



**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**

### **6.3 Faculty Empowerment Strategies**

**2019-2024**

Submitted to



**6.3.2 Teachers provided with Financial Support to attend Conferences/Workshop**

**INDEX**

<b>Sl.No.</b>	<b>Contents</b>	<b>Page No.</b>
<b>1</b>	Policy Manual -Index	5
<b>2</b>	Preface	6
<b>3</b>	Human Resource Policy	7-11





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# **POLICY MANUAL**

## **2016**

# POLICY MANUAL

<b>INDEX</b>		
<b>Sl. No.</b>	<b>Policies</b>	<b>Page No.</b>
	<b>PREFACE</b>	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.



## 2) HUMAN RESOURCE POLICY

### PREFACE

RVCAS is committed to providing holistic education aimed at fostering a more enlightened society. Recognizing that human resources are the institution's most valuable asset, the success of the college heavily relies on its staff, who are expected to embody values of integrity, service, and positivity. To guide and regulate staff behavior within the workplace, RVCAS has implemented comprehensive Human Resource Management and Code of Conduct policies.

### Objectives

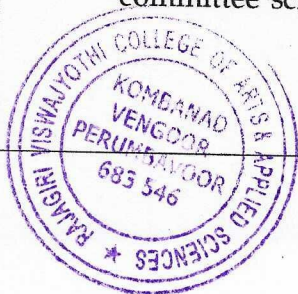
These policies establish the institution's standards and objectives, encompassing all facets of employment, such as recruitment, compensation, termination, benefits, and employee relations. By setting clear performance expectations and promoting a positive workplace culture, these policies contribute to the overall success of RVCAS.

### Selection And Appointment

The selection and appointment process for teaching and administrative staff at RVCAS strictly adheres to the guidelines set by the University and top management.

For teaching roles, a selection committee recommends candidates for positions of Assistant Professors. The committee includes the Manager, Principal, a Subject Expert, and the Head of the Department. Candidates undergo a technical interview, and decisions are based on qualifications, interviews, experience, and alignment with institutional values. Successful candidates start with a one-year probationary period, after which they may be promoted to regular positions based on merit.

For administrative roles in the self-financing section, the selection committee screens candidates and recommends designations, pay scales,





and pay ranges. Merit-based selection is guided by an Interview Board, which prepares a rank list of qualified candidates. The Management may also consider meritorious candidates who apply without a formal job notification. The qualifications required for non-teaching staff align with the advertised posts.

## **I. PERFORMANCE APPRAISAL**

All faculty members undergo regular evaluations by students at the end of each term. The College Manager maintains communication with faculty to gather and share feedback on their performance. Faculty members receiving negative feedback for two consecutive terms are provided with training or development programmes and are monitored for improvement.

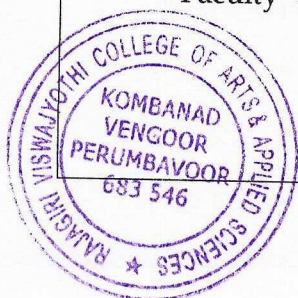
The performance appraisal process serves to:

1. Identify areas requiring improvement
2. Determine training needs
3. Assess teaching capabilities
4. Adjust workloads
5. Serve as a basis for promotions and provide non-financial incentives, such as nominations for Faculty Development Programmes

## **II. FACULTY DEVELOPMENT**

RVCAS encourages its faculty members to actively participate in various professional development activities, including Orientation Programs, Research Methodology Workshops, Faculty Induction Programmes, Conferences, Symposia, and Seminars, as recommended by the IQAC. Financial assistance is provided to faculty members for attending these conferences/workshops and for covering membership fees of professional bodies.

Faculty are also encouraged to engage in training, consultancy, and





research activities. They receive support in pursuing Major and Minor Research Projects and other relevant institutions. Additionally, faculty members are motivated to pursue certifications related to their academic or research specialties and are facilitated in enrolling for doctoral research. They are also encouraged to become university-approved research guides.

### **III. PROFESSIONAL DEVELOPMENT GRANT FOR FACULTY**

RVCAS is dedicated to providing exceptional education through effective teaching, learning, research, and community engagement. To maintain our commitment to excellence, we acknowledge the vital role of professional development for our faculty members. This policy seeks to offer opportunities for our faculty to enhance their knowledge, skills, and teaching methodologies, ultimately benefiting student success and contributing to the overall growth of the institution.

#### **Objective**

In response to technological advancements and evolving educational practices, it is essential for faculty members in higher education to continuously update their curriculum and pedagogy. This policy encourages faculty members to engage in professional development opportunities that support personal growth, increase teaching efficiency and effectiveness, and create a supportive environment aligned with RVCAS's mission.

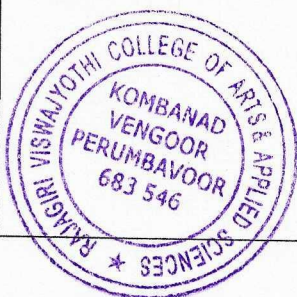
#### **Scope**

This policy applies to all full-time faculty members at RVCAS, including both permanent and contract teachers.

#### **Terms and Conditions**

##### **Eligibility:**

- a. The applicant must be a full-time teacher at RVCAS.



- b. The proposed professional development activity should align with RVCAS's mission, programme objectives, and the goal of enhancing student learning by improving the quality of instruction and services.
- c. The course should be relevant to the applicant's discipline/department or address a subject that contributes to overall academic performance.
- d. The applicant should be willing to share new knowledge with colleagues through presentations, workshops, discussions, and/or reports.

**Types Of Professional Development:**

- a. Professional development activities may include regional, national, internet-based, or off-campus conferences, seminars, or workshops.
- b. The focus should be on pedagogical content, ICT-enabled instruction, discipline-specific knowledge, interdisciplinary learning, and forming collaborations with industry to deepen subject matter understanding.

**Fair Access:**

Training and development requests will be evaluated to ensure equitable access for all faculty members at RVCAS.

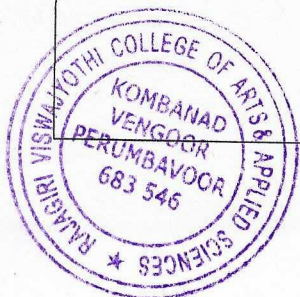
**Frequency:**

Faculty members may receive this grant only once per academic year.

**Application Process:**

✓ **Application Submission:**

- a. Faculty members interested in applying should submit their application using the designated format provided by the College Office.
- b. The application should include a description of how the proposed training will impact student learning and benefit the department and institution.
- c. The application must be accompanied by the course brochure and proof of fee payment.





d. All necessary documents should be submitted to the College Office for processing.

✓ Review and Decision:

a. A Committee chaired by the Principal will review and evaluate the applications.

b. The Committee will determine the grant amount based on the merit of the application and available resources.

c. Applicants will be informed of the application outcome after the review process.



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