



RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS & APPLIED SCIENCES

VENGOOR,PERUMBAVOOR

ERNAKULAM – 683546

Ph:9048056118

E-mail: office@rajagiriviswajyothi.org

Web:rajagiriviswajyothi.org

CALENDAR & HANDBOOK

2025-2026

Name:

Class:Roll No.

Department:.....



RAJAGIRI ANTHEM

Rajagiri - Oh the Hill of the King
Reign you as the caring king
Reaching out to souls come seeking
Righteous way of true living
Be you the dream of searching minds
A beacon of light, with a vision to guide
Bold in the mission to excelever
Bright in our learning endeavour
Training to transcend the limits of time
Spreading its wings surpassing the space
Leading the way to integrity
From bondage to spirit of freedom

CHORUS:

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



PERSONAL DATA

Name.....

Department.....

Class..... Roll No.....

Age:..... Date of Birth:.....

Gender:..... Nationality:.....

Mobile..... E-mail.....

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

Aadhar Card No.....

Name of Parent/Guardian.....

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

Contact Person(Emergency).....

..... Phone.....

Permanent Address:

.....

.....



THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a **SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and to secure to all its citizens :

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity; and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION**.



Our Leadership



Rev. Fr. Benny Nalkara CMI

Provincial, SH Province, Kochi



Rev. Fr. Augustine Mampilly CMI

Director



Rev. Fr. Dipin Karingen CMI
Associate Director



Prof. (Dr.) Gimson D Parambil
Principal



CONTENTS

Sl.No.	Description	Page No.
1	College Emblem	8
2	Motto, Vision, Mission & Core Values	9
3	Brief Profile of the College	10
4	The Governing Body	12
5	The College Council	13
6	IQAC	13
7	Academic Council	14
8	Teaching Faculty	15
9	Administrative Staff	18
10	Batch Co-ordinators	18
11	Office Bearers of MGUUGP 2025-26	19
12	Academic Programmes-3 Year Degree	20
13	Academic Programmes-4 Year Degree	21
14	Add-on Courses	23
15	General Rules and Regulations	24
16	Class Timings	26
17	Attendance	27
18	Dress Code & ID Tag	29
19	Mobile Phone Usage	30
20	Students' Vehicle Usage	32
21	Industrial Visit/Study Tour	32
22	Library Rules and General Information	35
23	Computer Lab Rules	37
24	Hostel Rules	38
25	Boys Hostel	44
26	Girls Hostel	44
27	College Bus	45
28	College GYM and Fitness Center	46



Sl.No	Description	Page No.
29	Examination Cell	48
30	Examination Policy	48
31	Mentoring	51
32	Discipline Committee	51
33	Anti-Ragging Committee	52
34	Anti-Drug Cell	52
35	ICC(Internal Complaints Committee)	53
36	SGRC(Student Grievance Redressal Cell)	54
37	SC/ST Cell	55
38	Minority Cell	55
39	OBC Cell	56
40	Women's Cell	56
41	Institution Innovation Council (IIC)	
42	Scholarships	56
43	Library Advisory Committee	59
44	Media Cell	59
45	OBE Cell	59
46	NSS	60
47	AGAPE	60
48	Staff Welfare Association	61
49	Alumni Association	61
50	Tourism Club	62
51	Entrepreneurship Development Club	63
52	Clubs & Club Coordinators	64
53	Academic Calendar	66
54	Monthly Planner	78
55	Notes	90



COLLEGE EMBLEM



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

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



Motto

“Learn Serve Excel”

Vision

“Excellence by Knowledge and Practice”

Mission

“To provide excellence in education while instilling social consciousness and human values, thereby empowering individual to face life’s challenges with confidence”.

Core Values

1. Mutual Respect(M)
2. Integrity(I)
3. Learning(L)
4. Excellence(E)
5. Social Commitment (S)..... MILES



Brief Profile of RVCAS

Rajagiri Viswajyothi College of Arts and Applied Sciences (RVCAS), established in 2014, operates under the Viswajyothi Educational and Charitable Trust of Sacred Heart Province, Kochi. This is one of the 15 provinces of Carmelites of Mary Immaculate (CMI) fathers, a religious congregation within Syro-Malabar Catholic Church. The congregation's missions encompass education, healthcare, social services, and pastoral care, managing numerous schools, over 800 colleges, hospitals, and social service centres across India and beyond.

At present, the congregation has grown to have a global presence with members serving in various countries. The Sacred Heart Province, Kochi holds a long legacy of educational and social service contributions with its flagship institutions like Sacred Heart College Thevara (estd.1944), Rajagiri College of Social Sciences, Kalamassery (estd.1955), Rajagiri School of Engineering and Technology (estd.2001), Rajagiri College of Management and Applied Sciences (estd. 2005), etc. is now renowned under the banner 'Rajagiri Vidyapeetham' (collective name for Rajagiri Group of Institutions).

Affiliated with Mahatma Gandhi University, Kottayam, RVCAS is located in the rural expanse of Vengoor, Perumbavoor, in the Ernakulam District of Kerala. Spanning over 9 acres, the college began modestly with 19 students and 7 teachers across two academic programmes. Today, it has grown into a prominent institution, significantly contributing to the development of Vengoor Grama Panchayat and surrounding areas.

RVCAS is committed to holistic education, inspired by the vision of Saint Kuriakose Elias Chavara, a pioneer of the Kerala renaissance, who championed education for all, regardless of caste, creed, religion, or gender, during the period 1846–1871. The college focuses on nurturing



intellectual, emotional, and spiritual dimensions of students. Since its inception, the college has expanded its course offerings and now accommodates students from across the state and NRIs. The institution's commendable pass percentages reflect its dedication to academic excellence and conducive learning environment.

During the COVID-19 pandemic, RVCAS served as a First Line Treatment Centre. The college has also provided flood relief services, and supported those affected by the jaundice outbreak. The sections highlight college's commitment to local populations and humanitarian concerns.

Aligned with National Education Policy (NEP), RVCAS integrates traditional Indian knowledge systems into its curriculum and emphasizes Outcome Based Education(OBE). The college engages in impactful social outreach initiatives, contributing positively to society. Certified with ISO 9001:2015, RVCAS has participated in NIRF and KIRF.

As a Green Institution certified by Government of Kerala, RVCAS exemplifies best practices in environmental sustainability, focusing on water security, waste management, energy conservation, and biodiversity preservation. The campus, with its greenery, trees, pathways, classrooms, and study and relaxation corners, fosters sense of community and provides an environment conducive for studying, socializing, and personal growth.

Rajagiri Viswajyothi College of Arts and Applied Sciences stands as a hub of excellence, nurturing academic growth, creativity, and environmental responsibility. With a vibrant campus spirit and a commitment to innovation, RVCAS shapes well-rounded individuals ready to impact society.



The Governing Body

Rev. Fr. Benny Nalkara CMI :Chairman
(Provincial, SH Province, Kochi)

Rev. Fr. Augustine Mampilly CMI :Vice Chairman
(Director, RVCAS)

Prof. (Dr.) Gimson D Parambil :Secretary
(Principal, RVCAS)

Rev. Fr. Ajeesh Puthusseri CMI :Member
(Councilor of Education, SH Province, Kochi)

Rev. Dr. Fr. Saju Madavanakadu CMI :Member
(Principal, RCSS, Kalamassery)

Rev. Fr. Dipin Karingen CMI :Treasurer
(Associate Director, RVCAS)

Ms. Binitha P S :Member
(Nodal Officer, RVCAS)

Ms. Rengini D :Member
(IQAC Coordinator, RVCAS)

Ms. Preetha Ashok :Member
(Superintendent, RVCAS)



College Council

Prof. (Dr.) Gimson D Parambil	:Principal
Ms. Anju Antony	:HOD, Dept. of Commerce
Ms. Neenu Varghese	:HOD, Dept. of Business Administration
Ms. Rengini D	:HOD, Dept. of Computer Applications
Ms. Sridevi K S	:HOD, Dept. of Psychology
Mr. Basil C Paul	:HOD, Dept. of Social Work
Ms. Susmin Reju	:Staff Secretary
Ms. Preetha Ashok	:Superintendent
Ms. Sona Saju	:Librarian

IQAC (Internal Quality Assurance Cell)

CHAIRPERSON

Prof.(Dr.) Gimson D Parambil, Principal

IQAC COORDINATOR

Ms. Rengini D, Asst. Professor, Dept. of Computer Applications

ADDITIONAL IQAC COORDINATOR

Ms. Sreekala M.M, Asst. Professor, Dept. of Commerce

MANAGEMENT REPRESENTATIVE

Rev. Fr. Dipin Karingen CMI, Associate Director, RVCAS

TEACHING FACULTY REPRESENTATIVES

Ms. Anju Antony, Asst. Professor, Dept. of Commerce

Ms. Neenu Varghese, Asst. Professor, Dept. of Business Administration

Ms. Sridevi K S, Asst. Professor, Dept. of Psychology Mr. Basil C Paul , Asst. Professor, Dept. of Social Work



ADMINISTRATIVE OFFICERS

Ms. Preetha Ashok, Superintendent

MEMBER FROM THE LOCAL SOCIETY

Mr. Saju Paul, Ex-MLA, Perumbavoor

NOMINEE FROM THE STUDENT COMMUNITY

Ms. Megha (B.Sc Psychology 2023-26 Batch)

NOMINEE FROM THE INDUSTRY/STAKEHOLDERS/ ALUMNI/ PTA

Mr. Joseph M Kadambukattil, Managing Director, Mercely's Ice Cream/Treesa's Food Crafts Pvt. Ltd.

Mr. Abraham Mathew, Alumni Representative (B.Com 2019-22 Batch)

Mr. E J George, PTA Representative (F/O Denis George, BCA 2023-26 Batch)

Academic Council

Prof.(Dr.) Gimson D Parambil :The Chairman

Ms. Binitha P S :Academic Coordinator

Ms. Anju Antony :HOD, Commerce

Ms. Rengini D :HOD, Computer Applications

Mr. Basil C Paul :HOD,Social Work

Ms. Neenu Varghese :HOD, Business Administration

Ms. Sridevi K S :HOD, Psychology

Ms. Ann Teresa Joseph :Alumna, (B.Com 2015-18)

Ms. Farzin S :Alumna,(BA English 2020-23)



Teaching Faculty 2025-26

PRINCIPAL

Prof. Dr. Gimson D Parambil, M.Com , Ph.D

Mobile :9447378244, 8848393398

E-mail: principal@rajagiriviswajyothi.org

: gdp parambil@gmail.com

DEPARTMENT OF COMMERCE

Sl.No	Name & Designation	Contact Details
1	Ms. Anju Antony, M.Com, NET	9995069453 anju@rajagiriviswajyothi.org (Assistant Professor & Head)
2	Ms. Binitha P S, M.Com, MBA, B.Ed, SET, Ph.D (Pursuing)	9497390917 binithaps@rajagiriviswajyothi.org (Assistant Professor)
3	Ms. Sreekala M M, M.Com, MBA,NET	9747437219 sreekala@rajagiriviswajyothi.org (Assistant Professor)
4	Ms. Dhanya S, M.Com, MSc ISM, NET, Ph.D (Pursuing)	9447091799 dhanya@rajagiriviswajyothi.org (Assistant Professor)
5	Ms. Ambily K R, M.Com, MBA, NET	9947557900 ambily@rajagiriviswajyothi.org (Assistant Professor)
6	Dr. Arun V V, M.Com, B.Ed, NET, SET, Ph.D	9400073784 arun@rajagiriviswajyothi.org (Assistant Professor)



DEPARTMENT OF SOCIAL WORK

Sl.No	Name & Designation	Contact Details
1	Mr. Basil C Paul, MSW (Medical and Psychiatry), MA (Sociology), SET, B.Ed (Assistant Professor & HOD)	8129319391 basilc@rajagiriviswajyothi.org (Assistant Professor)

DEPARTMENT OF BUSINESS ADMINISTRATION

Sl.No	Name & Designation	Contact Details
1	Ms.Neenu Varghese,M.Com, MBA, Ph.D (Pursuing)	8547261663 neenu@rajagiriviswajyothi.org (Assistant Professor & Head)
2.	Rev. Fr. Dipin Karingen CMI, MBA, Ph.D(Pursuing)	8848960750 sebusdipin@gmail.com (Assistant Professor)
3	Ms. Poornima Mohish, MBA, M.Sc Mathematics, NET	9847181079 poornima@rajagiriviswajyothi.org (Assistant Professor)
4	Dr. Bindu Nair MBA (HR, Entrepreneurship &Tourism); M.Phil, Ph.D	9400428785 dr.bindu@rajagiriviswajyothi.org (Assistant Professor)

DEPARTMENT OF PSYCHOLOGY

Sl.No	Name & Designation	Contact Details
1	Ms. Sridevi K S, M.Sc Psychology	7025524882 sreedevi@rajagiriviswajyothi.org (Assistant Professor & HOD)
2	Ms. Susmin Reju, M.Sc Clinical Psychology, NET	8606639430 susmin@rajagiriviswajyothi.org (Assistant Professor)
3	Ms. Reshma Krishnan, M.Sc Clinical Psychology	7994407882 reshma@rajagiriviswajyothi.org (Assistant Professor)



DEPARTMENT OF COMPUTER APPLICATIONS

Sl.No	Name & Designation	Contact Details
1	Ms. Rengini D, MCA,M.Tech, M.Phil	9562736591 rengini@rajagiriviswajyothi.org (Assistant Professor & HOD)
2	Ms. Ganga P S, M.Sc Computer Science	9544953299 ganga@rajagiriviswajyothi.org (Assistant Professor)
3	Ms. Athira Vijayan, MCA,NET	9645863958 athira@rajagiriviswajyothi.org (Assistant Professor)
4	Ms. Shiny K P, MCA	9061692548 shiny@rajagiriviswajyothi.org (Assistant Professor)

MATHEMATICS

Sl.No	Name & Designation	Contact Details
1	Ms. Sreelakshmi K V, M.Sc Mathematics	9048968738 sreelakshmi@rajagiriviswajyothi.org (Assistant Professor)

LANGUAGES

Sl.No	Name & Designation	Contact Details
1	Ms. Seena M Peter, MA Hindi, B.Ed, M.Phil	9946577224 seena@rajagiriviswajyothi.org (Assistant Professor)
2	Ms. Anila Roshan Joy, MA English, M.Phil	9747221202 anila@rajagiriviswajyothi.org (Assistant Professor)
3	Mr. Binoop Thomas, MA Malayalam, B.Ed, SET	9745608886 binoop@rajagiriviswajyothi.org (Assistant Professor)

PHYSICAL EDUCATION

Sl.No	Name & Designation	Contact Details
1	Mr. Sreejith S, M.P.Ed, K-TET	8590010264 sreejith@rajagiriviswajyothi.org (Assistant Professor)



LIBRARY

Sl.No	Name & Designation	Contact Details
1	Ms. Sona Saju, M.Lib.I.Sc	8075754334 sonasajupip@gmail.com (Librarian)

Administrative Staff

1	Office Superintendent	:	Ms. Preetha Ashok
2	Accountant	:	Ms. Pushpa Gopakumar
3	Office Assistant	:	Mr. Eldhose Varkey
4	Office Assistant	:	Mr. Sunny T J
5	Computer Lab Assistant	:	Ms. Ramya M R
6	Receptionist	:	Ms. Sini Mathew
7	Office Assistant	:	Mr. Robins Joseph

Batch Coordinators

3 rd Year B.Sc Psychology	:	Ms. Susmin Reju
2 nd Year B.Sc Psychology	:	Ms. Sridevi K S
1 st Year B.Sc Psychology	:	Ms. Reshma Krishnan
3 rd Year BCA	:	Ms. Rengini D
2 nd Year BCA	:	Ms. Ganga P S
1 st Year BCA	:	Ms. Shiny K P
3rd Year B.Com Finance & Taxation	:	Dr. Arun V V
3rd Year B.Com Logistics Management	:	Ms. Dhanya S
2nd Year B.Com	:	Ms. Sreekala M M
1 st Year B.Com	:	Ms. Ambily K R
3 rd Year BBA	:	Ms. NeenuVarghese
2 nd Year BBA	:	Ms. Poornima Mohish
1 st Year BBA	:	Dr. Bindu Nair
1 st Year BSW	:	Mr. Basil C Paul



Office-Bearers of MGU UGP–2025-26

Sl.No	Designation	Name	Contact No.
1	Nodal Officer	Ms. Binitha P S	8594098775
2	Senior Faculty Advisor (Commerce)	Ms. Anju Antony	8547261663
3	Senior Faculty Advisor (Psychology)	Ms. Sridevi K S	7025524882
4	Senior Faculty Advisor (Business Administration)	Ms. Neenu Varghese	8547261663
5	Senior Faculty Advisor (Computer Applications)	Ms. Rengini D	9562736591
6	Senior Faculty Advisor (Social Work)	Mr. Basil C Paul	8129319391
7	Faculty Advisor (Commerce)	Ms. Sreekala M M	9747437219
8	Faculty Advisor (Psychology)	Ms. Susmin Reju	8606639430
9	Faculty Advisor (Business Administration)	Dr. Bindu Nair	9400428785
10	Faculty Advisor (Computer Applications)	Ms. Ganga P S	9544953299



Academic Programmes 3 Year Degree

No	Course	Type	Seats
1	BBA	Core Courses: 19 + Project Complementary Courses: 8 Open Course: 1. First Language : English(2) For more information : https://rajagiriviswajyothi.org/syllabus-for-bba-non-fyugp/	80
2	BCA	Core Courses: 19 + Project Complementary Courses: 5 Open Course: 1. First Language(English):2 Practical: 6. For more information : https://rajagiriviswajyothi.org/syllabus-for-bcanon-fyugp/	40
3	B.Sc Psychology	Core Courses: 9 + Project Complementary Courses: 9 Open Course: 1 First Language(English):6 Second Language(Hindi/Malayalam):4 Practical: 4 For more information: https://rajagiriviswajyothi.org/syllabus-for-psychology/	24
4	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 For more information: https://rajagiriviswajyothi.org/syllabus-for-b-com-model-i/	30
5	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 For more information: https://rajagiriviswajyothi.org/syllabus-for-b-com-m-ii-non-fyugp/	50



6	B.Com Model II Logistics Management	Core Courses: 22 + Project Complementary Courses: 4 Open Course:1 First Language (English): Second Language (Hindi / Malayalam): 2 For more information: https://rajagiriviswajyothi.org/syllabus-for-b-com-logistics-non-fyugp/	40
---	--	--	----

Academic Programmes (4-Year UG Degree) (Sem1 – Sem4)

No	Course	Type	Seats
1	BBA Business Administration	Core Courses – 55 Credits MDC – 7 Credits Practical – 2 Credits AEC – 12 Credits SEC – 7 Credits VAC – 12 Credits For more information: https://rajagiriviswajyothi.org/syllabus-for-bbafyugp/	80
2	BCA Computer Applications	Core Course – 41 Credits MDC – 3 Credits DSE – 8 credits Practical – 9 Credits AEC – 12 Credits SEC – 17 Credits VAC – 4 Credits For more information: https://rajagiriviswajyothi.org/syllabus-for-bca-fyugp/	80



3	B.Sc Psychology	<p>Core Courses</p> <p>DSC A & DSE – 32 Credits</p> <p>DSC B & C – 24 Credits</p> <p>MDC – 9 Credits</p> <p>AEC – 12 Credits</p> <p>SEC – 3 Credits</p> <p>VAC – 6 Credits</p> <p>For more information: https://rajagiriviswajyothi.org/syllabus-for-psychology-fyugp/</p>	24
4	B.Com Commerce	<p>Option 1 - Degree Major or Major with Multiple Disciplines</p> <p>Core Courses</p> <p>DSC A & DSE – 32 Credits</p> <p>DSC B & C – 24 Credits</p> <p>MDC – 9 Credits</p> <p>AEC – 12 Credits</p> <p>SEC – 3 Credits</p> <p>VAC – 6 Credits</p> <p>Option 2 – Major with Minor</p> <p>Core Courses</p> <p>DSC A & DSE – 32 Credits</p> <p>DSC B & C – 24 Credits</p> <p>MDC – 9 Credits</p> <p>AEC – 12 Credits</p> <p>SEC – 3 Credits</p> <p>VAC – 6 Credits</p> <p>Option 3 – Double Major</p> <p>Core Courses</p> <p>DSC A & DSE – 24 Credits</p> <p>DSC B & C – 32 Credits</p> <p>MDC – 9 Credits</p> <p>AEC – 12 Credits</p> <p>SEC – 3 Credits</p> <p>VAC – 6 Credits</p> <p>For more information: https://rajagiriviswajyothi.org/syllabus-for-commerce-fyugp/b</p>	120



5	BSW Social Work	<p align="center">DSE A Theory - 16 Credits MDC – 6 Credits DSE B – 8 Credits DSE A Practical – 8 Credits AEC – 12 Credits SEC – 6 Credits VAC – 6 Credits</p> <p align="center">For more information: https://rajagiriviswajyothi.org/syllabus-for-bswfyugp/</p>	
---	---------------------------	--	--

Add-on Courses

Sl.No	Organizing Dept	Programme	Coordinator
1	Commerce	ACCA	Ms. Sreekala M M
2	Business Administration	Digital Marketing	Ms. Neenu Varghese
3	Computer Applications	Cyber Security	Ms. Shiny K P
4	Computer Applications	Full Stack Development	Ms. Ganga P S
5	Psychology	Counselling Skills and Practice	Ms. Sridevi K S
6	Psychology	Learning Disability and its Interventions Neuro Developmental Disorders and its Interventions	Ms. Sridevi K S
7	Psychology	Hospital Administration	Ms. Sridevi K S
8	Social Work	Administration	Mr. Basil C Paul



GENERAL RULES AND REGULATIONS

General Discipline

- Students should reach the college by 9:15 am.
- **Working hours of the college:** 9:00 am to 4:30 pm with a break of 15 minutes in the forenoon session and 45 minutes lunch break from 12:45 pm to 1:30 pm. On Fridays, working time is 9.00 am to 4.30 pm and lunch break is from 12:45 pm to 2:00 pm.
- **During the time of first break, students are not permitted to go outside the campus.** When the 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 in direct 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.
- Rajagiri Viswajyothi College promotes an environment friendly green campus. Hence, littering on the campus is prohibited. **Wastes are to be segregated into degradable and non-degradable, and disposed in the specific trash cans.** Littering would attract a fine of Rs.100/-. Use of disposable items is discouraged.
- Students are expected to exercise control over verbal as well as non-verbal (body) language while dealing with faculty, staff, and fellow students. Intemperate language and rash behavior 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 also include those students 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 inquiry.

- Involvement in Legal / Police Cases: Any student who is found to be involved in any form of police or legal case that adversely affects the discipline, reputation, or functioning of the institution shall be liable to disciplinary action by the College Disciplinary Committee. Based on the severity of the case, the Committee reserves the right to impose appropriate penalties, including suspension or dismissal from the college.
- 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 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 in the classrooms. 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 stances 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. 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 infrastructure if the repair does not take place in time.
- Any break down 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.

CLASS TIMINGS

First Hour	: 9:30 am - 10:30 am
Morning Interval	: 10:30am - 10:45am
Second Hour	: 10:45am - 11:45am
Third Hour	: 11:45am - 12:45pm
Noon Interval	: 12:45 pm - 01:30 pm
Fourth Hour	: 01:30 pm - 02:30 pm
Fifth Hour	: 02:30 pm - 03:30 pm
Club & Activity Hour	: 03:30 pm - 04:30 pm
Friday Afternoon	
Noon Interval	: 12:45pm – 02:00pm
Fourth Hour	: 02:00 pm – 03:00 pm
Fifth Hour	: 03:00 pm – 04:00pm



ATTENDANCE

Rajagiri Viswajyothi students are deemed to have agreed to offer unconditional commitment to their learning process during the four years of their study at the institute. Absence from classroom sessions and from other academic activities will be regarded as an act of wilful indiscipline. **Students have to produce a leave letter in the prescribed form at stating their reason for absence, duly signed by parents on the very next day. The letter should be signed by the concerned teacher and 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 a 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 extracurricular activities, will be taken only at the end of the session.
- Students are not allowed to meet any other faculty member or 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.

10. Attendance in *Special Programmes*:

- i. There are a number of co-curricular/certificate/remedial programmes organized 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 / extracurricular activities asset 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 or participate in these kinds 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 inform the college office or class teacher in the case of any serious illness or hospitalization ***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 after 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.

Dress Code and Id Tag

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 the not issuing of another.

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 foot wear. 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 Super gold 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-waisted 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 and shirts for boys and sarees /salwar kameez for girls. Inappropriate fancy dressing will not be permitted on 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 organized 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.

Mobile Phone Usage

- Usage of mobile phones and other electronic devices is restricted on campus. **It should be switched off/kept in silent mode while in classrooms and college verandas from 9:25 am to 3:30 pm (4:00 pm for Fridays).** In case of emergency or academic purpose,



one can use the phone with the permission of the faculty. **Violation of this rule will attract a fine of Rs.250/-initially, and on repetition, a fine of Rs.500/- and further violation will result in confiscation of the phone, and will be returned only on the request from the parent.**

As per norms of normal decency, a photograph of any other person or students could be taken only after taking his/her permission.

- 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 of 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 forms of behavior, becoming of young men and young women anywhere within the campus. Except hand shakes as a form of greeting, no other physical proximity between male and female students is permitted.
- **Note books 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.

Class room 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 teacher handling the class. Unauthorised



absence from the class will invite a penalty which will be determined by the faculty concerned.

- The breaks between 2nd and 3rd hour, 4th and 5th 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 in the class.
- Students should not leave their belongings in the classroom or college premises after working hours.

Students' Vehicle Usage

- Students using vehicles is mandated to follow RTO rules issued by the government. Vehicular traffic is not allowed into the campus beyond the area prescribed. Refer Court Order: WP(C). No. 30612 of 2015 (B).

Industrial Visit / Study Tour

Guidelines for Study Tours, Industrial Visits and Field Trips in colleges help ensure that these educational excursions are conducted safely, efficiently, and in alignment with the institution's academic goals. These experiences enrich students' learning by providing practical exposure. Below are comprehensive guidelines to consider:

1. Purpose and Objectives

Define clear objectives for the tour, visit, or trip to align with academic and curricular requirements.

Ensure the destination and activities provide educational value and relevance to the course.



2. Planning and Approvals

Approval Process: Obtain necessary approvals from the department head, principal, and other relevant authorities including RTO before planning. Detailed proposals should include the purpose, itinerary, participant list and estimated budget, submitted to the class teacher, department head and principal 15 days before the trip.

Permission and Documentation: Secure permission from parents or guardians for each participating student through consent forms available on the college website. For industrial visits, obtain formal consent from the host company or organization in advance. Also gain approval from accompanying faculty, a minimum of one male and female faculty is required for all trips.

Budgeting: Create a comprehensive budget covering transportation, accommodation, food, entrance fees, and miscellaneous expenses. Aim for transparency and affordability for all students.

3. Safety and Risk Management

Safety Briefing: Conduct a pre-departure safety briefing to inform students about potential risks, emergency procedures, and behavioural expectations.

Emergency Contacts: Ensure staff and students have a list of emergency contacts, including those of college officials, local authorities, and medical services.

First Aid: Carry a first-aid kit with necessary medicines, especially for field trips to remote locations.

4. Transportation and Accommodation

Transport Safety: Arrange for safe, reliable transport options with professional drivers and verified travel agencies. Check vehicle safety, driver documents and compliance with local



regulations and submit them with letter from the principal to the RTO.

Accommodation Arrangements: Choose accommodations that meet safety standards and are appropriate for student groups. Preferably, select accommodations near the visit location to minimize travel time.

5. Itinerary and Scheduling

Detailed Itinerary: Provide all participants with a clear itinerary outlining dates, locations, timings and activities.

Time Management: Emphasize punctuality and adherence to the schedule to ensure that all activities can be conducted as planned.

Free Time and Rest Breaks: Allow for adequate rest and meal breaks, especially during longer trips, to avoid exhaustion and ensure engagement.

6. Post-Trip Review and Reporting

Documentation and Reporting: Students should submit a report, presentation, or journal about their experience, focusing on knowledge gained and observations.

Feedback Collection: Gather feedback from students and staff to improve future tours and identify areas of improvement.

Excursions

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

- The college allows the students to go on 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 numbers 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 male faculty member and one female faculty 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 behavior during the pleasure trip that adversely affects the reputation of the institution would be viewed very seriously and would be penalized 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.



Library Rules and 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. Mobile phones should be kept in the silent mode, and students and visitors are not permitted to call or answer calls inside the library.
- Members must take care to get the book issued and returned before fifteen minutes of the closing of 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 the library which will be returnable on the 15th day from the date of the issue, failure of which will fetch a fine of Rs. 1/- per day per book till the submission of the book. Faculty has the privilege of borrowing 5 books from the library, being eligible to hold 1 book for a period of maximum 20 days.
- A book can be reissued 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 the loan period. Any mark or mutilation on the book will be considered 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 the 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 5 pm

Computer Lab : 9 am to 5 pm

Computer Lab Rules

- Students are expected to enter their names and details in the register and must take utmost care of equipments 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 pens, books and papers.
- 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 pendrive 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 in to computer lab.

Hostel Rules

a. *Admission:*

- 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 there after.

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 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, behaviour, 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 9:00am. In their complete uniform with the identity card properly worn. The uniform shirt should be neatly tucked in, and they*



are to wear only a black/brown belt. They should have a 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 6:30pm. The inmates are to reach the study hall at 6:30pm. The mess timing for dinner will be from 7:35 pm to 8:20pm for girls and 8:30pm to 9:00pm for boys. Students should leave the hostel mess and go to their respective rooms before 9:00pm. Hostellers should be back to hostel by 6:00 pm on holidays.
- The roll call of the hostellers will be made at 9:00 pm. 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 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 or lack of entry in the 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 7:00am to 8:00am 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 the 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 circulate any notice or petition without the prior permission of the Hostel Warden.
- Hostellers should refrain from inviting their friends or classmates 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 it 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 or 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, that 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 is not allowed in the hostel.
- Hostellers are not allowed to keep air coolers, musical instruments, TV, electric irons or any electrical equipment without the 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 9:30pm 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's working 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 or 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, and 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 in to 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 un parliamentary language against the hostel/mess staff is strictly forbidden. Serious action will be taken on any complaint received from staff or 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 a serious offence and will result in dismissal from the hostel without any prior intimation. No excuses and arguments will be entertained.*

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.

Boys Hostel

Mess and Study Time

Study Time	:	7:00am–8:00am
Breakfast	:	8:30am–9:00am
Lunch	:	12:45pm–1:30pm
Tea and Snacks	:	4:00pm–4:15pm
Study Time	:	7:00pm–8:30pm
Dinner	:	8:30pm–9:00pm

Girls Hostel

Mess and Study Time

Study Time	:	7:00am–8:00am
Breakfast	:	8:00am–8:30am
Lunch	:	12:45pm–1:30pm
Tea and Snacks	:	4:00pm–4:15pm
Study Time	:	6:30pm–7:40pm
Dinner	:	7:45pm–8:15pm



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 etiquette. 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 authorized 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 motto) 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 with the institution, 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 views 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 programme.
- No food or drinks (except water) are allowed in the fitness centre. 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. DONOT 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 behaviour 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 : 3:45pm–5:00pm
 - Hostel girls : 5:00pm-6:00 pm
 - Hostel boys : 6:00pm–7:00pm

WISDOM PATH: GARDEN LIBRARY

The Garden Library at Rajagiri Viswajyothi College of Arts and Applied Sciences (RVCAS) is an open reading space set within a garden environment. This unique library is designed to provide students and faculty with a serene, natural setting for reading, studying, and reflection, combining the beauty of nature with the resources of a traditional library. It encourages a relaxed, outdoor reading culture, fostering a sense of calm and focus.



Examination Cell

Internal Exam Committee

1. Ms. Ganga P.S, Dept. of Computer Applications(Convenor)
2. Ms. Seena M Peter, Dept. of Languages,(Member)
3. Ms. Reshma Krishnan, Dept. of Psychology, (Member)
4. Ms. Dhanya S, Dept. of Commerce (Member)
5. Mr. Basil C Paul, Dept. of Social Work (Member)

University Exam Management

Chief Superintendent of Exams :

Prof. (Dr.) Gimson D Parambil ,Principal Asst.

Superintendent of Exams :

Dr. Arun V.V, Asst. Professor Dept. of Commerce

Examination Policy

There shall be two internals including one model examination, and an end-semester examination conducted by the university. Internal examinations will have a weightage of 20% and external 80%.

Re-test of Internal Examinations

Students will be permitted to write a Re-test only if they submit request with valid reasons and on payment of required fee for the same.

Eligibility to Appear for the End-Semester Exam:

Students will get permission to appear for end-semester examination provided they possess at least 75% attendance per semester. Those who fail to possess less than this needs to pay extra fine to the university along with other documents.



Code of Conduct for Examinations

1. Candidates must bring institutional id card and hall ticket on all days of the examination and shall produce them for inspection by the Exam Invigilators/Room Super intendent.
2. 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 register number, subject name with code, and name of the examination correctly and legibly on the prescribed space provided on the facing sheet of the answer script.
3. The first bell will indicate the commencement of the examination.
4. 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.
5. Candidates will not be allowed to enter the examination hall after the second bell. (i.e. after 30 minutes of commencement of the exam).
6. 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.
7. Strict silence should be observed in the examination hall.
8. Candidates must write their registration number and name on the question paper provided to them.



9. Candidates are strictly prohibited from writing anything other than their name and registration number or making any kind of scribbling on the question paper.
10. Candidates must carry with them all necessary exam stationery and calculators(if permitted). Sharing/exchange of exam stationery and calculators are prohibited.
11. Any attempt for academic dishonesty or malpractices during the examination by the candidate will invalidate the respective examination and also make the candidate ineligible to continue the examination. The following are considered unacceptable examination behaviour: communicating with fellow students during an exam, copying material from another student's exam, allowing another student to copy from an exam, impersonation, possession, or use of unauthorized notes, electronic gadgets, cellular phones, or other materials. All other acts that directly or indirectly can help the candidate during the exams, such as 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 the student from appearing for examinations for three subsequent chances.
12. All candidates are required to adhere to any further instructions as maybe given by the Controller of Examinations and the appointed invigilators for the respective examinations.
13. Students are also reminded that answer books, statistical tables, or any other materials provided to candidates in the examination hall are RVCAS property and **MUST NOT BE REMOVED** from the examination rooms. Candidates are reminded that the deliberate removal of such materials constitutes theft.
14. Candidates **MUST NOT WRITE** on the statistical tables, which are provided only for reference purposes within



the examination hall and must be given back.

15. Students should not attempt or write anything on the desks, tables, benches, walls, etc.
16. Students are required to keep the hall ticket safely, at least until the date of completion of the entire Degree Programme/Course.
17. Discipline and good manners should be strictly observed during the examination.
18. Leave the hall and go home immediately after the examination; don't be crowded in the corridors.

STATUTORY BODIES

Anti-Ragging Committee

Ref No. F.1-16/2007(CPP-II) & notified on June 17, 2009

Internal Complaints Committee

Ref No. F.91-5/2013(GS) and notified on May 2, 2016

Student Grievance Redressal Cell

Ref No. F.1-13/2022 (CPP-II) and notified on April 11, 2023

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 : Ms. Sridevi K.S

(HoD, Dept.of Psychology)

DISCIPLINARY COMMITTEE

1. Prof. Dr. Gimson D Parambil (Principal)	Chairman
2. Dr. Bindu Nair	Convenor
3. Ms. Anju Antony	Member
4. Ms. Neenu Varghese	Member
5. Ms. Rengini D	Member



6. Mr. Binoop Thomas	Member
7. Ms. Sridevi KS	Member
8. Mr. Basil C Paul	Member
9. Mr. Sreejith S	Member

ANTI-RAGGING COMMITTEE

1. Prof. Dr. Gimson D Parambil(Principal)	Chairman
2. Mr. Anila Roshan Joy , Convenor, Ph: 8606249056	
3. Mr. Sreejith S (Staff Rep.)	Member
4. Ms. Ramya M R(Non-teaching Rep.)	Member
5. Mr. E J George(Parent Rep.)	Member
6. Mr. Binoy Jacob(Parent Rep.)	Member
7. Ms. Senu George(3 rd Year Rep.)	Member
8. Ms. Abigail Rose Sebastian(2 nd Year Rep.)	Member
9. Ms. Shilpa S(1 st Year Rep.)	Member

ANTI-RAGGING SQUAD

Ms. Binitha P S, Ms. Ambily K R, Ms. Preetha Ashok,
Mr. Alen M Joseph

ANTI-DRUG CELL

1. Prof. (Dr.) Gimson D Parambil, Principal	(Chairman)
2. Mr. Basil C Paul, Asst. Professor, Social Work	(Convenor)
3. Ms. Seena M Peter, Asst. Professor, Languages	
	(Member)
4. Ms. Neenu Varghese, Asst. Professor, Business Administration	(Member)
5. Dr. Arun V.V, Asst. Professor, Commerce	(Member)
6. Ms. Athira Vijayan, Asst. Professor, Computer Applications	(Member)
7. Ms. Silpa Sudheesh, President, Vengoork Panchayat	(Member)
8. Sub Inspector of Police, Kuruppampady Station	(Member)



INTERNAL COMPLAINTS COMMITTEE(ICC)

1. Ms. Dhanya S (Presiding Officer)
(Ph: 8281580556)
2. Ms. Ganga P S, Asst. Professor, Computer Applications (Convenor)
3. Ms. Susmin Reju, Asst. Professor, Psychology (Member)
4. Ms. Preetha Ashok, Non-teaching Rep. (Member)
5. Ms. Pushpa Gopakumar, Non-teaching Rep. (Member)
6. Ms. Mable Susan George, Student Rep. (Member)

STUDENT GRIEVANCE REDRESSAL CELL(SGRC)

Student Grievance Redressal Cell (SGRC) has been constituted as per the directions of Higher Education Department, Govt. of Kerala.

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. The grievance procedures are available to any student of the institution 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 institution 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 I 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 deems appropriate for gathering information and to resolve the matter. The person shall submit



a written decision to the Student 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.

STUDENT GRIEVANCE REDRESSAL CELL

1. Prof.(Dr.) Gimson D Parambil, Principal (Chairman)
2. Ms. Binitha PS (Convenor)
(Ph: 85494098775)
3. Dr. Arun V V, Staff Representative (Member)
4. Ms. Rengini D, Staff Representative (Member)
5. Ms. Dhanya S, Staff Representative (Member)
6. Ms. Angelina Mary Gino,
Student Representative (Member)

SC/ST CELL

1. Prof.(Dr.)Gimson D Parambil, Principal (Chairman)
2. Ms. Sreekala M M, Asst.Prof., Commerce (Convenor)
3. Ms. Binitha P S, Asst.Prof., Commerce (Member)
4. Dr. Binoop Thomas, Asst.Prof., English (Member)
5. Ms. Preetha Ashok, Office Superintendent (Member)
6. Ms. Ramya M R, Lab Assistant (Member)
7. Ms. Aswany Robert, Student Representative (Member)

MINORITY CELL

1. Prof. (Dr.) Gimson D Parambil, Principal (Chairman)
2. Ms. Neenu Varghese,Business Administration (Convenor)
3. Rev. Fr. Dipin Karingen CMI, Associate Director (Member)
4. Ms. Anju Antony, Asst.Prof., Commerce (Member)
5. Ms. Ambily K R, Asst.Prof., Commerce (Member)

OBC (Other Backward Class) CELL

1. Prof. (Dr.) Gimson D Parambil, Principal (Chairman)
2. Ms. Sreekala M M, Asst.Prof, Commerce (Convenor)
3. Dr. Arun V V, Asst.Prof., Commerce (Member)
4. Mr. Sreejith S, Asst.Prof., Physical Education (Member)
5. Ms. Pushpa Gopakumar, Accountant (Member)

WOMEN'S CELL

Convenors : Ms. Neenu Varghese and Ms. Ambily K R

The Women's Cell in is dedicated to creating a safe, equitable, and inclusive environment for all women on campus. It aims to address gender-related challenges, provide support systems, and promote awareness about women's rights, gender equality, and related issues. Activities typically include seminars, workshops, and awareness campaigns on topics like women's health, legal rights, self-defense, and empowerment. The cell may also organize interactive sessions with counselors and legal experts to educate students on addressing and reporting incidents of harassment, discrimination, or abuse.

The cell collaborates with other college committees, such as the Internal Complaints Committee, to ensure that complaints and grievances are promptly addressed. It encourages a campus culture that values respect and equality, empowering women to lead confidently and contribute meaningfully to academic and community life. Through these efforts, the Women's Cell works to foster a supportive environment that nurtures personal growth, respect, and equality.

SCHOLARSHIPS

At RVCAS, our mission is to create a dynamic learning environment that empowers students to reach their academic and personal aspirations. We are committed to educational



excellence and ensuring that every deserving student receives the support they need to succeed. The RVCAS Scholarship Policy reflects our dedication to assisting students from diverse backgrounds. This programme aims to eliminate financial barriers, promote diversity, and recognize exceptional achievements.

RVCASScholarships/Freeships

1. St. Chavara Memorial Scholarship for Excellence in Education

This scholarship is awarded to semester toppers of university examination in all subjects.

2. Fr. Jose Padayatty Memorial Scholarship

This scholarship is awarded to the best outgoing student of the year recommended by the department and decided by the college council.

3. Fr. Poorookkara Memorial Scholarship for Excellence

Students achieving first, second, or third place in individual arts or sports competitions will receive the scholarship.

4. Fr. Palakkal Memorial Scholarship

This scholarship rewards students demonstrating all-round excellence in college-level sports and arts.

5. Sahrudaya Services and Charities Scholarship on Merit cum Means as is

The Head of Department recommends a list of eligible students for the scholarship annually, based on their academic performance and financial status.

6. SOS Scholarship offered by SOS Children's Village, India.



7. RVCAS Talent Scholarship

RVCAS Talent Scholarship is awarded to the Kalaprathibha and Kalathilakam of RVCAS.

8. Best RVCAS NSS Volunteer

This scholarship is awarded to the Best RVCAS NSS girl and boy volunteers, as recommended by the NSS Programme Officer.

9. RVCAS Talent/Outstanding Scholarship

This scholarship is awarded to a talented student recommended by the Head of Department.

SCHOLARSHIP COMMITTEE

Chairperson :Prof. (Dr.) Gimson D Parambil (Principal)
Vice Chairperson :Rev. Fr. Dipin Karingen CMI
(Associate Director)

Members

Ms. Anju Antony
(Nodal Officer, Dept. of Commerce)

Ms. Neenu Varghese
(Head, Dept. of Business Administration)

Ms. Sridevi K S.
(Head, Dept. of Psychology)

Ms. Rengini D.
(Head, Dept. of Computer Applications)

Mr. Basil C Paul
(Head, Dept. of Social Work)

Ms. Pushpa Gopakumar
(Senior Accountant)



LIBRARY ADVISORY COUNCIL

1. Prof.(Dr.) Gimson D Parambil, Principal (Chairman)
2. Ms. Sona Saju, Librarian (Member)
3. Mr. Binoop Thomas, Asst.Prof., Language (Member)
4. Ms. Susmin Reju, Asst.Prof., Psychology (Member)
5. Ms. Preetha Ashok, Office Superintendent (Member)
6. Ms. Sreekala M M, Asst.Prof., Commerce (Member)

MEDIA CELL

1. Prof.(Dr.) Gimson D Parambil, Principal (Chairman)
2. Ms. Sona Saju, Librarian (Convenor)
3. Ms. Shiny K P, Asst.Prof., Computer Applications (Member)
4. Mr. SreejithS, Asst.Prof, Physical Education (Member)
5. Ms. Anila Roshan Joy, Asst. Prof., English (Member)
6. Ms. Ramya M R, Lab Assistant (Member)
7. Mr. Basil C Paul, Asst.Prof., Social Work (Member)
8. Ms. Preetha Ashok (Member)

Student Coordinators:

Alen M Joseph(3rdYearB.Com)

Denis George (3rdYear BCA)

Senu George (3rd Year Psychology)

Jyothish(2nd Year BCA)

Farha Thahsin (2ndYear B.Com)

OBE(Outcome Based Education) CELL

Prof.(Dr.) Gimson D Parambil, Principal	(Chairman)
Ms. Sreelakshmi KV, Asst.Professor	(Convenor)
Ms. Sreekala M M, Asst.Professor	(Member)
Ms. Anju Antony, Asst.Professor	(Member)
Ms. Susmin Reju, Asst.Prof., Dept. of Psychology	(Member)



NSS

NSS ADVISORY BOARD

CHAIRMAN: Prof. (Dr.) Gimson D Parambil, Principal

PROGRAMME OFFICERS: 1. Ms. Anila Roshan Joy

2. Mr. Basil C Paul

MEMBERS

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

VOLUNTEER SECRETARIES

1. Rohith P Jayan , 2nd Year BCA
2. Diya Udeesh, 2nd Year Psychology

AGAPE

Convenors : Ms. Binitha P S and Ms. Ambily K R

The mission of this initiative is to utilize collected fines in a socially responsible manner by supporting orphanages, homes for the elderly, shelters, or other charitable organizations. By redirecting these funds, the institution instils a sense of community care among students and encourages them to view discipline as not only self-beneficial but also as a means to give back to society. The college can make regular contributions to local orphanages, shelters, or community aid organizations from the accumulated funds, creating a structured approach to outreach. Funds could be directed towards specific items needed by these organizations, such as educational materials, food, clothing, or health supplies.



Along side financial support, students may be encouraged to visit these organizations, participate in volunteer activities, or contribute through awareness campaigns. This offers students a firsthand experience of the impact of their contributions. Students gain awareness about the value of social responsibility, as their fines directly support those in need, fostering empathy and a sense of community. By turning fines into an opportunity for charity, students see the consequences of their actions as part of a broader mission, creating a constructive outlook on rules and discipline.

STAFF WELFARE ASSOCIATION

Convenor – Staff Secretary : Ms. Susmin Reju

Staff Welfare Association is dedicated to supporting the professional and personal well-being of faculty and staff members. This association aims to foster a positive, supportive work environment, enhance staff morale, and build a sense of community and unity among employees. The association usually organizes a variety of activities, benefits, and programmes designed to address the needs and interests of the college staff.

The association demonstrates the college's commitment to its employees, ensuring a fulfilling work environment that promotes personal and professional growth while fostering unity and a sense of belonging.

ALUMNI ASSOCIATION

Official Name : AARAV

(Alumni Association of Rajagiri Viswajyothi)

RegNo : EKM/TC/225/2024

Patron : Prof.(Dr.) Gimson D Parambil (Principal)

Management Nominee : Rev. Fr. Dipin Karingen CMI
(Associate Director)



President : Mr. Ajay K Mathew (B.Com 2017-20)

Vice Presidents : 1. Ms. Binitha P S (Asst. Professor,
Dept of Commerce)

2. Mr. Pavin Abraham Paul (BBA 2016-19)

Secretary : Mr. Abraham Mathew (B.Com 2019-22)

Joint Secretary : Ms. Gayathri M Nair (BA English 2018-21)

Treasurer : Ms. Neenu Varghese (Asst. Professor,
Dept of Business Administration)

AARAV, the alumni association of Rajagiri Viswajyothi College of Arts and Applied Sciences has been formed to create a bond between the college and the former students. AARAV has been continuously making attempts to strengthen the alumni engagement in the previous years. It has managed to gain considerable success in the process through various programmes towards the benefit of students in the form of alumni interaction.

TOURISM CLUB

RegNo:TC/07/1134

(Registered with Dept of Tourism, Govt of Kerala)

Students-in-charge:

Ms. Keerthana M (3rd Year BA English): Chairperson
(Reg:TCV/07/1134/24-02)

Mr. Yedunandan S (3rd Year BA English): Coordinator
(Reg:TCV/07/1134/24-01)

Teachers-in-charge:

Dr. Bindu Nair, Asst. Professor, Business Administrations

Ms. Sreelakshmi K V, Asst. Professor, Mathematics

The Tourism Club at Rajagiri Viswajyothi College of Arts and Applied Sciences was established to foster a deeper understanding of tourism, its local impact and the role of sustainable travel. The club serves as a platform for students to explore various aspects of tourism through hands-on



experiences aligning with the academic and practical needs of students interested in tourism and related industries, thus promoting tourism in Kerala in alignment with the vision and goals of Department of Tourism under Government of Kerala.

ENTREPRENEURSHIP DEVELOPMENT CLUB

Reg No: EDC/EKM/107/2024

(Registered with Dept. of Industries and Commerce,
Govt. of Kerala)

Students-in-charge:

Mr. Adyth A S(2nd Year BBA), President

Ms. Ajalya Anil (3rd Year BBA), Secretary

Ms. Farha Thahzeen (2nd Year B.Com): Joint Secretary

Teachers-in-charge:

Dr. Arun V V, Asst. Professor, Dept. of Commerce

Ms. Dhanya S, Asst. Professor, Dept. of Commerce

Entrepreneurship Development Club at Rajagiri Viswajyothi College of Arts and Applied Sciences serves as a dynamic platform to inspire, educate, and empower students to explore the world of entrepreneurship and business innovation. The club aims to foster an entrepreneurial mindset by cultivating essential skills like creativity, critical thinking, resilience, and problem-solving, which are valuable in any career path.



CLUBS & CLUB COORDINATORS

Sl. No	Name of Clubs	Name of Coordinators	
1.	ASAP	Ms. Neenu Varghese	Ms. Anila Roshan Joy
2.	Bodhi Club	Ms. Reshma Krishnan	Ms. Sona Saju
3.	Counseling Cell	Ms. Sridevi KS	Ms. Susmin Reju
4.	Fine Arts Club	Ms. Sreekala M M	Ms. Anju Antony Ms. Sreelakshmi K V
5.	IEDC/ED Club	Dr. Arun V V	Ms. Dhanya S
6.	Nature/Forestry Club	Ms. Anju Antony	Ms. Sridevi KS
7.	Placement Cell	Dr. Bindu Nair	Ms. Ganga P S
8.	Planning Forum	Ms. Rengini D	Ms. Sreekala M M
9.	Quiz Club	Ms. Seena M Peter	
10.	SADA	Mr. Basil C Paul	Ms. Seena M Peter
11.	Sports Club	Mr. Sreejith S	
12.	Tourism Club	Dr. Bindu Nair	Ms. Sreelakshmi K
13.	Value Club/Social Welfare/ Women's Cell	Ms. Neenu Varghese	Ms. Ambily K R
14.	Coding Club	Ms. Athira Vijayan	
15.	Web Development Club	Ms. Ganga P S	

CLUBS & CLUB CO-ORINATORS

Sl. No	Name of Clubs	Name of Coordinators
16.	Ethical Hackers Club	Ms. Shiny K P
17.	I-Math Club	Ms. Sreelakshmi K V
18.	Finance Club	Ms. Dhanya S
19.	Investors Club	Dr. Arun V.V
20.	E-Commerce Club	Ms. Sreekala M M
21.	Tradex Club	Ms. Seena M Peter
22.	Koode	Ms. Sridevi K S
23.	Psy Celluloid	Ms. Reshma Krishnan
24.	PsyRA	Ms. Susmin Reju
25.	Marketing Club	Ms. Poornima Mohish
26.	Tourism Club	Dr. Bindu Nair
27.	Community Development Club	Mr. Basil C Paul



ACADEMIC YEAR 2025 MAY

Date	Day	Programmes/Activities	No:of Working Days
May 1	THU	MAY DAY-HOLIDAY	
2	FRI		
3	SAT		
4	SUN	SUNDAY-HOLIDAY	
5	MON		
6	TUE		
7	WED		
8	THU		
9	FRI		
10	SAT	SECOND SATURDAY-HOLIDAY	
11	SUN	SUNDAY- HOLIDAY	
12	MON		
13	TUE		
14	WED		
15	THU		
16	FRI		
17	SAT		
18	SUN	SUNDAY-HOLIDAY	
19	MON	VIDYUT 2025	
20	TUE		
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN	SUNDAY-HOLIDAY	
26	MON		
27	TUE		
28	WED		
29	THU		
30	FRI		
31	SAT		



ACADEMIC YEAR 2025 JUNE

Date	Day	Programmes/Activities	No:of Working Days
June 1	SUN	SUNDAY-HOLIDAY	
2	MON	Opening Prayer Ceremony-College Re-opens for the Academic Year	1
3	TUE		2
4	WED		3
5	THU	World Environment Day	4
6	FRI	BAKRID - HOLIDAY	
7	SAT	SECONDSATURDAY-HOLIDAY	
8	SUN	SUNDAY-HOLIDAY	
9	MON		5
10	TUE		6
11	WED	Psy Track - Training Session on CUET-PG	7
12	THU		8
13	FRI	Add on Courses for 3rd & 5th Sem	9
14	SAT		
15	SUN	SUNDAY-HOLIDAY	
16	MON	Digital Marketing Orientation for 2023 batch	10
17	TUE	Career Opportunities For Commerce students	11
18	WED	Psy path- Navigating careers in Psychology	12
19	THU	National Reading Day	13
20	FRI		14
21	SAT	International Yoga Day	
22	SUN	SUNDAY-HOLIDAY	
23	MON		15
24	TUE		16
25	WED	Carrier Guidance for final year by Commerce	17
26	THU	International Day Against Drug Abuse	18
27	FRI	Career guidance class to S5 BCA.	19
28	SAT		
29	SUN	SUNDAY-HOLIDAY	
30	MON	Presentation Series – S3 BCA	20
		Total	20



ACADEMIC YEAR 2025 JULY

Date	Day	Programmes/Activities	No:of Working Days
Jul.1	TUE		1
2	WED	Deeksharambam -Initiation Ceremony	2
3	THU	ST.THOMAS DAY-HOLIDAY	
4	FRI		3
5	SAT		
6	SUN	SUNDAY-HOLIDAY	
7	MON		4
8	TUE	Quick Solve by I-Math Club	5
9	WED		6
10	THU		7
11	FRI		8
12	SAT	SECOND SATURDAY-HOLIDAY	
13	SUN	SUNDAY-HOLIDAY	
14	MON	First Internal Begins	9
15	TUE	Short Film Fest (Intercollegiate) Topic: PTSD	10
16	WED		11
17	THU	Career Opportunities In Insurance- commerce	12
18	FRI	Commerce Association Inauguration	13
19	SAT		
20	SUN	SUNDAY-HOLIDAY	
21	MON	BSW,Psychology Association Inauguration,	14
22	TUE	Team Building Session-BBA	15
23	WED	Cyber Security Seminar, Psy Track Session	16
24	THU	KARKIDAKA VAVU - Holiday	
25	FRI	Quick Solve ,Minority Mental Health	17
26	SAT		
27	SUN	SUNDAY-HOLIDAY	
28	MON	World Hepatitis Day – Community Intervention Programme –Social Work	18
29	TUE	Soft skill development - Tourism Club	19
30	WED	BCA Forum Inauguration International friendship day – BSW	20
31	THU	Presentation Competition- Commerce	21
		Total	21



ACADEMIC YEAR 2025 AUGUST

Date	Day	Programmes/Activities	No:of Working Days
Aug.1	FRI	Soft Skill Workshop,World Lung cancer Day	1
2	SAT		2
3	SUN	SUNDAY-HOLIDAY	
4	MON		3
5	TUE	Quick Solve by I-Math Club	4
6	WED	Hiroshima Day	5
7	THU	Outreach Programme Psychology,National Handloom Day	6
8	FRI	Industrial Visit S2BBA	7
9	SAT	SECOND SATURDAY-HOLIDAY	
10	SUN	SUNDAY-HOLIDAY	
11	MON	workshop on Palliative care & Inauguration of Palliative Care Club	8
12	TUE	IPR workshop-BBA	9
13	WED	Workshop on Developing E-	10
14	THU		11
15	FRI	INDEPENDENCE DAY-HOLIDAY	
16	SAT		
17	SUN	SUNDAY-HOLIDAY	
18	MON	Seminar on Research- Marketing Club	12
19	TUE	Quick Solve, World Humanitarian day	13
20	WED	Investor Awareness Workshop- Commerce	14
21	THU	Digital Marketing Add on for S3 BBA	15
22	FRI	Commerce Fest Calisto	16
23	SAT	Psy Track - Training Session on CUET-PG	
24	SUN	SUNDAY-HOLIDAY	
25	MON	Women's Equality Day	17
26	TUE	Outreach program BBA	18
27	WED	Workshop on Healthy Habits, Healthier	19
28	THU	AYYANKALI JAYANTHI - HOLIDAY	
29	FRI	National Sports Day	20
30	SAT		
31	SUN		
		Total	20

ACADEMIC YEAR 2025 SEPTEMBER

Date	Day	Programmes/Activities	No:of Working Days
Sept.1	MON		1
2	TUE		2
3	WED	Onam Vacation	3
4	THU		4
5	FRI	Teachers' Day	5
6	SAT		6
7	SUN	SUNDAY-HOLIDAY	
8	MON		7
9	TUE	Industrial Visit of S1 BBA	8
10	WED	World Suicide Prevention Day-Street Play	9
11	THU	Hindi Day	10
12	FRI	Programmers' Day	11
13	SAT	SECOND SATURDAY - HOLIDAY	
14	SUN	SUNDAY-HOLIDAY	
15	MON	International Day of Democracy	12
16	TUE	Vedic Mathematics by I-Math Club	13
17	WED	Web Site Release ,Finance Quiz	14
18	THU	Industrial Visit – 3S B.Com	15
19	FRI	S1 BCA IV, Movie Review, Career Guidance- BBA students	16
20	SAT	National Cinema Day	
21	SUN	SUNDAY-HOLIDAY	
22	MON	Psy Track - Training Session on CUET-PG	17
23	TUE	Vedic Mathematics by I-Math Club	18
24	WED	Department fest- BIZ-AURA	19
25	THU	Robotics Workshop,Psychological First Aid Training on Asha Workers	20
26	FRI	World Environment Health Day, Robotics Workshop, Academic Extension-Commerce	21
27	SAT	WorldAlzheimer'sDay	22
28	SUN	SUNDAY-HOLIDAY	
29	MON	World heart day	23
30	TUE		24
		Total	24

ACADEMIC YEAR 2025 OCTOBER

Date	Day	Programmes/Activities	Non-Working Days
Oct.1	WED	MAHANAVAMI – HOLIDAY, Ethical Hackers Day	1
2	THU	VIJAYADASAMI - HOLIDAY	2
3	FRI		3
4	SAT		
5	SUN		4
6	MON	Mental Health week begins, EUNOIA(6-10)	5
7	TUE		6
8	WED	Quick Solve by I-Math Club	7
9	THU	Seminar on IPR - Commerce	8
10	FRI	Mental Health Day – Official Function	
11	SAT	SECOND SATURDAY - HOLIDAY	
12	SUN	SUNDAY - HOLIDAY	9
13	MON	Psv Path – Series -2	10
14	TUE		11
15	WED	Career Guidance - BCA	12
16	THU	Poster Making Competition - Commerce	13
17	FRI		14
18	SAT		
19	SUN	SUNDAY - HOLIDAY	15
20	MON	DEEPAVALI - HOLIDAY	16
21	TUE	Psv Track – Session on CUET - PG	17
22	WED	Workshop on Budget your Pocket Money	18
23	THU	Presentation Series – S1 BCA	19
24	FRI		20
25	SAT		
26	SUN		
27	MON		21
28	TUE		22
29	WED		23
30	THU		24
31	FRI		
		Total	24



ACADEMIC YEAR 2025 NOVEMBER

Date	Day	Programmes/Activities	No:of Working Days
Nov.1	SAT	Kerala Piravi Celebration	1
2	SUN	SUNDAY-HOLIDAY	
3	MON		2
4	TUE	Quick Solve by I-Math Club	3
5	WED	Carrier Guidance for final year -commerce	4
6	THU	Seminar on Research Methodology – BCA, Training on Stress Management: International Stress Awareness Day	5
7	FRI	Career Guidance for final years- BBA National Cancer Awareness day	6
8	SAT	SECONDSATURDAY-HOLIDAY	
9	SUN	SUNDAY-HOLIDAY	
10	MON	Virtual Stock Trading Competition-commerce	7
11	TUE	National Education Day	8
12	WED	Webinar on Entrepreneurship-BBA	9
13	THU	World Kindness day	10
14	FRI	Children's Day	11
15	SAT	TECH TREK phase III	
16	SUN	SUNDAY-HOLIDAY	
17	MON	World Day of Remembrance for Road Trafic	12
18	TUE		13
19	WED		14
20	THU	Seminar on Scrum Methodology - BCA	15
21	FRI		16
22	SAT		
23	SUN	SUNDAY-HOLIDAY	
24	MON		17
25	TUE		18
26	WED	Department Extension-BBA	19
27	THU		20
28	FRI	Psy Track - Training Session on CUET-PG	21
29	SAT		
30	SUN	SUNDAY-HOLIDAY	
		Total	21



ACADEMIC YEAR 2025 DECEMBER

Date	Day	Programmes/Activities	No: of Working Days
Dec.1	MON	World AIDS Day	1
2	TUE		2
3	WED	World Day of Persons with Disabilities	3
4	THU		4
5	FRI		5
6	SAT		
7	SUN	SUNDAY-HOLIDAY	
8	MON	Outreach Programme in elderly Community	6
9	TUE	Quick Solve by I-Math Club	7
10	WED	Extension Activity-commerce	8
11	THU		9
12	FRI	TECH TREK phase III	10
13	SAT	SECONDSATURDAY-HOLIDAY	
14	SUN	SUNDAY-HOLIDAY	
15	MON		11
16	TUE		12
17	WED		13
18	THU	Carrier Guidance for final year- commerce	14
19	FRI		15
20	SAT		
21	SUN	SUNDAY-HOLIDAY	
22	MON		
23	TUE		
24	WED		
25	THU	CHRISTMAS	
26	FRI		
27	SAT		
28	SUN		
29	MON	Psy Track - Training Session on CUET-PG (3rd years)	16
30	TUE		
31	WED		17
		Total	17



ACADEMIC YEAR 2026 JANUARY

Date	Day	Programmes/Activities	No:of Working Days
Jan.1	THU	Parental Workshop	1
2	FRI		2
3	SAT		3
4	SUN	SUNDAY-HOLIDAY	
5	MON		4
6	TUE		5
7	WED	Programme on Entrepreneurship- commerce	6
8	THU		7
9	FRI	National Seminar	8
10	SAT	SECONDSATURDAY-HOLIDAY	
11	SUN	SUNDAY-HOLIDAY	
12	MON		9
13	TUE		10
14	WED	Invited Talk of Successful Entrepreneur-commerce	11
15	THU		12
16	FRI	National Startup Day	13
17	SAT		14
18	SUN	SUNDAY-HOLIDAY	
19	MON	College Trip	15
20	TUE	Coding Competition – BCA, Extension Activity- commerce	16
21	WED	workshop on entrepreneurial mind set - commerce	17
22	THU	Final Trip- BBA	18
23	FRI	National Girl Child Day	19
24	SAT	Final year Tour – B.Com	20
25	SUN	SUNDAY-HOLIDAY	
26	MON	REPUBLICDAY-HOLIDAY	
27	TUE		21
28	WED		22
29	THU	National Newspaper Day,IV- 2nd Years	23
30	FRI	IV- 1 st Years	23
31	SAT		24
		Total	24



ACADEMIC YEAR 2026 FEBRUARY

Date	Day	Programmes/Activities	No:of Working Days
Feb.1	SUN	SUNDAY-HOLIDAY	
2	MON		1
3	TUE	Career Guidance	2
4	WED	Psy path- Navigating careers in Psychology (Series-3) World Cancer Day	3
5	THU	IV for S2 BBA	4
6	FRI		5
7	SAT	SECONDSATURDAY-HOLIDAY	
8	SUN	SUNDAY-HOLIDAY	
9	MON		6
10	TUE	Marketing Club Activity	7
11	WED	HTMLWorkshop by Web Development Club	8
12	THU		9
13	FRI	World Radio Day	10
14	SAT	Valentines' Day	11
15	SUN	SUNDAY-HOLIDAY	12
16	MON	Psychology Quiz	13
17	TUE		14
18	WED	Union -Budget-2026-Group Discussion Competition	15
19	THU		16
20	FRI	Budget Analysis and Financial Planning	17
21	SAT	World Thinking Day	18
22	SUN	SUNDAY-HOLIDAY	
23	MON		19
24	TUE		20
25	WED		21
26	THU		22
27	FRI		23
28	SAT		24
		Total	24



ACADEMIC YEAR 2026 MARCH

Date	Day	Programmes/Activities	No. of Working Days
Mar.1	SUN	SUNDAY-HOLIDAY	
2	MON		1
3	TUE		2
4	WED		3
5	THU		4
6	FRI		5
7	SAT	SECOND SATURDAY-HOLIDAY	
8	SUN	SUNDAY-HOLIDAY	
9	MON	International women's Day	6
10	TUE		7
11	WED		8
12	THU	World Wide Web Day	9
13	FRI		10
14	SAT		11
15	SUN	SUNDAY-HOLIDAY	
16	MON		12
17	TUE	Social Work Day	13
18	WED		14
19	THU		15
20	FRI	World Poetry Day	16
21	SAT		
22	SUN	SUNDAY-HOLIDAY	
23	MON		17
24	TUE		18
25	WED		19
26	THU		20
27	FRI	World theatre day	21
28	SAT		22
29	SUN	SUNDAY-HOLIDAY	
30	MON		23
31	TUE		24
		Total	24



ACADEMIC YEAR 2025 APRIL

Date	Day	Programmes/Activities	No: of Working Days
Apr.1	WED		
2	THU		
3	FRI		
4	SAT		
5	SUN	SUNDAY-HOLIDAY	
6	MON		
7	TUE		
8	WED		
9	THU		
10	FRI		
11	SAT		
12	SUN		
13	MON		
14	TUE		
15	WED		
16	THU		
17	FRI		
18	SAT		
19	SUN	SUNDAY-HOLIDAY	
20	MON		
21	TUE		
22	WED		
23	THU		
24	FRI		
25	SAT		
26	SUN	SUNDAY-HOLIDAY	
27	MON		
28	TUE		
29	WED		
30	THU		
		TOTAL	NIL



Monthly Planner

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	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**July 2025**

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:		



Monthly Planner

August 2025



Handbook2025-26

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Notes:

4

5

6

7

1

2

3

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Monthly Planner**September 2025**

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



**Monthly Planner****October 2025**

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		



Monthly Planner

November 2025

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



Monthly Planner							December 2025
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:		



Monthly Planner**January 2026**

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	



Monthly Planner**February 2026**

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

Monthly Planner

March 2026

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**April 2026**

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	Notes:		



Monthly Planner**May 2026**

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