



**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



5.1.4: The institution adopts measures for redressal of student grievances including sexual harassment and ragging cases.

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# RAJAGIRI VISWAJYOTHI

## COLLEGE OF ARTS AND APPLIED SCIENCES

VENGOOR , PERUMBAVOOR KERALA- 683546

### **Implementation of Guidelines of Statutory Bodies**

The institution has constituted committees such as Anti-Ragging Committee, Internal Complaints Committee and Student Grievance Redressal Cell to address and resolve any complaints arising within the institution.

With the help of its Anti-Ragging Committee, RVCAS keeps a watch and prevents incidents of ragging in the campus. It aims to foster healthy interpersonal relations among students in the campus. The institution has implemented a wide range of measures which follows the guidelines to address and prevent chances of ragging. The mandatory filling of Anti-Ragging Affidavit is one major step taken in the same direction. The surveillance cameras help in identifying such possibilities. Awareness as well as counselling is provided to the students to keep them away from trouble.

The establishment of an Internal Complaints Cell (ICC) is vital to ensure a safe, respectful, and inclusive educational environment. The ICC plays a crucial role in addressing and preventing incidents of sexual harassment and other forms of inappropriate behaviour, fostering a campus culture where every student and staff member feels secure and valued. By providing a formal and confidential mechanism for reporting grievances, the ICC ensures that complaints are taken seriously and investigated impartially, offering necessary support and redressal to victims. This reinforces the institution's commitment to upholding ethical standards and promotes the well-being of its community.

Student Grievance Redressal Cell (SGRC) is essential for maintaining a supportive and fair academic environment. It provides a structured and transparent mechanism for students to voice their concerns and grievances related to academic issues, administrative services, infrastructure, harassment, and other aspects affecting



their college experience. By addressing these grievances promptly and impartially, the SGRC at RVCAS ensures that students' issues are resolved, thereby enhancing their overall well-being and academic success. Moreover, the existence of the SGRC fosters a culture of trust and accountability within the institution, demonstrating the college's commitment to upholding students' rights and promoting a positive and inclusive campus environment.



A handwritten signature in green ink, consisting of several stylized, overlapping strokes.

PRINCIPAL  
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# **Constitution of Committees**

## **2019-2024**



**RAJAGIRI VISWAJYOTHI**  
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VENGOOR , PERUMBAVOOR KERALA- 683546

## **Anti-Ragging Committee**

### **Functions and Responsibilities**

**Creating Awareness:** One of the primary roles is creating awareness about the negative impacts and severe consequences of ragging.

**Preventive Measures:** Preventive measures are another key function of the committee. This involves establishing and promoting a culture that actively discourages ragging.

**Receiving Complaints:** The committee sets up mechanisms that allow students to report incidents of ragging anonymously or directly.

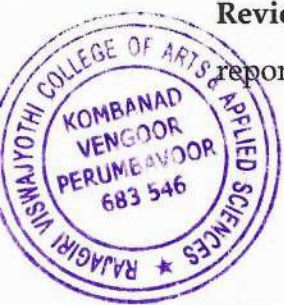
**Investigation:** Once a complaint is received, the committee promptly initiates an investigation.

**Action Against Perpetrators:** Following the investigation, the committee takes appropriate disciplinary action against those found guilty of ragging.

**Support for Victims:** Counselling and support services are provided to those affected by ragging, ensuring their safety and well-being throughout the investigation process.

**Coordination with Authorities:** The committee works closely with the institution's administration and, if necessary, law enforcement agencies.

**Review and Reporting:** Lastly, the committee engages in regular review and reporting activities, making necessary improvements based on their findings.



## Orders on the Composition of Anti-Ragging Cell: 2019-20 to 2023-24



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RVCAS/ARG/01/2023-24

12/06/2023

### Office Order

#### Sub: Anti-Ragging Committee

Based on the UGC Regulations, 2009 to curb ragging in higher educational institutions, the **Anti-Ragging Committee** of Rajagiri Viswajyothi College of Arts and Applied Sciences has been reconstituted on 12/06/2023 with the following members.

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

By Order,

  
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19/07/2023

**Office Order**

**Sub: New Member of Anti-Ragging Committee**

In accordance with the guidelines laid down by the University Grants Commission (UGC) and the statutory requirements for the constitution of the Anti-Ragging Cell, it is hereby ordered that Ms. Senu George of 1<sup>st</sup> Year BSc Psychology is appointed as a member of the Anti-Ragging Cell of Rajagiri Viswajyothi College of Arts and Applied Sciences with immediate effect.

Ms. Senu George is expected to perform her duties in accordance with the guidelines of the Anti-Ragging Committee of the college.

This appointment will remain in effect until further orders.

By Order,

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RVCAS/ARG/01/2022-23

15/06/2022

**Office Order**

**Sub: Anti-Ragging Committee**

Based on the UGC Regulations, 2009 to curb ragging in higher educational institutions, the **Anti-Ragging Committee** of Rajagiri Viswajyothi College of Arts and Applied Sciences has been reconstituted on 15/06/2022 with the following members.

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

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RVCAS/ARG/02/2022-23

28/09/2022

**Office Order**

**Sub: New Member of Anti-Ragging Committee**

In accordance with the guidelines laid down by the University Grants Commission (UGC) and the statutory requirements for the constitution of the Anti-Ragging Cell, it is hereby ordered that Ms. Keerthana M of 1<sup>st</sup> Year BA English is appointed as a member of the Anti-Ragging Cell of Rajagiri Viswajyothi College of Arts and Applied Sciences with immediate effect.

Ms. Keerthana M is expected to perform her duties in accordance with the guidelines of the Anti-Ragging Committee of the college.

This appointment will remain in effect until further orders.

By Order,

  
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RVCAS/ARG/01/2021-22

28/06/2021

**Office Order**

**Sub: Anti-Ragging Committee**

Based on the UGC Regulations, 2009 to curb ragging in higher educational institutions, the **Anti-Ragging Committee** of Rajagiri Viswajyothi College of Arts and Applied Sciences has been reconstituted on 28/06/2021 with the following members.

SI No.	Name of the Member	Position
1	Dr. Joy P Joseph (Principal)	Chairman
2	Mr. Solymon V L	Convenor
3	Ms. Binitha P S (Staff Representative)	Member
4	Ms. Ramya M R (Non-teaching Representative)	Member
5	Mr. Alex Joseph (Parent Representative)	Member
6	Mr. E S Baiju (Parent Representative)	Member
7	Ms. E B Lakshmiprabha (3 <sup>rd</sup> Year Representative)	Member
8	Mr. Jittomon Thankachan (2 <sup>nd</sup> Year Representative)	Member
9	1 <sup>st</sup> Year Representative	Member

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RVCAS/ARG/02/2021-22

07/10/2021

**Office Order**

**Sub: New Member of Anti-Ragging Committee**

In accordance with the guidelines laid down by the University Grants Commission (UGC) and the statutory requirements for the constitution of the Anti-Ragging Cell, it is hereby ordered that Mr. Tom Jose of 1<sup>st</sup> Year B.Com is appointed as a member of the Anti-Ragging Cell of Rajagiri Viswajyothi College of Arts and Applied Sciences with immediate effect.

Mr. Tom Jose is expected to perform his duties in accordance with the guidelines of the Anti-Ragging Committee of the college.

This appointment will remain in effect until further orders.

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RVCAS/ARG/01/2020-21

16/06/2020

**Office Order**

**Sub: Anti-Ragging Committee**

Based on the UGC Regulations, 2009 to curb ragging in higher educational institutions, the **Anti-Ragging Committee** of Rajagiri Viswajyothi College of Arts and Applied Sciences has been reconstituted on 16/06/2020 with the following members.

SI No.	Name of the Member	Position
1	Dr. Joy P Joseph (Principal)	Chairman
2	Mr. Solymon V L	Convenor
3	Rev. Fr. Dipin Karingen CMI (Assistant Director)	Member
4	Ms. Ramya M R (Non-teaching Representative)	Member
5	Mr. Alex Joseph (Parent Representative)	Member
6	Mr. E S Baiju (Parent Representative)	Member
7	Mr. Muhsin K H (3 <sup>rd</sup> Year Representative)	Member
8	Ms. E B Lakshmi Prabha (2 <sup>nd</sup> Year Representative)	Member
9	1 <sup>st</sup> Year Representative	Member

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RVCAS/ARG/02/2020-21

28/10/2020

**Office Order**

**Sub: New Member of Anti-Ragging Committee**

In accordance with the guidelines laid down by the University Grants Commission (UGC) and the statutory requirements for the constitution of the Anti-Ragging Cell, it is hereby ordered that Mr. Jittomon Thankachan of 1<sup>st</sup> Year B.Com is appointed as a member of the Anti-Ragging Cell of Rajagiri Viswajyothi College of Arts and Applied Sciences with immediate effect.

Mr. Jittomon Thankachan is expected to perform his duties in accordance with the guidelines of the Anti-Ragging Committee of the college.

This appointment will remain in effect until further orders.

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RVCAS/ARG/01/2019-20

26/06/2019


**Office Order**

**Sub: Anti-Ragging Committee**

As per the UGC Regulations, 2009 to curb ragging in higher educational institutions, the **Anti-Ragging Committee** of Rajagiri Viswajyothi College of Arts and Applied Sciences has been reconstituted on 26/06/2019 with the following members.

SI No.	Name of the Member	Position
1	Dr. Joy P Joseph (Principal)	Chairman
2	Mr. Solymon V L	Convenor
3	Rev. Fr. Dipin Karingen CMI (Assistant Director)	Member
4	Ms. Ramya M R (Non-teaching Representative)	Member
5	Mr. Edison Peter (Parent Representative)	Member
6	Ms. Silvi T Kurian (Parent Representative)	Member
7	Ms. Surya Bobby (3rd Year Representative)	Member
8	Mr. Muhsin K H (2nd Year Representative)	Member
9	Ms. E B Lakshmi Prabha (1st Year Representative)	Member

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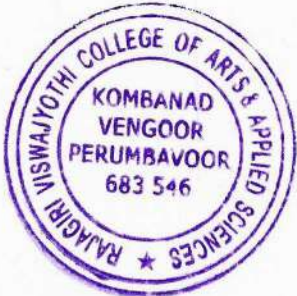
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# RAJAGIRI VISWAJYOTHI

## COLLEGE OF ARTS AND APPLIED SCIENCES

VENGOOR , PERUMBAVOOR KERALA- 683546

### Internal Complaints Committee

#### Functions and Responsibilities

**Raising Awareness:** A main function is to raise awareness through various channels including educational posters, informative seminars and more.

**Implementing Preventive Strategies:** Implementing preventive strategies involves fostering a culture that actively discourages any form of inappropriate behaviour.

**Facilitating Complaint Reporting:** The cell provides mechanisms for individuals to report incidents of harassment, discrimination, or unethical behaviour.

**Conducting Investigations:** Upon receiving a complaint, the cell promptly conducts a thorough investigation.

**Taking Disciplinary Action:** After the investigation, the cell takes necessary disciplinary action against those found guilty of misconduct.

**Providing Support to Victims:** Cell offers counselling and support services to those affected by harassment, discrimination, or unethical behaviour.

**Collaborating with Authorities:** The cell works in close coordination with the institution's administration and, when necessary, law enforcement agencies.

**Regular Review and Reporting:** The cell periodically assess the effectiveness of measures in place to prevent harassment and misconduct, making necessary adjustments.





## Orders on the Composition of Internal Complaints Committee: 2019-20 to 2023-24



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RVCAS/ICC/01/2022-23

07/06/2022

### Office Order

#### Sub: Internal Complaints Committee

Based on the UGC Regulations, 2013 for ICC, the **Internal Complaints Committee** of Rajagiri Viswajyothi College of Arts and Applied Sciences has been reconstituted on 07/06/2022 for a tenure of three years with the following members.

SI No.	Name of the Member	Position
1	Ms. Anju Antony	Presiding Officer
2	Ms. Sreekala M M	Convenor
3	Ms. Karthika Balachandran (Staff Representative)	Member
4	Ms. Preetha Ashok (Non-teaching Representative)	Member
5	Ms. Pushpa Gopakumar (Non-teaching Representative)	Member
6	Ms. Anna Alice Jose (Student Representative)	Member
7	Dr. Divya Roy, MBBS, DNB (NGO Representative)	Member

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RVCAS/ICC/01/2019-20

28/06/2019

**Office Order**

**Sub: Internal Complaints Committee**

As per the UGC Regulations, 2013 for ICC, the **Internal Complaints Committee** of Rajagiri Viswajyothi College of Arts and Applied Sciences has been reconstituted on 28/06/2019 for a tenure of three years with the following members.

SI No	Name of the Member	Position
1	Ms. Anju Antony	Presiding Officer
2	Ms. Sreekala M M	Convenor
3	Mr. Tennyson Thomas (Staff Representative)	Member
4	Ms. Preetha Ashok (Non-teaching Representative)	Member
5	Ms. Ramya M R (Non-teaching Representative)	Member
6	Ms. Aksa Alexander (Student Representative)	Member
7	Dr. Divya Roy, MBBS (NGO Representative)	Member

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## **Student Grievance Redressal Cell**

### **Functions and Responsibilities**

**Educating and Informing:** One of the primary functions of the Students' Grievance Redressal Cell is to educate and inform students about their rights and the processes available for addressing their grievances.

**Establishing Procedures:** Establishing clear procedures for lodging complaints is a critical responsibility of the Grievance Redressal Cell.

**Receiving Complaints:** The cell ensures that all complaints are logged systematically and that students receive prompt acknowledgment of their submissions.

**Investigating Grievances:** Upon receiving a complaint, the cell initiates a thorough investigation to understand the root cause of the grievance.

**Resolving Issues:** Based on the findings of the investigation, the cell takes appropriate actions to address the issues raised.

**Providing Support and Counselling:** The cell ensures that students receive the necessary emotional and psychological support during the grievance process.

**Monitoring and Reporting:** The cell regularly reviews the types and frequency of grievances, analyses trends, and assesses the effectiveness of the resolution strategies.



## Orders on the Composition of Student Grievance Redressal Cell: 2019-20 to 2023-24



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RVCAS/SGR/01/2023-24

07/06/2023

### Office Order

#### Sub: Student Grievance Redressal Cell

Based on the UGC Regulations, 2023 for SGRC, the Student Grievance Redressal Cell of Rajagiri Viswajyothi College of Arts and Applied Sciences has been reconstituted on 07/06/2023 for a tenure of two years with the following members.

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

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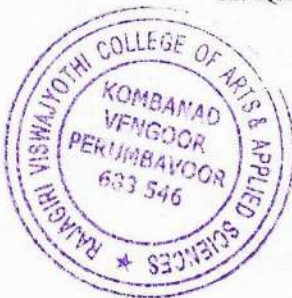
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RVCAS/SGR/01/2021-22

22/06/2021

**Office Order**

**Sub: Student Grievance Redressal Cell**

Based on the UGC Regulations, 2018 for SGRC, the **Student Grievance Redressal Cell** of Rajagiri Viswajyothi College of Arts and Applied Sciences has been reconstituted on 22/06/2021 for a tenure of two years with the following members.

SI No.	Name of the Member	Position
1	Dr. Joy P Joseph (Principal)	Chairman
2	Ms. Binitha P S	Convener
3	Ms. Sreekala M M (Staff Representative)	Member
4	Mr. Solymon V L (Staff Representative)	Member
5	Ms. Farzin S (Student Representative)	Member

By Order,

*[Signature]*  
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RVCAS/SGR/01/2019-20

28/06/2019

**Office Order**

**Sub: Student Grievance Redressal Cell**

As per the UGC Regulations, 2018 for SGRC, the **Student Grievance Redressal Cell** of Rajagiri Viswajyothi College of Arts and Applied Sciences has been reconstituted on 28/06/2019 for a tenure of two years with the following members.

SI No	Name of the Member	Position
1	Dr. Joy P Joseph (Principal)	Chairman
2	Ms. Binitha P S	Convener
3	Ms. Seena M Peter (Staff Representative)	Member
4	Ms. Anju Antony (Staff Representative)	Member
5	Ms. Devika Shyam (Student Representative)	Member

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**VENGOOR , PERUMBAVOOR KERALA- 683546**

## **SC/ST Cell**

### **Functions and Responsibilities**

**Promote Inclusivity:** To ensure the representation and inclusion of SC/ST students and staff in all academic, administrative, and extracurricular activities.

**Safeguard Rights:** To protect the rights and interests of SC/ST students and staff and address issues related to discrimination or unfair treatment.

**Support Academic and Personal Development:** To provide support for the academic and personal development of SC/ST students through mentoring, counselling, and scholarship opportunities.

**Enhance Awareness:** To create awareness about the issues faced by SC/ST communities and promote a culture of respect and equality on campus.



## Orders on the Composition of SC/ST Cell: 2019-20 to 2023-24



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RVCAS/SCT/01/2023-24

09/06/2023

### Office Order

#### Sub: SC/ST Cell

This is to inform that Rajagiri Viswajyothi College of Arts and Applied Sciences has reconstituted SC/ST Cell on 09/06/2023. The committee comprises following members.

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

By Order,

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Vengoor, Perumbavoor-683 546

Copy to:

Associate Director

All the Members concerned

The HODS of various departments

The IQAC/Cell File







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 VISWAJYOTHI COLLEGE OF  
 ARTS & APPLIED SCIENCES  
 Affiliated to M.G. University, Kottayam

A CMI INSTITUTE

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 E office@rajagiriviswajyothi.org  
 rajagiriviswajyothi.org

RVCAS/SCT/01/2022-23

15/09/2022

**Office Order**

**Sub: SC/ST Cell**

This is to inform that Rajagiri Viswajyothi College of Arts and Applied Sciences has reconstituted SC/ST Cell on 15/09/2022. The committee comprises following members.

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

By Order,

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RVCAS/SCT/01/2021-22

02/08/2021

**Office Order**

**Sub: SC/ST Cell**

This is to inform that Rajagiri Viswajyothi College of Arts and Applied Sciences has reconstituted SC/ST Cell on 02/08/2021. The committee comprises following members.

SI No.	Name of the Member	Position
1	Dr. Joy P Joseph (Principal)	Chairman
2	Ms. Sreekala M M	Convenor
3	Mr. Tennyson Thomas (Staff Representative)	Member
4	Ms. Binitha P S (Staff Representative)	Member
5	Ms. Preetha Ashok (Non-teaching Representative)	Member
6	Ms. Ramya M R (Non-teaching Representative)	Member
7	Mr. Raghul Raj (Student Representative)	Member

By Order,

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RVCAS/SCT/01/2020-21

01/06/2020

**Office Order**

**Sub: SC/ST Cell**

This is to inform that Rajagiri Viswajyothi College of Arts and Applied Sciences has reconstituted **SC/ST Cell** on 01/06/2020. The committee comprises following members.

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

By Order,

*[Signature]*  
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RVCAS/SCT/01/2019-20

20/06/2019

**Office Order**

**Sub: SC/ST Cell**

This is to inform on the reconstitution of **SC/ST Cell** on 20/06/2019 at the conference hall with the following members.

SI No	Name of the Member	Position
1	Dr. Joy P Joseph (Principal)	Chairman
2	Ms. Sreekala M M	Convenor
3	Mr. Tennyson Thomas (Staff Representative)	Member
4	Ms. Binitha P S (Staff Representative)	Member
5	Ms. Preeetha Ashok (Non-teaching Representative)	Member
6	Ms. Ramya M R (Non-teaching Representative)	Member
7	Student Representative	Member

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

## **OBC Cell**

### **Functions and Responsibilities**

**Promote Equity:** To ensure equitable access to resources, opportunities, and facilities for OBC students and staff.

**Address Grievances:** To address the concerns and grievances of OBC students and staff, particularly regarding discrimination and exclusion.

**Support Educational Growth:** To support the educational and professional growth of OBC students through scholarships, coaching, and career counselling.

**Raise Awareness:** To raise awareness about the importance of diversity and the challenges faced by OBC communities within the academic environment.



## Order on the Composition of OBC Cell: 2023-24



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RVCAS/OBC/01/2023-24

03/10/2023

### Office Order

#### Sub: OBC Cell

This is to inform that Rajagiri Viswajyothi College of Arts and Applied Sciences has constituted **OBC Cell** on 03/10/2023. The committee comprises following members.

Sl No.	Name of the Member	Position
1	Dr. Joy P Joseph (Principal)	Chairman
2	Ms. Sreekala M M	Convonor
3	Mr. Arun V V (Staff Representative)	Member
4	Ms. Harishma S L (Staff Representative)	Member
5	Ms. Pushpa Gopakumar (Non-teaching Representative)	Member

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

## **Minority Cell**

### **Functions and Responsibilities**

**Ensure Equal Opportunities:** To ensure that minority students and staff have equal access to educational opportunities, resources, and facilities.

**Protect Rights:** To safeguard the rights and interests of minority communities within the institution and address any instances of discrimination.

**Promote Academic Excellence:** To support the academic and personal growth of minority students through scholarships, mentoring, and other developmental programmes.

**Foster Inclusion:** To foster an inclusive environment that respects and celebrates cultural diversity, promoting understanding and harmony among different communities on campus.



## Order on the Composition of Minority Cell: 2023-24



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RVCAS/MIN/01/2023-24

06/10/2023

### Office Order

#### Sub: Minority Cell

This is to inform that Rajagiri Viswajyothi College of Arts and Applied Sciences has constituted **Minority Cell** on 06/10/2023. The committee comprises following members.

Sl No.	Name of the Member	Position
1	Dr. Joy P Joseph (Principal)	Chairman
2	Ms. Neenu Varghese	Convenor
3	Rev. Fr. Dipin Karingen CMI (Associate Director)	Member
4	Ms. Anju Antony (Staff Representative)	Member
5	Mr. Tennyson Thomas (Staff Representative)	Member

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## 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

Handbook 2023-24



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.

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### 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



Ragging within or without any educational institution is prohibited.

3. Penalty for ragging  
Whoever commits, participates in, abets or propagates ragging within, or without, any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

4. Dismissal of student  
Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.

5. Suspension of student  
Whenever any student or, as the case may be, the parents or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situate, for further action. (2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

6. Deemed abetment  
If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.

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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



### 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]*

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