



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	BISHOP CHULAPARAMBIL MEMORIAL COLLEGE
Name of the head of the Institution	Dr. Teena Annah Thomas
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04812562171
Mobile no.	9496337236
Registered Email	bcmktn@yahoo.com
Alternate Email	principal@bcmcollege.ac.in
Address	Bishop Chulaparambil Memorial College, Kottayam Kerala, India - 686001
City/Town	Kottayam
State/UT	Kerala
Pincode	686001

2. Institutional Status																									
Affiliated / Constituent			Affiliated																						
Type of Institution			Women																						
Location			Urban																						
Financial Status			state																						
Name of the IQAC co-ordinator/Director			Dr. Stephy Thomas																						
Phone no/Alternate Phone no.			04812562171																						
Mobile no.			9447761702																						
Registered Email			stephy@bcmcollege.ac.in																						
Alternate Email			stephythomas@gmail.com																						
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)			https://bcmcollege.ac.in/aqar/																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			https://bcmcollege.ac.in/academic-calendar-2/																						
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B</td> <td>2.84</td> <td>2008</td> <td>04-Feb-2008</td> <td>03-Feb-2013</td> </tr> <tr> <td>3</td> <td>A</td> <td>3.16</td> <td>2015</td> <td>03-Mar-2015</td> <td>02-Mar-2020</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B	2.84	2008	04-Feb-2008	03-Feb-2013	3	A	3.16	2015	03-Mar-2015	02-Mar-2020
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3	A	3.16	2015	03-Mar-2015	02-Mar-2020																				
6. Date of Establishment of IQAC			07-Jan-2004																						
7. Internal Quality Assurance System																									
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries														
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Annual Academic Audit	29-Mar-2019 2	118
Vichara Envisioning Retreat	22-May-2019 1	65
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Physics	NSD	KSCSTE	2019 2	10000
Zoology	Paristhithikom	Department of Environment and Climate Change	2018 365	60000
Physics	Refresher course	Science Academy	2018 14	689356
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Zero Credit Course Examination Reforms More efforts to tap renewable sources of Energy OBE based Scoresheet for Internal Examination OBE based scheme of valuation of Examinations

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Manadatory Certificate Course for Second abd third years	Implemented
Revision of examination manual	Revised Exam manual published
Connecting all the classrooms with LAN	LAN connectivity achieved
Introduction of more smart classrooms	Ten classes are equipped with latest interactive panels
Facility for complaint lodging facility	Complaint lodging facility is included website
Extending college hostel	Proposal sanctioned under RUSA Scheme
renovation of College Roffings	Proposal sanctioned under RUSA
Awarenessss about OBE	OBE based scheme of valuation introduced
View File	

14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	22-Feb-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	28-Feb-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	<p>Admission through Centralized Admission Procedure The admission to the College is done through the CAP site. The merit list for various programmes are prepared and intimated to the students through the portal. Students have the facility to remit the fees due to the universty through this portal. Online TCS The administration in the College assitsted by ERP OnlineTCS. The various options available in the software are explained below. Student Management • Student details entry at the time of</p>
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admission with option for mandatory fields • Parent Master along with student details entry • Upload student photo • Search for student details with admission number, name etc • Student Roll No generation with option for different sort orders • Generate/entry identification numbers Like University reg no based on admission number • Promotion of students • Shifting of students to different courses • View/change status of students like active, tc issued etc. • TC Issue, Conduct Certificate Issue etc. • Import student data using excel formats • ID Card Printing Faculty Details • Faculty / Staff Grades • Staff access to concerned classes • Paper settings for teaching faculty • HOD Class Tutors • Staff Job Positions Attendance • Various types of attendance entries • Attendance entry from teacher login for paperwise class attendance entry • Attendance entry from Admin/HOD/Tutor login for special occasions with option to update paper wise class attendance entry • Absentees only entry option • Student wise attendance entry for selected months • Block attendance entry for a class till specified date • Attendance calculation based on college calendar working days or calendar days • Setting regular class on holidays and vice versa • Duty Leave entry for students involvement in official activities • Student wise daily and monthly Attendance reports • Student wise attendance percentage for a given period • Attendance shortage list/irregular student list • Consolidated paper wise attendance register Feed Backs • Evaluation keys • Evaluation item settings • Evaluation attributes under each items • Evaluation details Android App for Parents and Students Teachers App • Mark attendance and assessment details of students • Work Adjustment requests and acceptance • View student details (Student Record) of concerned students Parents Students App • View student profile with performance • Attendance view with details : daily, monthly and previous semesters • Provision for apply for all types of leaves • Leave only after adjusting the classes of that day. • Android Mobile App for Teachers and Parents Students • Portal for Student,

Teacher, Parent and Management Learning management through Moodle Library is managed using Koha. Library has remote access from any part of the college. Students are given the facility to login and book and suggest books. College has joined the State Government to implement e-governance in the scholarships offered by the government agencies through the portal <https://www.egrantz.kerala.gov.in/> and nsp.gov.in. As the college needs to have the custody of the hard copies of the documents, the documents are collected as hard copies at offices.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• The institution's curriculum delivery and planning begins during the month of April –May, when the draft containing strategies are initiated. • At the end of every academic year there is an Annual Academic Audit(AAA)which is done before an external expert team. Based on the suggestions and recommendation given, the Academic Plan for the coming academic year is formulated by each department. • Prior to the beginning of every academic year, the college gathers for an 'Envisioning Retreat- Vichara' where each department presents their tentative action plan for the entire year which also emphasizes planning for proper curriculum delivery. Activities are planned and blended with the core values, vision and focus of the institution. • The Departments then have a micro planning meeting, where the papers to be taught and the teaching plans are discussed. • The HoD instructs each teacher to make a teaching plan which would be vetted by the Academic Advisory Board. Each Department has an Academic Advisory Board which includes two or more external experts and the teachers of the Department. Teachers chart the POs and PSOs of each Programme and COs of each Course, which are vetted by the Board of Studies. The teaching plans prepared by the teachers, which give a detailed insight into how each topic will be dealt with, when it is expected to be taught and the different teaching methods used to teach are submitted for discussion and approval by the Academic Advisory Board. • In order to document the curriculum delivery, each department maintains a Lesson Completion Report / Log Book. • The Lesson Completion Report is signed by the students on a weekly/ monthly basis which ensures that portions are completed on time. • The Log Book specifies the portion taken and the name of the teacher during each hour. • At the end of every month, the HoD examines and reviews the Lesson Completion Report / Log book. Both help the HOD to verify and keep track of teaching- learning activities in the department • Question banks for each Course is maintained. Since 2018, question banks have been uploaded using open source learning management systems(LMS) such as Moodle. • Besides Continuous Assessments (CAs), assignments, and seminars, we follow a unique method of allotting half an hour every day to conduct short assessment tests (Academic Performance Enhancement Practice (APEP)) for the students. These APEP aid in boosting the internal marks of each student and is especially helpful for slow learners as the short portions for each APEP is manageable for them. • At the beginning of the year, by conducting a streaming

test, the students are identified as Fast, Mediocre and Slow Learners. The Slow Learners are given remedial coaching and the Fast learners are given extra coaching in order to motivate them further.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Travel and Tourism	Nil	20/03/2018	38	Employability as tour guide and also in museums	Improve communication skills and also the skill for tour management
Electronic and Electrical Equipment Maintenance	Nil	02/08/2018	45	Entrepreneurship	House wiring and installation of equipment and assembling maintenance of household electrical equipment.
Computer Applications	Nil	02/08/2018	45	Employability	Knowledge about computers, Microsoft office, Linux and Internet.
Journalism and Mass Communication-Certificate course	Nil	17/09/2018	45	Job opportunities in print, broadcasting and visual media	Art of report writing, proofreading and editing
Nil	Journalism and Mass Communication-Diploma	17/09/2018	60	Job opportunities in print, broadcasting and visual media	Art of report writing, proofreading and editing
Ornamental fish breeding-Culture and management	Nil	05/06/2018	45	Self-employment opportunity	Skills in aquaculture entrepreneurship
Open Office	Nil	18/06/2020	20	Employability as a computer operator	Basic skills in MS Office
Advanced	Nil	02/07/2018	15	Employability	To acquire

Java with Mini Project					ity	the skills as a JAVA programmer
Web Programming Using PHP	Nil	02/07/2018	15	Employability		Skills in web designing
Computer Hardware and Maintenance	Nil	02/07/2018	15	Employability		Skills in computer hardware maintenance
Nil	Child Rights and Protection Systems -Diploma	06/09/2018	60	Employability as a counsellor in Child rights and protection systems		To acquire the skills in counselling in situations of child abuses and also skills as a child rights protection activist.
Life Skill Education	Nil	12/09/2018	20	To help the students learn to be as independent as possible in hopes of them getting a job and living alone with minimal help after graduation		Skill to be independent
Soaps and Detergents	Nil	02/11/2018	15	Entrepreneurship		Entrepreneurship skills as a soap and detergent manufacturer.
Certificate course in Ubuntu	Nil	02/12/2018	15	Employability		Skills in operating UBUNTU
Safe Food Handling Techniques-Hygiene Management	Nil	03/12/2018	15	To become a motivator for food service personnel to follow and assure good sanitation practices		Skills for following correct procedures for receiving, preparing, serving and storing of

						food products
ASP. NET	Nil	03/12/2018	15	Employability	To acquire the skills as a ASP. NET programmer	
Office Automation	Nil	03/12/2018	15	Employability	To impart knowledge about Windows operating system	
Banking theory and Practise	Nil	04/01/2019	15	Enable the students to get theoretical as well as practical experience in modern banking	Enable the students to get theoretical as well as practical experience in modern banking	
Nature and Scope of Archaeology in India	Nil	07/01/2019	15	Employability in museums	Employability	
Entrepreneurship Development	Nil	07/01/2019	15	Entrepreneurship	Entrepreneurship skills	
Guidance and Counselling in Everyday Life	Nil	07/01/2019	15	Employability	Basic skills needed for counselling profession	
Mushroom Cultivation	Nil	07/01/2019	15	Entrepreneurship	Skills in preparing and cultivating mushroom	
Research Methodology and Data Analysis	Nil	07/01/2019	15	Practical knowledge in statistical tools	Practical knowledge in statistical tools	
Radio and New Media	Nil	07/01/2019	15	Employability in radio broadcasting	Skills in writing and presenting news by abiding to the rules of media writing.	
Introductory Mathematics for	Nil	07/01/2019	15	Employability by passing various	Skills in doing problems in competitive	

Competitive Exams				competitive exams	examinations
Surface Ornamentation Techniques	Nil	07/01/2019	15	Entrepreneurship	Entrepreneurship skills in stitching and Embroidery works
Our Universe-The world around us	Nil	15/01/2019	15	To get the students ideas about our universe, cosmology, observational astronomy and the solar system	To get the students ideas about our universe, cosmology, observational astronomy and the solar system

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	1164	88

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Ornamental fish breeding- Culture and management	05/06/2018	48
View File		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Mathematics	36
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

In the present dynamic and competitive academic world, feedback systems play a crucial role. The feedback mechanism of the College is exhaustive as well as inclusive, and integral to the institutions proper functioning. For quality assurance and enhancement, the College has earnestly sought feedback from various stakeholders- students, teachers, parents, alumni, and employers. The feedback committee constituted by the IQAC is responsible for the adequate conduction of the feedback process regarding the curriculum. This Committee would be responsible for distributing, collecting, filing, analysing and directing the actions taken based on the feedback. This Committee acts as a recommending body to the council, allowing them to make changes based on the feedback collected from the previous year. The stages of the feedback process are the selection of feedback committee, collection of data from various stakeholders, analysis of data, submission of feedback summary report to the College Governing Body through IQAC, and action will then be taken by the College Governing body. The feedback committee collects feedback from the stakeholders in different ways. The college has designed an online student feedback form to be duly filled by the students as an assessment of the teaching programme and college infrastructure on a regular basis. Student feedback is also received through open house programmes. There is a student suggestion box outside the college office for use by the students to express any grievance or complaint. The box is opened and suggestions are checked regularly by the college administration under the supervision of the Principal. The representations by the students are addressed by the Principal through meetings with students and other bodies. Teacher feedback on curriculum and college infrastructure is received within the framework of staff council and academic administrative audit. The manager meets the faculty members individually and feedback is collected from them. The staff council meetings, the IQAC meetings and the common staff meetings provide ample opportunities for feedback. The teachers have a broader platform for raising their concerns directly at the curriculum revision meetings. Formal and informal mechanisms are there to obtain feedback from parents. Parents can interact with the Principal and express their views regarding the curriculum. They can also give their input during departmental level PTA meetings by directly interacting with the teachers and filling the feedback forms prepared by the feedback committee. The College has a regular practice of conducting alumni interactions and discussions. The alumni feedbacks are mainly obtained through those platforms. Alumni are encouraged to fill the feedback forms also. Employer feedbacks are collected through informal talks as well as by circulating the feedback forms. The feedbacks collected from various stakeholders are then put for proper monitoring and analysis before implementing the required actions. Some of the received this year were that we should have more skill-oriented courses and that two internal exams should be conducted, instead of one.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Mathematics	45	Nil	58
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1703	230	91	35	28

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
98	88	Nil	58	37	Nil
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college believes faculty-student relationship is fundamental in laying a strong foundation for the smooth and efficient functioning of all key activities. The prime objective is to let the student feel that they have a trusted advisor in their Mentor, who is ready to reach out, understand their life's circumstances, help them find out what they can be, aid them on the lookout for the right employment prospects and if need be, make referrals on the basis of any serious concerns about the Mentee, which shall be divulged to the parent/carer first. Mentor at Bishop Chulaparambil Memorial College tries the best to help their Mentees develop self-awareness, values and a definite purpose in life which will give them improved decision-making skills. We focus on the holistic development of the persona, aiming at psycho-social development, and academic growth. By establishing a close rapport with the Mentees, a sense of confidence is regulated in them and a belief that we are there to understand their individual needs and personal circumstances with empathy. The ways of approach will be particular for the individual, it will always aim at their personal nourishment. On the academic level, the aim is to boost up the confidence level for the slow learners and suggest ways for improving their learning skills, while the advanced learners will be motivated to step out of their comfort zones. The students shall be updated about all sort of possibilities, information on scholarships and further opportunities, as well. Further, the procedure is described, students are allotted to the faculty on a ratio calculated at the beginning of the year and students are assigned by the principal to the Mentors. This ratio is decided on the basis of the strength of students and faculty in each department. Currently, the Mentor-Mentee Ratio is 1:19. The Mentors should meet their Mentees at least three times a semester. The Mentors should maintain a register for the group of Mentees assigned to them. This register must contain a record of the formal and informal meetings with the Mentees. The Mentors should follow their Mentees and their academic and non-academic activities closely and give them timely advice, suggestions and direct them to the best possible course of action. Confidentiality of the records should always be maintained. Mentors should not discuss the problems discussed by the Mentees with their colleagues and discretion must be upheld at all times. Conscious effort should be taken by the Mentor to maintain the confidentiality and the trust between Mentor and Mentees. The bond, formed in our college, is a lifelong relationship, mutually beneficial for both, making them understand that a teacher is certainly a confidante and guide forever. To conclude, the individual's vision for life will always be at the centre, and the mentor is to help them materialize their vision for life.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1933	98	1:20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
98	98	0	34	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Anu Varghese	Assistant Professor	International Travel Grant for attending International Congress of Mathematics held at Brazil (ICM 2018) by DST SERB
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	MTGA11	6	05/04/2019	29/04/2019
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Academic Performance Enhancement Practice (APEP): This includes a set of assessment practices like seminars, short test, assignments, group discussions etc. Seminars • Students of Semester V and Semester VI degree batches are asked to prepare different seminars, the schedule of which is prepared in advance. • The seminar presentation is evaluated on the basis of the selection and understanding of the topic, nature of presentation, and language competence. • Short tests are conducted in addition to the mandated internal examinations. • These exams ensure that the students are assessed on a regular basis. Besides ensuring timely completion of the syllabus, these tests help the teachers to monitor their students closely. Projects • Students choose relevant topics and they are guided by their tutors • Students are directed to submit Projects duly checked by their tutors. The projects are advised to be syllabus oriented but relevant topics are acknowledged too. Two internal exams • The Senior Superintend of Examinations with the help of the examination committee makes the schedule of the internal examinations in advance. Evaluation is always time bound. Attendance Report • The college follows an online attendance platform with the help of which students and parents can track their attendance and

shortage if any. Tutors and mentors take special care of the students with monthly attendance shortage.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

An academic calendar consisting of curricular and co-curricular activities is prepared at the outset of each academic year in tandem with the university calendar. The calendar provides the teachers and the students with a framework to help them plan their activities in accordance with it. The proposed activities and programmes of each department are laid out in the calendar. This ensures an institutional mechanism of disciplined planning and execution of its broader vision and mission. Students get a clear idea of their internal examinations and help them plan their studies. The academic calendar is open to the stakeholders of the institution. Teachers too can plan their professional advancement programmes well in advance in accordance with the calendar. The departmental conformity to the academic calendar and the institution's adherence to the same are regularly monitored and reports are regularly presented in the College Council meetings. The calendar also enables the departments to plan their activities without causing infrastructural inadequacy. Auditoriums and conference halls are thus allotted accordingly. So the calendar also acts as an inter departmental agency in the common system of the college. Parents also get a clear picture of their children's academic journey. The important days of the institution fall without clashes with departmental functions. Tentative days for internal and model exams are announced in the calendar and are strictly adhered to.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://bcmcollege.ac.in/learning-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MTGA11	BSc	Mathematics	36	34	94.44

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://bcmcollege.ac.in/student-satisfaction-survey/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	365	Department of energy and Climate Change,	60000	60000

		Government of Kerala.		
Projects sponsored by the University	365	Mahatma Gandhi University	30000	30000
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Changing India: Social and Political Consciousness among Women	Commerce	06/09/2018
Investment and Capital Market	Commerce	17/01/2019
Workshop on Investor Awareness	Commerce	30/12/2018
Capital Market at a glance	Commerce	22/09/2018
Seminar on emerging issues in Commerce	Commerce	29/10/2018
Entrepreneurial Skills	Commerce	26/09/2018
Dilemmas of a researcher A sociologist perspective	Sociology	26/06/2018
Ethics in Medical Research	Sociology	08/05/2018
Qualitative Research in Feministic Research	Sociology	14/07/2019
Workshop on LaTeX	Mathematics	24/06/2018
MG University sponsored National Seminar on Research Design and Academic Writing	English	28/02/2019
HACCP Certification and Training Programme	Food Science and Quality Control	28/01/2019
Workshop and Certification on Food Safety	Food Science and Quality Control	06/07/2018
The Public Intellectual	English	03/08/2018
Annual Lecture Series- Economics in Everyday Life	Economics	15/11/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	Nill	Nill	Nill	Nill
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
	34	

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	5	5.07
International	Mathematics	1	1.40
International	Commerce	10	5.45
International	Economics	2	1.83
International	Physics	2	4.28
International	Sociology	1	6.48
National	Malayalam	1	.22
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	4
English	3
Commerce	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in
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					citation	the publication
NIL	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	17	18	70
Presented papers	Nill	7	Nill	Nill
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Monsoon Related Diseases at Kanjiramattom	Department of Zoology	4	13
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Personality development programme for children	Initiatives for child development since 2013	Santhwanam Trust, Gandhinagar	10
Mental health related activity	Excellency award	District Mental Health Programme	15
Flood relief activities 2018-19	Sincere involvement	UNICEF Child line	1650
Alzheimers programmes	Social commitment	ARDSI	60
Involvement in Flood Relief 2018-19	Active Involvement in Flood relief activities	Disaster Management Authority	1650
Outstanding performance of NSS unit 2017-18	Certificate of Appreciation	Mahatma Gandhi University	198
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities

Flood Relief Activities	Whole college	Extension	90	1800
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research Collaboration	Mrs. Ancy Cyriac	Nill	15
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Working in the Organization and Learning	Concurrent field work	Kallara Gram Panchayath	01/09/2018	31/05/2019	Nill
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Kadambari Memorial College, Kathmandu, Nepal	14/09/2018	Providing Field work training at both institutions	30
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
285432	285432

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing

Seminar halls with ICT facilities	Existing
Video Centre	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	15.11.06.000	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	46655	11663750	421	126300	47076	11790050
Reference Books	2435	3652500	14	18000	2449	3670500
Journals	74	11100	4	400	78	11500
e-Journals	6293	5900	Nill	Nill	6293	5900
e-Books	195809	Nill	Nill	Nill	195809	Nill
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nill	Nill	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	130	1	0	2	1	2	15	50	0
Added	25	0	0	0	0	0	2	0	0
Total	155	1	0	2	1	2	17	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
325850	325850	236500	236500

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The maintenance of physical infrastructure is closely monitored by the 'Bursar'. The following systems and procedures are followed. • The academic program of the college is from June to March on 5 days week system. The maintenance is done in the month of April May and on weekends. • Head of the departments record the maintenance work to be performed in the diary kept at office. • Sufficient manpower is maintained for the daily cleaning of the campus. • Generators are maintained regularly and solar panels installed. • Proper sign boards are displayed with regard to CCTV and Waste disposal. • Annual Maintenance Contract (AMC) for all sensitive equipments. • Rain water harvesting system of 3 lakh liters of water. Laboratory • Lab assistants take care of the usual repairs and maintenance but complex issues are resolved with the help of professionals • Calibration and allied precision measures for equipment are regularly and systematically done. • A Stock and Maintenance Register is kept in all the labs and an annual stock verification is made by the Heads of the Departments and Principal. ICT • A fulltime System administrator is appointed. • All the computers are protected by UPS facility. • Open Source software is used to avoid copyright issues and also to make an example for students with regard to piracy, plagiarism and academic integrity. • "The Live Lab Program" designed by the Department of Computer Science regularly inspects and updates all the systems Library • A Library Committee is constituted for the smooth functioning of library. • Fully automated library with library management software, KOHA. • Facility to access the e-journals through many online consortiums. • Reprographic facility available for staff and students. Sports • Department of Physical education oversees the maintenance of sports facilities. • Sports equipments, Gymnasium and sports field are regularly inspected and maintained. • Protective gear is repaired or renewed regularly. • Professionals are hired for specialised coaching. Optimum Utilization. • Auditorium is made available to public for various programs and has hosted many dignitaries including then Hon. President of India Pratibha Patil. • Auditorium is designed as a multipurpose centre and is used by University for various competitions and training programmes and is also used by our associate institutions. • The premise is made available to the University for its Centralized Valuation. • Class rooms and auditorium are utilized for various public and private examinations like CA, ICWA, CS, Central University examinations, and also for different coaching programs and relief activities of government. • The time table is arranged in such a way that 58 class rooms are

efficiently utilized for running 16 UG Programs and 8 PG programs. The quality of the maintenance and upkeep of the physical, academic and support facilities are closely monitored by the Manager, Bursar, Principal, Vice Principals, IQAC coordinator and office Superintendent. Thus the college makes sure that by strictly following time-tested, established systems and procedures, academic ambience is concretely supported by its physical facilities.

<https://bcmcollege.ac.in/maintenace/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Liza Korah Endowment	6	45000
Financial Support from Other Sources			
a) National	Indian Jeevakarunya Scholarship	10	15000
b)International	Annie Charles Charles Samuel scholarship for III DC Zoology topper	1	10000

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personality development class	06/09/2018	54	Dr. Sheelamma Jacob, Former HOD of Department of Homescience, St. Teresas College, Ernakulam,

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	UGC NET/JRF in English-Preparation Strategies	23	Nill	4	4

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Bank, Hospital	117	92
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	416	Nil	Nil	Nil	Nil
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	12
GATE	2
GMAT	1
Any Other	94
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Essay Competition	Intercollegiate	3
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Seventh	National	Nil	1	50779	Samiya Sarah Abraham
2018	Participation	National	1	Nil	51952	Sini Devasia

2018	Participation	National	1	Nill	51953	Aleena Biju, Amala Riya Roy, Veenamol KS, Ancy Regi
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college follows a parliamentary system of election as per the guidelines of Lyngdoh Committee and MG University to form student council. The representation of every department is totally assured and a transparent and fair process takes place. More over students are trained in the practice of the electoral process as its held with dignity and decorum it demands. The college union consists of Chairperson, Vice -Chairperson, General Secretary, Magazine Editor, Two University Union Councillors, Arts Club Secretary and Class representatives. The Union, once it takes charge, is in free and absolute control of all student activities in the Campus and even certain off campus programs like the University Youth Festival .The Objective of the Union is to train the students in the duties and rights of citizenship .It promotes opportunities for the development of their character, efficiency and spirit of service through various cultural, Civic and recreational activities. The Union advisors, who are selected from the teaching faculty, guide the union in every turn to ensure that errors and mistakes are kept at minimum. Students are given their own freedom to act so that they get exposure in planning, organizing, managing and execution of various activities. The students of the college take part in various sports and arts activities. We have an annual Sports day and Arts day to showcase their talents and encourage their skills. The students keep a very healthy competitive spirit. Departments also conduct various intercollegiate fests and activities every year and thus invite participation of students from inside and outside the campus. We also encourage our students to take part in competitions held in other colleges. Department associations, Executive committees of NSS, NCC, Anti Ragging committee, Women's Cell, Discipline committee, Ethics Cell etc has student representation and the highest planning body, IQAC too has a voice in the form of the chairperson. Ek bharat Shresta bharat program by Government of India is another program in which our students are actively involved in . Ek Bharat Shreshtha Bharat programme aims to enhance interaction promote mutual understanding between people of different states/UTs through the concept of state/Union Territory pairing A satisfied and Focused student body helps in managing the day to day affairs of the college. Their contribution in the smooth functioning of the institution is sizeable and the formation they receive as they shoulder the responsibilities is beyond measure, as a majority of them testify as they pass out and take up positions of leadership later in life.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumnae Association of Bishop Chulaparambil Memorial College, BCM BEAMS registered on 22 December 1999, has been instrumental in bringing together our former students and giving them a platform to share their ideas, exhibit their talents and inspire the present batches. The Association is always indoctrinating amity and togetherness among the former students. The academic year 2018-19 witnessed various activities organised by BCM BEAMS. The annual

get together of the alumni association was held on 2 October 2018. More than one hundred and fifty old students gathered for the meeting and it was a memorable day for all. During the meeting, awards and scholarships were distributed to the outstanding learners of the college. After the official meeting, various cultural programmes were staged. As it happens every year, BCM BEAMS conducted a free eye camp for the students, teaching faculty and the non-teaching faculty of the college on 12 September 2018 in collaboration with Chaithanya Eye Hospital. More than one hundred and forty persons availed the service. Lamp Lighting Ceremony (a prayer service for the outgoing students) was arranged at the college auditorium on 11 February 2019. Dr Peter K Mani of the Department of Botany and the college choir lead the prayer service. With the aim of discovering and encouraging the real talent of outgoing students, BCM BEAMS organised the BCM Star Contest on 8 February 2019 where Grace M Leghu of the department of Sociology was crowned as the BCM Star. The Alumnae Association has a chapter abroad, the UAE Chapter to promote and enhance the capabilities of the alumnae members. The alumnae members of the college take an important role in imparting self-awareness in the minds of the students by helping them in almost all fields. They brought out and directed their horizons of excellence to the college during the academic year 2018- 19 as well by taking career guidance classes for the students of the Departments of Physics and Economics. In addition to BCM BEAMS, each department of the college has its own Alumnae Association that actively creates various innovative opportunities for former students. The Second Annual Alumnae meet of the Department of Economics was held on 6 October 2018 in the College Auditorium. Following the previous years, the Alumnae meeting of the Department of Physics was organised on 12 January 2019 where the former students shared their memories and mementoes were distributed to the previous years toppers. The Alumnae meet of the Department of Mathematics, ANCHORA 2K18, was conducted on 8 September 2018 at Sr Savio Hall along with the celebration of the 60 years of excellence of the Department of Mathematics. The department, with the active participation of all the students and teachers, wrote letters to the alumnae members about the diamond jubilee inauguration and welcomed them for ANCORA 2K18. MITHRA, the Alumnae Association of the Department of English conducted a department alumnae meet on 15 December 2018 at Sr Savio Memorial Hall to have a memorable moment with the former students of the department.

5.4.2 – No. of enrolled Alumni:

674

5.4.3 – Alumni contribution during the year (in Rupees) :

182452

5.4.4 – Meetings/activities organized by Alumni Association :

? Annual get together on 2 October 2019 and scholarship distribution ? Lamp lighting ceremony on 26 February 2018 ? Free eye camp on 12 September 2018 ? Contribution of five thousand rupees towards Chief Minister's Distress Relief Fund through electronic transfer on 22 July 2018 ? BCM star contest on 27 February 2019 ? Alumnae Meet conducted by UAE Chapter, BCM BEAMS ? Department of Botany-2nd Alumnae meet on 2 October 2019 ? Contribution- 22 August 2018 ? Annual Meeting of the Alumnae Association of Department of English, Mithra on 15 December 2018 ? Two books, A Students Handbook To Language And Linguistics, co-authored by Ms.Ponnu Liz Maliakal, a faculty member, and Ms.Deepa Thomas, an alumna and Make Life Beautiful by Ms.Neetha Natarajan, an alumna were introduced during the meeting. ? Alumnae Meet 2018-19 (second annual meet of Economics) Retrace Day(department of Economics) on 6 October 2018 ? Department of Physics-Annual Alumnae meet- on 12 January 2019 ? Ancora 2018, Annual Alumnae Meet of the Department of Mathematics on 11 August 2018 ?

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Practice 1: VICHARA The decentralized format attains the form of an ENVISIONING ACADEMIC RETREAT with a nomenclature VICHARA. The term VICHARA contemplates focused thought process, critical analysis, review, formulation of future policies and actions. This is designed as a brainstorming session with participation of the different stake holders of the academic institution right from the management, Principal, faculty, students, parents and alumni. The flowchart of the process begins with the evaluation of each academic year department wise based on the different parameters of the NAAC criteria. Each department makes an initial presentation highlighting the academic activities during the period. The presentation opens into a discussion where the entire stakeholders are free to voice their suggestions. Thereafter the participants are bifurcated into groups to discuss each criterion among their groups which is then further presented by a representative from each group. After an approval by the body each department is to initiate the discussions among the students, faculty, alumni and parents. Following which an action plan is drawn up by each department in a chronological manner for the academic year and submitted to the Principal within a stipulated period. Once each activity is conducted it is cross checked with the action plan to see effectiveness of implantation of activities decided at the Audit and Department levels. At the end of the academic year, each department submits the association activity reports to be verified by an external member.

Practice 2: Student Council Another area of decentralization and participative management is the student council which is a representative body of the student community. The basic structure of its formation is based on the principle of suffrage wherein the entire students participate by exercising their franchise. Thus, the minutest stake holder is provided with an involvement in the entire process by electing their representative. A few seats are reserved as general seats wherein the office bearers exercise duties such as chairperson, secretary, arts club secretary, class representatives which are from the student community. They are guided by selected faculty who serve as union advisors. The class representatives and the office bearers form the student council of the college. The main objective and function of the student council is to involve the students in a participatory mode in all extra-curricular activities of the college. Regular meetings are held between the advisors and office bearers of the union and programmes are chalked out ensuring participation of students from all departments. This democratic process inculcates a democratic culture among the students and provides them with leadership qualities, team building, delegation of responsibility and accountability as well as a healthy environment of inter department competition and coordination.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The higher statutory framework in Kerala does not provide any room for creating any curriculum other than the

one provided by the affiliating university. In spite of these limitations the college improvises on the curriculum to add latest developments both in industry and academia. Several teachers have held positions as Chairman, Member of Board of Studies, Experts in the University Bodies framing the curriculum. To enhance quality the college has Add on, Zero Credit Courses, Certificate Courses, Choice Based and Open Courses which cater to the different disciplines. The library accordingly is updated to meet the demands.

Teaching and Learning

The college envisages a holistic approach in the teaching learning process via three methods namely 1. Experiential Learning Project based learning, institutional, industrial, NGO visits, campus entrepreneurship, cooperative learning through WWS (advanced learners), SSP (slow learners) ASAP for both, science and lab exhibitions (Sajeev Prayogshala), inter department and intercollege competitions, service through community-oriented programmes and soft skill learning through Add on for First Years, Certificate Courses for second and third years and Zero Credit through externals 2. Participative Learning Activity oriented, interactive, group, ICT enabled learning (MOODLE, SWAYAM, INFLIBNET, LMS) 3. Problem Solving Methodology Case studies and On the Job Training Apprenticeship

Examination and Evaluation

INTERNAL EXAMINATIONS Duration -- 1.5 hrs by exam cell held per semester Academic Performance Enhancement Practice (APEP):- In addition to internals, 6 tests for core papers, 4 tests for general papers, open book tests, One grade enhancement test through LMS. INTERNAL ASSESSMENT:- As prescribed by the University with weightage for attendance, seminars/assignments. Monthly attendance and assessment published using RUBRICS Evaluation done immediately after examinations, published along with linked PO. Results are entered in the student information card, published on the ERP of the college and conveyed to the parents EXTERNAL EXAMINATIONS External examinations are conducted as per

	university norms
Research and Development	<p>Faculty are encouraged to participate in research and development activities and guide ship. Faculty partake in seminars, conferences, workshops organized by other institutions and within the campus. Faculty are promptly intimated of research project proposals offered by agencies. A research monitoring committee monitors the research activities of departments. An ongoing three-year project has also been introduced by each department to inculcate research and scientific temper among the students.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library offers integrated support for total academic pursuit, is fully automated with ILMS Software KOHA and special feature APPLE The College is spread over a total of 2.57 hectares as a single compact campus catering to each functional units and activities and include LAN, WIFI facilitated classrooms, smart class rooms, multipurpose seminar and audio visual conference hall with videoconferencing facility, A/C seminar hall, hostels, chapel, canteen, student amenity center, stock room, Ashiana, guest lounge, examination cell, NSS, NCC, fitness center, computer, Language lab, outdoor play field and Multipurpose Auditorium.</p>
Human Resource Management	<p>The college recruitment policy complies with the statutes and regulations of the UGC and University. Proper training and induction are imparted to the recruits. Participation in Quality improvement and Orientation programmes are held at regular intervals. A culture focusing on ideals of the college are inculcated among stakeholders. Administrative work like service records is maintained in a separate administrative department under the head of the ministerial staff who overlooks the statutory compliance regarding service rules. Major decisions regarding personnel are made in a democratic process involving stake holders concerned. Various welfare measures catering to individual and personal needs are addressed.</p>
Industry Interaction / Collaboration	<p>The institution has developed collaborative ventures with industries in various domains for skill</p>

upgradation, first-hand knowledge, industrial quality standards, imparting professionalism among the students. The institution has entered into MOUs with institutions specifying the parameters of inter collaboration. The industries involve the students in various projects resulting in added skill and employability. Departments have constituted a BOS to be advised on the latest know how of the concerned industry. Interactions and visits from faculty, students and resource persons from foreign universities on campus is also encouraged. Collaborations with local municipality and NGOs have also been initiated.

Admission of Students

The students are admitted to the undergraduate and post graduate courses through the Centralized Allotment Process (CAP), introduced by the M.G. University from the academic year 2010. The college admits qualified students. The admission procedure is coordinated by a team led by the Principal. The quota fixed as Management admissions is based on merit. The admission procedure has all the ingredients of transparency. The College also organizes a help desk as a support system for the students and parents for admission procedures.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The college effectively uses its IT resources for Planning and development. The suggestions are received from the stake holders in electronic form and the consolidated planning documents are circulated through electronic manner. Majority of the communication, whichever permitted by the government and the university, are through electronic forms like email and whatsapp.
Administration	The administration in the College assisted by ERP- OnlineTCS. The various options available in the software are explained below. Student Management • Student details entry at the time of admission with option for mandatory fields • Parent Master along with student details entry • Upload student photo • Search for student details with admission number, name etc • Student Roll No generation with

option for different sort orders • Generate/entry identification numbers Like University reg no based on admission number • Promotion of students • Shifting of students to different courses • View/change status of students like active, tc issued etc. • TC Issue, Conduct Certificate Issue etc. • Import student data using excel formats • ID Card Printing Faculty Details • Faculty / Staff Grades • Staff access to concerned classes • Paper settings for teaching faculty • HOD Class Tutors • Staff Job Positions Attendance • Various types of attendance entries • Attendance entry from teacher login for paperwise class attendance entry • Attendance entry from Admin/HOD/Tutor login for special occasions with option to update paper wise class attendance entry • Absentees only entry option • Student wise attendance entry for selected months • Block attendance entry for a class till specified date • Attendance calculation based on college calendar working days or calendar days • Setting regular class on holidays and vice versa • Duty Leave entry for students involvement in official activities • Student wise daily and monthly Attendance reports • Student wise attendance percentage for a given period • Attendance shortage list/ irregular student list • Consolidated paper wise attendance register Feed Backs • Evaluation keys • Evaluation item settings • Evaluation attributes under each items • Evaluation details Android App for Parents and Students Teachers App • Mark attendance and assessment details of students • Work Adjustment requests and acceptance • View student details (Student Record) of concerned students Parents Students App • View student profile with performance • Attendance view with details : daily, monthly and previous semesters • Provision for apply for all types of leaves • Leave only after adjusting the classes of that day. • Android Mobile App for Teachers and Parents Students • Portal for Student, Teacher, Parent and Management Learning management through Moodle

Finance and Accounts

Majority of the scholarships are transferred to the students directly. The salary and remuneration bills for

the staff are generated through spark and salary is disbursed through online banking. PFMS is used for the expenditure of public funds. However in accounts we have restrictions in going 100 as we have to follow the guidelines of Government

Student Admission and Support

The admission to the College is done through the CAP site. The merit list for various programmes are prepared and intimated to the students through the portal. Students have the facility to remit the fees due to the university through this portal. Students have the freedom to choose more than one programme and the index mark for all the programmes applied are generated. College has joined the Government to implement e-governance in the scholarships offered by the government agencies through the portal <https://www.egrantz.kerala.gov.in/> and nsp.gov.in. As the college need have the custody of the hard copies of the documents, the documents are collected as hard copies at offices Library is managed using Koha. Library has remote access from any part of the college. Students are given the facility to login and book and suggest books

Examination

As the college is an affiliated college the college has restriction in introducing computer based examinations. However College introduced computer based assessment for CE. The process of examination registration, seating arrangement, nominal roll generation, attendance statement preparation etc is 100 software based. University transmits question papers through internet

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Ajis Ben Mathews	National Seminar on Bringing Harmony in a Conflicting World	Nill	500
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Yoga for Wellbeing- A Training Programme as part of Yoga Day	Yoga for Wellbeing- A Training Programme as part of Yoga Day	21/06/2018	21/06/2018	95	11

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ORIENTATION PROGRAMME SPONSORED BY RUSA1	1	26/04/2019	23/05/2019	28

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	61	Nil	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> Medical Reimbursement Housing Loans Vehicle Loans Co Operative Society Day care Creche Canteen and Coffee Shop Employee State Insurance Provident Fund Take away homely parcels from canteen Hostel Residential facilities Health Club Annual Staff Picnic Free Medical Check Up Camps Provision for salary advance to temporary staff Care of retired staff Festival Allowance Collective 	<ul style="list-style-type: none"> Financial assistance for treatment Provident Fund Staff Tour Collective Festival Celebrations ESI Co-operative society at subsidy rates Access to the infrastructural facilities Professional development programmes Free Wifi facility on campus 	<ul style="list-style-type: none"> Student amenity centre Canteen and Coffee shop facilities Free meals offered to the economically challenged Hostel facilities Counselling center Child line services Scholarships to students The institution in joint effort with staff have constructed residential houses for economically weak students Adequate number of washrooms for the students. Ramps and walk ways for the

festival celebrations •
 Incentives for research
 publications • Free Wifi
 facility on campus •
 Reprographic facility •
 Annual staff Picnic •
 Carparking facilities •
 Co Operative society at
 subsidy rates

physically and visually
 challenged students on
 the campus • Incinerator
 facilities for sanitary
 napkins • Academic
 orientation and retreats
 • Orientation and
 induction programmes

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college conducts regular statutory audit by external auditors, which ensures compliance of statutes and general accounting control of the finances. The college has an internal audit ensuring accuracy of the accounts, the systemic controls and provides the management with Management Information System (MIS). The MIS enables proper financial management and helps in informed managerial decisions. Further, as per the UGC fund utilization norms, auditing of the UGC funded schemes are separately done and prescribed reports are submitted to the UGC. The college further undergoes audit by the DDE and AG as per government guidelines.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Contribution from Makkil Gurukulam Bangalore	1100000	Insfrastructure Augmentation
View File		

6.4.3 – Total corpus fund generated

4489333

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr Jose James, Former Registrar, Mahatma Gandhi University, Kottayam	Yes	IQAC
Administrative	Yes	Deputy Director, Governement of Kerala	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. An orientation for the first-year students was conducted on 1-08-2018 at 10 am in the college auditorium. The forenoon session was conducted by Dr. Ipe Varghese, Head, Department of Social Work, on the topic "Effective Learning and Life Skills" and the afternoon session was taken by Dr. Sissy Jose, Assistant

Professor in Obstetrics Gynecology on the topic "Growing Up Gracefully" The orientation wound up at 3.45pm after an interactive session which included a question answer session. 2. Financial assistance to full time guest faculty members. 3. Felicitating the rank holders and A plus holders of the University Examinations of the previous academic year 4. Chairs at Auditorium

6.5.3 – Development programmes for support staff (at least three)

ESI and EPF for supporting staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Academic Performance Enhancement Practice 2. Learning Management System 3. College has taken a leap in e0governance activities. E -governance has been implemented in areas of administration, examination and admission. 4. Outcome Based Education is initiated. CO,PO,PSO were formulated and published in college website 5. 10 KW solar power plant has been installed as part of the strategic plan 6. More IT enabled spaces has been created. Connecting the classes through LAN in addition to the WiFi connectivity 7. More Certificate courses being introduced

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop on How to Write Research Paper	19/11/2018	19/11/2018	23/11/2018	78
2018	Wokshop on Statistical Design of Experiments for Basic Science Research	06/12/2018	06/12/2018	08/12/2018	42
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Street play on female feticide	08/03/2018	08/03/2018	25	0

Seminar on women empowerment	08/03/2018	08/03/2018	950	0
Gender Awareness Seminar	10/03/2018	10/03/2018	1220	0
Flash mob as part of Social Workers Day	20/03/2018	20/03/2018	60	0
Cadets on traffic duty	27/04/2018	27/04/2018	57	0
Street play on drug abuse	10/05/2018	10/05/2018	18	0
Blood Donor's Day	14/06/2018	14/06/2018	15	0
Yoga day	21/06/2018	21/06/2018	600	0
Flash mob as part of the breast cancer awareness programme	01/08/2018	01/08/2018	18	0
Flood relief	18/08/2018	18/08/2018	22	0
Cleaning Flood Affected Area	30/08/2018	30/08/2018	22	0
Street Play on women empowerment Front of Mall of Joy	11/11/2018	11/11/2018	12	0
Distributed food at an old age home	26/11/2018	26/11/2018	250	0
Culinary training programme	04/12/2018	04/12/2018	23	0
Haritha Kerala cycle rally	23/01/2019	23/01/2019	115	0
Distributed pamphlets to the general public	21/02/2019	21/02/2019	263	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The college has a plastic free policy as per the green protocol and this ensures zero plastic waste in the campus. The use of disposable utensils and packing containers are prohibited in the campus to ensure minimum waste. All the departments use steel plates and glasses as part of the green protocol. Students are given proper instructions about waste management at the beginning

of the academic year in the student orientation programme. Students and staff are allowed to carry their lunch only in steel containers. The strict observation of guidelines in this regard has reduced the amount of garbage and waste materials. Incinerator is erected for the proper disposal of sanitary waste. The biodegradable wastes are converted to vermi compost, bacterial compost and pit compost and are used in the biogas plant. The college has a nature friendly programme initiated by the NSS unit called Valicheriyalmuktha BCM. Through this programme, the waste generated from the classrooms is segregated separately as degradable and recyclable waste. The segregated recyclable waste is collected by a waste paper merchant having MOU with the college. The trained students of NSS and NCC units conducted awareness programmes among students, teachers and non-teaching staff for the effective functioning of the programme. Separate boxes, are kept in every class room and premises for the purpose of segregation at the origin itself. Non degradable waste which includes paper waste, broken glass, used bulbs, used pens etc are promptly collected and disposed. The college has the facility of a 10 KWp solar plant with a capacity of 21.600 KW(15). There is a biogas plant near the college hostel which reduces the gas consumption in the college canteen. The college has the facility of wheeling of grid. The college has many forms of sensor based energy conservation like sensor based taps and sensor based lights. With regard to the use of power efficient equipment, almost 90 of the light sources in the college and college hostel are LED.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	0
Ramp/Rails	Yes	5
Braille Software/facilities	Yes	4
Rest Rooms	Yes	1900
Scribes for examination	Yes	4
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	08/03/2018	6	Street Play on Female Foeticide	•Female foeticide •traditional patriarchal norms perpetuate the	125

						promotion of such social evils	
2018	1	1	06/09/2018	2	Awareness class about annular solar eclipse for school children	Inculcating scientific aptitude among school children	300
2018	1	1	01/06/2018	365	All working days NCC Cadets Assist Traffic Police in Traffic Point	Inculcation of civic sense and human values	1500
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for the Principal	27/06/2016	<p>The principal of the college is responsible for enforcing the colleges Code of Professional Ethics for all of its stakeholders.</p> <p>To ensure that the principal receives expert advice in academic, administrative, financial and legal matters, the governing body consults with experts. During the course of his/her responsibilities, the principal must adhere to the due process of law, the principles of subsidiarity, and the principles of dialogue.</p> <p>There must be no discriminatory or disparate practices at any level of the Colleges administrative and academic structure, which means that the Principal must ensure that everyone in the College campus is</p>

		treated fairly and equally.
Code of conduct for teachers	27/06/2016	<p>The faculties of the college strictly adhere to the code of conduct for the teachers published in college website. All the new teachers mandatorily attend a session on code of conduct of teachers to familiarize them with the code and its requirements during their induction programme. New teachers are also asked to sign a compliance undertaking.</p> <p>In the event of any disciplinary action, the applicable codes are consulted and mentioned. Teachers are encouraged to become familiar with the codes that apply to other stakeholders as well as themselves.</p>
Code of conduct for the administrative staff	27/06/2017	<p>All the non-teaching employees of the college should work with the Superintendent under the direction of the principal. To maintain the proper academic atmosphere of the College, they must complete all of their distributed assignments.</p> <p>The code of conduct is published on the college website so that all employees are aware of it. The number of the codes sections are referred whenever disciplinary action is commenced. In addition, they are encouraged to become familiar with the codes that apply to other stakeholders.</p>
Code of conduct for students	27/06/2016	<p>A student code of conduct is published to help students behave politely and according to the highest standards of good manners and courtesy. In order to</p>

		<p>reach a wide audience, it is published on the website and in the manual. In addition, the principal and class tutors arrange sessions for students to spread the content and contextualise its key elements. Whenever a disciplinary action is initiated, the relevant numbers of the code are consulted and cited in order to ensure compliance. During the beginning of each academic year, the discipline committee of the college is tasked with updating and amending the code.</p>
<p>Ethical Conduct in the Use of Technology</p>	<p>27/06/2016</p>	<p>The professional educator considers the impact of using, creating and communicating information through all technologies. The professional educator uses technology in a responsible manner by: 1. Using social media responsibly, transparently and primarily for purposes of teaching and learning. 2. Gaining knowledge of current trends and uses of technology used in college 3. Knowing how to access and understanding how to recognize and prevent plagiarism by students and educators, 4. Recognising and considering the implications of sharing sensitive information electronically either via professional or personal devices and accounts 5.Exercising prudence in maintaining separate and professional virtual profiles, keeping personal and professional lives distinct.</p>

Code of Conduct for Governing Body	27/06/2016	<p>The Governing body as the highest decision-making body in the college should guarantee that the academic profile of the institution is maintained and that new research opportunities are pursued. Its code of conduct represents the colleges vision and mission and supports its realisation. The Diocese of Kottayams higher education programme strongly influences its lofty beliefs. The governing body functions as a watchdog, ensuring that unethical practises, such as bribery in recruitment and capitation fees in student admissions, are rigorously prohibited.</p> <p>The governing body maintains good relations with Catholic educational institutions and other private educational agencies to uphold high standard in higher education.</p>
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Outstanding Contributions to humanity in educating and empowering women	08/03/2018	08/03/2018	120
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>1. Restricted Entry of Automobiles The college restricts the use of vehicles on campus with a vehicle policy that allows vehicles on odd- even number basis. The teaching and non- teaching staff and the students are encouraged to use public transport system at least one day per month mandatorily as part of 'Harithadinacharam', an initiative of NSS, the third day of the fourth week of every month. As per the college norms, entry of all vehicles is banned inside the campus during working hours. Vehicle pooling is a regular practice followed by the teaching and non- teaching staff which contributes to low carbon emission. More than 90 of students use public transport for their journey to and from college on a daily basis.</p> <p>2. Use of Bicycles The college promotes the use of bicycles by the staff and students. Some of the teaching staff regularly uses bicycles for transportation. Awareness and promotion activities are conducted to promote use of cycles for travel to and from college. As part of</p>
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World Bicycle Day, "Wheelolum Penma", a 60 km bicycle rally was conducted under the auspices of NSS. 3. Pedestrian Friendly Pathways Student's vehicles are not permitted inside the campus making the space pedestrian friendly which is strictly monitored by the securities. The college has separate entry and exit pathways to facilitate the movement of vehicles. 4. Ban on Use of Plastic The college has been declared a plastic free campus. Our institution has banned the use of single use plastic (less than 35 microns) materials. The fests organised by the various departments promote the use of paper pens and paper files. The college has also initiated the production and distribution of paper pens to the students. Paper carry bags are used in canteen for take aways. Green protocol is encouraged during the conduct of fest and events in the campus by promoting jute and paper files and paper pens/ink pens. 5. Landscaping with trees and plants An Orchid Garden is well maintained by the Department of Botany and Bhoomithrasena club. Department of Mathematics, Department of Zoology, Department of Food Science, Department of FACS and Social Work Department maintain beautiful gardens. The students maintain potted plants in the class rooms.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best practice 1 Title of the practice -Academic Performance Enhancement Practice (APEP) Academic Performance Enhancement Practice (APEP) has been implemented with the objectives of enriching the curriculum along with improving the results of the students. It aims to enhance the academic performance of slow and mediocre learners by making the teaching learning process structured. Student assessment being crucial aspect of the teaching learning process, the college initiated Grade Assessment (APEP), to strategically evaluate the effectiveness of teaching by measuring the extent to which students have learned from the course. Academic Performance Enhancement Practice, involves the evaluation of student learning over a course of time. By interpreting student's performance through assessment and sharing the results with them, instructors help students to realize their strengths and weaknesses and enable them to reflect on how they can improve themselves in the university exams. For the smooth conduct of the assessment, the working time of the college got changed from 10 am to 09.30 am. Every day from 09.30 am to 10 am all the departments conduct brainstorming sessions, quizzes, group discussions, mock viva and tests on various topics which are basically revisionary in nature. The conduct of the assessment will be informed prior to the assessment and the students are given ample time to revise the portions. Teachers in charge of each subject update the grades of the students to the mentors and the class tutors. This helps in identifying those students who have not performed well in the exams, making timely intervention possible. The mentors give proper guidance and assistance to the students for improving their scores in continuous assessment through peer teaching and remedial teaching. The marks of the assessment will be entered in the online portal, ERP which keep the parents informed regarding the performance of their wards in each stage of the programme. Over the three years, teaching faculty has generated around 11550 extra working hours and 126000 hours of students' learning hours. Collectively, this practice has generated 378000 extra learning hours approximately. This has enhanced the learning capabilities of the students and they have become more competent in their concerned fields. Academic Performance Enhancement Practices have become part of continuous assessment, making the continuous evaluation process more effective. APEP has helped students to practise effective revision strategies to improve their knowledge and to use stress as an opportunity for self-growth and better performance. APEP hence turned out to be a consistent and effective method of assessing the knowledge of students, which is crucial to student engagement and improved learning outcomes. This has helped teachers

to set targets for learners where to direct attention, resources and expertise and how to adapt teaching practice to achieve greater student success. Best Practice 2 Title of the Practice: LIVE LAB - 'Sajeev Prayogashala' Live lab aims to provide learners with valued experience and helps in applying their knowledge in a practical platform. It is a multidisciplinary experiential learning system that surpasses classroom and lab barriers by applying theory in real life situations. It helps in creating a social space for designing and experiencing learning in concrete contexts by validating solutions in their learning environment. It enriches the curriculum and develops the entrepreneurial and administrative skills of the students. It aims to provide leadership opportunity, enhances social commitment, community engagement, alternative learning, personal engagement with local community, and prepare students for careers after college. The college practises live lab in multiple levels.

1. SWAAD (Student Work in Alternate and Allied Domains) As part of learning by doing and to promote entrepreneurial skills, students are given duties in the canteen and coffee shop on a rotation basis where supervision of menu, purchase, finance, quality checks are done daily and orders are taken from outside the campus. Food Tic incubation centre initiates students to undertake product formulations through research, trial and error and standardization. This being a unique practice, it provides technical expertise to budding entrepreneurs and familiarize students with research and development. The monitoring of canteen is done daily and deficiencies are noted, signed by the canteen aids and counter signed by the Head of the Department of FSQC.
2. Student Social Initiative The Child Resource Centre initiated by the Social Work department initiates various programmes with regard to protection of child rights. The students are given an orientation class at the beginning to sensitize them regarding the activities of the centre. The department organizes summer camps for children for educational and psychosocial support. 'Student Durbar' and street plays are organized as part of the live lab. The students coordinate cultural night, a visual treat by providing a platform for children from children's homes and differently abled children by giving special training to showcase their talents. During the recent floods, under the auspices of the department has actively involved in providing psychosocial support to the needy children. Every year, the department brings forth a Human Rights Day journal, December 10, a literary voice to child related issues.
3. Student Digital Initiative Under this initiative of the college, the students effectively maintain and update all the 139 systems installed with LINUX software. By using digital printing, students also prepare identity cards for staff and students. Earlier, the cards were printed outside the campus were of poor quality and of high cost. QR codes are generated for all systems in the college under this initiative. Students imparted e- learning skills among the women in the local community.
4. NURTURY- Child Care Initiative The department of Home Science organises awareness campaigns on topics for Early Childhood Care and Education for improving the learning skills of children. Classes on preparation of different types of teaching aids, preparing indigenous and creative toys as well as a balanced diet form a regular practice. This has helped in assessing children with disabilities, suggesting interventions and remedies for special children (Learning Disability, Attention Deficit Hyper active Disorder), monitoring the growth and assessing the holistic development of children.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://bcmcollege.ac.in/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Creating socially committed women Adhering to its foundational principles, the institution has undertaken the vision of shaping young women to thrive and excel as socially committed responsible citizens. Our vision and mission focus on moulding intellectually nourished, morally upright, socially committed and spiritually inspired citizens, inculcating human values, life skills and social commitment. The college plans and executes all its activities aiming at enriching students in diverse facets of life and enables them to excel in their roles.

Dimension 1: Inculcating human values The institution recognizes that instilling commitment to social causes among students is of great significance to society as well as to their individual growth. To meet this objective, the college has formally integrated all related activities under the aegis of BCM-OJASS, a registered society. Under BCM OJASS over twenty lakhs has been raised towards 'BCM Snehaveedu'. OJASS carries out an outreach programme in Pongampally, a tribal hamlet in Idukki district. The college organizes 'Dostana', summer camp for Children. The students conduct 'Samanwaya', a cultural fest as part of bringing forth differently abled children of the society. The college functions as the nodal agency in Kottayam district for the CHILDLINE India Foundation.

Dimension 2: Fostering entrepreneurial skills The institution is focused on developing entrepreneurship skills among students to equip them to face the challenges of gendered markets. All the departments organise fests every year which are fully coordinated and executed by the students. The canteen and coffee shop managed by the students is a prototype example, financial management and human resource management. The department of Physics conducted workshops on assembling LED bulbs and solar lamps and distributed the same among students. Product incubation centre run by the department of Food Science introduce the students to the basics of product development, research, manufacturing and product viability. The department of Botany takes effective measures to enhance pollination at the botanical garden by keeping apiaries with the motto earn while you learn. The department also conducts On the job training programme for the students on mushroom cultivation. The Femme De Talent, an industrial interface for budding entrepreneurs.

Dimension 3: Upholding gender equity The college has proactively undertaken initiatives to shatter and unlearn gender stereotypes by embarking programmes. The college has consistently conducted annual blood donation exclusively by female students, a record that stands to this day. Coconut tree climbing has traditionally been an exclusively male forte in Kerala. The college maintains a percussion (chenda) team comprised entirely of students. Students embark on activities like demarcating pedestrian crossing zones and organizing massive voluntary drives to contribute essentials to areas hit by natural calamities.

Dimension 4: Environmental Promotion Environmental protection and its promotion ensure clean and healthy living for all. The institution organic farming initiative undertaken by the NSS unit in college. The NSS unit of college has leased an area and encourages students to undertake organic farming. This initiative was recognized and awarded 'Best Practice' by the MG University.

Provide the weblink of the institution

<https://bcmcollege.ac.in/distinctiveness/>

8.Future Plans of Actions for Next Academic Year

Four more certificate Courses to be introduced in the coming year OBE has to be strengthened. More awareness should be created among students about OBE Students should have more computer based examinations thereby equipping them for the computer based entrance test Revision of exam manual incorporating all the changes Project for Certificate courses to be introduced this year thereby giving students indepth awareness International tie ups with academic institutions for dual programmes Research is an area which need immediate intervention. Hence more

research methodology workshops to be organized this year Every year Electricity bills and Water charges incur a high cost to the college. Hence it is proposed to tapping more alternate energy sources College roofing are primarily asbestos based. Water from the asbestos cannot be used for open well recharging and water harvesting. Hence it is renovation of roofing of college building The college has to be strengthened with new courses. Hence it is proposed to request for more courses this year