

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

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 cardinal 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. The policies that are drafted keep in mind relevant administrative, logistic and developmental activities, and are reviewed every when required to keep pace with the needs of the stakeholders in a continuously changing socio-cultural milieu.

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

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

- Emphasis on prayer, begin 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 society.
- Joyful witness and Conservation of nature

### **Apostolic Carmel Culture:**

- Ensure that all the new staff is acquainted with the values of The Apostolic Carmel Education through Orientation and Programmes.
- Ensure that an Apostolic Carmel Climate perpetuates in our institutions through various activities such as celebration of Mother Veronica Day (Foundress' Day), feast of our Lady of Mount Carmel, Eucharistic celebrations etc.
- Ensure spiritual development of students through regular retreats, self-renewal and orientation programmes.
- Ensure that at the beginning of the new academic year, the staff and students are made aware of the Vision of the College and must be acquainted with its history.
- Promote the culture of Carmelite Simplicity in our institutions. An ambience of affluence should be discouraged.
- Ensure that the vision statement is displayed in prominent places.
- Ensure that the College has a prayer room and students are encouraged to use the same.
- Ensure that a green and clean environment is maintained in our institutions.
- During prayer time make sure that all join in prayer.
- The Faculty, administrative staff, multi-tasking staff and daily wagers should also be warm, cordial and friendly as they too are responsible in setting the tone of the institution.

Following are the policies of Carmel College of Arts, Science & Commerce for Women-

- 1) Admission policy
- 2) Policy for promotion of research
- 3) Policy for resource mobilization
- 4) Policy for mobilization of funds
- 5) Environmental policy (zero waste and green campus)
- 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 / guardian
- 16) Public conduct on college property
- 17) Conduct prohibited on college property
- 18) Sports Policy
- 19) Academic Outing Policy
- 20) Child safeguarding policy and procedures