



# **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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### 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