



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 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 Strategy Development and Deployment

6.2.1 POLICY MANUAL

2019-2024

Submitted to



6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

INDEX

Sl. No	Contents	Page Number
1	Preface	5
2	Appointment and Service Rules (Staff Policy)	6

POLICY MANUAL

INDEX

Sl. No.	Policies	Page No.
	PREFACE	5
1	Staff Policy	6
2	Human Resource Policy	18
3	E-Governance Policy	23
4	Mentoring Policy	25
5	Remedial Coaching Policy	26
6	Career Guidance and Placement Policy	30
7	Code of Ethics Policy	32
8	Information Technology (IT) Policy and Acceptable Use Policy (AUP)	37
9	Library Policy	41
10	Governance Policy	45
11	Staff Welfare Policy	55
12	Finance Policy	57
13	Anti-Drug Policy	60
14	Divyangjan - Friendly Environment Policy	63
15	Gender Policy	65
16	Green and Sustainable Environment Policy	68
17	Anti - Ragging Policy	73
18	Examination Cell Policy	77
19	Student Grievances Policy	81
20	Infrastructure Policy	84
21	Minority Cell Policy	87
22	Policy Document of The Internal Complaints Committee	89
23	Policy of ST/SC Cell	91
24	Policy of OBC Cell	92
25	Scholarship Policy	94

PREFACE

Welcome to the Rajagiri Viswajyothi College of Arts and Applied Sciences, (RVCAS) Policy Manual

This manual is more than just a collection of rules and guidelines; it is a reflection of the values, principles, and vision that define RVCAS College. As we continue to grow and evolve as an academic institution, this document serves as a cornerstone of our commitment to excellence, equity, and community.

At RVCAS, we believe that every member of our college—students, faculty, staff, and administration—plays a vital role in shaping the vibrant, inclusive, and dynamic environment that we are proud to call our own. This policy manual is designed to provide clarity, consistency, and direction, ensuring that we all work together towards common goals and uphold the standards that distinguish RVCAS.

The policies outlined in this manual have been carefully crafted to support the academic and operational integrity of our institution. They are intended to guide our decisions and actions, promote a culture of respect and accountability, and ensure that everyone at RVCAS has the opportunity to thrive. Whether students and staff are navigating academic procedures, understanding their rights and responsibilities, or seeking guidance on college operations, this manual is here to assist them.

It is important to recognize that this manual is a living document. As we continue to adapt to new challenges and opportunities, the policies within will be reviewed and updated to remain relevant and effective. We encourage all members of our community to engage with this manual, to familiarize themselves with its contents, and to contribute to its ongoing improvement.

Together, we will continue to build an institution that not only meets but exceeds the aspirations of all who are part of the RVCAS family.



1) STAFF POLICY

Motto

Learn, Serve and excel

Vision

Excellence by Knowledge and Practice

Mission

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

Core Values

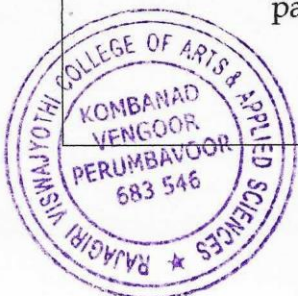
MILES

- Mutual Respect
- Integrity
- Learning
- Excellence
- Social Commitment

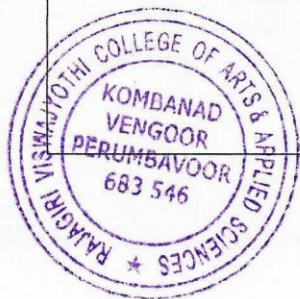
Code of Professional Ethics

A. Teachers and their responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative be temperament and amiable in disposition.



1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
2. Manage their private affairs in manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research
4. Express free and frank opinion by participation at professional knowledge
5. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication. Teachers should personally know the student details and keep a record of student profile.
6. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
7. Participate in extension, co-curricular and extra-curricular activities including community service.
8. Respect the right and dignity of the student in expressing his/her opinion
9. Deal justly and impartially with students regardless of their religion, case, political, economic, social and physical characteristics.
10. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
11. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
12. Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
13. Be affectionate to the students and not behave in affectionate manner towards any of them for any reason
14. Pay attention to only the attainment of the student in the assessment of merit
15. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward: aid students to develop and understanding of our national heritage and national goals.

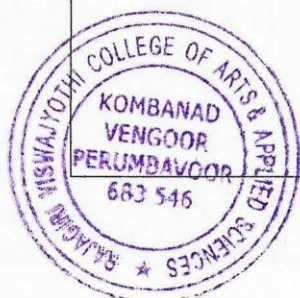


16. Refrain from inciting students against other students, colleagues or administration.
17. Treat other members of the profession in the same manner as they themselves wish to be treated
18. Speak respectfully of other teachers and render assistance for professional betterment
19. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
20. Refrain from the allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
21. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies for change of any such rule detrimental to the professional interest.
22. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
23. Co-operative in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
24. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
25. Give and expect due notice before a change of position if made.
26. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
27. Try to see that institutions maintain contact with the guardian, their students, and reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.



B. Job Description of Teaching Staff

- Preparation of course plan with detailed break up of syllabus topic for the subject handled, as per the guideline, and decide on the prescribed textbook for study.
- Preparation of daily faculty report (work diary) in the prescribed format.
- Fortnightly review of the faculty report along with the other faculty members handling the same subject for the same class of other divisions/departments.
- Effectively utilize the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be specified for the particular course, including holistic education classes.
- Ensure that any teaching hour lost due to leave of other exigency is compensated by filling in the leave hours of any of other faculty members of the same class.
- Prepare and conduct the monthly comprehension tests as per the guideline.
- Prepare a question bank along with suggested answers progressively for the topics covered, jointly with other faculty members handling the same subject for the same class of other divisions/departments.
- Prepare question paper for the subject handled for the mid-semester examination.
- Prescribe and evaluate internal assessment exercises.
- Evaluate the answer sheets of mid semester and end semester examinations and prepare a post examination 'Examiners Report' in the prescribed format.
- Update oneself of the current developments in the subject handled by regular reference to publications and Internet.
- As part of mentoring the students in a class may be divided into above average and average category and the above average category students may be given challenging assignment and projects from third semester onwards. Programmes could be evolved to other category students.
- Participate in academic discussions initiated by the Principal/HOD/Coordinator.



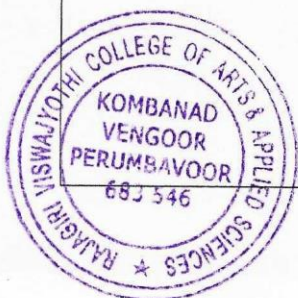
- Suggest areas of modification, improvement or changes requires in the curriculum.
- Suggest relevant study material/magazines/books on the subject for student reading and/or procurement by the college library.
- The HOD/Co-ordinator shall discharge other responsibilities.

C. Additional Job Description for Class Teachers

- I. To be responsible for all matters concerning class under the charge - more specifically:
 - Attendance, attitude, dress code, conduct, behaviour, academic performance, extra and co-curricular activities of the students.
 - Identification of non/under-performing students and ensuring their improvement by suitable measures including mentoring and remedial classes.
 - Assist in choosing the Class Representatives - one for boys and one for girls, and delegating role responsibilities.
 - Interact with students discreetly and with the class representative to know difficulties experienced by the students for its rectification.
- II. To interact with other faculty members of the class for the feedback on students' performance and ensure appropriate corrective action.
- III. Consolidate period wise attendance data for the class on a daily basis for necessarily follow up on habitual latecomers and absents.
- IV. Consolidate and review marks details of the students of the class for internal assessments/ mid-semester examination to initiate steps; on underperforming students.

D. Job Description for Head of the Department

- Responsible for efficient functioning of the batch with reference to its goals and objectives - conduct the batch in a professional manner.
- Develop and schedule the activities of the batch for the academic year preparation of batch calendar.
- Ensure harmonious working environment to nurture a healthy academic community and assist in resolving differences.



- Periodic independent review of faculty performance individually and suggest remedial tips.
- Initiate opportunities and avenues for developing faculty knowledge and capability. Ensure that each faculty member take turn to present a recent article from a leading international journal to his fellow colleagues in the department at least once in a month.
- Encourage regular academic discussions for subject exposure among the relevant faculties in and outside the department, to facilitate knowledge sharing and updating.
- Identify and arrange specialist lectures for different subjects in consultation with the concerned faculty.
- Inspect concerned batch classes at least once in a semester.
- Maintain overall student discipline in the batch as per college policy and guideline, with due coordination with the Class Teachers, with regard to attendance, uniform, attitude, conduct, assignment completion etc.
- Resolve difficulties faced by the students, academic and non-academic, in due consultation with the class teacher and referring essential cases to the Counsellor, with a discrete not of reference.
- Take all efforts from the batch side for enhancing employability and placement readiness with of the students in the department.
- Ensure that there is an interaction with expert team and departmental faculty members and students at least once in a month for the 5th and 6th semester students.
- Convene regular faculty student's meetings.
- Convene regular faculty meetings to assess and review the progress of planned activities.
- Convene class committee meeting to get students feedback on teaching.
- Conduct pre-examination and post examination reviews with the faculty members concerned with regard to quality of questions, answers, rectification measures etc to improve the student performance/results.

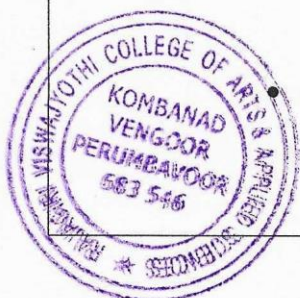


- Comply with the reporting requirements and submissions as may be specified.
- Finalization of the work load/allotment and timetable for the next semester immediately
- Finalization of the work load/allotment and timetable for the next semester immediately on completion of the current semester.
- Develop proposals for improved, teaching methods, curriculum enhancement, new academic programmes of practical significance etc.
- Prepare and monitor the time and cost budgets for the department.
- Inspect concerned classrooms at least once in a semester.
- Explore the avenues for enhancing the placement readiness of converting the department into a value centre.
- Prepare and submit half yearly feedback about the staff members to Principal as per the student's evaluation form in Appendix I & teaching staff self-appraisal form in Appendix II (a &b).

E. General Guidance on Teaching Practices and Procedures

- Course Plan for the succeeding semester must be prepared as soon as current semester classes are over, so that no classes are taken in the succeeding semester without a course plan. Course Plan must be developed (in the prescribed format) collectively by all the teachers of the same subject paper, endorsed by the Coordinator and the HOD. Due consideration must be given to the course objective and the paper objective, while preparing the course plan to ensure proper documentation of such course plans.
- Teaching must strictly follow the order in the course plan. The course plan should be used as teaching schedule for the teacher. At the end of every class, the topic to be dealt with in the next class must be announced and students must be asked to read the topic before they come for the next class. The teacher must ask simple questions on the topic before commencing the explanation. At the end of every class last few minutes must summarize what was taught in that class.

Explanation must be in simple language with adequate illustrations.



- As far as possible make use of Information and Communication Technologies tools, to improve the effectiveness of teaching-learning process.
- Students must be made to interact on the subject by relevant moot questions.
- Dictation of standardized notes for theory subjects must be strictly discouraged, instead, highlight important points and encourage the students to develop their own notes. Generally, no theory class is expected to spend more than 15mts in giving notes.
- After each topic familiarize the students about the type of questions that may be asked there from.
- Suggest how to answer questions which uses terms like define, explain, discuss, meaning, critically analyse, elucidate, clarify etc.
- Assignments for internal assessment must be such that reference to library materials and Internet would be necessary for its completion. Mere copying from reference material must be wholly discouraged while evaluating internal assessments.
- No class must be let free for reasons of faculty non-availability.
- Engagement of guest faculty must be only if the inadequacy of internal resource is established.

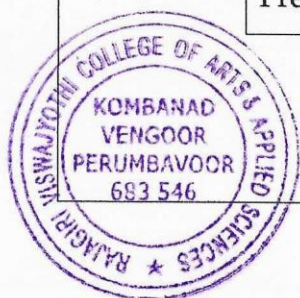
Manpower Planning

Manpower planning has to be carried out every year in the month of May. This has to be done by considering the faculty workloads in each department.

RVCAS Norm

- The workload for the faculty as per RVCAS norm is 40 hours per week

Hours Per Week (min)	Assistant Professor
Teaching	16
Preparation for Teaching	10



Research	06
Evaluation	02
Administrative	02
Co/Extracurricular Activities	02
Extension Activities	02
Total	40

Policy for Leaves / Holidays & Working Hours

1. General Rules

- All staff members are required to reach 9:15 a.m. and leave after 4:30 p.m. from Mondays to Fridays, unless otherwise specified.
- In respect of those staff joining the college during the calendar proportionate basis from the date of joining.
- For all leaves including casual leave except block leave have to be applied in prescribed format and submitted proper channel from the principal (or a person authorized by the principal) through HOD.
- Leave shall be availed only with the prior approval of the concerned Department Head and Principal except in unavoidable circumstances like sickness, unforeseen need or emergencies.
- Where prior clearance could not be availed due to unforeseen circumstances, leave application shall be submitted at the earliest on resuming duty.
- Before proceeding on leave, faculty members are required to arrange their work schedule for the period of leave in consultation with the Principal/HOD
- Absence on days of hartal or special holidays declared by government from time to time, shall be treated as leave, and a leave application shall be submitted by concerned staff.
- The Approving Authority for all leave shall be the principal.
- Any un-availed eligible leave during a calendar year cannot be carried over to the subsequent year.



- Processing and administration of leave shall be as per procedure laid down by the Management.
- Salary deduction will be calculated by dividing the total monthly salary by 30, and multiplying by the number of day's loss of pay leave taken during the month. For this purpose, total salary shall include all allowances, if any paid on a monthly basis as part of the salary.
- Any absence not supported with an approved leave application form and/or note from the HOD will be treated as unauthorized leave and salary deduction will be affected for such days.

2. Leave/Holiday Policy for Teaching/Technical/Non-teaching Staff

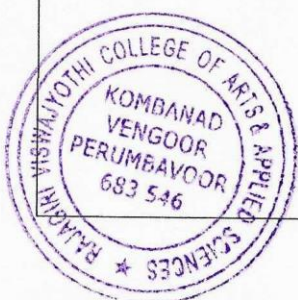
All leave letters should be forwarded through the reporting officers: Principal

a. Casual Leave (CL):

- For teaching staff: Total casual leave granted to a teacher shall not exceed fifteen day in a calendar year.
- To avail casual leave, the staff member has to arrange his/her days work in consultation with the Principal/HoD
- Casual leave as far as possible must be pre-informed and needs prior approval. In case of exigencies post-facto approval may be obtained immediately on reporting, on the same day or latest by the next working day.

b. Block Leave:

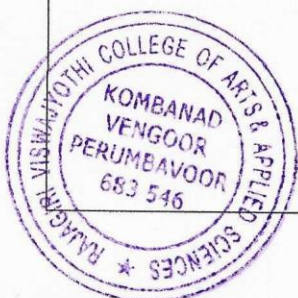
- Teaching staff who have completed one year of continuous service at RVCAS as on April 30 of the concerned year shall be eligible for 15 days' Block Leave.
- For faculty member joining during a calendar year block leave shall be calculated proportionately for that year.
- Block leave has to be availed during the months of May/June as decided / directed by the Principal.



- Block leave not availed during the months of May/June of that year shall lapse, unless specifically approved by the Principal / Director for availing later in that year.
- Block Leave cannot be combined with other leave.

c. Other Leave/Holidays

- All public holidays, Second Saturdays of every month and Sundays are holidays for all faculty members.
- Holidays declared by the Government (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty. However, skelton services would be provided by the non- teaching staff in the college office except on second Saturdays and Sundays.
- If a working day falls between holidays, and a staff member takes leave on that working day, the leave will be counted cumulatively, including the calendar holidays as leave.
- Hartals, restricted holidays, district holidays etc will be working days for the faculty members.
- Conduct of classes on hartals, restricted holidays etc will be decided by the management on a case-by-case basis based on attendance.
- If the college buses ply on the day of a hartal, it will be a working day for both staff and students. If college buses do not ply on the day of a hartal, it will be a working day for the teaching, technical and non -teaching staff. Absence on days of hartal or special holidays declared by the government from time to time, shall be treated as leave, and an online leave application shall be submitted by concerned faculty member.
- The compensatory working day in lieu of hartal or strike will be at the discretion of the Management.
- In special circumstances, the Management reserves the right to convert a holiday into a working day.




Exit Policy

RVCAS management has the right to terminate the service of a staff member by giving notice if his/her performance/conduct is not satisfactory.

Resignation

- Staff members are expected to give advance notice of 3 months/ 3months pay in lieu of notice in case of resignation, so that alternatives can be arranged without disruption to academic activities.
- Staff members should desist from leaving the job while the semester is in progress. The Management reserves the right not to accept the resignation while the semester is in progress, if it would affect the academic activity of students.
- Staff members, who wish to get relieved of their duties, are required to get the No Dues Form signed by Principal/HoDs and other authorities mentioned therein, before they are issued the Relieving Order.


PRINCIPAL
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