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## FOREWORD

*Pope Francis states that “the protection of minors and vulnerable persons is an integral part of the evangelical message that the church and all its members are called to spread in the world.” He also says, “All of us have the duty to welcome with generosity minors and vulnerable persons and to create for them a secure atmosphere that has their interests as a priority,” and he emphasizes that this requires a “continuous and profound conversion.”*

***THE APOSTOLIC CARMEL CONGREGATION** is committed to working with vulnerable young adults and acknowledges Carmel College’s responsibilities and duty of care for young adults’ protection through their day-to-day contact with them. Carmel College recognizes the important role that parents and guardians play and seeks their consent and cooperation in implementing this role through the policies of the college for the care of their children.*

*The policies aim at upholding the rights of young adults to be protected from all forms of abuse regardless of age, disability, gender, race, religious beliefs or sexual orientation, also to have an equal right to protection from all types of harm or abuse, and is committed to safeguarding the welfare of vulnerable young adults that we work with.*

*This document is Safeguarding Vulnerable Adults’ Policies of Carmel College of Arts, Science and Commerce for Women, Goa which will be followed by all members of the institution and promoted by those in the position of leadership within the organization.*

*This is my earnest endeavor and I appeal to all who work in Carmel College of Arts, Science and Commerce for Women, to make a study of the booklet that provides the policies and the procedures and follow them strictly.*

*Let us make our centre of learning a safe and secure place for those under our care.*

**Sister M. Nirmalini A.C.**

Superior General  
The Apostolic Carmel Congregation  
Bengaluru, Karnataka.

THE APOSTOLIC CARMEL PROVINCIAL HOUSE  
WESTERN PROVINCE,  
94, HILL ROAD, BANDRA  
MUMBAI – 50.

## MESSAGE

*Dear Sister (Dr.) Maria Lizanne A.C.*

*My blessings are with you as you reprint the policies of Carmel College of Arts, Science and Commerce for Women into a booklet. I appreciate the enormous task, hard work, time and untiring efforts that have gone in, to come out with a revised policy document for our College.*

*I have noticed that every possible aspect for the smooth functioning of the College has been taken care of. I have no doubt that Carmel College will strengthen its mission through these policies, and bring its vision to a reality.*

*A paradigm shift is taking place in our approach towards education and we need to restructure and redesign the teaching learning process so that we can integrate academic expertise with skills, creativity, values and leadership qualities.*

*This task may seem daunting at times. However, it is good to remember the words of the well-known American educational*

*reformer, Horace Mann at this juncture... "If ever there can be a cause worthy to be upheld by all toil or sacrifice that the human heart can endure, it is the cause of education".*

*My best wishes to you and all those who contributed towards the completion of the revised policy document.*

*Hard work, Dedication and Sincerity,  
Are the ingredients needed, to cook the meal of Success.  
All you have to do is put them together in the right manner  
And with a little Salt of Luck,  
You will surely taste the Delight of Achievement.*

*Here's wishing you success and God's abundant blessings in everything you undertake.*

**Sr. Maria Christi A.C.**  
Provincial Superior  
Western Province  
Bandra, Maharashtra.

## INTRODUCTION

*Carmel College of Arts, Science and Commerce for Women, Nuvem, belongs to The Apostolic Carmel Congregation, a religious organization of the Roman Catholic Church. It operates on student centric policies with focus on quality education for young women from rural and lower socioeconomic status. The basic principle of the Management of the College is to ensure that students and faculty are provided with opportunities and resources for realizing its vision and mission.*

*The College aims at providing affordable higher education to all young women, without discriminating in its policies, functioning and opportunities against any religion, caste or community. A youth of any caste, community or creed is free to seek admission and an equitable education at Carmel College. This document articulates the governance policies of Carmel College of Arts, Science and Commerce for Women, Nuvem, Goa.*

*The strategic plan of the institution is chalked out by the Governing Board in consultation with the senior faculty and The Apostolic Carmel Educational Society of Goa. This booklet contains the first revised policies that are drafted; keeping in mind the relevant administrative, logistic and developmental activities; and are reviewed after every three years or as and when required to keep pace with the needs of the stakeholders in a continuously changing socio-cultural and educational milieu.*

**Dr. Sr. Maria Lizanne A.C.**

Officiating Principal

Carmel College of Arts, Science & Commerce for Women

Nuvem, Salcette Goa.

**Month & Year of Implementation: February, 2020.**

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## **POLICY OF THE APOSTOLIC CARMEL CONGREGATION**

The educational institutions of The Apostolic Carmel Congregation shall bear the stamp of Congregation through -

- Emphasis on prayer by beginning every class and activity with a prayer
- Spiritual and moral values and simplicity of life
- Warm friendly relationships between the management, staff, students, parents and other stake holders
- Academic excellence and discipline
- Availability and approachability
- Special concern for the weaker sections of the society
- Joyful witness and
- Conservation of the nature and natural resources.

### **Apostolic Carmel Culture -**

- Ensures that all the new staff is acquainted with the values of The Apostolic Carmel Education through Orientation and other Programmes
- Ensures that an Apostolic Carmel Climate perpetuates in the institutions through various activities such as celebration of Mother Veronica Day (Foundress' Day), feast of Our Lady of Mount Carmel (Patroness), Eucharistic celebrations etc
- Ensures spiritual development of the students through regular retreats, self-renewal and orientation programmes.

- Ensures that at the beginning of the new academic year, the staff and students are made aware of the Vision of the College and are acquainted with its history.
- Promotes the culture of Carmelite Simplicity in the institutions and an ambience of affluence is discouraged.
- Ensures that the vision statement is displayed in prominent places.
- Ensures that the College has a prayer room and students are encouraged to use the same.
- Ensures that a green and clean surrounding is maintained in the institutions.
- Ensures that during prayer time all join in prayer.
- Ensures that the faculty, administrative staff, multi-tasking staff and daily wagers are also warm, cordial and friendly as they too are responsible in setting the tone of the institution.

**POLICIES OF  
CARMEL COLLEGE OF ARTS, SCIENCE & COMMERCE  
FOR WOMEN, NUVEM, SALCETTE GOA**

Policies for the employees and the students of the college for the efficient and effective functioning of the College -

1. Admission Policy
2. Policy for promotion of research
3. Policy for resource mobilization
4. Policy for mobilization of funds
5. Environmental policy
6. Policy for green and zero waste campus
7. Policy on prohibition of sexual harassment
8. Grievance Redressal policy
9. Anti-ragging policy
10. Information technology / cyber security policy
11. Policy on repairs and maintenance
12. Policy for employees
13. Promotion policy
14. Examination policy
15. Code of conduct for parents / guardians
16. Public conduct on college property
17. Conduct prohibited on college property
18. Sports Policy
19. Academic Outing Policy
20. Policy for persons with special needs
21. Child safeguarding policy and procedures
22. Reservation Policy



## 1) ADMISSION POLICY

- Admissions are centrally managed by online portal of the Directorate of Higher Education.
- Admission is given to all the candidates with preference for students from the locality (nearby villages e.g. Nuvem, Verna, Majorda, Raia, Betalbatim, Cansaulim, Benaullim, Rachol etc.) [**Neighborhood Criteria** (NC)], irrespective of caste, religion, and financial status, provided they meet with the rest of the criteria for admission stated by the Goa University and Directorate of Higher Education.
- Special preference is given to Economically Backward Candidates (EBC). No student is denied admission on account of their inability to pay fees / costs of stationery / study material or even the public transport fare (with student concession).
- Management Quota (15 seats) – Five seats each in Arts, Science and Commerce Streams respectively is deemed as **Management Quota** (MQ) and admission to these vacancies is granted solely at the discretion of the Management / Manager.
- Fee Concession is granted to the students depending on individual family financial condition. Students can avail of Free-ships / Scholarships etc. under the Government schemes as well as those offered by the Management on a case to case basis.
- Students who meet with NC (as above), especially the first-generation learners are given priority admission even if they have a comparatively lower percentage than the other aspiring students.

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## **2) POLICY FOR PROMOTION OF RESEARCH**

Carmel College of Arts, Science and Commerce for Women is affiliated to the Goa University and hence adheres to all the ordinances and regulations formulated by Goa University (Ordinance OA-19 under Section 24 (1) of the Goa University Act, 1984). The College encourages research by -

- Providing research infrastructure facilities like Biodiversity Research Cell, Tissue Culture Laboratory, Zoology, Botany and Physics, Major / Minor Research Laboratories, Psychology Laboratory (UG / PG), e-Commerce Laboratory, Information Technology Laboratory, Food Technology Laboratory. Spacious Laboratories equipped with advanced instruments, computer systems, Wi-fi connection, equipment, MIS and other facilities to carry on advanced research work are also made available.
- Encouraging faculty to apply for recognition as research guides.
- Encouraging faculty to register for PhD and other research programs in collaboration with faculty of other colleges / universities within the state and outside the state.
- The faculty pursuing research leading to a doctoral degree are encouraged to avail of the Faculty Development Program (FDP) offered by the UGC. Management provides administration and clerical support for all the paperwork and procedural protocol. Leave once sanctioned by Government authorities is strictly adhered by the Management.
- Encouraging faculty to apply for Major and Minor research

grants provided by Government organizations like Goa University Teachers Grant, UGC, DBT, DST, UGC-DAE CSR etc.

- If the syllabi that is drawn up by the University Boards of Studies has a component that has potential and / or opportunity for research; faculty and students are encouraged to take advantage of this and are fully supported by the college management and administration.
- Showcasing the research carried out by students and the faculty through its peer review national research journal, 'Kruti' – ISSN 2349-8358.
- Encouraging students / faculty to publish research articles / papers in UGC care list Journals / Scopus Indexed Journals / Web of Science / High Impact Factor Research Journals and other reputed Journals.

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### **3) POLICY FOR RESOURCE MOBILIZATION**

This document draws the policy for resource mobilization. A five years' strategic plan is made by the College to plan broad academic activities, related administrative, logistic and developmental activities. The budget estimates and funds required, accommodating yearly activities and accordingly the mobilization of resources is planned.

The College has three types of resources i.e. Human Resource; Equipment, Instruments & Material Resource, Technology Resource and Physical Infrastructure Resource (buildings / classrooms / laboratories etc.).

#### **Human Resource**

- The College ensures that qualified human resource required for various educational (academic / administrative) courses as per the norms laid down by the concerned regulatory authority is available.
- For recruiting faculty, the procedure laid down by statutes and ordinances of the Goa University, UGC, Department of Higher Education, Government of Goa, and all other government regulatory authorities is strictly adhered.
- As per the vacancies approved by the Governing Body (GB), the College advertises the vacancies in the daily local newspapers. All the applications are scrutinized by the Principal / Vice Principal and the Head of the respective Department. A Selection Board is constituted by the College in accordance with norms laid down by the relevant statutes, SC 16, amended by Goa University as per notification 2/692/22-Legal (Vol. XII) / 186 dated 9<sup>th</sup> May 2022. The Selection Board members are representatives from the GB and experts from the respective department. The Selection Board carries out the interview, observes a demonstration

and their proficiency in the local language to draw up and rank the candidates according to their interview performance in a descending order. Accordingly, candidates will be offered the position. If the first candidate on the list declines the offer for whatever reason, the candidate appearing second on the list will be considered and so on. The Selection Board will be chaired by the Principal / Vice Principal and the Manager of the Carmel Society, Nuvem, Goa.

- The appointment of the Non-Technical Staff members is according to the number of officers / supervisors required for non-technical work as per the Staffing Pattern of the Goa Government. The Principal / Vice Principal will take up the matter for effective recruitment as per approval of the GB. If need arises and if the Government requests then these posts too are advertised and interviews conducted.
- Enrollment of students: The College ensures that maximum number of students is admitted according to the permissible number granted by the Goa University.

### **Quality Education & human resource / stakeholder management**

The College ensures quality education by providing State class tutelage through its annual programs, motivating its teachers and an effective process of student feedback. This process thereby facilitates students to be ambassadors of the college and work towards mobilizing new admissions.

- **Advertisements & Publicity** - The College spends annually on advertisements to create a brand value using leaflets / website / sister concern institutes etc. to mobilize admissions.
- **Infrastructure & Facilities** - Efforts are made to ensure facilities like green campus, spacious and well equipped
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classrooms, spread out campus, Wi-Fi, smart classrooms, appropriate and upgraded laboratory equipment etc. This attracts quality intake and enhances mobility to attract maximum admission.

- **Counseling and Guidance** - The College has two full-time counselors so that students can avail counseling services for any emotional or academic challenges. In addition, the students at the time of admission are provided counseling and guidance by counselors as well as the subject experts to choose the stream and subjects according to their aptitude, interests and performance of the previous exam.
- **Mentors** - Every student is assigned a mentor to accompany the student for their smooth transition in the college as well as into the academic life.

### **Equipment & Material Resource**

- A Strategic Plan is designed for the allotment of equipment & material resources, details are worked out by respective departments.
- Dispensation of requirements: Requests are made on the Material Requisition Slip and are subjected for approval by the Head of the Department to the Principal / Vice Principal.
- The requirements are consolidated at the College level by the Management and Administrative Staff in charge of Finance.
- The requirements are examined at GB level in detail.
- Purchase of Equipment: Orders are placed for the purchase of the equipment after obtaining three quotations and a comparative study of all the quotations is done, a suitable quotation is approved for its purchase.

## **Physical Infrastructure**

- In order to operate the approved academic program effectively and provide administrative support, the feasibility of the building and basic infrastructure requirements is carefully planned by the Management and the Infrastructure Committee of the College.
- The Management and the Principal / Vice Principal along with the Sister in-Charge of Finance sends the proposal with a detailed plan and a Budget Estimate of the proposed Infrastructure to the Higher Authorities of the Management for its final approval.
- On receiving the approval from the Higher Authorities, the Management provides for the financial outlay and budget as practically and logistically as possible. For building projects, we strictly adhere to all the necessary compliances from the Panchayat, Government, legal and financial advisors and other such concerned agencies / authorities. Necessary permissions are sought before putting the project into motion.

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#### **4) POLICY FOR MOBILIZATION OF FUNDS**

The Policy for Mobilization of Funds for Carmel College of Arts, Science and Commerce for Women, Nuvem – Goa is drawn up to meet expenditure related to the daily maintenance in case of delay in grants or grants not being received from the Government. Two types of grants are received from the Government – salary and maintenance (non-salary). Laboratory / Library / sanitation items and other unforeseen expenditure are met from non-salary.

- On the basis of student intake, faculty requirements, laboratory / library / material and infrastructure needs, the details of funds requirement is examined and cash inflow / out flow is worked out at the Management level and the Finance Committee of the College.
- A Resource Mobilization Plan is drawn up and put up to the GB and the Finance Committee of the College with the following broad outlines -
  - Cash / kind inflow likely from students fees, add-on / certificate courses etc.
  - Cash / kind inflow likely from Government and Non-Government funding, faculty funding, alumnae funding, sponsorships / grants, well-wishers, CSR availability from industries, companies etc.
  - Amount from the Sisters' salary working in the College and financial help from the other institution of The Apostolic Carmel Congregation.
  - Cash outflow based on already running programs, enhancement in expenditures, maintenances, administrative expenditure, self -financed courses and depreciation.



- Repayment of earlier loans interest etc. included in cash out flow.
- Deficit due to difference between cash inflow and out flow.
- The GB along with the management discusses various options to meet the fund deficit.
- The GB along with the management examines possibility of increasing cash inflow or / and reducing out flow by cutting on some demands, postponing some needs.
- After all the deliberations, the GB and the management tentatively finalize the cash inflow, outflow, and deficit and budget outlay (within a period of about 12 months).
- College has a Reserve Fund where money collected by the faculty is kept in reserve.

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## 5) ENVIRONMENTAL POLICY

Carmel College of Arts, Science & Commerce for Women is nestled at the foot of the hills in the serene village of Nuvem, close to the city of Margao, in the state of Goa. The college is endowed with natural greenery all around and is rich with verdant plantation that beautifies the campus with flowers and fruit throughout the year. It is a very pleasing and aesthetic sight to the eyes of the beholder. Carmel College encompasses a 33 acre hilly plot of land; earlier a cashew plantation, 35% of the land is built up area for the College (UG & PG) buildings, Higher Secondary building, Carmel Hostel and Sisters Quarters. The remaining area behind the buildings is a dense forest which remains pristine and untouched hosting rich floral and faunal biodiversity, and having its own ecological importance in terms of being a carbon sink and ensuring rainwater harvesting. The areas which have been used for the College buildings are landscaped to include many open and green spaces throughout. Every classroom, laboratory, department space, library, auditorium; looks out onto a green vista ensuring ample natural light and ventilation.

The Environmental Policy of Carmel College of Arts, Science & Commerce for Women, Nuvem Goa outlines the initiatives to ensure that each of the stakeholders is aware of their roles and responsibilities towards judicious use of resources. The College strives towards conserving the biodiversity of the campus, energy, water and reducing / better managing of the waste. A Green Audit is initiated to identify areas for improvement and to design strategies to conserve energy and water and to manage waste in a responsible manner.

### **Environment**

- At the beginning of each academic year, during the general orientation for FY students conducted by the Principal, awareness is raised about the need to protect and preserve the environment, inculcating in them a sense of responsibility during their formative years on campus.

- The College constantly strives to sensitize students through various curricular, co-curricular and extra-curricular activities about the need to protect and preserve the environment. Community outreach programs are also undertaken to inculcate environmental consciousness in Nuvem village.
- The college campus is beautifully landscaped with garden plots at various locations with exotic and rare plants in addition to the natural flora of the campus which is taken care of by the dedicated management personnel and N.S.S. volunteers.
- Compost pit is dug which is filled with dry leaves collected from the campus and the manure thus formed is used for the plants.

### **Energy**

- Signage boards are put up near switch boards in all classrooms and other prominent places as a reminder to switch off lights and fans and other electrical appliances when not in use.
- Non-functional fluorescent tube lights and incandescent bulbs are gradually phased out and replaced with energy efficient LED tube lights and bulbs as an energy saving measure. At present, LED lighting contributes to 43% of the total lighting consumption on campus.
- The College has installed a grid-connected Solar PV system to harvest solar energy for meeting part of its electric energy requirement.

### **Water**

- Water purifiers and water coolers are installed in strategic locations to ensure availability of safe drinking water.
- Issues related to water wastage and leakages (if any) are addressed promptly. Waste water from the campus is
- 

managed through soak pits and septic tanks.

- Coolant water from the water distillation units in the biology laboratory is collected in large drums and used for washing glassware; the excess water is channeled to recharge ground water in the botanical garden.
- The campus is a natural rainwater catchment area having vast forest cover which helps in auto recharge of ground water. Additionally, pits are dug at strategic locations to harvest the runoff water from the hill for additional groundwater recharging and these are being renewed every year.
- Washrooms in the entire campus are hygienically maintained and cleaned regularly.

## **Waste**

- Waste generated on campus is managed by setting up of Waste Segregation Stations comprising of colour coded bins at strategic locations. The segregated waste is handed over to the Nuvem Panchayat on a weekly basis for further management. Other waste such as paper, cardboard etc. is sold to recyclers.
- E-waste is managed through a tie up with M/s Global E-waste Management System, Nessai, Goa.
- The ample plant waste on campus is composted using various methods such as use of leaf composters and pits while the fresh waste from the canteen is managed in the vermicomposting unit generating rich organic manure to nourish the vast landscape on the campus.

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## **6) POLICY FOR GREEN AND ZERO WASTE CAMPUS**

Carmel College of Arts, Science & Commerce for Women, Nuvem Goa, nestled at the foot of the 33 acres hilly terrain, is aesthetically designed and endowed with natural greenery all around. 35% of the College land is built up to accommodate the College (UG & PG) buildings, Higher Secondary building, Carmel Hostel and Sisters' Quarters. The pristine dense forest behind the buildings hosts rich floral and faunal biodiversity with zero human activity. The College buildings are spread across landscaped garden spaces throughout, ensuring ample natural light and ventilation. The serene environment of Carmel College makes it an excellent place for study and reflection.

The Green and Zero Waste Policy of Carmel College of Arts, Science & Commerce for Women, Nuvem Goa outlines strategies for active participation of all stakeholders on the campus. The management, staff and students actively contribute to maintain and improve the natural green ambience of the college campus and adopt strategies for sustainable waste management in a consistent move towards the mission of conserving the environment. The College proactively takes numerous initiatives in reducing the generation of waste so as to save the effort and expense in segregating, handling and disposing it by practicing the 3 R's: Reduce-Reuse-Recycle. Whatever waste is generated is handled in a responsible manner.

- The green landscape of the campus is taken care of by dedicated management personnel and efforts are on to improve the green cover. The N.S.S. volunteers actively participate in campus cleaning on a regular basis.
- Constant efforts are made to reduce the use of paper for administrative purpose and also to use both sides of paper for

printing. The co-operative store and canteen on campus follow a policy of minimizing the use of plastic and other disposable items to reduce day to day generation of waste. Attempts are made to use ecofriendly materials during events organized in the College.

- Waste generated on campus is managed by setting up of Waste Segregation Stations comprising of colour coded bins at strategic locations. The segregated waste is filled in large garbage bags and handed over to the collection van of Nuvem Panchayat on a weekly basis for further management. Other waste such as paper, cardboard etc. is sold to recyclers.
- E-waste is managed through a tie up with M/s Global E-waste Management System, Nessai, Goa. A separate bin for depositing e-waste is placed near the Co-operative Store in the campus. The waste is handed over to the agency and the College receives a Certificate of Safe Disposal of E-waste.
- The fresh plant waste on campus is composted by pit composting method. Open burning of the ample dried leaf waste is discontinued and is now being composted using leaf composters as well as in pits thereby generating a rich organic manure to nourish the vast landscape on the campus.

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## **7) POLICY ON PROHIBITION OF SEXUAL HARASSMENT**

### **Policy Statement**

The College policy on the Prevention of Sexual Harassment has been framed keeping the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder and in accordance with The University Grants Commission (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations 2015.

### **Objectives of the Policy**

- To fulfill the directive of the Supreme Court, the sexual harassment of women at workplace Act 2013 in respect of implementing a policy against sexual harassment in the institution.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To create a secure physical and social environment which will deter acts of sexual harassment
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

Sexual harassment may occur not only when a person uses sexual behavior to control, influence, or affect the career, salary, or job of another person, but also between co-workers and students. It may also occur between an employee, student, and someone that the employee





- Eve teasing, innuendos and taunts, physical confinement against one's will or any such act likely to intrude upon one's privacy; Persistent watching, following, contacting of a person; and
- Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

### **Redressal Mechanism**

- The College has constituted an Internal Committee (IC) for the Prevention of Sexual Harassment to investigate complaints of sexual harassment.
- This committee will conduct inquiries, provide assistance and redressal to the victims, recommend penalties and take action against the perpetrator if necessary.
- All students are required to attend a mandatory orientation conducted by the IC.
- Any aggrieved person (employees, students, third-party vendors, and anyone visiting this institute) may file a formal written complaint against any incident of sexual harassment, to the Chairperson of the IC.
- The names and contact details of the current members of the IC are displayed in the campus.

### **Roles and responsibilities of employees and students**

It is the responsibility of all to respect the rights of others and to never encourage harassment. It can be done by -

- Refusing to participate in any activity which constitutes harassment
  
  
  
  
  
  
  
  
  
  
- Supporting the person to reject unwelcome behavior.

- Acting as a witness if the person being harassed decides to lodge a complaint.
- The identity of the complainant, respondent, witnesses, statements, and other evidence obtained during the inquiry process, recommendations of the committees, and action taken by the employer are considered confidential materials, and should not be published or made known to the public or media.

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## 8) GRIEVANCE REDRESSAL POLICY

The Principal / Vice Principal appoint annually a Grievance Redressal Committee of five senior faculty members with the Principal as ex-officio chairperson. The college follows the UGC guidelines under UGC Regulation 2019 vide notification No. F. No. 14-4/2012 (CPP-II) dated 6<sup>th</sup> May 2019 for redressal of grievances.

Any student of the College aggrieved by any acts of harassment, misconduct or ragging as defined and summarized hereinabove can approach the Grievance Redressal Committee. Further, any student who is aware of any violations must report the same to the Committee.

- Said grievance must be in writing and should be made within 60 days from the day of the alleged violation and submitted to the Chairperson.
- The Cell / club / association e.g.: Women's Cell, NSS, NCC, etc. shall take cognizance of the grievance and forward the grievance to the Grievance Redressal Committee.
- The Chairperson then calls for a meeting with members of the committee and presents the case.
- The committee studies the case thoroughly taking into consideration every aspect and different points of view.
- Both the parties are given a fair chance to voice their opinion with fair and equitable opportunities.
- Appropriate suggestions are put forward and efforts are made to resolve the case in an easy and acceptable manner.
- In case of serious issues the case is taken to the Manager who along with the Principal / Vice Principal and Committee members then arbitrates the case and comes to an acceptable solution.
- Sisters counsel the students concerned and with compassion and merciful love try to bring about an amicable solution.

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## 9) ANTI-RAGGING POLICY

The College has a coherent and an effective anti-ragging policy in place which is based on the ‘UGC Regulation *on Curbing the Menace of Ragging in Higher Educational Institutions, 2009*’ [hereinafter referred to as the ‘UGC Regulations’]. The UGC Regulations have been framed in view of the directions issued by the Honorable Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply to the College and the students are requested kindly to abide by the same –

Ragging constitutes one or more of the following acts -

- Any conduct by any student or students whether verbal or written or by an act which has the effect of teasing, verbal, physical rudeness, impolite and / or indecent gesture towards any other student.
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical, psychological or emotional trauma / harm or to raise fear, anxiety or apprehension of danger thereof in any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, torment or embarrassment so as to adversely affect the physique, psyche or emotions of such a student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student.
- Any act of exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students.

- Any act of financial extortion or forceful expenditure burden imposed on a student by fellow students.
- Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, and gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults, and social media posts which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.
- Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

### **Anti - Ragging Committee**

The Anti-Ragging Committee, chaired by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall have as its members, the Principal / Vice Principal, Student Counselors, Faculty Advisors and Head of the concerned Department.

The Anti-Ragging Committee of the Institution shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee -

- Suspension from attending classes and academic privileges.
- Withholding / withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test / examination or other evaluation process.
- Withholding results.
- Suspension / expulsion from the hostel and mess (in case of a hosteller).
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.
- An all-out effort is made by the sisters to counsel the student concerned and is accompanied by them to help her cope up with pain.
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.

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## **10) INFORMATION TECHNOLOGY / CYBER SECURITY POLICY**

This policy outlines the user privilege of reasonable access and protection of users' rights together with the guidelines and procedures for accountability, responsible use and management of the Information Technology Resources (ITR) of the College. The ITRs are intended to support academic activities of students and faculty and all administrative activities necessary for the functioning of the College. The College focuses on the mission of teaching and provides ITR facilities to the predominantly rural, first-generation student learners who do not have the infrastructure or support at home.

The College Management desires that its ITR be used in accordance with the College Code of Conduct and Policies and other regulations applicable from time to time by Authorized Users (AU). The College Management owns all the Technology Resources (TR) in the campus and holds absolute right over them.

**Technology Resources (TR)** for the purpose of this policy include computer hardware, software and all allied services owned, operated or contracted by the college. These include all computer systems / devices such as desktop computers or multi-user systems whether free standing or connected to networks, laptops, tablets, printers, fax machines, cyclostyling machines, photocopiers, phones and other electronic devices (LCD, LED); software, data, college email accounts, Wi-Fi and communication networks etc. associated with these systems.

**Authorized Users (AU)** for the purpose of this policy include systems administrator, hardware / technical support team, students on the College attendance roll, faculty, administrative staff, multi-tasking staff and contractual staff.

- The Right to Information Technology Resources provides reasonable access to TR. This privilege of access requires AU to act in an ethical manner and as a result imposes certain responsibilities and obligations. It is the responsibility of AU to respect the rights, privacy and

intellectual property of others; respect the integrity of the resources; and abide by all local, state and national laws and regulations. Appropriate use of ITR by AU should always reflect academic honesty and good judgment in utilization of the shared resources and observe ethical, moral and legal guidelines of the Management.

- All ITR are the property of the College Management. The College's ownership of a file, record, data or a message does not transfer ownership of any intellectual property therein. Incidental personal use is permitted as provided in this policy and is included in the definition of TR for the purposes of access and use. Records of electronic communications pertaining to the business of the teaching, learning, research and administrative activities of the college are owned by the college.
- The College Management holds the right to monitor; obtain access and ensure proper usage of ITR. Violation of this policy may result in disciplinary action up to and including rustication / suspension and cancellation of admission / contract and / or appointment in the College and in case of serious offences legal action.
- The College may monitor the activity and accounts of users of ITR, with or without notice, when -
  - \* The user has voluntarily made them accessible to the public, as by posting to a blog or a web page.
  - \* It is necessary to protect the integrity, security, or smooth



functioning of the College or other computing resources; or to protect the College from liability.

- \* There is reasonable cause to believe that the user has violated, or is violating this Information Technology Use Policy, other applicable College guidelines or policies or applicable laws or regulations.
- \* An account appears to be engaged in unusual or excessive activity, as indicated by the monitoring of general activity and usage patterns.
- \* It is otherwise required or permitted by law.
- The College, at its discretion, may also disclose the results of such monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies, and may use those results in appropriate disciplinary proceedings.
- The College management is sole owner of all the workplace accounts of all its employees and reserves complete and non-negotiable right of access to all of them.
- Only AU may use College Technology Resource (CTR). AU of TR may be assigned one or more accounts with appropriate access restrictions. Individuals may only use TR to which they have been given access through an established College process.
- Individuals User (IU) may not seek to change the permission associated with otherwise authorized accounts other than through approved processes by Technology Services (TS).
- AU should use only those TR that they have been authorized to use, and only in the manner and to the extent so authorized. Users are responsible for any and all activity conducted with their login credentials.
-

- Users of College Technology Resources (UCTR) shall not cause or attempt to cause, either directly or indirectly, excessive strain on any computing component or significant degradation of other users' ability on any college system, service or network resource.
  - UCTR shall not post unsolicited electronic mail to lists of individuals who have not requested membership in such list outside of a legitimate business purpose of the College. Nor shall users post obscene, harassing or otherwise inappropriate messages.
  - The College may take action to protect users from sending and / or receiving certain or all messages if they have a reasonable belief that such messages are the result of, or are causing, unauthorized interference with CTR or College operations.
  - UCTR must respect the privacy of others, and must protect the security, confidentiality, integrity and availability of information entrusted to them by the college.
  - UCTR must not inspect, disclose, access, modify, render inaccessible or delete college data unless specifically authorized to do so.
  - UCTR may only use legally-obtained licensed tools and materials in compliance with the College laws and regulations.
  - TR may be used for limited personal purposes if such personal use does not -
- ❖ Directly or indirectly interfere with the College operation of computing facilities.
  - ❖ Obligate the College in any business transaction or effort for any reason.

- ❖ Burden the College with noticeable incremental cost,
  - ❖ Interfere with the computer user's employment or other obligations to the College.
  - ❖ Violate other College policies, or applicable laws or regulations.
  - ❖ Inconvenience other members of the College community.
  - ❖ Monopolize TR on the basis of rank, seniority or authority.
- All work activities should be accomplished using only college provided applications. The only exception is for sponsored research projects where the terms of the grant, contract, or award require use of other resources.

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## **11) POLICY ON REPAIRS AND MAINTENANCE**

Carmel College has established systems and procedures for maintaining and utilizing physical, academic and support facilities. It also has regular maintenance and periodic replenishment of essential facilities. College policy is to have effective mechanism for the upkeep of the infrastructure and other facilities so as to have optimum utilization of the facilities in order to have effective college functioning. Maintaining supporting facilities in the campus requires a meticulous system of maintenance. The college has a comprehensive policy to maintain the infrastructure periodically. Hence, the management allocates sufficient funds for the maintenance of the physical academic and support facilities.

- Budget provisions are made for new as well as old facilities, repairs and maintenance.
- Annual departmental budgets are made available by the office in the month of July.
- Infrastructure committee is constituted by the Principal with the Principal / Vice Principal as chairperson.
- Department requirements for new purchases and maintenance of old equipment is collected every year and approved by the Principal / Vice Principal as per the requirement.
- Stakeholders' suggestions are considered.
- Office interprets and analyses the requirement on the basis of necessity, urgency, available funds and budget is given to each department.
- Depending on availability of funds, requirements are fulfilled under guidance of Principal / Vice Principal.

- The Heads of the Departments take a periodical review of repairs and maintenance requirements of their respective departments.
- The institution has annual maintenance contract (AMC – members are from the management / administrative section) for physical facilities and equipment which is maintained on a regular basis.
- The cleaning and the maintenance of the some classrooms and laboratories are done by the multi-tasking staff (MTS) as per cleaning schedule which is monitored by the Principal. The cleaning of other places inside (classrooms, washrooms etc.) and outside (campus) is seen to by the daily wagers along with maintenance of the garden.
- Laboratory rules and regulations are prepared and displayed for students.
- The instruments are calibrated by an authorized calibration agency. For calibration ‘Annual Maintenance Contract’ (AMC) is given to various agencies by the departments.
- The college has sufficient number of computers with IT facilities maintained by the System Administrator.
- The college website is maintained regularly by the System Administrator along with the Website Committee.
- Maintenance of electrical equipment is regularly done through service agencies visit on call basis along with one MTS who is a qualified electrician.
- Pest control is carried out at regular intervals.
- All facilities like the fitness center, sports facilities, playgrounds and open areas, health care center and the parking zones are maintained on a regular basis.
- Repair works whether major or minor are monitored by the

Principal / Vice Principal along with the management and completed as soon as possible. Electrical, carpentry, masonry and plumbing related maintenance is done with the help of local skilled persons and the expenditure is met from the budget of the management. For major electrical work, the electricity department of Nuvem / Verna is contacted.

- Sanitation purchases are done by one of the Multi-tasking staff member under the guidance of one of the management personnel. Other purchases of the laboratories and departments are done after procuring three tenders and handing them over to the college office for scrutiny subject to the approval by the Principal / Vice Principal.
- The college has sufficient number of computer systems with internet connections. Utility software is distributed in all the locales like office, laboratories, library, departments etc.
- As per the rules and policies of the institution, all the stakeholders have equal opportunity to use these facilities.
- All the computer related facilities are maintained by the technically skilled experts along with the system administrator.
- CCTV cameras are installed in various and prominent places on the campus.
- The students are charged for the laboratory expenses at the time of admission as suggested by the statutory body and in addition to that non-salary grants are allocated for the maintenance of the laboratories and the classrooms which are a part of the teaching – learning process.
- Gardener appointed by the college to maintain the garden.
- The maintenance of the generator, CO<sub>2</sub> cylinders and incinerators is regularly done through AMC.

- Library maintenance is done by management by allocation of an annual budget. Library software is maintained by AMC. Disinfecting and keeping the library clean is done frequently by library staff.
- The maintenance of the sports department of the college is from the gym amount and also by the management from the amount allotted for it in the annual budget by purchasing the equipment and other requirement of the department needed in the form of infrastructure etc.

### **Laboratories**

The college is equipped with laboratories for Botany, Chemistry, E-commerce, Electronics, IT, Psychology (UG/PG) Zoology and Food Technology (PG). Equipment is purchased by the college office on recommendation of the HOD after due procedure of invitation of bidders / tenders. The instruments are properly maintained and periodically serviced by company technicians.

### **Computer Laboratory**

The college is equipped with three Computer Laboratories and maintains desktops along with laptops kept in common and LCD projectors. The systems are maintained with the help of the hardware technicians, systems administrator and IT faculty appointed by the management. It uses licensed software.

### **Library**

The college library includes a reference section, lending library, magazines, journals, periodicals and local and national daily newspapers. It has a reading hall with internet and computer facilities, a net café and an annex which houses the media room and the IQAC room with a smart board. Two separate systems are used to operate the reading and borrowing of books. Annually the library infrastructure is maintained with the help of the Committee for library maintenance. The Fire & Safety policy

periodically maintains the fire extinguishers. Library is student friendly with open access and wi-fi facility, bar-coded books, computer systems. Library software (Libsys - institute managed software and Koha – Directorate of Higher Education managed software) is used in its management. It also has a stack-room. Biometric is maintained to check the entry and exit of the students.

### **Classrooms**

The institution possesses spacious classrooms which have sufficient fans, tube lights and desks. Some classes are in an amphitheatre set up. All the classrooms are provided with fixed LCD projectors with display screen. Common Laptops for the use of the lecturers are provided by the college.

### **LED Screen**

All important notices, information regarding college affairs and events are displayed regularly and refreshed daily along with announcements and information about upcoming events on the LCD screens.

### **Sports Complex**

The department of physical education functions from a separate block under the supervision of the Director of Physical Education. The college has a football ground with natural turf, separate courts for volley ball, basketball, kho-kho, tennikoit; an indoor multi-utility stadium for badminton, table tennis, gym, snooker, pool table, room with geyser for hot water, changing and locker rooms; spaces and facilities for other sports activities are also provided. The running track / walking / jogging track is used by students, staff and local community and maintenance of that facility is done with the help of the management.



## **Other Facilities**

College has a separate designated building for PG Courses – MA, M. Com and M.Sc. It also has a canteen facility which is outsourced. Parking facility is provided separately for the faculty and for the students. The college houses IQAC / Conference room, NSS room, NCC room, Common room, Health Room and a Cooperative Stores. The college has provided a common staffroom along with separate staffroom for Science Departments, Commerce Stream and to some Arts Departments. Water dispensers cum coolers are installed in various places and in the common staff-room with facility for cool, hot and ambient temperature water.

The Administrative Staff is provided with all basic and modern amenities like a refrigerator, microwave, and induction plate, cupboard for personal bags and comfortable space for meals. College also has a lot of open spacious for students to relax and recreate.

A register is maintained in every department to record the stock and the consolidated report is submitted to the Principal / V. Principal annually.

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## 12) POLICY FOR EMPLOYEES

### **Code of ethics for faculty**

In fulfillment of their obligations to the teaching profession, faculty will strive to -

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial temperament with a sense of team spirit
- Assist newcomers to the profession.
- Respect confidential information on colleagues unless requested to disclose information in the interest of the college.
- Speak out if the behavior of a colleague is seriously in breach of this code of ethics.
- Handle the subjects assigned by the Head of the Department
- Complete the syllabi in time.
- Hone skills, attitudes and habits among students to become good learners and researchers.
- Inculcate in students a discipline for life-long learning; teach critical, analytical and creative thinking in their respective disciplines.

- Strive to impart to students skills to improve their chances of employability; teach them the tenets of ethical achievement; inculcate in them a spirit of service.
- Monitor the respective group of students who are assigned to them and give them a sense of direction for their career aspirations and academic problems through the Mentor-Mentee platform.
- Be facilitators to the best of their ability helping, guiding, encouraging and assisting the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Attend workshops, seminars and guest lectures conducted by management in the field of teacher as counselor, facilitator, changes and trends in the teaching-learning process. Attend to everything related to academics and administration of the college conscientiously and mindfully.
- Maintain decorum both inside and outside the classroom and set a good example to the students while on campus.
- Other than academic activities, carry out the co-curricular, extra-curricular and organizational activities that may be assigned to them from time to time with commitment and responsibility.
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.

- Maintain active membership of professional organizations and strive to improve education and profession through them. However the Principal and management are not liable for the payment of membership fees and the consequences of commission or omission by faculty as members of any such body / organization.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously with dedication and interest.
- Co-operate and assist in carrying out functions related to the educational responsibilities of the Institution and the university such as: assisting in appraising applications for admission, assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, and extra-curricular activities including community service, outreach and co-curricular activities.

### **Dress code for all employees**

All employees, faculty as well as non-teaching staff are expected to dress in a modest and decorous manner, befitting the role they play in an educational institution as role models to the youth. A certain degree of formality is expected to be maintained in the choice of clothes and use of accessories.

### **Identity card**

- It is mandatory for staff to wear ID cards at all times when they are on the campus.
- Staff should avoid taking ID cards from students as a form of reprimand or punishment. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned immediately.

## **Communicating with parents**

- Faculty should not summon parents to the Institution under any circumstances. Parents shall be invited to the campus only on the recommendation of the Principal / Manager.
- Faculty may ask parents to come for a meeting after informing the HOD / Principal / Vice Principal who validates the necessity of such a meeting in the interest of the students' academic progression and / or other issues of conduct.

## **Classroom code of conduct**

- Faculty are prohibited from awarding any form of physical punishment, shaming, verbal / non-verbal ways of embarrassment and /or abuse towards students indulging in misbehavior or insubordination in the classrooms. However, they may politely but firmly ask a disruptive student to leave the classroom, warn such students and / or report such incidents to the HOD / Principal / Vice Principal for necessary action.
- Cases of indiscipline, misbehavior or insubordination should be dealt with at the level of HOD / Principal / Vice Principal. Faculty should on no account or for any reason, no matter how reprehensible the misconduct, threaten the students in the name of marks or other punitive action for their lapses or indiscipline.
- Faculty should allow free and fair permission to visit the rest room and drink water even when the lecture is in progress.

- Students violating dress code mentioned in the handbook must not be allowed to attend lectures, practical and use of library.
- Faculty should ensure that the students wear their ID cards at all times while on campus.

### **Taking attendance**

- Faculty must mark attendance for every lecture / practical.
- Latecomers should not be denied admission into the classes for being late. However, such students may be marked absent.

### **Class adjustment before going on leave**

- Faculty must adjust their class teaching (time table) before going on leave.

### **Procedure for relief on resignation**

- As per the service rules of the Institute and the UGC, permanent faculty members are required to give three months prior notice and follow the guidelines given in the statutes and CCS rules.
- The employees on probation or temporary (contract) basis, should give a month's or a fortnight notice.
- To ensure compliance of leave applied, the employees should deposit in the office the required photocopied documents along with the application.
- The college reserves the right to relieve faculty and staff at any time during the probationary period after a month's notice.

## **Duties and responsibilities of the Head of the Department**

Head of the Department is responsible for conducting all academic programs of the Department as per the norms of Goa University. In pursuance of above objective, he / she is required to:-

- Allocate lectures / practicals / field-work / dissertation to the faculty of the department
- Prepare department time - table in concurrence with the general college time - table that will facilitate adequate contact hours to complete the syllabi.
- Ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day.
- Go around the class rooms and laboratories to ensure the decorum and discipline as per time - table.
- Ensure that students have opportunities and time for other curricular activities
- Maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students as well as inter - department members.
- Convene meetings of Faculty once in a month to review Academic and R&D activities of the Department.
- Convene and monitor research project conducted in the department
- Monitor guest lectures, field trips and other activities carried out by the department to ensure that the college guidelines are followed and safety of the students and other faculty are considered.
- Ensure that all departmental activities are undertaken with a view to widen the horizons of knowledge and research.

- Ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners; to form a strategy to challenge the high achievers.
- Monitor students' development and problems through feedback and counseling.

### **Duties of laboratory technician / laboratory assistants –**

- Any unexpected breakdowns of laboratory machines / equipment must be reported immediately to the HOD and the teaching staff in-charge of the particular laboratory.
- Damages caused to the laboratory equipment by students due to mishandling must be reported to the HOD and concerned staff member for further action.
- The responsibility of the laboratory assistants is to identify the requirement of laboratory consumables preferably before the beginning of the semester and give the same in writing to the HOD
- All maintenance work must be carried out and recorded as per the schedules given by the lab-in-charge, without affecting the regular lab schedules and practicals.
- Maintain a register of laboratory items issued to the students for each semester.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- Ensure the availability and proper maintenance of all first aid facilities & fire- fighting equipment.
- Avoid other activities during lab hours unless assigned by Principal / Vice Principal / HOD.



- Take the consent of the HOD or next in command before applying for leave.
- In case of leave due to an emergency, inform the HOD as early in the day as possible.
- Assign a substitute from amongst a colleague or attendant who is familiar with the lab in question in case of a planned leave of absence.
- Ensure that all the instruments / equipment are in proper working condition before permitting the students to begin the practical.
- Prepare a plan of maintenance schedule at the beginning of the semester and ensure that it is carried out according to proper protocols.
- Take necessary steps to procure additional equipment / other materials required through HOD.
- Fill in the material requisition slip for all requirements to be purchased in consultation with the HOD and get the required approvals.
- Procure quotation from three different bidders and prepare a comparative statement and justification for the same in consultation with the HOD and get necessary approval from the Principal / Vice Principal.
- Prepare the purchase order document and ensure that all the formalities regarding the purchase are done.

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### **13) PROMOTION POLICY**

The college follows the SC 16, amended by Goa University as per notification 2/692/22-Legal (Vol. XII)/ 186 dated 9<sup>th</sup> May 2022.

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### **14) EXAMINATION POLICY**

Examinations are subject to the Code of Conduct as printed in the Student Handbook and the Exam Regulations printed below. In addition, exam instructions for each exam must be followed exactly. Students are bound to follow all the applicable rules and to report to the invigilator any violations of rules or procedures that they believe may have occurred.

#### **Norms for conducting ISA (Intra Semester Assessment)**

- Two ISA (Intra Semester Assessment) are to be conducted in a semester according to the Goa University Ordinance.
- Answer books are to be evaluated within ten days and corrected answer sheets with the marks obtained are to be shown to the students.
- Marks of the ISA are to be entered in the mark sheets.
- Third ISA is to be given in special cases with the intervention of the Principal / Vice Principal.

#### **Norms for conducting SEE (SEMESTER END EXAMINATION)**



- Students taking the exam who need to leave the examination room to use the rest room facility on emergency grounds or step out of the examination room for a few minutes due to health reasons during the exam must be accompanied / chaperoned by a member of the faculty or non - teaching staff and must not speak to anyone.
- On completion of answering the examination, students who desire to leave the room early, must silently and unobtrusively leave the examination room after handing over the answer sheet to the invigilator and move out in silence so as not to disturb those continuing to answer.
- For any query, requirements or any of the above reasons, students will silently raise their hand and wait for the invigilator to come to their seat.
- Students will be notified / given a reminder ten minutes prior to the conclusion of the examination and when the stipulated time has been completed. Immediately upon the sounding of the final bell, all writing or typing must stop and all pens / pencils must be put down. No student will be allowed to leave the examination room after the warning bell is given or ten minutes prior to the end time.
- A student is not permitted to leave the examination room or immediate proximity of the exam room until the invigilator has counted all the papers and has given the permission to leave the classroom.
- Once the answer sheets have been collected they may not be retrieved by the candidate under any circumstance.
- A request for the stipulated time period to complete the examination will be granted only upon verification of facts

- under extraordinary circumstance beyond a student's control. This will be solely at the discretion of the Principal or in her absence, the next in line of authority.

### **Instructions to invigilators**

- Invigilators must report to the examination committee member in charge for the day / session at least 30 minutes before the commencement of examinations and be present at the respective hall / classroom at least 15 minutes prior to the commencement of the examination.
- Invigilators must ensure that the candidate carries Identity card, Hall ticket / Fee receipt and other requirements needed for answering the examination ex. stationery.
- Ensure that the correct question papers are distributed to the students.
- Cases of malpractices / cheating, if any, should be reported to the Chief Superintendent / Examination Committee immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning or seek to resolve the issue. The candidate should be asked to step out of the examination room silently and handed over to those dealing with the issue.
- Invigilator must take signatures of the examinees on the attendance sheets and fill in all the details on the reports to be submitted to the office.
- Invigilator must go to the students' seat to handover the required stationery.
- Candidates are not allowed to leave the examination hall before half an hour after the commencement of the examination and during the last 10 minutes of the time limit.

- Invigilators must count and ascertain that all the candidates have handed over their answer booklets before allowing the students to leave the room.

### **Norms for conducting university practical examinations**

- Practical examinations have to be conducted in the respective laboratories only.
- Two examiners, an internal and an external examiner are allotted to assess the students. Each examiner will assess 50% of total marks assigned for the practical. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
- Marks must be entered on the answer sheets clearly indicating the marks allotted for each component of experiment.
- Both the examiners must sign on the answer sheets as well as on the mark sheet.
- The TYBA / BSc / B.Com. project viva-voce for the project will be conducted according to the rules and code of conduct prescribed by Goa University.

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## **15) CODE OF CONDUCT FOR PARENTS / GUARDIAN**

**Parents / guardian are expected to**

- Recognize that the education of children is a joint responsibility of the parents and the institution.
- Ensure that their wards bring only items appropriate and related to their instructional program.
- Have a cordial relationship with teachers, other parents and their children's friends.
- Inform college officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.

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## **16) PUBLIC CONDUCT ON COLLEGE PROPERTY**

Colleges are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on college property or attending a college function shall conduct themselves in a respectful and orderly manner. The building principal or his / her designee is responsible for all persons in the building and on the grounds.

The following rules apply to visitors -

- Anyone who is not a regular staff member or student of the college will be considered a visitor
- All visitors to the college must report to the office upon arrival at the institution. They will be required to sign the visitor's register kept at the gate with the security.

- Visitors attending college functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom while college is in session are required to arrange such visits with the permission of the Principal / Vice Principal, HOD and class teacher(s), so that class disruption is kept to a minimum.
- Teachers are expected not to take class time to discuss individual matters with visitors / parents.
- Any unauthorized person on college property will be reported to the Principal / Vice Principal or his / her designee and will be asked to leave as the situation is. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on college property contained in the Code of Conduct.

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## **17) CONDUCT PROHIBITED ON COLLEGE PROPERTY**



## **No person shall**

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy college property or the property of a teacher, administrator, other district employee or any other person lawfully on college property, including graffiti or arson.
- Disrupt the orderly conduct of classes, college programs or other college activities.
- Distribute or wear materials on college grounds or at college functions that are obscene, advocate illegal action, appear libellous, obstruct the rights of others, or are disruptive to the college program.
- Intimidate, harass or discriminate against any person on the basis of race, colour, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the college premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on college property or at a college function.
- Possess or use weapons in or on college property or at college function, except in the case of law enforcement officers. Loiter on or about college functions.

- Gamble on college property or at college functions.
- Refuse to comply with any reasonable order of identifiable college district officials performing their duties.
- Wilfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on college property or while at a college function.
- The authorization of a visitor, to remain on college grounds or at any college function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

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## 18) SPORTS POLICY

Sports have an important role to play in an educational institution. It has been scientifically proven that participation in sports can lead to improved cognitive functioning and significant physical, social and emotional development. This in turn supports curriculum delivery and contributes to a positive college culture.

This policy provides a framework to support physical education and sports in Carmel College. It aims to ensure the safe and effective participation of all students in physical education and sports activities. The sports program in our institution has the following goals –

- Recreation
- Proficiency training to facilitate the development of skills
- Fostering a spirit of sportsmanship
- Encouraging teamwork
- Exposure to a variety of sporting and physical activity

**The following guidelines must be adhered to –**

- Physical Educator / Instructor are responsible for the students in their care at all times
- Physical Educator / Instructor and the players are responsible for seeing that the playing area and surrounding environment is litter-free before and after matches
- Physical Educator / Instructor and captains should thank those who facilitated the event and provided refreshments at ‘away’ matches
- All sporting accidents must be recorded on Accident Report Sheets.
- For ‘away’ matches, it is the college policy that all players must use transport organized by the college.

- All discipline related issues on the sports field will be dealt by the physical educator / instructor. Serious misdemeanors must be reported to the Principal / Vice Principal.
- It is the responsibility of Physical Educator / Instructor that all college sports equipment should be cared for properly and returned to its appropriate location after use.
- Appropriate attire must be worn for participation in all sporting events. Lady students should avoid wearing jewelry when participating in competitive sports. They may carry cash and valuables like mobiles at their own risk.
- The College will make reasonable adjustments to provide students the opportunity to access and participate in physical education activities as and when required.
- Students participating in sport events outside the College campus must have consent from their parents / guardians.
- Students are expected to accept the decisions of the match officials, cooperate with coaches, team mates, mentors, officials and opponents. All disagreements must be resolved with the captain, physical educator / instructor during, before or after the competition.
- Students are expected to obey the rules and take responsibility for their behaviour.
- Students should not use foul language or behave in an unsporting manner.
- The captain of the team must lead by example as a model of team spirit, sportsmanship and good behaviour.

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## 19) ACADEMIC OUTING POLICY

Carmel College of Arts, Science and Commerce for Women encourages educational trips off-site (including residential experiences) because they enrich the curriculum, add value to the students' learning experience and have the potential to develop essential personal skills in situations that are difficult to replicate on-site. While educational trips provide excellent opportunities for students, they can pose risks that are not present on the college campus. A structured process of planning, executing and reviewing trips underpins this policy document.

- To define the procedure for planning and preparing for an educational trip
- To specifically define the procedures for assessing any risks that might be associated with an educational trip
- To detail the procedures for informing parents about educational trips and gaining consent for their wards to participate.
- To define the roles and responsibilities of trip leaders and other members of staff during educational trips
- To define the charging policy and financial arrangements in relation to educational trips.

### Responsibilities

- 1) **The Trip Leader:** A trip leader will be appointed for every educational trip and he / she is responsible for the handling of all aspects of the trip. He / she delegates tasks to other members of staff, if required. The trip leader must ensure that:

- Appropriate safety procedures are in place
- Appropriate risk assessments have been carried out
- All necessary preparation work has been completed prior to the trip
- The staff leading these activities are suitably qualified, responsible and able (whether it is college staff or specialist staff or travel agencies appointed solely for the purpose of the trip)
  
- The ratio of staff to students is appropriate, taking into account the age of the students, gender balance and nature of the trip
- The college has received written consent from the parents of all students participating in the trip. Medical consent should form part of the parental consent form. Parents should agree to the pupil receiving emergency treatment on the medical form.
- Adequate first-aid provision will be available and arrangements are made for specific medical or special needs of students (eg. for diabetics).
- The travel arrangements, transportation details, arrival and departure times are all planned in advance and communicated to students and their parents / guardians.
- Suitable provision / precautions are taken depending on the age of the students and ensuing legal requirements.
- All staff involved in the trip should have the names of all students on the trip with contact details for parents / guardians as well as a full itinerary of the trip.
- All staff supervising the trip and the faculty in-charge should have the address and phone number of the venue(s), a copy of the risk assessment, the names of all the staff and students on the trip, contingency plans for any delays including a late return to the college or to the accommodation places.

- The trip leader should ensure that the visit complies with the college's policy on academic outings.
- Hard copies of all documentation should be submitted to the Head of the institution and the office
- No male trip leader or faculty member is permitted to be alone with a female student during the course of the trip
- An exploratory visit should be made where possible to ensure suitability. This should include the locating of toilet facilities, first aid points, where to eat lunch, parking, potential hazards, and accommodation in case of inclement weather.
- Faculty accompanying a trip should ensure that any classes they miss will be covered
- Duty leave is sanctioned by the head of the department / institution
- Faculty should ration the number of trips they plan each term in order to avoid a shortfall in teaching hours for college classes
- Faculty must enlighten and talk to students about being culturally sensitive to local traditions and customs whether in India or abroad
- A prescribed format (CC / ADMIN / Annex-20, REV:00, Date: 04/12/2015), 'The Apostolic Carmel-Western Province Application for school excursion / camps', should be filled and given to the Principal / Vice Principal who will forward it to the Provincial Superior for the permission, after which the planning for the visit should start.

## **2) The Head of the Department**

The Head of the Department must -

- Appoint a suitable trip leader
- Make a decision on whether to make a provisional approval of the trip before the planning and preparation commences.
- Make an assessment of the arrangements and give final approval before the trip takes place after consulting the head of the institution.
- He / she should support and advice the trip leader; specifically, with regard to safety and risk assessment.

## **3) Students -**

- Students must not engage in risky behaviour.
- Students must follow all the instructions given to them by the trip leader.
- It is imperative that students should dress and behave sensibly and responsibly.
- Students must be sensitive to local customs, traditions and culture of the place of visit whether in India or abroad.
- If it comes to a student's knowledge that a potential situation could cause harm or threaten any member of the group, they must bring it to the notice of the trip leader.
- Any student whose behaviour may be considered to be dangerous to themselves or to the group could be stopped from going on the trip. The curricular aims of the visit for these students should be fulfilled in other ways wherever possible.



#### **4) Parents –**

- Parents must instruct their wards to be on their best behaviour by reinforcing the code of conduct.
- Parents must provide the trip organizer with emergency contact numbers
- Parents must sign the consent form.
- Parents must give the trip leader all information about their child's emotional, psychological and physical health, which might be relevant to the visit.

#### **Procedure**

##### **a) Planning -**

- A request for outline approval by the Head of the Department / Institution should be made before any other planning takes place (classes, location, possible dates, times and cost).
- Dates should then be confirmed and provisional bookings made with confirmed costing.
- Transportation should be confirmed in writing with confirmed costing.
- First aid arrangements must be mentioned.
- Final approval should then be sought from the Head of the Institution by means of submitting all of the information above along with proposed staffing arrangements.

It is noted that the above procedure may need to be adapted in the case of residential trips for which transportation (e.g. flights), or other aspects, cannot be confirmed without payment. In this scenario a current / approximate cost should be submitted when seeking final approval.

## **b) Cost -**

- In principle, all trips are paid by the families of the students. Hence it is expected that parents / guardians will cover the full cost of the trip. In this case costs are split evenly between the students including costs associated with staff (transport, entrance, etc). No payment will be taken until the College has written confirmation from the parents / guardians.
- On occasions where the College has to spend for the trips, it will be brought to the notice of the Accounts Department of the college in consultation with the Head of the Institution. The amount spent will be reimbursed following the guidelines of the Accounts Department of the Government.

## **c) Contact with Parents / Guardians -**

- No student may be taken off the College site for any activity, no matter how close to the college, without written / oral approval from parents / guardians. Once the Head of the Department has given the final approval for a trip, parents of students involved will be informed either through email / oral communication / written communication of the nature and arrangements for the trip as well as requesting permission for their wards to participate and pay the costs if applicable.
- Permission should be granted by means of a completed written form which shall be filed.

## **Parents should be made aware of -**

- The date, times, location(s) and proposed itinerary.
- Transport arrangements.
- Items that student must wear and / or bring with them.
- Cost and payment arrangements if applicable (including details of whether money is refundable in the case that a deposit is due initially).

- Details of staffing.
- Emergency contact details in the case of a residential trip.
- In the case of a residential trip a further consent form (paper version) must be signed by parents giving permission for their son (PG) / daughter to participate, consent for the trip leader (named) to act *in loco parentis* for the given dates and for staff on the trip to administer medical treatment in an emergency.
- A further medical form must also be completed detailing any known medical conditions or allergies that students may have as well as any other aspects that may affect their ability to participate in the trip fully (e.g. swimming ability level in the case of a water-sports excursion). Once all forms are received the trip leader should review and consult the Head of the Department / Head of the Institution if he / she have any doubts over the participation of any student.

**d) During the Educational Trip -**

- Detailed advice is set out in the ‘Guidelines for College Visits’. It is imperative that staff must supervise all students with the degree of care that would be expected from a responsible parent in similar circumstances.
- The trip leader must be prepared to modify plans in the light of circumstances and in the interests of the party’s welfare.

**e) Emergency Procedures -**

- It is the responsibility of the trip leader to ensure that all staff supervising the trip have copies of the relevant documentation aforementioned.

- The trip leader should also ensure that all staff are aware of the emergency procedures.
- The trip leader should carry a mobile phone and maintain it on for the entire visit (including during the night if applicable) with sufficient battery power.
- If a student is missing, the Head of the Institution must be told immediately. Students who were most recently with the missing student must be closely questioned and a search made. If the missing student cannot be found within 10 minutes, the museum, centre, the site managers, other places of visit and the police must be informed. Once the student is located, he / she must be seen immediately by the Head of the Institution on return to the college and any problems sorted out. The student's parents must be contacted and also met by the Head of the Institution.

**f) After the Visit -**

- A statement of accounts should be confirmed with the Head of the Department / Head of the Institution / Account Department of the college (in case of reimbursement).
- Depending on the nature of the trip, a brief written report should be provided to the Head of the Department / Head of the Institution and appropriate information given to the parents / guardians.
- A report of the trip should be maintained in the department.

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## **20) POLICY FOR PERSONS WITH SPECIAL NEEDS**

### **OBJECTIVES**

The objective of the policy is to ensure that Carmel College of Arts, Science and Commerce for Women becomes an institution preferred by persons with special needs because of its supportive facilities.

- To be sensitive to persons with special needs.
- To motivate the students and staff to be empathetic and inclusive.
- To provide necessary support to maximize academic and social development.
- To identify students with special needs through the intervention of mentors to avail the benefits entitled to them.
- To admit students without discrimination and provide education and opportunities for sports and recreation activities to those with special needs, alongside others.
- To foster a policy of equitability and non-discrimination towards any person with special needs at the time of employment and while delegating work.

### **SUPPORT AND FACILITIES**

- During exams, provision to be made for a convenient classroom on the ground floor with a special supervisor, if required.
- To make suitable modifications in the examination system to meet the needs of students with special needs such as extra time for completion of examination paper or facility of scribe.

- Provision of special counseling facilities for mental health needs of persons with special needs.
- Remedial classes for students with special needs, to be conducted as and when required.
- Students to be made aware of the recognition and award / financial schemes given to those with special needs.
- The campus to be enabled with adequate ramps and sign boards.
- Special parking slot to be reserved for the persons with special needs.
- To have accessible washrooms for staff and students with special needs.
- Wheel chair facility to be made available.

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## **21) CHILD SAFEGUARDING POLICY AND PROCEDURES**

This policy is drafted by The Apostolic Carmel Congregation for all its educational institutions of which Carmel College is a member and will abide by it.

## **22) RESERVATION POLICY**

As per UGC Guidelines 2006, Carmel College of Arts, Science and Commerce for Women, Nuvem-Goa, is exempted from implementation of Reservation Policy as it is a Minority Educational Institution covered under Article 30(i) of the Constitution

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