The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

Bishop Chulaparambil Memorial College

1.2 Address Line 1

B.C.M. College

Address Line 2

KK Road, Kottayam

City/Town

Kottayam

State

Kerala

Pin Code

686634

Institution e-mail address

bcmktm@yahoo.com

Contact Nos.

0481-2562171

Name of the Head of the Institution:

Josephina Simon

Tel. No. with STD Code:

0481-2562171

Mobile:

8589043837

Name of the IQAC Co-ordinator:

Stephy Thomas

Mobile: 9496337236

IQAC e-mail address: iqac@bcmcollege.ac.in

1.3 **NAAC Track ID** (*For ex. MHCOGN 1887* KLCOGN10071

1.4 **NAAC Executive Committee No. & Date:** EC(SC)/05/RAR/078
    (*For Example EC/32/A&A/143 dated 3-5-20...*
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

1.5 Website address: www.bcmcollege.ac.in

Web-link of the AQAR: www.bcmcollege.ac.in/aqar

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	3 Star		2000	04/04/2000-03/04/2005
2	2nd Cycle	B	2.84	2008	04/02/2008 - 03/02/2013
3	3rd Cycle	A	3.16	2015	03/03/2015-02/03/2020
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY   07/01/2004

1.8 AQAR for the year (*for example 2010-11*)   2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

    i.   AQAR 2014-15 on 08/12/2016
   ii.   AQAR 2015-16 on 08/12/2016
   iii. AQAR 2016 -17 on 28/12/2017
   iv. AQAR

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ✓

Autonomous college of UGC   Yes ☐ No ✓

Regulatory Agency approved Institution   Yes ☐ No ✓

  (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☐ Men ☐ Women ✓

                Urban ✓ Rural ☐ Tribal ☐

Financial Status   Grant-in-aid ☐ UGC 2(f) ✓ UGC 12B ✓

             Grant-in-aid + Self Financing ✓ Totally Self-financing - ☐

1.11 Type of Faculty/Programme

Arts ✓   Science ✓ mmerce ✓ PEI (Phys Edu) ✓

TEI (Edu) ☐   Engineering ☐ Health Science ☐ Management

Others (Specify)   **Social Work**

1.12 Name of the Affiliating University *(for the College* | Mahatma Gandhi University, Kottayam |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence [ ]   UGC-CPE [ ]

DST Star Scheme [ ]   UGC-CE [ ]

UGC-Special Assistance Programme [ ]   DST-FIST [✓]

UGC-Innovative PG programmes [ ]   Any other (*Specify* [ ]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1.	No. of Teachers	8
2.2.	No. of Administrative/Technical staff	1
2.3.	No. of students	1
2.4.	No. of Management representatives	1
2.5.	No. of Alumni	1
2.6.	No. of any other stakeholder and community representatives	2
2.7.	No. of Employers/ Industrialists	1
2.8.	No. of other External Experts	1
2.9.	Total No. of members	16

AQAR- Bishop Chulaparambil Memorial College-2017-18

2.10 No. of IQAC meetings held   Eight (08)

2.11 No. of meetings with various stakeholders: | 07 | Faculty | 02 |

Non-Teaching Staff Students | 02 | Alumni | 01 | Others | 02 |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

If yes, mention the amount | 0 |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 03 | International [ ]   National [ ]   State | 01 | Institution Level | 03 |

(ii) Themes | IPR, Research Methodology, ICT in Education |

2.14 Significant Activities and contributions made by IQAC

- Introduction of 3 year long Project on socially relevant subject through their core subject for every students

- Online teacher evalauation portal

- Complete automation of examination wing

- Board of studies for each department and vetting of results by board of studies

- Log books ensuring completion of portions signed by students

- Mandatory certificate course for all final years

- Strengthening documentation

- Implementation of LMS-moodle

- Workshop on moodle

- introduction of web portal ending in ac.in

- instituional mail ID

- Organizing Research methodology workshops

- Strengthen research club

- Publication of Research Policy

- Publication of Code of ethics

- Tapping alternate energy sources

- Excel template for Income tax filing

- Academic Audit

- Instituting Best Association award based on NAAC cccrediation framework

2.15 Plan of Action by IQAC/Outcome

Action Plan	Status/Outcome
Introduction of 3 year long Project on socially relevant subject through their core subject for every students	Introduced the Practice of three year project for every UG batch
Online teacher evalauation portal	Purchased online evaluation portal
Complete automation of examination wing	Provisions were made but initial resistane observed
Board of studies for each department and vetting of results by board of studies	Started the practice of vetting teaching plan with Board Studies with participation from other Institutes
Log books ensuring completion of portions signed by students	Implemented in almost all departments. This ensures the curriculm delievery in well documented process
Mandatory certificate course for all final years	Implemented
Strengthening documentation	Steps initiated
Implementation of LMS-moodle	www.bcmcollege.info

Action Plan	Status/Outcome
Workshop on moodle	Organized on 15th July 2017 with experts from keeralamoocs.org, Dr Ashkar Ali and Ramesh PE
introduction of web portal ending in ac.in	www.bcmcollege.ac.in
instituional mail ID	Procedure completed on 20/09/2017 with Google G Suite
Organizing Research methodology workshops	Organized on 26/10/2017 with Dr Angel Mathew, Maharajas College, Ernakulam as expert
Strengthen research club	Steps taken for regular meetings
Publication of Research Policy	Published
Publication of Code of ethics	Published
Tapping alternate energy sources	Order placed for 10KW solar power plant
Excel template for Income tax filing	Developed
Academic Audit	Conducted on 8th and 9th of March with Dr. Jose James, Former Registrar, Mahatma Gandhi University as expert
Instituting Best Association award based on NAAC cccrediation framework	Instituted and Commerce won the Prize
Academic Planning	Meeting held on 16th of May, 2018 at Chaithanya Pastoral Centre

2.15 Whether the AQAR was placed in statutory body   Yes ☑ No ☐

      Management ☑   Syndicate ☐   Any other body ☑

      Provide the details of the action taken

> Necessary suggestions are incorporated

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	07		05	
UG	12		04	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	04	15	19	
Others				
Total	23	15	28	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

CBCS	Yes
Core	Yes
Elective Option	Yes
Open Option	Yes

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	19
Trimester	Nil
Annual	4

1.3 Feedback from stakeholders* Alumni ✓ Parents ✓ Employer ☐ Students ✓

(On all aspects)

Mode of feedback : Online ☑ Manual ☑ Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, It is not implemented

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
69	60	7	Nil	2

2.2 No. of permanent faculty with Ph.D. : 14

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year:

Assiatnt Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	7	Nil	Nil	Nil	Nil	Nil	Nil	5	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guests	Visiting faculty	Temporary faculty
23	Nil	Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	6	22	16
Presented	4	8	2
Resource Persons	0	2	12

2.6 Innovative processes adopted by the institution in Teaching and Learning:
- ICT Based Teaching using LMS

- Student Centric based teaching methods

- Live labs for Social work, Sociology, Food Science and Quality Cobtrol, Computer Science

- Conduct of vocational training to students like LED bulb making

- Role plays and Performance plays

- Objective type tests

- Industrial visits, field visits including to IIMs and study tours

- Streaming tests

- Teacher work diary

- Lesson plan

- Peer learning

2.7 Total No. of actual teaching days   during this academic year

| 182 |

2.8 Examination/ Evaluation Reforms initiated by   the Institution (for example: Open Book Examination, Bar Coding,   Double Valuation, Photocopy, Online Multiple Choice Questions)

- Question Banks

  We will make sure that every department should have its own question bank prepared by the faculty members of the department. This will be a distinctiveness of the College. One of the major complaints we received from the alumni regarding the curriculum is the lack of challenges for the advanced learners in the examination. Advanced learners need not work hard to do well in the examinations, as majority of the questions in the university question papers are either repetitions or predictable or too straight forward. These questions wont make much challenges to them. Being an affiliated college we cannot do anything with the external examinations of the University, we are trying something different in our internal examinations. It is proposed to have 20% questions in the internal examinations shall be questions which are not included in the question bank which are of higher cognitive level and these questions will be part of the existing question bank subsequent year. Hence we plan to augment question banks every year by introducing innovative questions of higher cognitive level.
- Computer Based Examinations
- Open Book tests
- Zero hour tests

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Board of Studies	Syllabus Revision Workshops
4	8

2.10 Average percentage of attendance of students

| 91.16 |

2.11 Course/Programme wise   distribution of pass percentage :

Title of the Programme	Total no. of students appeared	No of Students Passed
B.Sc. Mathematics Model I	39	33
B.Sc. Physics Model I	31	24
B.Sc. Chemistry Model I	31	28
B.Sc. Botany Model I	30	22
B.Sc. Zoology Model I	31	24
B.Sc. Family And Community Science Model I	19	11
B.Sc. Food Science & Quality Control Model III	32	28
B.A. Economics Model I	46	27
B.A. History Model I	42	30
B.A. Sociology Model I	30	22
B.A. English Language and Literature Model I	45	33
B.A. English Language and Literature Model II Administrative Assistant	20	15
B.A. English Literature, Communication And Journalism Model III (TRIPLE MAIN)	22	20
B.Com. Model I with Computer Application	44	38
B.Com. Model I Finance and Taxation	57	53
B.Sc. Computer Science (S.F)	35	26
M.Sc. Mathematics	25	21
M.A. English (Aided)	10	9
M.A. English (S.F.)	7	5
M.Com. Finance (S.F)	14	9
M.Com. Taxation (S.F)	15	8
M.S.W (S.F)	27	25

M.Sc. Home Science Branch X(A)-Child Development And Behaviour Science	1	1

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Teaching Plans vetted by the Board of Studeis will be displayed and made available sudents

- Portion completion report signed by students

- HoD monitoring on Regular basis

- Result and Progression Analysis

- Conduct of Internal exams and zero hour test

- Feedback from Stake holders

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of Faculty Benefitted
Refresher courses	07
UGC – Faculty Improvement Programme	
HRD programmes	04
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	12
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	7	0	8
Technical Staff	10	5	0	3

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC has organized a workshop on Research Methodology
- Incentives are offered to the faculty members for research publications and presentation of papers in seminars/conferences

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			2	
Outlay in Rs. Lakhs			0.2	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	12	4
Non-Peer Review Journals			
e-Journals			
Conference proceedings		2	

3.5 Details on Impact factor of publications:

Range [ ] erage [ ] [ ] [ ]
h-index [ ] Nos. in SCOPUS 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects	1	KART	0.4	0
Industry sponsored				

Projects sponsored by the University/ College	12	College	0	0
Students research projects *(other than compulsory by the University)*	2	KSCSTE	0.2	0.2
Any other(Specify)	1	CARB	0.4	0.4
Total	16		1	0.6

3.7 No. of books published   i) With ISBN No 2   Chapters in Edited

ii) Without ISBN No. 06

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy   0

3.11 No. of conferences   organized by the Institution

Level	International	National	State	University	College
Number	4	7	9	5	41
Sponsoring Agency	KAPS, Vattukulam, Alumni	UGC, Own	KAPS, Philanthropers	Own 22	Own, Philanthropers

3.12 No. of faculty served as experts, chairpersons or resource persons   3.13 No. of collaborations   International   Nati 18   127 her

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency | 0.6 | From Management of University/College | 1.5

Total | 2.1

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
Internationa	Applied	Nil
	Granted	Nil
Comercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist
Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution | 0 |
     who are Ph. D. Guides
     and students registered under them | 0 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 01 |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | 0 | SRF | 0 | Pr | 0 | Fellows   Any | |

3.21 No. of students Participated in NSS events:

University level | 200 | State level | 06 |

National level | | International level | |

3.22 No. of students participated in NCC events:

University level [   ]   State level [8]

National level [03]   International level [   ]

3.23 No. of Awards won in NSS:

University level [0]   State level [8]

National level [05]   International level [0]

3.24 No. of Awards won in NCC:

University level [0]   State level [1]

National level [0]   International level [0]

3.25 No. of Extension activities organized

University forum [   ]   College forum [78]

NCC [12]   NSS [18]   Any other [   ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Campaigns on organic farming

- Special campaign on Swatch bharath

- Awareness programmes on child Abuse

- Awareness programmes in Road safety

- Triibal village adoption at Pingampally

- Financial support to the deseriving students and staff members

- Awareness programme on health related issues

- Mosquito killing at source

- Awareness about drug abuse

- Tuition classes for deserving

- Energy conservation awareness

- Snehannam provides food to the inmates of Navajeevan Trust

- Blood and Hair donation camps

- Swatch Bharath Rally with a participation of 100 cadets.

- Street paly was conducted for an awareness on cleanliness in front of General hospital, Kottayam with a participation of 12 cadets.

- Cadets visited rural areas and gave awareness about cleanliness with a participation of 10 cadets.

- Cadets cleaned the Rubber plantation area of Kottayam with a participation of 20 cadets.

- Cadets visited Aswasa Bhavan with a participation of 20 cadets.

- A marathon for youth day with a particpation of 25 cadets.

- An awareness rally for road safety with a participation of 100 cadets.

- A drug abuse class at St. Anne's HSS, Kottayam.

- Cadets assisted the casualty patients of Kottayam General hospital with a participation of 6 cadets.

- An awareness street play on cleanliness in front of General hospital, Kottayam with a participation of 10 cadets.

- Sapling Distribution

- JAIVAM Camp 2017 - Kottayam as 100% literate district in organic farming

- Preparation and distribution of Koval saplings around 400

- Uravakal Thedi – understanding and rejuvenating the rivers

- Blind Walk

- Class on Organic Farming

- A street play on environment protection as part of Environment Day

- "Onappudava"

- Exhibition of Leaf Curries

- Exhibition of Agricultural Equipments for Keralappiravi

- Coconut Tree Climbing Training Programe

- Nature Camp at Thekkady

- Aids Day - Red Ribbon Distribution

- Wall of Letters preparation and submission to Chief Minister

- Celebration of Road Safety Week – two wheeler rally

- Awareness on Road Safety to the rikshow drivers

- Paper Bag Making

- Short film on a safe driving style exhibited in different schools

- Mazha Kuzhi Nirmana contest in houses

- Pink Patrolling - Team BCM

- Awareness class at various homes of destitutes

- e-literacy campaigns

- PAN mela

- Awareness of savings

- Empowering kudumbasree using accounting practices

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.35	0		5.18
Class rooms	64	0		64
Laboratories	11	0		11
Seminar Halls	01	07		08
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		12		
Value of the equipment purchased during the year (Rs. in Lakhs)		14.46		
Others				

4.2 Computerization of administration and library
- Library is Fully Computerised with KOHA ILMS

- College ERP

- Fully networked departments and office

- Linux based softwares are used so systems are up-to-date

- Admission and Scholarships are through online portals

- Salary through SPARK
- Introduction of LMS-Moodle
- Fully compuerised examination portal
- Introdcution of Open Resources in Library
- Online Exam registration by Students
- Webmail with institution ID

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	48742		390	92904	49132	92904
Reference Books						
e-Books			N-LIST	5950		5950

Journals				56789	92	56789
e-Journals			N-LIST			
Digital Database						
CD & Video						
Open Resource Materials			Added			

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	154	86	-	06	0	14	16	12
Added	6	2	50 MBPS	0	0	0	4	0
Total	160	88	50 MBPS	06	0	14	22	12

4.5 Computer, Internet access, training to teachers and students and any other programme for technology   upgradation (Networking, e-Governance etc.)
- College is completely networked
- Online Attendance and exam management using ERP
- Learning Management System- Moodle
- Integrated Library Management Software – KOHA
- Scholarships through egratz.gov.ker.in
- Training on Free software's
- Training to students on college ERP
- Training to staff on ERP
-

4.6 Amount spent on maintenance in lakhs :

ICT	3.16
Campus Infrastructure and facilities	22.69
Equipment	6.08
Others	1.19
Total	**32.63**

Citerion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Orientation programme for new comers
>
> Information is given by class teachers about the scholarships

5.2 Efforts made by the institution for tracking the progression

- Mentoring system strengthened

- Result Analysis

-

5.3 (a) Total Number of students

UG	PG	PhD	Total
1712	218	0	1930

Male		Female	
No	%	No	%
19	0.98%	1911	990.02%

(b) No. of students outside the state   **53**

(c) No. of international students   37

Last Year							This Year						
Gen	SC	ST	OEC	OBC	Physically Chalenged	Total	Gen	SC	ST	OEC	OBC	Physically Chalenged	Total
1031	185	41	144	524	7	1937	1000	206	46	141	536	11	1930

Dropout %   <1%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- PG Entrance Coaching is offered at Mathematics, Physics and Chemistry Departments,

- Competitive exams guidance

- NET exam coaching Mathematics

- CAT orientation and coaching classes

- Certificate course in Mathematics for competitive examinations

No. of students beneficiaries

268

5.5 No. of students qualified in these examinations

NET 14 SET/SLET GATE CAT 6

IAS/IPS etc State PSC 74 UPSC Others

5.6 Details of student counselling and career guidance

We have a professional counsellor in addition to the regular mentoring session.
Students who are in need refereed to the professional counsellor.

No. of students benefitted 236

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	15

5.8 Details of gender sensitization programmes

- The college has organized a talk series in three batches for students.

- Anti –Ragging Cell functions in the College to ensure gender justice.

- Various women empowerment programmes

- Entrepreneurship development programmes

- Various braking stereo type programmes Driving classes, Coconut tree climbing training, Zebra line painting etc.

- Cooking competitions

- Students organized programmes

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | 24 | National level | 8 | International l | 0 |

No. of students participated in cultural events

State/ University level | 36 | National level | | International lev | |

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 24 | National level | 5 | International level | |

Cultural: State/ University level | 16 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	80	50000
Financial support from government	386	876461
Financial support from other sources	FORMTEXT 45	FORMTEXT 89678
Number of students who received International/ National recognitions	FORMTEXT 0	FORMTEXT

5.11 Student organised / initiatives

| 12 | | 1 |

Fairs   : State/ University level   National level   International level

Exhibition: State/ University level | 4 | National level | | International | |

5.12   No. of social initiatives undertaken by the students | 44 |

5.13 Major grievances of students (if any) redressed:
- Non-functioning of lights in class rooms. Used to correct it immediately
- Issue of Missing zero hour exams

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: When you educate a women, you educate the whole Family

Mission: Shaping the Destinies

6.2 Does the Institution has a management Information System

Yes. www.onlinetcsbcm.meshilogic.co.in

spark.gov.in

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

Institution ensures maximum faculty involvement in syllabus revision.

More Add-on Courses introduced. Zero Hour introduced

6.3.2   Teaching and Learning

ICT infrastructure strengthened

LMS introduced

6.3.3   Examination and Evaluation

Online Examinations and the Zero Hour Examinations introduced

6.3.4   Research and Development

- Workshop on Research methodology organized

- More Incentives introduced

6.3.5   Library, ICT and physical infrastructure / instrumentation

Fully computerised with KOHA

6.3.6   Human Resource Management

Online Attendance system introduced

6.3.7 Faculty and Staff recruitment

Approached state government

6.3.8 Industry Interaction / Collaboration

More MOUS

6.3.9 Admission of Students

Through the centralized allotment procedure

6.4 Welfare schemes

Teaching	12
Non teaching	12
Students	10

for

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done ✓ Yes ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Educational Commission Arch Eparchy of Kottayam	Yes	Principal and IQAC
Administrative	Yes	Educational Commission Arch Eparchy of Kottayam	Yes	Principal and IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [ ]   No [✓]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

University is organizing Camp valuation to have the results at the earliest.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

College has a very active Alumni Association. Alumni Members used to come to college and interact with students. Alumni will be approached to

6.12 Activities and support from the Parent – Teacher Association

Regular interaction with Parents

Feedback from Parents and recognizing meritorious students by PTA

6.13 Development programmes for support staff

One day workshop organized on IT

Seminar on KSR organized

6.14 Initiatives taken by the institution to make the campus eco-friendly

Solar power plant installed. Plastic free zone

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the
   functioning of the institution. Give details.

> Zero hour is introduced which made the students to learn everyday and prepare for next day

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the
     beginning of the year

Action Plan	Status/Outcome
Introduction of 3 year long Project on socially relevant subject through their core subject for every students	Introduced the Practice of three year project for every UG batch
Online teacher evalauation portal	Purchased online evaluation portal
Complete automation of examination wing	Provisions were made but initial resistane observed
Board of studies for each department and vetting of results by board of studies	Started the practice of vetting teaching plan with Board Studies with participation from other Institutes
Log books ensuring completion of portions signed by students	Implemented in almost all departments. This ensures the curriculm delievery in well documented process
Mandatory certificate course for all final years	Implemented

Action Plan	Status/Outcome
Strengthening documentation	Steps initiated
Implementation of LMS-moodle	www.bcmcollege.info
Workshop on moodle	Organized on 15th July 2017 with experts from keeralamoocs.org, Dr Ashkar Ali and Ramesh PE
introduction of web portal ending in ac.in	www.bcmcollege.ac.in
instituional mail ID	Procedure completed on 20/09/2017 with Google G Suite
Organizing Research methodology workshops	Organized on 26/10/2017 with Dr Angel Mathew, Maharajas College, Ernakulam as expert
Strengthen research club	Steps taken for regular meetings
Publication of Research Policy	Published
Publication of Code of ethics	Published
Tapping alternate energy sources	Order placed for 10KW solar power plant
Excel template for Income tax filing	Developed
Academic Audit	Conducted on 8th and 9th of March with Dr. Jose James, Former Registrar, Mahatma Gandhi University as expert
Instituting Best Association award based on NAAC cccrediation framework	Instituted and Commerce won the Prize
Academic Planning	Meeting held on 16th of May, 2018 at Chaithanya Pastoral Centre

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> Zero Hour exams
>
> Online examination manangement

Provide the details in annexure (annexure iv)

7.4 Contribution to environmental awareness / protection

- Intiated the procedure to purchase 10KVA Solar power unit

- An awreness about the consequence of plastic has been carried out

- Plastic is reduced to the maximum

- Organic farming awreness

- Awreness programmes on swatch bharat and other national programmes

- Participation in UBA

7.5 Whether environmental audit was conducted?   Yes   No ☐   X

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT Analysis

The Principal has constituted a team for the SWOT analysis. The core team consist of Principal, Manager of the Institution, A member from the governing council of the college, Heads of the departments, Various nodal officers of RUSA project, Student representative, A syndicate member from the university, representative from PTA, representative from Alumni, representatives from the retired teachers and a fellow from Industry. Experts in the SWOT analysis Mr. Manoj Kurian, introduced the concept of SWOT analysis to the members.

Each of the departments heads were asked to perform SWOT analysis at their respective departments so that there will be involvement from all the faculty members who need to play a big role in the implementation of the project. Each department heads presented the views from the department in front of the team for SWOT analysis. The team members had brainstroming on

these and the stake holders from PTA, Alumni and the governing body were requested to present the output of these discussions with others members in their respective forum. The members had informal discussions with their various counterparts through email and social networks and these points were presented and the team has finalized the findings of the SWOT analysis as follows

Strengths

S1. Location of the College

S2. Premier Women's College

S3. Hostel

S4. More than 75% of the faculty have M Phil or PhD degrees

S5. Excellent infrastructure like auditorium, AV hall, public Address system, net connected departments, Intercom etc.

S6. Various support programmes for the struggling students like remedial coaching, Scholar support programme.

S7. Programmes for the outstanding students like coaching for the IIT JAM, UGC NET exams, ASAP.

S8. A strong student support system like financial support from BCM OJASS, various scholarships.

S9. A strong Alumni Association, PTA and a retired faculty member's forum

S10. Various Institution Social Responsibility Programmes like adoption of tribal settlement at Pongampally, regular visits to homes for destitute, inmates morale- upliftment programme at Childrens home, Kottayam, Voluntary tuition classes offered by the students in the nearby schools etc. to name a few.

S11. Research guide

S12. A rare mixture of experienced and the research oriented teachers.

S13. Committed faculty members

S14. Student mentoring programmes

S15. Freedom given to the students in planning and organizing programmes at their capacity with guidance from the faculty memebrs.

S16. Cordial atmosphere in the campus between the students and a strong faculty student relationship

S17. Attendance software

S18. Library with e-cataloging and software based circulation procedure

S19. Very active NSS and NCC units

Weakness

W1. Less exploitation of ICT enabled teaching tools.

W2. Lack of MIS

W3. Lack of interdisciplinary courses and PG courses

W4. Relatively low research output.

W5. Lack of appreciation/recognition to faculty members

W6. Underutilized college website

W7. Low e-literacy of the nonteaching faculty members

W8. Lack of college's own transport system.

W9. Relatively underutilized infrastructures like fitness center, Library, AV seminar hall, Sports equipment etc.

W10. Poor command of the students over English

W11. Insufficient disabled persons friendly infrastructure.

W12. Low interview and soft skill of the students.

W13. Inability of growing demand for the reading space at library

W14. Lack of Space for further introduction of the college.

W15. Lack of modernised computer lab with sufficient number of Computers.

W16. Computational facility to centre to smoothen research

W17. Lack of e-resources at library

W18. Lack of enough campus placements to the students

W19. Low employability of the students

Opportunities

O1. Proximity of the colleges to the university and other research institutes like RRI, Medical Colleges, proposed Kerala Science City, proposed Indian Institute of Information Technology

O2. Beyond syllabus scholarly activities like national and international seminars

O3. Industry/research institute linkages in academic and consultancy related matters

O4. Industry experience for the students

O5. Autonomous status to the college.

O6. Online videos of the classes.

O7. Regular visits to homes of destitute for instill the spirit of humanity.

O8. College has the potential to undertake inter-disciplinary collaboration (research, teaching, service).

O1. College has the potential to connect and develop partnerships with the community and a diverse array of agencies through various NGOs and other corporates to mobilize Social responsibility programs

O2. Many faculty have the expertise and ability to secure grant funding and undertake minor and major projects.

O3. College- Workforce transition can be improved by introducing bridging or short term professional trainings with the help of Professional bodies like ICWA, ICAI.

O4. Interdisciplinary courses have to be introduced which will provide more job opportunity for the students.

O5. A community college may be set forth to realise the women empowerment in a realistic manner.

O6. Development of Entrepreneurs club which will effectively help the students to interact with successful entrepreneurs and give idea about the new entrepreneurs.

O7. Introduction of innovative programmes under 'earn while you learn' programme.

O8. Innovative Extension Programmes

Threats

T1. Economic challenges of the students to take up career oriented add-on programmes

T2. High Heterogeneity among the students in terms of their academic strength.

T3. Turnover in University and the state leadership and the changing academic evaluation pattern with the leaderships.

T4. Hectic academic schedules, frequent harthal, strikes and delayed admission and examination procedures.

T5. Inconsistency of evaluation of the students by the autonomous institutions and the affiliated colleges.

T6. Governments slow withdrawal higher education sector.

T7. **<u>Government's decision to start self-financing colleges without proper check on the quality.</u>**

8. **Plans of institution for next year**

Academic Planning Meeting

- Zero credit course- Value Education, Soft skill courses in a structured format

- Mandatory Certificate course for second years and third years

- Strengthening Question Banks

- Publication of PS, PSO and CO and measurung their attainment

- Enhancing the use of LMS-bcmcollege.info

- Welfare measures for stff

- Video on online exam registration

- Increasing the accomodation capacity at hostel

- Ronavation of auditorium roofings

- More solar power plants

- More wash rooms for students

- common rooms for students

- Participation in NIRF

- Safety rails in varandha

- More softskill training programmes

Name Stephy Thomas   *Name   Josephina Simon*

Annexure 1: Academic Calender

2017-18

JUNE		
	College reopens	
12	PTA for 3rd years	
JULY		
30	Merit Day	
AUGUST		
5	Economics department Alumni meet	
12	Mathematics department Alumni meet	
22	Union Election	
SEPTEMBER		
1	Closes for Onam Holidays	
18-22	Internal exams for Second and third years	
OCTOBER		
2	BCM Beams Annual Alumni meet	
5	V Sem exams	
6	III Sem exams	
9	V sem CBCSS degree examination commences Internal exams for IDC students	
12	III sem CBCSS examinations	
13	Centralised valuation	
18	Madame Remani Tharayil Quiz Competition	
27th and 28th	Mathematics department two day workshop on "Fundamentals of Topology"	
NOVEMBER		
8	I Sem exams	
13-25	Centralised Valuation Camp	
DECEMBER		
4	Arts festival	
6	History department organised a lecture on "Recent Trends in Archeology"	

18	Sr. Michael Inter Collegiate Debate Competition	
19	Botany Association Alumni meet TRANZ 2K17	
22	Closes for Christmas holidays	
JANUARY 2018		
8	Vaikhiri series of lectures	
10	FSQC National Seminar on "Healthy Bakes"	
12th and 13th	English department organised CELEBRAZIONE 2K18	
18	Sports Day	
23	I Sem exams(2016 admission)	
26	Physics department Alumni meet	
FEBRUARY		
2nd and 3rd	Physics department fest SAGGITARIA	
3	Chemistry Alumni meet and one-day seminar	
9	VOX POP 2K18 by Self-Financing English department	
13,14,15	Internal exams III Dc	
14	Economics department seminar on "Financial Socialisation and Financial Literacy"	
19	Computer Science fest ADVAYA 2K18	
22	Zoology department National Seminar "Recent Trends in Biology" FSQC department one day seminar on "Meat and Meat Products"	
23rd and 24th	Mathematics Department two day seminar on "Advancements in Graph Theory"	
27	BCM Star contest	
28	College Day	
MARCH		
16	VI Sem exams (2015 admissions)	
APRIL		

3	IV Sem exams (2016 admissions)	
MAY		
18	II Sem exams(2017 admissions)	

Action Taken on the Basis of Feedbacks

1. Employers:

Emplyers are of the opinion that students has to be given some practical experience and more insight into the practucal as pect of the subject they are studying. Hence the certificate course wa introduced based . Moreover 3 year long project too was involved to instill the application spirit among the students.

2. Parents

Parents are worried about the excessive use of mobile phones by the students. They feel that the students are over concentrating on mobile phones. Most of the parents complained that students spent much time on mobile phones than studying. Hence it is proposed to engage students through mobile phones and tech enabled sources. Hence it is decided ti implement LMS-Moodle which has mobile applications.

3. Staff Members of the college

Based on the feedback from students following initiatives are made

- Webportal ending with ac.in
- institutional mail ID
- Research Methodology workshop
- Excel template for filing IT returns
- Bast Association awards based on NAAC criterions
- Department Board of Studies
- Automation of Exmaination wing

4. Students

Based on the feed back from students following intiatives are taken

- Students during their feedback complained that some of the teachers are finishing their portions during the last quarter of the semester. When talked with faculty members of the college, they are of the feel that their teaching plan shall be fine tuned with expert opinion. Hence we introduced department level board of studies
- Online teacher evaluation – To facilitate evaluation at their own pace
- Automation of Exmaination wing
- ICT enabled teaching
- Publication of code of conduct and code of ethics for refence
- Online exam registrations
- Improved faciliies at wash rooms.
- Maintenance of fans in class rooms
- Classes of PG students during April-May to lower floors

Annexure 4: Best Practices

4.1 Zero Hour Exams

The IQAC has elaborate discussions on the results of UG programmes published in 2016. All the members are of the opinion that there should be some urgent initiative to keep the pass percentage from further going down. Though the teachers are teaching portions according to their lesson plans and conducting remedial teaching it is observed that many students are not getting rewarded during the examinations. This may be due to the absence of regular study. Students has to study long portions just before the examinations. This creates a lot of pressure and tension which results in low pass percentages. Slow learners finds it difficult to study in pace with study the whole portions on the day immediate to exams.

Hence zero hour is introduced. Whole College works and additional half hour and exams are conducted. Exams are conducted based on the portions in the rpeseeding week. Hence students need to learn short portions everyday and it manadtes students to study every day.

4.1 Online Examination Registration

Sustainable development is an important aspect we stand for and the college should reflect it. As of now too much paper is wasted in the form of application form for semester examination. Recently a survey conducted by IQAC revealed that on the average 5.06 papers are used by a student for applying for university examinations an year (Two semester end exams, Two improvement exams and wastage). This accounts for almost 60Kg of paper an year= 1 tree every year.

Moreover there is a wastage of human resource in the exam registration. All the data collected through the exam registration forms needs to be entered into the software for the effective functioning of the exam cell. This shall be avoided if the students registrations are done directly in the college examination portal. Hence as a good practice we introduced online examonation registration this year.