



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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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