Rajagiri Business School

PGDM Programme

Student Handbook
2022-2023

Vision

- Our vision is to become a leading business school for developing globally competent and socially sensitive leaders.

Mission

- Rajagiri Business School develops socially responsible and holistic leadership in a supportive learning environment.

Preface

This student handbook is designed with the intention to provide students with essential information on the programme, course curriculum, academics, and other regulations that they are bound to follow during their study at Rajagiri Business School. The handbook can be their guide to the academic requirements, the residential system, and the many activities that take place inside and outside the classroom.

The Institution reserves the right to amend the rules and regulations mentioned in the handbook without any prior notice.

This handbook is to provide general information to the students about the Institution and its programmes and is not a Regulation book of the institution. Hence, no claim can be made based on the information given in the handbook.

30th July 2022

Sunil Puliyakot
PGDRM (IRMA, Anand); Fellow (XLRI Xavier School of
Management, Jamshedpur)
Director, Rajagiri Business School

Table of Contents

1.   Introduction

In 2008 Rajagiri Business School (hereafter referred to as 'School /RBS' in this document) was added to Rajagiri Vidyapeetham - managed by the Catholic order of CMI priests whose efforts have been instrumental in establishing institutions of academic repute and excellence. RBS is located at Kakkanad in Kochi, close to the IT hub of Kochi, Infopark, and to the integrated business township, Smart City Kochi. The CMIs of the Sacred Heart Province, Kalamassery, Ernakulam, and Kochi, envisaged Rajagiri Business School as a center of excellence in the field of higher education in India that would equip future business leaders with the right conceptual foundation, analytical skills, and knowledge application ability. With social sensitivity at its core, the emphasis is on experiential learning and holistic development.

The School is a standalone management institute approved by the All India Council for Technical Education (AICTE) and is not affiliated with any University. It offers a two-year full-time programme in Post Graduate Diploma in Management (PGDM). Student life at RBS starts with the formal initiation ceremony, 'Deeksharambham,' where Professors light the lamps held by the students, symbolically initiating students into the light of knowledge. The academic programme culminates with Convocation.

1.1   Vision and Mission

Vision

Our vision is to become a leading business school for developing globally competent and socially sensitive leaders

Mission

RBS develops socially responsible and holistic leadership in a supportive learning environment

1.2   Programme Learning Goals (PLGs)

The Programme Learning Goals of PGDM are:
- Our graduates will demonstrate problem-solving skills, supported by appropriate analytical techniques.
- Our graduates will be effective communicators.
- Our graduates will have a global perspective.
- Our graduates will understand the importance of behaving in a socially responsible manner in their professional lives.

1.3   Core Values

1. Excellence
2. Learning
3. Service
4. Integrity
5. Mutual respect

1.4 Accreditations and Accolades

a. *All India Council for Technical Education (AICTE)*

The PGDM (Full Time) programme is approved by the All India Council for Technical Education (AICTE), a national-level Apex Advisory Body set up in November 1945 to survey the facilities available for technical education and to promote development in the country in a coordinated and integrated manner.

b. *National Board of Accreditation (NBA)*

The PGDM (Full Time) programme of Rajagiri Business School has been accredited by NBA till 2022. The National Board of Accreditation (NBA), India, was initially established by AICTE (All India Council of Technical Education) under section 10(u) of the AICTE Act in the year 1994, for periodic evaluations of technical institutions & programmes, according to the specified norms and standards recommended by AICTE Council.

c. *National Institutional Ranking framework (NIRF)*

The School has been **ranked 74th** in the country, in the National Institutional Ranking framework (NIRF) by the Ministry of Human resource Development, Government of India in 2022

d. *Association of Indian Universities (AIU)*

PGDM (Full Time) Programme of Rajagiri Business School is recognised as equivalent to a Master of Business Administration (MBA) degree by the Association of Indian Universities (AIU) in 2012.

e. *Accreditation Council for Business Schools and Programs (ACBSP)*

The PGDM programme of Rajagiri Business School has been accredited by ACBSP, which is a global business education accrediting body and the first organization to offer accreditation to all levels of collegiate business educational degree programs, from associate to doctoral. It promotes continuous improvement and recognizes excellence in the accreditation of business education programs around the world.

f. *Accreditations in Progress*

RBS has also initiated the process of other international accreditations, such as the Association to Advance Collegiate Schools of Business (AACSB) and the EFMD Programme Accreditation System (EPAS).

2. Programme Structure and Pedagogy

2.1 Programme Structure – PGDM

The PGDM programme at Rajagiri Business School aims at the development of a well-rounded person with the right balance of leadership skills and social responsibility. The programme is full-time and is of two years' duration with six trimesters. Each trimester comprises a minimum of 10 instructional weeks of six days, each of approximately seven hours a day.

The programme structure contains two parts a compulsory set of courses covering all foundation areas in management and building a holistic general management perspective, and a set of elective courses with functional and domain thrust aimed at building job-specific skills and knowledge in the chosen area of management. The programme offers dual specialization, and students have the freedom to select the

courses of their choice from a wide variety of electives in the second year. Students can also choose from non-credit add-ons and certification courses to suit their individual preferences.

The students of the programme have to complete a total of 114 credits that, includes 24 core courses with 66 credits, 14 elective courses with 42 credits spread over trimesters 4, 5, and 6, and a summer internship and dissertation of 3 credits each.

Programme Structure	
Courses	**Credits**
Core Courses (24)	66 credits
Electives (14)	42 credits
Dissertation	03 credits
Internship	03 credits
Total	**114 credits**

The specializations are available to students on the following streams listed below
1. Marketing
2. Finance
3. Operations and Systems
4. Human Resource Management
5. Business Analytics

For specialization in any stream, a student needs to complete a total of 15 credits from the area of specialization during the programme. The remaining 12 credits, after choosing a minimum of 15 credits each from two specialization streams, may be earned by choosing courses from any area(s) of specializations. A student can, if he or she wishes, opt for a maximum of three additional courses from any area of the specialization subject to the condition one in each of the trimesters of the second year. However, triple specialization cannot be offered.

Code	Course	Credit
	Trimester 1	
CRT1001	Microeconomics	3
CRT1002	Financial Accounting	3
CRT1008	Individual Dynamics and Leadership	3
CRT1004	Business Communication	2
CRT1009	Business Ethics	3
CRT1006	Business Statistics	3
CRT1010	Management Information System	2
	Total Credits (Trimester 1)	**19**
	Trimester 2	
CRT2001	Macroeconomics	2
CRT2008	Group and Organization Dynamics	3
CRT 2003	Marketing Management – I	3
CRT2009	Financial Management - 1	3
CRT2005	Operations Management – I	3
CRT2006	Cost and Management Accounting	3
CRT2010	Operations Research	3

		Total Credits (Trimester 2)	**20**
		Trimester 3	
CRT3001	Marketing Management – II		3
CRT3008	Financial Management -II		3
CRT3003	Human Resource Management		3
CRT3004	Operations Management – II		3
CRT3009	Business Research Methods		3
CRT3010	Legal Environment of Business		2
CRT3011	Introduction to Business Analytics		2
		Total Credits (Trimester 3)	**19**
		Trimester 4	
CRT4002	Global Business Environment		2
	Minimum 5 Electives		X*
	Summer internship		3
		Total Credits (Trimester 4)	**2+3+X**
		Trimester 5	
CRT5001	Strategic Management		3
	Minimum 4 Electives		Y*
	Dissertation		3
	Total Credits (Trimester 5)		**3+3+Y**
		Trimester 6	
CRT6002	Sustainable Development and Corporate Sustainability		3
	Minimum 5 Electives		Z*
		Total Credits (Trimester 6)	**3+Z**
	Total Programme Credits		**114**

Note: * *the participants have to earn a minimum of 42 credits from elective course across trimesters 4,5,6, i.e., X+Y+Z = 42*

Elective courses#

MARKETING ELECTIVES	**FINANCE ELECTIVES**
Services Marketing	Financial and Capital Market Services
B 2 B Marketing	Commercial Banking and Finance
Digital Marketing	Financial Modeling using Spread Sheet
Rural Marketing	Security Analysis and Portfolio Management
Advanced Marketing Research	Micro Finance
International Marketing	Portfolio Modelling Using Spread Sheet
Consumer Behaviour	Financial Derivatives & Risk Management
Sales & Distributions Management	Strategic Financial Management
Retail Management	International Finance
Brand Management	**HR ELECTIVES**
Marketing Analytics	Competency-Based HRM
Design Thinking	Performance Management
Integrated Marketing Communication	Human Resource Development

OPERATIONS & SYSTEMS ELECTIVES	Reward Management
	Coaching
	Organizational Development and Change Management
Quality Management	Global HRM
Service Operations Management	Strategic HRM
Supply Chain Management	**BUSINESS ANALYTICS**
Revenue Management	
Project Management	Applied Business Analytics
Emerging Trends of IT in Business	Business Modelling using R(BMR)
Game theory for Managers	Introduction to programming: Python
Technology, Innovation & Future of Work	Introduction to Visualization: Tableau
E-commerce	Social and web analytics
Strategic Operations Management	Advanced business analytics
GENERAL MANAGEMENT ELECTIVES	
Entrepreneurship & Family Business Management	
Managing Business in Emerging Market	

#*indicative list of electives*

Summer Internship (3 Credits)
At the end of the first year, students undergo summer training for a period of 8 weeks with an industrial, business, or service organization to get hands-on experience of working for the organization and to learn more about an organization. The student should submit a report to the School in the fourth trimester.

Dissertation Work (3 Credits)
The students are expected to do a dissertation under the supervision of a faculty member in the fifth trimester. The study is expected to have extensive applications of research methodology. At the end of the study, a report is to be submitted in the fifth trimester.

2.2 Pedagogy PGDM– Rajagiri Immersive Learning Experience

The Pedagogy at RBS is termed as Rajagiri Immersive Learning Experience (RILE). The delivery mechanism is arranged in four dimensions:

1. Conceptual Learning: Blended learning through case studies, lectures, discussions, seminars/webinars, and simulations.
2. Experiential Engagement: Experiential learning through outbound programmes, rural camps, field projects
3. Executive Modelling: Professional grooming through etiquette training and personality development programmes
4. Corporate Competency: Industry readiness through a summer internship, industry visits, and industry interactions.

3.   Academic Rules and Regulations

3.1   Attendance Rules

RBS students are deemed to have agreed to offer an unconditional commitment to their learning process during the two years of their study at the RBS. Therefore, the residential programme expects your uninterrupted presence on the campus. It is mandatory for all the students to maintain 100% attendance in-class sessions. Absence from classroom sessions and other academic activities will be regarded as an act of wilful indiscipline.

No leave will be granted for absence beyond 25% in ordinary circumstances.

Leave Procedures:
1. If any student is on leave, it should be **intimated** to the PGP office on the **same day.**
2. A Leave letter should be submitted by the student on the day he/she reports back to the School after the absence to the PGP office. Additionally, if the leave is on medical grounds, a medical certificate also needs to be submitted by the student within 2 days of he/she reporting back to the School after the leave.

Further, unauthorized absence from class sessions will result in a severe penalty that may, inter alia, include being asked to withdraw from the programme.

1. Attendance is marked for each session engaged by the faculty member. This means that irrespective of the number of hours engaged, attendance will be taken only once for each continuous session.

2. In the case of two-hour sessions, if the student is late for the first hour, he/she will be permitted to attend the first hour without attendance, and attendance will be awarded only for the second hour.

3. Students are not allowed to meet any other faculty member/staff during normal class hours unless prior explicit permission has been obtained from the faculty member who is engaging in the session at that time. The responsibility is vested with the student, and excuses for being late will not be entertained.

4. A student is not permitted to leave an ongoing class unless a note is sent from the Director.

5. A student will not be allowed to write the End Trimester Examination unless he/she gets a minimum of 75% of attendance for each course in that trimester. In case the faculty member engages more than 30 hours for 3 credit and 20 hours for 2 credit courses, the first 30 or 20 hours (as per the credit of the course) only shall be accounted for in calculating the attendance percentage.

6. Condonation will be granted only if the student has more than 60% attendance (via Fedena). Condonation can be availed only once during an academic year, and students need to pay the condonation fees per course as applicable. Condonation fees may be waived off for the student if he/she was absent on account of serious illness or hospitalization exceeding five consecutive working days and the student followed the leave procedures (as mentioned above in the student handbook).

7. In case the application for Condonation is rejected by the IQAC, the student will be awarded an 'I' grade for that course. The student will have to repeat/redo the course with the subsequent batch as advised by the IQAC

8. Attendance in *Special Programmes:*

   i. There are a number of co-curricular/certificate/remedial programmes organized by the School. They are meant to serve specific purposes. Student attendance and performance in these programmes are compulsory unless instructions have been issued otherwise.

ii. If students who have been listed for such programmes do not meet the requirements, they will attract strict sanctions, including disciplinary probation (exclusion from specific services or participation in privileges / extra-curricular activities as outlined in the notice of disciplinary probation for the specified period of time).

iii. For programmes where the students are expected to compulsorily attend, *absence by the student will result in the student losing his/her attendance for the whole day (e.g., Industry interaction). In the case of the "Rajagiri – In Pursuit of excellence" Lecture Series, absence by the student will result in the student losing attendance for the next three days.*

iv. For activities, the marks which have been linked to the internal evaluation criteria of a course, non-participation or non-performance will lead to a proportionate reduction in the internal marks for the respective course.

v. For pre-placement activities, a student's non-cooperation or non-participation can result in disqualification from the placement services provided by the School and proportionate loss of attendance according to the duration and nature of the absence.

vi. Assessment Centre: Students will not be allowed to attend the exercise if they come late. Late coming and absenteeism will result in serious consequences.

9. Any planned mass absences of a group/ class/ batch of students will result in serious consequences. For those who lead/ participate in such activities, whether it is a scheduled class or training activity, or an institutional function, serious action will be taken against those who are involved.

Medical Certificate: (Needed if the student is on leave on account of Medical conditions)

A student must intimate the PGP office in the case of any illness or hospitalization *as soon as possible* from the date of diagnosis or hospitalization.

1. A student must submit a medical certificate and a letter to the office if his absence on account of ill health no later than two days he/she reporting back to the School after the leave.

2. This certificate will not be considered for marks of attendance or any other consideration on the part of the School. However, if needed, this certificate may be collected back by the student from the PGP office in the case of applying for condonation.

3.2 Evaluation Components

The School follows an assessment procedure that shall ensure a continuous, fair, timely evaluation and feedback of student performance in each course that he/she undertakes in the School.

Guidelines:

Grade	O	A+	A	B+	B	C	D	F	I
Points	10	9	8	7	6	5	3	0	
% maximum marks	90-100	80-89	75-79	70-74	60-69	50-59	40-49	Below 40	Incomplete

- The School evaluates a student based on a suitable combination of assignments, quizzes, tests, etc., subject to a maximum of 100 marks. Instructors would mention

the components of their evaluation system in their course outline. The preferred split-up of the marks can be as follows:

Component	Weightage
Mid – Trimester Exam	20%
End – Trimester Exam	30%
Continuous Evaluation	45%
Attendance	5%

- The continuous evaluation includes both classroom and outside classroom activities like library work, field study, project work, article assistance, assignments, presentation, and class participation
- The minimum pass level for any course is 50%. In addition, It is mandatory to score at least 40 % marks in the end-term examination to pass a particular course. If the student **fails to secure 40% marks** in the end-term examination, he/she will get a **D or F grade** based upon the marks they have secured for all other components.

Comprehensive VIVA-VOCE

First-year students will have comprehensive VIVA-VOCE at the end of Tri-1, 2, and 3. The comprehensive VIVA will cover select courses taught in the respective trimesters. **The marks of VIVA will be included in the evaluation criteria of the respective courses.**

Incomplete Course (I Grade):

Students who are not permitted to write the end trimester examination due to a shortage in attendance or any other reasons like non-compliance with course evaluation requirements will be awarded an 'I' grade for that particular course. Students with an 'I' grade will have to redo that course with the subsequent batch.

A student will have to score C or above for a pass in individual courses and an overall CGPA of 5 or above for obtaining a PGDM degree. He/she can have a maximum of 2 courses with a D or 1 course with an F grade in an academic year. But no 'I' grades are permitted for the successful completion of the programme. In case the student fails to obtain any of these requirements, he/she will have to repeat the course with the subsequent batches as directed by the authority concerned. However, he/she should complete the course within a period of 5 years from the date of his / her enrolment.

Summer internship and Dissertation

- The student should undergo a 3-credit summer internship in an organization at the end of the 3rd trimester. She/he should produce a successful summer internship completion certificate from the organization. The evaluation criteria will be as follows:
  - Assessment by Internal guide: 60%
  - Viva   :40%

* It is mandatory to score pass grade for the summer internship.

- The student should undergo a 3-credit dissertation in the 5th trimester. Based on the quality of work done by the student, the dissertation guide (faculty guide) will allot 40% of the marks. The remaining 60% mark is awarded on the basis of viva and student presentation before a panel comprising faculty members and/or externals experts.

* It is mandatory to score pass grade for the dissertation.

3.3 Examinations

There shall be two sets of examinations conducted in a trimester – Mid Trimester Examination and End Trimester Examination. Mid trimester exam will have a weightage of 20%, and end trimester exam will have a 30% weightage.

Examination	Syllabus included	Max. Marks	Weightage in evaluation	Duration of exam
Mid Trimester	Module 1 &2	40	20	2 hours
End Trimester	Module1,2,3,4 &5	Core Courses -60 Electives -40	30	Core courses - 3hours Electives-2 hours

a. Eligibility to appear for End trimester exam:
Permission for appearing for end trimester examination in individual subjects is granted only if the following condition is fulfilled in the concerned course/subject:
- A student has at least 75% of attendance in a course

b. Re-test:
Students will not be permitted to write a re-test if they do not appear for the exam due to personal reasons.

c. Missing exam on account of placement activities/ any other activity approved by the school
Students are allowed to reappear for the missed exams only on account of placement activities by the School. The process given below will be followed.
Reschedule – if more than 50% of the students appear for placements, then the exam will be rescheduled.
- If the number of students is less than 50%, then the exam is re-conducted only for those students without any penalty.

d. Guidelines / Standard Operating Procedure (SOP) for students PGDM End Term Exam
   i. All students are required to report at the venue of the exam half an hour before the commencement of the Examination
   ii. Students must carry their Hall Ticket and College ID card on all days of examinations.
   iii. Students are allotted different seat numbers for each exam, and students must be seated only in the assigned seat.
   iv. Students are expected to enter the exam hall 10 minutes before the commencement of the exam (i.e., before the 1st bell). Exam hall shall be closed upon the first bell.
   v. Students who do not enter the examination hall before the first bell may wait till the invigilators complete the distribution of question papers and answer scripts to all the students who have already occupied their allotted seats.
   vi. Students will not be allowed to enter the exam hall after 30 minutes of commencement of the exam.
   vii. Students will not be allowed to exit the exam hall before 60 minutes of the commencement of the exam.
   viii. Students should leave the exam hall only after making the final submission of the answer scripts.
   ix. Mobile phones are strictly prohibited in the RBS building.
   x. The students should maintain a one-meter distance among themselves.
   xi. Always wear a mask and apply sanitizer periodically.

xii. Students shall compulsorily bring all necessary material by themselves, such as a pen, pencil, eraser, calculator (if allowed), etc., to write examinations on all days of examinations. Students are strictly prohibited from exchanging any material with other students during the Examination. Carry your own water bottle, if needed.

xiii. Students under quarantine, mild symptoms, etc., will be provided with separate examination rooms. Such students are requested to inform the exam office well in advance by mail: rbs-examoffice@rajagiri.edu .

xiv. Regular screening based on Covid'19 protocol will be ensured for each student during all examination days to ensure zero possibility of any Covid'19 spread.

xv. Classrooms will be sanitized as per Covid'19 protocol on all days.

xvi. The used mask, gloves, and tissue papers should be disposed of only in the waste disposal bag/container.

xvii. After finishing each exam, students are requested to exit the RBS building.

e. Code of Conduct for Examinations

i. Candidates are strictly prohibited from writing anything other than their name and registration number or making any kind of scribbling on the question paper.

ii. Any attempt at academic dishonesty/malpractices during the examination by the candidate will invalidate the respective exam and also make the candidate ineligible to continue the Examination. The following are considered unacceptable examination behaviour: communicating with fellow students during an exam, copying material from another student's exam, allowing another student to copy, impersonation, possession or use of unauthorized notes, electronic gadgets, cellular phones, or other materials. All other acts which directly or indirectly can help the candidate during the exams, including borrowing or lending of materials and/or behaviour that defeats the intent of the exam, will be construed as unacceptable examination behaviour. All acts of the above-mentioned nature shall invite disciplinary actions up to the debarring of the student from appearing for examinations.

iii. All candidates are required to adhere to any further instructions as may be given by the Controller of Examinations and the appointed invigilators for the respective examinations.

iv. Students are also reminded that answer books, statistical tables, or any other materials provided to candidates in the examination hall are the property of RBS and **MUST NOT BE REMOVED** from examination halls. Candidates are reminded that the deliberate removal of such materials constitutes theft.

v. Candidates **MUST NOT WRITE** on the statistical tables, which are provided only for reference purposes within the examination hall and must be given back.

Note: *Though the normal mode of examination is 'on-campus paper-pencil, in unavoidable circumstances, other methods such as online may also be considered. In such cases, further specific instructions will be provided to students from time to time*

e. Scrutiny & Re-valuation

i. Any PGDM candidate can apply for scrutiny/revaluation of marks of the end-term exam on payment of a fee.

ii. A candidate who has appeared at an Examination may apply to the RBS exam office for scrutiny of the marks, i.e., checking whether any answers had not been given marks and whether there are any mistakes in totaling.

iii. Every such application shall be submitted within three (03) days from the date of publication of the result by paying the applicable scrutiny fee per course.

iv. The scrutiny shall be done by the applicant within two days (02) from the last date for the scrutiny application (i.e., five days from the result publication date).

v. If the candidate is not satisfied with the marks awarded, he/she may apply for revaluation within two (02) days from the last day for scrutiny (i.e., seven days from the result publication date).

vi. Only those who have done scrutiny and are not satisfied with the marks awarded shall be permitted to apply for revaluation by paying the applicable revaluation fee per course

vii. A candidate who applied for scrutiny/ revaluation shall be entitled to a refund of the fee remitted if the marks change after the revaluation/scrutiny is ≥ 25% of the initially awarded marks.

viii. Applications for scrutiny/revaluation of answer scripts in respect of all examinations and details of all applications for scrutiny/revaluation received in the Exam Office shall be filed.

3.4   Assignments/Projects submission and Rules

i. The faculty-in-charge of a course has the freedom to give any number of assignments as he/she may deem fit for the course. However, there shall be a minimum of at least <u>one individual</u> written assignment for each course.

ii. Assignments and projects should be the original work of the student. Therefore, copying assignments from the internet, seniors, or classmates will not be acceptable. Plagiarism is viewed very seriously, and zero marks would be awarded in such cases, or students may fail the course.

iii. Students are expected to be punctual in all respects, and they should try to submit their assignments before the last date of submission.

iv. Late submission of assignments disqualifies the student, and he/she may fail to secure the marks of the assignment, part or whole, as the case may be.

v. <u>Re-submission</u> of assignment is <u>not possible</u>.

vi. Corrected assignments can be collected from the respective faculty after evaluation.

vii. Assignment submission. The three modes by which assignments can be submitted are:
   a. Submission of soft copy through Moodle.
      The respective faculty shall give details of submission, including the time.
   b. Submission of hard copy to Internal Quality Assurance Cell [IQAC] (*Individual* Written Assignments only).
      All the individual assignments can be submitted to designated staff in the IQAC. The submitted assignments are stamped and given to the respective faculty from there by the staff in charge.
   c. **Group** Assignments and Projects need to be submitted to the concerned faculty by the students

No other mode of assignment submission is valid.

The faculty will decide whether the assignment has to be submitted as a soft copy through Moodle or hardcopy and communicate accordingly.

3.5   Academic Integrity and avoiding plagiarism

a.   **Academic Integrity**: Academic integrity is about the honest presentation of your academic work. It means acknowledging the work of others whilst developing your own insights, knowledge, and ideas. Academic work in an institute depends on the practice of academic integrity as a core value. All work produced must acknowledge the sources of ideas presented and cite the original written work.

b.   **Avoiding Plagiarism**: In preparing the assignments, the student will need to do research and draw on the ideas of others. The student is encouraged to read widely about the issues under study but must also acknowledge any ideas that are not one's own by including citations in the text and references in a list at the end of every assignment. It is the responsibility of a student to know how to reference correctly. If the student is not familiar with the Referencing System, such as the APA system, then it is her/ his responsibility to find out how to do this.

3.6   Awards and Recognitions instituted by RBS for students

There will be three types of rewards for the students:
- Rajagiri Proficiency Awards
- Rajagiri Honour List
- Awards during Convocation

Rajagiri Proficiency Awards:
This consists of the awards that will be given to students who are overall trimester toppers of their batch and subject toppers in their class. The batch toppers of every class at the senior and junior level during the academic year will be given a cash incentive and a certificate. The students who have achieved the highest score for each subject at the senior and junior level in their respective trimesters will be awarded a certificate and a cash incentive. These awards are applicable to exams up till the 5th Trimester and when conducted in offline mode.

Rajagiri Honour List
Rajagiri Honour List is the list of top performers who have very high potential. A list of students who fall in the top 15% of the actual strength of the class rounded off to the next integer at the time of declaration of results, on the basis of their academic performance (based on CGPA or rank) will be eligible for inclusion in Rajagiri Honour List. The estimated number of students in the Rajagiri Honour List - Top 15% - PGDM-27. The list will be created every two trimesters for PGDM.

The benefits of the Rajagiri Honour List are as follows:
a.   Recognition in terms of Certificate
b.   Members of the Rajagiri Honour List would get specialized training programmes by the likes of Shiv Khera etc.
c.   Coaching by Industry Mentors
d.   During the placements, Rajagiri Honour List members get priority, such as a direct interview. The placement Department can drive a special campaign to get higher CTC to the members of the Rajagiri Honour List.
e.   Internship in marquee companies.

Awards during Convocation

The following awards are conferred during **Convocation**

a) **Award for Academic Excellence:** This award is given to the student who has completed the PGDM programme scoring the highest CGPA. The award comprises prize money of Rs. 5,000/ and a certificate.

b) **Award for the Best Dissertation:** This award is given to the best dissertation work done during the fifth trimester of the PGDM programme. The project is evaluated on the basis of Research Methodology, Dissertation VIVA, and the marks awarded by the guide. The award comprises prize money of Rs. 5,000/ and a certificate.

c) **Award for the Best Summer Project:** This award is given as a part of the first-year PGDM programme, to the student with the best Summer Internship Report. The project report is evaluated on the basis of external VIVA and report. The award comprises prize money of Rs.5000/ and a certificate.

d) **Award for Best outgoing student:** This award is given to the student on the basis of academic performance, participation in co-curricular activities, student initiatives, and other criteria deemed fit for evaluation. The award comprises prize money ofRs.10 000/ and a certificate.

3.7 Class Representatives

Each batch in a programme has two class representatives (a girl and a boy). They monitor the class and coordinate with the faculty and supporting staff in properly organizing classes, i.e., informing students about any extra classes or guest lectures that are announced within a short duration, arranging for/coordinating the logistics for any outdoor programmes, etc.

4. Final Placements and Summer Internship

4.1 Final Placements

PGDM programme of the School has a strong network with industries to provide students ample opportunities. All second-year students who are eligible can participate in the final placement process by registering with the Office of Corporate Relations (hereafter referred to as OCR) when such notifications are made.

Guidelines for Final placements

  i.   Final year PGDM students who are recommended by the respective PGP offices upon clearing the eligibility will be invited to complete registration formalities with placement cells for participating in the final placement process.

 ii.   Students who wish to opt out of the placement process should inform OCR by giving a declaration in the prescribed format. (*The format is available in the OCR*)

iii.   The final placement process will be initiated by the OCR as and when the respective organization approaches the School for the placement process. Details such as the name of recruiting organizations, job profiles offered by them, eligibility required, and other relevant information will be sent to students via their registered email ID as soon as the above details are available.

 iv.   Those students who are interested in participating in the recruitment process of an organization shall register with OCR well before the deadline as notified during the announcement of an opening from the respective company**.** Only those *registered candidates* will be allowed to attend the selection process.

  v.   To apply for a placement drive, the eligibility criteria such as marks, electives, etc., demanded by each recruiting organization should be strictly followed. These details will be shared with students in the mailers. Students are encouraged to

contact OCR for clarifications on the job roles, eligibility, etc. However, registration for a placement drive despite being not eligible will invite appropriate corrective measures, including suspension from future placements.

vi. In the application process for each placement drive, students should have a serious approach to providing the data. Registration will stand failed if found inaccurate/ incomplete data in the registration form and or resume and will lead to appropriate corrective measures.

vii. The selection process for most recruiters starts with a pre-placement talk, wherein delegates from the organization will brief prospective candidates about the company and the profile offered. The registered students should compulsorily attend and make use of this platform to clarify their doubts.

viii. RBS follows a 'Day- Zero' policy for the first phase of campus recruitment. This is an opportunity provided only for selected recruiters who aspire to hire the most suitable talent from Rajagiri on the basis of employer brand and consistency on-campus recruitment over the years. As per the mutual agreement with Day Zero Recruiters, students have to register for the most desired opening/s with only one organization and hence will not be eligible to appear for the recruitment process of other recruiters on Day Zero'. If a pre-placement talk is scheduled well before the registration for 'Day Zero' openings, participation in those sessions will be notified in the communication. Other than 'Day Zero' placements, students may register for any interesting openings, provided they satisfy the criteria to apply for such openings.

ix. All registrations for final placements are to be done online. However, the mode of registration is subject to change. The students have to complete registration before the stipulated timeline, whatever the mode be. The concerned officer has to be informed before the deadline in case students seek any support in registration.

x. Students are advised to compulsorily go through the Job/Company profiles before registering for the process. This is to ensure that the students are adequately informed of the details of the position before submitting their candidature.

xi. All registered students are required to be present at the venue *15 minutes before the scheduled time* when a company gives the pre-placement talk, following which they should continue in the further selection process until the process is over.

xii. The formal dress code (Uniform Suit) has to be compulsorily followed throughout the selection process (for both online and offline) unless notified otherwise. Moreover, grooming, professional conduct, and etiquette are quintessential, and perceived by recruiters that the candidate is serious and positive towards the selection process. Negative feedback, if any, from recruiters in any of these may lead to corrective measures, including suspension from future placements.

xiii. Placement drives are increasingly switching to online mode, and it is the responsibility of the candidates to make sure that they are well versed with leading VC tools such as MS-Teams, Zoom, Google Meet, CISCO Webex, etc.

xiv. A computer/Laptop with the camera, strong internet connection, headphones, and other devices required to attend the selection process should be ensured while attending the campus selection process.

xv. Once the registration is made, the students should compulsorily attend the Pre Placement Talk (PPT). In case the job profile conveyed to students before the pre-placement talk was incomplete, the students shall have the option of

withdrawing their candidature from the process, provided the company provides such an option.

xvi. Participating students must bring with them a resume, photograph, and all the materials normally required for a drive like blank sheets, pencil, pen, eraser, etc.

xvii. The final selection of a student through the placement process requires considerable investment in terms of time, effort, and cost to the recruiting organization and the School. Hence the rejection of an offer by the students after the commencement of the process is considered highly unprofessional and unbecoming of an RBS student. Any such cases will lead to debarring from subsequent placements or other appropriate disciplinary actions.

xviii. To safeguard the interest of all students and hiring organizations, OCR follows ONE STUDENT-ONE OFFER policy. The student having the job offer (Final/PPO) in writing by a recruiting organization has to honor the selection and is not allowed to attend any future placement process. However, exceptions are made as follows:

Level	CTC (Lakhs Per Annum)	Employer Brand	Career Progression
1	Above 7	Exceptional	Faster
2	Between 4 and 7	Established	Steady
3	Less than 4	Emerging	Steady

Based on three key employment features, Recruiters are classified into three levels as Level 1, 2, and 3. It is the sole discretion of the OCR to group recruiters at the respective level, considering the profile of the job/company satisfies at least two features.

- Students who have received an offer letter in Level 3 Company may apply to a maximum of a total of five subsequent on-campus placements drives in either Level 2 or 1 company.
- Students who have received an offer letter in Level 2 Company apply to a maximum of one subsequent on-campus placement drive in Level 1 Company.
- Students who have received an offer letter in Level 1 Company will not be allowed to apply for any subsequent on-campus placement drives.

Disclaimer: There could be certain companies in Level 2 or 3 which are not willing to engage in campus placement with the conditions mentioned above and insist on not allowing the selected students to attend other placements. In such cases, the appropriate decision will be taken by OCR in consultation with the selected students and recruiters.

xix. A student who joins an organization shall be in service for ***at least one year***. Students shall treat this as a manifestation of the values imbibed by Rajagirians through their curricular and co-curricular experience on and off the campus.

xx. It is mandatory to submit at the OCR a copy of the appointment/offer letter received from the recruiter.

xxi. All information regarding placements will be communicated through students' personal mail provided by them to the OCR. All students are expected to check their e-mails daily. Information shall also be passed through the OCR representatives.

xxii. All correspondence to and from recruiting organization has to be made only through the placement cell. Students are not supposed to contact directly the

company or its officials in any manner without the written consent of the placement officer.

xxiii. The companies may either come to the PGDM department of the RBS campus, or students will be directed to any other location preferred by the company for recruitment, and both will be considered as **on-campus placement**. The students from other business schools also may join the RBS students in the campus placement process if the company and OCR decide to do so

xxiv. All the placements secured by the students without the assistance of the PGDM programme of the school are considered **off-campus placements,** and those students are free to continue with the campus placement process of RBS.

xxv. Students are encouraged to interact with the placement officer to get clarification regarding any placement activities. Students can approach the placement officer in case of any grievances regarding the placement process, and the decision made by the Director- OCR will be the final.

4.2   Summer Placements

All students of the PGDM program are required to undergo a two-month summer internship as part of the curriculum. The students shall identify their areas of interest and find out an organization that will give them exposure to real-life organizational and environmental realities. It's an opportunity for students to be in the organizational ambiance and to obtain information and insights about the systems, processes, and procedures in real-time. OCR will facilitate the summer internship in a limited number; however, it is the responsibility of each student to ensure that they have secured an internship offer from an organization that matches the guidelines set by the business school and the career ambition of the students well before the commencement of internship period.

Students are encouraged to do their internships in those companies where at least two of the following criteria are met:

i. Organizations of national and international repute (OCR will have the right to accept or reject an organization in case of any doubt on the applicability of this clause)

ii. Likelihood of getting an attractive Pre-Placement offer

iii. Availability of projects in the chosen organizations that matches their specialization

iv. Organizations that offer a stipend higher than last year's average stipend.

The following guidelines shall be followed for selecting the *location for the summer internship*:

- Students are allowed to opt for either virtual or direct Internship engagement for this year's Summer Internship. However, virtual internships are not permitted in companies that are offering internships focusing on the Kerala market or activities restricted to the geographical boundaries of Kerala. In both cases, students are advised to get formal approval from OCR to avoid confusion in the future.

- Start-ups of repute having a minimum of 2-years of operational experience with a minimum staff count of 50 on-roll employees or three to four functional departments will be permitted for doing an internship. Prior permission from OCR may be obtained before finalizing such options.

- In the case of Summer Internships recruitments through Campus, the student shall abide by the conditions stipulated by the companies with respect to the virtual or direct mode of Internship Engagement.

Guidelines for Summer Internship recruitment process

1. All First-year PGDM students will be invited to complete registration formalities with OCR for participating in the summer internship recruitment process.

2. All registered students are required to be present at the venue/or sign in 15 *minutes before the scheduled time* when a company gives the pre-placement talk, following which they should continue in further selection process until the student completes the process. Withdrawal of candidature after the commencement of the process will not be entertained.

3. All registrations for the internship process shall be done online. However, the mode of registration is subject to change depending on the requirement of the respective organizations, and the same will be intimated to the students. It is the responsibility of the students to complete registration before the stipulated timeline. The concerned officials in OCR have to be informed before the deadline in case students seek any support in registration.

4. The student must keep herself/himself informed about the schedule of the internship trainee selection process by interacting with concerned officials, checking emails, etc.

5. Those students who are interested in participating in the selection process of an organization need to register with the OCR well before the deadline as notified during the announcement of requirements from the respective organization. Only those *registered candidates* will be allowed to attend the selection process.

6. Students are advised to compulsorily go through the Company profile and internship details before registering for the process. This is to ensure that the students are adequately informed of the details of the position before submitting their candidature. Once the process is started, no students will be allowed to leave the process incomplete. Display of any purposeful non –cooperation or underperformance from the students to come out of the process will result in permanent disqualification from attending summer/final placements through OCR.

7. A thorough self-verification of eligibility constraints set by the organization should be carried out by the students before the registration for each and every internship selection process.

8. Suitable internships in companies Vetted by OCR could be found through personal contacts and via the summer internship placements facilitated in limited numbers by OCR. Once an internship is confirmed, changing of organization will not be entertained.

9. If students are informed about the chances of getting a Pre-Placement Offer (upon successful completion of internship) during a pre-placement talk or before, the selected students are obliged to accept the PPO once it is offered by the organization. Students who have different career interests than the usual openings available through campus may meet officials of OCR for personal support and assistance.

10. Formal attire (Uniform Suite), grooming, and professional etiquettes have to maintain throughout the process. Any deviation will be treated as misconduct, and appropriate action will be initiated.

11. Participating students must bring with their resume, photograph, and all the materials normally required for a drive like Blank sheets, Pencil, Pen, Eraser, etc.

12. It is mandatory for the students to submit a copy of the internship offer letter received from the organization to OCR.

13. Strict discipline needs to be followed by students during the selection process. Any deviation will be treated as misconduct, and appropriate action will be initiated.
14. Students are expected to restrict their Summer Internship program to one organization only. However, live projects from OCR can also be taken up by students along with Summer Internship without making any compromise on the requirements of the internship.

5. Student Engagement and Support Systems

RBS ensures the holistic development of the students. A basket of well-planned and systematic student engagement and support systems that includes co-curricular and extracurricular activities is offered to students.

5.1 Forum of Rajagiri Management Students (FORMS)

FORMS is the student body of Rajagiri and serves as a formal channel of communication for students to organize all non-academic events. Along with promoting the spirit of camaraderie among students, FORMS provides a platform for the student community to develop their skills through various activities and programmes. The student body comprises 50 representatives who become a part of the student forum through a process of election and selection.

5.2 Student Activities and Clubs

All student-related School events and student clubs come under student activities. The events under student activities include –

a. Management Fest – INFLORE

The Management Fest Inflore, organized by the Rajagirians, brings together students from all over the country. The two-day fest includes a variety of management and non-management events.

b. Rajagiri National Business Quiz (Rajagiri NBQ)

The Rajagiri NBQ was launched in 2010 and attracted the best quizzing minds from among corporates and students across the length and breadth of the country. It is unique in its format as corporates and students lock horns in the same arena.

c. Rajagiri Business League (RBL)

A basketball championship exclusively for corporates of India is organized at RBS.

d. Rajagiri Cricket League (RCL)

RCL was launched in 2021 and is a cricket match for the differently-abled. An event conceived by the students with the aim of reducing inequalities amongst the able and disabled, ensuring equal opportunities, and envisaging inclusive growth.

e. Student Clubs

It is mandatory that every student be a member of one of the clubs which focuses on practical exposure and learning beyond classrooms. During the 1st semester, the clubs would be Interest-based**.** From the 2nd semester onwards, both **Interes**t and **Function**-based clubs include Marketing, HR, Operations, Entrepreneurship, and Women in Business, Finance, and Business Analytics. Students can be members of one or more clubs.

Specific faculty members will be in charge of each of the Interest-based clubs (including Quizzing, Public Speaking & Debate, Dance, Media, etc.) as well as

function-based clubs. Most of the certificate courses offered by the School come under the function-based clubs. The final certificate for the course will be issued on the basis of attendance and marks secured.

f.   Other activities
Festivals like Onam, Christmas, Ramadhan, and Diwali are celebrated on campus. Special days like Thanks-giving day, Hearts Day, Talents Day, Felicitation, and Crossroads (farewell) are also observed.

School/University Fests participation
Students who intend to represent the School in intercollegiate events shall take prior permission from the Faculty coordinator- Students' Activity and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure, and competence of the student in the proposed event for participation. The provisions enumerated in this code will also apply to such off-campus conduct or students. Permission with regard to an overnight stay for the fest in Schools or universities needs to be obtained from hostel wardens on their own. Travel and lodging during such fests are the sole responsibility of the students.

Code of conduct during student activities
Students are expected to behave professionally during all cultural and student activity programmes. They need to be punctual for the programmes and respect and appreciate the performance of other students. <u>Marking attendance is mandatory before and after the programme.</u> Hooting and howling by students during the student programme will attract severe disciplinary action. Absence without permission will be severely viewed.

5.3   TRANSCEND
TRANSCEND is the acronym for "*To Reach out and Nurture Social Commitments and Enable Newer Dimensions,*" and the very name rings a bell! It is synonymous with love, concern, care, and tenderness, with a human touch. This is a project that reaches out to the homeless and needy. This was an initiative conceived a decade and a half ago by the students of Rajagiri, and they have been able to reach out to the immediate neighborhood through various initiatives.

Over the years, the activities of Rajagiri TRANSCEND have become more organized and consolidated. This social service wing of Rajagiri has touched many a heart and soul, children and grown-ups alike in diverse walks of life. We go beyond our limits to serve underprivileged people. We, as a team, have a mission to provide not only financial assistance and physical presence but share our happiness with them. Our vision is to develop humility in our hearts and to lead by example, showing the world the privileges of God-given blessings and sharing these with the under-privileged to give them a sense that they are not alone.

5.4   IT tools for the Teaching-Learning process
The teaching-learning process in Rajagiri is supported by ERP and online tools such as Fedena and Moodle.

a. Fedena ERP (https://fedena.rajagiri.edu/)
Fedena ERP software provides an enterprise-wide resource planning system to fully integrate all the modules needed for the functionality of the Institute in one place with no redundancy of data. All the students can access the following information desired by

them after verification of their validated username and password. During the orientation session, the students would be provided with a username and password (which should not be shared amongst them). With this username, they can access the following:

- The student's profile will be available
- Attendance of each course and overall attendance
- Student feedback, which shall be given during mid and end of the trimester   for each course, and even general feedback for the program
- Apply for condonation

Parents can also access the attendance and exam marks of their ward through this Fedena ERP.

b. Moodle (URL: https://valleymoodle.rajagiri.edu/)

Moodle is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). The Learning Management System (LMS) is web-based and allows the students to locate learning materials and activities related to their studies in an organized manner. It promotes communication among class members and faculty and mediates various forms of collaborative work.

Students are expected to be active participants in the LMS as it is considered a vital part of their classroom participation. Students would be provided with a user name and password to access the above-mentioned features of Moodle.

Online Assignments such as individual assignments, group assignments, and activities can be submitted through Moodle. It is also used for conducting online exams and quizzes.

c. Safe Exam Browser (URL: https://rajagiri.edu/sop-online-exam)

Safe Exam Browser (SEB) is a web browser environment to carry out e-assessments safely. The software turns any computer temporarily into a secure workstation. It controls access to resources like system functions, other websites, and applications and prevents unauthorized resources from being used during an exam.
Moodle-based quizzes and examinations are conducted only through the SEB app to maintain the integrity of the process.

d. Microsoft Teams

Microsoft Teams, also referred to as simply Teams, is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration. MS-Teams is the platform of choice for live classes at RBS.

5.5   Student Success Centre (SSC)

The **Student Success Centre** looks after the non-academic and co-academic activities of the students during their two-year stay at RBS. It provides co-academic support and value-added programmes that are aimed to strengthen them in the Programme Learning Goals (PLGs). The overall coordination will be done by the faculty in charge. The sequence of academic support programmes is as follows:

a. Pre-Management Programme (PMP)

This is a 10-day programme aimed at strengthening certain academic areas to bring all students on a level playing field. The areas chosen for the years 2022-23 include:

1. Introduction to Quantitative Techniques
2. Introduction to Accounting (AC)
3. Experiential Learning (EI)

The students are divided largely based on their undergraduate programme. There is a pre-test conducted to identify the proficiency of the candidates in these areas. The post-test will measure the candidates 'readiness for the actual programme. In case there are failures, they are encouraged to join the tutorial classes scheduled alongside the regular programme.

b. Tutorials

With the commencement of the academic programme, tutorials are scheduled for two hours every week by the respective teachers. This happens throughout the first trimester. An afternoon is set aside every week for this exercise. Those who have failed in the post-test are mandatorily asked to attend tutorials in Quantitative Techniques and Accounting. They have to continue till the first mid-term exams are cleared. After that, those who have not cleared the first mid-term are mandatory to attend the tutorials till the end of the trimester. Others are also encouraged to attend in case they need help. Any support requested by students is provided by the Student Success Centre (SSC).

c. Assessment& Development Centre (ADC)

Right at the beginning of the academic programme, students go through a rigorous assessment procedure that is carried out by a team of faculty from the School. Students are assessed through scores and qualitative comments in the areas pertaining to the relevant competencies associated with the PLGs. This helps in identifying strong and weak areas in professional talent, and subsequent add-on programmes are dovetailed to this assessment. The student mentoring process is also based on this assessment. The Office of Corporate Relations coordinates this programme, and the results are passed on to the Student Success Centre, which retains the file of each individual student and tracks their progress path through the programme. In the second year of their programme, students are assessed once again by senior HR managers from across the country so that student progress in the relevant competencies can be ascertained.

d. Mentoring Process

The mentoring process is coordinated by the Student Success Centre (SSC) to guide students in charting out their individual development plans on the basis of three types of exercises.

- School Initiatives
- Co-curricular Certifications
- Individual Initiatives

The basic pattern is depicted in Figure 1.1. Every year there may be slight changes in the approved certificate courses under each functional area.

I. School Initiatives-

School initiatives are in two categories- mandatory and voluntary.
The mandatory programmes are:

- Rural Camp
- Kalypso
- Vanavasam/ Skill Augmentation Programme

The voluntary membership programmes which come under student activities are:

- TRANSCEND
- Inflore
- Rajagiri NBQ
- RBL

Each student's assessment is documented by SSC. The assessment is coordinated by the programme-in-charge and carried out by the faculty-in-charge.

II. Co-curricular Certifications /Value Added Programmes

Co-curricular certifications are of two types - external and internal. External certifications are company-sponsored, and the certificate is issued by the respective companies. Students pay half the fees charged by the company, and the School pays the rest. These are usually in the respective curricular specialization area. Internal certifications may be taken by in-house faculty or guest faculty. RBS issues certificates for internal programmes. The internal certification courses are focused on improving the programme learning goals like communication, problem-solving, and decision-making.

External Certification Courses[#]-

- Digital Marketing
- CIMRA
- HR Analytics
- National Institute of Security Market Certification
- Advanced Excel
- Professional Selling
- Operational Risk Management
- Introduction to R, etc.
- SQL

Internal Certificate Courses[#]

- Foreign Languages: Italian; Korean, French
- Communication: Communication Essentials; Written Analysis and Decision Making, Foreign languages
- Decision-Making Tools: Written Analysis and Decision Making
- Problem Solving Tools: Essential Microsoft Excel Skills for Business (EXCEL); SPSS; Structural   Equation Modelling (SEM)

[#] *indicative list only*

MENTORING 2022-23

Non- Academic Initiatives

College Initiatives

- **Mandatory**
  - Rural Camp
  - Kalypso
  - Vanavasam
- **Voluntary**
  - Inflore
  - Rajagiri NBQ
  - RBL
  - TRANSCEND

Individual Initiatives

- Conference Presentation
- Blog Writing
- Magazine Editor
- Buddy Assignment
- Compering for any program
- Any Innovative Effort
- Any other awards or prizes
- MOOC Course / SWAYAM

Co- curricular Certification

- **Internal**
  - **Communication**
    - Foreign Languages
    - Communication Essential
  - **Decision Making**
    - Written Analysis & Decision Making
  - **Problem Solving**
    - Excel
    - SPSS Basics
    - SPSS Advanced
    - Econometrics
    - Visualization using Tableau
- **External**
  - **Conceptual Clarity**
    - HR Analytics
    - Digital Marketing
    - NISM
    - Advanced Excel
    - Professional Selling
    - Introduction to R
    - CIMRA *
    - SQL Training

Social Sensitivity- TRANSEND, Rural Camp
Team Work- Kalypso, Inflore, RNBQ, RBL
College Initiative -1 (Voluntary)
Individual Initiative - 1
Co- Curricular Certification – 3
*Consumer Insights through Market Research

26

Procedure regarding grading of School Initiatives and Co-curricular Certification courses-

Students partaking in School Initiatives and Certification Courses will be graded as follows-

- Exceeds expectation- A
- Meets expectation- B
- Does not meet expectations- C

Certification

- All Internal Courses are provided with internal certification, which indicates the level of achievement of the candidate.
  - The level of achievement corresponds to the grades given above- (Excellent (A) and Good (B)
  - Those who have a 'C' grade but have attendance get a participation certificate
  - Those who do not have the minimum required attendance do not receive certificates.
- All External Certifications are standard to the company which provides it.
- For internal purposes, A=10 marks, B=6 marks, and C =2 marks

*During the **Mentoring Process,** faculty mentors advise students on which certifications they should take up, and **Student's Success Centre** coordinates the programmes and their assessments.*

III. Individual Initiatives
Procedure regarding the filing of Individual Initiatives –

Mentors will be recording each mentee's individual initiatives during this meeting. Individual Initiatives can be of two kinds –

1. Internal: Any individual activities like blog writing in the School website, compering a program, coordinating for the conference, being buddies for North Indian and Foreign students, coordinating placements, contributing to School Magazine, etc.
2. External: Conference presentation, MOOC course, any awards, and prizes.

For internal initiatives, a form has to be collected from IQAC and filled out **by the Faculty- in charge** of the particular activity. For external initiatives, a photocopy of the certificate received must be produced. Both the form and the certificate photocopy must be brought to the mentor meeting by students.

For individual initiatives, the mark that is recommended by the faculty in charge of the particular area is given.

This procedure will change once Fedena is ready for the mentoring process. Faculty- the in-charge will be able to directly enter the data through Fedena.

Final Certificate

A final certificate is provided to the student enlisting the following-

- Proficiency level in School initiatives
- Individual initiatives
- Co-curricular Certifications(Internal and External)

The documentation of these achievements is available in the individual mentee's file.

5.6   Support System for Non- Keralite students

RBS encourages diversity among its student fraternity and is committed to providing an environment that cherishes diversity. Several activities are conducted on campus to ensure the participation and inclusion of Non- Keralite students. A committee has been formulated for Non- Keralite students. The committee is headed by faculty members and will have representation from the Non-Keralite Student Community.

Two students from the Non -Keralite community will also be selected to represent them in the student body FORMS.

6.   RBS Student Code of Conduct

The motto of Rajagiri is "Learn, Serve, and Excel," which is embedded in all the activities of the institution. The institution believes in the holistic development of students and not just material gains. As a CMI (Carmelite of Mary Immaculate) institution, RBS's ethos is imbued with a tradition of ethical, moral, and social responsibility. This code of ethical conduct is a guideline for students on how to behave and act in ethical and socially responsible ways.

6.1   Scope

All students are required to adhere to the rules and regulations set by the institution. Students are brand ambassadors, and they are expected to maintain a high degree of decorum and integrity in dealing with both academic and non-academic endeavors. This Code of Conduct applies to all the students enrolling for the PGDM programme of RBS. This shall apply to all kinds of conduct of students that occur on the Institute premises, functions organized by recognized students organization like FORMS, and any off-campus conduct that has or may have serious consequences or adverse impact on the School's interests reputation.

6.2   Applicability

This code is intended to guide the students in identifying and resolving issues of ethical conduct that may arise in the course of their various transactions and relationships with each other and other stakeholders. All students must know that it is of utmost importance to abide by this Code of Ethical conduct and the rights and responsibilities, including the restrictions derived from this. This code of conduct summarises the standard of conduct and integrity expected from the students, consistent with the mission and vision of this institution.

6.3   Disciplinary Misconduct:

1. Any action that causes physical or emotional harm to any person, which includes students, teachers, staff, or any other person, whether or not a member of the school community, will consider major misconduct on the part of the student. Violent behaviour of any kind such as assault, fighting, injuring others, manhandling and other such debasing forms or practice; outraging or attempting to outrage the modesty of any person; possession of weapons, explosives, or any other similar materials that are dangerous to the safety of any member of the School community; threatening the lives or peace of others on the campus or in its precincts are strictly prohibited.

2. **Conduct that seriously and materially harms the goals, work, ethical standards, or the learning environment in the School is strictly prohibited:** It includes
   - Willful disobedience of instructions from the School authorities, which

includes teachers, administrative staff of the School, hostel warden, or any other person associated with the teaching and administrative work of the School

- Disrupting peace and order in the School, including riotous or disorderly behavior; willfully causing loss to the School by damaging the property; maliciously bringing down or maligning the status or reputation of the School.

3. **Disruption or disturbance of Schoolwork or other activities:** Students are strictly prohibited from doing any of the following acts.

- Disturbing by making undue noise or otherwise, any class, any school function, or any other event inside or outside the campus;
- Leaving the classroom or moving about in the classroom during class without the permission of the teacher;
- Usage of Mobile phone or other electronic devices, or engaging in any other activity inconsistent with the learning objective of the class or School event;
- Behaving in a class or any other School function in a manner that is inconsistent with the behavior and conduct reasonably expected on occasion.

4. **Lack of respect and courtesy towards the community and individual members of the School:** The students are prohibited from doing any of the following actions:

- Discourteous or disrespectful behaviour towards teachers, administrative staff, and/or guests of /visitors to School;
- Verbal abuse and use of obscene language or language are known to be offensive to others;
- Inappropriate dressing or attire in public/community areas;
- Indecent behaviour, indecent public behaviour, including improper public display of affection.

5. Students are prohibited from any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

6.4   Ragging:

6. **Prohibition of Ragging: Ragging in any form is strictly prohibited within the premises of the school/campus/hosteller outside the School/campus/hostel**. Ragging means doing 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 lo that student and includes i)teasing, abusing, or playing 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 (The Kerala Prohibition of Ragging Act, 1998). Abetment of ragging, whether by way of any act, practice, or incitement of ragging, shall also amount to ragging. , AICTE vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of rules & regulations for prevention and prohibition of ragging in Institutions. The School has constituted an Anti-Ragging Committee (please see page 41) according to the regulatory mandate.

7**. Punishment for Ragging:** The Management shall take immediate action on any information on the occurrence of ragging. Appropriate punishment, which includes suspension or dismissal, against the student who commits ragging will be taken. Such students will also be liable under the Kerala Prohibition of Ragging Act, 1998, and any other law which prohibits ragging. The punishment imposed under the Kerala Prohibition of Ragging Act, 1998 is not a bar to the School from taking separate action against the accused students.

6.5   Academic Misconduct:

8. **Students are prohibited from doing dishonest acts, which include lying, theft or fraud, dishonesty in any academic work or any other aspect of School functioning:** Cheating in exams, plagiarism, malpractice in the examination/ abetting the use of malpractice in an examination, misrepresentation including obtaining any degree, diploma, honor, prize, award or any recognition by fraud or misrepresentation will be considered as malpractices, and if it found, the management will take strict action against those students who indulge in such malpractices.

9. **Prohibition of hazardous conduct to human health, society, and wellbeing of other persons:** Students are strictly prohibited from doing any of the following acts: consumption or possession of alcohol on the School premises; use of drugs, narcotics/psychotropic or similar substances; entering the School premises after consuming and while under the influence of alcohol, drugs, narcotics/psychotropic or any related substances; bringing, or being party to any effort or scheme to bring, alcohol or any of the: aforementioned substances into the School campus; supplying drugs or narcotics/psychotropic substances including to a member of the student community regardless of where the supply occurs; being under the influence of alcohol or any of the aforementioned substances within the school precincts.

6.6   Grievance Redressal Mechanism:

The college has constituted Student Grievances Redressal Committee as per AICTE (Redressal of Grievances of Students) Regulation, 2019 vide F. No 1-101/PGRC/AICTE/Regulation/2019 dated 07. 11.2019

10. If any student has any complaint against fellow students, faculty members, or the staff of the School, he/she may submit a written complaint to the Student Grievances Redressal Committee to investigate the matter and determine whether or not misconduct has occurred. The students are prohibited from using any other illegal or undemocratic methods to raise the complaints.

11. If any complaints are filed under **Article 8 of this Code** (refer point number 8 under Academic Misconduct), the Director will form a disciplinary committee to enquiring the matter, and during the investigation, the committee has to follow the principles of natural justice. All the students have to comply with the directions of the committee for the proper inquiry.

12. The inquiry committee shall submit a report to the Director and shall contain
   a. The charges and the statement of allegations of misconduct;
   b. The defense or admission of the student in respect of each charge;
   c. An assessment of the evidence concerning each charge;
   d. The findings on each charge and the reasons, therefore;
   e. If Committee finds that the parties have engaged in misconduct, a recommendation on the corrective action concerning each such party.

13. The students who are participating in any activity or organizing any event should have prior permission from the Director or the concerned faculty. The Discipline Committee constituted by the Director will monitor and supervise such programs, and in case of any violation of the rules, the Management of RBS is empowered to take appropriate punishment mentioned under **Article 31 of the GOVERNMENT OF KERALA HIGHER EDUCATION (G) DEPARTMENT CIRCULAR No. 26483/GI/15. H. Edn. Dated, Thiruvananthapuram, 12.10.2015**

14. Outsiders, including former students, will be allowed to enter the campus only for genuine reasons. They will not be allowed to enter the classrooms and hostel rooms in any case. **If** any student brings an outsider to the campus without any genuine reason, the student will be liable for punishment under **Article 25 of the code** (refer point number 25). This code shall apply to all kinds of conduct of students that occur on the Institute premises, including in University-sponsored activities, functions hosted by other recognized student organizations, and any off-campus conduct that has or may have serious consequences or adversely impact the School's interests or reputation.

1. All infrastructure and other facilities at RBS are provided to the students for their overall development. If students misuse the School facilities, including but not limited to the internet, laboratory, library, etc., for illegal and improper purposes or in violation of School regulations, the same will invite appropriate punishment under **Article 25 of the code** (refer point number 25).

2. Students are expected to handle the furniture, equipment, fixtures, and appliances of the School and laboratory carefully. Careless handling/misuse of the above could result in personal injuries or damage to property. In the event of damage to property, the responsible students will have to bear the cost of replacement/repair with a fine.

17. Political activity in any form is not permitted on the School campus. Unauthorized meetings, propaganda work, processions, or fund collections are forbidden within the School, hostels, and outside the School.

18. Being a student of RBS, the candidates have to respect and follow the law of the land. If the students violate any provisions of the Indian Penal law inside or outside of the campus, then the School can take disciplinary action against them.

19. Students who are committing theft, property damage, and vandalism will be considered a severe offense, and such students will be punished in accordance with **Article 25 of the code** (refer point number 25)

20. Students are expressly prohibited from interacting, on behalf of the Institute, with media representatives or inviting media persons onto the campus without the permission of the Institute authorities. The students are also prohibited from sharing any photos or videos with media persons.

6.7 Abetment of Prohibited Activities:

21. The student who incites, urges, encourages, provokes, counsels, procures, or commands any other student or any other person on the campus to do any of the prohibited activities will be considered as having done that misconduct.

22. The students are prohibited from publishing anything which is derogatory about any individuals or degrading the reputation of RBS on any platform that includes, but is not restricted to, social media. If there is any violation, the Director is empowered to take appropriate action against such students.

23. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy without that person's knowledge, and express consent is liable under the code (*Reference: Information Technology Act,2000).*

6.8   Policy on Sexual Harassment:
(Reference: Section 4 of AICTE's (Gender Sensitization, Prevention, and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/WH/ 2016/ 01 dated 10th June 2016.)

24**.** Any kind of sexual harassment on the Campus shall be punished with Expulsion or Suspension of the student from the institute.

25. If any student is found guilty of any offense mentioned in the code shall be punished with the following punishment. The management of RBS has absolute power to determine the quantum of punishment to meet the ends of justice.
- Disqualifying the student from appearing for examinations;
- disqualifying the student from representing the School in any activity during the period of rustication;
- Fine
- Termination of and debarment from holding any post/ office, either elected or otherwise, in an activity-based committee, hostel committees, or other students of other School committees or bodies.
- Suspension from attending classes and from access to the School premises for the specified period;
- Expulsion from the School; or
- Any other appropriate punishment meets the end of justice.

26. The Management of RBS is empowered to amend the Code if found necessary.

7.   General Rules and Regulations
7.1   General Discipline
i. Students are issued Identity Cards by the School. They are directed to wear these cards at all times inside the campus. Loss of this card must be intimated to the school office immediately. Students should surrender their ID cards after their course of study in School. Replacement of lost identity cards for the first time would be done at the cost of Rs. 500/-. Subsequent replacement one more time would be done at the cost of Rs. 1000/. Further loss or damage may attract other penal actions, including not issuing another.
ii. RBS promotes an environment-friendly campus. Hence littering on campus is prohibited. Littering would attract a fine of Rs.100/-. The use of disposable glasses, plastic carry bags, and plates, especially plastic, is prohibited.
iii. Students are expected to exercise control over verbal as well as nonverbal (body) language while dealing with faculty, staff, and fellow students. Intemperate language and rash behaviour will not be tolerated under any circumstances.

iv. Smoking, consuming alcohol, taking drugs, and chewing tobacco in any form or possession of these items inside the campus and hostels are prohibited. Non-compliance will invite severe penalties. This will include those students also who have consumed alcohol outside the campus but are found to be in inebriated condition inside the campus and hostels.

v. Vehicular traffic is restricted on the campus. All students who are using their own vehicles are required to register them with the School office and collect their vehicle passes. A fee of Rs.1500/- for two-wheelers and 3000/- for four-wheelers is to be paid to the School for this purpose. In case of loss or damage to the vehicle pass, it may be reissued by the office on payment of Rs.100/- with permission from the Director.

vi. Overloading a two-wheeler (carrying more than 1 pillion rider) will result in a penalty of Rs 500/- and cancellation of the School vehicle pass.

vii. Wearing helmets and following traffic rules is a must for the safety of students riding two-wheelers. Students riding bikes and two-wheelers must purchase helmets of good quality.

viii. The speed limit for vehicles within the campus is restricted to 25 km/hr. Students found speeding or engaged in a rash, or negligent driving shall attract a fine of Rs. 500/- and/or a ban from bringing the vehicle to campus for a period of time that may be fixed by the disciplinary committee. In case of a violation by a registered vehicle, an action shall be taken on the student in whose name the vehicle has been registered at the school office as well as the driver of the vehicle, in case he does not happen to be the registered owner.

ix. The celebration of birthdays or other special occasions is not permitted in the classrooms. Students may make use of their breaks and celebrate such occasions outside the School building.

x. Students are strictly warned not to use any sticking tape or gum for pasting any material on the walls or roof of the School building.

xi. The Rajagiri Anthem is played every day at 9.00 am. Students are required to give due respect to the anthem by behaving in the following way during the time it is being played.
   a. All students must stand at attention when they hear the anthem. The stance shall be with a closed fist, and head held high since an anthem is something to feel proud of.
   b. Students should not move, make noise, or engage in any form of verbal or non-verbal communication during the time the anthem is played. If the student is entering the School or is walking in the corridor when the anthem begins, he/she must stop where they are until the anthem gets over.

xii. Students have to take responsibility for the upkeep of classroom equipment, including computers, sound systems, projectors, and other electrical equipment is expected. If any damage to these is detected and the reason is attributed to inappropriate or negligent use, the cost of such equipment or its repair shall be borne by the entire class.

xiii. Any breakdown or damage to any property shall be intimated to the School office by the class representatives for repair and maintenance. They must note down the details in the maintenance register kept in the reception. They must notify the officer in charge of all classroom infrastructure if the repair does not take place in time.

xiv. Any breakdown or damage to any property caused by a student will result in restitution (time, money, service) and/or disciplinary actions of a more serious nature.

xv. Usage of mobile phones is strictly prohibited inside the campus / classrooms. Students are required to keep their mobile phones in switched off/silent mode. If any mobile is found ringing (including the alarm ring) the instrument will be confiscated (for three working days) and the owner of the mobile phone will have to pay a prescribed penalty of Rs. 500 to redeem it.

xvi. As part of class hours / student activities /placement / internship calls students can use their mobile only with the permission of the concerned faculty / staff in charge. As per norms of normal decency, a photograph of any other person/student should be taken only after taking his/her concurrence.

xvii. Students are strictly warned that they are not supposed to engage in any activity leading to cybercrimes. A violation would result in suspension or expulsion from School/campus. Any act or omission leading to cybercrimes will be viewed very seriously and will be reported to the Police Commissioner /Cyber Cell.

xviii. Students are expected to be punctual for all classroom functions, guest lectures, seminars, conferences, and all other curricular and extracurricular activities.

xix. All students are expected to display an acceptable form of behavior, becoming young men and young women anywhere within the campus. Except for handshakes as a form of greeting, no other physical proximity between male and female students is permitted.

7.2 Classroom Discipline

i. Students are expected to be present in all the scheduled classes as per the timetable shared with them. They should be seated in the class at least five minutes before the scheduled start time. No student should remain absent from any class without intimation and prior sanction by the concerned faculty handling the class. An unauthorized absence from the class will invite a penalty which will be determined by the faculty concerned.

ii. Students are expected to be fully involved while in the classroom. Any distraction caused by the use of mobile phones, other electronic devices, cross-talk, or chatting with fellow students will invite disciplinary action as determined by the faculty concerned.

iii. The usage of mobile phones is strictly prohibited inside the classrooms. Students are required to keep their mobile phones in switched-off/silent mode. If any mobile is found ringing (including the alarm ring), the instrument will be confiscated (for no less than three working days and a maximum of 30 working days), and the owner of the instrument will have to pay a prescribed penalty to redeem it. It is advisable that students do not carry their mobile phones into the classrooms.

iv. The breaks between sessions are meant for a change of faculty. Students are not to move outside their classrooms during this time. Noise levels would also have to be kept very low.

v. Other than the classroom contact hours based on course credits, students are expected to spend 2-3 hours for every session outside the classroom working on assignments and projects.

vi. Fans, lights, and other electrical devices should be switched off after the session gets over.

vii. Eatables and beverages are not allowed inside the classroom.

7.3 Dress Code and Grooming Guidelines

Students are bound by the dress code of the institute. For the purpose of clarity of principle, the "permissible dress code" is to be understood as one that reflects decency.

All students shall have to compulsorily follow the formal dress code in the Academic Block of the School from Monday to Friday, irrespective of the time of the day or the night. Kurtas and other casual wear will not be allowed in the Academic Block.

• Formal Dress code includes:

Boys - Shirts (Plain, Stripes, Checks), Trousers, Formal Footwear Shaven/full beard, neat and ironed clothes, well-groomed appearance.

Girls –Sari/Salwar-Kameez with Dupatta - properly worn to serve its purpose /Shirts (Plain, Stripes, Checks), Trousers or Suits, and Formal Footwear. Neat and ironed clothes, well-groomed appearance.

The students are expected to follow an appropriate and decent dress code with proper footwear. Any type of casual/indecent attire (shorts, knickers, capris, see-through, tights, sleeveless dresses) will not be allowed anywhere outside the hostel rooms. Gents' kurtas, other casual wear, and bathroom slippers will not be allowed in the Academic Block.

Saturday is designated as a non-formal day when the students are allowed to come in informal wear. However, clothes worn on this day must always be within the boundaries of decency. Clothing must not be "revealing," distracting, or gang-related. Any staff member has the authority to refer the student to an administrator for inappropriate dressing.

Students will be given a formal uniform. They have to wear this uniform on every Thursday of the week. In addition to this, they have to wear this uniform on days when they would be interacting with special guests and invitees, on days where formal functions are organised, and on other days specified by the college. Students will be advised from time to time on this.

7.4   RBS Library Rules
a.   General Information

i.   All users are requested to scan their identity cards at the e-gate register before entering and leaving the library.

ii.   Library users are expected to talk quietly. Excessive socializing inside the library is inappropriate and discouraged.

iii.   Students should always wear their identity cards when they enter the library. Students have to produce their identity cards on demand by staff during the use of the library.

iv.   Students are not permitted to take personal belongings inside the library.

v.   Library materials should be handled with care.

vi.   Students are requested to take special care to keep the library neat and clean. Any kind of eatables or drink should not be taken inside the library.

vii.   The use of any electronic or digital devices that may interfere with the functioning of the library is strictly prohibited in the library. Mobile phones should be kept in silent mode, and students and visitors are not permitted to call/answer calls inside the library.

viii.   Members must take care to get the book issued and returned before fifteen minutes of the closing of the library.

ix.   Members shall leave the library ten minutes before the closing of the library.

x. Reference books, journals, periodicals, bound volumes, theses, dissertations, project reports, electronic media, damaged or worn-out books, etc., will not be issued.

xi. New arrivals are displayed every Monday.

xii. Photography, audio recording, and video recording are not allowed on Library premises without prior permission.

xiii. To encourage more academic discussions (small group activity discussions), the library divides the useful area into two segments – The discussion area and the silent area.

xiv. Academic/ research/reference category users, please occupy the **Silent Area**

xv. General/leisure regarding/discussions users are allowed to sit in the **Discussion Area**

xvi. One hour per week is earmarked, as **Reading hour** in the Library. **Attendance for the same is mandatory**

b. Issue of Books on Loan

i. All students shall be issued a maximum of 3 books at a time from each library (Six books at a time from RSOM and RBS libraries), which will be returnable on the 15th day from the date of the issue, failure of which will fetch a fine of Rs. 1/- per day per book for the next 14 days and thereafter the fine will be Rs. 2/- per day per book. Faculty has the privilege of borrowing 5 books from each library, being eligible to hold ten books at a time for a period of a maximum of 30 days.

ii. A book can be re-issued to the same person if there is no reservation for it. Not more than two consecutive renewals are permitted. Further renewal is not permitted for any cause. Renewals can be made over the phone or by mail, on or before the due date.

iii. All the issued books shall be returned on the date marked on the due date label pasted on the back page of the book. Absence from the School for any reason will not be an excuse for not returning the book in time.

iv. Damage or loss of books on loan should be reported to the Librarian immediately. Borrowers are responsible for any damage or loss of books occurring during the loan period. Any mark or mutilation on the book will be considered as damage and will be dealt with accordingly. If the book is already damaged at the time of the issue, it should be reported to the library staff before the issue of the book.

v. If a book is lost, the borrower must replace it with its latest edition. If the borrower is unable to replace the book, a penalty amount equivalent to three times the current price will be levied on the borrower. If the book is out of print, the price will be fixed according to the discretion of the librarian, taking into account the importance and demand of the book.

vi. RESERVATION: A member can reserve 5 books at a time, as he/she is eligible to borrow, provided they are issued out. Member will be informed by mail or phone if the e-mail ID or phone number is provided in the application form as and when the books are ready for issue, which is to be collected within the period specified.

c. Book Bank - General Rules

i. All first-year students will receive a set of 6 to 9 books, depending on their course syllabus, through a book bank at the beginning of their trimester.

ii. Books issued through book banks are non-transferable.

iii.   The student should return the books issued to them, bearing the very same bar-codes, failing which will attract a penalty of Rs. 10/- per book per day. The last date to return the book will be informed to the students from the office.

iv.   Books will not be issued for the next trimester if any book is due in the student's account.

v.   The student should carefully keep the books, should not leave at any other places like classroom, canteen, etc.

vi.   Books should be returned after the trimester exam. Otherwise, there will be a penalty.

vii.   In case the books are lost or damaged, the student should replace them with a fresh copy of the latest edition of the book or should pay the penalty equivalent to four times the price of the book

d.   Timings & Holiday Schedule for Library and Computer Lab (RBS)
  i. Timings for ordinary days:
        Library: Weekdays – 8 am to 6 pm
        Computer Lab: Weekdays – 8 am to 6 pm

  ii. Other holidays: 9 am to 5 pm

  iii. Holiday Schedule:
The Library and Computer Lab will remain closed on:
Republic Day, Good Friday, Easter Sunday, Vishu, May Day, St. Thomas Day, Ramadan, Independence Day, Thiru Onam, Sree Narayana Guru Samadhi Day, Gandhi Jayanti, Bakrid, Ayudhapooja/ Mahanavami, Christmas
[#]*RBS Computer Centre, as well as RBS Library, will not function on Sundays.*

7.5   The Computer Lab Rules
  i.   Students are expected to take the utmost care of equipment in the computer Lab.
  ii.   Students are required to deposit their footwear in the space provided for it outside the center. The computer lab is a 'no footwear' zone.
  iii.   Students are not allowed to take any personal belongings in the computer lab other than pen and paper.
  iv.   The students are advised to follow procedures prescribed by the center for logging on and logging off.
  v.   Students are strictly warned that they are not supposed to view, save, or download objectionable or questionable material of any type. A violation would result in suspension or expulsion.
  vi.   The use of any electronic or digital device that may interfere with the functioning of the machinery or equipment in the computer lab is prohibited.
  vii.   Students are advised to maintain the center as virus-free as possible. It is a routine procedure to get any removable media devices like pen-drive to be scanned for viruses by the center staff before use in any machine.
  viii.   Violations of any of the above conditions may attract disciplinary probation (exclusion from specific services or participating in privileges / extracurricular School activities as outlined in the notice of disciplinary probation for a specified period of time), including cancellation of permission for entry into the computer lab.

7.6   Field Trips/ Study Tours

The students of all programmes in the college will follow the following guidelines about field trips/study tours.

i. The School allows the students to go for one study tour in a programme.
ii. The maximum duration for a study tour is fixed at three days which can include <u>only</u> one working day.
iii. The class representatives have to give the tour proposal to the PGP office 15 days before the date of travel. This proposal must include the itinerary of the trip, the number and names of students who want to undertake the trip, the budget and per head expenditure, and the names of faculty members who have expressed willingness to accompany them.
iv. The minimum percentage of participation in a study tour/field trip has to be 90% of the strength of the class.
v. The class representatives have to approach the faculty members to ascertain their willingness to accompany them.
vi. Faculty accompaniment is usually in the ratio of two faculty members, including a lady faculty, for 60 students.
vii. The students have to bear all the costs of the trip.
viii. The students shall also bear the cost of the accompanying faculty members and ensure that they are treated with the necessary comfort.
ix. The class representative should submit to the PGP office the final complete and detailed itinerary of the trip well in advance.
x. Any incident of student behaviour during the study tour/field trip that adversely affects the reputation of the institution would be viewed very seriously and would be penalized with suspension for a minimum of three days or expulsion, as the case may be.
xi. Students found violating any of the rules of discipline shall attract sanctions from censure to suspension.

7.7   Hostel Rules

PGDM being a residential program, hostel stay on campus is compulsory. An exemption is not allowed unless the student obtains special permission by meeting authorities concerned along with their parents on the basis of genuine and valid reasons. It will be the responsibility of the students to maintain COVID protocol while on campus (college and hostel). Parties or gatherings of any form will not be entertained because of this pandemic condition

a. Admission:

i. The admissions to the hostel are made at the beginning of the academic year, at the time of admission to a course of study in the School.
ii. The Hostel authorities reserve the right to admit or reject any application without giving any reason.
iii. Specific rooms are allotted on a yearly basis for students by concerned authorities, and they are not permitted to change rooms thereafter.

b. Fee Structure:

i. The hostel fee has two components, viz., the mess fee, and the room rent.
ii. The room rent and mess bill is collected annually.
iii. Failure to pay room rent and mess fee even after the last date notified for it shall result in expulsion from the hostel, and the dues will be deducted from the caution deposit.

c. Mess:

i. The men's hostel and ladies' hostel have separate messes run for inmates. Appropriate rules regarding the management of mess will be framed by the concerned mess management committee.

ii. Each student will pay a utility fee of Rs.50 /- per month towards the wear and tear of utensils and machinery.

iii. A student is eligible to get his / her transfer certificate, conduct certificate, mark list, etc., from the School when he/she leaves the institution, only after he/she produces a 'no dues' certificate from the Hostel Warden.

d. *Electricity***:**

If students are found wasting power or using equipment in his / her room that is not permitted by the Hostel Warden, they shall be fined a minimum of Rs.100 /- or higher depending upon the history or gravity of the act.

General Rules of Conduct – Hostel

1. All students are bound to maintain a cordial and healthy relationship with all the inmates of the hostel.
2. The students are to follow the general timetable of the hostel.
3. Strict silence has to be maintained during the study hours as prescribed in the hostel timetable.
4. Smoking is strictly prohibited on the hostel premises. In case of violation, it would involve a censure and a minimum penalty of Rs 500/-.
5. The use of alcohol or keeping liquor on the hostel premises is forbidden. In case of violation, the student would be expelled from the hostel.
   [Note: Students, who are expelled from the hostel for serious offenses, would be expelled from the School also. Likewise, students expelled from the School for serious offenses would be expelled from the hostel also]
6. Entry and exit to the hostel are restricted from **6.00 am to 9.30 pm in Men's hostel,** and **6.00 am to 7.00 pm on all days in the Ladies' hostel**. Late arrival to the hostel is not entertained. However, if someone has a valid reason, he/she has to approach the concerned wardens for permission to get in or go out.
7. Disrespect of exit and entry rules would attract sanctions from suspension to expulsion.
8. Whenever a student leaves the hostel, he/she has to write in the movement register kept with the hostel warden/person designated by him the name, place of visit, time of departure, and expected time of return along with his /her signature and contact number.
9. A student going home during weekends or on other occasions has to make necessary entries in the movement register as above.
10. Any complaint against other residents has to be brought to the notice of the Warden.
11. No student is allowed to take independent action against any other inmate.
12. Complaints of general nature and other serious problems should be informed to the Warden.
13. A student who creates a nuisance to others, especially in their studies, will face expulsion from the hostel.
14. Students will be given facilities and time within reasonable limits for prayers and worship according to their beliefs and faith at their request to the Warden.
15. Catholic students are encouraged to attend Chapel services, Holy Mass, morning and night prayers, etc., as directed by the Warden.

16. Students are forbidden to organize any meeting, collect money for any purpose, or to circulate any notice or petition in the hostel without the sanction of the Warden.
17. Students are advised not to invite friends to visit them in the hostel. However, no guest is allowed to be taken to the hostel rooms under any circumstances.
18. Students will not be allowed to stay in their friends' or relatives' houses without the written permission of their parent/guardian duly intimated to the Warden.
19. **If the inmates are leaving the hostel premises to attend any function not scheduled by the School (such as marriages, engagements, birthday parties, housewarmings, etc.), prior written permission via e-mail from the parents/guardian should be submitted to the warden. Any inmate who does not produce such a letter will not be allowed to attend the function. Permission requests over the phone will not be accepted.**
20. No student is allowed to stay back in the hostel during the working hours of the School.
21. Remaining in the hostel without attending classes except during sickness is a severe offense and would attract disciplinary action and expulsion from the hostel.
22. If a student is to remain in the hostel due to sickness, the hostel warden must be informed.
23. No food/drink items (except water) should be consumed in the hostel room.
24. In case the student is too sick to take food from the mess, rice soup (kanji) and pickles will be served to the student in the room.
25. In case an inmate is absent from classes, a leave of absence has to be certified by the hostel warden in the leave application before submitting it to the School.
26. In case the student has to leave the hostel for School activities, an OD form must be taken from the PGP office and signed by the authorizing faculty, countersigned by the hostel warden, and should be handed over to the hostel authorities.
27. Female students of the School are not allowed inside the men's hostel for any purpose whatsoever and vice versa.
28. Students shall use the property of the hostel with care and keep their rooms and furniture clean.
29. Damaging the furniture, defacing the walls, and other actions, including loss of keys, would attract sanctions ranging from restitution to expulsion, depending upon the seriousness of the situation.
30. Inmates are expected to take proper precautions and care regarding their valuables/ money. Hostel inmates must lock up all valuable items and keep the key in their possession whenever they leave the room. The school/hostel authorities will not take any responsibility for the loss of any costly items like ornaments, cash, certificates, or other costly objects. It will be at the risk of the students themselves.
31. The hostel authorities or the management will not entertain any complaint on the issues mentioned above
32. Disobedience to the Hostel Warden shall result in expulsion from the hostel.
33. The following are considered serious offenses which will warrant nothing less than expulsion from the hostel:
    a. Ragging in any form inside or outside the hostel
    b. Staying away from the hostel without permission from the Warden
    c. Any scandalous misconduct

The hostel committee reserves the right to amend or revise the rules and regulations if found necessary.

7.8   Duty Leave Rules

There are four types of On Duty (OD) duty forms:
- o   Event OD- School
- o   Placement OD- School
- o   Hostel OD form for individual students (girls' hostel)
- o   Hostel OD form for the class (girls' hostel)

a. School on Duty policy for students
   i.   Students shall apply for an OD through online portal only- ODTRACKER
   ii.   Student shall apply for **OD WITHIN 7 DAYS** from the completion of the event date. Portal will automatically get locked after the **Seventh day**.
   iii.   Students can avail only 4 sessions (50 minutes) per subject for OD under 'Events'.
   iv.   OD pertaining to placement, summer internship or special events (as approved by the Principal) will not be considered for limiting OD as mentioned in point no.3
   v.   OD count for each subject of particular Semester will be shown in the Student Desk. If the count is shown in RED, OD limit is reached for the particular subject.
   vi.   First level processing will be done by the automated system [System processes OD requests twice a day]. System will directly reject OD if the particular subject has already reached the limit.
   vii.   Students can view the status of OD through the system.

b. Hostel OD form for individual students (girls' hostel)
   i.   This OD form should be used only when leaving the hostel for a School purpose and is not to be used for personal leave.
   ii.   The form is available at the reception of both the School and hostel and is to be filled, signed by the faculty in charge, and submitted to the hostel warden before leaving the hostel.
   iii.   In case students are not able to return on the date & time recorded in the OD form, permission for the extra time availed should be sought from the faculty in charge and the hostel warden well in advance of the recorded returning time.

c. Hostel OD form for the class (girls' hostel)
   i.   In case of classes that extend beyond 7 pm, the class representative has to take the class OD form from the PGP office and submit it to the hostel warden before the commencement of the class.
   ii.   In case a series of classes have been scheduled for a tutorial/subject, one form with the details of the schedule only need to be submitted at the beginning of the course. The hostel warden will have to be verbally informed when the classes come to an end.
   iii.   In case there is any change in the above-mentioned schedule - class cancellation/reduction of classes, etc., a letter duly signed by the faculty in charge has to be submitted to the hostel warden in advance of the cancellation / the change of schedule.
   iv.   In rare cases, where the cancellation is not known prior to the date of the canceled class, a letter can be given to the hostel within the next week.

v. However, it is the responsibility of the class representative to verbally inform the hostel warden about the class cancellation as soon as it is known. If there is a failure to communicate the changes on time, the class representative will be held responsible for this.

The OD system is subject to change for temporary periods to suit certain periods of activity. The temporary changes will be informed to the students well in advance.

7.9 Social Networking Etiquette

Social media has transformed the world into a more open, connected, and transparent place. As a student, you should be aware of how social media can help you create and nurture relationships, share information, communicate opportunities, advance knowledge, raise awareness, build support, participate in important conversations, and collaborate on new ideas. In spite of all these positive outcomes, you must follow certain basic social networking etiquette. Please make sure you observe basic social courtesies when you are posting to a discussion forum or different social networking sites.

These guidelines are to ensure appropriate and effective use of social media and will evolve as social media evolves.

o Do No Harm: Students should ensure that their authorized use of different social media does not harm or otherwise defame the institution, its faculty, its students, its alumni, or its staff.
o Security: As with any other digital and online devices, students must educate themselves about the security measures and update the requirements
o Students are ambassadors for RBS, and their testimonials are powerful. We appreciate students sharing the value of their RBS experience and the value of our educational services with their online networks.
o Respect any confidential or proprietary information shared by RBS. Blogs or social networking posts may not disclose any "insider information" or other confidential or proprietary information or violate any privacy policies.
o Students are advised not to use their School email address for social media sites
o When including your Rajagiri affiliation in your social media profiles, it's best to include the full name for clarity and searchability.
o RBS's visual identity (its logos and motto) is the trademarked property of Rajagiri Business School. The use of such assets without permission is prohibited.
o When commenting about RBS, its faculty and staff, its students and alumni, or anyone affiliated with the institute, we encourage students to challenge ideas and opinions but remember that personal attacks are prohibited. The social web is a great place for learning and sharing but is not the ideal forum for resolving issues and concerns. We encourage students to bring any concerns they may have directly to the attention of Director (in person, via telephone, or via e-mail or Student Grievance Redressal Cell),) so they can be addressed.
o If students are creating content, such as a blog, that focuses on his/her personal opinions but includes his/her RBS affiliation in the headline or bio, please make it clear that the view expressed in the blog are his/hers alone and do not necessarily represent the views of the institution.

Please note that this Code of Conduct for Students extends to conduct on all forms of social media.

7.10 Final Note

The guidelines are meant to direct the students on a path of self-discipline and help them to function independently as responsible members of society. The spirit of the RBS approach is expected to be followed in areas that have not been specifically addressed. The following disciplinary actions have been enumerated in this report:

1. Fines.
2. Censure (written reprimand that may include the possibility of more severe disciplinary sanctions for continued misconduct).
3. Disciplinary Probation (exclusion from specific services or participation in privileges / extracurricular School activities as set forth in the notice of disciplinary probation for a specified period of time).
4. Restitution (time, money, service) if damages are involved.
5. The suspension (exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time).
6. Expulsion (the conditions, if any, of eligibility for readmission, shall be stated in the recommendation of the Staff Council/Disciplinary committee).
7. While disciplinary actions have been included, repeated offenses will be addressed and handled by the School administration as they deem fit.

Note: *All fines collected are deposited in the Student Welfare Fund, which is operated by a committee constituted by the Director for the welfare of the students.*

8. Other Disclosures

The following committees are reconstituted for the academic year 2022-23:

8.1 Internal Complaint Committee (ICC)

Name	Appointed as:
Smitha Siji , PhD	Presiding Officer
Garima Sisodia, PhD	Faculty Member 1
Abhilash G Nambudiri, PhD	Faculty Member 1
Ms. Ginju TM	Non-teaching staff representative
Ms. Vineetha Ambika	Non-teaching staff representative
Ms. Meena Kuruvila	NGO representative
	Student representative
	Student representative
	Student representative

8.2 Anti-Ragging Committee

Name	Appointed as:
Sunil Puliyakot, FPM	Head of the Committee
Mr. Vijayakumar	Representative of Police Administration
Mr. Muhammed Babu	Local Media Representative
Ms. Meena Kuruvila	NGO Representative
Ms. Swetarupa Chatterjee	Faculty Representative
Fr. Francis Manavalan, PhD	Faculty Representative
	Parent Representative
	Student Representative
	Student Representative
Ms. Vineetha Ambika	Non-teaching Staff

8.3 Students Grievance Redressal Committee

Name	Appointed as:
Sunil Puliyakot, FPM	Chairperson
Jose K Puthur, PhD	Senior Faculty Member
CA Dipti Lunawat	Senior Faculty Member
Abraham Babu, PhD	Senior Faculty Member

9. School Event Heads 2022- 23

School Events	2022-23
Student Activities (Inflore, RBL/RCL)	**Susan Mathew**, PhD & Padmanabhan N. S., PhD, Gowri Vijayan, PhD , Vimal Krishnan R, PhD
Rajagiri NBQ	**Angela Susan Mathew**, PhD**,** Krishnan Chandramohan, PhD**, Arun** George
TRANSCEND	**Manoj Mathew**, PhD
Rural Camp	**Saji George** & Fr. Francis Sebastian CMI, PhD
Kalypso	**Shelly Jose**, PhD
Vanavasam	**Saji George**
Skill Augmentation Program	**Manoj Menon**, PhD **&** Vineetha Prakash, PhD
Students Success Center (Value Added Course, MOOC)	**Imran Ahmed Khan**, PhD **&** Gowri Vijayan, PhD
Diversity Committee	**CA Ajay Lunawat**, PhD**,** CA Dipti Lunawat,, Susan Mathew, PhD
Blog / Magazine Editor / Social media	**Harish B**.
Business Paper Reading	**Krishnan Chandramohan** , PhD

10. Academic Calendar 2022-23 @

Date	Day	Tri 1, 2, and Tri 3 PGDM (2022-24)	No. of working days	No. of teaching days	Tri 4, 5, and Tri 6 PGDM (2021-23)	No. of working days	No. of teaching days
Ist July	Fri						
2	Sat						
3	Sun	Sunday /St. Thomas Day			Sunday /St. Thomas Day		
4	Mon				**Reporting to Campus**		
5	Tue				**Tri-4 Begins**	1	1
6	Wed					2	2
7	Thu					3	3
8	Fri					4	4
9	Sat	Second Saturday / Bakrid			Second Saturday / Bakrid		
10	Sun	Sunday			Sunday		
11	Mon					5	5
12	Tue					6	6
13	Wed					7	7
14	Thu					8	8
15	Fri					9	9
16	Sat					10	10
17	Sun	Sunday			Sunday		
18	Mon	**Reporting to Campus**				11	11
19	Tue					12	12
20	Wed	**Pre Test**	1			13	13
21	Thu	**PMP Begins**	2			14	14
22	Fri		3			15	15
23	Sat		4			16	16
24	Sun		5		Sunday		
25	Mon		6			17	17
26	Tue		7			18	18
27	Wed		8			19	19
28	Thu	**Karkkadaka Vavu**			**Karkkidaka Vavu**		
29	Fri		9			20	20
30	Sat	**PMP Ends**	10			21	21
31	Sun	Sunday			Sunday		
August Ist	Mon	**Deeksharambham**	11			22	22
2	Tue	**Induction**	12			23	23

3	Wed	**Induction**	13			24	24
4	Thu	**Tri-1 Begins**	14	1	**Summer Internship Viva**	25	25
5	Fri		15	2	**Summer Internship Viva**	26	26
6	Sat		16	3	**Summer Internship Viva**	27	27
7	Sun	Sunday			Sunday		
8	Mon	Muharam			Muharam		
9	Tue	**Talent Hunt**	17	4	**Tri-4 Mid Term Exam Begins/Talent Hunt**	28	
10	Wed		18	5		29	
11	Thu		19	6		30	
12	Fri		20	7		31	
13	Sat	Second Saturday			Second Saturday		
14	Sun	Sunday			Sunday		
15	Mon	Independence Day			Independence Day		
16	Tue		21	8		32	
17	Wed		22	9	**Tri-4 Mid Term Exam Ends**	33	
18	Thu	Sree Krishna Jayanthi			Sree Krishna Jayanthi		
19	Fri		23	10		34	28
20	Sat		24	11		35	29
21	Sun	Sunday			Sunday		
22	Mon		25	12		36	30
23	Tue		26	13		37	31
24	Wed		27	14		38	32
25	Thu		28	15		39	33
26	Fri		29	16		40	34
27	Sat		30	17		41	35
28	Sun	Sunday			Sunday		
29	Mon		31	18		43	36
30	Tue		32	19		44	37
31	Wed		33	20		45	38
Sept Ist	Thu	Onam celebration/College Closes for Onam vacation	34	21	Onam celebration/College Closes for Onam vacation	46	39
2	Fri	Onam Vacation			Onam Vacation		
3	Sat	Onam Vacation			Onam Vacation		
4	Sun	Sunday			Sunday		
5	Mon	Onam Vacation			Onam Vacation		
6	Tue	Onam Vacation			Onam Vacation		

7	Wed	Onnam Onam			Onnam Onam		
8	Thu	Thiruvonam			Thiruvonam		
9	Fri	Moonnam Onam			Moonnam Onam		
10	Sat	Second Saturday/Sree Narayana Guru Jayanthi			Second Saturday/Sree Narayana Guru Jayanthi		
11	Sun	Sunday			Sunday		
12	Mon	College Re opens after Onam Vacation	35	22	College Re opens after Onam Vacation	47	40
13	Tue		36	23		48	41
14	Wed	**Tri-1 Mid Term Begins**	37			49	42
15	Thu		38			52	45
16	Fri		39			53	46
17	Sat	**Tri-1 Mid Term Ends**	40			54	47
18	Sun	Sunday			Sunday		
19	Mon		41	24		55	48
20	Tue		42	25		56	49
21	Wed	Sree Narayana Guru Samadhi			Sree Narayana Guru Samadhi		
22	Thu		43	26		57	50
23	Fri		44	27		58	51
24	Sat		45	28		59	52
25	Sun	Sunday			Sunday		
26	Mon		46	29	**Tri-4 End term Examination Begins**	60	
27	Tue		47	30		61	
28	Wed		48	31		62	
29	Thu		49	32		63	
30	Fri		50	33		64	
October Ist	Sat		51	34	**Tri-4 End term Examination Ends**	65	
2	Sun	Sunday / Gandhi Jayanthi			Sunday / Gandhi Jayanthi		
3	Mon		52	35	**Tri-5 Begins**	66	1
4	Tue	Mahanavami			Mahanavami		
5	Wed	Vijayadashami			Vijayadashami		
6	Thu		53	36		67	2
7	Fri		54	37		68	3
8	Sat	Second Saturday / Nabi Dinam			Second Saturday/ Nabi Dinam		
9	Sun	Sunday			Sunday		

Date	Day						
10	Mon		55	38		69	4
11	Tue		56	39		70	5
12	Wed		57	40		71	6
13	Thu		58			72	
14	Fri	**INFLORE**	59		**INFLORE**	73	
15	Sat	**INFLORE**	60	41	**INFLORE**	74	7
16	Sun	Sunday			Sunday		
17	Mon	**Tri- 1 End term Exam Begins**	61			75	8
18	Tue		62			76	9
19	Wed		63			77	10
20	Thu		64			78	11
21	Fri		65		**VANAVASAM PGDM ABatch**	79	12
22	Sat		66		**VANAVASAM PGDM A Batch**	80	13
23	Sun	Sunday			Sunday		
24	Mon	Deepavali			Deepavali		
25	Tue	**Tri- 1 End term Exam Ends**	67			81	14
26	Wed	**Viva-Voce Tri-1/ Tri-2 Begins**	68	1		82	15
27	Thu		69	2		83	16
28	Fri		70	3		84	17
29	Sat	**Indo Pacific Quiz Competition**	71		**Indo Pacific Quiz Competition**	85	18
30	Sun	Sunday/Rajagiri NBQ			Sunday/Rajagiri NBQ		
31	Mon		72	4		86	19
November Ist	Tue		73	5		87	20
2	Wed		74	6		88	21
3	Thu		75	7		89	22
4	Fri		76	8	**VANAVASAM PGDM B Batch**	90	23
5	Sat		77	9	**VANAVASAM PGDM B Batch**	91	24
6	Sun	Sunday			Sunday		
7	Mon		78	10	**Disseration Synopsis Viva**	92	25
8	Tue		79	11	**Disseration Synopsis Viva**	93	26
9	Wed		80	12	**Disseration Synopsis Viva**	94	27
10	Thu		81	13		95	28
11	Fri		82	14		96	29
12	Sat	Second Saturday/			Second Saturday/		
13	Sun	Sunday			Sunday		

Date	Day						
14	Mon		83	15	**Tri-5 Mid Term Examination Begins**	97	
15	Tue		84	16		98	
16	Wed		85	17		99	
17	Thu		86	18		100	
18	Fri		87	19		101	
19	Sat		88	20		102	
20	Sun	Sunday			Sunday		
21	Mon		89	21	**Tri-5 mid Term Examination Ends**	103	
22	Tue		90	22		104	30
23	Wed		91	23		105	31
24	Thu		92	24		106	32
25	Fri		93	25	**VANAVASAM PGDM C Batch**	107	33
26	Sat		94	26	**VANAVASAM PGDM C Batch**	108	34
27	Sun	Sunday			Sunday		
28	Mon	**Tri-2 Midterm Exam Begins**	95			109	35
29	Tue		96			110	36
30	Wed		97			111	37
December Ist	Thu	**Tri-2 Midterm Exam Ends**	98			112	38
2	Fri		99	27		113	39
3	Sat		100	28		114	40
4	Sun	Sunday			Sunday		
5	Mon		101	29		115	41
6	Tue	**Christmas Celebration**	102	30	**Christmas Celebration**	116	42
7	Wed		103	31		117	43
8	Thu		104	32		118	44
9	Fri		105	33		119	45
10	Sat	Second Saturday			Second Saturday		
11	Sun	Sunday			Sunday		
12	Mon		106	34	**Mid Dissertation Viva**	120	46
13	Tue		107	35	**Mid Dissertation Viva**	121	47
14	Wed		108	36	**Mid Dissertation Viva**	122	48
15	Thu		109	37		123	49
16	Fri		110	38		124	50
17	Sat	**PRE CAMP**	111	39		125	51
18	Sun	**Rural Camp**			Sunday		
19	Mon	**Rural Camp**	112			126	52

Date	Day						
20	Tue	**Rural Camp**	113			127	53
21	Wed	**Rural Camp**	114			128	54
22	Thu	**Rural Camp**	115			129	55
23	Fri	**Camp evaluation/ College Closes for Xmas**	116		**College Closes for Xmas Vacation**		56
24	Sat	Xmas Holidays			Xmas Holidays		
25	Sun	Sunday/Xmas			Sunday/Xmas		
26	Mon	Xmas Holidays			Xmas Holidays		
27	Tue	Xmas Holidays			Xmas Holidays		
28	Wed	Xmas Holidays			Xmas Holidays		
29	Thu	Xmas Holidays			Xmas Holidays		
30	Fri	Xmas Holidays			Xmas Holidays		
31	Sat	Xmas Holidays			Xmas Holidays		
January Ist 2023	Sun	Sunday/			Sunday/		
2	Mon	Xmas Holiday/ Mannam Jayanthi			Xmas Holiday/ Mannam Jayanthi		
3	Tue	**College Re-opens After Xmas Vacation**	117	40	**College Re-opens After Xmas Vacation/ Tri-5 End Term Exam Begins**	130	
4	Wed		118	41		131	
5	Thu		119	42		132	
6	Fri		120	43		133	
7	Sat						
8	Sun	Sunday			Sunday		
9	Mon		121	43		134	
10	Tue		122	44		135	
11	Wed		123	45	**Tri-5 End Term Exam Ends**	136	
12	Thu		124	46	**Tri-6 Begins**	137	1
13	Fri		125	47		138	2
14	Sat	Second Saturday/ CRAYONS	126	48	Second Saturday/ CRAYONS	139	3
15	Sun	Sunday			Sunday		
16	Mon	**Tri-2 End Term Exam Begins**	127			140	4
17	Tue		128			141	5
18	Wed		129		**Dissertation Final Viva**	142	6
19	Thu		130		**Dissertation Final Viva**	143	7
20	Fri		131		**Dissertation Final Viva**	144	8

Date	Day	Activity	No.	No.	Activity	No.	No.
21	Sat	**Diversity Day(AN)**	132		**Diversity Day(AN)**	145	9
22	Sun	Sunday			Sunday		
23	Mon	**Tri-2 End Term Exam Ends**	133			146	10
24	Tue	**Tri-3 Begins/ Tri-2 Viva**	134	1		147	11
25	Wed		135	2		148	12
26	Thu	Republic Day/ OYSTER DAY			Republic Day/ OYSTER DAY		
27	Fri	**THE PLAN Competition(A/N)**	136	3	**THE PLAN Competition(A/N)**	149	13
28	Sat	**VANAVASAM PGDM A Batch**	137	4		150	14
29	Sun	**VANAVASAM PGDM A Batch/Sunday**			**Sunday**		
30	Mon		138	5		151	15
31	Tue		139	6		149	16
February Ist	Wed		140	7		150	17
2	Thu		141	8		151	18
3	Fri	**VANAVASAM PGDM B Batch**	142	9		152	19
4	Sat	**VANAVASAM PGDM B Batch**		10		153	20
5	Sun	Sunday			Sunday		
6	Mon		143	11		154	21
7	Tue		144	12		155	22
8	Wed		145	13		156	23
9	Thu	**RCL/RBL**	146	14	**RCL/RBL**	157	24
10	Fri	**RCL/RBL**	147	15	**RCL/RBL**	158	25
11	Sat	**RCL/RBL** / Second Saturday/ **LANTERNS**			**RCL/RBL** / Second Saturday/ **LANTERNS**		
12	Sun	**VANAVASAM PGDM C Batch/Sunday**			Sunday		
13	Mon	**VANAVASAM PGDM C Batch**	148	16		159	26
14	Tue	**Felicitation Day**	149	17	**Felicitation Day**	160	27
15	Wed		150	18		161	28
16	Thu	**Cross Roads (Farewell)**	151	19	**Cross Roads (Farewell)**	162	29
17	Fri		152	20		163	30
18	Sat	Maha Shivaratri			Maha Shivaratri		
19	Sun	Sunday			Sunday		
20	Mon		153	21	**Tri-6 Mid Term Exam Begins**	164	

Date	Day	Event	No.	No.	Event	No.	No.
21	Tue		154	22		165	
22	Wed		155	23		166	
23	Thu		156	24		167	
24	Fri		157	25		168	
25	Sat		158	26	**Tri-6 Mid Term Exam Ends**	169	
26	Sun	Sunday			Sunday		
27	Mon	**Tri-3 Mid Term Exam begins**	159			170	31
28	Tue		160			171	32
March Ist	Wed		161			172	33
2	Thu	**Tri-3 Mid Term Exam Ends**	162			173	34
3	Fri	**VANAVASAM PGDM D Batch**	163	27	**KALYPSO-PGDM A**	174	35
4	Sat	**VANAVASAM PGDM D Batch**	164	28	**KALYPSO-PGDM A**	175	36
5	Sun	Sunday			Sunday/**KALYPSO-PGDM A**		
6	Mon		165	29		176	37
7	Tue		166	30		177	38
8	Wed		167	31		178	39
9	Thu		168	32		179	40
10	Fri		169	33	**KALYPSO-PGDM B**	180	41
11	Sat	Second Saturday			Second Saturday-KALYPSO-PGDM B		
12	Sun	Sunday			Sunday-KALYPSO-PGDM B		
13	Mon		170	34		181	42
14	Tue		171	35		182	43
15	Wed		172	36		183	44
16	Thu		173	37		184	45
17	Fri		174	38	**KALYPSO-PGDM C**	185	46
18	Sat		175	39	**KALYPSO-PGDM C**	186	47
19	Sun	Sunday			Sunday-**KALYPSO-PGDM C**		
20	Mon		176	40		184	48
21	Tue		177	41		185	49
22	Wed		178	42		186	50
23	Thu		179	43	**Study Holiday**	187	

24	Fri		180	44	**Tri-6 End term Exam Begins**	188	
25	Sat		181	45		189	
26	Sun	Sunday			Sunday		
27	Mon		182	46		190	
28	Tue	Study Holiday	183			191	
29	Wed	**Tri-3 End term Exam Begins**	184			192	
30	Thu		185			193	
31	Fri		186		**Tri-6 End term Exam Ends**	194	
April Ist	Sat		187				
2	Sun	Sunday			Sunday		
3	Mon		188				
4	Tue		189				
5	Wed	**Tri-3 End term Exam Ends**	190				
6	Thu	Maundy Thursday			Maundy Thursday		
7	Fri	Good Friday			Good Friday		
8	Sat	Second Saturday			Second Saturday		
9	Sun	Sunday/ Easter			Sunday/ Easter		
10	Mon	**Tri-3 Viva**	191	53			
11	Tue	**Tri-3 Viva**	192	54			
12	Wed	**Tri-3 Viva**	193	55			
13	Thu	**Tri-3 Viva**	194	56			
14	Fri	Ambedkar's Birthday			Ambedkar's Birthday		
15	Sat	Vishu					
16	Sun	Sunday			Sunday		
17	Mon	**Summer Internship(17th April to 12th June 2023)**	195	57			
18	Tue		196				
19	Wed		197				
20	Thu		198				
21	Fri		199				
22	Sat						
23	Sun						
24	Mon		200				
25	Tue		201				
26	Wed		202				
27	Thu		203				
28	Fri		204				
29	Sat		205				
30	Sun						

@ Tentative and subject to the evolution of the COVID-19 situation

11.   Key Contacts

Administrators and Teaching staff		
Name	**Mobile**	**E-mail**
Rev. Fr.Jose Kureidath CMI PhD **(Director, Rajagiri Group of Institutions)**	0484-2911346/524	jkuriedath@rediffmail.com
Rev. Fr. Saju M.D CMI PhD **(Associate Director -RBS & RCSS)**	0484-2911346/524	saju@rajagiri.edu
Fr. Francis Sebastian CMI PhD **(Assistant Director – Administration)**	0484-2660533	fr.francis@rajagiri.edu
Fr. Reginold John CMI **(Administrator)**	9539577797	reginold@rajagiri.edu
Faculty (RBS)		
Sunil Puliyakot (Fellow XLRI) **(Director)**	9787702003	sunil@rajagiri.edu
Abhilash G Nambudiri PhD **(Area Chair – General Management Head – Strategic Pillar)**	8289838853	abhilash@rajagiri.edu
Abraham Babu PhD **(Head – EMFD Accreditation)**	9447475436	abraham@rajagiri.edu
CA Abraham Joseph **(Area Chair – Finance & Economics)**	8606366227	abrahamjoseph@rajagiri.edu
Anand Sasikumar PhD **(Associate Area Chair – Operations & Systems)**	9495538251	anands@rajagiri.edu
Angela Susan Mathew PhD **(Associate Dean- Academics, Area Chair – Business Analytics & Head – Accreditations)**	8138977773	angela@rajagiri.edu
Ann Mary Jose	9494248314	annmary@rajagiri.edu
Bala Subramanian R, (Fellow XLRI) **(Associate Area Chair – Human Resources)**	8594840057	bala@rajagiri.edu
CA Dipti Lunawat **(Assistant Controller of Examinations RBS)**	8103792247	dipti@rajagiri.edu
Garima Sisodia PhD **(Head- Teaching & Learning Pillar)**	9666466987	garima@rajagiri.edu
George Joseph PhD **(Head – IIC, Incubation Center)**	9995468697	georgej@rajagiri.edu
Gowri Vijayan PhD **(Associate Faculty Incharge - Student Success Centre)**	9940722803	gowri@rajagiri.edu

Isaac Varghese **(Director – Consultancy)**	9745800809	isaac@rajagiri.edu
Jaedong Kang	8593963355	jaedong@rajagiri.edu
James Dominic PhD	9895949510	jamesdominic@rajagiri.edu
Jose K Puthur. PhD	9447107096	puthur@rajagiri.edu
Kannan Sekar	9566175602	kannan@rajagiri.edu
Kishore Gopalakrishna Pillai PhD **(Chair FPM)**	9747010660	kishore@rajagiri.edu
Krishnan Chandramohan PhD	9745866695	krishnan@rajagiri.edu
Mani P Sam	09445390641	manipsam@rajagiri.edu
Minnu F Pynadath	8547310342	minnu@rajagiri.edu
Muhammad Ahsan Sadiq PhD	7417131201	muhammadahsan@rajagiri.edu
Nicolas Martin PhD	8452971571	nicolas@rajagiri.edu
Prashant Singh	9650952284	prashant@rajagiri.edu
Rintu Anthony PhD	9445634201	rintu@rajagiri.edu
Ronny Thomas PhD **(Head – Assurance of Learning)**	09820603375	ronny@rajagiri.edu
Sinimole K R PhD	9869623198	sinimole@rajagiri.edu
Smitha Siji PhD **Programme Chair (PGDM)**	9446869515	smitha@rajagiri.edu
Somesh Kumar Sinha PhD **(Associate Area Chair – Marketing)**	9993249243	somesh@rajagiri.edu
Swetarupa Chatterjee	9433633056	swetarupa@rajagiri.edu
Vimal Krishnan R PhD **(Head Studio)**	9745638929	vimal@rajagiri.edu
Vineetha Prakash PhD **(Faculty coordinator – Assessment & Development Coordinator (RBS))**	9497052288	vineethaprakash@rajagiri.edu
Faculty (RCSS)		
Binoy Joseph PhD **(Principal RCSS)**	9446919144	binoyjoseph@rajagiri.edu
Aby K Abraham (Fellow XLRI)	8606283175	abyabraham@rajagiri.edu
(CA) Ajay Lunawat PhD **(Associate Area Chair – Finance & Economics, Head-Internationalization Pillar & Head – Finance Lab)**	8982233333	ajay@rajagiri.edu
Anto Joseph PhD **(Library Warden)**	9542359842	anto@rajagiri.edu
Arun George	7012402132	arungeorge@rajagiri.edu
P Balakrishnan Menon PhD	9446383863	balakrishnan@rajagiri.edu
Bejoy John Thomas PhD **(Area Chair – Marketing)**	09442708013	bejoy@rajagiri.edu
Deepak Babu **(Area Chair – Operations & Systems)**	9633452340	deepak@rajagiri.edu
Harish B **(Head – ACBSP Accreditation)**	9846246185	harish@rajagiri.edu

Imran Ahmed Khan PhD **(Head-Student Success Centre)**	9895204586	imrankhan@rajagiri.edu
Jayasri Indiran PhD	8129650401	jayasri@rajagiri.edu
Joji Alex N PhD **(Head – Research Center)**	9447459636	jojialex@rajagiri.edu
Lakshmi Jayaprakash PhD	9886443295	lakshmi@rajagiri.edu
Manoj Mathew PhD **(Controller of Examination & Director- Office of Corporate Relations)**	9847075011	manojmathew@rajagiri.edu
Manoj Menon PhD **Head of the Department (MA-HRM), Faculty Head – Assessment and Development Centre**	9847006886	manojmenon@rajagiri.edu
Minimol M.C. PhD **(Associate Dean- Research & Head – Faculty & Research Pillar)**	9846329021	minimol@rajagiri.edu
Padmanabhan N. S. PhD **(Senior Coordinator- Student Activities)**	9447696185	padmanabhan@rajagiri.edu
Pramodh U Korula **(Coordinator - Office of International Relations)**	9447013788	pramodh@rajagiri.edu
Saji George **(Head – HRDC)**	9946927773	saji@rajagiri.edu
Salim P **(Coordinator - Placements)**	9847153967	salim@rajagiri.edu
Shelly Jose PhD	9846012176	shellyjose@rajagiri.edu
Shirley Rita Luiz	9847784236	shirley@rajagiri.edu
Siby Jose PhD	9946042787	sibyjose@rajagiri.edu
Simon Jacob C PhD **(Area Chair – Human Resources & Assistant Controller of Examination RSOM)**	9447715585	simon@rajagiri.edu
Sreejith R	9562421310	sreejithr@rajagiri.edu
Susan Mathew PhD **(Associate Dean- Student Activities & Head – Student Excellence Pillar)**	9847392055	susanmathew@rajagiri.edu
Veeva Mathew PhD **(Head of the Department (MBA) & Director- Admissions & Head – Admission Pillar)**	9446688210	veevamathew@rajagiri.edu
Adjunct Faculty		
Aviral Kumar Tiwari PhD	9693657274	aviral@rajagiri.edu

NON-TEACHING STAFF CONTACTS (RBS)

A. Academic Administration

Sl.No.	Name	E-mail	Mobile
1	Bintomol Baby	bintobaby@rajagiri.edu	9744153020
2	Tinu Thomas	tinu@rajagiri.edu	9037228145

B. General Office Administration

Sl.No.	Name	E-mail	Mobile
1	Thomas KJ	thomaskj@rajagiri.edu	9995114738

C. Library

Sl.No.	Name	E-mail	Mobile
1	Biju Devessia	biju@rajagiri.edu	9846066337
2	Aravind Reghunathan	aravind@rajagiri.edu	8589035501

D. Computer Lab

Sl.No.	Name	E-mail	Mobile
1	Tolly Thomas	rsom@rajagiri.edu	9446134901
2	Wilson V T	wilson@rajagiri.edu	9947345587
3	Renju Mathew	renjumathew0099@gmail.com	9846221322
4	Esak Barman	esak@rajagiri.edu	8753928121

E. Public Relations

Sl.No.	Name	E-mail	Mobile
1	Jills Jolly	jills@rajagiri.edu	9544585539
2	Shilpa Thomas	shilpathomas@rajagiri.edu	6238280592

F. Office of Corporate Relations \ Placements

Sl.No.	Name	E-mail	Mobile
1	Vijeesh Lazar	vijeesh@rajagiri.edu	9986159041
2	Amil Vakkachan	amil@rajagiri.edu	9539653586
3	Abhishek John	abhishek@rajagiri.edu	9645510198

G. Admissions

Sl.No.	Name	E-mail	Mobile
1	Joju Rajan	joju@rajagiri.edu	8138031955
2	Merin Jose	merin@rajagiri.edu	9061246640

H. Examination Administration

Si.No.	Name	E-mail	Mobile
1	Ginju TM	ginjutm@rajagiri.edu	9746583551
2	Bimal Mathew	bimal@rajagiri.edu	9496340997

I. Estate Administration- Electrical

Sl.No.	Name	E-mail	Mobile
1	Sanish S Pulari	sanish@rajagiritech.edu.in	9567449655

J. Hostel Assistants

Sl.No.	Name	E-mail	Mobile

1	Arun Johny	arunjohny@rajagiri.edu	9496817159
2	Sarath Mathew	sarath@rajagiri.edu	9497403980
3	Bijimol Titus		8943893485

K. IQAC

Sl.No.	Name	E-mail	Mobile
1	Vineetha Ambika	vineetha@rajagiri.edu	8547377192
2	Akhil Babu	akhilbabu@rajagiri.edu	9746204676

L. Accounts

Sl.No.	Name	E-mail	Mobile
1	Johnson PV	rbs_accounts@rajagiri.edu	9747478944

M. Accreditation

Sl.No.	Name	E-mail	Mobile
1	Sanjay D	sanjay@rajagiri.edu	9946756559
2	Anna George	anna@rajagiri.edu	9567380071

N. Research

Sl.No.	Name	E-mail	Mobile
1.	Ann Grace Attokaren	anngrace@rajagiri.edu	7025446824
2.	Lakshmy Venu Gopal	lakshmy@rajagiri.edu	9447177813
3.	Shruthy V V	sruthy@rajagiri.edu	8547446161

O. Support Staff

Sl.No.	Name	E-mail	Mobile
1	Aneesh Kurian	aneesh@rajagiri.edu	8943536460
2	Ashik T J	ashik@rajagiri.edu	7736723034
3	Binumon K T		9744680869
4	Johnson K C		9605132687
5	Joshy Paul	joshy@rajagiri.edu	9846886797
6	Mathew K Paul	mathew@rajagiri.edu	9744178534
7	Manu Sojan	manusojan@rajagiri.edu	9947782264

Rajagiri Business School
Rajagiri Valley P.O, Kakkanad, Kochi - 682039
Ph: +91 484 2660609
Fax: +91 484 2426578
Email: information@rajagiri.edu
web: www.rajagiribusinessschool.edu.in