



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



JUNE 2021			
DATE	DAYS		PARTICULARS
1	Tue		College Re- Opening
2	Wed		2.30 pm- Staff meeting (Teaching Staff, Permanent) 3.30 pm - Meet the Principal with Staff (English)
3	Thu		3.30 pm - Meet the Principal with Staff (Mathematics)
4	Fri		First Friday, 3.30 pm - Meet the Principal with Staff (Computer Science)
5	Sat	H	World Environmental Day,
6	Sun	H	
7	Mon		3.30 pm - Meet the Principal with Staff (Physics)
8	Tue		Feast of St. Mariam Thressia, 3.30 pm - Meet the Principal with Staff (Chemistry)
9	Wed		3.30 pm - Meet the Principal with Staff (Botany)
10	Thu		3.30 pm - Meet the Principal with Staff (Zoology)
11	Fri		Feast of Sacred Heart, 2.30 pm- Staff meeting (Teaching Staff, Guest), 3.30 pm - Meet the Principal with Staff (Sociology)
12	Sat	H	Second Saturday, Feast of Immaculate Heart of Mary
13	Sun	H	Feast of St. Antony,
14	Mon		World Blood Donor Day, 3.30 pm - Meet the Principal with Staff (History)
15	Tue		3.30 pm - Meet the Principal -Staff (Political Science), 4.30 pm - Building Committee Meeting
16	Wed		2.30 pm- Planning Board meeting, 3.30 pm - Meet the Principal with Staff (B. B. A)
17	Thu		3.30 pm - Meet the Principal with Staff (Software Development)
18	Fri		2.30 pm- Library Advisory Committee meeting, 3.30 pm - Meet the Principal with Staff (Multimedia)
19	Sat	H	
20	Sun	H	Father's Day
21	Mon		International Yoga Day, 3.30 pm - Meet the Principal with Staff (Fashion Technology), Tution Fee with Fine Rs. 10/- (II, III UG, II PG 3 rd sem)
22	Tue		3.30 pm - Meet the Principal with Staff (Agriculture)
23	Wed		3.30 pm - Meet the Principal with Staff (Accounting & Taxation)
24	Thu		3.30 pm - Meet the Principal with Staff (Banking Financial Service & Insurance), 4.30 am- Purchase Committee Meeting
25	Fri		3.30 pm - Meet the Principal with Staff (Commerce)
26	Sat	H	International Anti- Drugs Day, 4.30 pm - Local Management Committee Meeting
27	Sun	H	4.30 pm - Financial Advisory Committee Meeting
28	Mon		3.30 pm - Meet the Principal with Staff (Community College)
29	Tue		National Statistics Day, Feast of St. Peter & St. Paul, 3.30 pm - Meet the Principal (Languages)
30	Wed		I-Internal & 2.30 pm - Staff Meeting (Non- Teaching Staff)



OCTOBER 2021			
DATE	DAYS		PARTICULARS
1	Fri		First Friday, The International Day of Older Person, Feast of St. Teresa of Lisieux, 3.30 pm - Meet the Principal with staff (English)
2	Sat	H	Gandhi Jayanthi,
3	Sun	H	
4	Mon		2.30 pm - Examination Committee Meeting, 3.30 pm - Meet the Principal with staff (Mathematics)
5	Tue		3.30 pm - Meet the Principal with staff (Computer Science)
6	Wed		2.30 pm- Staff meeting (Teaching Staff, Permanent), 3.30 pm - Meet the Principal with staff (Physics)
7	Thu		3.30 pm - Meet the Principal with staff (Chemistry)
8	Fri		2.30 pm- Staff meeting (Teaching Staff, Guest), 3.30 pm - Meet the Principal with staff (Botany)
9	Sat	H	Second Saturday
10	Sun	H	
11	Mon		International Day of Girlchild, 3.30 pm - Meet the Principal with staff (Zoology)
12	Tue		3.30 pm - Meet the Principal with staff (Sociology)
13	Wed		3.30 pm - Meet the Principal with staff (History)
14	Thu	H	Mahanavami
15	Fri	H	Vijaydashami, World Student's Day, Feast of St. Tresa of Avila, International Mathematics Day
16	Sat	H	
17	Sun	H	
18	Mon		3.30 pm - Meet the Principal with staff (Political Science)
19	Tue	H	Milad-i-Sherif
20	Wed		II - internal & 3.30 pm - Meet the Principal with staff (B. B. A)
21	Thu		3.30 pm - Meet the Principal with staff (Software Development)
22	Fri		3.30 pm - Meet the Principal with staff (Multimedia)
23	Sat	H	
24	Sun	H	UN Day
25	Mon		3.30 pm - Meet the Principal with staff (Fashion Technology)
26	Tue		3.30 pm - Meet the Principal with staff (Agriculture) 4.30 pm - Local Management Committee Meeting
27	Wed		2.30 pm - Staff Meeting (Non- Teaching Staff), 3.30 pm - Meet the Principal with staff (Accounting & Taxation)
28	Thu		3.30 pm - Meet the Principal with staff (Banking Financial Service & Insurance),
29	Fri		Rosary Rally, 3.30 pm - Meet the Principal with staff (Commerce)
30	Sat	H	
31	Sun	H	



JANUARY 2022			
DATE	DAYS		PARTICULARS
1	Sat	H	New Year Day
2	Sun	H	Mannam Jayanthi
3	Mon		Feast Of Chavara Kuriakose Elias, Founding Father Of CMC
4	Tue		2.30 pm- College Council meeting
5	Wed		2.30 pm- Staff meeting (Teaching Staff, Permenant)
6	Thu		
7	Fri		First Friday
8	Sat	H	Second Saturday
9	Sun	H	
10	Mon		I-internals for UG & PG
11	Tue		
12	Wed		National Youth Day
13	Thu		
14	Fri		2.30 pm- Staff meeting (Teaching Staff, Guest)
15	Sat	H	
16	Sun	H	
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		Tution Fee with Fine Rs. 10/- (II PG 4 th sem), 3.30 pm Writer's Forum Meeting
22	Sat	H	
23	Sun	H	
24	Mon		
25	Tue		3.30 pm Examination Committee Meeting
26	Wed	H	Republic Day, 4.30 pm - Local Management Committee Meeting
27	Thu		2.30 pm - Staff Meeting (Non- Teaching Staff)
28	Fri		
29	Sat	H	
30	Sun	H	
31	Mon		

No. of working days: 20



FEBRUARY 2022			
DATE	DAYS		PARTICULARS
1	Tue		3.30 pm- Drama Club meeting
2	Wed		2.30 pm- Staff meeting (Teaching Staff, Permenant), 3.30 pm- Singer's Forum meeting
3	Thu		
4	Fri		First Friday, World Cancer Day
5	Sat	H	
6	Sun	H	
7	Mon		3.30 pm- Dancer's Forum meeting
8	Tue		3.30 pm- NISP meeting
9	Wed		3.30 pm- ARIIA meeting
10	Thu		
11	Fri		2.30 pm- Staff meeting (Teaching Staff, Guest)
12	Sat	H	Second Saturday
13	Sun	H	
14	Mon		
15	Tue		4.30 pm - Building Committee Meeting
16	Wed		3.30 am ICC Meeting
17	Thu		
18	Fri		
19	Sat	H	
20	Sun	H	
21	Mon		Tution Fee with Fine Rs. 20/- (II PG 4 rd sem)
22	Tue		
23	Wed		2.30 pm - Staff Meeting (Non- Teaching Staff)
24	Thu		II nd internal for VI th UG & IV th Sem PG
25	Fri		3.30 pm - IIC Meeting
26	Sat	H	4.30 pm - Local Management Committee Meeting
27	Sun	H	
28	Mon		National Science Day



MARCH 2022		
DATE	DAYS	PARTICULARS
1	Tue	Shivaratri
2	Wed	2.30 pm- Staff meeting (Teaching Staff, Permanent)
3	Thu	National Defence Day
4	Fri	First Friday
5	Sat	H
6	Sun	H
7	Mon	II Internal Exams of II nd and IV th Sem UG & II nd Sem PG
8	Tue	International Women's Day
9	Wed	3.30 pm - Autonomous Status Cell Meeting
10	Thu	
11	Fri	2.30 pm- Staff meeting (Teaching Staff, Guest) Maha Shivratri
12	Sat	H Second Saturday
13	Sun	H
14	Mon	International Mathematics Day
15	Tue	World Consumer Rights Day
16	Wed	
17	Thu	4.30 pm - Purchase Committee Meeting
18	Fri	
19	Sat	H Feast of St. Joseph
20	Sun	H
21	Mon	
22	Tue	World Day of Water, 2.30 pm - Library Advisory Committee Meeting
23	Wed	
24	Thu	World TB Day
25	Fri	Annunciation, 3.30 pm - Project Monitoring Committee Meeting, 4.30 pm - Financial Advisory Committee Meeting
26	Sat	H 4.30 pm - Local Management Committee Meeting
27	Sun	H
28	Mon	2.30 pm - Planning Board Meeting
29	Tue	
30	Wed	2.30 pm - Staff Meeting (Non- Teaching Staff)
31	Thu	College Closes for Summer Holidays

UNIVERSITY OF CALICUT

CARMEL COLLEGE, MALA THRISSUR

INTERNAL CONSOLIDATED REPORT - Semester : 2 (04/2021)

B.Sc CHEMISTRY

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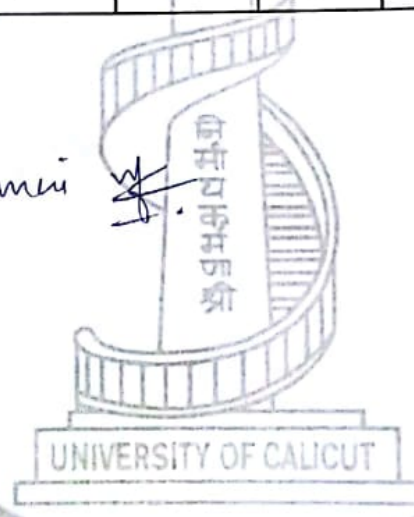
Sl.no	Regno & Name	ENG2A03 WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS	ENG2A04 ZEITGEIST - READINGS ON CONTEMPORARY CULTURE	HIN 2A 08(1) GRAMMAR AND TRANSLATION	MAL2A08(1) MALAYALA SAHITHYAM 2	CHE2B02 THEORETICAL AND INORGANIC CHEMISTRY- II	MTS2C02 MATHEMATICS-2	PHY2C02 OPTICS, LASER, ELECTRONICS
1	CRAUSCH001 ABHINASREE ANAND	19	20	20	---	15	15	15
2	CRAUSCH002 ABIYA P J	19	18	20	---	14	15	15
3	CRAUSCH003 AINA BABU	19	19	20	---	15	14	15
4	CRAUSCH004 ALEENA LOWRANCE	19	19	20	---	14	15	15
5	CRAUSCH005 ANUPAMA BIJU	19	19	20	---	14	15	15
6	CRAUSCH006 IJA P S	17	18	20	---	15	15	14
7	CRAUSCH007 MILU THOMAS	19	19	20	---	15	15	15
8	CRAUSCH008 NIVEDYA T K	20	19	20	---	15	14	15
9	CRAUSCH009 SANDHRA SANTHOSH K	18	18	20	---	15	14	15
10	CRAUSCH010 SREETHA K A	19	19	20	---	15	15	15
11	CRAUSCH011 ADITHYA P A	17	18	---	20	14	14	14
12	CRAUSCH012 AFEHA PARVIN K A	17	18	---	19	15	14	14
13	CRAUSCH013 AGNES E J	17	18	---	20	15	15	14
14	CRAUSCH014 ANABEL ELIZABETH JJI	18	18	---	19	15	15	15
15	CRAUSCH015 ANGEL MARIYA BENNY	19	20	---	20	15	15	15
16	CRAUSCH016 ANJALI KRISHNA K	17	19	---	19	15	15	14
17	CRAUSCH017 ARYA K S	20	19	---	20	15	15	14
18	CRAUSCH018 ARYA T T	20	19	---	20	15	15	15
19	CRAUSCH019 DELNA JOSEPH	20	19	---	20	15	15	15

20	CRAUSCH020 DONIYA DAVIS	20	20	---	19	15	15	14
21	CRAUSCH021 EMILY MANOJ	17	18	---	17	14	15	12
22	CRAUSCH022 HENET BABU	20	20	---	20	15	15	15
23	CRAUSCH023 KRISHNAPRIYA M	20	19	---	20	15	15	15
24	CRAUSCH024 MANJIMA	20	18	---	20	15	15	15
25	CRAUSCH025 MUNA ABDUL AZEEZ R K	18	18	---	17	14	15	14
26	CRAUSCH026 NIKHILA SIBY	18	18	---	18	15	15	15
27	CRAUSCH027 POOJA P S	20	20	---	20	15	15	15
28	CRAUSCH028 SALMIYA ANSAR CHUNDEKKAD	18	17	---	20	15	15	14
29	CRAUSCH029 VISHNUPRIYA THAMBI S	17	17	---	18	14	14	14
30	CRAUSCH030 VISMAYA P	19	17	---	18	15	15	15

[Handwritten signatures and initials on the right margin, including names like 'Emilia', 'Manjima', 'Muna', 'Nikhila', 'Pooja', 'Salmiya', 'Vishnu', and 'Vismaya']

Dr. Vidyas Francis

Princy K. G R
H-O-D.



6th sem consolidated internal marks 2021-22

Reg.NO	Name	Nuclear Physics	Statistical Physics	Astrophysics	Thermodynamic	Microprocessor	Signature
CRATSAP013	Akshaya KS	12	11	12	10	12	Akshaya
CRATSAP001	Amrutha Joshy	14	12	12	12	12	Amrutha
CRATSAP002	Athira Babu	14	13	13	14	14	Athira
CRATSAP003	Athira Manoj	14	14	14	14	15	Athira
CRATSAP015	Gopika Mohan	15	15	14	15	15	Gopika
	Hridhya Rajan	14	13	13	13	13	Hridhya
CRATSAP005	Meenakshy TP	14	13	14	13	13	Meenakshy
CRATSAP007	Nandana P	14	13	13	13	14	Nandana
	Riya KJ	12	12	10	11	12	Riya
CRATSAP008	Saranya NB	15	14	15	14	15	Saranya
CRATSAP009	Sneha Suresh	15	13	14	15	15	Sneha
CRATSAP017	Snehanjali Johnson	12	12	10	13	12	Snehanjali
CRATSAP010	Sreelakshmi KS	12	10	10	10	12	Sreelakshmi
CRATSAP011	Stemil Sebastian	14	13	12	12	15	Stemil
CRATSAP012	Swathi NS	15	13	14	15	15	Swathi



H. D.
PHYSICS DEPT.
CARMEL COLLEGE
MALA

Department of Physics, Carmel College, Mala

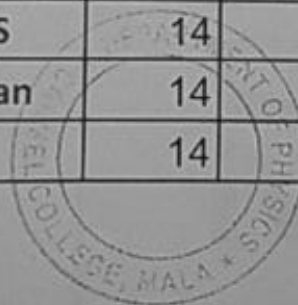
III Sem Consolidated Internal Marks , Batch 2021-24

SL NO	Student Name	Electrodynamics	Python	Sensors	Computer Science	Mathematics	Signature
1	NITHYAMOL KS	12	9	10	10	10	<i>[Signature]</i>
2	JASMIN THOMAS	15	15	15	15	15	<i>[Signature]</i>
3	GOPIKA SURESH	13	15	12	13	15	<i>[Signature]</i>
4	FATHIMA PS	12	12.5	13	10	10	<i>[Signature]</i>
5	AMINA HANNATH	12	11	12	10	10	<i>[Signature]</i>
6	MARY ALINA	12	12.5	13	11	10	<i>[Signature]</i>
7	SAJNA KM	12.5	12.5	13	10	10	<i>[Signature]</i>
8	ANITTA JOY	14.5	14.5	14.5	13	14	<i>[Signature]</i>
9	ANNA PA	15	14	15	13	14	<i>[Signature]</i>
10	SINSHA SASI	12	12	14	14	12	<i>[Signature]</i>
11	DHANALAKSHMI PD	12	9	10	10	10	<i>[Signature]</i>
12	ALEENA JOHN	14	12	14	13	15	<i>[Signature]</i>
13	ANJANA SHAJI	15	14	14	14	14	<i>[Signature]</i>
14	KRISHNAVENI TS	15	14.5	15	14	14	<i>[Signature]</i>
15	NIKHITA MARIYA KS	12.5	9	11	10	13	<i>[Signature]</i>
16	ANJALI SHEKHAR	15	13.5	14	12	11	<i>[Signature]</i>
17	SANA SIDDIQUE	12	9	12	10	11	<i>[Signature]</i>
18	ADITHYA ER	13	13	14	12	13	<i>[Signature]</i>



CONSOLIDATED 5 SEM INTERNAL 2021-22

Reg.NO	Name	QM	COMPL	OPTICS	ELECT	OPEN C	SIGNATURE
CRATSAP013	Akshaya KS	12	12	13	14	14	<i>Akshaya</i>
CRATSAP001	Amrutha Joshy	13	12	11	13	13	<i>Amrutha</i>
CRATSAP002	Athira Babu	14	14	14	15	15	<i>Athira</i>
CRATSAP003	Athira Manoj	14	15	14	15	15	<i>Athira</i>
CRATSAP015	Gopika Mohan	15	15	14	15	15	<i>Gopika</i>
CRATSAP004	Hridhya Rajan	14	15	12	14	12	<i>Hridhya</i>
CRATSAP005	Meenakshy TP	14	14	12	15	15	<i>Meenakshy</i>
CRATSAP006	Minnath Mithilaj	0		4	7.5		
CRATSAP007	Nandana P	14	13	14	15	15	<i>Nandana</i>
CRATSAP016	Riya KJ	12	13	12	14	12	<i>Riya</i>
CRATSAP008	Saranya NB	15	14	13	15	15	<i>Saranya</i>
CRATSAP009	Sneha Suresh	14	14	12	15	15	<i>Sneha</i>
CRATSAP017	Snehanjali Johnson	13	13	12	13	14	<i>Sneha</i>
CRATSAP010	Sreelakshmi KS	14	13	13	14	14	<i>Sreelakshmi</i>
CRATSAP011	Stemil Sebastian	14	15	14	15	15	<i>Stemil</i>
CRATSAP012	Swathi NS	14	15	14	15	15	<i>Swathi</i>



Swathi

GREAT EL FRANCIS PAREMEL
ASST. PROFESSOR
DEPT. OF PHYSICS
CARMEL COLLEGE, MALA

UNIVERSITY OF CALICUT

CARMEL COLLEGE, MALA THRISSUR

INTERNAL CONSOLIDATED REPORT - Semester : 5 (11/2021)

B.Sc CHEMISTRY

03/03/2022 07:54:54 AM

Sl.no	Regno & Name	CHE5B06 INORGANIC CHEMISTRY-III	CHE5B07 ORGANIC CHEMISTRY-II	CHE5B08 PHYSICAL CHEMISTRY-II	APH 5D01 (1) NON CONVENTIONAL ENERGY SOURCES	BCM5D03 BASIC ACCOUNTING	BOT5D03T BASIC TISSUE CULTURE	FEN5D02 LANGUAGE FOR ADVERTISING:THEORY & PRACTICE	MTS5 D04 MATHEMATICS FOR DECISION MAKING	ZOL5D01T REPRODUCTIVE HEALTH AND SEX EDUCATION
1	CRATSC001 ALENDA JOY	15	15	14	---	---	---	---	---	14
2	CRATSC002 ALNA ROSE P R	14	14	11	---	15	---	---	---	---
3	CRATSC003 AMRUTHA S NAIR N	15	15	15	14	---	---	---	---	---
4	CRATSC004 ANEENA THASNEEM T N	15	15	14	---	---	---	---	---	13
5	CRATSC005 ANUPAMA T G	12	11	11	---	---	14	---	---	---
6	CRATSC006 ASWATHY M G	15	15	13	---	---	---	---	14	---
7	CRATSC007 DIYA ROSE DAVIS	15	15	14	14	---	---	---	---	---
8	CRATSC008 HRIDYA C R	14	15	15	---	---	---	---	---	14
9	CRATSC009 JIGITHA SAJAN	15	14	14	---	---	12	---	---	---
10	CRATSC010 MARY SANDRA P J	15	15	15	---	---	---	---	---	14
11	CRATSC011 SONA ANTONY	15	15	14	15	---	---	---	---	---
12	CRATSC012 THASLEEMA N S	15	15	14	---	---	---	---	---	14
13	CRATSC013 VYSHNAVI KARTHA	14	14	13	---	---	---	14	---	---
14	CRATSC014 AMRITHA SURESH	15	14	14	---	---	---	---	---	14
15	CRATSC015 FARSANA THAJUDEEN	15	15	14	---	---	---	---	---	14
16	CRATSC016 HIMALAKSHMI V S	14	14	13	14	---	---	---	---	---
17	CRATSC017 MEGHNA S MOHAN	15	14	14	---	---	---	---	---	14
18	CRATSC018 N S KUNJILAKSHMI	15	15	14	---	---	---	---	---	14
19	CRATSC019 PHILO AMALA ANTONY	15	15	14	---	---	---	---	---	13
20	CRATSC021 VYSHNAVI C C	15	15	12	---	---	---	---	---	13

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Princy K.A.R
H.O.D.



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.

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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

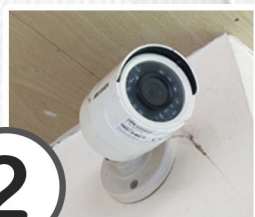


CCTV Monitoring in Examination Halls

CCTV Monitoring



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10



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