



# CARMEL COLLEGE (AUTONOMOUS)

## Policy Documents

CARMEL COLLEGE (AUTONOMOUS), MALA



## **PREFACE**

Since its establishment in 1981 by the Sisters of the Congregation of the Mother of Carmel, Carmel College (Autonomous), Mala has consistently strived to uphold its vision and mission. Inspired by the visionary Saint Kuriakose Elias Chavara, our founder Principal, Rev. Mother Aurea, embarked on a mission to establish a premier institution for women's education in the small town of Mala.

Guided by the principles of quality and inclusivity, the college endeavors to shape generations of capable individuals who can contribute meaningfully to society and the nation. Our primary mission is to empower the underprivileged and uplift rural women by providing comprehensive education. The policies outlined in this document serve as a framework to actualize our vision, ensuring the highest standards of education for all stakeholders.

## **CONTENTS**

- 1. Academic Policy**
- 2. Administration Policy**
- 3. Student Support Policy**
- 4. Differently-Abled Friendly Policy**
- 5. Anti-Ragging Policy**
- 6. ICC Policy**
- 7. Grievance Redressal Policy**
- 8. Mentoring Policy**
- 9. Environment and Sustainability Policy**
- 10. Gender Sensitization Policy**
- 11. Research Policy**
- 12. Alumnae Policy**
- 13. IT Policy**

## **1. ACADEMIC POLICY**

At Carmel College (Autonomous), Mala, we prioritize the delivery of quality education by fostering an environment conducive to learning and research. To achieve this, we undertake well-defined measures to plan, implement, evaluate, and enhance our academic endeavours. The key components of this policy include:

1. Preparing an academic calendar aligned with the university's schedule and disseminating it through the college handbook.
2. Ensuring each department submits an annual action plan to the IQAC (Internal Quality Assurance Cell).
3. Allocating workloads and syllabi based on faculty expertise before the commencement of each semester.
4. Encouraging curriculum enrichment through certificate courses, value-added programs, and similar initiatives.
5. Assigning tutors to each class and mentors to individual students for their academic and personal growth.
6. Adopting innovative, student-centered teaching methodologies supplemented by ICT tools.
7. Regularly assessing students' academic performance through internal exams, assignments, and projects.
8. Providing remedial coaching and additional support for slow learners.
9. Promoting interactive learning through workshops, field visits, and collaborations with reputed institutions.
10. Conducting internal and external academic audits to ensure curriculum delivery aligns with institutional goals.
11. Ensuring the completion of any one certificate/value-added course either online or offline in the first year, a language proficiency course in the second year and a SWAYAM or MOOC course in the final year.
12. The overall performance of the students shall be assessed not only through curricular and co-curricular activities but also through participation in community engagements, cultural, arts and sports programmes.



## **2. ADMINISTRATION POLICY**

The administration at Carmel College (Autonomous), Mala emphasizes participatory and transparent governance to ensure the institution's growth and sustainability. This policy focuses on:

1. Encouraging decentralized governance and inclusivity in decision-making.
2. Maintaining cordial relationships between management, staff, and other stakeholders.
3. Ensuring operational autonomy for academic and non-academic bodies.
4. Adhering to government and UGC regulations regarding staff appointments, promotions, and admissions.
5. Promoting staff development through training programmes, work shops, and seminars.
6. Digitalizing administrative processes, including admissions, fee collection, and salary management and working towards complete e-governance.
7. Conducting financial and administrative audits to ensure account ability and effective resource utilization.
8. Supporting faculty with resources to engage in research and professional development.

### **3. STUDENT SUPPORT POLICY**

Students are at the heart of our institution. Our policies aim to create a nurturing environment for their holistic development. Key aspects include:

1. Safeguarding the rights and dignity of every student.
2. Ensuring a discrimination-free campus through the active presence of Equal Opportunity Cell, SC/ST Cell, and OBC Cell.
3. Providing financial support through scholarships, fee concessions, and government grants.
4. Offering career-oriented programs, skill development workshops, and coaching for competitive exams.
5. Recognizing and rewarding students' achievements in academics, arts, and sports.
6. Ensuring the availability of essential amenities, including a well-equipped library and internet access.
7. Promoting extracurricular engagement through clubs, forums, and community outreach programs.

#### **4. DIFFERENTLY-ABLED FRIENDLY POLICY**

At Carmel College (Autonomous), Mala, we are committed to creating an inclusive campus for differently-abled students. Measures include:

1. Providing barrier-free access and facilities, including ramps and elevators.
2. Offering special provisions during examinations, such as scribes and extended time.
3. Extending mentorship and counselling support to foster confidence and independence.
4. Ensuring access to learning resources tailored to their needs such as audio notes, usage of oral assistance applications etc.
5. The Class tutors, class leaders and mentors are to ensure that these students are provided with any kind of assistance ,if required at the earliest.

## **5. ANTI-RAGGING POLICY**

The institution maintains a zero-tolerance policy towards ragging. The steps taken by the institution includes:

1. Forming an Anti-Ragging Committee with representatives from staff, students, and law enforcement.
2. Conducting awareness programs on the consequences of ragging.
3. Providing a helpline and grievance redressal mechanism for victims.
4. Taking strict disciplinary action against perpetrators.
5. Displaying anti-ragging posters throughout the campus.
6. Filing and submission of an anti-ragging affidavit by the first-year students at the time of admission.
7. Any kind of noncompliance shall be dealt as per the UGC notification in this regard.

## **6. ICC POLICY**

To ensure a safe and respectful environment, the Internal Complaints Committee (ICC) addresses cases of harassment. The policy includes:

1. Conducting awareness sessions on gender equality and legal rights.
2. Ensuring confidentiality and fairness in handling complaints.
3. Organizing self-defense training and counseling for students and staff.
4. Conduct of regular checks and assessments through class tutors, mentors and interactions with parents to identify any possible issues that the students might find difficult to communicate due to any mental or emotional blocks.
5. Any Grievances of such nature can be reported to the Principal directly.

## **7. GRIEVANCE REDRESSAL POLICY**

The Grievance Redressal Cell is dedicated to resolving issues faced by students and staff. This involves:

1. Gathering and addressing suggestions and grievances collected through the suggestion boxes or applications received through the Grievance Redressal Cell, departments, or IQAC feedback.
2. Addressing grievances promptly and transparently.
3. Conducting regular reviews to improve the grievance handling process.
4. Conduct of regular meetings by the Grievance Redressal Cell of the students, teachers, and non-teaching staff members in order to ensure that the proper mechanisms are in place and active so that any issues identified are addressed immediately.



## **8. MENTORING POLICY**

Our mentoring system fosters personal and academic growth by:

1. Assigning dedicated mentors to students.
2. Encouraging regular interactions to address challenges.
3. Maintaining confidentiality and a supportive relationship.
4. Extending mentorship beyond the campus in a spirit of lifelong learning and support to the mentees.
5. Maintaining all the necessary documentation in the Mentor's Diary.

## **9. ENVIRONMENT AND SUSTAINABILITY POLICY**

As a green campus, Carmel College (Autonomous), Mala prioritizes sustainability. Key initiatives include:

1. Implementing the Green Protocol within the campus.
2. Conducting green audits and promoting energy conservation.
3. Utilizing renewable energy sources like solar power.
4. Organizing eco-awareness campaigns and tree-planting drives.
5. Implementing waste management systems, including recycling-using and composting.
6. Ban on single-use plastic and use of environment-friendly and sustainable products within and outside campus.
7. Taking steps to reduce the carbon footprint of the institution.
8. Encouraging the use of Cycles, electric vehicles, carpooling and use of public transportation or college buses among students and faculty members.
9. Ban on use of vehicles within the campus.

## **10. GENDER SENSITIZATION POLICY**

The institution is committed to promoting gender equality through:

1. Organizing seminars, workshops, and discussions on gender issues.
2. Encouraging women empowerment through skill development programmes.
3. Providing counselling and self-defense training sessions for female students.
4. Display of Gender equitable boards, banners etc.

## **11. RESEARCH POLICY**

To foster a culture of research and innovation, we:

1. Support faculty and students in undertaking research initiatives.
2. Provide financial assistance for attending conferences and workshops.
3. Encourage collaborations with industries and research organizations.
4. Provide seed money for undertaking discipline-centric and inter-disciplinary projects.
5. Encouraging publication by the faculty members in UGC Care-listed and indexed journals.
6. Encourage student publications in the form of papers, project reports, and dissertations.

## **12. ALUMNAE POLICY**

The alumnae are vital to the institution's growth. This policy ensures:

1. Regular alumnae reunions and engagement in college activities.
2. Honouring notable achievements of alumnae.
3. Engaging the alumnae in the planning and development initiatives of the institution.
4. Gathering suggestions and feedback from the alumnae regarding the functioning of the various departments and programmes and incorporating changes if any.
5. Utilizing the expertise of the alumnae to serve as resource persons and experts for the curricular and co-curricular programmes organised by the departments and various cells and committees.

### **13. IT POLICY**

The IT Policy of Carmel College (Autonomous), Mala is aimed at ensuring effective and secure utilization of IT resources across the campus. This policy applies to all users of IT infrastructure, including students, staff, and the public accessing college resources. Users are accountable for activities performed under their credentials and are expected to adhere to the guidelines.

#### **KEY PROVISIONS:**

1. **IT Infrastructure Management:** Regular upgrades to hardware, software, and network capabilities to support academic and administrative needs.
2. **Procurement of IT Resources:** All IT purchases require prior approval from the IT Committee and must comply with government regulations.
3. **Hardware and Software Support:** Technical support for devices, software updates, and troubleshooting.
4. **Network Management:** Ensuring reliable and secure wired and wireless connectivity.
5. **Data Management:** Implementing secure data storage, backup, and recovery processes.
6. **User Training:** Conducting workshops and providing guides to enhance IT literacy.
7. **Cybersecurity:** Implementing measures to protect against cyber threats, including regular audits and restricted access to sensitive data.



8. E-Learning Support: Facilitating online learning through tools like Linways, Zoom, and Google Meet.

9. Institutional Email: Encouraging the use of official email accounts for academic communication.

10. Video Surveillance: Maintaining campus safety through strategically placed surveillance systems.