



Yearly Status Report - 2019-2020

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 | | bcmktm@yahoo.com |
| Alternate Email | | principal@gmail.com |
| Address | | Bishop Chulaparambil Memorial College Kottayam |
| 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/igac/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 | | | | | |
| 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 |
| 6. Date of Establishment of IQAC | | | 07-Jan-2004 | | |
| 7. Internal Quality Assurance System | | | | | |
| 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 | | |

| | | |
|---------------------------|------------------|----|
| LMS for beginners | 30-Jul-2019 5 | 48 |
| 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 |
|--------------------------------|----------------------------------|----------------|-----------------------------|----------|
| RUSA | Infrastructure Grant to Colleges | RUSA | 2019 730 | 20000000 |
| No Files Uploaded !!! | | | | |

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 :

7

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)

1. Own platform for CO,PO/PSO attainment consolidation 2. one week online workshop on ICT enabled teaching tools 3. More sessions on OBE 4. NAAC Accrediation process started 5. Complaint lodging facility in college website

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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 |
|--|---|
| Activities to improve research output | Research methodology workshop organized |
| International tie ups with academic institutions for dual programmes | Initial communication with completed but not able to materialize due to |

| | |
|--|---|
| | COVID |
| Green policy revision | Revised Green policy |
| NAAC Raccrediataion | IIQA submitted. Couldnot submit SSR due to lockdown |
| OBE has to be strenghened. More awareness should be created among students and about OBE | Three interactive sessions on OBE was held. An excel package to measure the attainment is developed |
| No Files Uploaded !!! | |

| | |
|--|-----|
| 14. Whether AQAR was placed before statutory body ? | Yes |
|--|-----|

| Name of Statutory Body | Meeting Date |
|------------------------|--------------|
| Governing Body | 07-Jan-2021 |

| | |
|--|----|
| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? | No |
|--|----|

| | |
|---|-----|
| 16. Whether institutional data submitted to AISHE: | Yes |
|---|-----|

| | |
|--------------------|------|
| Year of Submission | 2021 |
|--------------------|------|

| | |
|--------------------|-------------|
| Date of Submission | 28-Feb-2021 |
|--------------------|-------------|

| | |
|--|-----|
| 17. Does the Institution have Management Information System ? | Yes |
|--|-----|

| | |
|---|---|
| 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 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 •</p> |
|---|---|

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 Governement to implement eGovernance in the scholarships offered by the

government agencies through the portal <https://www.egrantz.kerala.gov.in/> and [nsp.gov.in](https://www.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

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 has a well-planned structure for the effective implementation of the curriculum. We plan ahead, keeping the University exam calendar in mind. The process begins during the month of April and May when the draft containing the strategies for the effective curriculum planning and implementation is initiated. The students are acquainted with the curriculum well in advance so that they can plan their career objective and move accordingly. 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. At 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. The Departments then have amicro planning meeting, where the papers to be taught and the teaching plans are discussed. Tentative dates of module-wise teaching, class seminars, study tour, Industrial visit, internal exams and model exams are also made available to the students well in advance. 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 or a 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 and the Log book.Both help the HOD to verify and keep track of teaching- learning activities in the department. Besides Continuous Assessments (Cas), assignments, and seminars, we follow a unique method of allotting half an hour every day (APEP) to conduct short tests (Academic Performance Enhancement Practice)for the students from the topics taught. These APEP aid in boosting the internal marks of each student and is especially helpful for slow learners as the short portions for each GEA test is manageable for them. At the beginning of every year a streaming test is conducted and the students are identified as Fast Learners 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 | Duration | Focus on employ | Skill |
|-------------|-----------------|----------|----------|-----------------|-------|
|-------------|-----------------|----------|----------|-----------------|-------|

| | | | Introduction | | ability/entrepreneurship | Development |
|---|-----|------------|--------------|---|---|-------------|
| ASP. NET | Nil | 03/12/2019 | 15 | Employability | To acquire the skills as a ASP. NET programmer | |
| Certificate course in Ubuntu | Nil | 03/12/2019 | 15 | Employability | Skills in operating UBUNTU | |
| Surface Ornamentation Techniques | Nil | 07/12/2019 | 15 | Entrepreneurship | Entrepreneurship skills in stitching and Embroidery works | |
| Nature and Scope of Archaeology in India | Nil | 11/12/2019 | 15 | Employability in museums | Employability | |
| Entrepreneurship Development | Nil | 11/12/2019 | 15 | Entrepreneurship | Entrepreneurship skills | |
| Guidance and Counselling in Everyday Life | Nil | 12/12/2019 | 15 | Employability | Basic skills needed for counselling profession | |
| Mushroom Cultivation | Nil | 12/12/2019 | 15 | Entrepreneurship | Skills in preparing and cultivating mushroom | |
| Our Universe-The world around us | Nil | 12/12/2019 | 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 | |
| Life skill management | Nil | 18/12/2019 | 15 | To help the students to achieve professional achievements | Skills on time management, resume writing | |
| Travel and Tourism | Nil | 20/03/2019 | 38 | Employability as a tour guide and also in museums | Improve communication skills and also the skill for | |

| | | | | | |
|--|-------------------------------------|------------|----|---|---|
| Electronic and Electrical Equipment Maintenance | Nil | 05/08/2019 | 45 | Entrepreneurship | tour management House wiring and installation of equipment and assembling maintenance of household electrical equipment. |
| Computer Applications | Nil | 05/08/2019 | 45 | Employability | Knowledge about computers, Microsoft office, Linux and Internet. |
| Journalism and Mass Communication-Certificate course | Nil | 17/09/2019 | 45 | Job opportunities in print, broadcasting and visual media | Art of report writing, proofreading and editing |
| Nil | Child Rights and Protection Systems | 05/09/2019 | 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 | 12/09/2019 | 20 | To help the students learn to be independent as possible in hopes of them getting a job and living alone with minimal help after graduation | Skill to be independent |
| Radio and New Media | Nil | 01/11/2019 | 15 | Employability in radio broadcasting | Skills in writing and presenting news by abiding to |

| | | | | | | |
|--|-----|------------|----|---|--|-----------------------------|
| | | | | | | the rules of media writing. |
| Research Methodology and Data Analysis | Nil | 02/11/2019 | 15 | Practical knowledge in statistical tools | Practical knowledge in statistical tools | |
| Detergent Chemistry | Nil | 02/11/2019 | 15 | Entrepreneurship | Entrepreneurship skills as a soap and detergent manufacturer. | |
| Ornamental fish breeding-Culture and management | Nil | 05/11/2019 | 45 | Self-employment opportunity | Skills in aquaculture entrepreneurship | |
| Aesthetic Treatment from Nature | Nil | 11/11/2019 | 45 | Entrepreneurship | Entrepreneurship | |
| Safe Food Handling Techniques-Hygiene Management | Nil | 12/11/2019 | 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 | |
| Advanced Java with Mini Project | Nil | 12/11/2019 | 15 | Employability | To acquire the skills as a JAVA programmer | |
| Computer Hardware and Maintenance | Nil | 12/11/2019 | 15 | Employability | Skills in computer hardware maintenance | |
| Tally | Nil | 12/11/2019 | 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 | |
| Web Programming Using PHP | Nil | 12/11/2019 | 15 | Employability | Skills in web designing | |
| Certificate | Nil | 28/11/2019 | 16 | Added advantage | Skills in the | |

| | | | | | |
|--|-----|------------|----|--|--|
| course in Bioplastics | | | | for Employability in the field of bioplastics | synthesis and applications of Bioplastics |
| Introductory Mathematics for Competitive Exams | Nil | 02/12/2019 | 15 | Employability by passing various competitive exams | Skills in doing problems in competitive examinations |
| Office Automation | Nil | 03/12/2019 | 15 | Employability | To impart knowledge about Windows operating system |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---------------------------|------------------------------------|-----------------------|
| MA | English | Nil |
| MSc | Mathematics | Nil |
| MCom | Finance & Taxation | Nil |
| MCom | Marketing & International Business | Nil |
| MSW | Social Work | Nil |
| View File | | |

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 | 1264 | 29 |

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 |
|---|----------------------|-----------------------------|
| Electronic and Electrical Equipment Maintenance | 05/08/2019 | 45 |
| View File | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|-------------------------|--------------------------|---|
|-------------------------|--------------------------|---|

[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

Feedback plays a crucial role in the development of an institution. It is an essential process that brings about development and change. The feedback mechanism of the College is integral to the institutions proper functioning and is exhaustive as well as inclusive. For quality assurance and enhancement, the College has earnestly sought feedback from various stakeholders- students, teachers, parents, alumni, and employers. For the proper curriculum enrichment and delivery, the feedbacks collected play a significant role. 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. Students can give their curriculum through the college website itself by participating in the student satisfaction survey. They can share their feedback through the feedback forms distributed by the feedback committee also. The grievance redressal box placed near the office also allows the students to raise their concerns regarding curricular aspects. Students are encouraged to give their feedback during classroom discussions also. Apart from that, the College Principal collects feedback through direct meetings from randomly selected students. Department annual Open Houses also give the students a chance for raising their views and worries concerning the syllabus. Teachers have the opportunity to present their feedback regarding curriculum on general staff meetings, council meetings and IQAC meetings. Teachers can raise their feedbacks on the curriculum in the subject related academic conferences and syllabus restructuring programmes. 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 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. The feedback committee analysed the data obtained from feedback forms by using a four-point Likert scale. The conclusions and suggestions by the Committee are then directed to the College Governing Body through the Principal and IQAC. The

College Management always tries its best to resolve the issues raised by the various stakeholders regarding curriculum. Going by last year's feedback, we began a value-added course -Aesthetic Treatment and started conducting two internal exams 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 | 38 |
| 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 |
|------|---|---|---|---|--|
| 2019 | 1630 | 223 | 91 | 34 | 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 |
|--|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 97 | 97 | 16 | 37 | 37 | 28 |
| 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 Tutors are assigned the role of Mentors by the principal. 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 center, 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 |
| 1853 | 97 | 1:19 |

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 |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 97 | 97 | 0 | 37 | 15 |

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 |
|-------------------|---|---------------------|---|
| 2019 | Dr. Ipe Varughese | Assistant Professor | Award from Kerala Association of Professional Social Workers for COVID related activities |
| No file uploaded. | | | |

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 | PHGA11 | 6 | 05/06/2020 | 13/08/2020 |
| View File | | | | |

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

The college academic calendar is in assonance with the university calendar. The university exam is preceded by an internal examination and a model examination which ensures the timely completion of the syllabus. The timely evaluation of internal, model and other examination papers helps the teachers to maintain a consistent academic track of the students and to provide them with effective feedback. Supplementary tests are conducted to remedy the underperformance of weak students. Class Tests/ Surprise Tests/ Modular assignments conducted after the completion of each module or unit help the teacher to ensure the quality consistency of the students. Seminar presentations are held and effective discussions are formulated under the guide. Student assignments are in the format of a research paper. The college maintains a digital attendance platform

with access to the students through a student portal. The institution follows a systematic mentoring system. A mentor in charge of 19 to 20 students holds intermittent meetings with the mentees and the proceedings are recorded. The College conducts students' Open House every year, feedback on the continuous evaluation system is collected and necessary steps are taken to correct, modify and strengthen the CIE system. The institution conducts customary parents meetings every semester. The class tutor keeps frequent contact with the parents. The problem solving mechanism maintained by the college is so systematic that it is capable of addressing all the issues faced by the different stakeholders. Educational software used by the departments is in tandem with the university requirement.

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

The College Staff Council gives priority to prepare academic and examination calendars in accordance with the University Calendar. In its first meeting of each academic year a teacher is nominated to prepare the calendar in consultation with the Principal, Vice Principal, the IQAC Coordinator and HODs. Each Department is asked to prepare an action plan for the year to be included in the calendar. Meticulous care is taken in the preparation of the calendar which includes all the important details. Time bound completion of topics is ensured. The Internal Evaluation Cell (IEC) ensures the quality of Internal Examinations and Internal Assessment through continuous and specific methods. Assignments are given to the students on each course before the internal examinations. The Model examination adheres to the university pattern and is held just before the University Examinations. Various steps of the internal assessment, from the publication of marks to its uploading are supervised by the Principal. There is a Grievance Redress Cell in the college exclusively for Internal Assessment besides having institution and department level coordinators. A three tier system advocated by the University is implemented wherein the grievances are resolved through HOD, Principal and the University. The annual IQAC Academic Audit is done to ensure the smooth functioning of all bodies in the college. The Management maintains an effective corrective mechanism which consists of High Power Committee, College Union Executive, General Redress Cell, Women's Redress Cell, Elected staff Council members, student representatives in the executive committee of various clubs and associations.

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/po-pso-co/>

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 |
|----------------|----------------|--------------------------|---|---|-----------------|
| PHGA11 | BSc | physics | 29 | 27 | 93.1 |

[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 |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Nil | 0 | 0 | 0 | 0 |
| No file uploaded. | | | | |

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 |
|--|----------------------------------|------------|
| National Seminar on Cyber Security | Computer Science | 30/08/2019 |
| National Workshop on Python for Data Analytics | Computer Science | 02/09/2019 |
| Food safety in catering | Food Science and Quality Control | 12/08/2019 |
| Role of Rapid Microbiological Method in Food Industries | Food Science and Quality Control | 22/08/2020 |
| Introduction to abstract writing and paper presentation | Food Science and Quality Control | 13/11/2020 |
| Food standards and specifications | Food Science and Quality Control | 10/11/2020 |
| Current Trends in System Analysis. | Computer Science | 04/10/2019 |
| National Workshop on Python for Data Analytics | Computer Science | 03/09/2019 |
| Prebiotics and probiotics | Food Science and Quality Control | 14/08/2020 |
| ICT Act | Computer Science | |
| Webinar on Cyber Security and Modern Principals | Computer Science | 09/09/2020 |
| Webinar on Opportunities in Information Technology | Computer Science | 16/09/2020 |
| Webinar on Internet – Essential Skills and Current Scenarios | Computer Science | 23/09/2020 |
| Webinar on An Introduction to Microservices | Computer Science | 30/09/2020 |
| Webinar on Cloud Technologies | Computer Science | 07/10/2020 |
| Webinar on Data Handling in Public Sector | Computer Science | 21/10/2020 |

| | | |
|--|----------------------------------|------------|
| Webinar on Introduction to Internet of Things | Computer Science | 28/10/2020 |
| Webinar on Fullstack App Development | Computer Science | 04/11/2020 |
| Webinar on Introduction to Deep Learning | Computer Science | 11/11/2020 |
| Webinar on Leadership and Entrepreneurship | Computer Science | 05/11/2020 |
| Food and immunity | Food Science and Quality Control | 18/05/2020 |
| Intellectual Property Rights | Physics | 24/02/2020 |
| Vitamin Technology and its role in Human Nutrition | Food Science and Quality Control | 02/09/2019 |
| Innovation and creation of food designs | Food Science and Quality Control | 26/05/2020 |
| Food and immunity | Food Science and Quality Control | 18/05/2020 |
| An Introduction to Research Methodology | Physics | 15/01/2020 |
| Lecture on Human Rights | Food Science and Quality Control | 27/09/2019 |
| ABCD Technologies | Computer Science | 11/07/2019 |
| Current Trends in System Analysis. | Computer Science | 11/07/2019 |

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 |
|-------------------------|-----------------|-----------------|---------------|----------|
| 0 | 0 | 0 | Nil | 0 |
| 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 |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| 0 | 0 | 0 | 0 | 0 | Nil |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0 | 0 | 0 |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| 0 | 0 |

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 | Economics | 3 | 7.17 |
| National | Economics | 1 | 6.63 |
| National | Hindi | 1 | Nil |
| International | Statistics | 1 | Nil |
| International | Physics | 1 | 2 |
| International | Sociology | 2 | 8.11 |
| National | Sociology | 4 | Nil |
| International | Mathematics | 1 | 1.14 |
| International | Computer Science | 1 | 6.1 |
| National | Zoology | 1 | Nil |
| 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 |
|---------------------------|-----------------------|
| Computer Science | 1 |
| English | 2 |
| Chemistry | 1 |
| Zoology | 1 |
| Sociology | 1 |
| Economics | 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 |
|--------------------|----------------|------------------|---------------------|----------------|---|---|
| 0 | 0 | 0 | Nil | 0 | 0 | 0 |
| 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 citation | Institutional affiliation as mentioned in the publication |
|--------------------|----------------|------------------|---------------------|---------|---|---|
| 0 | 0 | 0 | Nil | 0 | 0 | 0 |
| 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 | 1 | 6 | 3 | 86 |

| | | | | |
|---------------------------|-----|-----|---|-----|
| Presented papers | 2 | 2 | 2 | Nil |
| Resource persons | Nil | Nil | 3 | 4 |
| 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 |
|---|--|--|--|
| World Breast Feeding Awareness Campaign | Dept of Social Work | 6 | 30 |
| 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 |
|---------------------------------------|--|---|------------------------------|
| Extension Services of NCC Unit | Appreciation | 5 Kerala Girls Battalion Changanassery | 108 |
| Kandal Plantation at Kumarakom by NSS | Appreciation | Kumarakom Grama Panchayath | 72 |
| Extension activities during COVID 19 | Award for best involvement during COVID 19 | Kerala Association of Professional Social Workers | 58 |
| 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 |
|---------------------------|---|----------------------|--|--|
| Sustainable Environment | Department of Commerce | Go Green Campaign | 5 | 108 |
| 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 | Merlyin Mary Baby | Nil | 12 |
| Research Collaboration | Dr. Naveena J. Narithookil | Nil | 10 |
| 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 | KSSS, KTM | 01/09/2019 | 31/05/2020 | 3 |
| 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 |
|---|--------------------|--|---|
| Logic Software Solutions Ltd., Kottayam | 01/11/2019 | Certification Course - Office Automation | 23 |
| 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 |
|--|--|
| 312585 | 312585 |

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 |
| Classrooms with LCD facilities | Existing |
| Seminar halls with ICT facilities | Existing |
| Video Centre | Existing |
| Value of the equipment purchased during the year (rs. in lakhs) | Existing |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | 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 partially) | 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 | 47076 | 11769000 | 313 | 78250 | 47389 | 11847250 |
| Reference Books | 2449 | 3673500 | 6 | 9000 | 2455 | 3682500 |
| Journals | 78 | 11700 | 1 | 150 | 79 | 11850 |
| e-Journals | 6293 | 5900 | Nil | Nil | 6293 | 5900 |
| e-Books | 195809 | Nil | Nil | Nil | 195809 | Nil |
| 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 |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| 0 | 0 | 0 | Nil |
| No file uploaded. | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------------------|--------|
| Existing | 155 | 1 | 0 | 2 | 1 | 2 | 17 | 50 | 0 |
| Added | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 165 | 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 |
|--|--|
| 0 | 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 | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical |
|--|---|--|---|
|--|---|--|---|

| | | | |
|--------|------------|--------|------------|
| | facilities | | facilities |
| 285890 | 285890 | 312600 | 312600 |

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/4-4-2/>

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 | Liza Endowment | 6 | 60000 |

| | | | |
|--------------------------------------|--|----|-------|
| from institution | | | |
| 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 |
| View File | | | |

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 |
|---|-----------------------|-----------------------------|---|
| Resume writing-Workshop | 20/08/2019 | 35 | Vishak Mohan, Department of Social Work, Faculty, Bishop Chulaparambil Memorial College, Kottayam |
| 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 |
|---------------------------|---------------------------|--|--|--|---------------------------|
| 2019 | Competitive Exam Coaching | 11 | 0 | 3 | 2 |
| 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 |
|---------------------------|--------------------------------|---|
| 3 | 3 | 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, | 61 | 52 |

Hospital,
etc

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|------|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| 2019 | 389 | 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 |
|-----------|---|
| Any Other | 75 |

[View File](#)

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

| Activity | Level | Number of Participants |
|-----------------------------|------------------|------------------------|
| All Kerala Statistical Quiz | Inter Collegiate | 8 |

[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/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019 | Participation | National | 15 | 229 | 52416 | Anagha Sabu |

[View File](#)

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. 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, is indoctrinating amity and togetherness among the former students of the college. In the academic year 2019- 20, BCM BEAMS engaged in various activities that opened up new horizons for the former students as well as for the present students. The twenty-first annual meeting of BCM BEAMS was held on 2 October 2019 where the two eminent alumnae, Madam Mary Remani Tharayil and Prof Molly Makil were honoured and after the formal gathering, the stage was open for various cultural programmes and competitions. The lamp lighting ceremony was arranged at the college auditorium on 5 March 2020. The Lamp lighting ceremony is a flagship programme of BCM BEAMS. It is conducted every year for the outgoing students. The principal lights a candle and passes it to all the HoDs. The HoDs in turn pass it to their respective students. The chorus is sung by the alumnae members. This program is also an official induction ceremony of passing out students to BCM BEAMS. The light symbolises the absence of darkness, guilt and unhappiness. On 11 July 2019, BCM BEAMS conducted a free eye camp in collaboration with Chaithanya Eye Hospital, Kottayam for the students, and staff of Bishop Chulaparambil Memorial College. The year also witnessed another greatest event conducted by BCM BEAMS, the BCM Star Contest that was conducted on 3 February 2020 where 30 contestants from various departments participated. Ms Shilpa Sadasivan from II M.Sc. Mathematics became the BCM Star. Besides BCM BEAMS activities, each and every department alumnae association organised its individual programmes. The Department of Food Science and Quality Control had arranged a number of alumnae interaction sessions where the alumnae members interacted with the students and motivated them to get successful days ahead. Another department alumnae association activity that deserves mention came from the Department of Physics Alumnae Association that awarded five thousand rupees for the best outgoing student. The Department of Mathematics conducted the department alumnae meet ANCORA 2K19 on October 2nd at Sr Savio Hall. The alumnae members and the former teachers seized the moment by reminiscing the good old days that the college had given them. The Department of Mathematics also conducted a reunion of the 2016-2019 batch on 27 December 2019 to come back to their collective selves which they carry in their inner selves. The Department of Economics conducted the annual alumnae meet on 16 November 2019 at Sr Savio Hall where former teachers and thirty alumnae members gathered and shared their memories. The gathering of Chemistry alumnae "NINAVU" 2019 was conducted on 31 December 2019. The alumnae association of the Department of English, MITHRA, also conducted various innovative activities during the academic year 2019- 2020. The annual alumnae meet was held in the afternoon of 15 January 2020. During the meeting, a book titled Between Us by

an alumna Nimmy, was released and the alumnae association conducted The Quizzard of BCM in association with the Post Graduate Department of English.

5.4.2 – No. of enrolled Alumni:

667

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

201562

5.4.4 – Meetings/activities organized by Alumni Association :

? Annual get together on 2 October 2019 and scholarship distribution ? Lamp lighting ceremony on 5 March 2020. ? Free eye camp on 11 July 2019 ? BCM star contest on 3 February 2020 ? Ancora 2K19 Annual Alumnae Meeting of the Department of Mathematics on 2 October 2019 ? Annual Alumnae Meeting of the Department of English, Mithra on 15 January 2020 ? Mithra, The Alumnae Association of the Department of English, in association with the Post Graduate Department conducted The Quizzard of BCM on 15 January 2020 ? The book Between Us written by an alumna Nimmy was published during the meeting. ? Meet the Alumnae, Reunion of 2016-19 batch students conducted by the Alumnae Association and the Department of Mathematics on 27 December 2019 ? Annual Alumnae meet of the Department of Economics Retrace Day, on 16 November 2019 ? Gathering of Chemistry Alumnae "Ninavu" on 31 December 2019.

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 |
|--------------------------------------|---|
| 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. |
| Industry Interaction / Collaboration | The institution has developed collaborative ventures with industries in various domains for skill 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. |
| Human Resource Management | 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 are 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 stakeholders concerned. Various welfare measures catering to individual and personal needs are addressed

Library, ICT and Physical Infrastructure / Instrumentation

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 video conferencing 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.

Research and Development

Faculty are encouraged to participate in research and development activities and guideship. 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.

Examination and Evaluation

INTERNAL EXAMINATIONS Duration -- 1 1/2 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

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

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.

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 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. Institutional mail IDs are given to departments and to faculty members.

Administration

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 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 chosee more than one programme and the index mark for all the programmes applied are generated. College has joined the Governement to implement e-governance in the scholarships offered by the goverment agencies through the portal <https://www.egrantz.kerala.gov.in/> and [nsp.gov.in](https://www.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 |
|------|-------------------|--|--|-------------------|
| 2019 | Ms. Suman Abraham | FDP in Social Theory Research in Humanities Social Sciences | 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) |
|------|--|---|------------|------------|---|---|
| 2019 | Yoga for Wellbeing- A Training Programme as part of Yoga Day | Yoga for Wellbeing- A Training Programme as part of Yoga Day | 21/06/2019 | 21/06/2019 | 84 | 8 |

[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 |
|--|---------------------------------|------------|------------|----------|
| INTER DISCIPLINARY REFRESHER COURSE IN COMMERCE MANAGEMENT | 1 | 12/11/2019 | 25/11/2019 | 14 |

[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 <ul style="list-style-type: none"> • 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 festival celebrations • Incentives for research publications • Free Wifi facility on campus • Reprographic facility • Annual staff Picnic • Carparking facilities • Co Operative society at subsidy rates | <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 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 |
|--|-------------------------------|---------------|
| PTA Fund | 452000 | Scholarships, |
| View File | | |

6.4.3 – Total corpus fund generated

| |
|---------|
| 2998962 |
|---------|

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, Government 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 26th, 27th and 28th June 2019 in the college auditorium. 2. Financial assistance to full time faculty members. 3. Felicitating the rank holders and A plus holders of the University Examination of the previous academic year.

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

ESI and ERP for supporting staff

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

1. Academic Performance Enhancement Practice 2. Learning Management System 3. ERP

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 |
|------------------------------------|------------------------------------|-------------------------|---------------|-------------|------------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

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 |
| Cancer awareness programme | 04/02/2019 | 04/02/2019 | 1750 | 0 |
| Gender | 08/03/2019 | 08/03/2019 | 1500 | 0 |

| | | | | |
|--|------------|------------|-----|---|
| awareness programme | | | | |
| Street Play to sensitize Women | 11/03/2019 | 11/03/2019 | 30 | 0 |
| Blood Donation Camp Organised for Women | 14/06/2019 | 14/06/2019 | 175 | 0 |
| Participation in Organic Farming | 17/06/2019 | 17/06/2019 | 230 | 0 |
| Aid for House Construction | 12/07/2019 | 12/07/2019 | 650 | 0 |
| Awareness programme on Basic Life Support -Making Women Heroes | 15/07/2019 | 15/07/2019 | 157 | 0 |
| Awareness Programme on Breast feeding | 01/08/2019 | 01/08/2019 | 521 | 0 |
| Gender Awareness Seminar | 04/09/2019 | 04/09/2019 | 653 | 0 |
| Breast Cancer Awareness Class | 01/10/2019 | 01/10/2019 | 330 | 0 |
| Mass Awareness Rally | 10/10/2019 | 10/10/2019 | 175 | 0 |
| A Session on Gender Sensitization | 01/01/2020 | 01/01/2020 | 228 | 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 | 5 |
| Provision for lift | No | 0 |
| Ramp/Rails | Yes | 5 |
| Braille Software/facilities | Yes | 5 |
| 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 |
|---------------------------|--|--|------------|----------|---|-----------------------------------|--|
| 2019 | 1 | 1 | 10/06/2019 | 200 | Snehannam Project (Distribution of lunch packets to poor homes) | Need to build Zero hunger society | 3000 |
| View File | | | | | | | |

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 Governing Body: | 27/06/2016 | 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 |

| | | |
|--|-------------------|---|
| | | <p>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> |
| <p>Code of conduct for the Principal</p> | <p>27/06/2016</p> | <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 treated fairly and equally.</p> |

| | | |
|--|------------|---|
| 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 | 27/06/2016 | <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 reach a wide audience, it is published on the</p> |

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.

Ethical Conduct in the Use of Technology

27/06/2016

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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|----------|---------------|-------------|------------------------|
|----------|---------------|-------------|------------------------|

| | | | |
|---------------------------|------------|------------|----|
| Blood donation camp | 14/06/2019 | 14/06/2019 | 21 |
| View File | | | |

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

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. 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 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'

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 AND LIVE LAB The department of FACS 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 for Children. The students conduct 'Samanwaya', a cultural fest as part of bringing forth children them. 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 chargers 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 promotion and protection 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

Cope with the new Education Internet connectivity to ensure uninterrupted connectivity More research motivating programmes Institutional Mail ID to staff and Students Explore the possibilities of Online certificate programmes vetted by other institutes More courses either aided or self-financing 4 UG and 2 PG courses Shifting to complete LED based lighting Reduce digital gap More online examinations