Holocaust Remembrance (Film Club & English Dept)	
TUE	Jan 30		
WED	Jan 31		



## ACADEMIC YEAR 2024 FEBRUARY

Date	Day	Programmes/Activities	No: of Working Days
THU	Feb 1		
FRI	Feb 2	College Tour Begins	
SAT	Feb 3	Reading Drive (English Dept)	
SUN	Feb 4		
MON	Feb 5	Invited Lecture on Regional Literatures for BA English	
TUE	Feb 6		
WED	Feb 7	Dickensian Memories (Literary Club & English Dept)	
THU	Feb 8	Student Presentation Series for 2nd Year BA English - VII	
FRI	Feb 9		
II SAT	Feb 10		
SUN	Feb 11		
MON	Feb 12	Second Internal Exam Begins (4th & 6th Sem); Cultural Visit for 1st Year BBA	
TUE	Feb 13		
WED	Feb 14		
THU	Feb 15		
FRI	Feb 16		
SAT	Feb 17		
SUN	Feb 18		
MON	Feb 19		
TUE	Feb 20	Student Presentation Series for 1st Year B.Com - I	
WED	Feb 21		
THU	Feb 22		
FRI	Feb 23		
IV SAT	Feb 24		
SUN	Feb 25		
MON	Feb 26		
TUE	Feb 27		
WED	Feb 28		
THU	Feb 29		





## ACADEMIC YEAR 2024 MARCH

Date	Day	Programmes/Activities	No: of Working Days
FRI	March 1		
SAT	March 2	Reading Drive (English Dept)	
SUN	March 3		
MON	March 4	World Book Week - Day I (Drama Club & Language Dept)	
TUE	March 5	World Book Week - Day II (Literary Club & Language Dept)	
WED	March 6	World Book Week - Day III (Film Club & Language Dept)	
THU	March 7	World Book Week - Day IV (Cultural Heritage Club & Language Dept)	
FRI	March 8	<b>Shivarathri - Holiday</b>	
II SAT	March 9		
SUN	March 10		
MON	March 11		
TUE	March 12	Student Presentation Series for 1st Year B.Com - II	
WED	March 13		
THU	March 14		
FRI	March 15		
SAT	March 16		
SUN	March 17		
MON	March 18	Second Internal Exam Begins (2nd Sem)	
TUE	March 19		
WED	March 20		
THU	March 21		
FRI	March 22		
IV SAT	March 23		
SUN	March 24		
MON	March 25		
TUE	March 26		
WED	March 27	End of 2nd, 4th & 6th Sem	
THU	March 28	<b>Maundy Thursday - Holiday</b>	
FRI	March 29	<b>Good Friday - Holiday</b>	
SAT	March 30	<b>Holy Saturday - Holiday</b>	
SUN	March 31	<b>Easter - Holiday</b>	

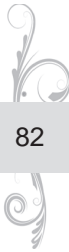


<b>Monthly Planner</b>		<b>June 2023</b>				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes:						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	





<b>Monthly Planner</b>		<b>July 2023</b>					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
30	31	Notes:				1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	



**Monthly Planner**

**August 2023**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes:	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Notes:	



**Monthly Planner**

**September 2023**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	Notes:					
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



Monthly Planner		October 2023				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	Notes:			
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28



<b>Monthly Planner</b>							<b>November 2023</b>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Notes:	1	2	3	4				
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	Notes:			



Monthly Planner		December 2023				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	Notes:			1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



<b>Monthly Planner</b>							<b>January 2024</b>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31	Notes:				



<b>Monthly Planner</b>		<b>February 2024</b>				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes:						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	Notes:	





Monthly Planner		March 2024				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	Notes:				1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

