



# **RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)**



**Student Handbook  
&  
Academic Calendar 2024-25**



**RAJAGIRI COLLEGE OF SOCIAL SCIENCES  
(AUTONOMOUS)**

Rajagiri P.O, Kalamassery

*Affiliated to Mahatma Gandhi University*

**STUDENT HANDBOOK**

**&**

**GUIDELINES**

**2024-2025**

Email: [admin@rajagiri.edu](mailto:admin@rajagiri.edu)

Website: [www.rajagiri.edu](http://www.rajagiri.edu)





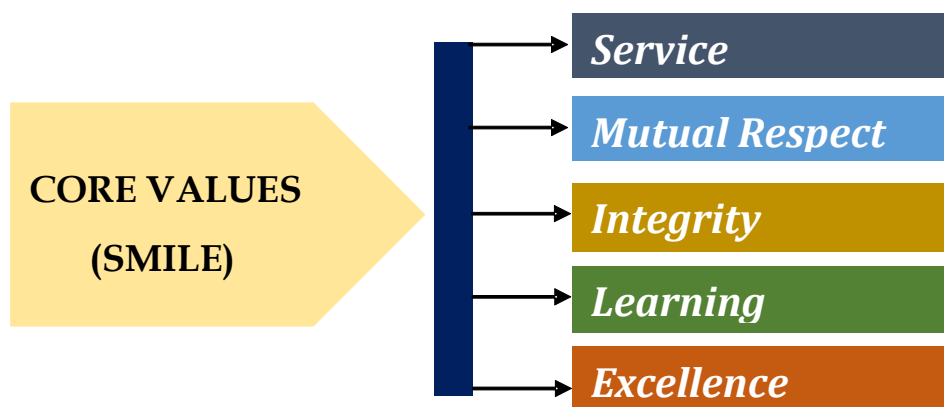
***“Relentlessly towards Excellence”***

**VISION**

*To become a Centre par excellence of learning, unique in experience, value based in its approach, and pioneering in its efforts for enriching and fulfilling LIFE.*

**MISSION**

*To facilitate comprehensive and integrated development of individuals, imbued with righteousness and courage of conviction, to effectively function as social beings.*





## **Preface**

This student guideline is designed to provide the student with essential information on operational features, course curriculum, academic, and other regulations, which they are bound to follow during their term at Rajagiri College of Social Sciences (Autonomous). The guidelines can be their guide to academic requirements, our residential system, and the many activities that take place outside the classroom.

In addition to this, the students are required to go through the Academic Regulations of Mahatma Gandhi University. It is the responsibility of all the students to familiarise themselves with the rules and regulations of the college as well as of the University.

The college reserves the right to amend the rules and regulations mentioned in the guidelines without any prior notice.

**sd/-**

**Fr. Saju M.D CMI, PhD**

**Principal**

**Rajagiri College of Social Sciences (Autonomous)**



## **BOARD OF MANAGEMENT**

1. Rev. Fr. Benny Nalkara CMI - Provincial
2. Rev. Fr. Mathew Koikara CMI - Vicar Provincial and Pastoral Ministry
3. Rev. Dr. Shinto Joseph CMI - Councillor for Social Apostolate and Healthcare
4. Rev. Fr. Ajeesh Puthussery CMI - Councillor for Education and Communication Media
5. Rev. Fr. Poulouse Kidangen CMI - Councillor for Finance and Agriculture
6. Rev. Fr. Mejo Gracevilla CMI - Auditor

## **ACADEMIC COUNCIL MEMBERS**

1. Fr. Dr. Saju M.D. - Principal – Chairman
2. Dr. Veeva Mathew - Chairman - (BOS), Dept. of Business Administration
3. Mr. Harish B. - HoD - Business Administration
4. Dr. Manoj Menon - HoD - Human Resource Management
5. Dr. Kiran Thampi - HoD - Social Work
6. Dr. Bindiya M Varghese - HoD - Computer Science
7. Dr. C.T. Francis - HoD - Commerce
8. Dr. E.I. Abdul Sathar - HoD - Statistics, University of Kerala
9. Dr. Seena M. Mathai - HoD - Psychology, U.C. College, Aluva
10. Dr. Joji Alex N. - Dept. of Business Administration
11. Mr. Saji George - Dept. of Business Administration
12. Sr. Dr. Sunirose I.P. - Dept. of Social Work
13. Dr. K. Poulouse Jacob - (Former Pro Vice-Chancellor, CUSAT), Professor – Rajagiri School of Engineering & Technology, Rajagiri Valley, Kakkanad, Kochi – 682 039
14. Dr. Sam Thomas - Professor, School of Management, CUSAT, Kalamassery – 682 022
15. Dr. Surinder Jaswal - Professor, Dean & Dy. Director (Research), Tata Institute of Social Sciences V.N. Purav Marg, Eden Garden, Deonar, Mumbai – 400 088
16. Dr. Sajimon Abraham - Professor  
School of Management & Business Studies  
MG University, Kottayam – 686 560  
MGU Nominee



17. Dr. Santhosh P. Thampi - Professor  
School of Management & Business Studies  
MG University, Kottayam – 686 560  
MGU Nominee
18. Dr. Bindu V. R. - Professor School of Computer Sciences,  
MG University, Kottayam – 686 560  
MGU Nominee
19. Dr. Binoy Joseph - Member – Secretary

### **GOVERNING BODY MEMBERS**

1. Rev. Fr. Benny Nalkara CMI - Chairman
2. Dr. Binoy Joseph - Professor, Member
3. Fr. Dr. Shinto Joseph CMI - Asst. Director –RCSS, Member
4. Dr. Bindiya M. Varghese - HoD - Computer Science, RCSS Member
5. Dr. Kiran Thampi - HoD – Social Work, RCSS Member
6. Dr. Nanthyath Gopalakrishnan - Principal, Mahatma Gandhi College,  
Kesavadasapuram, Pattom P.O.,  
Trivandrum - 695 004, UGC Nominee
7. Shri. Harikrishnan P. - Syndicate Member  
MG University  
MGU Nominee
8. Dr. Joji Alex N. - Controller of Examinations- RCSS, Member
9. Dr. Veeva Mathew - Assoc. Professor-Business Administration, Member
10. Fr. Dr. Saju M D CMI - Principal & Ex-Officio Secretary

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## RAJAGIRI COLLEGE OF SOCIAL SCIENCES (Autonomous)

Rajagiri College of Social Sciences (Autonomous), (RCSS), is the eldest child of Vidyapeetham. It is located on two picturesque campuses- the Hill Campus at Kalamassery and the Valley campus at Kakkanad in Kochi, Kerala. **RAJAGIRI** literally means “*The Hill of the King*” and derivatively it refers to the hillock, where Jesus Christ is accepted as the King or the Model, as the human embodiment of the virtues of love, truth and justice.

**RCSS** is the fruit of the vision that propelled CMIs of the Sacred Heart Province, Kochi, to establish a center of excellence in the field of higher education and a standard bearer of holistic learning in India, which would provide training for future leaders in the fields of both social and industrial development. The specific purpose is to facilitate the growth of individuals into people who can combine the efficiency and exactness of Social Sciences and Management Sciences with the social commitment.

**Rajagiri** has made its *maxim* “*Nothing short of perfection, excellence the Benchmark*”. RAJAGIRI strives for excellence in knowledge and application, both in the fields of Social Sciences and Management Studies. “Learn, Serve, Excel”: with this threefold formula, Rajagiri has taken upon itself the task of the formation of those who **EXCEL**, who are equipped to **SERVE** the rapidly changing world by means of what they study and **LEARN** here, making their lives an ever continuing process of learning. In the five decades of its existence, since its seminal origin in 1955, RCSS has emerged as the premier institution imparting training in Management and Social Sciences in the state, and has carved a niche for itself in this highly competitive era.

### Milestones of the College

- 1955 - The College began at the Department of Social Work at Sacred Heart College, Thevara, a long cherished dream of Rev. Fr. Francis Sales CMI, the Founder-Director. The course then offered was a one-year Diploma in Social Service (D.S.S.), affiliated to the University of Madras.
- 1961 - The department started a two-year Master’s Degree in Social Work (MSW) with specialization in Personnel Management, Industrial Relations and Labour Welfare and was affiliated to the University of Kerala.
- 1967 - The Post-Graduate Department of Social Work had shifted from Sacred Heart College, Thevara, to Rajagiri campus, Kalamassery, as an off-campus study centre of the SH college. It was functioning under the name Post Graduate Institute of Social Work.
- 1980 - The status of an Independent College affiliated to the University of Kerala was granted and the College was named as “Rajagiri College of Social Sciences”.
- 1984 - The separation of the Personnel Management specialization into a full-fledged Post Graduate Programme titled MA (PM & IR).



- 1988 - The College was recognized as a Centre for Doctoral Research for Social Work, Sociology and Allied Social Sciences, under M.G. University, Kottayam, Kerala.
- 1993 - College was recognized as a Centre for Doctoral Research for Management Studies
- 1995 - The Master of Business Administration (MBA) Programme was commenced with affiliation to the Mahatma Gandhi University.  
Commencement of the three-year Postgraduate Computer Application Programme (MCA).
- 2001 - The Management Programme MA (PM & IR) was revamped and transformed into MHRM. Along with MBA, the MHRM Programme was shifted to the new campus at Kakkanad named Valley Campus.
- 2002 - Commencement of Bachelor of Social Work Programme (BSW)
- 2004 - AICTE awarded its approval for the intake of an additional batch of sixty students for the MBA program bringing the total strength to 120
- 2005 - Commencement of Bachelor of Library and Information Sciences Programme (BLISc)
- 2008 - Commencement of Post Graduate Diploma in Management Programme (PGDM).
- 2009 - The MBA, MHRM and PGDM programmes offered in the Valley campus at Kakkanad were brought under the umbrella of Rajagiri Centre for Business Studies
- 2013 - The Government of Kerala sanctioned an additional batch of Aided MSW Programme with a strength of 25 nos.
- 2014 - College has been granted Academic Autonomous Status by University Grants Commission.  
Commencement of Master of Library and Information Science Programme (MLISc).
- 2015 - Commencement of Master of Philosophy in Social Work (MPhil) and Bachelor of Commerce (B. Com) Model I- Computer Applications and Model II- Finance and Taxation programmes.
- 2016 - Commencement of Bachelor of Psychology (BSc. Psy.), Bachelor of Business Administration (BBA), Master of Psychology (MSc. Psy.) and Bachelor of Commerce (B. Com) Model I- Finance and Taxation Programme.
- 2020 - Commencement of Two-year Master's Degree Programme in Computer Science MSc Computer Science (Data Analytics).  
Started a new PG Programme (MLISc) of 2-year duration incorporating new trends in the field of library education replacing the existing BLISc and MLISc programmes.
- 2021 - Commencement of new P G Programme M.Sc Statistics with Data Science.  
MHRM was renamed as MA (Human Resource Management).



- 2023 - The College was recognized as a Centre for Doctoral Research for Computer Science (Self Financing), under M.G. University, Kottayam, Kerala.  
The MBA Programme has been accredited by The National Board of Accreditation (NBA), one of the major bodies for the accreditation of higher education institutions with effect from July 2023 till June 2026.
- 2024 - The College was recognized as a Centre for Doctoral Research for Psychology (Self Financing), under M.G. University, Kottayam, Kerala.  
Implementation of 4 Year U G (Honours) Programmes - BCom, BBA, BSc Psychology & BSW.  
Started new UG programmes are IMCA (Integrated MCA), IMBA (Integrated MBA), BBA HRM (Honours), BSc Computer Science with Data Analytics (Honours) and BCA (Honours).  
Started new P G Programmes of MSc Counselling Psychology and MSW in Clinical Social Work.

**INSTITUTIONAL ACCREDITATIONS**

**Autonomous Status**

Rajagiri College of Social Sciences has been conferred with Autonomous Status by University Grants Commission, New Delhi with effect from June 13, 2014 for a period of six years with effect from the academic year 2014-15 to 2019 – 2020. It has been extended for ten years from the academic year 2020-2021 to 2029-2030.

**Accreditations by NAAC**

- First Cycle (2000) - Five Star
- Second Cycle (2007) - A+
- Third Cycle (2013) - A Grade with 3.70 out of 4
- Third Cycle Extension (2018) - A Grade with 3.70 out of 4 up to March 2020
- Fourth Cycle (2021) - A++ Grade with 3.83 out of 4 up to March 2028

**All India Council for Technical Education (AICTE)**

MCA, MBA, IMCA, IMBA, BBA & BCA programmes at Rajagiri are approved by AICTE (All India Council for Technical Education).

**The Accreditation Council for Business Schools and Programs (ACBSP)**

The MBA, MA(HRM) programs at Rajagiri are candidates for ACBSP accreditation, which is a leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

**INSTITUTIONAL RANKINGS**

**National Institutional Ranking Framework (NIRF) - India Rankings**

- 2023- Ranked 30<sup>th</sup> in College Category
- 2022- Ranked 27<sup>th</sup> in College Category
- 2021- Ranked 31<sup>st</sup> in College Category
- 2020- Ranked 28<sup>th</sup> in College Category
- 2019- Ranked 35<sup>th</sup> in College Category
- 2018- Ranked 43<sup>rd</sup> in College Category



### **College with Potential for Excellence**

Rajagiri College of Social Sciences was listed by UGC as Centre with Potential for Excellence in Education (01/04/2016 to 31/03/2021).

### **Renewable Energy Award**

Rajagiri College of Social Sciences (Autonomous) has been awarded the Government of Kerala, 'Renewable Energy Award 2021' in the Educational Institutions' category.

### **Kerala State E-Governance Awards**

Rajagiri College of Social Sciences (Autonomous) has been awarded Kerala State E-Governance Awards under the category - Innovations in COVID-19 Pandemic Management for 2019-20 & 2020-21.

### **Xavier Board National Award**

Rajagiri College of Social Sciences has been honored with the Xavier Board National Award 2023 under the category "Outreach and Extensions".

### **Sahacharee Award**

NSS unit has achieved the Sahacharee Award 2023 from the Dept. of Social Justice, Govt. of Kerala.

### **Education World India Higher Education Rankings**

- Rajagiri College of Social Sciences is ranked 1<sup>st</sup> in the State and 14<sup>th</sup> in the country in India's Top Ranked Private Autonomous Colleges in 2024 - 25.
- Rajagiri College of Social Sciences is ranked 1<sup>st</sup> in the State and 10<sup>th</sup> in the country in India's Top Ranked Private Autonomous Colleges in 2023 - 24.
- Rajagiri College of Social Sciences is ranked 1<sup>st</sup> in the State and 7<sup>th</sup> in the country in India's Top Ranked Private Autonomous Colleges in 2022 - 23.

### **India Today – Best Social Work Colleges in India**

- 2022, 2023 & 2024 - India Today ranked the Department of Social Work as the 2<sup>nd</sup> Best Social Work College in India
- 2020- India Today ranked the Department of Social Work as the 2<sup>nd</sup> Best Social Work College in India.
- 2018 & 2019 - India Today ranked the Department of Social Work as the 3<sup>rd</sup> Best Social Work College in India.

### **Global Human Resource Development Centre (GHRDC)**

- Second in Overall Ranking of Top BBA College in India in 2021, 2022, 2023, 2024.
- Third in Overall Ranking of Top BBA College in India in 2020.
- Rajagiri College of Social Sciences has been awarded with Education Excellence Award 2020 for its Consistent Performance in BBA Education.
- Rajagiri College of Social Sciences has been ranked 4<sup>th</sup> among the Top MCA Colleges of Super Excellence in India 2023.

### **OUTLOOK - India's Top Professional Colleges Ranking**

- MSW Ranked 2<sup>nd</sup> Best in India and 1<sup>st</sup> in Kerala in 2024.
- MSW Ranked 2<sup>nd</sup> Best in India and 1<sup>st</sup> in Kerala in 2022.
- BBA Ranked 19<sup>th</sup> Best in India in 2022.
- B. Com Ranked 42<sup>nd</sup> Best in India in 2022.

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

<b>Name</b>	<b>Designation</b>
Fr. Dr. Saju M D CMI ( <b>Chair</b> )	Principal
Dr. Binoy Joseph ( <b>Convenor</b> )	Coordinator - IQAC
Dr. Bindiya M Varghese	Additional Coordinator - IQAC & Dean - Computer Science
<b>Management Representatives</b>	
Fr. Dr. Shinto Joseph CMI	Assistant Director, Hill Campus
Fr. Dr. Francis Sebastian CMI	Assistant Director, Valley campus
<b>Faculty Members</b>	
Dr. Kiran Thampi	HoD - Social Work
Dr. Manoj Menon	HoD - Personnel Management
Dr. Joshi P George	HoD - Library & Information Sciences
Dr. Anita Rajah	HoD - Psychology
Dr. Achamma Alex	HoD - Languages
Dr. Harish B.	HoD - Business Administration
Dr. Anto Joseph	HoD - Management & Professional Studies
Dr. C.T. Francis	HoD - Commerce & Professional Studies
Dr. Dais George	HoD - Statistics
Dr. Joji Alex N.	Controller of Examinations (COE)
Dr. Antony Ceasar	Sr. Scientist - Biosciences
Dr. Santhosh Kuriakose K	Professor - Physical Education
Mr. Pramod U Korula	Coordinator - International Relations
Dr. Ann Baby	Dean - Student Affairs
<b>Senior Administrative Officers</b>	
Mr. Antony Puliparambil	Manager, Accounts
Mr. Einstein Luiz	Manager, Administration
Mr. Francis A.J.	Librarian
Mr. Tony M.J.	Lab Administrator





<b>Alumni Representatives</b>	
Ms. Meena Kuruvilla	Project Director, Rajagiri outREACH
Mr. Jiju Joshi	Associate Vice President, DCB Bank
<b>One/Two Nominees from Employers /Industrialists/Stakeholders</b>	
Mr. Saji V Mathew	AVP-HR & Site Head, Sud Chemie India
Mr. A K Subash	General Manager, Cochin Shipyard Ltd
Ms. Rajashree	Chief Marketing Officer, TCS
Mr. Anil Kumar G	Head-HR & Admin, Kerala Plants, Apollo Tyres Ltd
Mr. Suresh Varghese K	Sr. Assoc. Vice President-HR, Carborundum Universal Ltd
<b>Local Representatives</b>	
Ms. Sathi Lalu	President, Keezhumadu Panchayat
<b>Student Representatives</b>	
Mr. Kalidas A S	MBA
Ms. Muhzina Mohamed Afzal	MSc CS (DA)

The Internal Quality Assurance Cell of the college was established in September 2003, with the primary aim of developing a system for conscious, consistent and catalytic action to improve the institution's academic and administrative performance. An office is set apart for the functioning of IQAC in both the campuses of the college.

The Cell also incorporates other experts and faculty members as and when necessary. As a norm, the college has dedicated all quality enhancing discussions of the regular staff council and College Advisory meetings as the domain of IQAC. Besides, IQAC has been entrusted with the task of periodical convening of all concerned committees for quality assurance for regular monitoring of their activities in tune with the set goals and the vision and mission of the college.



## **HILL CAMPUS, KALAMASSERY**

### **ACADEMIC UNITS**

- ❖ **Department of Social Work**
- ❖ **Department of Computer Science**
- ❖ **Department of Library and Information Science**
- ❖ **Department of Commerce and Professional Studies**
- ❖ **Department of Management and Professional Studies**
- ❖ **Department of Psychology**
- ❖ **Department of Statistics**
- ❖ **Department of Languages**
- ❖ **Department of Biosciences**
- ❖ **Department of Physical Education**





## DEPARTMENT OF SOCIAL WORK

### Academic Programmes

1. **PhD in Social Work** - Full time and Part time under M.G. University, Kottayam
2. **Master of Social Work (MSW)** - 2 Aided Batches – 2 Year (4 Semesters) Programme
3. **MSW Clinical Social Work** – 2 Year (4 Semesters) Programme
4. **PGDCSW (Post Graduate Diploma in Clinical Social Work and Counselling Practice)** – 1 Year (2 semesters) Aided Programme
5. **Bachelor of Social Work (BSW) Hons.** - 4 Year (8 Semesters) Programme

### FACULTY MEMBERS

<b>Dr. Kiran Thampi</b>	-	<b>HoD, Assistant Professor (Aided)</b>
Fr. Dr. Saju M.D. CMI	-	Associate Professor, ( <b>Principal</b> ) (Aided)
Fr. Dr. Shinto Joseph CMI	-	Assistant Director (Hill Campus) & Assistant Professor
Dr. Anish K. R.	-	Associate Professor (Aided)
Sr. Dr. Sunirose I. P.	-	Assistant Professor (Aided)
Dr. Rajeev S. P.	-	Assistant Professor (Aided)
Dr. Nycil Romis Thomas	-	Assistant Professor
Dr. Anil John	-	Assistant Professor
Mr. Mathew T. John	-	Assistant Professor
Dr. Deepa Rasheed	-	Assistant Professor
Ms. Renitta Manuel	-	Assistant Professor
Dr. Reena Merin Cherian	-	Assistant Professor
Dr. Annapuranam K.	-	Assistant Professor
Dr. V. Kalyani	-	Assistant Professor
Ms. Lorane Scaria	-	Assistant Professor
Sr. Shyba Babu	-	Graduate Assistant
Ms. Sharon Prince	-	Teaching Associate

## DEPARTMENT OF COMPUTER SCIENCE

### Academic Programmes

1. **PhD in Computer Science** - Full time and Part time under M.G. University, Kottayam
2. **Master of Computer Applications (MCA)** – 2 Year (4 Semesters) Programme
3. **MSc. Computer Science (Data Analytics)** – 2 Year (4 Semesters) Programme
4. **Bachelor of Computer Application (BCA) Hons.** – 4 Year (8 Semesters) Programme
5. **Integrated Master of Computer Applications (IMCA)** – 5 Year (10 Semesters) Programme

### FACULTY MEMBERS

<b>Dr. Bindiya M. Varghese</b>	-	<b>Associate Professor, Dean &amp; Additional Coordinator - IQAC</b>
Ms. Sunu Mary Abraham	-	Assistant Professor
Dr. Ann Baby	-	Assistant Professor



Mr. Shiju Thomas M.Y	-	Assistant Professor
Dr. Sabeen Govind	-	Assistant Professor
Dr. Keerthi A S	-	Assistant Professor
Mr. Diljith K Benny	-	Assistant Professor
Ms. Neethu Narayanan	-	Assistant Professor
Ms. Priyanka E. Thambi	-	Assistant Professor
Dr. Shoby Sunny	-	Assistant Professor
Ms. Ann Rija Paul	-	Assistant Professor
Ms. Sunu Fathima T.H.	-	Assistant Professor

## DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

### Academic Programme

1. **Master of Library and Information Science (M.Lib.I.Sc) – 2 Year**  
(4 Semesters) Programme

#### FACULTY MEMBERS

<b>Dr. Joshy George</b>	-	<b>Associate Professor, HoD</b>
Dr. B. Elango	-	Assistant Professor
Mr. Akarsh R.	-	Assistant Professor
Ms. Roshni Mariya Baby	-	Assistant Professor
Ms. Nuba Mary Nelson	-	Graduate Assistant

## DEPARTMENT OF COMMERCE AND PROFESSIONAL STUDIES

### Academic Programmes

1. **Bachelor of Commerce (B. Com) Hons. - 4 Year (8 Semesters) Programme**
  - Business Analytics
  - CIMA (UK)
  - Chartered Accountancy (CA)
  - Fintech
  - CMA (US)
  - Integrated with ACCA (UK)

#### FACULTY MEMBERS

<b>Dr. C. T. Francis</b>	-	<b>HoD, Professor</b>
Mr. Mahesh K. M.	-	Assistant Professor
Mr. Varghese Joy	-	Assistant Professor
Ms. Dayana Lalan K.	-	Assistant Professor
Mr. Vishnu N. S.	-	Assistant Professor
Mr. Nebu Cherian P.	-	Assistant Professor
Dr. Sangeetha K. L.	-	Assistant Professor
Ms. Maria Pynadath	-	Assistant Professor
Ms. Aswini Asokan	-	Assistant Professor



Mr. Ebin Babu P.	-	Assistant Professor
Mr. Tomy Thomas	-	Professor
Dr. R. Bharathi Rajan	-	Assistant Professor
CA Litty James	-	Assistant Professor
CA Dhanush P.	-	Assistant Professor
CMA Treesa Shilpha	-	Assistant Professor
Mr. R. D. Brittoraj	-	Assistant Professor
Mr. Noel Simon Roy	-	Assistant Professor
Ms. Dina Joseph	-	Assistant Professor
Ms. Akhila Bai A.	-	Assistant Professor
Ms. Lakshmi Priya T. B.	-	Assistant Professor
Ms. Karishma Hentry	-	Assistant Professor
Mr. Jishin George Oommen	-	Assistant Professor
Dr. Sreeja Radhakrishnan	-	Assistant Professor
Ms. Ambily Philomina I.G.	-	Assistant Professor
Dr. Ebina Justin M.A.	-	Assistant Professor
Dr. Preetha R.	-	Assistant Professor
Ms. Udisha O.	-	Assistant Professor
Ms. Revathi Radhakrishnan	-	Assistant Professor
Dr. Pradeep P. N.	-	Assistant Professor
Mr. Dev Anand K.	-	Assistant Professor
Ms. Emma Joshy	-	Assistant Professor
Dr. Rajitha Kumar S.	-	Professor

## DEPARTMENT OF MANAGEMENT AND PROFESSIONAL STUDIES

### Academic Programmes

- 1. Integrated Master of Business Administration (IMBA)** – 5 Year (10 Semesters) Programme
- 2. Bachelor of Business Administration (BBA) Hons.** – 4 Year (8 Semesters) Programme
  - CIMA (UK)
  - Fintech
  - Business Analytics
- 3. Bachelor of Business Administration HRM (BBA HRM) Hons.** - 4 Year (8 Semesters) Programme
  - SHRM - CP

### FACULTY MEMBERS

<b>Dr. Anto Joseph</b>	-	<b>Assistant Professor, HoD</b>
Fr. Rintle Mathew CMI	-	Assistant Professor
Mr. Roshan Ravi	-	Assistant Professor
Dr. Anju Elizabeth Cherian	-	Assistant Professor
Ms. Preethy Nagaraj	-	Assistant Professor
Dr. Radhika P.C.	-	Assistant Professor
Dr. Linda Susan Mathew	-	Assistant Professor



Dr. Bhagyalakshmi S. Pai	-	Assistant Professor
CA Jenin Mulakkan	-	Assistant Professor
Dr. Mora Saritha	-	Assistant Professor
Dr. Krupa B. Nair	-	Assistant Professor

### **DR. MANOJ MATHEW**

**Dean - Human Resource Development BCOM, BBA**

### **DEPARTMENT OF PSYCHOLOGY**

#### **Academic Programmes**

- 1. PhD in Psychology** - Full time and Part time under M.G. University, Kottayam
- 2. M. Sc. Clinical Psychology** - 2 Year (4 Semesters) Programme
- 3. M. Sc. Counselling Psychology** - 2 Year (4 Semesters) Programme
- 4. B. Sc. Psychology (Hons.)** - 4 Year (8 Semesters) Programme

#### **FACULTY MEMBERS**

<b>Dr. Anita Rajah</b>	-	<b>Professor, HoD</b>
Dr. Palayoor Benyne Jos	-	Assistant Professor
Dr. Lijo K. J.	-	Assistant Professor
Dr. Amal Tom Jose	-	Assistant Professor
Dr. Jovita Sherin George	-	Assistant Professor
Dr. Devi N.P.	-	Assistant Professor
Ms. Anju S.	-	Assistant Professor
Dr. Kusum Mary George	-	Assistant Professor
Ms. Aleena P. Mathew	-	Assistant Professor

### **DEPARTMENT OF STATISTICS**

#### **Academic Programmes**

- 1. M. Sc. Statistics with Data Sciences** – 2 Year (4 Semesters)  
Aided Programme

#### **FACULTY MEMBERS**

<b>Dr. Dais George</b>	-	<b>Professor, HoD</b>
Dr. Sowbhagya S. Prabhu	-	Assistant Professor
Ms. Unnimaya L.A.	-	Assistant Professor
Ms. Gouri G. R	-	Assistant Professor



## DEPARTMENT OF LANGUAGES

The department offers English, French, Hindi and Malayalam as Common Course I & II for the UG Programmes and the Enrichment Programme, Communicative English across the UG and PG streams.

### FACULTY MEMBERS

<b>Dr. Achamma Alex</b>	-	<b>Professor, HoD</b>
Ms. Shoma Elizabeth Francis	-	Assistant Professor
Mr. Gokul M Nair	-	Assistant Professor
Ms. Glinshia C. X.	-	Assistant Professor
Mr. Allen Antony	-	Assistant Professor
Ms. Aishwarya Paulson	-	Assistant Professor
Dr. Jacob Alias	-	Assistant Professor
Mr. Alex K. O.	-	Assistant Professor
Mr. Thomas A. Mattappallil	-	Assistant Professor
Dr. Jeena Shaji	-	Assistant Professor
Dr. Bibin Sebastian	-	Assistant Professor
Dr. Sony G.	-	Assistant Professor
Ms. Rincy Saji	-	Assistant Professor

## DEPARTMENT OF BIOSCIENCES

Department of Biosciences is a multidisciplinary research department that aims to uplift the life of poor people and rural farmers through modern scientific research and extension activities. It encompasses major domains of bio-social sciences research. Research areas include Plant Biotechnology, Genome Editing, Ethnopharmacology, Phytochemistry, Mushroom cultivation, Microbiology and Probiotic research, Training and extension activities. Improving crop plants and helping the rural farmers for sustainable agriculture through modern biotechnological research, tissue culture of medicinal plants and herbal drug research for the well-being of common people, edible and medicinal mushroom cultivation etc ...

### FACULTY MEMBERS

<b>Dr. S. Antony Ceasar</b>	-	<b>Senior Scientist</b>
Dr. N.M. Krishnakumar	-	Scientist B
Dr. Rajiv Gandhi Gopalsamy	-	Scientist D
Dr. S. Prabhu	-	Scientist C
Dr. Jiya Jose	-	Scientist D
Dr. Sabeela Beevi	-	Scientist E

## DEPARTMENT OF PHYSICAL EDUCATION

<b>Dr. Santhosh Kuriakose</b>	-	<b>Professor</b>
Mr. Sivadas M.B.	-	Basket Ball Coach
Mr. Rahul Chandran	-	Football, Cricket and Badminton Coach
Ms. Amritha A.S.	-	Basketball Coach







## **VALLEY CAMPUS, KAKKANAD**

### **ACADEMIC UNITS**

- **Department of Business Administration**
  
- **Department of Personnel Management**





## DEPARTMENT OF BUSINESS ADMINISTRATION

### Academic Programme

**1. Master of Business Administration (MBA) - 2 Year (Four Semesters) Programme, 2 Batches; 1 Batch – Aided Programme**

- Financial Management
- Marketing Management
- Production and Operations Management
- Business Analytics

#### FACULTY MEMBERS

<b>Mr. Harish B</b>	-	<b>Assistant Professor &amp; HoD (Aided)</b>
Dr. Joji Alex N	-	Professor, Controller of Examinations RCSS (Aided)
Dr. Veeva Mathew	-	Associate Professor (Aided)
Mr. Saji George	-	Assistant Professor (Aided)
Dr. Bejoy John Thomas	-	Professor
Dr. Aby K Abraham FPM	-	Associate Professor
Dr. P Balakrishnan Menon	-	Associate Professor
Dr. Susan Mathew	-	Associate Professor
Dr. Imran Ahmed Khan	-	Associate Professor
Dr. Jayasri Indiran	-	Associate Professor
Dr. Lakshmi Jayaprakash	-	Associate Professor
Ms. Shirley Rita Luiz	-	Associate Professor
Dr. Ayana Johny	-	Assistant Professor
Dr. Ajay Lunawat	-	Assistant Professor
Dr. Anu Antony	-	Assistant Professor
Dr. Padmanabhan NS	-	Assistant Professor
Dr. Sreejith R	-	Assistant Professor
Mr. Arun George	-	Assistant Professor
Mr. George Joseph Chemparathy	-	Assistant Professor
Mr. Deepak Babu	-	Assistant Professor
Mr. Pramodh U Korula	-	Assistant Professor

## DEPARTMENT OF PERSONNEL MANAGEMENT

### Academic Programmes

- 1. PhD in Management** – Full time and Part-time under M.G. University, Kottayam
- 2. Master of Arts in Human Resource Management – MA (HRM)**  
2 Year (Four Semesters) Aided Programme

#### FACULTY MEMBERS

<b>Dr. Manoj Menon</b>	-	<b>Assistant Professor &amp; HoD (Aided)</b>
Dr. Binoy Joseph	-	Professor (Aided)
Dr. Manoj Mathew	-	Associate Professor
Fr. Reginold John CMI	-	Assistant Professor



## FACILITIES AT HILL CAMPUS, KALAMASSERY

### **LIBRARY**

Fr. Moses library has a large collections of books, national-international journals, magazines, and periodicals, PhD Thesis, Dissertations, Project Reports, Annual Reports, Conference Proceedings, and News documentation etc. Also well equipped with online databases like Scopus, Science Direct Elsevier, Turnitin, NLIST-INFLIBNET, DELNET, EBSCO, J-Gate, ACM, Sage Online, Pearson e-books collections, etc. Library also has a good digital repository system, D-Space.

### **FINANCE MUSEUM**

The Rajagiri Finance Museum is a novel attempt to exhibit the trade and commerce traditions of India and Kerala from the 3rd century to the 20th century. The Museum includes a fabulous collection of coins, from the time of Magadha when Chanakya spoke about Arthashashtra, coins associated with the era of Christ, ancient Greece, ancient Chera, Chola and Pandya Dynasties, Cochin State, Travancore State and coins of British India, which were in common circulation during the past in the Deccan. The museum includes artefacts and documents related to finance, measurements, slavery, trade and commerce. There are Writing Instruments and Ink Wells (Pots) too.

### **COMPUTER LAB**

There are six fully air-conditioned state of the art computer labs (Central Computing Lab, Chavara Lab, Psychology Computer Lab, Digital Library Lab, Carmel Lab 1 and Carmel Lab 2) with 337 systems, 6 HP Servers, one IBM Server, one Lenovo server and labs are interconnected via optical fiber. The lab is also connected to the worldwide web through a high speed 712Mbps Leased Line Internet connection (Peakair) with unlimited accessibility. The other assets include Laser Printers, Scanners, Interactive panel's, LCD projectors etc.

### **SMART CLASSROOMS**

48 classrooms, one auditorium and one board room is equipped with smart interactive panels.

### **HARDWARE LAB**

Exclusively for MCA students to provide an in-depth knowledge in network administration, security and hardware maintenance etc.

### **BIO-SCIENCES LAB**

Biosciences lab is started with a view to promote multi-disciplinary research work, launch need-based projects with the support of various funding agencies, develop and patent innovative products, processes and technologies having contemporary social relevance, conduct experimentations, observations and evaluations relating to science and technology; to impart participatory training programmes, related to Life Sciences and develop and popularise Value-added products having nutritional, therapeutic and cosmetic applications.



### **PSYCHOLOGY LAB**

Psychology department has three Psychology labs- one for the UG students and two for the PG students. The practicals held at these labs are a core component of the teaching and learning of Psychology. The lab has about 130 tests. The UG lab has a seating capacity of 50 (experimenter+ subject) and the PG lab has 25 seating capacity.

### **GYAN PRAYAG**

'Gyan' refers to knowledge and 'Prayag' is the meeting place of holy Rivers the Yamuna and the Ganges. Thus 'Gyan Prayag' is the Confluence of Knowledge to create a world of innovations that enhances opportunities. GYAN PRAYAG handholds the students and alumni with innovative ideas, to develop into fully seasoned entrepreneurs with ample facilities to kick start their creative ideas.

RCSS has always promoted entrepreneurship and capacity development through its curriculum and field action projects. Understanding the need of the hour and the role of incubation centres in the nation building, RCSS has planned and setup a new state-of-the-art incubation centre. The centre aims at cultivating entrepreneurship attitude in the minds of students and alumni, supply them with adequate resources for the development of an enterprise and fuel them with wisdom to face the market demands. The centre also aims at developing social entrepreneurship and innovating techniques that can solve social problems.

### **DIGITAL STUDIO**

The Digital Creative Studio also includes a dedicated teaching lab with high-spec computers, industry-standard media technology and editing software.

Some of the quality materials which are available free of cost or with minimum restrictions can be used, re-used and modified by teachers and students for their teaching and learning. As textbooks are too expensive, the students are switching from textbooks to digital course materials. These materials provide both teachers and students a greater interactivity and social collaboration. One of the materials which can be designed and developed used, re-used and distributed is e-content. E-content is becoming popular because of its flexibility of time, place and pace of learning. E-content includes all kinds of content created and delivered through various electronic media.

### **AUDITORIUM AND SEMINAR HALLS**

- Golden Aureole Auditorium
- Alex Hall
- Chavara Hall
- Carmel Hall
- Board Room I
- Boardroom II
- Darsanam (Meditation Centre)
- Examination Halls
- Group Discussion Centre
- Group Learning Centre



### **Other Facilities**

- Amigo -1 and Amigo -II
- Wellness Room
- Gymnasiums
- Studio
- College Dining Hall/Mess
- Canteen
- Rooftop Cafeteria
- Facility Centre
- Guest Rooms
- Printing Press
- Prayer Hall
- Sports Facility
- Electric Charging Station

### **FACILITIES AT VALLEY CAMPUS, KAKKANAD**

#### **CLASSROOMS**

The classrooms are spacious and well planned to facilitate teaching and interactive participation. The theatre style classrooms equipped with audio visual facilities provide a great teaching learning experience.

The benefits of learning outside of four walls can never be undermined. Alfresco classrooms have been designed to enable students and faculty to engage in meaningful discussions. These open air class rooms have been aptly named Bella Vista and River View.

#### **LIBRARY**

The library is well stocked with books, national-international magazines, journals, periodicals, research papers and online databases on business, management and other allied subjects. It provides user-focused services to collect, store, retrieve and disseminate information.

#### **COMPUTER LABS**

The computer lab and finance lab have an elaborate network of workstations and a campus wide network with Wi-Fi access to internet which allows discussions and learning not just confined to classrooms but outside the classrooms too. The campus network links the computing resources in faculty cabins, administrative departments and hostels. The computer labs are equipped with the latest hardware and software which facilitate learning.

#### **AUDITORIUMS**

The Chavara Hall, named after Saint Kuriakose Elias Chavara has a seating capacity of 1300. The KRL auditorium and RBS auditorium are fully air-conditioned, with a seating capacity of 150 and 300 respectively. Both auditoriums are ideal venues for seminars and conferences.



There are two conference halls with seating capacity of 100 and 200. The two boardrooms are venues for routine meetings and discussions of faculty and guests.

The amphitheatre is the venue for musical evenings and programme launches. It also serves as the place to relax and enjoy the lush green of the campus.

### **GROUP LEARNING CENTRE**

Two Group Learning Centres facilitate teamwork and group activity. They are used for group presentations and trainings.

### **HOSTELS**

The programmes offered being residential programmes, two separate hostel facilities are available for the boys and girls. The hostels have student mess facilities, study halls, entertainment room and gymnasium. Internet facility is provided in all the rooms in both the hostels.

### **INTERNATIONAL HOSTEL**

An International Hostel with international standards caters to the accommodation requirement of international students and faculty who visit the college on various academic activities.

### **PAREEKSHA BHAVAN**

The Pareeksha Bhavan is the examination centre of the campus. All examinations of valley campus are held in Pareeksha Bhavan, which can accommodate 600 students at a time.

### **CANTEEN**

The canteen, run by specialist restaurateurs inside the campus caters to 150 people at a time and provides vegetarian and non-vegetarian meals and other tasty delicacies. Equipped with a snack bar, coffee vending machine and television, the cafeteria provides respite from the day's hectic schedule. It is a zone of informal interactions. The Canopy is a roofed outdoor facility that provides a locale for informal student interludes. A coffee beverage outlet functions inside the canopy.

### **SPORTS FACILITIES**

Modern gymnasiums (separate for boys and girls), football/cricket ground, volleyball/basketball courts and jogging track are available for all students. Facilities for indoor games like table tennis, caroms and chess are also available.

### **GUEST ROOMS**

There are 18 guest rooms available on campus, equipped with all necessary facilities, to accommodate corporate and faculty members visiting the college for participation in MDPs, FDPs, and other training program.





## **CENTRES OF EXCELLENCE**

### **OFFICE OF INTERNATIONAL RELATIONS**

#### **International Tie-ups and collaborations**

'Internationalization' has been a catch word for RCSS since its inception and 2019 marks as the 25<sup>th</sup> year of official collaborations. Establishing vibrant academic tie-ups with leading universities worldwide has not only served to give students an international exposure, but also facilitated sharing of resources for faculty training, curriculum development, research, and consultancy.

#### **Faculty-Student Exchange**

RCSS currently has 66 active MOU agreements with Universities across the globe and hosts an average of 100 students every year from partner Universities in different disciplines for semester abroad, short term programmes, and faculty-led study courses. 60% of the students in the advanced Post Graduate Program in Social Work do their field placement in our partner universities abroad. Rajagiri is also a partner institution for Study in India program (SII), Govt. of India through which we host international students in various programmes. Regular Faculty exchanges occur between Rajagiri and partner Universities for teaching courses, joint publications, collaborative researches, participation in International conferences & summer schools etc. we also have student groups going to international universities to attend theme-based courses from other disciplines.

Rajagiri has an agreement with EdCIL, which has been designated by the Ministry of Human Resource Development, Government of India as the exclusive "coordinating agency and single window facility", for the direct admission of eligible Foreign Nationals/ Persons of Indian Origin (PIOs)/ Non-Resident Indians.

#### **Types of International Associations**

RCSS is keen in hosting and supporting inbound and outbound mobility programmes from International partners and the Office of International Relations in both the campuses take efforts in customizing the mobility programmes. The objective of the office is to improve and increase the global awareness of the students and faculty members through exchanges, trainings, collaborations, twinning programmes, visits and guest lecturers in India and abroad. The goal is not only to maintain world standards but to exceed and set the standards for Professional Education and Training in an increasingly globalising world.

Very often professors from RCSS are invited to take full courses or sessions in partnering universities. RCSS is also active in funded collaborative research with the partnering universities. RCSS is also the consortium partner of nine universities which organizes International Summer University in Social Work (ISUSW) every year from 2012 onwards and has hosted the same in 2019. International Conferences are regularly organized by various departments in Rajagiri. Rajagiri organizes RISS (Rajagiri International Summer



School) every year on selected theme, where students and faculty members from different international universities participate. Rajagiri College is also a member of IASSW (International Association of Schools of Social Work), the worldwide association of schools of social work, other tertiary-level social work educational programmes, and social work educators.

**International Degree UG/PG Programme**

RCSS facilitates a smooth progression for students to obtain an international degree from esteemed universities across the globe like Virginia Common Wealth University USA, Trent University Canada, James Cook University Australia, University of Waikato New Zealand, Auckland University of Technology New Zealand. Upon finishing three years of undergraduate and two years of postgraduate studies at Rajagiri, eligible students will seamlessly transition to various international universities. Eligible students will get scholarships. These students will begin their journey in the International Programme during their first year and receive comprehensive guidance and supervision to fulfill the required criteria for eligibility.

**Dr. Kiran Thampi** – Asst. Director (Hill Campus)  
**Mr. Pramodh U. Korula** – Coordinator (Valley Campus)

**RAJAGIRI ACCELERATED STUDY ABROAD PROGRAM (RASAP)**

The centre facilitates a seamless assimilation into the worldwide educational opportunities, offering a seamless transfer into international education. The institution provides cost-effective degree programs along with options for scholarships, hence increasing the accessibility of education. Additionally, the support team offers efficient assistance throughout the student's academic journey.

**Dr. Jeena Shaji** - Coordinator

**CENTRE FOR DOCTORAL RESEARCH**

The College is a recognized Center for Doctoral Research under Mahatma Gandhi University, Kottayam to facilitate Research in Social Work, Management Studies, Computer Science and Psychology. The center provides various facilities to scholars such as rooms with computer, internet facility, intercom and storage facility, library and computer center access.

50 Research scholars are undergoing Ph. D in different disciplines. The Centre conducts regular Bi-annual meetings of the scholars.

<b>List of Approved Guides under MG University:</b>			
1	Sr. Lizy P J, PhD	-	Social Work
2	Fr. Saju M.D, PhD	-	Social Work



3	Fr. Joseph M. K., PhD	-	Social Work
4	Anish K. R., PhD	-	Social Work
5	Sr. Sunirose, PhD	-	Social Work
6	Kiran Thampi, PhD	-	Social Work
7	Joji Alex, PhD	-	Management
8	Veeva Mathew, PhD	-	Management
9	Ajims P Mohammed, PhD	-	Management
10	Binoy Joseph, PhD	-	Management
11	Bindiya M Varghese, PhD	-	Computer Science
12	Ann Baby, PhD	-	Computer Science
13	Palayoor Benyne Jos, PhD	-	Psychology
14	Lijo K.J., PhD	-	Psychology

### **RAJAGIRI HUMAN RESOURCE DEVELOPMENT CENTRE (RHRDC)**

Rajagiri Human Resource Development Centre is an Initiative of the IQAC of Rajagiri College of Social Sciences (Autonomous), offering programs, resources, coaching, and training to faculty and administrative staff members at Rajagiri and equip them as leaders to maximize individual and organizational effectiveness. Additionally, the centre brings together faculty and other governmental, non-governmental, and private administrative personnel to provide distinctive and high-quality training in teaching and learning, organizational leadership, and other pertinent areas.

The Centre promotes training in various areas relevant to higher education and provides training, development, and consulting services to individuals at all levels. The Centre also fosters and supports online learning for aspiring individuals.

**Dr. Manoj Menon** - Coordinator

### **CENTRE FOR STATISTICAL ANALYSIS (CSA)**

Dept. of Statistics, Rajagiri College of Social Sciences (Autonomous), has set up the Centre for Statistical Analysis (CSA) to provide professional statistical consulting services to academic fraternity, corporates, industry and government sector. The Centre envisages offering quality statistical consulting services in all aspects of quantitative research projects, from the initial research design phase to the presentation of final reports. In addition, the Centre makes strides to build partnerships with the national and



international agencies and institutions engaged in data analysis to enhance the quality of research outcomes for promoting sustainable ecology, society, and economy.

### **Statistical Consultation Services**

The Centre collaborates with academic and research units of the college to provide statistical consultation support for various stakeholders, namely academics, financial institutions, corporations and government agencies. In addition, the Centre is well equipped with highly qualified consultants who can help clients design and manage research projects in social sciences, management & other allied disciplines and various professional practice domains. The faculty members and researchers who have already collected data and looking for data analysis support can approach the Centre for professional help in statistical analysis.

**Mr. Dev Anand K.** - Coordinator

### **CENTRE FOR HAPPINESS AND WELL-BEING**

LIFE is a center for happiness and wellbeing established to ensure happiness and satisfaction in students and teachers and to make LIFE at Rajagiri a happy experience by creating a Safe Haven, where students feel secure sharing their concerns, and fostering their happiness and optimal functioning. Life aims to create an institutional environment that allows students to flourish, foster satisfaction, ease worries and promote meaningful engagements. The mental health workforce at Life offers mentoring and positive psychology interventions to students, teachers and other stakeholders to promote students' wellbeing, prevent emotional breakdown, and cure emotional, behavioral and relationship issues. Life also provides guidance and life coaching to facilitate smooth life transitions and to make meaningful decisions. Direct as well as telephonic services are provided here from 10 am to 6 pm on all working days.

**Sr. Shyba Babu** – Councillor

### **RAJAGIRI CENTRE FOR EXCELLENCE IN HIGHER EDUCATION**

Rajagiri Centre for Excellence in Higher Education is a new initiative of IQAC.

The objectives of the centre are to mentor other higher educational institutions in

1. NAAC Accreditation
2. NIRF Ranking
3. Other Accreditations

Rajagiri College of Social Sciences has a legacy of being a high-performing institution for the last four accreditation cycles. Central University also approved Rajagiri College of Social Sciences as a mentor institute in the Paramarsh scheme. Through mentoring other institutions, Rajagiri aims to get converted to a peer academic institution and also to improve the quality of processes being carried out there.

**Dr. Bindiya M. Varghese** – Coordinator



### **CENTRE FOR PROFESSIONAL STUDIES**

Rajagiri Centre for Professional Studies is a new addition to Rajagiri College of Social Sciences (Autonomous) in its relentless pursuit of excellence. The Centre envisions to become an elite knowledge centre nurturing competent & committed professionals who can transfer value to stakeholders. Thus, we partner and collaborate to bridge the skill gap between employee competencies and employer expectations by serving skill enhancement and professional certification courses to students and working professionals with access to valuable and authentic knowledge resources, technology induced processes from learning to employment, strengthened by expert guidance and mentoring.

**Dr. Jaya Vijayan** - Dean

### **INDIAN KNOWLEDGE CENTRE (IKC)**

The Indian Knowledge Centre offering a diverse range of programs, courses, and workshops, related to India's traditional knowledge systems such as classical Arts, Yoga, Ayurveda, Vedic Mathematics, and holistic wellness.

**Dr. Aswathy Rajan** – Subject Matter Consultant

### **CENTRE OF EXCELLENCE IN WHOLE PERSON EDUCATION (WPE)**

The Centre of Excellence in Whole Person Education (WPE) at Rajagiri College of Social Sciences is committed to the development of well-rounded individuals who demonstrate strong moral, ethical, and social values and excel academically. The service learning hours of each student admitted in 2024 will be monitored by the centre.

**Dr. Giji George** - Coordinator

### **ACADEMIC COMMITTEE FOR UNDERGRADUATE (HONOURS) PROGRAMMES**

In the academic year 2024-25, Rajagiri College of Social Sciences (RCSS) has implemented the reforms outlined in the UGC's NEP-2020 for all undergraduate (Honours) programs. The centre will centrally supervise the multidisciplinary courses and ability enhancement courses in conjunction with all academic departments and external trainers.

**Dr. Leena Leon** – Academic Coordinator

### **ENVIRONMENTAL SCIENCE**

Environmental Science was introduced as a new division in the Department of Biosciences in addition to three existing divisions (Plant Biotechnology, Phytochemistry & Drug Design, and Microbiology). The Environmental Science Division focuses on interdisciplinary approaches to finding sustainable R&D solutions to mitigate climate change and associated issues to provide a sustainable future.

**Dr. Antony Ceasar** - Head



**RAJAGIRI CENTRE FOR CLIMATE CHANGE RESEARCH (RCCCR)**

Rajagiri Centre for Climate Change Research (RCCCR) was inaugurated during Bodhi 2024 with the objective of undertaking interdisciplinary research involving faculty members and scientists from the Bioscience, Social Work, RBS, Management, and Psychology departments to solve the local issues of climate change.

**Dr. Antony Ceasar** - Head

**CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT AND INNOVATION (CEDI)**

The Centre for Entrepreneurship Development and Innovation (CEDI), started in 2023 with the motto "Igniting Innovation, Empowering Entrepreneurs," envisions a vibrant ecosystem fostering entrepreneurship and innovation skills among the students.

**Dr. Pradeep P.N.** - Coordinator



## **POLICIES OF THE COLLEGE**

### **1. STUDENT GRIEVANCE REDRESSAL POLICY**

In accordance with the UGC (Grievance Redressal Regulations 2012), Rajagiri College of Social Sciences, (RCSS) have set up a mechanism to address grievances of students, faculty members and employees on campus. Accordingly, a policy for grievance redressal of students, faculty members and employees in a just and fair manner had been outlined in 2014. The Policy is amended in 2018 to incorporate the student Council and the Complaints Register as further mechanisms for grievance redressal.

#### **1. Definition of Grievance**

A grievance shall include any discontent or dissatisfaction, whether expressed or not, whether valid or not, arising out of anything connected with RCSS that a student or an employee thinks, believes or feels, is unfair, unjust or inequitable. As regards the grievances of students the grievances defined in UGC Regulations under clause 2(f) of the Gazette Notification No.14-4/2012 (CPP-II) dated December, 2012 shall be included.

#### **2. Grievance Redressal Mechanisms**

##### **For Students**

The college has five levels of student's grievance redressal mechanisms.

##### **Level1 - Student online Feedback Mechanism**

Student feedback is taken during the mid and end-semester. The students record their suggestions and grievances. Student feedback is administered through the ERP system of the college through a software; *fedena*. The System Administrator consolidates the feedback and communicates it to the Principal and the Management Committee for further action. The Action Taken Report is further presented before the appropriate aggrieved student or students/ batch.

##### **Level 2 - Grievance Redressal Portal**

There is a grievance redressal portal in the College website for the students. They can use the portal for recording their grievances. The grievance entered will be sent as email to the principal of the college, which are in turn discussed in the Management Committee, and appropriate actions are taken based on the gravity and merit of the grievances.

##### **Level 3 - Open door**

a) An aggrieved student shall first present his/her grievance verbally or in writing to the concerned Batch Coordinator/ HoD or directly to the Principal. The HoD is required to furnish the answer within one week of the presentation of grievance. The aggrieved can maintain the anonymity if he/she wishes so. A registry to be maintained for the purpose. The Aggrieved person may appear either in person or represented by such person as may be authorized to present his/her case. The Concerned HoDs have to forward the written



grievances which requires the attention of the Grievance Redressal Committee within a week.

b) An aggrieved student shall present his/her grievance verbally or in writing to the Dean Student affairs directly or through email to [ann@rajagiri.edu](mailto:ann@rajagiri.edu). The Dean is required to furnish the answer within one week of the presentation of grievance. The aggrieved can maintain the anonymity if he/she wishes so. A registry to be maintained for the purpose. The Aggrieved person may appear either in person or represented by such person as may be authorized to present his/her case. The Dean Student affairs have to forward the written grievances to the Concerned HoDs and the Grievance Redressal Committee.

#### **Level 4 - Student council**

The college has a Student Council for the undergraduate courses consisting of two elected representatives from each class and also some nominated members by the college management. The council consists of the Student Representatives, The Associate Director, Principal, Head of the departments of Undergraduate courses, College Management representatives and the Dean student affairs and also faculty in charge of sports activities. The council meets twice in every month and discusses various matters. The students are given opportunity to voice their suggestions, opinions and grievances if any during the meetings. Appropriate actions are taken on the same.

#### **Level 5 - Complaint register**

A complaint register is maintained at college reception counter for students to register complaints regarding the maintenance of facilities in the campus. The staff in charge of maintenance of facilities check the register and remedial actions are taken regularly.

## **2. STUDENT WELFARE POLICY**

The Management of Rajagiri College of Social Sciences (CMI, S.H. Province) has adopted the following as its policy regarding welfare of the students from economically poor background.

No student who has secured admission through merit shall be deprived of education at Rajagiri on account of financial constraints arising from his/her poor economic background.

A student welfare fund has been instituted by the Management to provide financial support to the students on a *need cum merit* basis. A committee scrutinizes such requests and make recommendations to the Management regarding this, on the basis of which the Management will take decisions. The recipients of such scholarships are encouraged to pay the amount back once they are employed to the corpus fund so that more students can be provided with scholarships.

The Management shall also try to make avenues for '*earn while you learn*' schemes for the students. Some of such areas are: faculty assistance, management of the labs, garden & environment maintenance, watch & ward, data collection & data entry etc.





### **3. GREEN PROTOCOL**

1. Conserve Energy.
2. Avoid single-use plastic material.
3. Reduce the use of disposable items.
4. Promote e-copies.
5. Print on both sides of the paper.
6. Use electronic display boards, cloth banners etc. Avoid flex material.
7. Use bags/files/folders etc. made of cloth/jute.
8. Promote vegetable cultivation.
9. Plant trees.
10. Promote the usage of LED bulbs.



## STUDENT ACTIVITY CORNER

### COLLEGE UNION

The college has a very active college union. It follows a parliamentary system of election as per the guidelines of Lyngdoh Committee and M G University to form the Council. The college union actively participates in all endeavors of the college. The college union constitutes Chairperson, Vice- Chairperson (Female), General Secretary, Magazine Editor, Two University Union Councilors, Two Lady Representatives, Arts Club Secretary, Sports Secretary and Class Representatives (elected from each class). The union members are mentored and guided by Staff Advisors in commemorating festival days, conducting Arts and Sports competitions. The students' voice in the affiliated University is represented by the Union councilors. The Union is given enough freedom and support from the authorities to do various programs which go in line with the college discipline. Under the leadership of Union Chairman and the Art club secretary coordinates cultural and literary initiatives. Magazine editor collects articles from talented students for the annual college magazine. University Union Councilors, Class representatives & Lady Representatives serve as the responsible voice of the whole students in the matters concerned.

### STUDENT COUNCIL – UNDER GRADUATE COURSES

Student participation is integral for all the activities of the college. The college has a Student Council for the undergraduate courses consisting of two elected representatives from each class and also some nominated members by the college management. This council consists of the Student Representatives, the Associate Director, Principal, Head of the department of Undergraduate courses, College Management representatives, the staff advisor, the faculty in charge of cultural activities and also faculty in charge of sports activities.

Each council member is provided with a badge to identify them distinctly from other students of the campus. The council meets every month during the break timings of the college. Various matters are discussed in the meeting including grievances of various sorts. The upcoming events and programmes of the college and academic matters are also discussed in the meetings. The council members come up with suggestions for improvement and discuss on all different suggestions from their classmates. The suggestion and grievances given during the meetings are recorded and appropriate actions are taken on the same.

A media team was formed followed by the student council suggestion who takes care of the entire campus videography and photography of all the events. Leadership camps are organised for the student council members, enabling them to be better leaders.



## NON-ACADEMIC ACTIVITIES

### **VANAVASAM**

The 3-day camp is organized as part of the curriculum and is as its name suggests an experience of living in the forest. An exercise in meditation and self-realization, Vanavaasam seeks to help students to get in touch with their inner self. It is a period of introspection and soul searching. It is a harmonious blend of concepts from ancient Indian mythology and Modern organizational behavior.

### **SOCIAL SENSITIZATION CAMP**

This programme has grown out of the institute's commitment to social causes. India being a predominantly rural country, this programme is an expression of our pro-rural thrust. It is meant to enable students to creatively address social issues involved in social work and management. The students are taken to a rural area where they have to undertake a developmental project for duration of not less than seven days. The camp gives an opportunity for the students to appreciate rural life in close quarters by living and interacting with the village community.

### **PRE- PLACEMENT TRAINING**

Internal and external trainers impart pre-placement training to equip the students to face interviews during placement. The students requiring special attention and grooming for placements are given weekly training.

### **TRANSCEND**

RAJAGIRI -TRANSCEND is the student body of RCBS for social outreach initiatives. It is the social community wing of RCBS, joins out their hands to contrive several events. Rajagiri-Transcend committee releases a newsletter Esparanza that catalogued all their activities.

### **KALYPSO**

Rajagiri-Kalypto, Outbound Training Program (OBT) is meant to combine training in team building, leadership, communication and adaptability with physical fitness. The harshness of the natural environment inculcates hardiness and discipline among students.

### **YOGA**

Yoga is an integral part of Rajagiri life for keeping the students mentally and physically fit. All the students are given intensive training in yoga and meditation. At the end of the training, certificate is issued to the students.

### **INDUSTRY INTERACTION**

Corporate heads from MNCs regularly interact with the students and enlighten them on the tried and tested avenues of modern business.

### **ENRICHMENT PROGRAMS THROUGH THE WEEK**

College adheres strictly to an academic schedule that creates a strong knowledge base in the necessary disciplines. However, future managers have to be trained in essential skills and must possess an in-depth understanding of the current environment. Keeping this in mind, the students are given training through the week in skill that they develop through activities or through instruction.



### **RAJASADASS (The People's Forum)**

It provides opportunity for staff, students and other members of Rajagiri family to come together and air their views on a given issue, thereby creating a platform for critical evaluation and commenting on current social issues. The views and comments of experts in the respective fields enable the participants to know different perspectives on the subject.

### **MAZHAVILLU (Rainbow)**

This forum is a first of its kind on inter-religious discussion. This forum, which was started in the campus by the students, runs in collaboration with the Association of Christian Higher Education, New Delhi

## **PLACEMENT CELL**

Besides imparting education and training to students, obtaining placements for the students from the college has also been recognized as an important activity of the college. A placement cell under the chairmanship of the Principal with a faculty member as coordinator looks into the task of identifying and attracting prospective employers to the campus. The placement cell has been able to attract state and national level bodies, as well as small, medium and large scale industrial, commercial and developmental agencies to the campus and the graduates have been recruited by them. The placement cell focuses on dissemination of information and marketing of graduates to the public, both within and outside the state. It provides summer placements and final placements for the students.

## **STUDENT FESTS**

### **EUPHORIA**

It is a bi annual national fest organized by Department of Computer Science, Rajagiri College of Social Sciences, Kalamassery. It is a National Level Fest that has always been a hot spot in the events list of Rajagiri. All our students have put in a lot of efforts for the success of this extravagant technical-cum-cultural fest. This fest is our quest to find the focused and skilled students in various areas.

### **SPLENDORE**

SPLENDORE is an annual national fest organized by Rajagiri College of Social Sciences since 2016. This theme-based inter-school and inter-collegiate fest is organized in two days in the month of September. SPLENDORE is co-ordinated by the Graduate Departments of Rajagiri College of Social Sciences (Social work, Commerce, Business Administration and Psychology). The first day is for students from Higher Secondary schools and the second day for Graduate students. The main objective is to showcase the talents and creativity of school and college students and facilitate interaction among them.

### **PSYESTA**

Psyesta is a one-day national fest to create an opportunity to the students of Psychology to share their academic orientations and aspirations; and a platform to showcase their talents. It gives ample opportunities to the students and aspirants of Psychology from all



over India to visit the department of Psychology at RCSS, to experience various opportunities available here and also to showcase their talents in various levels.

### **INFLORE**

The RCBS Management Fest - Infloré organized by the Rajagirians brings together students from all over the country. The two-day fest includes a variety of events, both management as well as non-management, where the participants battle it out to prove their mettle through wit and intellect.

### **RAJAGIRI BUSINESS LEAGUE**

The Rajagiri Business League is an initiative by the students of RCBS, the first of its kind in South India that brought the corporates and B-schools on a common court to flex their muscles and knock down the ball.

### **RAJAGIRI NATIONAL BUSINESS QUIZ**

Rajagiri National Business Quiz (RNBQ) is an enthralling nationwide quiz game where the players battle it out for the ultimate glory.

### **DYUTI CONFERENCE SERIES**

DYUTI – Developmental Yearnings for a United and Transformed India is the annual event organized by the Department of Social Work. Rajagiri with its vision of 'becoming a centre of excellence in learning for enriching and fulfilling LIFE' has been regularly providing an annual forum for deliberations on vital issues of development from a right perspective. This series of deliberation (started in 1998) is named as DYUTI meaning 'spark of life'.

### **INFERENCIA**

Inferencia is an Intra-collegiate fest organized by Dept. of Statistics with the aim to develop the knowledge of the students in terms of statistical analysis, brain storming, general knowledge, strategic planning and so on. The fest usually conduct to mark the celebration of 'National Statistics day – 29th June' initiated by STATISTICA, student association of Statistics Department. The fest comprised of 5 competitions such as Kudos-sudoku, Erno Rubik, Figure it out, Masterminds and IPL Auction.

## **STUDENT PROFESSIONAL FORUMS /ASSOCIATIONS**

### **SWARAJ - (Social Work Students' Association of Rajagiri)**

In building up a pro people attitude and to deepen the social interest of the social work students of Rajagiri, SWARAJ (Social Work Students' Association of Rajagiri) plays a vital role. Taking into consideration the diversity of interests and according to the specialization and need of the community, SWARAJ organizes various enriching and thought provoking programmes for the whole Rajagiri family. SWARAJ hosts many eminent personalities from various spheres of life to accelerate the students' and the campus' social attitude in accordance with their views and to formulate within the students, clarity about the present social scenario.



### **C STAR - Computer Students Association of Rajagiri**

C-Star, acronym for Computer Students Association of Rajagiri, in consultation with and the guidance of a faculty member, meets every Tuesday afternoon to discuss and plan the co-curricular activities of the MCA students. The C-Star organizes and conducts seminars, workshops and industry interaction programs on latest technology developments by bringing experts from Industry and Academia. It conducts in-house quiz competitions and cultural events to enhance the students' professional competency. C-Star actively participates in College functions and presents cultural programs. C-Star facilitates the participation of students in Inter Collegiate IT fests and competitions.

### **FORMS - Forum of Rajagiri Management Students**

FORMS, Forum of Rajagiri Management Students is a student body focused on tapping the potentials of aspiring managers through a host of programmes including business discussions, debates and corporate quizzes. Most of nonacademic activities on campus are coordinated by FORMS. These include seminars, management students' meet and student publications along with quiz and debate competitions on an intra-collegiate level.

### **ACSR - Association of Commerce Students of Rajagiri**

The ACSR provides an opportunity to exhibit the variegated talents of the commerce students and to enhance their soft skills. The social responsibility and social commitment of the students are prioritized in this extracurricular platform. The association focuses on the all-round personal development of each student as he/she leaves the institution with academic excellence

### **Gyandeepty- Library and Information Science Students' Association of Rajagiri**

Gyandeepty, acronym for Library and Information Science Students' Association of Rajagiri, meets every Tuesday afternoon to discuss and plan the co-curricular activities of the LIS students. The association aims to improve the students' various skills through extracurricular activities with the guidance and support of a teaching faculty.

### **Psystar: Psychology Students' Association of Rajagiri**

Psystar is an initiative to equip students of Psychology to contribute to the good of the society. The association is committed to take creative and effective steps in mental health promotion and awareness. Important day observation (eg. Mental Health Day, Suicide Prevention Day), Psyscript (manuscript magazine of the association), street plays, giving psychological support like counselling and skill training are some of the regular activities of the association. The four clubs of the department (Quiz Club, Nature Club, Cultural Club and Literary Club) also come under the activities of Psystar. Psystar instills confidence and enthusiasm in the students of Psychology.



## STUDENT CLUBS

### **National Service Scheme (NSS) –Unit No: 59**

Rajagiri College of Social Sciences has two NSS units. The NSS units organize a week long “Rural Sensitization Camp” and a series of regular activities every year in its adopted communities in Kalamassery Municipality and also in neighbouring communities. The NSS members take part as volunteers for different social connect programmes conducted by different government departments and organizations.

### **ENCON**

ENCON Club, sponsored by the Kochi Refinery, is a voluntary non-profit club of students aimed at practicing energy conservation and environment protection. The main objective of this ENCON Club is to drive home the message of energy conservation and environment protection in the minds of students, by planning and organizing regular activities.

### **Rotaract Club**

Rotaract means Rotary in Action, an affiliate of Rotary international. The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the needs of the communities and to promote better relations between all people worldwide through a frame work of friendship and service.

### **Youth Red Cross**

The College has three Units of YRC in which 150 students are members. Main activities are: Participation in Youth Red Cross Orientation & Annual Camps, Participation in training programmes like First Aid, Tree plantation, Socio Economic surveys, Palliative Care Day observation, Awareness campaigns, Blood Donation Camps, Oncology ward visits etc. Students also assist many NGOs in organizing special programs. The YRC unit of Rajagiri (Unit No. 05) has won the award for the Best Youth Red Cross Club in the State in 2015. It also bagged the Best Youth Red Cross Cadet, Best YRC Programme Officer along with the award for the Best Youth Red Cross Club at the district level.

### **Young Indians (YI)**

YI offer Rajagirians a platform to showcase, harness their skill and business ethos, so as to help them excel in their professional and personal life. YI has succeeded in setting up a platform which provides a balance of professional excellence and social consciousness that will help the new breed of professionals in their career. The experience which the YI members of Rajagiri has gained, is something which, they will cherish and relish throughout their lifetime.

### **FINCOR Club**

FINCOR is the Finance club of Rajagiri College of Social Sciences (Autonomous). It is the first financial club in the history of college. It is basically introduced to promote the accounting profession and to foster interaction among students. It is to support and encourage the academic, social and professional pursuits of the students.



### **Rajagiri Rural Entrepreneurship Development Cell (REDC)**

REDC offer Rajagirians a platform to showcase, harness their skill and business ethos, to help them excel in their professional and in their personal life. REDC has succeeded in setting up a platform which provides a balance of professional excellence and social consciousness that will help the new breed of professionals in their career. The experience which the REDC members of Rajagiri have gained is something that they will cherish and relish throughout their lifetime

### **VisuaLit – Centre for Research and Learning Initiatives in Literature and Arts**

VisuaLit is a Centre for Research and Learning Initiatives in Literature and Arts. It is a platform initiated by the Department of Languages, to take on like-minded Faculty members and students who lust for creative engagement. Under its banner the department organizes RIDLE (Rajagiri Interdepartment Literary Endeavour) & LitMob and runs the following clubs:

#### **DRAMA CLUB**

Drama club is initiated as a creative playground for the students with an orientation in theatre and arts. The student-centric design of the centre helps the students to experiment, explore, create and learn different aspects of theatre - terminologies, creative writing, acting, makeup and design.

#### **SPEAKERS' FORUM**

Speakers Forum is a platform for the College community to learn and showcase their public speaking skills. The Forum aims at honing interpersonal and leadership skills by equipping them with necessary speaking skills and providing them a space to voice their opinions.

#### **LITERARY CLUB**

Literary club aims to polish the latent literary skills in the students. Being a part of the club, the students get ample opportunities to enhance their creativity through manuscripts, magazines, blogs, online poetry circles, etc....

#### **THE FILM CLUB**

The Film Club, RCSS serves as a promising platform for the students with interest in the creative, technical and aesthetic aspects of the cinema, considering the scope and popularity of the medium in the present society. The club focuses on the intellectual enrichment of its members through various activities and conducts workshops (script writing, MOOCs on film making, make – up techniques etc.) and interactive sessions (such as 'Meet the Crew/Director'), where the members get exposed to the professional and technical aspects, enlightening them to pursue their interest in the right direction.

#### **STATISTICA CLUB**

Statistica (Statistics Students Association of RCSS), in consultation with and the guidance of a faculty member, meets every Tuesday afternoon. It organizes and conducts seminars, workshops and industry interaction programs on latest technology developments by bringing experts from Industry and Academia. It conducts in-house quiz competitions and cultural events to enhance the students' professional competency. Statistica actively





participates in College functions and presents cultural programs. Statistica facilitates the participation of students in Inter Collegiate IT fests and competitions.

### **Photography Club**

Photography club of Rajagiri college of social Sciences is a vibrant campus community where students of all skill levels come together to share their passion for photography. Through regular meetings, workshops, and photo walks, members learn and grow together, exploring various aspects of photography, from composition to post-processing. The club fosters creativity with photography challenges and contests while offering constructive feedback to improve skills. Members showcase their work through exhibitions gaining recognition for their talents. It's a supportive, tight-knit group where students develop their photography skills, forge lasting friendships, and capture the essence of their college experience through their lenses.

### **Career Development Club**

The Career Development Club of DCPS is a dynamic and supportive community dedicated to helping students and professionals achieve their career aspirations. The club offers a range of activities and resources, including workshops on resume writing, interview preparation, and networking strategies. We also host guest speakers from various industries, providing valuable insights into different career paths and emerging trends. Additionally, the club facilitates internship and job placement opportunities by partnering with leading companies and organizations. By fostering a collaborative environment, the Career Development Club empowers members to develop the skills, confidence, and connections needed to succeed in their chosen fields.

### **Student Clubs at Valley Campus**

Every student must be a member of one of the clubs which focus on practical exposure and learning beyond classrooms. During the 1<sup>st</sup> semester, the clubs would be Interest-based. From the 2<sup>nd</sup> semester onwards both **Interest** and **Function**-based clubs would become operational. Students can be members of one or more clubs. Tuesday afternoon is set aside for the interest based clubs and Thursday 4.00pm to 5.00 pm is set aside for function based clubs.

Specific faculty members will be in charge of each of the Interest-based clubs such as: Quizzing, Public Speaking & Debate, Dance, Media, etc. and Function-based clubs including: Marketing, HR, Operations, Entrepreneurship, Women in Business, Finance and Business Analytics. Most of the certificate courses offered by the college come under the function-based clubs. The final certificate for the course will be issued based on attendance and marks secured.



## CAMPUS COMMITTEES

### STUDENT GRIEVANCE REDRESSAL CELL

Fr. Dr. Saju M.D CMI ( <b>Chair</b> )	- Principal, RCSS
Dr. Binoy Joseph	- Assoc. Director, Coordinator-IQAC
Fr. Dr. Francis Sebastian CMI	- Asst. Director (Valley Campus), Warden - Men's Hostel (Kakkanad)
Fr. Dr. Shinto Joseph CMI	- Asst. Director (Hill Campus), Warden - Men's Hostel (Kalamassery)
Dr. Manoj Mathew ( <b>Convenor</b> )	- Dean - Human Resource Development BCOM, BBA
Dr. Kiran Thampi	- HoD - Social Work
Dr. Harish B.	- HoD - Business Administration
Dr. Manoj Menon	- HoD - Personnel Management
Dr. Bindiya M.Varghese	- Dean - Computer Science, Additional Coordinator-IQAC
Dr. Anita Rajah	- HoD - Psychology
Dr. C.T. Francis	- HoD - Commerce
Dr. Joshi George	- HoD - Library & Information Sciences
Dr. Anto Joseph	- HoD - Management & Professional Studies
Dr. Dais George	- HoD - Statistics
Dr. Ann Baby	- Dean - Student Affairs
Mr. Ebin Babu P.	- Asst. Professor, Warden - Social Hostel (UG)
Sr. Tessy Rose	- Senior Clerk, Warden - Nirmala Hostel

### Student Representatives

MSW	- Emmanuel David
MCA	- Sivanand
MSC Psychology	- Gibin Rony
MA(HRM)	- Hannah Mary Philip
MBA	- Sam Jacob Mathew
M.SC Computer Science	- Athulya Saji
M.Lib.ISc	- Ananthakrishnan V.A.
M.SC Statistics	- Riya Gireesh
BSW	- Sooraj Sabu
BCOM	- Yohan Varghese Geo
BBA	- Megha Krishna
BSC Psychology	- Krishnapriya Nair



### ANTI-RAGGING COMMITTEE

Fr. Dr. Saju M.D. CMI	- Principal & Chairperson - IQAC
Dr. Binoy Joseph ( <b>Nodal Officer</b> )	- Associate Director & Coordinator - IQAC
Fr. Dr. Francis Sebastian CMI	- Asst. Director (Valley Campus), Warden-Men's Hostel, Kakkanad
Fr. Dr. Shinto Joseph CMI	- Asst. Director (Hill Campus), Warden-Assumption Hostel
Dr. Kiran Thampi ( <b>Convenor</b> )	- HoD, Dept. of Social Work
SI Kalamassery Police Station	- Local station SI
Ms. Sunu Mary Abraham	- Parent Representative
Ms. Meena Kuruvila	- NGO Representative
Mr. M N Mohanan	- Local Media Representative
Dr. Bindiya M Varghese	- Dean - Computer Science, Additional Coordinator - IQAC
Dr. Manoj Mathew ( <b>Chairman</b> )	- Dean - Human Resource Development BCOM, BBA
Dr. Anita Rajah	- HoD - Psychology
Dr. C T Francis	- HoD - Commerce & Professional Studies
Dr. Joshi George	- HoD - Library and Information Science
Dr. Manoj Menon	- HoD - Personnel Management
Mr. Harish B.	- HoD - Management Studies
Dr. Anto Joseph	- HoD - Management and Professional Studies
Dr. Achamma Alex	- HoD - Languages
Dr. Dais George	- HoD - Statistics
Dr. Santhosh Kuriakose	- Professor, Dept. of Physical Education
Dr. Susan Mathew	- Assoc. Dean - Student Affairs, Valley Campus
Dr. Ann Baby	- Dean - Student Affairs, Hill Campus
Mr. Ebin Babu P.	- Asst. Professor, Warden - Social Hostel
Mr. Varghese Joy	- Asst. Professor, Dept. of Commerce & Professional Studies
Dr. Lijo K J	- Asst. Professor, Dept. of Psychology
Mr. Francis A J	- Librarian (Valley Campus)
Mr. Vijesh P.V.	- Librarian (Hill Campus)
Mr. Herbit Gonslavez	- Head Accountant
Sr. Tessy Rose	- Senior Clerk, College office Administration
Ms. Shiksha Kumari Chauhan	- Student Representatives (MSW 2 <sup>nd</sup> Year)
Mr. Muhammed Irfan K.P.	- Student Representatives (MSc Statistics 2 <sup>nd</sup> Year)

### EQUAL OPPORTUNITY CELL (SC/ST & DIVYANGJAN)

Fr. Dr. Saju M D CMI	- Principal & Chairperson - IQAC
Dr. Binoy Joseph	- Associate Director & Coordinator - IQAC
Fr. Dr. Francis Sebastian CMI	- Asst. Director (Valley Campus) & Asst. Prof. Dept. of Business Administration



Fr. Dr. Shinto Joseph CMI	- Asst. Director (Hill Campus) & Asst. Prof. Dept. of Social Work
Dr. Bindiya M Varghese	- Dean - Computer Science, Additional Coordinator-IQAC
Dr. Manoj Mathew	- Dean - Human Resource Development – BCOM, BBA
Dr. Anil John ( <b>Convenor</b> )	- Asst. Prof., Dept. of Social Work
Dr. Ann Baby	- Dean - Student Affairs
Dr. Joji Alex	- Controller of Examination and Coordinator - Doctoral Centre (Management)
Dr. Veeva Mathew	- Director - Admissions
Dr. Kiran Thampi	- HoD - Social Work
Mr. Harish B.	- HoD - Business Administration
Dr. Manoj Menon	- HoD - Personnel Management
Dr. C T Francis	- HoD - Commerce and Professional Studies
Dr. Anita Rajah	- HoD - Psychology
Dr. Anto Joseph	- HoD - Management and Professional Studies
Dr. Joshi George	- HoD - Library & Information Science
Dr. Dais George	- HoD - Statistics
Mr. Mahesh K M	- Asst. Professor - Commerce
Ms. Aswini Ashokan	- Asst. Professor - Commerce
Dr. Sangeetha K.L.	- Asst. Professor - Commerce
Mr. Vijesh P V	- Representative – Library, Hill Campus
Sr. Tessy Rose	- Senior Clerk, College Administration

#### INTERNAL COMPLAINT COMMITTEE

Dr. Bindiya M Varghese ( <b>Chair</b> )	- Additional Coordinator - IQAC
<b><u>Hill Campus</u></b>	
Dr. Giji George	- Asst. Professor - Social Work, Gender Cell – Convener, Member
Dr. Ann Baby	- Asst. Professor - Computer Sciences & Dean - Student Affairs, Member Secretary
Dr. Sreeja Radhakrishnan	- Asst. Professor - Commerce, Member
Ms. Tesney John	- Jr. Executive – IQAC, Member
Mr. Herbit Gonsalvez	- Head Accountant, Member
Sr. Tessy Rose	- Senior Clerk & Warden - Nirmala Hostel, Member
<b><u>Valley Campus</u></b>	
Dr. Susan Mathew	- Asso. Prof. Business Administration, Member
Mr. Saji George	- Asst. Prof. Business Administration, Member
<b><u>Student Representative</u></b>	
Ms. Abshana Jamal	- Research Scholar, Member



- Ms. Jesna Susan Jose (BSc Psychology) - UG-Female Student Representative, Member  
Mr. Gibin Rony (MSc Psychology) - PG-Male Student Representative, Member

**NGO Representative**

- Adv. Teena Cherian - Founder President Jenika Foundation,  
Palarivattom, Kochi-682025  
External Member

**STUDENT WELFARE & SCHOLARSHIP COMMITTEE**

- Fr. Dr. Saju M.D. CMI (**Chair**) - Principal, RCSS  
Dr. Binoy Joseph - Assoc. Director, Coordinator-IQAC  
Fr. Dr. Francis Sebastian CMI - Asst. Director (Valley Campus) &  
Asst. Professor - Business Administration  
Fr. Dr. Shinto Joseph CMI - Asst. Director (Hill Campus) &  
Asst. Professor - Social Work  
Dr. Bindiya M Varghese - Dean - Computer Science,  
Additional Coordinator-IQAC

**Student Welfare**

- Dr. Ann Baby - Dean – Student Affairs (Hill Campus)  
Dr. Susan Mathew - Asst. Professor - Business Administration  
(Valley Campus)

**Student Scholarship**

- Mr. Varghese Joy (**Convenor of the Committee**) - Asst. Professor - Commerce &  
Professional Studies (Hill Campus)  
Mr. Deepak Babu - Asst. Professor - Business Administration  
(Valley Campus)  
Fr. Reginold John - Asst. Professor - Personnel Management  
Mr. Saji George - Asst. Professor - Business Administration  
Dr. Kiran Thampi - HoD - Social Work & Asst. Director - Office of  
International Relations  
Mr. Akarsh R. - Asst. Professor - Library and Information Sciences  
Mr. Shiju Thomas - Asst. Professor - Computer Science  
Dr. Anil John - Asst. Professor - Social Work  
Dr. Sowbhagya S. Prabhu - Asst. Professor - Statistics  
Dr. Benyne Palayoor Jos - Asst. Professor - Psychology  
Ms. Preethy Nagaraj - Asst. Professor - Management & Professional Studies

**GENDER EQUITY CELL**

- Fr. Dr. Saju M D (**Chair**) - Principal & Chairperson - IQAC  
Dr. Binoy Joseph - Assoc. Director & Coordinator - IQAC  
Dr. Bindiya M Varghese - Dean - Computer Science,  
Additional Coordinator-IQAC  
Dr. Ann Baby - Dean - Student Affairs,  
Asst. Professor - Computer Science



Dr. Joshy George	- HoD - Library & Information Science
Sr. Dr. Sunirose I.P.	- Asst. Professor - Social Work - PG
Dr. Giji George ( <b>Convenor</b> )	- Asst. Professor - Social Work
Dr. Nycil Romis Thomas	- Asst. Professor - Social Work - UG
Mr. Mahesh K M	- Asst. Professor - Commerce & Professional Studies
Ms. Preethy Nagaraj	- Asst. Professor - Mngmnt & Professional Studies
Mr. Gokul M	- Asst. Professor - Languages
Dr. Kusum Mary George	- Asst. Professor - Psychology
Mr. Deepak Babu	- Asst. Professor - Business Administration
Ms. Meena Kuruvilla	- Project Director, Rajagiri outREACH
Mr. Rajeev S.R.	- Head, DDU-GKY Representative
Mr. Jaison V.V.	- Office Attender
Ms. Sheena Terence	- Executive - Administration
Ms. G. Maneesha (MBA)	- PG-Female Student Representative
Mr. Amal Tom (MSc CS)	- PG-Male Student Representative
Ms. Sayoojya N (BCom)	- UG-Female Student Representative
Mr. Sarang Krishnan (BBA)	- UG-Male Student Representative



## OYSTER – ALUMNI ASSOCIATION

OYSTER (Organization of Yester Year Students of Rajagiri College of Social Sciences) is the alumni community of Rajagiri. Started in 1980, it upholds the college motto "Learn, Serve, Excel". With members spread across the world, OYSTER aims to provide networking opportunities through the development of various activities and initiatives that foster relationships among alumni, students, faculty, and the Rajagiri community.

OYSTER has regional chapters in Chennai, Bangalore, New Delhi, etc. and international chapters in Dubai, New York, etc. Regular annual meets and celebrations are conducted in all the chapters. Executive Committee Meetings are held annually. Periodic updating of the Alumni directory is also done. OYSTER has launched a community site [www.alumnet.in/oyster](http://www.alumnet.in/oyster) for strengthening the network among the Rajagiri alumni. The Executive Committee of OYSTER takes relentless efforts to reinstate links with alumni who have not yet registered. This will help to build up the activities of various chapters functioning within and outside the country so as to reach out to all the members in maintaining our institutional and industrial relations at a global level.

“Homecoming Day” is celebrated every year on January 26, where alumni come back to spend a day in the college, participating in meetings and fun-filled programmes.

### Alumni Association – OYSTER

Fr. Dr. Saju M.D. CMI	-	Principal
Dr. Binoy Joseph	-	Coordinator - IQAC
Mr. K. Venugopal	-	(1986 MSW Batch), Registrar, KFRI-President
Mr. Somy John	-	(1994 MSW Batch), Asst General Manager, HDFC Limited, Vice President
Ms. Deepthi John	-	(2008 MCA Batch), Entrepreneur, Vice President
Dr. Kiran Thampi	-	Secretary



## **LIVE LABS Functioning on Campus**

### **THE FOUR-FOLD MEANS**

The college strives to achieve the Institutional objectives by the Four-Fold Means- Teaching & Learning; Training; Research and Field Action.

The live labs of the college provide students with the opportunity to enhance knowledge and sharpen their skills they acquire during their study at the college. These labs help students put theory into practice and be equipped to serve the community. The live labs associated with the Department of Social Work are:

- Rajagiri outREACH - Mrs. Meena Kuruvilla, Project Director
- Rajagiri Family Counselling Centre – Fr. Dr. Saju M. D. CMI, Advisor
- Indian Council of Social Welfare (ICSW) Kerala Chapter – Mr. Gunavardhan IAS

### **RESEARCH AND TRAINING DIVISION**

- Research Institute – Sr. Dr. Sunirose I P – Executive Director
- Rajagiri Centre for Skill Development (RCSD) - Mr. Rajeev S.R- Head







## STUDENT GUIDELINES

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## 1. ATTENDANCE

Rajagiri College of Social Sciences (Autonomous) considers student attendance an essential component of a student's performance in a course. It is mandatory for all the students to maintain 100% attendance in class sessions. Absence from classroom sessions and from other academic activities will be regarded as an act of willful indiscipline. No leave will be granted for absence beyond 25% in ordinary circumstances.

### Guidelines:

- Attendance is marked for each session engaged by the faculty member. This means that irrespective of the number of hours engaged, attendance will be taken only once for each continuous session.
- Students are required to check *fedena* within two days after each class to verify their attendance marking. Any discrepancy should be reported to the concerned faculty within 2 working days.
- In the case of two 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 onwards.
- A student is not permitted to leave an on-going class, unless a note is sent from the Principal.
- For the internal assessment process, attendance will be calculated on hourly basis unless otherwise instructed by the faculty member.
- In case the faculty member engages more than 60 hours, the first 60 hours only shall be accounted for marks/percentage of attendance.
- Students will not be allowed to enter the classroom after a faculty member has entered. There is no possibility of late coming.
- Students are not allowed to spend time with any other faculty member during normal class hours 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.
- Any planned mass absences of a group/ class/ batch of students will result in serious consequences. Those who lead/ participate in such activities, be it from a scheduled class or training activity or an institutional function, will incur serious action.
- A student must intimate the College office in the case of any serious illness or hospitalisation as soon as possible from the date of diagnosis or hospitalisation.
- A student must submit a medical certificate and a letter from the parent/ guardian to the college office, if his/her absence on account of ill health exceeds five consecutive working days.
- This certificate and letter should be submitted by the student within two days of reporting back to the college after the absence.
- However, this certificate will not be considered for marks of attendance or any other consideration from the part of the college.
- This will render the students eligible to apply for condonation when they have shortage of attendance, ie. Attendance below 75%.



- Girl Students can avail an additional condonation 2% attendance, as per the parent university regulation.
- No student shall be allowed to produce a predated medical certificate other than the ones already submitted in the College office for availing condonation.

[This certificate may be collected by the student from the college office in the case of applying for condonation]

The respective internal mark for attendance will be distributed proportionately between 75% and 100% attendance.

The method of calculation of marks for students who have secured more than 75% attendance is as follows:

- Step 1 - Calculate the percentage of presence for each student (no. of hours present ÷ no. of hours taken) x 100
- Step 2 - Subtract 75 from the value obtained in Step 1 (as 75 % is the minimum requirement)
- Step 3 - Divide the value obtained in Step 2 by 25. Subsequently multiply this value with the total marks assigned for attendance.

The value obtained after Step 3 gives the proportionate mark for attendance of each student.

The mark shall be zero if a student's attendance is less than or equal to 75%.

- A student who has attendance shortage may enquire with the Examination office regarding rules and procedure for condonation.

## 2. COLLEGE TIMINGS

### U.G. Programmes – offline classes \*

- Working day for the college starts at 9:00 am, and closes at 4:30 pm.
- Each lecture class is for 50 minutes unless the teacher decides to extend or take extra class.
- Interval is from 10:40 am to 11:00 am during the forenoon session and from 3:10 pm to 3:20 pm during the afternoon session.
- Lunch break is from 12:40 pm to 1:40 pm
- All Saturdays, except the second and fourth, are working days for the whole college.

*\* Changes may occur based on programmes.*

### P.G. Programmes – offline classes \*

- Working day for the college starts at 9:00 am, and closes at 5:00 pm.
- Each lecture class is for 1 hour unless the teacher decides to extend or take extra class.
- Interval is from 10:55 am to 11:05 am during the forenoon session.
- Lunch break is from 1:00 pm to 2:00 pm
- All Saturdays, except second Saturday, are working days for the whole college.

*\* Changes may occur based on programmes.*



### 3. STUDENT CODE OF CONDUCT

The student code of conduct is intended to foster and protect the core mission of the College. Rajagiri College Social Sciences (Autonomous) provides a safe and secure learning environment, and aims at creating socially committed scholarly students, responsible to the academic community of the institution, and to society at large.

This document contains the rights and duties of the student community, necessary for achieving the above objective. Students and parents should read through carefully the Student Code of Conduct before securing admission in the institution. In case of any doubt, they should seek clarification from the authority concerned. Ignorance of these rules will not be accepted. RCSS management is empowered to take appropriate action against those students who violate these rules.

The code applies to all students including UG students, PG students, PhD research scholars and those who are engaged in other part-time pursuits. Students shall abide by the rules and regulations of the College and maintain the highest standards of discipline and dignified manner of behaviour both inside and outside the College campus and uphold the esteem of the College. This Code shall apply to all kinds of conduct of students that occur on the College premises, including University-sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the interests or reputation of the College.

- All students of RCSS have to wear identity tag in the premises of the college and outside the college if they are representing RCSS.
- The students are prohibited from using their private vehicles inside the campus without permission. An application for the same has to be submitted along with a written request signed by the parent/ local guardian and student, and photocopies of RC book, Insurance and driving license. The permitted vehicles will be allowed only up to the designated parking area. Entry beyond the point is strictly prohibited.
- Outsiders including former students will be allowed to enter the campus only for genuine reasons. They will not be allowed to enter the classrooms and hostel rooms in any case. If any student brings an outsider to the campus without any genuine reason he/she will be punishable as per the existing rule of the college.
- RCSS provides infrastructure and other facilities to the students for their overall development. Misuse of the facilities provided - internet, laboratory, library and the like - for illegal and improper purposes or in violation of college regulations, will invite appropriate punishment as per the existing rule of the college.
- Students are expected to handle the furniture, equipment, fixtures and appliances of the College and laboratory carefully. Careless handling/misuse of the above could result in personal injuries or damage to property. In the event of damage of property, the students responsible will have to bear the cost of replacement/repair with a fine.
- Students who intend to represent the College in intercollegiate events shall take prior permission from the Dean /Head of the department concerned, and the selection will



be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation. The Provisions enumerated in this code will also apply to such off-campus conduct of students.

- Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
- A student of RCSS should have respect for the law of the land and follow the same dutifully. If the students violate any provisions of the Indian Penal Law inside or outside of the campus, the college can take disciplinary action against them.

### **Disciplinary Misconduct:**

- Any action that causes physical or emotional harm to any person, students, teachers, staff or any other person whether or not a member of the college community, will be considered a major misconduct from the part of the student. Violence of any kind such as assault, fighting, injuring others, manhandling and other such debasing behaviour; outraging or attempting to outrage the modesty of any person; possession of weapons, explosives or any other similar materials that are dangerous to the safety of any member of the College community; threatening the lives or peace of others on the campus or in its precincts, are strictly prohibited.
- Conduct that seriously and materially harms the goals, pursuits, ethical standards or the learning environment in the campus, is strictly prohibited. Such conduct includes:
  - a) Wilful disobedience of instructions from the college authorities which includes teachers, administrative staff of the College, hostel warden or any other person associated with the teaching and administrative work of the College
  - b) Disrupting peace and order in the college, including riotous or disorderly behaviour; wilful damage to College property; malicious bringing down or maligning of the status or reputation of the College.
- Disruption or disturbance of college work or other activities: Students are strictly prohibited from doing any of the following acts.
  - a) Disturbing by making undue noise or otherwise, any class, any college function or any other event inside or outside the campus.
  - b) Leave or move about in the classroom during an academic session without the permission of the teacher.
  - c) Using mobile phone or other electronic devices, or engaging in any other activity inconsistent with the learning objective of the class or college event.
  - d) Behaving in a manner that is inconsistent with the behaviour and conduct reasonably expected during class or any other college function.
- Lack of respect and courtesy towards the community and individual members of the College.
- Students are prohibited from:
  - a) Discourteous or disrespectful behaviour towards teachers, administrative staff and/or guests /visitors to the College.



- b) Verbal abuse and use of obscene language or language known to be offensive to others.
- c) Inappropriate dress or attire in public/community areas.
- d) Indecent behaviour, including improper public display of affection.
- Students are prohibited from any act of discrimination (physical or verbal) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

**Academic Misconduct:**

- Students are prohibited from doing dishonest acts, including lying, theft or fraud, dishonesty in any academic work, or any other aspect of college functioning.
- Cheating or other malpractices in examination / abetting the use of malpractice in an examination, including obtaining any degree, diploma, honour, prize, award or any recognition by fraud or misrepresentation, plagiarism, will all be considered as malpractices and the management will take strict action against those students who are involved.
- Prohibition of conduct hazardous to human health, society and well-being of other persons: Students are strictly prohibited from doing any of the following acts: consumption or possession of alcohol in the College premises; use of drugs, narcotics/psychotropic or similar substances; entering the college premises after consuming and under the influence of alcohol, drugs, narcotics/psychotropic or any related substances; bringing, or being party to any effort or scheme to bring, alcohol or any of the aforementioned substances into the College campus; supplying drugs or narcotics/psychotropic substances to a member of the student community regardless of where the supply occurs; being under the influence of alcohol or any of the aforementioned substances within the college precincts.

**Grievance Redressal Mechanism:**

- If any student has any complaint against fellow students, faculty member, the staff of the College, the student may submit a written complaint to the Principal or Grievance Redressal Committee to investigate the matter and determine whether or not misconduct has occurred. Students are prohibited from the use of any other illegal or undemocratic methods to raise complaints.
- If a complaint is filed, the Principal will form a Committee for enquiring into the matter. During the investigation, the Committee has to follow the principles of natural justice. All the students have to comply with the directions of the Committee for proper inquiry.
- The Enquiry Committee shall submit a report to the Principal and shall contain
  - (i) The charges and the statement of allegations of misconduct
  - (ii) The defense or admission of the student in respect of each charge
  - (iii) An assessment of the evidence with regard to each charge
  - (iv) The findings on each charge and the reasons therefor
  - (v) Recommendation on corrective measures needed.





- Students who participate in any activity or organize any event should have prior permission from the Principal. The Discipline Committee constituted by the Principal will monitor and supervise such programs, and in case of any violation of the rules, the Management of RCSS is empowered to take appropriate punishment as per the existing rule of the college.
- Students who commit theft, property damage, and vandalism will be considered severe offenders. Such students will be punished as per the existing rule of the college.
- Students are expressly prohibited from interaction, on behalf of the Institute with media representatives or invite media persons to the campus without the permission of the authorities. Students are also prohibited from sharing any photos or videos with media persons.
- Abetment of prohibited activities: A student who incites, urges, encourages, provokes, counsels, procures or commands any other student or any other person in the campus to do any of the prohibited activities will be considered as guilty of misconduct.
- Students are prohibited from publishing anything derogatory about any individuals or degrading the reputation of RCSS in any manner. If there is any violation, the Principal is empowered to take appropriate action against such students.
- Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent, is liable under the code.
- Policy on Sexual Harassment: Any kind of sexual harassment in the Campus shall be punished with Suspension / Expulsion of the student from the College.
- A student found guilty of any offence mentioned in the code shall be administered any one or all of the following disciplinary actions. The management of RCSS has the right to determine the quantum of punishment to meet the end of justice.
  - a. Fine as deemed fit
  - b. Disqualifying the student from representing the college in any activity during the period of rustication
  - c. Suspension from attending classes and from access to the College premises for a specified period
  - d. Termination of and debarment from holding any post/ office either elected or otherwise in an activity-based committee, hostel committees or any other College committees or bodies
  - e. Disqualifying the student from appearing for examinations
  - f. Expulsion from the college
  - g. Any other appropriate punishment that meets the end of justice
- The Management of RCSS reserves the right to amend the Code if found necessary.

#### **4. SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009**

**Preamble:** In view of the directions of the Hon'ble Supreme Court dated 8.05.2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.



**Objective:** To eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

**What Constitutes Ragging:** Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**Measures for Prohibition of Ragging (Extracts):**

There are a number of such measures at institution level, University Level, District level etc. Some of them that are important for students to know are as follows:

- o No institution shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.



- All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.
- The application for admission, enrolment or registration must be accompanied by an Anti-Ragging Affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian. (Both these Affidavits can be downloaded from the Web)
- On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.

**Administrative Action in the Event of Ragging (Extracts):**

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  1. Suspension from attending classes and academic privileges.
  2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  3. Debarring from appearing in any test/ examination or other evaluation process.



4. Withholding results.
  5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  6. Suspension/ expulsion from the hostel.
  7. Cancellation of admission.
  8. Rustication from the institution for period ranging from one to four semesters.
  9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

## 5. EXAMINATIONS

There shall be three sets of examinations conducted in a semester – two continuous assessment examinations (CAE 1 and CAE 2) and an End Semester Examination (ESE).

### Internal Assessment

Rajagiri College of Social Sciences follows an Internal Assessment Procedure that shall be continuous, fair, timely in evaluation and feedback.

- The College has framed its Internal Assessment Procedure referred to as Continuous Internal Assessment (CIA) within the broad framework of the approved scheme provided by the BOS.
- However, the Internal Assessment marks allocated for each Programme will have specific components to measure objectives as specified in the programme handbook (Syllabus).
- Students need to secure the minimum percentage for CIA to appear for the End Semester Exams (ESE) (Refer your Programme curriculum).
- If a student fails to secure a minimum percentage for CIA, the candidate will not repeat the entire group of CIA components but only CAE-2. The candidate can appear for supplementary CAE-2 only along with the subsequent batch after paying the necessary fee.
- Refer the programme syllabus for the specific distribution of marks in a course offered.

### Test Administration

- The Faculty-in-charge of the course has the freedom to administer as many tests as he/she may deem fit for the course. However, this is subject to a minimum of 2 (two) tests.
- The first is the Continuous Assessment Exam [CAE-1] to be administered between the 35th and 55th day of a semester unless intimated otherwise by the respective department heads. Individual faculty members have the freedom to decide the format of this test.



- The second is Continuous Assessment Exam [CAE-2] administered between the 80th and 90th day during the semester. This test will be of a descriptive type in a format that is commonly decided by the Examination Board of that semester.
- In the case of any other test conducted by a faculty member for a particular subject, there will be an explicit understanding between the students and that faculty on how it will be assessed and whether it will form a component of the Internal Assessment Procedure. The faculty members may also mention the same in their respective course schedules.
- The attendance of the student will be counted as part of the attendance marks as the test would be considered as a session engaged by the faculty member. (see also attendance rules for re-test)

### **Special Compensatory CAE**

- Special Compensatory CAE will be conducted for students who are unable to write CAEs in full or any part thereof. This opportunity is available only once in an academic year during the regular course of study. The procedure followed will be as per the circulars, RCSS/744/EXAM/18, dated 27<sup>th</sup> July 2018; and RCSS/231/EXAM/19, dated 16<sup>th</sup> September 2019.
- The candidate will lose attendance for that session, if absent for a test.

### **Assignments**

- Prescribed percentage of marks is allocated for assignments.
- The faculty-in-charge of a course has the freedom to give any number of assignments as he/she may deem fit for the course. However, there should be a minimum of at least one assignment for each course.
- Assignments have to be submitted on time through the online submission system.
  - Late submission of assignments disqualifies the student and he/she may fail to secure the marks of the assignment, part or whole as the case may be.
- Re-submission of assignment is not permissible.
- The general understanding is that assignment submission time ends by 5.00 p.m. on the assigned day.

### **Class Participation/Performance**

- Prescribed percentage of marks is allocated for class participation/ performance.
- Marks for class performance is decided on the basis of the student's level of involvement, performance in classroom discussion, scholastic interactions, question-answer sessions, surprise tests, snap quizzes etc.
- The Faculty member will specify the components of his/her class participation/performance to the students on the day the course commences. The details will also be published in the course schedule of the respective faculty member.

### **Special Programmes**

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 faculty member concerned.

- If students who have been listed for such programmes do not meet the respective course requirements, they will attract strict sanctions including disciplinary probation (exclusion from specific services or participation in privileges / extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time).
- For programmes where the students are expected to compulsorily attend, absence by the student will attract a fine of Rs. 500/- if the reason for such absence is not genuine.
- For programmes, the marks of which 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.
- For pre-placement activities, a student's non-cooperation or non-participation can result in disqualification from the placement services provided by the college.
- A student will not be allowed to write the ESE for a semester unless he/she gets a minimum of 75% of attendance for each course in that semester.
- Condonation will be granted only twice for the whole programme period.

*Note:* In case of a student not securing condonation from the College, and hence being unable to appear for the college examination of the respective course, he/she will have to attend the classes of that course of the subsequent batch for a period that equals the percentage of shortage he/she had and/or prepare and submit such additional assignments or coursework as may be required by the College.

## 6. CODE OF CONDUCT FOR EXAMINATIONS

- Students must observe silence and strict discipline in the examination hall.
- Candidates must bring INSTITUTION IDENTITY CARD on all days of the Examination and shall produce them for inspection by the Exam invigilators/Room Superintendent.
- First bell will ring 15 minutes prior to the scheduled starting time of the Examination indicating opening of the Examination hall. Candidates are advised to occupy their designated seats in the examination hall within the next 10 minutes and utilize this time to receive the answer scripts and fill in the registration number, subject code, question paper code etc., on the prescribed space provided on the facing sheet of the answer script.
- Second bell will ring after 10 minutes of the first bell indicating the hall is closed for further entry.
- Third bell after 15 minutes of the first bell will indicate the commencement of Examination.
- Candidates who do not enter the Examination Hall before the second bell, may wait till the invigilators complete the distribution of the answer scripts and question papers to all the candidates who had already occupied their allotted seats.



- For Semester Examinations, students must bring their hall tickets. Students shall not be allowed to sit for the exams without the hall ticket.
- Students must keep all their belongings (including wallet/Mobile phones), at a space specified for the same by the invigilator. The College authorities do not take any responsibility for loss or damage to such belongings.
- Students are allowed to keep with them only their writing and drawing instruments, statistical tables, or calculator (if permitted).
- Sharing of writing and drawing instruments, statistical tables and calculators is not allowed in the examination hall.
- Before the commencement of the examination students should ensure that they do not carry into the examination hall any paper, document or instrument except the hall tickets.
- Students are allowed to use analogue or digital wrist watches inside the examination hall, as long as they do not have any memory or programmable functions. Care should be taken to ensure that students do not set audible alarms or timer-beeps of the watch.
- Students should not bring their cellular phones or smart watches to the examination hall.
- Digital diary or programmable calculators are not allowed in the exam hall.
- Fourth bell will indicate 30 minutes and 20 minutes from the commencement of ESE or CAE respectively.
- Candidates will not be allowed to enter the Examination Hall after the fourth bell. (i.e. after 30 minutes of commencement in case of SE and 20 minutes of commencement in case of CAE.)
- Candidates will not be allowed to exit the Examination Hall before the fourth bell. (i.e. after 30 minutes of commencement in case of ESE and 20 minutes of commencement in case of CAE.) Candidate can leave the Examination Hall after the fourth bell only after making the final submission of the answer scripts.
- The student should leave their answer scripts at their designated writing place after the Semester Examination.
- There will be provision for additional answer sheets to the students at their place. Students are not allowed to stand up or walk around in the Examination Hall. Students are required to raise their hand when they need to attract the attention of the invigilator.
- Students will not be allowed to remain in the Examination Hall after the end of the examination time. They are also not permitted to loiter around in the vicinity of the Examination Hall during and immediately after the examination time.
- Students must ensure that they have tied up their answer sheets and completed their paper before the stroke of the final bell.
- Students must sign in the attendance sheet before leaving the Examination Hall.
- Students are not allowed to leave the Examination Hall for any reason without making the final submission of answer scripts.



- If there is any case of medical emergency that may require the candidate to use the toilet, the college authorities should be informed before the examination, and, in such cases the hall-in-charge/invigilator may take appropriate action.
- Candidates must write their register number and name on the question paper provided to them.
- Students are not permitted to write anything on any paper or surface other than their answer scripts, unless they have been given specific instructions. The student should ensure that he/she does not write anything or make any marks on the question paper unless it is required by the college or the university.
- For any other matters pertaining to the smooth conduct of examination not mentioned above, the decision of the Chief invigilator/ Invigilator shall be considered final.
- Candidates must carry with them all necessary examination stationery and calculators (if permitted). Sharing/exchange of examination stationery and calculators is prohibited.

### **Examination Related Misconduct**

- Any attempt pertaining to academic dishonesty/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 examination, copying material from another student, allowing another student to copy, impersonation, possession or use of unauthorized notes, electronic gadgets, cellular phones or other materials. All other acts which directly or indirectly can help the candidate during the examination, borrowing or lending of materials and/or a behaviour that defeats the intent of the examination will be construed as unacceptable examination behaviour. All acts of the above mentioned nature shall invite disciplinary action up to debarring of the student from appearing for examinations for three subsequent chances.
- All candidates are required to adhere to any further instructions as may be given by the CoE, Asst. CoE and the appointed invigilators for the respective examinations.
  - Violation of any of the rules of conduct of examination will be viewed as a serious offence and will result in immediate cancellation/ disqualification of examination candidature of the student as well as suspension/expulsion. It is also to be noted that any kind of malpractice that is detected would be referred to the Controller of Examinations and may result in the student being debarred for a period of three years.

### **Payment of Examination related fees and refund details**

- i. Exam registration fee, Re-valuation fee and View answer scripts fee can be made through Fedena profile (ERP). Debit card, credit card or internet banking may be used for remitting fee through online payment gateway – BillDesk.
- ii. Other fee payment related to examination (non-refundable), shall be remitted online to Examination account.





While making examination fee payments, due to interruptions in internet connection or other reasons, if the amount is deducted from your bank account but the transaction is unsuccessful (pending) at Rajagiri's end, then that amount will be automatically refunded to the student's bank account within 15 to 20 working days. In order to complete the examination registration process in the above circumstances, the student has to again remit the examination fee.

## 7. ETIQUETTE

### Dress Code

#### Under Graduate

- ❖ UG students are required to wear their uniform neatly and completely.
  - Monday – Friday: College uniform with black shoes
  - Saturday: Casual Dress However, clothes worn to college must always be within the boundaries of decency. Clothing must not be "revealing", distracting, or gang-related.

#### Post Graduate

- ❖ Monday: Formal wear
  - Boys - formal full-sleeve shirts tucked in, trousers with leather belt
  - Girls - trouser suits, salwar suits with well-pinned shawl or sarees
  - Formal footwear: Formal shoes with Socks. No sports shoe allowed
- ❖ Tuesday – Wednesday: Semi-formal
  - Boys - half sleeve shirt and trousers.
  - Girls – Salwar/Kurta
  - Semi-Formal footwear: Strapped Sandals/Casual shoe allowed
- ❖ Thursday – Friday: Semi-casual
  - Boys-Shirt and Trousers/Jeans.
  - Girls -Kurta with Jeans/ salwar
  - Semi-Formal footwear: Strapped Sandals/Casual shoe allowed
- ❖ Saturday: Casual
  - However, clothes worn to college must always be within the boundaries of decency. Clothing must not be "revealing", distracting, or gang related.
  - Footwear: Casual (No slippers/ Crocs allowed)
- ❖ Special occasions notified via Circular: Ethnic wear
  - Any staff member has the authority to refer the student to an administrator for inappropriate dressing. The relaxing of the rules is not to be viewed as the right to dilute the attitude of professionalism. These days should be viewed as a privilege and not as a right, and shall be at the discretion of the College administration.
  - Footwear: Casual (No slippers/ Crocs allowed)
- **Shoe:** On rainy days all students are allowed to wear black sandals.
- Any staff member has the authority to refer the student to an administrator for inappropriate dressing. The relaxing of the rules is not to be viewed as the right to



dilute the attitude of professionalism. These days should be viewed as a privilege and not as a right, and shall be at the discretion of the College administration.

- Students will be provided with a formal uniform that they will have to wear on days when they have to interact with special guests and invitees, on days when formal functions are organized and on other days specified by the College.
- Violation of the dress code will be treated as a misconduct that would attract censure (written reprimand that may include the possibility of more severe disciplinary sanctions for continued misconduct).

### **Grooming**

**Hair** - Well-groomed and neatly tied hair. Hair colour is allowed, but students must stick to subtle colours like Burgundy, brown, etc. Use of fluorescent colours or colours like blue green yellow purple etc not allowed.

**Beard** -have to be trimmed and groomed

### **College Anthem:**

The Rajagiri Anthem is played every day at 9.00 a.m. Students are required to give due respect to the anthem and follow the guidelines of behaviour given below during the anthem.

- All students must stand at attention when they hear the anthem.
- The stance shall be with closed fist and head held high, since an anthem is a matter of pride.
- Students should not move, make noise or engage in any form of verbal or non-verbal communication during the anthem.
- If a student enters the College or is on the corridor when the anthem begins, he/she must stop where he/she is, until the anthem gets over.
- Disrespect to the college anthem will be treated as misconduct that would attract censure (written reprimand that may include the possibility of more severe disciplinary sanctions for continued misconduct).

### **Discipline:**

- There are three breaks given to students on a typical working day. Students may visit the cafeteria/canteen or go outside the College building during these times. They are advised to keep noise levels very low if they stay within the building during these times. This is to ensure minimum disturbance to the office staff and faculty members.
- The premises of the College has been declared English Zone, which means that all verbal interactions of students taking place here must be in English. This is not in any way to demean the vernacular, but a conscious and concerted attempt to improve the communication skills of students in English.
- Students must take prior appointment to meet faculty members.
- No student is allowed to enter the rooms of the faculty members when they are not present unless written permission has been given by the respective faculty member.
- Faculty members close the classroom door as soon as they enter for their session. Late-comers will not be allowed into the classrooms till the session is over.



- RCSS considers students' attendance as an essential component of a student's performance in a course. Late coming for any session is not entertained, if a student is late for the class the attendance for that particular session will be lost.
- Faculty members may give mid-session breaks if their sessions are of longer duration. Students are not supposed to go outside their classrooms during this time.
- The breaks between sessions are meant for change of faculty. Students are not to move outside their classrooms during this time.
- Birthday celebrations and felicitations on special occasions are not permitted in the classrooms. Students may make use of their breaks and celebrate such occasions outside the College building.
- Students must refrain from profane or vulgar language /dress etc.
- Students are not to use electronic devices in the classroom, library, offices, auditorium, and conference halls or in areas being used for instruction during class time without the consent of the staff member in charge. Electronic devices include, but are not limited to: cell phones, pagers, music electronics (stereos, cd/mp3/radio/cassette players).

## 8. NETIQUETTES

Start into online sessions with a mind-set of cautious learning. Learn how to be on your best behavior in an online classroom with the following netiquette guidelines every online student needs to know.

### **General Etiquette**

You are expected to attend all the online sessions scheduled by the respective teachers. If you are absent from the online class, you need to inform your Batch Faculty Coordinator as well as the teacher handling the session for the day. It is the duty of the student to inform them duly and no student shall take leave without informing the teachers.

**Be on time-** Punctuality is especially important for online Classes. Check your email regularly for details on the online session schedules.

**Choose a good location-** a clean and non-distracting background. If possible, set up a desk with materials ready and a neutral background. Use a small, quiet, preferably carpeted room. Large rooms and rooms with tile or hardwood floors can produce an echo. Turn off loud AC units or desk fans. Try to provide a clean, distraction-free background. Make sure you're comfortable with others seeing what is in your background. If you use a laptop, ensure it is placed on a solid surface.

**Lighting in the room** - The light has to come against you, so use a soft light source placed in front of you. Avoid back and side lighting. (Windows/lights behind you can make it hard to see your face).

**Wear proper attire** - Make sure you are looking presentable and professional for each other. It is our expectation that students dress in a way that is modest, clean, and avoid any unnecessary distraction.

**Be ready to take notes** - While teachers may have different instructions in different subjects and scenarios, online meetings aim to condense the time that everyone is present



together. So in many cases it will be beneficial for the students to be able to jot down a note on the instructions the teacher is giving or important information he or she is sharing with you.

***Give your full, focused attention*** - Keep away from using another device or engage with someone or something else in your surroundings. Giving eye contact to the screen is a good way to show your instructor that you are attending, unless of course you are taking notes.

Be seated in a room, where you will be able to attend the class without any disturbances.

***Don't dominate the discussion*** - The students should adopt some strategy to make sure they are giving others a chance to discuss.

Sarcasm has been the source of plenty of misguided arguments online. As a rule of thumb, it's best to avoid sarcasm altogether in an online classroom. Be more careful with your words.

A certain level of formality is still expected in your communication with the Teachers. In addition to proper punctuation and spelling, it's good netiquette to use respectful greetings and signatures, full sentences etc.,

Be kind and professional. "Good netiquette means conducting yourself in an online class with the same respect, politeness and professionalism that you would exhibit in a real-life classroom."

***Think before you type*** - A good rule of thumb to follow is if you're comfortable standing up in front of a classroom and saying your message, then it's most likely okay to share.

***Keep up with all assignments*** - Teachers often establish ground rules for file assignment submissions, like naming the files that help them keep things organized or acceptable file formats.

Comply with other instructions provided by the teachers from time to time.

### **Tech Specific Etiquette**

- Test your microphone and camera before the meeting begins. Technical issues are to be expected, but this will allow everyone to get underway sooner.
- Mute your microphone while the classes are going on and the camera must be on throughout the session. (The College has provided all the Students 'Data Scholarship' so that the students do not run out of the required data for the Day)
- Consider your actions on camera. Exaggerated yawning, stretching, or eating are not only distracting, but can come off as rude to the speaker and audience.
- Use a headset if possible. Test your mic before your meeting. Stay close to the mic, but don't lean in to it.
- If you experience issues with video connection, try rebooting your computer. Students having less bandwidth and internet may switch off the video under intimidation to the concerned teacher.



- Encourage use of chat to give feedback/ask questions during presentations. post one word (or a short phrase or question) in chat to summarize what you got from the presentation (or ask follow-up questions)
- Don't abuse the chat box. The class chat box isn't an instant messenger like you'd use with friends. Be aware of strong language, all caps, and exclamation points. Read everything out loud before you send it. Written communication should be professional and reflect proper writing style.
- Use voting (yes/no, polls, reactions) about effectiveness of presentation or some other metric of success.

## 9. CAMPUS

### Relationships

The College, as a policy, promotes healthy relationships among students based on mutual trust and respect built through good communication.

Any relationship would be deemed unhealthy under the following conditions:

- The academic performance of the concerned student is affected negatively,
- The student's relationship becomes exclusive (when other students are excluded),
- When limits of physical proximity are breached.
- If any activity in the course of such a relationship, affects the reputation of the institution.
  - If an unhealthy relationship is brought to the notice of the Batch Coordinator, he/she shall first issue a warning to the concerned persons.
  - For a student who has been warned, if anything relating to unhealthy relationships is repeated, the parents shall be called and informed about the case.

### Property

- Students have to take responsibility for the upkeep of the classrooms, classroom furniture, classroom audio-visual equipment, electrical fittings and corridors.
- Any breakage 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 office. They must notify the Officer in charge of Classroom infrastructure - if the repair does not take place in time.
  - Any breakage 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, depending on the gravity and circumstances of the offence.
- Students are financially responsible for all items issued to them by a staff member. Debts must be cleared before records can be released.

### Mobile Phones and the Internet

- According to Government and University regulations mobile phones are prohibited on College campuses.
- Using mobile phones in silent mode is not an option.
- The students are strictly prohibited from using the mobile phone during class hours inside the college building



- The students can however use mobile phones during the lunch break inside the college building.
- Students can also use their mobile phones in the cafeteria and on the roads inside the campus.
- If the mobile phone is observed to be used/ringing in the college building during class hours, it will be confiscated by the faculty and handed over to the student's mentor. After entering the details in the student folder maintained by the mentor, the mobile will be handed over to the HOD/Dean of the Department.
- The student can reclaim the mobile by making a financial contribution of ₹500 to the fund for social service activities managed by the students.
- If the student is found to repeat the mistake strict action will be taken.
- The use of internet facilities for purposes other than academic will be viewed seriously by the College and will result in disciplinary action.
- Students are not allowed to make any alterations/changes to the internet settings provided in the campus/hostels by the System Administrator. Violations will result in disciplinary action.

### **Cyber Crimes**

Students are strictly warned that they are not supposed to engage in any activity leading to cyber-crimes. Violation would result in suspension or expulsion from college/campus.

Any act of commission or omission leading to cyber crimes will be viewed seriously and reported to the Police Commissioner/Cyber Cell.

### **Identity Cards**

- Students are issued Identity Cards by the College. They are directed to wear these cards at all times inside the campus. 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 cards can be done at the cost of ₹500/-.
- Students without identity cards will be liable to disciplinary probation (exclusion from specific services or participation in privileges / extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time).

### **Other Unacceptable Acts**

- Rajagiri promotes an environment-friendly campus. Hence littering on campus is prohibited. Students are expected to be responsible for preserving the campus. The use of disposable glasses and plates, especially plastic is prohibited.
- Littering would attract a fine of ₹100/-.
- Students are urged not to waste electricity or water and to switch off fans, lights or other audio-visual equipment in class before they leave.
- Students are strictly warned against the use of any sticking tape or gum for pasting any material on the walls or roof of the College building.
- Use of alcohol, tobacco or any intoxicating or addictive substance on campus is prohibited.



- Vehicular traffic is restricted on the campus. All students who use their own vehicles are required to register them with the College office. A pass will be issued by the office after submitting the application form and document verification. A nominal fee of ₹1,500/- for Two-wheelers is to be paid to the College for this purpose. In case of damage or loss of vehicle pass, it will be reissued by the office on payment of ₹300/-. Parking of four-wheelers are not allowed in the College Campus.
- The speed limit for vehicles within the campus is restricted to 20 km/hr.
- Students found speeding or engaged in a rash or negligent driving shall attract a fine of ₹500/- and/or a ban from bringing the vehicle to campus for a period of time that may be fixed by the disciplinary committee.
- In case of a violation by a registered vehicle, the action shall be taken on the student in whose name the vehicle has been registered at the College office as well as the driver of the vehicle, in case he does not happen to be the registered owner.

### **Amigo**

Amigo, a place for students' get-togethers, is built on the campus in front of the Carmel Block. Amigo is a Spanish word which means 'Friends'. This place is meant for students' gatherings and celebrations like birthdays and special gatherings of students. Amigo can accommodate a maximum of 50 students at a time. Students can also use it for leisure activities, and they are permitted to use it only from 9.00 a.m. to 7.00 p.m. For student gatherings and celebrations, the timing shall be from 9.00 a.m. to 5.00 p.m. and that too only with prior permission from Fr. Shinto Joseph CMI, Asst. Director. The booking form is available at the Reception. A duly filled-in form may be submitted at the Reception. For special celebrations and gatherings, students have to book in advance to avoid any confusion.

### **Lift facility**

A lift facility is available at the Carmel Block for students. Students are expected to use the lift judiciously and maintain discipline in using the lift service to avoid unexpected happenings.

## **10. STUDY TRIPS/FIELD VISITS**

The students of all programmes in the College will follow the following guidelines with regard to study trips/field visits.

- The College allows the students to go on Study tours once during a programme and field visits each semester.
- The maximum duration for a trip is fixed at three days which may include only one working day.
- In view of strict guidelines issued by the Regional Transport Officer, Kochi, the Bus/Contract Carriage being arranged for the Tour will have to be examined by them prior to providing sanction. Therefore, while planning such trips, the Concerned Students/Department have to provide an Application giving details of the Tour programme with the vehicle's registration number being booked at least 15 days



before the Tour date. The class representatives have to give the tour proposal to the Head of the Department (HoD) to be forwarded to the Principal for his approval. This proposal must include the itinerary of the trip, the number and names of students who want to undertake the trip, Parents' consent note, full details of the resort/ hotel, the budget and per-head expenditure, and the names of faculty members who have expressed willingness to accompany them. The Application will then be forwarded to the RTO, who will fix a date/place for the Inspection of the Vehicle. The Bus operator will be informed, who will need to present the vehicle accordingly for the Inspection and obtain sanction, a copy of which is to be provided to us as confirmation.

- The minimum percentage of participation in the 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 two faculty member for 60 students. A lady teacher to accompany the batch is a must.
- 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.
- Any incident of student behaviour during the trip, that adversely affects the reputation of the institution will be viewed very seriously and shall be penalised with suspension for a minimum of three days or expulsion, as the case may be.
- The concerned student shall also not be allowed to be part of future trips of the class during his/her course of study in the College.
- Students found violating any of the rules of discipline shall attract sanctions from censure to suspension.

## 11. LIBRARY

### Library Timings:

Monday- Friday	-	8.00 am to 8.00 pm
Saturdays	-	8.00 am to 5.00 pm
Second Saturday	-	9.30 am to 4.30 pm
Sunday & Holidays	-	9.30 am to 4.30 pm

### Library Rules:

- Students should maintain silence in the Library.
- Students are not allowed to take any personal belongings into the library. They should be kept in the property counter.
- Library ID card is mandatory for entering the library. Users are requested to swipe their own ID cards for entry and exit through the Digital Access Gate.
- Use of Library ID cards belonging to others is not permitted.
- Use of mobile phones and cameras is not permitted inside the library.
- Students are requested to take special care to keep the library premises neat and clean.
- Smoking, eating, sleeping and disturbing others are also strictly prohibited.





- Borrow limit for students is 3 books and for Research Scholars 5 Books at a time.
- Books are issued for two weeks and they must be returned on or before the last date stamped on the date-slip of each document.
- Overnight issue is provided for certain reference and textbooks.
- An overdue charge will be levied at the rate of ₹1/- per day for the next 14 days. Thereafter the fine will be doubled.
- Sending reminders to defaulters is not obligatory on the part of the Library.
- One time renewal is allowed, if there is no reservation for that particular book.
- Students are requested not to replace the books in the stacks. They are to leave them on the reading table.
- Issued books and personal books are not allowed inside the library.
- Any damage or loss of book detected at the time of return shall be compensated through replacement of the damaged or lost book.
- Reference books, Journals / Periodicals, Magazines/Newspapers, CD-ROM Databases, Student's Thesis, Dissertations and other Reference materials will not be issued.
- No Library material can be taken out of the Library without the permission of the Librarian.
- Readers are requested to handle all Library property carefully to avoid damage to it and also not to disturb other readers/users.
- Research carrels are only available for use during the regular open hours of the Library.
- Information Navigation Centre is to be used strictly for academic purposes
- Online Chatting is not allowed.
- Chairs, Tables, and other library equipment, fittings and furniture should not be marked, defaced, disarranged.
- Books in Skypiea Rooftop cafe garden library is allowed for reading in the cafe premises only. No books will be issued to users.

## 12. COMPUTER LABS

At present there are four main Computer Labs on the campus, functioning at the Main Block, Chavara Block and Carmel Block respectively.

- Students are expected to take utmost care of equipments in the computer labs.
- Students are required to deposit their footwear in the space provided for it outside the lab. The computer labs are a 'no footwear' zone.
- Students are not allowed to carry any personal belongings inside the labs other than pen and paper.
- Students are advised to follow procedures prescribed by the labs for logging on and logging off.
- Students can bring laptops inside the lab only with prior permission from the concerned faculty.
- When classes are going on in the lab, no other student is allowed in the lab.
- 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 labs is prohibited.
- Mobile phone is strictly prohibited within the Computer labs.
- Students are advised to maintain the computer labs as virus free as possible. It is a routine procedure to get any removable media devices like pen drive or hard disc scanned for viruses by the lab staff before use in any machine.
- Maintain silence within the lab.
- Group discussions are not allowed in the lab.
- Food and drinks are not allowed inside the lab.
- Only college software is to be used, no software of any kind is to be brought into the lab.
- Any violation of the rules and regulations/negligence on the part of students/visitors shall result in penalties such as disciplinary probation (exclusion from specific services or participating in privileges / extracurricular College activities as set forth in the notice of disciplinary probation for a specified period of time).

**Timings on Ordinary Days:**

**Old Block (CC Lab)**

- Weekdays – 8.00 am to 8.00 pm
- Saturdays – 8.00 am to 5.00 pm
- Sundays, Vacations and Other Holidays – 9.00 am to 5.00 pm

**Carmel Block (Carmel Lab 1 & 2)**

- Weekdays & Saturdays – 8.30 am to 5.00 pm

**Chavara Block (Chavara Lab)**

- Weekdays & Saturdays – 9.00 am to 5.00 pm

**Closed Holidays:**

The Library and Computer Centre will remain closed on specific holidays, which will be communicated well in advance, through public notice.

**13. HOSTEL AND MESS (CONDUCT & DISCIPLINE) RULES**

Rajagiri College of Social Sciences provides hostel and mess facility for students who have joined the various courses. The hostel management intends to make this place a happy, convenient and congenial one, in terms of infrastructure, facilities and food. The co-operation of the students is expected for this. The management has made the following rules for the smooth functioning of the hostel. The student and parents should read all the points carefully before applying for admission to the hostel. In case of any doubt, clarify the same with the hostel warden. Those who disagree with the rules must find accommodation outside the campus. Ignorance of these rules will not be accepted and the hostel management is empowered to expel/ suspend those students who violate the rules.

The Wardens and Assistant Warden/s appointed by the College are competent to deal with all matters pertaining to discipline and conduct of the hostels, of which they have been appointed as Wardens.

**Admission**

- Hostel admission is not a matter of right of the student. A hosteller is merely permitted to temporarily stay in the hostel under the rules and regulations framed by the college



from time to time. 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. The hostel allotment shall be subject to the availability of space, other facilities and the rules contained in this document. Hostel accommodation at the time of admission to a Programme doesn't ensure its continuation in the subsequent years.

- Admission and allotment of rooms in the Hostel shall be made by the Hostel Management Committee consisting of the Principal, Hostel Warden, assistant warden/s and other members selected by the management from time to time. The decision of this committee shall be final.
- Re-Allotment: The student has to apply every year for re-allotment of hostel accommodation in the prescribed format. Re-allotment for hostel accommodation shall be based on their academic performance, student conduct in hostel & campus in the previous years and other conditions prescribed by the concerned authority from time to time.
- A student at the time of admission to the hostel shall remit the hostel rent, mess advance, caution deposit and other charges for the academic year as prescribed by the management.
- Application for accommodation may be submitted as per instructions displayed on hostel notice board.
- Rooms will be allotted by the warden at the time of admission and no claims for specific rooms shall be entertained. If students interchange their room with another hosteller or shift into vacant rooms without permission, the hostel management committee will take strict action against such students.

### **Code of Conduct**

- Hostellers are expected to be polite to the wardens and hostel authorities.
- Hostellers are expected to be cordial and friendly to one another.
- The general timetable of the hostel should be strictly observed by all hostellers.
- Hostellers are expected to leave for College in their complete uniform with the identity card properly displayed. The uniform shirt should be neatly tucked in and they are to wear only a black belt. They are to wear formal black shoes to College. They should maintain their hair neat and short.
- Hostellers are advised to bring the following articles in addition to their wearing apparel: Plate, glass, mattress (size 2), pillows, bath towels, toilet requirements etc. Hostellers can bring valuables such as mobile phone, laptop, ornaments etc at their own risk. The hostel management will not be responsible for the loss of any valuable articles.
- Washing, drying and ironing facility will be provided. Extra charge will be collected according to the number/weight of clothes.
- Catholic students in the hostel are strongly encouraged to attend the daily evening prayer and the holy mass on Sundays.
- The hostels will be closed during Onam and Christmas vacations and summer holidays. All the inmates should leave the hostel during these breaks.



- The hostellers shall keep their rooms, corridors, staircases and bathrooms spotlessly clean and tidy at all times. Hostellers violating this rule may be expelled from the hostel. Waste should be deposited in the dustbin only. Wet clothes should be dried in the place allotted for the same.
- Hostellers should use only their own rooms for private study, and should not roam around the hostel during the study hours. The combined study is permitted only in the common rooms and only till 9.30 p.m. Additional time, if required, for the combined study is given only with the prior permission of the Warden.
- Hostellers will not be permitted to remain in the hostel during College 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.
- Hostel staff: The hosteller shall treat the hostel staff with due courtesy at all times. Services of the hostel staff shall NOT be utilized for private or personal work.
- Inspection: The hostel rooms are subject to inspection by the College / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the rooms. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
- Leaving the Hostel: When the hosteller leaves the hostel at the end of the Semester/ Academic Year he/ she must complete the hostel clearance procedure and should submit the same to the Hostel Administrator at the time of leaving.

#### **Sick Leave:**

- In case of serious illness or infectious diseases, the hostel authorities in consultation with parent/local guardian may shift the student to an appropriate place as per medical advice.
- Hostellers desiring to avail leave due to sickness or any other genuine reason should obtain the same from the Hostel Warden. A written application or letter/ fax/ mail from parents or local guardian must be submitted along with the leave application form to avail leave for more than a day.

#### **Hostel Timings:**

- All hostellers staying in the hostels are expected to be in their respective rooms as per their respective hostel timings. However, hostellers using the library will be permitted to remain in the library during the working hours of the library.
- Attendance system in the hostel is marked through biometric punching system, and all the hostellers should mark attendance between 7.00 am – 8.45 am in the morning and between 8.00 pm – 8.30 pm in the evening. Attendance is compulsory failing which the hosteller shall be marked absent and disciplinary action will be taken against the defaulter.
- For girls: The hostel gates will be locked at 7.00 pm, and all the hostellers are expected to be in the hostel before 7.00 pm. The gate shall not be open thereafter without the hostel warden's permission.
- For Boys: No hosteller shall be permitted to stay out of the hostel after their respective hostel timings unless it is with prior permission from the hostel warden.



- On holidays, the hosteller can visit their parents/ local guardians with prior written permission on the short leave form issued by the warden of the Hostels and on the day of return, shall report back to the campus by 8.30 pm.
- All hostellers have to inform and obtain prior permission from the Hostel Warden to go out of the station (beyond Ernakulum city limits). Moreover, hostellers have to submit a consent letter/fax/e-mail from their parents/local guardians to the Hostel Warden for the same.
- Night-Out: Any hosteller requiring night-outs will have to enter in the corresponding movement registers kept with the hostel warden/his designate, before leaving the hostel. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable and will result in dismissal from the hostel.
- If the hostellers have to leave the hostel as part of any academic or extra-curricular activity, they have to inform the hostel authorities with the recommendation of the concerned faculty in the prescribed form. The details of the program also have to be submitted along with the leave application.
- Strict silence shall be observed in the hostel from 9.30 pm. to 6.00 am. Care shall be taken at all times to ensure that talking is NOT audible outside the room. Any manner of festivities and noise-making/celebrations, which may cause disturbance to other hostellers on the hostel premises, will not be allowed.
- Recreational facilities will not be available after 9.30 pm. Hostellers who create nuisance or disturbance to others will not be permitted to continue in the hostel.
- Silence shall be maintained on the hostel premises. Every student of the hostel has the civic responsibility not to be a cause of inconvenience, annoyance or disturbance to others.

#### **Use of Mobile Phones**

- Incoming /outgoing calls/playing music loudly is strictly prohibited after 9.30 pm since the students are expected to utilize the time for study.

#### **Celebrations**

- The hosteller shall take prior permission of the Warden for celebrating any festival / birthday. Such celebrations should be held only at a common place fixed for such purposes, for one to two hours, between 7.00 pm. and 8.30 pm. No kind of physical abuse is allowed in these parties and it should not create any kind of discomfort to other hostellers. Outside guests or interference of any kind will not be allowed.

#### **Visitors**

- Visitors shall be entertained only in the Visitor's Lobby between 5.00 pm. and 8.00 pm. on all working days and between 8.00 am and 8.00 pm on holidays. 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.

#### **Vehicle Usage**

- Any hosteller who wishes to use his own vehicle in the campus/ hostel has to obtain prior permission from the hostel management committee. An application for the same has to be submitted along with the written request signed by the parent/ local guardian & student and photocopies of RC book, Insurance and driving license. Parking



inside the hostel is allowed only for those vehicles that have parking pass by paying the parking fee.

### **Furniture and fittings of appliances**

- Hostel rooms are equipped with furniture and fittings of appliances. A student occupying the room will sign for the receipt of items in the Register. He/ she will be responsible to hand over the items in their original serviceable condition to hostel authorities while leaving the rooms at the close of the academic year. In case of failure, the warden shall impose an appropriate fine as the cost of the appliances.
- The hosteller shall not bring any extra furniture or other fixtures into the room. On special request, the hostel management may allow those students who genuinely require such articles.
- All furniture and fixtures in the rooms allotted to the hosteller must be cared for properly. The hosteller will be required to pay double the original cost if any item is found damaged or missing from their room due to careless/ negligent handling. The hosteller will also be required to pay twice the charges of the repair of an item that is found to have been wilfully damaged or due to negligence or on account of misuse or unfair wear and tear.
- Interchange of Furniture/Fixture: A hosteller is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Warden, hostellers involved in such activities may be expelled from the hostel.
- Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all hostellers of the flank/wing involved. In case of theft/damage to items that pertain to use by the complete hostel, the recovery will be made from all the occupants of the hostel.

### **Electrical Appliances**

- Prohibition of use of electrical appliances: Use of gadgets like heaters, air coolers, air conditioners, music system, television etc., is not permitted in Hostel rooms. If students are found using these gadgets the same will be confiscated forthwith and will not be returned
- The available electronic appliances in the hostel (including lights, fans and other electronic appliances permitted by the hostel management) shall be used only as and when necessary and shall be switched off when it is not in use. While leaving the room hostellers should ensure that all electronic appliances are switched off. In case of default on this account, the hostel warden may impose an appropriate fine.
- Damage to College Property: Residents must take proper care in using the hostel, the campus premises and other facilities and shall not disfigure, deface or cause damage to buildings or to any articles or fixtures therein. The double of the total replacement cost shall be borne individually and/or collectively by the hostellers. This amount shall be adjusted from the caution deposit. In addition, such acts shall also invite serious disciplinary action and punishment including expulsion of the student/s from the hostel/ College.

### **Mess:**

- The hostel mess shall be managed by the Mess Advisory Committee in accordance with the Mess Rules and subject to the supervision of the Hostel Warden. It is compulsory



for all hostellers to have all meals in the Dining Hall during all mess timings. Hostellers are not allowed to carry their meals into hostel rooms except in case of illness and which has to be intimated to the Warden.

- It shall be mandatory for all hostellers to pay the yearly mess fee in a lump sum at the time of admission to the hostel. Refund, if any, shall be permitted only in cases of premature discontinuation of hostels. The menu for the forthcoming year shall be published in advance and shall be made available to hostellers before remittance of the mess fee.
- Only the inmates of the hostel/ mess are permitted to dine in the mess. Any hosteller found inviting day scholars or non-hostellers to have food from the hostel mess shall face disciplinary action including expulsion from the hostels. Outside food is strictly forbidden in the Mess. Members are expected to inform their absence/dining out or a night out to the Hostel Administrator well in advance, to avoid wastage of food.
- A Mess Advisory Committee comprising the Warden, the Hostel Administrator, and the hostellers will be constituted. The Committee will decide the menu, check the quality of the food from time to time, maintain a record of such inspections and give feedback for improvement of the quality and other aspects of mess and dining.
- Students have to follow the canteen timings displayed in the canteen/hostel notice board.

### **Misconducts**

- Any misleading or false statement or information in the application form shall render the admission terminated and on such termination, students shall not be entitled to stay and/or enter the hostel or part thereof.
- Students shall not indulge in any political or communal activity which is detrimental to law and order, religious beliefs of fellow hostellers or against the state. Hostellers who take part in such activities shall immediately be expelled from the College.
- Students shall take prior written permission from the warden before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
- If any hosteller holds or takes part in any unauthorised meetings, collect money for any purpose, or to circulate any notice or petition without the prior permission of the Hostel Warden.
- If any hosteller is found to be part of any form of gambling in the hostel premises, he/she shall be liable and for which disciplinary action can be initiated, including levy of fines/ penalties/ suspension or expulsion from the hostel.
- Smoking and consumption of alcoholic drinks and drugs injurious to health anywhere inside the hostel/ campus or entering the hostel/campus under the influence of alcohol and use of drugs in any form is strictly prohibited. If anyone violates the rule, he/she shall be expelled from the hostel and suspend/ expelled from the College. Entering the hostel premises after consuming alcohol/drugs or after smoking will be treated a serious offence and such inmates shall be dismissed from the hostel/institution at any time without prior warning.



- Zero tolerance to Ragging: Ragging is strictly prohibited in the Hostel/ campus/ any other place of the Rajagiri College of Social Sciences. Anyone indulging in ragging or behaving in a perverse manner so as to cause physical/ mental torture to any student of RCSS shall be expelled from the hostel and suspended/ expelled from the College.
- If any hosteller keeps any object or article which is likely to cause damage or hurt to anyone by throwing the same intentionally outside through hostel windows, he shall be liable and for which disciplinary action can be initiated including suspension or expulsion from the hostel.

### **Disciplinary Action:**

If any hosteller is found to be guilty of any of the offences mentioned in the rules, he shall be liable and for which disciplinary action can be initiated including levy of fines/ penalties/ suspension or expulsion from the hostel. In appropriate cases, the College reserves the right to suspend /expel such hostellers from the College. A Disciplinary Committee for the same has been constituted by the Principal.

- Any complaint against fellow-hostellers should be reported to the warden for appropriate action.
- If the hostellers have any complaints regarding the hostel facilities, a written complaint has to be submitted to the Grievance Redressal Committee.
- Directions by Warden: The Warden/Assistant Warden/s may in their discretion issue directions to maintain the hostel discipline. Failure to comply with the directions would be considered a major offence, punishable with measures decided by the Warden/ Assistant Warden/s.
- The College Disciplinary provision will be applicable to any incidents has happened in the hostel.
- Using abusive and threatening language, physical fights, use of force to accomplish unfair acts, etc. are punishable.
- Students expelled from the hostel for serious offences will be expelled from the College and vice-versa.
- Hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentary language against the hostel/mess staff is strictly forbidden. Serious action will be taken on any complaint received from staff/faculty against students.
- If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hosteller, he 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.
- Giving false information or forging the signature of the hostel authorities is punishable offence and will be seriously dealt with.
- Violating any of the hostel rules and regulations will be viewed seriously and result in DISMISSAL from the hostel without prior intimation. No excuses and arguments will be entertained.
- The hostel committee reserves the right to amend or revise the rules and regulations whenever necessary.





### **Protocol regarding Covid-19**

- Wearing a mask is mandatory for all the students as per the Government's instruction. Maintaining good personal hygiene practices and good civic practices such as avoiding spitting in public places and littering especially the used face masks or tissues are essential. Cover mouth with tissue or inside of elbow while coughing /sneezing.

### **Quarantine Facility**

- It is important to immediately contact the hostel warden if there is any symptom such as fever, body pain or nausea.
- Hostellers will not be permitted to remain in the hostel if he/she is affected by communicable diseases like Smallpox, COVID-19 etc. In case the disease is detected, parents will be notified immediately for them to take their ward for treatment or the students themselves find out the quarantine facility in such circumstances.

## **14. FINAL NOTE**

These guidelines are meant to direct the students in the path of self-discipline and help them function independently as responsible members of society. The spirit of the Rajagiri approach is expected to be followed in areas that have not been specifically addressed. The following disciplinary actions have been enumerated in this report:

- i. Fines.
- ii. Censure (written reprimand that may include the possibility of more severe disciplinary sanctions for continued misconduct).
- iii. Disciplinary Probation (exclusion from specific services or participation in privileges / extra-curricular College activities as set forth in the notice of disciplinary probation for a specified period of time).
- iv. Restitution (time, money, service) if damages are involved.
- v. Suspension (exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time).
- vi. Expulsion (the conditions, if any, of eligibility for readmission shall be stated in the recommendation of the Staff Council/Disciplinary committee).

While disciplinary actions have been included, repeated offences will be addressed and handled by the College administration as deemed fit.

Note: All fines collected are deposited in the Student Welfare Fund which is operated by a Committee constituted by the Principal for the welfare of the students.

# **ACADEMIC CALENDAR**

## **2024-25**



**ACADEMIC CALENDAR – 2024-25**

<b>JUNE 2024</b>		
01-06-24	Saturday	
02-06-24	Sunday	
03-06-24	Monday	MSc Statistics, MSW & BSW 2023 Batches - Sem 3 Starts, BSW 2022 Batch - Sem 5 Starts
04-06-24	Tuesday	
05-06-24	Wednesday	MLibISc 2023 Batch - Sem 3 Starts
06-06-24	Thursday	BBA 2022 & 2023 Batches - Sem 3 and 5 Starts
07-06-24	Friday	
08-06-24	Saturday	
09-06-24	Sunday	
10-06-24	Monday	MSW, MA(HRM), MBA & MSc Statistics 2023 Batches – Fee Date without fine
11-06-24	Tuesday	
12-06-24	Wednesday	
13-06-24	Thursday	
14-06-24	Friday	
15-06-24	Saturday	BBA 2022 & 2023 Batches - Industrial Visit
16-06-24	Sunday	
17-06-24	Monday	<b>Bakrid</b>
18-06-24	Tuesday	MBA & MA(HRM) 2023 Batch - Sem 3 Starts, MCA & MSc CS 2024 Batches - Bridge Program
19-06-24	Wednesday	
20-06-24	Thursday	
21-06-24	Friday	
22-06-24	Saturday	MSW, MA(HRM), MBA & MSc Statistics 2023 Batches – Fee Date with fine
23-06-24	Sunday	
24-06-24	Monday	BCA (Hons) 2024 Batch - Bridge Program, BBA (Hons) 2024 Batch - Sem 1 Starts
25-06-24	Tuesday	
26-06-24	Wednesday	
27-06-24	Thursday	
28-06-24	Friday	
29-06-24	Saturday	
30-06-24	Sunday	
<b>JULY 2024</b>		
01-07-24	Monday	MSW, PGDCSW, MSW (Clinical), MSc Statistics, MCA, MSc CS, MSc Psychology & BSW (Hons) 2024 Batches - Sem 1 Starts
02-07-24	Tuesday	MSW, MSW (Clinical) & PGDCSW 2024 Batches - Induction Starts
03-07-24	Wednesday	<b>St. Thomas Day</b>



*STUDENT HANDBOOK & ACADEMIC CALENDAR 2024*



04-07-24	Thursday	MBA & MA(HRM) 2024 Batches - Sem 1 ((Deeksharambam) & Induction Starts, MSc Psychology 2024 Batch - Special School Workshop
05-07-24	Friday	
06-07-24	Saturday	MSW, MSW (Clinical) & PGDCSW 2024 Batches - Induction Ends, BBA (Hons) 2024 & BBA 2022, 2023 Batches - M Strive Election
07-07-24	Sunday	
08-07-24	Monday	BSW 2022 & 2023 Batches - CAE 1 Starts, MBA & MA(HRM) 2024 Batches - PMP Starts, BCA (Hons), BSc CS (Hons) & BSc Psychology (Hons) 2024 Batches - Sem 1 Starts, BCA (Hons) & BSc CS (Hons) - Bridge Program
09-07-24	Tuesday	BSW 2022 & 2023 Batches - CAE 1 Ends
10-07-24	Wednesday	
11-07-24	Thursday	MSc Statistics, MCA & MSc CS 2023 Batches - CAE 1 Starts
12-07-24	Friday	MSc Statistics 2023 Batch - CAE 1 Ends, MSc, BSc Psychology 2022 & 2023 Batches - CAE 1 Starts
13-07-24	Saturday	MBA & MA(HRM) 2023 Batches - Konfidence Training
14-07-24	Sunday	MBA 2023 A Batch - Vanavasam Starts
15-07-24	Monday	MBA 2023 A Batch - Vanavasam Ends, MLibISc 2023 Batch - CAE 1 Starts, BSc Psychology 2023 Batch - CAE 1 Ends
16-07-24	Tuesday	<b>Muharam</b>
17-07-24	Wednesday	BSW 2022 & 2023 Batches - CAE 1 Result, BSc Psychology 2022 & 2023 Batches - CAE 1 Ends
18-07-24	Thursday	MSW 2023 Batch - CAE 1 Starts
19-07-24	Friday	MSW 2024 Batch - Field Work Orientation, MBA 2024 Batch - PMP Ends, MCA & MSc CS 2023 Batches - CAE 1 Ends
20-07-24	Saturday	MSW & MLibISc 2023 Batch - CAE 1 Ends, MSW 2024 Batch - Field Work Orientation Visits
21-07-24	Sunday	MBA 2023 B Batch - Vanavasam Starts
22-07-24	Monday	MBA 2023 B Batch - Vanavasam Ends, BCA (Hons), BSc CS (Hons) & MLibISc 2024 Batches - Sem 1 Starts, BBA 2022 & 2023 Batches - CAE 1 Starts
23-07-24	Tuesday	
24-07-24	Wednesday	BCom 2022 & 2023 Batches - CAE 1 Exam Starts, BBA 2022 & 2023 Batches - CAE 1 Ends
25-07-24	Thursday	
26-07-24	Friday	MSW 2024 Batch - FW Starts, BCom 2022 & 2023 Batches - CAE 1 Exam Ends
27-07-24	Saturday	MBA & MA(HRM) 2023 Batches - Konfidence Training
28-07-24	Sunday	MBA & MA(HRM) 2023 Batches - Konfidence Training
29-07-24	Monday	MSc Psychology 2023 Batch - Intenational Lecture Series Starts
30-07-24	Tuesday	
31-07-24	Wednesday	



<b>AUGUST 2024</b>		
01-08-24	Thursday	MSW 2023 Batch - One Month Block FW Outside the state
02-08-24	Friday	MA(HRM) 2024 Batch - FW, MBA & MA(HRM) 2023 Batches - CAE 1 Starts, MLibISc 2024 Batch - Induction Programme, MSc Psychology 2023 Batch - International Lecture Series Ends
03-08-24	Saturday	<b>Karkidaka Vaavu</b>
04-08-24	Sunday	
05-08-24	Monday	
06-08-24	Tuesday	
07-08-24	Wednesday	
08-08-24	Thursday	
09-08-24	Friday	MA(HRM) 2024 Batch - FW Presentation
10-08-24	Saturday	MBA 2023 Batches - GD PI Training
11-08-24	Sunday	
12-08-24	Monday	MSW, MSW (Clinical), PGDCSW, MSc Statistics, MCA, MSc CS, BCom (Hons) & BSW (Hons) 2024 and BSW 2022 & 2023 Batches - CAE 1 Starts
13-08-24	Tuesday	PGDCSW, MSc Statistics 2024, BSW 2022 & 2023 Batches - CAE 1 Ends, MLibISc 2023 & 2024 Batches - Industry Interaction, MSc Psychology 2024 Batch - CAE 1 Starts
14-08-24	Wednesday	MSW, MSW (Clinical), MSc Psychology, BCom (Hons) & BSW (Hons) 2024 Batches and MBA, MA(HRM) 2023 Batches - CAE 1 Ends
15-08-24	Thursday	<b>Independence Day</b>
16-08-24	Friday	MA(HRM) 2024 Batch - FW
17-08-24	Saturday	
18-08-24	Sunday	MA(HRM) 2023 Batch - Vanavasam
19-08-24	Monday	MA(HRM) 2023 Batch - Vanavasam
20-08-24	Tuesday	<b>Sree Narayana Guru Jayanti</b>
21-08-24	Wednesday	BSW 2022, 2023 & BSW (Hons) 2024 Batches - CAE 1 Result, MLibISc 2023 & 2024 Batches - Workshop on AI, BSc Psychology (Hons) 2024 Batch - CAE 1 Starts
22-08-24	Thursday	
23-08-24	Friday	MA(HRM) 2024 Batch - FW Presentation, BSc Psychology (Hons) 2024 Batch - CAE 1 Ends
24-08-24	Saturday	MBA & MA(HRM) 2023 Batches - Aptitude training Starts
25-08-24	Sunday	
26-08-24	Monday	<b>Sree Krishna Jayanti</b>
27-08-24	Tuesday	MSc Statistics, MCA, MSc CS, MSc Psychology, BSc Psychology 2023 and BSc Psychology 2022 Batches - CAE 2 Starts, BSW 2022 & 2023 Batches - CIA Mark Publish
28-08-24	Wednesday	MBA & MA(HRM) 2023 Batches - Aptitude training Ends
29-08-24	Thursday	MSc Statistics, MSc Psychology, BSc Psychology 2023 and BSc Psychology 2022 Batches - CAE 2 Ends
30-08-24	Friday	MBA & MA(HRM) 2024 Batches - CAE 1 Starts



**STUDENT HANDBOOK & ACADEMIC CALENDAR 2024**



31-08-24	Saturday	MSW 2023 Batch - Block FW ends, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAE 1 Starts
<b>SEPTEMBER 2024</b>		
01-09-24	Sunday	
02-09-24	Monday	MLibISc 2024 Batch - CAE 1 Starts, BBA 2022 & 2023 Batches - CAE 2 Starts
03-09-24	Tuesday	BSW 2022 Batch - ESE Starts
04-09-24	Wednesday	BSW 2023 Batch - ESE Starts, MBA & MA(HRM) 2024 Batches - CAE 1 Ends, BBA 2022 & 2023 Batches - CAE 2 Ends
05-09-24	Thursday	MSW 2023 Batch - CAE 2 Starts, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAE 1 Ends
06-09-24	Friday	MLibISc 2024 Batch - CAE 1 Ends, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAEP
07-09-24	Saturday	MSW 2023 Batch - CAE 2 Ends, MBA & MA(HRM) 2024 Batch - Rural Camp Starts
08-09-24	Sunday	
09-09-24	Monday	MSc Statistics 2023 Batch - CAEP
10-09-24	Tuesday	BSW 2022 Batch - ESE Ends
11-09-24	Wednesday	BSW 2023 Batch - ESE Ends, MBA & MA(HRM) 2024 Batch - Rural Camp Ends
12-09-24	Thursday	
13-09-24	Friday	BSW 2022 & 2023 - FW Orientation
14-09-24	Saturday	<b>Onam Holidays</b>
15-09-24	Sunday	
16-09-24	Monday	
17-09-24	Tuesday	
18-09-24	Wednesday	
19-09-24	Thursday	
20-09-24	Friday	
21-09-24	Saturday	
22-09-24	Sunday	
23-09-24	Monday	MSc Statistics 2024, BCom 2022 & 2023 Batches - CAE 2 Starts, BSW 2023 Batch - FW Starts
24-09-24	Tuesday	MBA & MA(HRM) 2023 Batches - CAE 2 Starts, MCA & MSc CS 2023 Batches - CAEP, MLibISc 2023 Batch - CAE 2 Starts
25-09-24	Wednesday	MSc Statistics 2024, BCom 2022 & 2023 Batches - CAE 2 Ends, MCA & MSc CS 2023 Batches - CAEP
26-09-24	Thursday	
27-09-24	Friday	
28-09-24	Saturday	MLibISc 2023 Batch - CAE 2 Ends
29-09-24	Sunday	
30-09-24	Monday	MSW, MSW (Clinical), BCom (Hons) & PGDCSW 2024 Batches - CAE 2 Starts



<b>OCTOBER 2024</b>		
01-10-24	Tuesday	MSW, MSW (Clinical) & PGDCSW 2024 Batches - CAE 2 Ends, MSc Psychology 2024 Batch - CAE 2 Starts
02-10-24	Wednesday	<b>Gandhi Jayanti</b>
03-10-24	Thursday	BSW (Hons), BBA (Hons) 2024 Batches - CAE 2 Starts, BCom (Hons) 2024 Batch - CAE 2 Ends
04-10-24	Friday	MCA & MSc CS 2023 Batches - ESE starts, MSc Psychology 2024 Batch - CAE 2 Ends
05-10-24	Saturday	BSW (Hons), BBA (Hons) 2024 and MBA & MA(HRM) 2023 Batches - CAE 2 Ends
06-10-24	Sunday	
07-10-24	Monday	MSc Statistics 2023 Batch - ESE Starts
08-10-24	Tuesday	
09-10-24	Wednesday	
10-10-24	Thursday	<b>Pooja Holidays</b>
11-10-24	Friday	
12-10-24	Saturday	
13-10-24	Sunday	
14-10-24	Monday	MBA & MA(HRM) 2023 Batches - CAE 2 Result, BSc Psychology (Hons) 2024 Batch - CAE 2 Starts
15-10-24	Tuesday	
16-10-24	Wednesday	MLibISc, BCom 2023 Batches & BCom 2022 Batch - ESE Starts
17-10-24	Thursday	MSW 2023 Batch - ESE 1 Starts, BSc Psychology 2024 Batch - CAE 2 Ends, MSc Psychology, BSc Psychology 2022 & 2023 Batches - ESE
18-10-24	Friday	BSW (Hons) 2024 Batch - CIA Marks Publish, MBA, MA(HRM) 2023 & 2024 Batches - INFLORE, MSc Statistics, MCA & MSc CS 2023 Batches - ESE Ends
19-10-24	Saturday	MBA, MA(HRM) 2023 & 2024 Batches - INFLORE
20-10-24	Sunday	
21-10-24	Monday	MLibISc, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAE 2 Starts, BCom (Hons) 2024 Batches - ESE Starts
22-10-24	Tuesday	
23-10-24	Wednesday	MCA & MSc CS 2023 Batches - ESE Lab Starts
24-10-24	Thursday	MBA & MA(HRM) 2024 Batches - CAE 2 Starts
25-10-24	Friday	MSW, MLibISc 2023 Batches - ESE 1 Ends, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAE 2 Ends
26-10-24	Saturday	MCA & MSc CS 2023 Batches - ESE Lab Ends, MLibISc 2024 Batch - CAE 2 Ends, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAEP
27-10-24	Sunday	
28-10-24	Monday	MSc Statistics 2023 Batch - Sem 4 Starts, MSW 2023 Batch - FW Viva, MSc Statistics, BSW (Hons) 2024 Batches - ESE Starts, BSW 2022 Batch - FW Presentation, MBA & MA(HRM) 2023 Batches - ESE Starts
29-10-24	Tuesday	BSW 2023 - FW Presentation





30-10-24	Wednesday	MBA & MA(HRM) 2024 Batches - CAE 2 Starts, BCom 2023 Batches & BCom 2022 Batch - ESE Ends
31-10-24	Thursday	<b>Deepavali</b>
<b>NOVEMBER 2024</b>		
01-11-24	Friday	MSW, MSW (Clinical), PGDCSW, MCA & MSc CS 2024 Batches - ESE Starts, BCom (Hons) 2024 Batches - ESE Ends
02-11-24	Saturday	
03-11-24	Sunday	
04-11-24	Monday	MSW, MCA, MSc CS, MLibISc & BSW 2023 Batches - Sem 4 Starts and BSW 2022 Batch - Sem 6 Starts, BCA (Hons) & BSC CS (Hons) 2024 Batches - ESE Starts
05-11-24	Tuesday	MSW 2023 Batch - Data Collection Starts
06-11-24	Wednesday	MBA & MA(HRM) 2024 Batches - CAE 2 Result, MSc Statistics 2024 Batch - ESE Ends
07-11-24	Thursday	
08-11-24	Friday	BSW (Hons) & PGDCSW 2024 Batches - ESE Ends, MSW 2023 Batch - Data Collection Ends
09-11-24	Saturday	
10-11-24	Sunday	
11-11-24	Monday	MSW & MSW (Clinical), MCA & MSc CS 2024 Batches - ESE Ends, BSW (Hons) & PGDCSW 2024 Batches - FW Viva
12-11-24	Tuesday	
13-11-24	Wednesday	MSW & MSW (Clinical) 2024 Batches - FW Viva, MCA & MSc CS 2024 Batches - ESE Lab Starts, BCA (Hons) & BSC CS (Hons) 2024 Batches - ESE Ends
14-11-24	Thursday	MSc Statistics 2024 Batch - Sem 2 Starts, MLibISc 2024 Batch - ESE Starts
15-11-24	Friday	MSc Psychology 2024 Batch - ESE, BCA (Hons) & BSC CS (Hons) 2024 Batches - ESE Lab
16-11-24	Saturday	MCA & MSc CS 2024 Batches - ESE Lab Ends
17-11-24	Sunday	
18-11-24	Monday	BSW (Hons) 2024 Batch - Sem 2 Starts, MBA & MA(HRM) 2024 Batches - ESE Starts
19-11-24	Tuesday	BSc Psychology 2022 & 2023 Batches - Aptitude Training for Placement
20-11-24	Wednesday	MSW, MSW (Clinical), PGDCSW, MCA, MSc CS, BCA (Hons) & BSC CS (Hons) 2024 Batches - Sem 2 Starts, MBA & MA(HRM) 2023 Batches - ESE Ends, BSc Psychology (Hons) 2024 Batch - ESE
21-11-24	Thursday	MBA & MA(HRM) 2023 Batches - Sem 3 Starts & Placement Training Starts
22-11-24	Friday	MLibISc 2024 Batch - ESE Ends
23-11-24	Saturday	MBA & MA(HRM) 2023 Batches - Placement Training Ends
24-11-24	Sunday	
25-11-24	Monday	



**STUDENT HANDBOOK & ACADEMIC CALENDAR 2024**



26-11-24	Tuesday	
27-11-24	Wednesday	MBA & MA(HRM) 2024 Batches - ESE Ends
28-11-24	Thursday	MBA & MA(HRM) 2024 Batches - Sem 2 Starts
29-11-24	Friday	
30-11-24	Saturday	MBA, MA(HRM) 2023 & 2024 Batches - Rajagiri NBQ
<b>DECEMBER 2024</b>		
01-12-24	Sunday	
02-12-24	Monday	MLibISc 2024 Batch - Sem 2 Starts
03-12-24	Tuesday	
04-12-24	Wednesday	
05-12-24	Thursday	
06-12-24	Friday	
07-12-24	Saturday	MBA 2023 A Batch - Kalypso, BBA (Hons) 2024 & BBA 2022 Batches - Industrial Visit
08-12-24	Sunday	MBA 2023 A Batch - Kalypso
09-12-24	Monday	BSW Sem 2022 & 2023 Batches - CAE 1 Starts
10-12-24	Tuesday	BSW Sem 2022 & 2023 Batches - CAE 1 Ends
11-12-24	Wednesday	MBA, MA(HRM) 2023 & 2024 Batches - RBL Starts, MSc Psychology, BSc Psychology 2022 & 2023 Batches - CAE 1 Starts
12-12-24	Thursday	MLibISc 2024 Batch - CAE 1 Starts, MSc Psychology 2023 Batch - CAE 1 Ends
13-12-24	Friday	MBA, MA(HRM) 2023 & 2024 Batches - RBL Ends, BSc Psychology 2022 & 2023 Batches - CAE 1 Ends
14-12-24	Saturday	MCA & MSc CS 2024 Batches - Camp Starts
15-12-24	Sunday	MBA 2024 A Batch - Vanavasam, MA(HRM) 2023 & 2024 Batches - Kalypso
16-12-24	Monday	MBA 2024 A Batch - Vanavasam, MA(HRM) 2023 & 2024 Batches - Kalypso, MSc Statistics 2023 Batch - CAE 1, MSc Statistics, BCom (Hons) 2024 and BCom 2022 & 2023 Batches - CAE 1 Starts
17-12-24	Tuesday	BSW Sem 2022 & 2023 Batches - CAE 1 Result, MSc Statistics 2024 Batch - CAE 1 Ends
18-12-24	Wednesday	MSW, MCA & MSc CS 2023 Batches - CAE 1 Starts, MLibISc 2024, BCom (Hons) and BCom 2022 & 2023 Batches - CAE 1 Ends
19-12-24	Thursday	MSW, MCA & MSc CS 2023 Batches - CAE 1 Ends, MCA & MSc CS 2024 Batches - Camp Ends
20-12-24	Friday	
21-12-24	Saturday	
22-12-24	Sunday	<b>Christmas Holidays</b>
23-12-24	Monday	
24-12-24	Tuesday	
25-12-24	Wednesday	
26-12-24	Thursday	
27-12-24	Friday	



28-12-24	Saturday	<b>Christmas Holidays</b>
29-12-24	Sunday	
30-12-24	Monday	
31-12-24	Tuesday	
<b>JANUARY 2025</b>		
01-01-25	Wednesday	
02-01-25	Thursday	<b>Mannam Jayanti</b>
03-01-25	Friday	BSW (Hons), MBA 2023 & 2024 Batches - CAE 1 Starts, MSc Statistics 2023 & 2024 Batches - CAE 2 Starts
04-01-25	Saturday	
05-01-25	Sunday	
06-01-25	Monday	MSW, MSW (Clinical), PGDCSW, MCA, MSc CS, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAE 1 Starts, BSW (Hons) 2024 Batch - CAE 1 Ends, MSc Statistics 2023 & 2024 Batches - CAE 2 Ends, MLibISc 2023 & 2024 Batches - Library fest
07-01-25	Tuesday	PGDCSW 2024 Batch - CAE 1 Ends, BSW (Hons) 2024 Batch - FW - Know Your Neighborhood Starts
08-01-25	Wednesday	MSW & MSW (Clinical) 2024 Batch - CAE 1 Ends, BSW 2022 Batch - DYUTI Starts, MBA & MA(HRM) 2024 Batches - CAE 1 Starts
09-01-25	Thursday	
10-01-25	Friday	BSW (Hons) 2024 Batch - FW - Know Your Neighborhood Ends, BSW 2022 Batch - DYUTI Ends, MCA, MSc CS, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAE 1 Ends, MSc Psychology 2024 Batch - CAE 1 Starts
11-01-25	Saturday	
12-01-25	Sunday	
13-01-25	Monday	BSW (Hons) 2023 Batch - CAE 1 Result, MCA 2023 Batch - Internship, MSc CS 2023 Batch - Project, MSc Psychology 2024 Batch - CAE 1 Ends, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAEP Starts
14-01-25	Tuesday	MBA & MA(HRM) 2023 Batches - CAE 1 Ends, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAEP Ends
15-01-25	Wednesday	
16-01-25	Thursday	MBA & MA(HRM) 2024 Batches - CAE 1 Ends
17-01-25	Friday	
18-01-25	Saturday	MBA 2023 B Batch - Kalypso
19-01-25	Sunday	MBA 2023 B Batch - Kalypso, MBA 2024 B Batch - Vanavasam
20-01-25	Monday	BSW 2022 & 2023 Batches - CAE 2 Starts, MBA 2024 B Batch - Vanavasam, MLibISc & BSc Psychology (Hons) 2024 Batch - CAE1 Starts
21-01-25	Tuesday	BSW 2022 & 2023 Batches - CAE 2 Ends
22-01-25	Wednesday	BSc Psychology (Hons) 2024 Batch - CAE 1 Ends
23-01-25	Thursday	BSW 2022 Batch - Project Viva - Internal Starts
24-01-25	Friday	BSW 2022 Batch - Project Viva - Internal Ends
25-01-25	Saturday	MLibISc 2024 Batch - CAE1 Ends
26-01-25	Sunday	



**STUDENT HANDBOOK & ACADEMIC CALENDAR 2024**



27-01-25	Monday	
28-01-25	Tuesday	
29-01-25	Wednesday	MSc Psychology, BSc Psychology 2022 & 2023 Batches - CAE 2 Starts
30-01-25	Thursday	MSW 2023 Batch - CAE 2 Starts
31-01-25	Friday	MSW, MSc Psychology, BSc Psychology 2022 & 2023 Batches - CAE 2 Ends
<b>FEBRUARY 2025</b>		
01-02-25	Saturday	BSW 2022 & 2023 Batches - CIA Mark Publish
02-02-25	Sunday	
03-02-25	Monday	MLibISc 2023 Batch - CAE2 Starts
04-02-25	Tuesday	MBA, MA(HRM) 2023 & 2024 Batches - Farewell
05-02-25	Wednesday	MLibISc 2023 Batch - CAE2 Ends
06-02-25	Thursday	
07-02-25	Friday	MBA, MA(HRM) 2023 & 2024 Batches - RCL Starts, MCA & MSc CS 2023 Batch - Interim, PSYESTA - Psychology Fest
08-02-25	Saturday	MCA & MSc CS 2023 Batch - Interim
09-02-25	Sunday	MBA, MA(HRM) 2023 & 2024 Batches - RCL Ends
10-02-25	Monday	BSW 2024, BBA 2022 & 2023 Batches - CAE 2 Starts, BSW 2022 Batch - Project Viva
11-02-25	Tuesday	BBA 2022 Batch - CAE 2 Ends
12-02-25	Wednesday	BSW 2024 and BBA 2022 Batches - CAE 2 Ends, BSW 2023 Batch - ESE Starts, MBA, MA(HRM) 2023 & BBA (Hons) 2024 Batches - CAE 2 Starts
13-02-25	Thursday	BSW 2022 Batch - ESE Starts
14-02-25	Friday	JUNIOR BEHAVIOUR SCIENTIST - Psychology Dept., BBA (Hons) 2024 Batch - CAE 2 Ends
15-02-25	Saturday	
16-02-25	Sunday	
17-02-25	Monday	BCom (Hons) 2024, BCom 2022 & 2023 Batches - CAE 2 Starts
18-02-25	Tuesday	MSW, MSW (Clinical), PGDCSW, MCA, MSc CS, MSc Psychology, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAE 2 Starts, BSW 2022 Batch - ESE Ends
19-02-25	Wednesday	PGDCSW, BCom (Hons) 2024, BCom 2022 & 2023 Batches - CAE 2 Ends, BSW 2023 Batch - ESE Ends, BSW (Hons) 2024 Batch CAE 2 Result
20-02-25	Thursday	MSW, MSW (Clinical) & MSc Psychology 2024 Batches - CAE 2 Ends, BSW 2023 Batch - ESE Supplementary Starts
21-02-25	Friday	MBA & MA(HRM) 2023 Batches - CAE 2 Ends
22-02-25	Saturday	MCA & MSc CS 2024, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAE2 Ends
23-02-25	Sunday	
24-02-25	Monday	BSW 2023 Batch - ESE Supplementary Ends, MSc Statistics 2023 Batch - ESE Starts, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAEP Starts



**STUDENT HANDBOOK & ACADEMIC CALENDAR 2024**



25-02-25	Tuesday	BSW (Hons) 2024 Batch - Publish CIA Marks, BCA (Hons) & BSC CS (Hons) 2024 Batches - CAEP Ends
26-02-25	Wednesday	<b>Sivaratri</b>
27-02-25	Thursday	
28-02-25	Friday	MCA & MSc CS 2024 Batches - CAEP Starts
<b>MARCH 2025</b>		
01-03-25	Saturday	MCA & MSc CS 2024 Batches - CAEP Ends
02-03-25	Sunday	
03-03-25	Monday	MBA, MA(HRM) & MLibISc 2024 Batches - CAE 2 Starts, MSc Statistics 2024 Batch - ESE Starts
04-03-25	Tuesday	MBA & MA(HRM) 2023 Batches - CAE 2 Result, MLibISc 2023 Batch - ESE Starts
05-03-25	Wednesday	MSc Statistics 2023 Batch - ESE Ends, MLibISc 2024 Batch - CAE 2 Ends
06-03-25	Thursday	
07-03-25	Friday	MSc Statistics 2023 Batch - Viva
08-03-25	Saturday	
09-03-25	Sunday	
10-03-25	Monday	BSW (Hons) 2024, MSc Psychology, BSc Psychology 2022 & 2023 Batches - ESE Starts
11-03-25	Tuesday	
12-03-25	Wednesday	MBA & MA(HRM) 2024 Batches - CAE 2 Ends, MSc Statistics 2024 Batch - ESE Ends
13-03-25	Thursday	BSc Psychology (Hons) 2024 Batch - CAE 2 Starts, BCom (Hons) 2024, BCom 2022 & 2023 Batches - ESE Starts
14-03-25	Friday	MLibISc 2023 Batch - ESE Ends
15-03-25	Saturday	MSW & MSW (Clinical) 2024 Batches - FW Viva, BSc Psychology (Hons) 2024 Batch - CAE 2 Ends
16-03-25	Sunday	
17-03-25	Monday	MBA & MA(HRM) 2024 Batches - CAE 2 Result, MBA & MA(HRM) 2023 Batches - ESE Starts
18-03-25	Tuesday	MSW, MSW (Clinical), PGDCSW, MCA, MSc CS, MLibISc, BCA (Hons) & BSC CS (Hons) 2024 Batches - ESE Starts
19-03-25	Wednesday	MSW, MCA & MSc CS 2023 Batches - ESE Starts
20-03-25	Thursday	
21-03-25	Friday	BSW (Hons) 2024, MCA & MSc CS 2023 Batches - ESE Ends
22-03-25	Saturday	
23-03-25	Sunday	
24-03-25	Monday	MSc Psychology 2023 Batch - Internship
25-03-25	Tuesday	MCA & MSc CS 2023 Batches - Viva/Project
26-03-25	Wednesday	MSW 2023 Batch - ESE Ends, MCA & MSc CS 2023 Batches - Viva/Project
27-03-25	Thursday	MSW, MSW (Clinical) & PGDCSW 2024 Batches - ESE Ends



STUDENT HANDBOOK & ACADEMIC CALENDAR 2024



28-03-25	Friday	MBA & MA(HRM) 2024 Batches - ESE Starts, MCA, MSc CS, MLibISc, BCom (Hons), BCA (Hons) & BSC CS (Hons) 2024 and BCom 2022 & 2023 Batches - ESE Ends
29-03-25	Saturday	MSW 2023 Batch - FW Viva, MCA & MSc CS 2023 Batches - Final Result
30-03-25	Sunday	
31-03-25	Monday	<b>Idul-Fitr</b>
<b>APRIL 2025</b>		
01-04-25	Tuesday	MCA, MSc CS, BCA (Hons) & BSC CS (Hons) 2024 Batches - ESE Lab Starts, MLibISc 2024 Batch - Sem 2 Internship Starts
02-04-25	Wednesday	BSW 2022 Batch - FW Presentation, MSc Psychology 2024 Batch - ESE, BCA (Hons) & BSC CS (Hons) 2024 Batches - ESE Lab Ends
03-04-25	Thursday	BSW 2023 Batch - FW Presentation
04-04-25	Friday	MCA & MSc CS 2024 Batches - ESE Lab Ends
05-04-25	Saturday	
06-04-25	Sunday	
07-04-25	Monday	MBA & MA(HRM) 2024 Batches - ESE Ends
08-04-25	Tuesday	MBA & MA(HRM) 2024 Batches - ESE Viva
09-04-25	Wednesday	MBA & MA(HRM) 2023 Batches - ESE Ends, MBA & MA(HRM) 2024 Batches - Summer Internship Begins
10-04-25	Thursday	<b>Maundy Thursday</b> , MBA & MA(HRM) 2023 Batches - Problem Centric Study
11-04-25	Friday	<b>Good Friday</b>
12-04-25	Saturday	
13-04-25	Sunday	<b>Easter</b>
14-04-25	Monday	<b>Vishu</b>
15-04-25	Tuesday	BSW (Hons) 2024 Batch - ESE FW Viva
16-04-25	Wednesday	
17-04-25	Thursday	
18-04-25	Friday	
19-04-25	Saturday	
20-04-25	Sunday	
21-04-25	Monday	BSc Psychology (Hons) 2024 Batch - ESE Starts
22-04-25	Tuesday	
23-04-25	Wednesday	BSc Psychology (Hons) 2024 Batch - ESE Ends
24-04-25	Thursday	
25-04-25	Friday	
26-04-25	Saturday	
27-04-25	Sunday	



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