



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR, PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution
Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



CRITERION 5



STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

2019-2024

Submitted to



+91 9048056118  www.rajagiriviswajyothi.org  office@rajagiriviswajyothi.org



5.1.4: The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.

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Details of Organisation-Wide Awareness and Undertakings on Policies with Zero Tolerance

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1. Anti-Ragging Affidavit by Students



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR, PERUMBAVOOR KERALA- 683546

ANTI-RAGGING AFFIDAVIT

ANNEXURE I

AFFIDAVIT BY THE STUDENT

I, Keerthana M / 902

(full name of student with admission/registration/enrolment number)

s/o - d/o Mr./Mrs./Ms. Chandeevatli K

- 1) having been admitted to Rajagiri Viswajyothi College Of Arts and Applied Sciences
(name of the institution) have received a copy of the Anti-Ragging Policy of the RVCAS compliance with the directives of the University Grants Commission (UGC), AICTE and the laws of India pertaining to ragging prevention, regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
- a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.





RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS & APPLIED SCIENCES

Vengoor, Perumbavoor, Kerala - 683546

- b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this 16th day of 9th month of 2022 year

Signature of Deponent / Student

Name Keethana. M

VERIFICATION

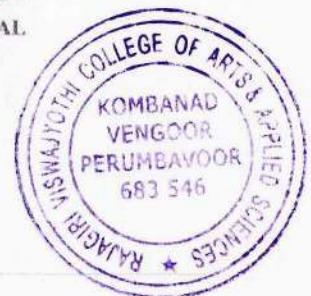
Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) Vengoor on this the (day) 16th of 9th (month) 2022 (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) 16th of 9th month, 2022 (year) after reading the contents of this affidavit.

OATH COMMISSIONER / PRINCIPAL





2. Anti-Ragging Affidavit by Parents

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. Chandrabavathi. K
(full name of parent/guardian) father / mother/guardian of
Keerthana. M / 1902
(full name of student with admission / registration / enrolment number).

1) having been admitted to Rajagiri Viswajyothi College Of
Arts and Applied Sciences, Vengoor

(name of the institution), have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
- My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.





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- 6) I hereby declare that my word has not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my word is liable to be cancelled.

Declared this 16th day of 9th month of 2022 year

Signature of Deponent /Parent:

Name: Chandravathi. K

Address: Keerthana, Thrippexumthiura. P.O. Chenuttiala
Mavelikkara, Alappuzha, 690105

Telephone/Mobile No: 8606226856

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) Vengoor on this the 16th (day) of 9th (month) and 2022 (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the 16th (day) of 9th (month) 2022 (Year) after reading the contents of this affidavit.



OATH COMMISSIONER / PRINCIPAL



3. Anti-Ragging Posters

SAY NO TO RAGGING
YES TO JOYFUL CAMPUS

Download ANTI RAGGING App

What is Ragging?
 Any Act Resulting in:
 • Mental/physical/sexual Abuse
 • Verbal Abuse
 • Indecent Behaviour
 • Criminal Intimidation/Innocent Restraint
 • Undermining Human Dignity
 • Excessive Exploitation/Extortion
 • Use Of Force

A STUDENT INVOLVED IN RAGGING CAN BE:
 • Suspension of admission
 • Expulsion from existing course
 • Debarment from admission, Re-admission Prohibited and other benefits
 • Withdrawing from admission in any year of admission or other educational course
 • Debarment from re-admission
 • Withdrawing from existing the facilities in any year of admission
 • Debarment from admission in any year of admission and the student's name shall be placed in Ragging Cell
 • Debarment from admission in any year of admission and the student's name shall be placed in Ragging Cell
 • Debarment from admission in any year of admission and the student's name shall be placed in Ragging Cell

Visit UGC Website i.e. www.ugc.ac.in & www.anti-ragging.in to see UGC Anti Ragging Regulations

Are you being ragged?
 Immediately call UGC Anti Ragging Helpline: 1800-180-3322 (24x7 Toll Free)
 Or send an e-mail to: help@anti-ragging.in

Join hands to make your campus ragging free

MHRD DEPARTMENT OF HIGHER EDUCATION
 MINISTRY OF HUMAN RESOURCE DEVELOPMENT
 GOVERNMENT OF INDIA

विश्वविद्यालय अनुदान आयोग
 University Grants Commission
 quality higher education for all

DON'T RAG, JUST INTERACT

RAGGING IN ANY FORM IS PUNISHABLE

Download ANTI RAGGING App

Visit UGC Website i.e. www.ugc.ac.in & www.anti-ragging.in to see UGC Anti Ragging Regulations

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 Or send an e-mail to: help@anti-ragging.in

Join hands to make your campus ragging free

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विश्वविद्यालय अनुदान आयोग
 University Grants Commission
 quality higher education for all

SAY NO TO RAGGING
BEFORE YOU EVEN THINK OF RAGGING

Download ANTI RAGGING App

THINK OF

- Humiliation
- Suspension
- Ruined Career
- Blacklisting
- Expulsion
- Possible Prosecution

Don't just stand and watch. Stop Ragging! Show Character

Remember RAGGING is for LOSERS

Are You Being Ragged?
 Immediately call UGC Anti Ragging Helpline: 1800-180-3322 (24x7 Toll Free)
 Or send an e-mail to: help@anti-ragging.in

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 GOVERNMENT OF INDIA

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 University Grants Commission
 quality higher education for all

Foolishly I ragged & got suspended

Will I get prosecuted?
 What about my Job prospects?

SAY NO TO RAGGING

MY FUTURE IS A BIG ?

Remember RAGGING is for LOSERS

Visit UGC Website i.e. www.ugc.ac.in & www.anti-ragging.in to see UGC Anti Ragging Regulations
 Are You Being Ragged?
 Immediately call UGC Anti Ragging Helpline: 1800-180-3322 (24x7 Toll Free)
 Or send an e-mail to: help@anti-ragging.in

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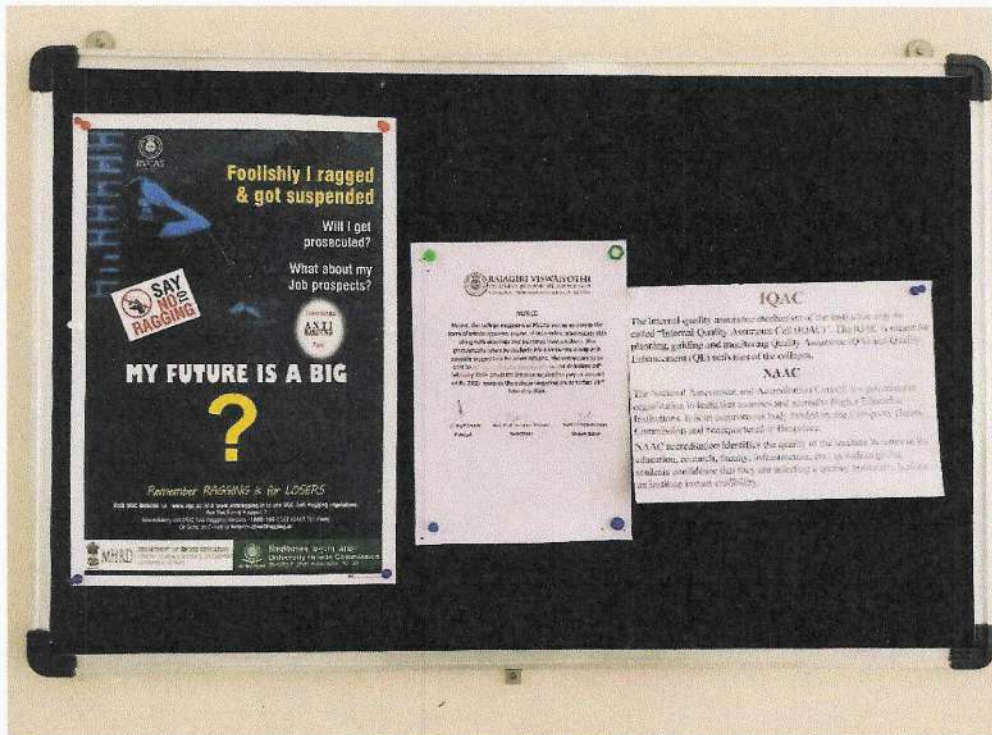
विश्वविद्यालय अनुदान आयोग
 University Grants Commission
 quality higher education for all

Posters against ragging which have been used by the college.





4. Photos of Notice Boards Displaying Anti-Ragging Posters



Anti-ragging posters on the notice boards of English and Business Administration.



5. Statutory Bodies on Notice Boards



Statutory cells displayed near office and on notice board at lobby.





6. Screening of Anti-ragging Talk and Documentary



Students watching the anti-ragging talk and documentary.





Screening of Anti-ragging Documentary on 20/06/2023

RVCAS Film Club and Department of English

No	Name	Class	Signature
1	Keesthana. M	2 nd year BA English	[Signature]
2	Sachin K Sai	"	[Signature]
3	Yedunand S	"	[Signature]
4	JOSEPH MATHEW	3 rd year BBA	[Signature]
5	Muhammed Shalid	3 rd year B.com	[Signature]
6	Abel Banay	"	[Signature]
7	Verin Nisha	III BBA	[Signature]
8	Rose Emmanuel Sajan	1 st year Ba English	[Signature]
9	Hannah Susan Jacob	1 st year B.com	[Signature]
10	Achrah Rachel Roy	"	[Signature]
11	Josna George	"	[Signature]
12	MELITHA SHARMA	"	[Signature]
13	Dano Viji	3 rd B.com	[Signature]
14	Aleena Linoy	1 st year BBA	[Signature]
15	Anna Nazia Joy	3 rd B.com	[Signature]
16	Abel Banay	1 st year BA English	[Signature]
17	Lekshmi Rana	"	[Signature]
18	Arthi nanda k S	"	[Signature]
19	Abin Phil	III B.com	[Signature]
20	G. S. Kanav	"	[Signature]
21	Amal S John	"	[Signature]
22	Ashay B. Anil	III BBA	[Signature]
23			
24			
25			
26			
27			
28			
29			
30			

[Handwritten Signature]

Tennyson
TENNYSON THOMAS



Attendance sheet for the screening programme.

[Handwritten Signature]
PRINCIPAL

Rajagiri Viswajyothi College of Arts & Applied Sciences
Vengoor, Perumbavoor-683546




7. Gender-based Awareness Programmes Organised by the College

RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR, PERUMBAVOOR, KERALA - 683546

Department of English in association with IQAC

**EMPOWERED VOICES :
WOMEN IN MEDIA & COMMUNICATION**

Resource Person:
MS. ANILA ROSHAN JOY
Assistant Professor
Department of English



College Auditorium

01/02/2023
11:00 AM




RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS & APPLIED SCIENCES

Department of BCA in association with IQAC

**GENDER EQUITY IN THE DIGITAL AGE :
CYBER AWARENESS & SAFETY**

Ms. Rengini D
Assistant Professor
Head of BCA Department



16/11/2023
10:30 AM

Venue - College Auditorium



Some of the gender-related events which were held in the campus.





8. Awareness through College Handbook

RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGUUR, PERUMBAVOOR, KERALA

MENTORING

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

Mentoring Coordinator : Thara Irine George

Student Grievance Redressal Cell

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

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

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

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

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

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

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not considered academic.

c. Grievance Redressal Procedure:

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

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

Level I: Informal Resolution

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

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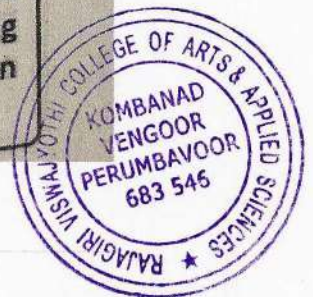
Students uncertain about how to proceed with the grievance can consult with the Batch Coordinator in order to identify the appropriate person. The student should contact the concerned person within 5 working days of the occurrence of the grievance.

Level II: Formal Complaint

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

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

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Level III: Decision by SGRC

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

Anti-Ragging Cell

In accordance with the University Grants Commission (UGC) regulations on the prevention and prohibition of ragging in educational institutions, RVCAS has established an Anti-Ragging Cell. This committee, composed of faculty members, administrative staff, and student representatives, diligently carries out its responsibilities to prevent, monitor, and address instances of ragging within the campus premises. The Anti-Ragging Cell implements and enforces UGC-mandated policies and guidelines against ragging, conducts regular awareness programs, workshops, and seminars at the start of each academic year, and educates students about the harmful effects of ragging and the institution's zero-tolerance policy.

Kerala Prohibition of Ragging Act, 1998

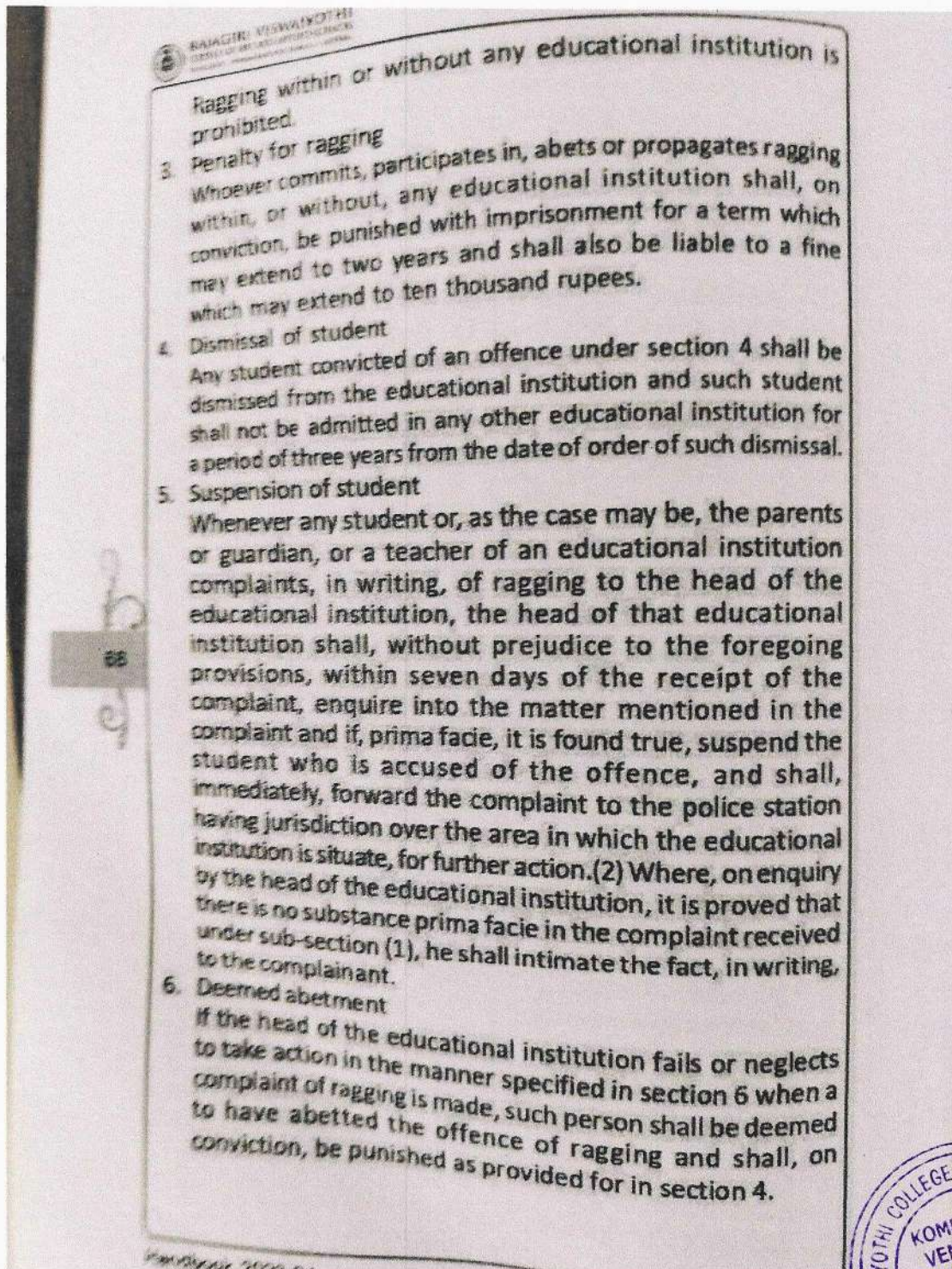
1. Definition

In this Act, unless the context otherwise required, - (a) 'head of the educational institution' means the Principal or the Headmaster or the person responsible for the management of that educational institution; (b) 'Ragging' means doing of any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes - (i) teasing, abusing or paying practical jokes on, or causing hurt to, such student; or (ii) asking a student to do any act or perform something which such student will not, in the ordinary course willingly, do.

2. Prohibition of ragging

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Internal Complaints Committee (ICC)

The Anti-Sexual Harassment Cell, or Internal Complaints Committee (ICC), at RVCAS is a dedicated entity that operates in accordance with the Sexual Harassment of Women at Workplace Act. Comprised of trained members, including faculty, administrative staff, and external experts, the ICC strives to create a safe, respectful, and gender-sensitive environment for all individuals associated with the institution. With a primary focus on providing a confidential and supportive platform for students to report incidents of sexual harassment, the committee conducts impartial investigations, maintains strict confidentiality, and offers fair hearings while ensuring due process for both parties. Additionally, the ICC conducts regular awareness programs, workshops, and training sessions to educate the college community about their rights and procedures for filing complaints, thereby fostering a culture of zero tolerance towards sexual harassment.

STUDENT GRIEVANCE REDRESSAL CELL (SGRC)

Sl No.	Name	Position
1	Dr. Joy P Joseph (Principal)	Chairman
2	Ms. Binitha P S	Convenor
3	Mr. Solymon V L	Staff Representative
4	Ms. Rengini D	Staff Representative
5	Ms. Dhanya S	Staff Representative
6	Ms. Parvathy Santhosh	Student Representative

INTERNAL COMPLAINTS COMMITTEE (ICC)

Sl No.	Name	Position
1.	Ms. Anju Antony	Presiding Officer Ms.
2.	Ms. Sreekala M M	Convenor
3.	Ms. Karthika Balachandran	Staff Representative
4.	Ms. Preetha Ashok	Non-teaching Staff
5.	Ms. Pushpa Gopakumar	Non-teaching Staff
6.	Ms. Aiswaryalakshmi R	Student Representative
7.	Dr. Divya Roy, MBBS, DNB	NGO Representative

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ANTI-RAGGING COMMITTEE

Sl No.	Name	Position
1	Dr. Joy P Joseph (Principal)	Chairman
2	Mr. Solymon V L	Convenor
3	Ms. Binitha P S	Staff Representative
4	Ms. Ramya M R	Non-teaching Representative
5	Mr. Anil Kumar C K	Parent Representative
6	Mr. P K Joy	Parent Representative
7	Mr. Tom Jose	3rd Year Representative
8	Ms. Keerthana M	2nd Year Representative
9	1st Year Representative	

SC/ST CELL

Sl No.	Name of the Faculty	Position
1	Dr. Joy P Joseph	Chairman
2	Ms. Sreekala M M	Convenor
3	Ms. Binitha P S	Staff Representative
4	Mr. Tennyson Thomas	Staff Representative
5	Ms. Preetha Ashok	Non-teaching Staff
6	Ms. Ramya M R	Non-teaching Staff
7	Ms. Parvathy Santhosh	Student Representative

DISCIPLINARY COMMITTEE

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

FORA

1	Staff Secretary	Ashly Paul
2	Internal Exam Management	Binitha P S
3	Staff Advisor to Students	Anju Antony
4	Counselling	Thara Irine George

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Signature
PRINCIPAL