



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

6.5 Internal Quality Assurance System

2019-2024

Submitted to



6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and process.

FINANCE PLOICY

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POLICY MANUAL

2016

POLICY MANUAL

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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.



12) FINANCE POLICY

PREFACE

RVCAS ensure the optimal use of financial resources in line with its vision and mission. The college's financial policy aims to achieve effective financial management and provide guidelines for resource mobilization, financial control, and efficient utilization of finances. The policy also ensures compliance with legal requirements and promotes standard accounting procedures and financial transparency.

SCOPE OF THE POLICY:

This policy encompasses all financial resources utilized for the development of academic, physical, and human resources of the institution to fulfill its mission. It covers the mobilization, effective utilization, and control of finances.

FINANCE COMMITTEE:

NAME	DESIGNATION
Dr. Devasia MD	Principal and Chairman
Fr. Dipin Karingen	CMI Associate Director
Preetha M Ashok	Senior Superintendent

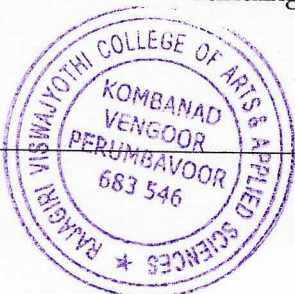
RESOURCE MOBILIZATION PLAN:

A resource mobilization plan is prepared annually and presented to the governing body. The plan includes the following key aspects:

Cash Inflow:

The sources of cash inflow are:

- Student fees
- Government and non-government funding, including alumni funding, sponsorship grants, rentals, and interest.



Cash Outflow:

- Cash outflow is allocated to overheads, infrastructural augmentation, maintenance, and administrative expenditure.
- In case of abnormal expenditures or deficits arising from the difference between cash inflows and outflows, the governing body finalizes and sanctions the budget.

MONITORING OF THE POLICY:

- The principal and finance officers are responsible for implementing and regularly monitoring the resource mobilization plan.
- The finance officer may approve daily payments, and any significant rectifications require the approval of the governing body.

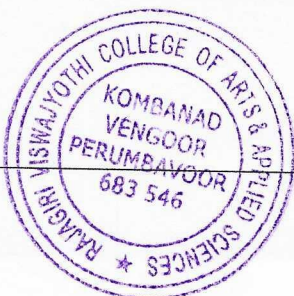
FINANCIAL SOURCES OF THE INSTITUTION:

The college's financial sources include:

- Tuition fees
- Government and non-government grants and funds
- Alumni contribution funds
- Scholarships provided by the management
- Sponsorship and grants from individuals and philanthropists
- Hostel fees
- Contributions from Sister concerns
- Borrowed fund from banks
- Other income

OPTIMAL UTILIZATION OF FUNDS:

Utilization of funds and grants from government and non-government agencies must strictly adhere to the guidelines of the funding agency and the institution. Transparency and accountability are ensured through



periodic audits.

Funds are allocated as follows:

- Infrastructural development of the college
- Upgrading classrooms and introducing innovative teaching-learning practices
- Training for students, teachers, non-teaching, and supportive staff
- Financial support for faculty attending conferences, workshops, and seminars
- Scholarships and free-ships for eligible students
- Development of sports and cultural activities
- Purchase of books, periodicals, and equipment

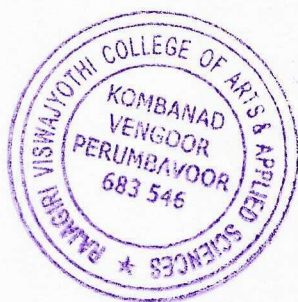
AUDITING OF FUNDS:


The finance committee, appoints internal and external auditors and oversees the auditing process in collaboration with the accounts department.

Statutory Audit: Annual audit of the institution's accounts is conducted before July each year.

Utilization Certificate: The institution obtains a utilization certificate from the auditor for all accounts audited.

Internal Audit: The institution undergoes an annual internal audit of its accounts, with a report submitted before July each year




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