



Criteria II

Teaching- Learning and Evaluation

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

- Internal examination Time table published in academic calendar
- Internal Examination Time Table
- Consolidated Internal Mark sheet Verified by students
- Grievance Redressal Policy
- CCTV Monitoring in examination hall



JULY 2020			
DATE	DAYS		PARTICULARS
1	Wed		2.30 pm - Staff Meeting (Teaching Staff)
2	Thu		Readmission 50/- Fine Rs. 10/-
3	Fri	H	First Friday, St. Thomas Day
4	Sat	H	
5	Sun	H	
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat	H	Second Saturday, World Population Day
12	Sun	H	
13	Mon		
14	Tue		13 Hours Adoration
15	Wed		
16	Thu		Feast of our Lady of Mt. Carmel (College Patroness)
17	Fri		2.30 pm - Meet the Principal (English)
18	Sat	H	
19	Sun	H	
20	Mon	H	Karkidaka Vavu
21	Tue		2.30 pm - Meet the Principal (Mathematics)
22	Wed		2.30 pm - Meet the Principal (Computer Science)
23	Thu		2.30 pm - Meet the Principal (Physics)
24	Fri		2.30 pm - Meet the Principal (Chemistry)
25	Sat	H	
26	Sun	H	
27	Mon		I Internal of 3 rd & 5 th Semester, 2.30 pm - Meet the Principal (Botany)
28	Tue		Feast of St. Alphonsa, 2.30 pm - Meet the Principal (Zoology)
29	Wed		2.30 pm - Meet the Principal (Sociology), 3.30 pm - NAAC Steering Committee Meeting
30	Thu		2.30 pm - Meet the Principal (History), 3.30 pm - Staff Meeting (Non- Teaching Staff)
31	Fri	H	Bakrid



AUGUST 2020			
DATE	DAYS		PARTICULARS
1	Sat	H	
2	Sun	H	World Friendship Day
3	Mon		2.30 pm - Meet the Principal (Political Science)
4	Tue		2.30 pm - Meet the Principal (B. B. A)
5	Wed		2.30 pm - Staff Meeting (Teaching Staff)
6	Thu		Hiroshima Day, 2.30 pm - Meet the Principal (Software Development & Multimedia), 3.30 pm - IQAC Meeting
7	Fri		First Friday, 2.30 pm - Meet the Principal (Fashion Technology & Agriculture)
8	Sat	H	Second Saturday
9	Sun	H	Quit India Day, Nagasaki Day
10	Mon		I Internal Exam of I st Semester, 2.30 pm - Meet the Principal (Accounting & Taxation and Banking Financial Service & Insurance)
11	Tue		2.30 pm - Meet the Principal (Commerce)
12	Wed		International Youth Day, 2.30 pm - Meet the Principal (Community College)
13	Thu		Organ Donation Day
14	Fri		
15	Sat	H	Independence Day, Feast of Assumption of Our Lady
16	Sun	H	
17	Mon		
18	Tue		
19	Wed		World Photography Day
20	Thu		
21	Fri		
22	Sat	H	
23	Sun	H	
24	Mon		
25	Tue		
26	Wed		3.30 pm - NAAC Steering Committee Meeting
27	Thu		College closes for Onam Holidays, 3.30 pm - Staff Meeting (Non- Teaching Staff)
28	Fri	H	Ayyankali Jayanthi
29	Sat	H	Feast of St. Euphrasia, National Sports Day, Muharram
30	Sun	H	First Onam
31	Mon	H	Thiruvonam



OCTOBER 2020			
DATE	DAYS		PARTICULARS
1	Thu		The International Day of Older Person, Feast of St. Teresa of Lisieux
2	Fri	H	Gandhi Jayanthi, First Friday
3	Sat	H	
4	Sun	H	
5	Mon		II nd Internal for all UG & PG Students
6	Tue		
7	Wed		2.30 pm - Staff Meeting (Teaching Staff)
8	Thu		
9	Fri		
10	Sat	H	Second Saturday
11	Sun	H	
12	Mon		
13	Tue		
14	Wed		10.30 am - College Council Meeting
15	Thu		World Student's Day, Feast of St. Tresa of Avila, International Mathematics Day
16	Fri		10.30 am - Staff Council (Teaching Staff)
17	Sat	H	
18	Sun	H	
19	Mon		
20	Tue		3.30 pm - Staff Council (Non- Teaching Staff)
21	Wed		3.30 pm - NAAC Steering Committee Meeting
22	Thu		
23	Fri		
24	Sat	H	Maha Navami, UN Day
25	Sun	H	
26	Mon	H	Vijaya Dashami
27	Tue		
28	Wed		
29	Thu	H	Mild- Un- Nabi
30	Fri		3.30 pm - Staff Meeting (Non- Teaching Staff)
31	Sat	H	Rosary Rally



JANUARY 2021			
DATE	DAYS		PARTICULARS
1	Fri		New Year Day, First Friday
2	Sat	H	Mannam Jayanthi
3	Sun	H	Feast Of Chavara Kuriakose Elias, Founding Father Of CMC
4	Mon		College Reopens after Christmas Holidays
5	Tue		
6	Wed		2.30pm - Staff Meeting (Teaching Staff)
7	Thu		3.30 pm - IQAC Meeting
8	Fri		
9	Sat	H	Second Saturday
10	Sun	H	
11	Mon		1st Internals for UG & PG
12	Tue		National Youth Day
13	Wed		
14	Thu		
15	Fri		
16	Sat	H	
17	Sun	H	
18	Mon		
19	Tue		
20	Wed		
21	Thu		2.30 pm - Meet the Principal (English)
22	Fri		2.30 pm - Meet the Principal (Mathematics)
23	Sat	H	
24	Sun	H	
25	Mon		2.30 pm - Meet the Principal (Computer Science)
26	Tue	H	Republic Day
27	Wed		2.30 pm - Meet the Principal (Physics), 3.30 pm - NAAC Steering Committee Meeting
28	Thu		2.30 pm - Meet the Principal (Chemistry) 3.30 pm - Staff Meeting (Non- Teaching Staff)
29	Fri		2.30 pm - Meet the Principal (Botany) 3.30 pm - Library Advisory Committee Meeting
30	Sat	H	
31	Sun	H	

142

No. of working days: 19



FEBRUARY 2021			
DATE	DAYS		PARTICULARS
1	Mon		2.30 pm - Meet the Principal (Zoology)
2	Tue		2.30 pm - Meet the Principal (Sociology)
3	Wed		2.30 pm- Staff Meeting (Teaching Staff)
4	Thu		World Cancer, 2.30 pm - Meet the Principal (History)
5	Fri		First Friday Day, 2.30 pm - Meet the Principal (Political Science)
6	Sat	H	
7	Sun	H	
8	Mon		2.30 pm - Meet the Principal (B. B. A.)
9	Tue		2.30 pm - Meet the Principal (Software Development & Multimedia)
10	Wed		10.30 am- Staff Council (Teaching Staff), 2.30 pm - Meet the Principal (Fashion Technology & Agriculture)
11	Thu		2.30 pm - Meet the Principal (Accounting & Taxation and Banking Financial Service & Insurance)
12	Fri		10.30 am - College Council meeting 2.30 pm - Meet the Principal (Commerce)
13	Sat	H	Second Saturday
14	Sun	H	
15	Mon		Ash Monday, Lent Begins, 2.30 pm - Meet the Principal (Community College)
16	Tue		10.30am Autonomous Committee Meeting
17	Wed		
18	Thu		
19	Fri		3.30 pm - Staff Council (Non- Teaching Staff)
20	Sat	H	
21	Sun	H	
22	Mon		
23	Tue		
24	Wed		
25	Thu		3.30pm - Staff Meeting (Non- Teaching Staff)
26	Fri		3.30 pm - NAAC Steering Committee Meeting
27	Sat	H	IInd Internals for VI th Sem UG IV th Sem PG
28	Sun	H	National Science Day

No. of working days: 20

143



MARCH 2021		
DATE	DAYS	PARTICULARS
1	Mon	
2	Tue	
3	Wed	National Defence Day, 2.30pm – Staff Meeting (Teaching Staff)
4	Thu	3.30 pm - IQAC Meeting
5	Fri	First Friday
6	Sat	H
7	Sun	H
8	Mon	II Internal Exams of II nd and IV th Sem UG & II nd Sem PG, International Women's Day
9	Tue	
10	Wed	
11	Thu	H Maha Shivratri
12	Fri	
13	Sat	H Second Saturday
14	Sun	H International Mathematics Day
15	Mon	World Consumer Day
16	Tue	
17	Wed	
18	Thu	
19	Fri	Feast of St. Joseph
20	Sat	H
21	Sun	H
22	Mon	World Day of Water
23	Tue	
24	Wed	World TB Day
25	Thu	Annunciation, 3.30 pm – Staff Meeting (Non-Teaching Staff)
26	Fri	3.30 pm - NAAC Steering Committee Meeting
27	Sat	H
28	Sun	H Palm Sunday
29	Mon	Holi
30	Tue	
31	Wed	College Closes for Summer Holidays

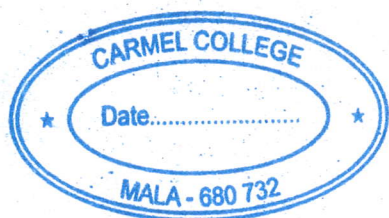
DATE	DAY
1	Thu
2	Fri
3	Sat
4	Sun
5	Mon
6	Tue
7	Wed
8	Thu
9	Fri
10	Sat
11	Sun
12	Mon
13	Tue
14	Wed
15	Thu
16	Fri
17	Sat
18	Sun
19	Mon
20	Tue
21	Wed
22	Thu
23	Fri
24	Sat
25	Sun
26	Mon
27	Tue
28	Wed
29	Thu
30	Fri

CARMEL COLLEGE, MALA

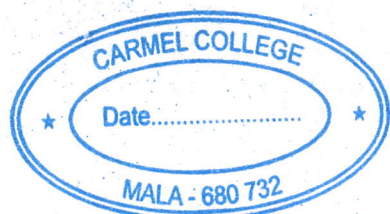
III SEMESTER FIRST INTERNAL EXAMINATION 17-21 AUGUST 2020

TIME TABLE

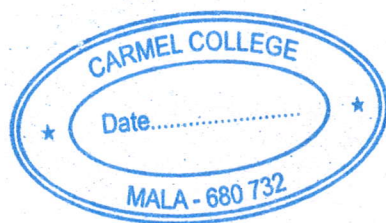
DEPARTMENT	DATE	SUBJECT
Botany	17.8.2020	Signatures Expressing The Self
	18.08.2020	Malayala Sahithyam Iii
		Poetry In Hindi
	19.08.2020	Phycology, Bryology And Pteridology
	20.08.2020	Physiology And Ethology
	21.08.2020	Organic Chemistry
B.B.A	17.8.2020	Financial Management
	18.08.2020	Professional Business Skill
	19.08.2020	Business Regulations
	20.08.2020	Basic Numerical Methods
	21.08.2020	Corporate Accounting
B.C.A	17.8.2020	Python Programming
	18.08.2020	Sensors And Transducers
	19.08.2020	Data Structures Using C
	20.08.2020	Computer Oriented Numerical And Statistical Methods
	21.08.2020	Theory Of Computation
B.Voc.S.D	17.8.2020	Writing For Academic And Professional Success
	18.08.2020	Technical Writing And Seo
	19.08.2020	Environmental Science
	20.08.2020	Basic Networking Concepts
	21.08.2020	Introduction To Rdbms And Sql
B.Voc. M.M	17.8.2020	Writing For Academic And Professional Success
	18.08.2020	Creative Writing For T.V And Film
	19.08.2020	Environmental Science
	20.08.2020	Digital Video Production
	21.08.2020	Introduction To Animation
B.Voc.F.T	17.8.2020	Writing For Academic And Professional Success
	18.08.2020	Textile Processing
	19.08.2020	Historic Costumes
	20.08.2020	Fashion Mercandising Marketing And Management
	21.08.2020	
B.Voc.Accounting And Taxation	17.8.2020	Writing For Academic And Professional Success
	18.08.2020	Business Regulation
	19.08.2020	Organizational Behaviour And Communication
	20.08.2020	Direct Taxation Ii
	21.08.2020	Management, Accounting Budgeting And Forecasting
B.Voc.Bfsi	17.8.2020	Writing For Academic And Professional Success
	18.08.2020	Banking Service Management



	19.08.2020	Marketing Management
	20.08.2020	Life Insurance Operations
	21.08.2020	Management, Accounting Budgeting And Forecasting
B.Voc.Agriculture	17.8.2020	Writing For Academic And Professional Success
	18.08.2020	Basic Numerical Skills
	19.08.2020	Plant, Tissue Culture And Biotechnology
	20.08.2020	Integrated Pest Management In Crops
	21.08.2020	Protected Cultivation Of Horticultural Crops
B.Com	17.8.2020	Human Resource Management
	18.08.2020	Professional Business Skill
	19.08.2020	Business Regulations
	20.08.2020	Bns
	21.08.2020	Corporate Accounting
Chemistry	17.8.2020	Signatures Expressing The Self
	18.08.2020	Malayala Sahithyam Iii , Poetry In Hindi
	19.08.2020	Physical Chemistry
	20.08.2020	Mathematics
	21.08.2020	Mechanics, Relativity, Waves And Oscillations
English	17.8.2020	Signatures Expressing The Self
	18.08.2020	Malayala Sahithyam Iii , Poetry In Hindi
	19.08.2020	Language And Technology
	20.08.2020	Applied Phonetics
	21.08.2020	Lterature In English; American And Post Colonial
Maths	17.8.2020	Signatures Expressing The Self
	18.08.2020	Malayala Sahithyam Iii , Poetry In Hindi
	19.08.2020	Calculus Of Single Variable-2
	20.08.2020	Probability Distributions And Sampling Theory
	21.08.2020	Problem Solving Using C
Physics	17.8.2020	Python Programming
	18.08.2020	Sensors And Transducers
	19.08.2020	Electro Dynamics -I
	20.08.2020	Maths
	21.08.2020	Computer Science
Politics	17.8.2020	Signatures Expressing The Self
	18.08.2020	Malayala Sahithyam Iii , Poetry In Hindi
	19.08.2020	Indian Government And Politics
	20.08.2020	World Constitutions- Comparative Politics
	21.08.2020	Introduction To Political Sociology
Sociology	17.8.2020	Signatures Expressing The Self
	18.08.2020	Malayala Sahithyam Iii , Poetry In Hindi
	19.08.2020	Sociological Theory An Introduction
	20.08.2020	Social Stratification And In Equality
	21.08.2020	Indian Constitution And Politics- Political Dynamics
Zoology	17.8.2020	Signatures Expressing The Self
	18.08.2020	Malayala Sahithyam Iii , Poetry In Hindi



	19.08.2020	Animal Diversity Chro Data Part -I
	20.08.2020	- Morphology, Systematic Botany, Economic Botany, Plant Breeding & Horticulture.
	21.08.2020	Organic Chemistry
History	17.8.2020	Signatures Expressing The Self
	18.08.2020	Malayala Sahithyam Iii , Poetry In Hindi
	19.08.2020	World History – State, Society And Civilization In Ancient World
	20.08.2020	Indian History – State And Society In Early India
	21.08.2020	Indian Constitution And Politics- Political Dynamics

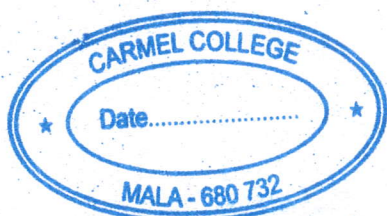


CARMEL COLLEGE, MALA

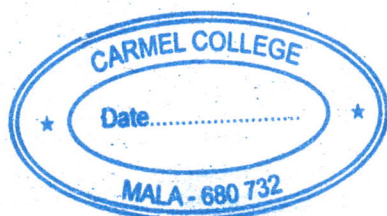
V SEMESTER FIRST INTERNAL EXAMINATION 17-21 AUGUST 2020

TIME TABLE

DEPARTMENT	DATE	SUBJECT
Botany	17.8.2020	Gemnosperms, Palaeobotany, Phytogeography And Evolution
	18.08.2020	Angiosperm Morphology And Plant Systematics
	19.08.2020	Embryology, Palymology, Economic Botany, Ethnobotany And Horticulture
	20.08.2020	General And Bio Informatics, Introductory Biotechnology, Molecular Biology
	21.08.2020	Open Course
B.B.A	17.8.2020	Accounting For Management
	18.08.2020	Business Research Methods
	19.08.2020	Emerging Trends In Management
	20.08.2020	Indian Financial System
	21.08.2020	Investment Management
B.C.A	17.8.2020	Java Programming
	18.08.2020	Computer Organization And Architecture
	19.08.2020	Web Programming Using Php
	20.08.2020	Principles Of Softeare Engineering
	21.08.2020	Introduction To Computers And Office Automation
B.Voc.S.D	17.8.2020	Human Resource Management
	18.08.2020	Net And Data Base Administration
	19.08.2020	Life Skill Development
	20.08.2020	J2ee
	21.08.2020	Mobile Software Development Using Android
B.Voc. M.M	17.8.2020	Human Resource Management
	18.08.2020	Media Laws And Ethics
	19.08.2020	Life Skill Development
	20.08.2020	Graphics And Animation In Advertising
	21.08.2020	3d Scripting And Game Development
B.Voc.F.T	17.8.2020	Human Resource Management
	18.08.2020	Garment Finishing And Clothing Care
	19.08.2020	Visual Merchandising And Retail Management
	20.08.2020	Apparel Costing And Export Documentation
B.Voc.Accounting And Taxation	17.8.2020	(Bc3c03) Human Resource Management
	18.08.2020	Marketing Management



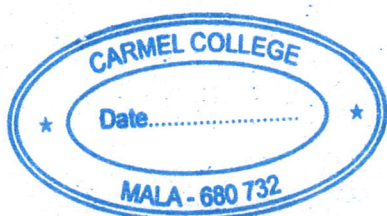
	19.08.2020	Quantitative Techniques For Business
	20.08.2020	Corporate Accounting
	21.08.2020	Business Research Methods
B.Voc.Bfsi	17.8.2020	Human Resource Management
	18.08.2020	Banking & Micro Finance
	19.08.2020	Mutual Fund Operations
	20.08.2020	Legal & Regulatory Aspect Of Banking
	21.08.2020	Corporate Accounting
B.Voc.Agriculture	17.8.2020	Commercial Vegetable Production
	18.08.2020	Agricultural Enterprises
	19.08.2020	Fundamentals Of Organic Farming
	20.08.2020	Food And Dairy Microbiology
	21.08.2020	Govt. Policies And Programmes Related To Agriculture
B.Com	17.8.2020	Accounting For Management
	18.08.2020	Business Research Methods
	19.08.2020	Income Tax Law And Accounts
	20.08.2020	Financial Markets And Services
	21.08.2020	Financial Management
Chemistry	17.8.2020	Inorganic Chemistry- Iii
	18.08.2020	Organic Chemistry- Ii
	19.08.2020	Physical Chemistry- Ii
	21.08.2020	Open Course
English	17.8.2020	Creative Writing
	18.08.2020	Functional English For Print Media
	19.08.2020	Theatre For Communication
	20.08.2020	Contemporary Literary And Cultural Theory
	21.08.2020	Open Course
Maths	17.8.2020	Vector Calculous
	18.08.2020	Abstract Algebra
	19.08.2020	Basic Mathematic Analysis
	20.08.2020	Differential Equations
	21.08.2020	Opencourse
Physics	17.8.2020	Electrodynamics- Ii
	18.08.2020	Quantum Mechanics
	19.08.2020	Physical Optics & Modern Optics
	20.08.2020	Electronics (Analog & Digital)
	21.08.2020	Open Course
Politics	17.8.2020	Research Methodology
	18.08.2020	Modern Western Political Thoughts
	19.08.2020	State Society And Political Process In Kerala
	20.08.2020	Introduction To International Politics
	21.08.2020	Opencourse
Sociology	17.8.2020	Sociology In Indian Society
	18.08.2020	Theoretical Perspective In Society



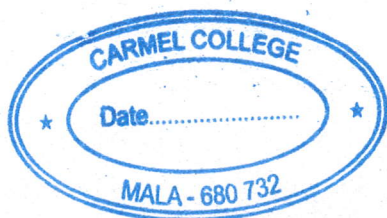
	19.08.2020	Social Anthropology
	20.08.2020	Research Methods Of Statitics
	21.08.2020	Opencourse
Zoology	17.8.2020	Environmental Biology, Wildlife Conservation And Toxicology
	18.08.2020	Ethology, Evolution And Zoogeography
	19.08.2020	Cell Biology And Genetics
	20.08.2020	Methology In Science, Bio Statistics And Informatics
	21.08.2020	Open Course
History	17.8.2020	Kerala Society And Culture; Ancient And Medieval
	18.08.2020	History Of Medieval India
	19.08.2020	History Of Modern India
	20.08.2020	History Of Modern World
	21.08.2020	Open Course

TIME TABLE FOR III SEM PG I INTERNAL EXAMINATIONS- 17-21 AUGUST 2020

DEPARTMENT	DATE	NAME OF PAPER
Botany	17-08-2020	Plant Physiology, Metabolism And Biochemistry
	18-08-2020	Angiosperm Morphology, Angiosperm Taxonomy And Plant Resources
	19-08-2020	Biotechnology And Bioinformatics
	20-08-2020	Practicals Of Plant Physiology, Metabolism, Biochemistry, Angiosperm Morphology And Angiosperm Taxonomy
	21-08-2020	Practicals Of Plant Resources, Biotechnology & Bioinformatics
Commerce	17-08-2020	Financial Management
	18-08-2020	Income Tax Law, Practice And Tax Planning
	19-08-2020	Research Methodology
	20-08-2020	Investment Management
	21-08-2020	Financial Markets & Institutions
Chemistry		Molecular Spectroscopy
		Organometallic & Bioinorganic Chemistry
		Reagents And Transformations Inorganic



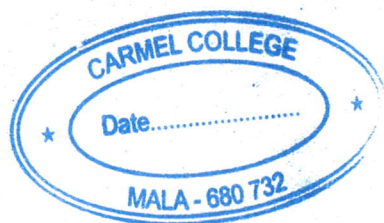
		Chemistry
		Synthetic Organic Chemistry (Elective)
English	17-08-2020	20 th Century British Literature Post 1940
	18-08-2020	Literary Criticism And Theory- Part Ii
	19-08-2020	Introduction To Linguistics
	20-08-2020	World Drama
History	17-08-2020	Perspectives On Colonialism In India
	18-08-2020	Discourses On Indian Nationalism
	19-08-2020	Selected Themes In Economic History Of Medieval India
	20-08-2020	Recent Perspectives On Social History Of Medieval Kerala
Maths	17-08-2020	Multi Variable Calculus And Geometry
	18-08-2020	Complex Analysis
	19-08-2020	Functional Analysis
	20-08-2020	Pde & Integrations
	21-08-2020	Coding Theory
Sociology	17-08-2020	Schools Of Sociological Theory Ii
	18-08-2020	Sociology And Development : Themes And Perspectives
	19-08-2020	Sociology Of Health
	20-08-2020	Project Planning And Preparation



CARMEL COLLEGE, MALA

TIME TABLE OR THE SECOND INTERNAL EXAMINATIONS OF FIRST SEMESTER UG STUDENTS- 2021 FEBRUARY

Date	Time	Name Of Paper
23/2/2021	9.30-10.30	English
24/02/21	9.30-10.30	English
25/2/21	9.30-10.30	Second Language
26/2/21	9.30-10.30	Main
27/2/21	9.30-10.30	Complimentay-1
30/1/21	9.30-10.30	Complimentary-2

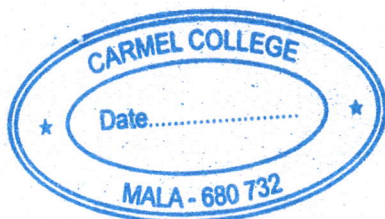


TIME TABLE FOR THE FIRST INTERNAL EXAMINATIONS OF FOURTH SEMESTER DEGREE STUDENTS- MARCH 2021

DATE	TIME	NAME OF PAPER
2/3/2021	9.30-10.30	ENGLISH
3/3/2021	9.30-10.30	SECOND LANGUAGE
4/3/2021	9.30-10.30	MAIN
5/3/2021	9.30-10.30	COMPLIMENTARY-1
6/3/2021	9.30-10.30	COMPLIMENTARY-2

TIME TABLE FOR THE SECOND INTERNAL EXAMINATIONS OF SIXTH SEMESTER STUDENTS MARCH 2021

DATE	TIME	NAME OF PAPER
25/3/2021	9.30-12.30	PAPER-1
26/3/2021	9.30-12.30	PAPER-2
27/3/2021	9.30-12.30	PAPER-3
28/3/2021	9.30-12.30	PAPER-4
29/3/2021	9.30-12.30	PAPER-5



CONSOLIDATED MARK LIST

I BCOM CA FIRST SEMESTER

NAME	A01	A02	H/M	B.MGT	ECONOMICS	SIGNATURE
AISWARYA V T	15	15	15	18	17	Aiswarya
ANAGHA P A	15	15	20	18	16	Anceghy
ANUGRAHA RAVI	13	14	15	18	16	Anuragh
ANUPAMA MANOJ	14	14	20	18	16	Anura
ARYA DAVIES	15	15	20	19	18	Arya
HANIYA V N	15	15	18	18	18	Haniya
KESIYA PAUL	15	15	18	18	18	Kesiya
LAYA V A	15	14	18	18	16	Laya
LIFMI ROSE RAPHY	13	12	18	18	16	Lifmi
RAHEELA T I	15	14	15	18	16	Raheela
RIDIYA RAFEEQ	13	14	18	19	18	Ridiya
ROSHNA K R	15	14	20	18	16	Roshna
SANTHANA RAJEEV	14	14	14	18	16	Santhana
SREEKUTTY P A	14	14	20	18	18	Sreekutty
SULFEENA T A	15	15	20	18	16	Sulfeena
VISMAYA T V	15	15	20	18	15	Vismaya
SUCHITHRA K	15	14	20	18	16	Suchithra

CONSOLIDATED MARK LIST

I BCOM CA II SEMESTER

NAME	A03	A04	H/M	MARKETING MGT	FA	SIGNATURE
AISWARYA V T	18	20	15	18	17	Aiswarya
ANAGHA P A	11	18	15	18	18	Anagha
ANUGRAHA RAVI	14	18	15	19	18	Anugraha
ANUPAMA MANOJ	16	17	20	19	18	Anupama
ARYA DAVIES	15	16	18	19	18	Arya
HANIYA V N	14	19	15	18	17	Haniya
KESIYA PAUL	14	15	13	18	18	Kesiya
LAYA V A	17	19	17	18	18	Laya
LIFMI ROSE RAPHY	10	20	17	18	18	Lifmi
RAHEELA T I	16	13	17	19	18	Racheela
RIDIYA RAFEEQ	18	16	20	19	18	Ridriya
ROSHNA K R	15	19	15	18	18	Roshna
SANTHANA RAJEEV	16	20	10	18	18	Suchithra
SREEKUTTY P A	18	20	20	18	18	Sreekutty
SULFEENA T A	14	20	17	18	18	T A Sre
VISMAYA T V	18	20	17	18	18	Vismaya
SUCHITHRA K	13	13	17	18	18	Suchithra

CONSOLIDATED MARK LIST

I BCOM FA FIRST SEMESTER

NAME	A01	A02	H/M	B.MGT	ECONOMICS	SIGNATURE
A A SHAMIYA	16	16	20	19	19	<i>Shamiya</i>
AARATHY UNNI	15	15	20	19	19	<i>Aarathy</i>
AISWARYA JAYAN	15	15	20	18	18	<i>A</i>
ALEENA JOY	15	14	18	18	18	<i>Aleena</i>
AMAL FATHIMA C N	15	15	18	18	18	<i>Amalfathima</i>
ANAMIKA N S	16	15	18	19	19	<i>Anamika</i>
ANJALI K S	16	15	20	18	18	<i>Anjali</i>
ANJALY T S	16	16	20	18	18	<i>Anjali</i>
ANJANA A A	16	16	20	18	18	<i>Anjana</i>
ARCHANA M S	16	16	18	18	18	<i>A</i>
ARYA GIREESAN	16	15	18	18	18	<i>Arya</i>
ASHLY N S	15	15	20	18	18	<i>Ashly</i>
ASWATHI M R	15	13	20	18	18	<i>Aswathi</i>
ATHIRA K K	13	15	20	18	18	<i>Athira</i>
BHAGYASREE M U	15	14	18	18	18	<i>Bhagyasree</i>
DEVANANDA DILEEP	15	15	18	19	19	<i>Devananda</i>
ELSA DONA	16	16	20	18	18	<i>Elsa</i>
FARSANA K R	15	15	18	19	19	<i>Farsana</i>
GREESHMA K S	16	15	18	19	19	<i>Greeshma</i>
HASNA HARISH	16	15	18	18	18	<i>Hasna</i>
I G SREEDURGHA	15	14	18	19	19	<i>I G Sreedurgha</i>
JESNA JOY	15	15	20	19	19	<i>Jesna</i>
JOSHNA JOHN V	15	15	18	18	18	<i>Joshna</i>
JUDY P J	16	15	20	18	18	<i>Judy</i>
KEERTHANA M A	16	15	18	18	18	<i>Keerthana</i>
LAKSHMIPRIYA K U	16	16	18	19	19	<i>Lakshmi</i>
MERIN JOY	16	16	18	18	18	<i>Merin</i>
NAMISHA C N	16	16	18			<i>Namisha</i>
NANDANA GIRISH	15	14	18	18	18	<i>Nandana</i>
NANDANA T P	16	14	20	18	18	<i>Nandana</i>
NANDHANA E U	16	14	20	18	18	<i>Nandhana</i>
NAVYA SADANANDAN	15	15	20	18	18	<i>Navya</i>
NEHA E S	16	16	18	19	19	<i>Neha</i>
NIKHITHA JOHN	16	16	18	18	18	<i>Nikhitha</i>
POOJA ANTONY	16	15	18	18	18	<i>Pooja</i>
RADHIKA M R	15	15	18	18	18	<i>Radhika</i>

RISHANA P A	15	16	20	19	19	R
ROOPA POULOSE	15	15	20	18	18	Deep
SANDHRA SIBI	16	16	18	19	19	Sandra
SHAHNA T	15	16	20	18	18	Shahna
SNEHA K T	15	15	18	18	18	Sneha
SREELAKSHMI K S	15	15	20	18	18	Sreelakshmi
SUFANA A M	16	15	18	19	19	Sufana
SWATHY V D	15	14	20	18	18	Swathy
THASFIYA THAJUDEEN	16	16	20	18	18	Thasfiya
VILMI T V	16	16	18	18	18	Vilmi
VRINDHA DAS P S	13	14	20	19	19	Vrindha

CONSOLIDATED MARK LIST

I BCOM FA II SEMESTER

NAME	A03	A04	H/M	MKG	FA	SIGNATURE
A A SHAMIYA	18	18	18	18	18	Shamiya
AARATHY UNNI	18	17	18	19	19	Aarathy
AISWARYA JAYAN	15	18	17	18	18	Aiswarya
ALEENA JOY	18	15	17	18	19	Aleena
AMAL FATHIMA C N	17	16	18	18	18	Amalfathima
ANAMIKA N S	17	17	19	19	18	Anamika
ANJALI K S	11	15	13	18	18	Anjali
ANJALY T S	17	16	19	18	18	Anjaly
ANJANA A A	16	15	15	18	18	Anjana
ARCHANA M S	17	17	18	18	18	Archana
ARYA GIREESAN	17	17	17	18	18	Arya
ASHLY N S	18	17	18	18	18	Ashly
ASWATHI M R	18	18	18	18	18	Aswathi
ATHIRA K K	14	13	18	17	17	Athira
BHAGYASREE M U	15	17	18	18	18	Bhagyasree
DEVANANDA DILEEP	16	18	16	18	18	Devananda
ELSA DONA	18	17	18	18	18	Elsa
FARSANA K R	17	18	16	18	18	Farsana
GREESHMA K S	19	18	20	19	19	Greeshma
HASNA HARISH	16	16	18	18	18	Hasna
I G SREEDURGHA	14	16	19	19	18	Ig
JESNA JOY	15	17	18	19	18	Jesna
JOSHNA JOHN V	16	17	19	18	18	Joshna
JUDY P J	17	17	20	18	18	Judy
KEERTHANA M A	15	18	17	18	18	Keerthana
LAKSHMIPRIYA K U	16	17	20	19	19	Lakshmi
MERIN JOY	16	16	19	18	18	Merin
NAMISHA C N	15	15	18	18	18	Namisha
NANDANA GIRISH	15	15	17	18	18	Nandana
NANDANA T P	18	17	20	19	19	Nandana
NANDHANA E U	17	17	17	18	18	Nandhana
NAVYA SADANANDAN	14	18	19	18	18	Navya
NEHA E S	18	19	20	19	18	Neha
NIKHITHA JOHN	17	18	17	18	19	Nikhitha
POOJA ANTONY	14	18	17	19	18	Pooja
RADHIKA M R	18	17	19	18	18	Radhika
RISHANA P A	17	18	18	19	18	Rishana
ROOPA POULOSE	15	15	17	18	18	Roopa
SANDHRA SIBI	16	15	18	19	19	Sandhra
SHAHNA T	15	18	19	18	19	Shahna
SNEHA K T	11	17	16	18	18	Sneha

SREELAKSHMI K S	15	15	17	18	19	Sreelakshmi
SUFANA A M	17	17	18	18	18	Sufana
SWATHY V D	9	10	15	18	18	Swathy
THASFIYA THAJUDEEN	18	18	20	18	18	Thasfiya
VILMI T V	15	15	16	18	18	Vilmi
VRINDHA DAS P S	17	18	15	18	18	Vrindha

INTERNAL MARKS

PROGRAMME : III SEMESTER BSC BOTANY

MONTH & YEAR : NOVEMBER 2020

2020-2021

No	Reg.No.	Name of Student	English	Mal	Hin	Botany	Chemistry	Zoology	Signature of student
1	CRATSBO001	ABHIRAMI M.V	19		20	15	14	14	abhirami
2	CRATSBO002	AIDA YESUDAS	20		20	15	15	15	
3	CRATSBO003	ANJALY E R	20		18	15	15	15	Anjali
4	CRATSBO004	ANJALI K J	20		20	15	15	15	Anjali
5	CRATSBO005	ANJANA U J	19		18	15	15	15	Anjana
6	CRATSBO006	ANUSHA C S	19		20	15	15	15	Anusha
7	CRATSBO007	MEGHA MUKUNDAN	20		20	15	15	15	Megha
8	CRATSBO008	OLGA OUSEPH	19		18	15	15	15	Olga
9	CRATSBO009	SANDRA M S	19		20	14	15	14	Sandra
10	CRATSBO010	SOORYA R	15		18	13	14	14	Soorya
11	CRATSBO011	SREESHMA RAMESH	19		20	15	15	15	Sreeshma
12	CRATSBO012	THAHANA PARVEEN	18		18	14	14	13	Thahana
13	CRATSBO013	AKHILA NARAYANAN	19	20		15	14	15	Akhila
14	CRATSBO014	ALEENA PAULY	20	20		15	14	14	Aleena
15	CRATSBO015	ANJANA TS	18	20		15	15	15	Anjana
16	CRATSBO016	ARDRA M.A	19	20		14	14	14	Ardra
17	CRATSBO017	ARYA GOPI	20	20		15	15	15	Arya
18	CRATSBO018	ASWANI PK	18	20		15	14	15	Aswani
19	CRATSBO019	ASWATHI P K	20	20		15	14	15	Aswathi
20	CRATSBO020	ASWATHY K K	20	20		15	15	14	Aswathy
21	CRATSBO021	ASWATHY N R	16	20		14	14	15	Aswathy
22	CRATSBO022	ASWATHY VP	17	20		15	14	14	Aswathy
23	CRATSBO023	ENOSHA BAIJU	15	18		14	14	14	Enosha
24	CRATSBO024	GAYATHRI C S	17	20		15	15	15	Gayathri
25	CRATSBO025	GREESHMA K S	15	20		15	14	15	Greeshma
26	CRATSBO026	LIYA T V	20	20		15	15	14	Liya
27	CRATSBO028	SANEESHA P S	17	18		15	15	14	Saneesha
28	CRATSBO029	SHAHANA SHAMEER	20	20		15	15	15	Shahana
29	CRATSBO030	SISIRA SHAJI	17	20		15	15	14	Sisira

Name & Signature of Class Teacher: Dr. Sr. Geethashree S.S. K-P

Name & signature of HOD :

19/11/2021

IV Semester B.Sc. Chemistry Overall Internal Assessment 2021

No	Name	English A06	Hindi/ Malayala m	Chemist y	Chemist y (P)	Physics	Physics (P)	Maths
1.	ALEND A JOY	20	20	15	20	14	20	14
2.	ALNA ROSE P.R	19	20	14	20	14	20	12
3.	AMRITHA SURESH	20	20	13	20	14	20	13
4.	AMRUTHA S NAIR	18	18	14	20	14	20	12
5.	ANEENA THASNEEM TN	20	20	15	20	14	20	12
6.	ANUPAMA TG	17	20	12	20	14	20	12
7.	ASWATHY. M. G	19	20	13	20	14	20	15
8.	DIYA ROSE DAVIS	19	20	14	20	13	19	12
9.	FARSANA THAJUDEEN	20	19	15	20	14	20	12
10.	HIMALAKSHMI V S	18	20	12	20	13	18	12
11.	HRIDYA C.R	19	20	15	20	14	20	13
12.	JIGITHA SAJAN	20	18	13	20	13	20	12
13.	MARY SANDRA PJ	20	20	15	20	14	20	15
14.	MEGHNA S MOHAN	20	20	14	20	14	20	12
15.	N S KUNJILAKSHMI	18	20	14	20	14	20	15
16.	PHILO AMALA ANTONY	20	20	15	20	13	20	13
17.	SONA ANTONY	19	20	15	20	13	20	13
18.	THASLEEMA N.S	20	20	14	20	14	20	14
19.	THASLEEMA N.S	17	20	15	20	15	20	15
18.	THASLEEMA N.S	17	20	15	20	15	20	15
19.	VYSHNAVI C.C	18	19	14	20	12	18	13
19.	VYSHNAVI C.C	18	19	14	20	12	18	13
20.	VYSHNAVI KARTHA	20	20	15	20	13	20	12

Princy K. G. R
H.O.D. of Chemistry.

Consolidated Internal Marks

Department : ZOOLOGY

Semester : V I

Subject : REPRODUCTIVE BIOLOGY DEVELOPMENTAL BIOLOGY & TERATOLOGY

Teacher : RAKHI RADHAKRISHNAN

Sl. No	Name of student	Q ₁			Q ₂			Attendance		Assignment	Seminar	Total
		Marks (40)	%	Grade point	Marks (40)	%	Grade point	%	Point			
1.	ALEENA TOMY	30	75	4	30	75	4	97.1	5			
2.	AMRUTHA K A	32	80	4.5	35	87.5	4.5	91.4	5	2	3	18
3.	AMRUTHA M U	25	62.5	3.5	32	80	4.5	91.4	5	2	3	19
4.	ANEESHA P V	40	100	5	40	100	5	100	5	2	3	18
5.	ANJU O R	25	62.5	3.5	25	62.5	3.5	90	5	2	3	20
6.	ANSIYA T M	25	62.5	3.5	25	62.5	3.5	90	5	2	3	17
7.	ASWATHY SHAJU	30	75	4	35	87.5	4.5	100	5	2	3	17
8.	DHANYA O L	30	75	4	35	87.5	4.5	97.1	5	2	3	19.5
9.	JISMY KT	31	77.5	4	35	87.5	4.5	98.6	5	2	3	19.5
10.	JISNA THANKACHAN K T	25	62.5	3.5	35	87.5	4.5	91.4	5	2	3	18
11.	JUHI SAJI	25	62.5	3.5	25	62.5	3.5	90	5	2	3	17



12.	LAKSHMI A S	25	62.5	3.5	25	62.5	3.5	90	5	2	3	17
13.	NIVIA ROSE JOHN	25	62.5	3.5	27	67.5	3.5	90	5	2	3	17
14.	RABEEHA B A	30	75	4	30	75	4	90	5	2	3	18
15.	SWETHA R	36	90	5	38	95	5	95.7	5	2	3	20
16.	TARLIN P J	25	62.5	3.5	35	87.5	4.5	90	5	2	3	18.5
17.	VARNA KESAVAN	25	62.5	3.5	35	87.5	4.5	90	5	2	3	18.5
18.	AKSHAYA V N	25	62.5	3.5	35	87.5	4.5	92.8	5	2	3	18.5
19.	ATHIRA N R	25	62.5	3.5	40	100	5	94.3	5	2	3	18.5
20.	ATHIRA V T	40	100	5	40	100	5	97.1	5	2	3	20
21.	CHEZHANA BABU	33	82.5	4.5	35	87.5	4.5	97.1	5	2	3	19.5
22.	SEENU SUBAIR N S	25	62.5	3.5	30	75	4	98.6	5	2	3	17.5
23.	V S SAEEMA	25	62.5	3.5	25	62.5	3.5	90	5	2	3	17

Faculty in charge
Rakhi Radhakrishnan



Rini
Dr. Sr. Rini Raphael
Assistant Prof. & Head
Dept. of Zoology
Carmel College
Mala, Thrissur

DEPARTMENT OF ZOOLOGY

IV SEMESTER: INTERNAL CONSOLIDATED REPORT 2020-2021

Department : ZOOLOGY

Semester : IV

Subject : PRACTICAL

Teacher : GOLDY DAVIS P

SL.NO.	NAME	ATTENDANCE	LAB INVOLVEMENT (PERFORMANCE & PUNCTUALITY)	TEST 1	RECORD	ZOL4B05P PRACTICAL	SIGNATURE OF THE STUDENT
1.	CRATSO001 DEVIKA DAS	4	4	8	4	20	<i>[Signature]</i>
2.	CRATSO002 JASEELA K S	4	4	8	4	20	<i>[Signature]</i>
3.	CRATSO003 KARTHIKA I P	4	4	8	4	20	<i>[Signature]</i>
4.	CRATSO004 SHEETHAL SAJEEVAN	4	4	8	4	20	<i>[Signature]</i>
5.	CRATSO005 ARYANANDA K R	4	4	8	4	20	<i>[Signature]</i>
6.	CRATSO006 ASNA T A	4	4	8	4	20	<i>[Signature]</i>
7.	CRATSO007 ASWANI C DINESAN	4	4	8	4	20	<i>[Signature]</i>
8.	CRATSO008 ATHULYA K	4	4	8	4	20	<i>[Signature]</i>
9.	CRATSO009 JISTIYA JOSE	4	4	8	4	20	<i>[Signature]</i>



10.	CRATSO010 KRISHNAPRIYA P A	4	4	8	4	20	<i>[Signature]</i>
11.	CRATSO011 MARIYA P D	4	4	8	4	20	<i>[Signature]</i>
12.	CRATSO012 REEJATH P R	4	4	8	4	20	<i>[Signature]</i>
13.	CRATSO013 RESHMI K R	4	4	8	4	20	<i>[Signature]</i>
14.	CRATSO014 RIYA ANTONY	4	4	8	4	20	<i>[Signature]</i>
15.	CRATSO016 SRUTHY K A	4	4	8	4	20	<i>[Signature]</i>
16.	CRATSO017 UNNIMAYA A	4	4	8	4	20	<i>[Signature]</i>

[Signature]
Ms. Goldy Davis P
Faculty in-charge



[Signature]
Dr. Sr. Rini Raphael
Head of the Department

Dr. Sr. Rini Raphael
Assistant Professor
Dept. of Zoology
Carmel College
Mala, Thrissur



CARMEL COLLEGE, MALA

Policy Documents



PREFACE

Since 1981, the year of establishment of Carmel College by the Sisters of the Congregation of the Mother of Carmel, the institution has earnestly endeavored to stay committed to its vision and mission. It has been the far-sightedness of the visionary Saint Kuriakose Elias Chavara that impelled our founder Principal, Rev. Mother Aurea, to follow suit and built an educational institution for women in the small town, Mala.

As a college we strive to mould generations of quality individuals who can productively engage with the community and the nation at large. It is our vision and mission to uplift the weak and downtrodden in the society, particularly the rural women by empowering them through well-rounded education.

The institution abides by the policies framed on various dimensions pertaining to its functioning as guidelines to actualize its vision on education in the best interest of all stakeholders.

CONTENTS

1. ACADEMIC POLICY.....	3
2. ADMINISTRATION POLICY.....	6
3. STUDENT SUPPORT AND ACTIVITIES POLICY.....	9
4. DIFFERENTLY ABLED- FRIENDLY POLICY.....	13
5. ANTI-RAGGING POLICY.....	14
6. ICC POLICY.....	16
7. GRIEVANCE REDRESSAL POLICY.....	18
8. MENTORING POLICY.....	20
9. ENVIRONMENT AND SUSTAINABILITY POLICY.....	22
10. GENDER SENSITIZATION POLICY.....	24
11. RESEARCH POLICY.....	26
12. ALUMNAE POLICY.....	28

1. ACADEMIC POLICY

A ceaseless drive to impart quality education by ensuring a conducive learning and research environment has always been the impetus behind every academic endeavour of the college. Meticulous and well-crafted measures are undertaken to plan, implement, evaluate, and refine the policy, procedures and practices that pertain to the institution's vision on education. Under this policy, the institution shall,

1. Entrust the preparation of an academic calendar by the Academic Calendar Committee in concurrence with the academic schedule issued by the affiliating University and avail the same to staff and students in the college handbook
2. Ascertain the submission of the Action Plan for the academic year by each department to the IQAC
3. Ensure that each department complies with the requirements of the policy and that the Heads of the departments duly allocate the syllabus and workload to faculty as per their preference and expertise before the commencement of a semester
4. Ensure the preparation and submission of teaching plan and Teacher's Diary by the faculty to the IQAC within the stipulated time
5. Assure curriculum enrichment through introducing certificate and value-added courses, add-on courses and the like
6. Entrust each class with a tutor and each student with a mentor to assist and monitor the academic and personal growth of students
7. Advocate and implement student-centric and innovative teaching-learning methods supplemented by ICT to engender the effectual transfer and creation of knowledge
8. Appraise the academic performance of students through internal examinations, attendance/classroom performance, seminar presentations/viva voce, assignments for each course as mandated in the curriculum

9. Ensure consistent care and remedial coaching to the slow learners in academics
10. Implement learner-centric government initiatives like SSP, WWS, ASAP, scholarships, and e-grants for students
11. Ascertain the systematic and smooth conduct of the internal and the end-semester University examinations by the Examination Committee
12. Ensure timely and transparent assessment of answer scripts and publication of consolidated internal examination mark list on the notice board of departments
13. Ensure prompt redressal of genuine grievances raised by students on matters related to curriculum delivery, assessment and feedback or requirements of physical resources to carry out learning
14. Arrange compensatory classes for unforeseen loss of working days to ensure the timely completion of the curriculum
15. Encourage seminars, workshops, training sessions, field visits and collaborative engagements with reputed institutions/industries/firms that will secure practical and experiential knowledge for learners
16. Promote faculty-student exchange programmes
17. Ensure the conduct of general PTA meetings and department/class PTA meetings
18. Ensure periodic evaluation of the progress in curriculum delivery at the faculty and department level
19. Administer an exhaustive evaluation of curriculum delivery by each department through the IQAC and Academic Coordinators
20. Conduct annual internal and external Academic Audit of each department monitored by the IQAC and an external panel of experts respectively
21. Entrust each faculty and department to collect feedback from students on the effectiveness of teaching methodology and the general functioning of the department
22. Collect, codify, and assess the feedback collected from all stakeholders on various parameters through the IQAC and undertake measures for necessary amendments and improvements

23. Conduct Student Satisfaction Survey through the IQAC
24. Communicate suggestions for improvements in curriculum, based on stakeholders' feedback, to the Board of Studies of the University through the faculty of the institution representing the Body

2. ADMINISTRATION POLICY

A dynamic and participatory administration is the stronghold of an institution in guarantying its sustenance and progress. An effective administration translates into the routine practices and distinctiveness of the institution. Carmel College ardently pursues and thrives on its comprehensive and farsighted administrative policy to ensure quality engagement with all stakeholders. Under this policy, the institution shall,

1. Encourage a culture of inclusivity and promote decentralized and participatory governance
2. Ensure cordial and mutually beneficial relationship with the Management and all stakeholders
3. Ensure operational autonomy to various academic and non-academic bodies in the best interest of beneficiaries and institutional policies
4. Maintain academic and administrative discipline with the assistance of the administrative staff, IQAC, Heads of various departments and college committees/cells
5. Ensure smooth and effective office administration under the supervision of the Head Accountant and Bursar
6. Ensure the supervision of library policies and procedures through the Library Advisory Committee
7. Adhere to the service rules and instructions of UGC, Government and affiliating University in matters related to appointments and promotions of all teaching staff and librarian
8. Follow the statutes of the University and the KSR of the government for appointment and promotion of the administrative staff
9. Ensure quality profile of staff and maintain transparency in appointing them based on their academic/professional credentials and competency
10. Abide by the norms and policies of the Government and UGC concerning admission and reservation of seats for students

11. Adopt a student-centric approach in carrying out effective administration
12. Collect feedback from stakeholders on various quality parameters regarding the administration of the institution through the IQAC and make necessary reforms from time to time and as required
13. Institute statutory bodies and support systems including Grievance Redressal Cell and ICC for both staff and students, Career Guidance and Placement Cell, Anti-Ragging Cell, Counselling Cell and Cells representing minority or backward communities.
14. Constitute associations for both teaching and non-teaching staff and provide financial and social support in time of need
15. Adopt an automated attendance system to record the attendance of staff with more transparency and accuracy
16. Employ faculty empowerment strategies and organize orientation programmes/seminars/workshops to enhance the professional competencies of staff
17. Organize health and fitness programmes for staff and students and encourage them to avail the services of the college fitness centre
18. Grant casual leave and other eligible leaves to staff as per the policies and rules of UGC, Government and the affiliating University
19. Adhere to the rules and statutes of Government, UGC and University regarding the salary and compensation of the regular/permanent employees
20. Abide by the norms of the Management regarding the appointment and salary component of temporary/contract-based staff
21. Grant salary advances to the staff in need
22. Digitalize the administrative section in carrying out admission process, fee collection, preparation of salary bills, income tax and PF remittance of the staff, and similar accounts
23. Ensure a transparent and well-planned financial management system whereby the funds/grants received from the Government, UGC, NGOs, Management and benefactors are effectively mobilized for the academic and other developmental activities of the college

24. Conduct internal and external financial audits for both Government/UGC and Management accounts
25. Monitor effective resource utilization under the supervision of the Committees constituted for the same, spearheaded by the Principal
26. Implement the recommendations proposed by the Board of Management, Finance Advisory Committee and the Governing Body following the review on the mobilization of resources, budgets, and audited accounts
27. Conduct annual internal and external Administrative Audit monitored by IQAC and an external expert respectively
28. Facilitate and upgrade ICT infrastructure and other physical amenities to effectively supplement the participatory teaching-learning process
29. Extend financial assistance to departments/clubs/forums and cells for organizing national/international workshops, seminars, and conferences
30. Promote research activities by extending infrastructural and financial support and assisting faculty to secure external funds for carrying out research projects
31. Allocate an amount sanctioned by the Management to support the guest faculty to participate in national/international seminars/conferences, present and publish research papers and obtain membership in professional academic bodies
32. Adopt proactive measures to procure sanctions from UGC/University for introducing new programmes having more scope of employability
33. Collaborate with recognized local bodies/NGOs/industries to catalyze its educational and community-centric projects

3. STUDENT SUPPORT AND ACTIVITIES POLICY

Students are the prime stakeholders and beneficiaries of all educational institutions. Grooming a committed and erudite learner community adept in channelling their knowledge and skills for the larger benefit of society and nation is therefore significant.

With this objective at the forefront, the institution promotes and secures ample resourceful avenues for students of diversity to engage in superior learning and self-growth. Under this policy, the institution shall,

1. Implement measures to safeguard the rights, dignity, and privileges of the student community
2. Ensure that discrimination, verbal or behavioural, on grounds of difference in caste, religion, colour, nationality, gender, sexual orientation, and social status is not tolerated
3. Adapt and practice student-centric, ICT enabled, collaborative and experiential teaching-learning pedagogy
4. Assure effectual communication between students and facilitators through formally instituted systems such as student advisor, tutorial and mentoring and student-friendly initiatives like 'Meet with the Principal', and Suggestion Box
5. Ensure decentralization and active representation of students in academic/decision-making bodies such as College Union, IQAC etc.
6. Promote participation in various academic, career-oriented and skill development programmes and coaching classes on PSC, Bank, Civil Service, and NET organized by the institution at subsidized/ free of cost
7. Extend the benefit of scholarships and freeships issued by the Central/State government or other funding agencies to deserving students
8. Award scholarships and endowments instituted by the Management and benefactors of the institution to worthy candidates

9. Upgrade and maintain infrastructural facilities and other amenities to promote study, leisure, and active involvement in co-curricular and extracurricular activities
10. Ascertain fair and transparent conduct of examinations and timely assessment monitored by the Examination Committee
11. Ensure provision for special coaching and remedial classes for the needy and slow-learners to stimulate improved learning
12. Implement learner-centric government initiatives like SSP, WWS and ASAP to the benefit of aspiring students
13. Acknowledge outstanding student achievements in academics, arts, and sports pursuits in the formal gatherings
14. Promote the quest for knowledge and drive for excellence by rewarding Best Outgoing Student, Best Dissertation, Best Library User and Semester Wise Topper in Academics
15. Promote the research acumen of students through the conduct of quality seminars/webinars and workshops and encourage paper presentations and publications
16. Provide exposure to governmental/non-governmental organizations, media houses and industries and support research collaborations with recognized institutes/industries/NGOs
17. Endeavour to foster the scientific temper of students through the publication of their original research papers in Carmel Bloom – Journal of Multidisciplinary Research published by the college
18. Arrange hostel facility for students from distant places, particularly, overseas students
19. Ensure provision to avail travel concession
20. Secure safety measures including security guards, fire safety system, CC TV cameras, identity verification mechanism, register of visitors, helpline numbers
21. Extend free hostel facility, sports kit and freeships to sports students
22. Provide medical assistance, as first-aid, sick room, nearby hospital facilities to the needy and free medical camps
23. Extend the benefit of the 'Smart Campus' initiative

24. Ensure active functioning of student- support bodies like Anti-Ragging Cell, ICC, and Grievance Redressal Cell and treat any cases of violation/harassment/grievance brought to the notice of authority with the utmost solemnity
25. Encourage active student enrollment and participation in sports, NSS, NCC, AICUF, other Clubs/Forums
26. Encourage the conduct of events and programmes undertaken by the College Union, Department Associations, Clubs and Forums that are recreational, educative and community-centred.
27. Encourage student participation in various events and competitions, fests organized within and outside the institution
28. Accord sanction to the departments to raise financial resources to assist a needy/sick student or family in a dire situation
29. Endorse inclusivity and maintain a barrier-free, differently-abled friendly campus
30. Encourage faculty@home initiative to foster a cordial and enhanced teacher-student relationship
31. Provide counselling, value education, sessions on ethical living and other rejuvenating programmes for the personality enrichment of students
32. Promote student's engagements with the community through extension/outreach programmes
33. Provide yoga and relaxation therapy and self-defence classes under the aegis of various units and clubs
34. Extend platforms for conducting career guidance class and campus drive under the auspices of Career Guidance and Placement Cell
35. Ensure easy access to the well-stocked, fully automated library and free internet facility to students

36. Promote the artistic and creative flair of students through the annual publication of Carmel Glow and other hand-written student's magazines
37. Organize Life Guidance programme, annually, for all outgoing students
38. Extend the benefit of Carmel Extension Center for Women and ED club to hone the entrepreneurial skills of students
39. Comply with the regulations of UGC for the conduct of study tours/excursions to ensure the safety of students
40. Collect students' feedback and satisfaction survey on the effectiveness of the institution's academic and administrative policies and practices, and implement necessary reforms wherever required

4. DIFFERENTLY-ABLED FRIENDLY POLICY

The college deems it imperative to create and maintain an inclusive and encouraging learning environment for the diverse student community. Differently-abled students are a vulnerable section who often face unspeakable discrimination, one significant aspect being education. The college abides by the reservation policy of the government aimed at curbing the stigma and uplifting aspiring learners with any form of disability to further their education. The institution is committed to adopting requisite measures to secure the benefits of quality education to these students. Under this policy, the institution shall,

1. Ensure barrier-free, differently-abled friendly learning atmosphere
2. Facilitate infrastructural/physical and other requirements including provision for scribe, special seating facility and extra time during examinations
3. Provide adequate support system including counselling, mentoring and guidance to inculcate self-reliance and confidence in them
4. Ascertain the smooth and ready availability of learning resources and tools
5. Ensure prompt redressal of grievances of any nature that impacts their emotional and physical well-being
6. Extend the benefits of scholarships and free ships instituted by the Central/State government, funding agencies, the college and its benefactors to the differently-abled students

5. ANTI-RAGGING POLICY

"UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" mandates the prohibition of ragging in all forms by law from universities, colleges, and educational institutions in the country. In compliance with the same, the institution recognizes the pertinence of channelling informed perspectives and principles on appropriate conduct within and outside the campus. Under this policy, the institution shall,

1. Strictly observe the directions of Supreme Court and Act of the Central/State Governments considering ragging as a serious offence, punishable by law
2. Advocate zero tolerance towards any acts such as conspiracy, riot, public nuisance, physical/psychological humiliation, extortion, assault, wrongful restraints/confinement, violation of decency and morals and other acts recognized as forms of ragging
3. Constitute an Anti-Ragging Committee with a faculty coordinator and representatives from all stakeholders, local body, media, police force and NGO and convene to deliberate, reform, if need be, and actualize its effective functioning
4. Sensitize the applicants seeking admission in college and their parents/guardians about the prohibition and consequence of ragging
5. Obtain a signed affidavit from the student and the parent/guardian at the time of admission stating his/her acknowledgement of the law and willingness to abide by the same
6. Disseminate awareness about the dehumanizing effects of ragging and publish its policy on the college website and in the college handbook
7. Organize orientation programs for the student community, both freshers and seniors, to raise awareness on the constitutional and institutional laws and regulations concerning ragging

8. Encourage the new entrants to report any act of misconduct that they are subjected to or have witnessed, by the senior students, to the authority concerned
9. Ensure that any baneful acts reported are subjected to prompt enquiry and strict action, depending on the nature and gravity of the offence, is taken against those found guilty of ragging
10. Conduct biannual review meeting of the Committee to evaluate its activities, the nature and frequency of complaints submitted, if any, and preventive measures instituted
11. Entrust the Heads/tutors/wardens to monitor, promote and regulate healthy and amiable interaction between the newcomers and seniors

6. ICC POLICY

Higher Educational Institutions should be enabling spaces equipped to prevent and combat all forms of discrimination and harassment. Sexual harassment is a rampant menace that is dehumanizing in nature and should be curbed at the very outset. Committed to this objective, the institution has formulated a policy to ensure that no behaviour that transgresses human dignity or violates rights and equality are entertained. Under this policy, the institution shall,

1. Abide by the statutes and regulations of the Supreme Court and UGC on the prevention and prohibition of sexual harassment
2. Ensure zero tolerance to any form of physical, verbal, or non-verbal sexual misconduct
3. Ensure a safe and non-discriminatory workplace and learning environment for staff and students
4. Constitute an ICC coordinated by a senior faculty with representatives from teaching and non-teaching staff, students, NGO, and a lawyer
5. Publicize and disseminate awareness about the policy on Anti-Sexual harassment on the college website and in the college handbook
6. Conduct awareness sessions for staff and students on the available recourses and redressal mechanism within and outside the campus
7. Ensure easy accessibility of the services of ICC to staff and students for reporting any cases of sexual misconduct they have been subjected to or have witnessed
8. Ensure transparency and confidentiality in redressing the cases of sexual misconduct, following fair and rigorous enquiry
9. Report to the police and initiate proceedings required by law for cases of severity
10. Conduct biannual review meetings of the Committee to evaluate its activities, the nature and frequency of complaints submitted, if any, and preventive measures taken

11. Adopt an educative and sensitization approach to enable discussions on issues of gender, sexuality, violence, consent, rights, entitlements and the like through various forums and activities
12. Encourage staff and students to partake in self-defence classes organized to build confidence and readiness to tackle adverse situations
13. Extend the service of counselling to the needy to assure their mental wellbeing

7. GRIEVANCE REDRESSAL POLICY

UGC has from time to time issued regulations on constituting a grievance redressal mechanism in Higher Educational Institutions to maintain a safe, congenial, and enabling environment. Standing by this objective, Carmel College has formulated an extensive policy to support its stakeholders in handling their grievances. Under this policy, the institution shall,

1. Constitute a Grievance Redressal Cell for students, staff, and non-teaching staff separately to ensure proper channelling and handling of grievances raised by each party
2. Ensure availability of complaints/suggestion boxes at conspicuous locations in the college
3. Ensure availability of helpline/telephone numbers in the college handbook, website, and enquiry wing
4. Ensure dissemination of awareness about the stated purpose and procedures of the Cell to the beneficiaries
5. Entrust the Head/tutor/mentor/student advisor to promptly address the complaints raised by the aggrieved student that come within the purview of his/her competence and authority
6. Encourage the students to submit their grievances in written on issues related to admission, fee payment, the conduct of examination and evaluation, curriculum delivery, infrastructural facilities, any form of unfair and discriminatory treatment to the Grievance Redressal Cell.
7. Encourage both teaching and non-teaching to report their grievances to the immediate superior/staff advisor or as a written petition to the Grievance Redressal Cell

8. Ensure responsive and judicious redressal of the issues following a prompt and detailed enquiry undertaken by the Grievance Redressal Cell
9. Ensure disciplinary action against the complainant, if the complaint is found defamatory and deceptive, upon enquiry by the Cell
10. Conduct quarterly review meetings of the Cell to evaluate its activities, the nature and frequency of complaints submitted and implement remedial measures

8. MENTORING POLICY

Mentoring forms an integral part of how educators engage in a constructive and purposeful relationship with the students to assure their holistic development. The institution foregrounds the need to assist each student in personal and academic growth and to soothe the individual into emotional resilience and self-sufficiency through a well-crafted mentor-mentee system. Under this policy, the Institution shall,

1. Orient the full-time faculty turned mentors on the purpose and process of effective mentoring to equip them with the requisite skills and resources
2. Entrust a mentor with a maximum of 16 -20 mentees based on the student strength at the time, to guide during the span of their study in the college
3. Ensure that the mentors comply with the procedure of mentoring policy in all honesty
4. Ensure that the mentor invests time and effort to engage in proactive communication and render informed guidance/advice for the personal and academic progress of mentees
5. Monitor the regularity of meetings and follow-ups by mentors with mentees and the mentor's diary maintained
6. Ensure that the confidentiality of communication between mentor-mentee is maintained
7. Affirm that mentors maintain non-judgmental relationships and sustain the role of trusted advisor to the mentee
8. Treat any violation of confidentiality with stringent action
9. Address and redress issues raised on the lack or inconsistency of support from the part of the mentor, if any, brought to the attention of the Tutor/Head or Principal with immediacy

10. Ensure that the issues raised by the mentees beyond the obligation of mentor to advice/guide on are brought to the immediate knowledge of authority concerned to ensure the proper channels of assistance and counselling.

9. ENVIRONMENT AND SUSTAINABILITY POLICY

Carmel College, blanketed in greenery, expects all stakeholders to uphold its policy to 'Stay Green', through their participation in implementing the pragmatic practices that are sustainable forever and nature conserving.

It is the prime intent of the institution to imbibe in its students and staff a sense of ecological consciousness, inculcate in them the spirit of enthusiastic involvement in all its efforts to nurture nature and build an ecological team so that they may actively partake in the eco-friendly considerations and engagements promoted by the institution. Under this policy, the institution shall,

1. Frame and implement policies and viable practices, in line with those of Central and State governments, involving prevention of pollution and reduction of wastes that will ensure the sustainability of the environment
2. Communicate proactively the institution's policy on environment and sustainable practices with the stakeholders to secure their wholehearted participation
3. Act with practical measures to preserve the biodiversity on the campus
4. Execute environment and energy initiatives systematically through conduct of green audit, energy audit, biodiversity audit and such other assessment tools
5. Implement energy conservation measures and expand the use of alternative sources of energy, including the installation and maintenance of solar panels, biogas plants, and energy-efficient equipment
6. Harvest rainwater effectively for storage and recharging of land and water bodies on the campus
7. Ensure measures for minimizing and managing the proper disposal of all forms of wastes - solid, liquid and E-wastes

8. Abide by the principle of 'Carmel Green Protocol' in the use of products and services
9. Engineer measures to maximize the utilization of renewable resources and minimize the use of hazardous substances
10. Ensure observance of national and international days related to the environment, and help foster environmental commitment among stakeholders through enlightening seminars, workshops, campaigns, and other deliberations
11. Go paperless through substitution of electronic and other means in academic and administrative activities
12. Restrict the use of vehicles within the campus
13. Actualize all measures to recycle wastewater, conserve water bodies, and protect wetlands within the campus
14. Construct and maintain tanks and bunds, as needed, for ecological enrichment of the college campus
15. Initiate and actualize community engagements for promotion and expansion of sustainable ecological niches, through extension activities and outreach programs involving the students, staff, and the community

10. GENDER SENSITIZATION POLICY

Higher educational institutions have a significant role in orienting young minds towards the ideals of gender equality, inclusivity, and diversity. Sensitizing the student community on issues about gender and empowering women, particularly the rural women, through quality education and community engagement is one of the pivotal resolves of Carmel College. The very vision and mission of the institution reflect this and, in all earnestness, strives to actualize this objective. Under this policy, the institution shall,

1. Implement measures to ensure a safe and dignified learning environment and workplace for staff and students
2. Organize insightful seminars, conferences, workshops, interactive/motivational talks that can promote cognizance of various dimensions of gender
3. Collaborate with local police/NGOs/experts to educate on ways to combat gender bias/ violence or any form of sexual harassment and the laws and rights constituted for the same
4. Institute internal systems of relief and grievance redressal that are readily accessible to all
5. Ensure concrete means to address and redress grievances related to harassment or discrimination based on gender
6. Disseminate awareness on gender issues among students through effective delivery of course modules in the curriculum within the classroom
7. Open avenues to organize debates, discussions, surveys, paper presentations, competitions on topics related to gender, basic rights to dignity and respect, gender justice and the like
8. Encourage staff and students to take up major/minor projects, doctoral thesis, dissertation/projects that address diverse aspects of gender

9. Provide training to the students to equip them as active disseminators of knowledge on gender rights and equality among other younger learners in the community and neighbourhood
10. Provide counselling and self-defence training to ascertain their mental and physical fitness
11. Observe commemorative days such as International Women's Day, Girl Child Day etc. to cultivate a sense of pride and purpose
12. Ensure effectual services of Carmel Extension Centre for Women, in providing training to the adult and young women of the neighbourhood in bookbinding, notebook making, tailoring, embroidery, handicrafts and ornaments making to empower them in securing financial independence
13. Strengthen its community engagement through forming women collectives in the neighbourhood, organizing gender awareness/empowerment campaigns/classes, extending financial assistance and also library services to widen their knowledge

11. RESEARCH POLICY

Research undertaken by faculty and students plays a pivotal role in enhancing the quality of an HEI. The institution recognizes the contributory role of research in inspiring active dissemination of knowledge and community enrichment and therefore advocates comprehensive guidelines to encourage significant and meticulous research endeavours across disciplines. Under this policy, the institution shall,

1. Constitute a Research Cell spear-headed by the Principal and coordinated by a senior faculty with three faculty representatives from the Arts, Science and Commerce stream of the institution to monitor and actualize viable research proposals and projects
2. Frame, codify and implement precepts and guidelines for faculty and students on ethical and productive conduct of research within and outside the institution
3. Cultivate the right attitude and orientation in faculty and students through informative seminars and workshops by experts in the field towards undertaking quality research
4. Equip each department with necessary and advanced research facilities
5. Encourage research projects undertaken by faculty that are community-centric and shall directly benefit the local community
6. Extend financial and other auxiliary support such as infrastructural, laboratory facilities etc. to faculty for fruitful engagement in research pursuits
7. Communicate promptly any information on provisions for availing research grants to aspiring research scholars, both faculty and students
8. Encourage faculty members to participate in FDP/Short Term courses/Refresher/Orientation programmes
9. Encourage participation and presentation of research papers by faculty and students in national/international seminars/conferences
10. Encourage research publications by faculty and students in reputed national/international journals
11. Publish quality research papers by faculty and students in Carmel Blaze- A Multidisciplinary Peer-Reviewed Research Journal (ISSN 2349-0217) and Carmel Bloom- Journal of Multidisciplinary Research respectively – research journals of the college - to stimulate a research culture within the campus

12. Extend financial aid to departments for organizing seminars/workshops of national/international level in their discipline
13. Provide financial assistance to the guest faculty to participate in national/international seminars/conferences, present and publish research papers
14. Encourage research collaborations with recognized institutes/industries/NGOs
15. Acknowledge the significant achievements and contributions in research by faculty and students
16. Acknowledge the original and outstanding dissertation among post-graduate students in Arts, Science and Commerce streams by awarding the Best Dissertation each academic year
17. Provide a congenial ecosystem for students to promote their entrepreneurial pursuits undertaken through sound research
18. Promote the development of the Research Centre of Botany for undertaking innovative, collaborative, and community-centric research activities
19. Encourage research guideships and promote the development of PG departments into research centres

12. ALUMNAE POLICY

Alumnae plays a pivotal role in enhancing the stature and distinctiveness of the alma mater. It is a mutually beneficial and nurturing long-term relationship. The institution recognizes the various dimensions of alumnae engagement and welcomes their active involvement in furthering its educational prospects. Under this policy, the institution shall,

1. Maintain and update an information/contact database of alumnae to build a network for better communication and ensure the confidentiality of the same
2. Constitute an Alumnae Association headed by an Executive Body comprising of 9 members - President, Vice-President, Secretary, Finance Officer, Joint Secretary, Arts Convener, General Captain and 2 Executive members – to be re-elected every year by the General Body
3. Conduct quarterly meeting of the Executive Body and annual meeting of the General Body
4. Hold alumnae reunions in the college premise on 26th January every year, and if not, under unforeseen circumstances, within 10 days of the scheduled date
5. Release and distribute the Alumnae News Bulletin annually
6. Honour notable accomplishments of alumnae
7. Engage alumnae in prominent academic and non-academic advisory bodies to avail their contribution and resource for the upliftment of the institution
8. Collect and assess feedbacks from alumnae on various parameters pertaining to the academic and administrative policy and procedures of the institution
9. Extend platforms for alumnae engagements as resource persons, chief guests, and benefactors
10. Collaborate with the alumnae to organize enriching seminars, workshops, and training programmes

11. Ensure the participation of alumnae in the best practices of the institution, particularly, the green campus initiative
12. Utilize the funds raised and donations/assets endowed by alumnae in the best interest of the institution and its stakeholders
13. Maintain transparency in all its engagements with the alumnae

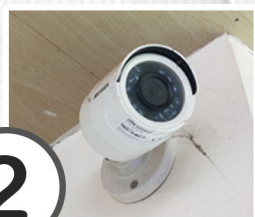


CCTV Monitoring in Examination Halls

CCTV Monitoring



1



2



3



4



5



6



7



8



9



10



11

