

BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

KOTTAYAM - 686 001

(Founded on July 11, 1955)
(NAAC ACCREDITED WITH A GRADE)

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A Postgraduate Educational Institution (Aided) of the Knanaya Catholic Community with Departments of Arts, Science and Commerce, affiliated to Mahatma Gandhi University, Kottayam; and the UGC under section 2 (f). Declared as a Minority Educational Institution under section 2 (g) of the National Commission for Minority Educational Institution Act.

Patron : His Grace Mar Mathew Moolakkatt
Metropolitan Archbishop of Kottayam

Manager : Rev. Fr. Alex Akkaparambil

Secretary, Corporate

Educational Agency

of Colleges : Rev. Fr. Philmon Kalathra

Principal : Dr. Teena Annah Thomas

Vice Principals : Dr. Stephy Thomas

Dr. Annu Thomas

Name :

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Class & Roll No.

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Residential Address

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Telephone No.

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Any other information

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Blood Group:

To be called in

emergency

(Name)

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HISTORY OF THE COLLEGE

The dawn of the 20th Century ushered in an era marked out in human history as a harbinger for empowering women, equipping them with education and thereby elevating them into higher echelons of social strata.

This revolutionary call resonated in a remote Southern part of India prompting the visionary prelate of blessed memory H.E. Mar Alexander Chulaparambil to embark a journey unparalleled in the social history of the nation.

His visionary zeal materialized in 1927 in the form of a girls high school at Kottayam, the St Anns Girls School. The inaugural meeting of the school witnessed Bishop Chulaparambil spilling out his dream of an institution for higher education, exclusively for women.

Bishop Chulaparambil's dream was vigorously and zealously pursued by his successor H.E. Mar Thomas Tharayil of blessed memory leading to the establishment of the Bishop Chulaparambil Memorial College on 11th of July 1955, an institution for the higher education of women. The college was formally inaugurated in 1959 by His Eminence Valerian Cardinal Gracias, Archbishop of Bombay and the first Cardinal from India .

Chev. Prof V.J. Joseph Kandoth served as the first Pincipal of the college. There were eight Professors and a non teaching staff in the beginning. Prof. Joseph was succeeded by 15 persons to guide the college till date.

From its humble beginnings the college has made steady progress and now she is one of the foremost colleges in Kerala with sixteen undergraduate courses, seven post graduate courses, 146 staff and over 2000 students.

Generations of students spread far and wide across the globe bears the mantle of unofficial ambassadors of this institution, a cradle for womens education in our country.

MOTTO

The college motto *SAPIENTIA ET GRATIA* (Latin) means Wisdom and Grace. Human wisdom and divine grace are two essential factors moulding the life of any person. Since the purpose of education is overall development of personality, along with intellectual development, the college tries to promote moral as well as spiritual growth. When our students cross the portals of B.C.M. on completion of their course, we believe, they would become ideal educated people, having worldly wisdom and Divine grace.

EMBLEM

The five imageries contained in the emblem envisage the history and purpose behind the establishment of the college. The ‘**ship**’ in the left bottom reminds us of the journey in A.D. 345 of the group of Syrian Jewish Christians under the leadership of Knaithoma, whose descendents are the Knanaya catholic community which established and manages the institution. The beautiful ‘**landscape**’ with coconut tree in the right bottom evokes Kerala, God’s own country, where the Knanites embarked. It further calls for nostalgic patriotic spirit which should animate the students. The dawn fills us with hope of a new era yet to come. The ‘**anchor**’ in the upper right symbolises the firmness and steadfastness of wisdom that the college ensures the students. The intellect illuminated with wisdom is the anchor of faith, hope and charity with which the students will march forward with beaming joy, spreading sunshine every where. The ‘**burning furnace**’ symbolises the hardships of life to be overcome through the process of purification in *Agni* (fire). Besides, it signifies that a heart adorned with divine grace is all on fire with the love of God and man. It alludes also to the furnace (chula) contained in the house name Chulaparambil of Mar Alexander in whose fond memory the college exists. The ‘**crown**’ in the upper part is the one that awaits all of us when we complete our life successfully in the divine *Marga*.

All these symbols have a religious significance as well. While the ship and anchor symbolises the Church, the sun and beaming light symbolises Christ, the eternal light and the redeemer of mankind. The person who walks in Jesus Christ with the Church, will attain the Crown of Justice in the life everlasting.

GOALS AND OBJECTIVES

Since its origin, the Christian Church has been active in the field of education throughout the world. Christian educational institutions are part of the Church's effort to share in the country's educational progress. This effort, while recognizing a special responsibility towards the Christian community, has always been at the service of the whole nation.

Education in Christian institutions is inspired by a vision of man drawn from the life and teachings of Jesus Christ. The vision gives Christian institutions a specific character and sets before their managements, staff and students high ideals of life and service towards which they are challenged continually to strive.

The college aims at the integral personalized education of the young. It strives to mould intellectually well trained, morally upright, socially committed, spiritually inspired men and women for the new India.

To accomplish this, special efforts are made to enable the students:

- ◆ to strive for excellence in every field
- ◆ to think for themselves in a clear, fearless and independent manner
- ◆ to seek, extend and apply knowledge to the solution of human problems
- ◆ to value and responsibly use their freedom
- ◆ to be clear and firm on principle and courageous in action
- ◆ to be unselfish in the service of their fellow human beings
- ◆ to become agents of needed social change in their nation

Through these efforts, B.C.M. College aims at making her own contribution to a radical transformation of present day social conditions,

so that social justice, equality of opportunity, genuine freedom, respect for religious and moral values, empowerment of women which are enshrined in the constitution of India may be realized. Thus the possibility of living a fully human existence will be open to all.

FORMER PATRONS

1. Bishop Thomas Tharayil
2. Archbishop Kuriakose Kunnacherry

FORMER PRO-MANAGERS / MANAGERS

1. Late Msgr. Cyriac Mattathil
2. Late Fr. Joseph Karottukunnel
3. Late Msgr. Peter Poochakkattil
4. Late Msgr. Dr. Jacob Kollaparambil
5. Late Msgr. Peter Uralil
6. Rev. Fr. Alex Chettyyath
7. Rev. Dr. Thomas M. Kottoor

FORMER PRINCIPALS

1. Late Prof. Chev. V. J. Joseph (1955-56)
2. Late Rev. Sr. Fidelis (1956-58)
3. Late Prof. Anna Nidhiri (1958-59)
4. Late Prof. Margaret Paulose (1959-62)
5. Late Rev. Sr. M. Goretti SVM (1962-63)
6. Late Rev. Sr. Mary Savio SVM (1963-82 & 1985-89)
7. Rev. Sr. M. Michael SVM (1982-85)
8. Rev. Sr. M. Alphonsa SVM (1989-93)
9. Prof. Remani Tharayil (1993-2000)
10. Rev. Sr. M. Lucy SVM (2000-02)
11. Rev. Sr. M. Libia SVM (2002-06)
12. Rev. Sr. Dr. Karuna SVM (2006-15)
13. Prof. Sheela Cherian K. (2015-17)
14. Rev. Dr. Sr. Betsy (2017-18)
15. Prof. Josephina Simon (2018-19)

NAAC ACCREDITATION

The College is accredited with ‘**A**’ Grade with a cumulative grade point of **3.16** on 3rd March 2015 by the National Assessment and

Accreditation Council.

MANAGEMENT

B.C.M. College is an educational institution owned and managed by the Corporate Educational Agency of Colleges of the Archeparchy of Kottayam for the Knanaya Catholic Community. His Grace Mar Mathew Moolakkatt, Metropolitan, Archbishop of Kottayam, is the Patron, Rev. Fr. Alex Akkaparambil is the Manager and Rev. Fr. Philmon Kalathra is the Secretary, Corporate Educational Agency of Colleges.

The general management of the college is vested in the Governing Body. The internal administration of the college is carried out by the Principal assisted by Vice Principals, Bursar, College Council and the Staff.

GOVERNING BODY MEMBERS

1. Mar Joseph Pandarasseril
Protosyncellus, Archeparchy of Kottayam
2. Very Rev. Fr. Michael Vettickat
Pro-Protosyncellus, Archeparchy of Kottayam
3. Rev. Fr. Alex Akkaparambil
Manager, B.C.M. College
4. Rev. Fr. Philmon Kalathra
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5. Sri. Thomas Chazhikadan
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6. Dr. Jose James Pannivelil (Former Registrar, M. G. University)
Chairman, Education Commission, Archeparchy of Kottayam
7. Dr. Teena Annah Thomas
Principal-In-Charge, B.C.M. College
8. Chev. Adv. Joy Joseph Kodianthara
Legal Advisor, Archeparchy of Kottayam
9. Dr. T.M. Joseph Thekkumperumalil
Former Principal, Nirmala College, Moovattupuzha
10. Dr. Biji James, (Former H.O.D) Dept of Commerce
Mar Ivanios College, Trivandrum

COLLEGE COUNCIL

1.	Dr. Teena Annah Thomas	Principal
2.	Rev. Fr. Philmon Kalathra	Bursar
3.	Dr. Stephy Thomas	Dept. of Statistics
4.	Dr. Annu Thomas	Dept. of Chemistry
5.	Ms. Riya Susan Scariah	Dept. of English
6.	Mr. Anil Steephen	Dept. of Malayalam
7.	Dr. Naveena J. Narithookil	Dept. of Hindi
8.	Ms. Sosamma Mathew	Dept. of Mathematics
9.	Ms. Smitha Joseph	Dept. of Physics
10.	Dr. Peter K. Mani	Dept. of Botany
11.	Ms. Dr. Elezabeth Basil	Dept. of Zoology
12.	Ms. Indu Abraham	Dept. of F.A.C.S
13.	Ms. Suman Abraham	Dept. of History
14.	Ms. Shalini Thomas	Dept. of Economics
15.	Ms. Dr. Reeja P.S	Dept. of Sociology
16.	Mr. Jipin V. Jimmy	Dept. of Commerce
17.	Mr. Luke Leon Kurian	Dept. of Phy.Education
18.	Dr. Ipe Varughese	Dept. of Social Work
19.	Ms. Anju Annette Cherian	Dept. of F.S.Q.C.
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4.	Library	315
5.	Office	321
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7.	Common	323
8.	Sr. Aleena (Office)	327
9.	Sr. Akhila (Office)	328
10.	Sr. Stella (Office Self financing)	332
11.	Exam Room	335

OFFICE STAFF

No.	Name	Mobile No.	Landline No.
Senior Superintendent			
1.	Sr. Remya SVM	9496377189	0481-2563083
Head Accountant			
2.	Mrs. Jeeja Joseph	9400845249	0481-2790074
L.D. Clerks			
3.	Sr. Aleena SVM	9497055596	0481-2312543
4.	Sr. Jisha George	8943870052	0481-564161
5.	Sr. Akhila SVM	8281454939	0481-2575939
Librarian			
7.	Sr. Gracena SVM	9496251034	0481-2565760
Library Assistant			
8.	Mrs. Mary K.L.	9747565339	
9.	Mrs. Elsamma Jacob	9048526417	0481-2310526
Laboratory Staff			
10.	Mrs. Salamma P.K.	9562667886	
11.	Mrs. Sheela Mathew	9846907922	04829-269285
12.	Mrs. Mini V.M.	9447680889	0481-2837280
13.	Mrs. Lissy Joseph	9539449502	0481-2312527
Self Financing Staff			
14.	Sr. Mathews	9645133954	
15.	Ms. Manju Annie Punnen	9495235345	
16.	Mrs. Kochumol Tomy	9496415011	
17.	Mrs. Jishi Bijo	9562316819	
18.	Mrs. Bindu Alex	9447775919	
19.	Mrs. Jaisy Chandy	9947396068	

Work Supervisor

20. Mr. Jose Punnan 9495538697

Guest Typist

21. Ms. Anupama T.M. 9847348418

Guest Staff

22. Mrs. Ancy George 9562572927
23. Mrs. Semeena Mathew 9995314042
24. Mrs. Mini Alexander 9744457382
25. Mrs. Sheeja Joseph 9747606825
26. Mrs. Lissy K.C. 8547786528
27. Mrs. Jessy Joseph 8547674229
28. Mrs. Aiswarya Sabu A.S. 9656691673
29. Mrs. Taniya Kuruvila 8075448528

Mechanic

30. Mr. Shiju Joseph 9496117391

Co-operative Society

31. Mrs. Lekha Lukose 9847764171
32. Mrs. Pushpa Reji 9495596788

Security

33. Mr. Thomas Chilampath 9048422925
34. Mr. Philip E.J. 9605581128

Canteen

35. Mrs. Sheeba Saju 9496136281
36. Mrs. Kunjumol Regi 9562659218
37. Mrs. Santhamma Jacob 9656566564

OFFICE BEARERS 2020 - 2021

College Council Secretary	: Dr. AnnuThomas
IQAC	: Dr. Stephy Thomas : Dr. Teena Annah Thomas : Fr. Philmon Kalathra : Dr. Annu Thomas : Dr. Ipe Varghese : Mr. Anil Steephen : Dr. Reeja PS, : Ms. Ponnu Liz Malieckal : Ms. Priya Thomas : Mr. Jipin V Jimmy : Dr. Elizabeth.V.John : Merin Paul (student representative)
Staff Secretaries	: Dr. Elezabeth Basil, Dr. Anu Varghese Ms. Anju Annette Cherian
Senior Assistants of Examinations:	Mr. Luke Leon Kurian, Ms. Phiona Elizabeth Joshy Ms. Sona SairaTharian
Verification of Internal Marks	: Ms. Suman Abraham Mr. Rajesh P C Ms. Alphonsa Kurian Ms. Divya S Ms. Jini Jacob
College Union Advisors	: Dr. Neethu Varghese Mr. Anil Steephen Ms. Anu Varghese Ms. Suman Abraham
Zero Credit Course Co-ordinator:	Ms. Smitha Joseph
Certificate Course Co-ordinator	: Ms. Priya Thomas Ms. Ansmol George

Remedial Coaching Co-ordinator:	Ms. Riya Susan Scariah Ms. Emi Mathew Ms. Anna Thomas
ASAP Co-ordinator	: Dr. Nithya Mariam John Ms. Minu Alex
Returning Officer	: Dr. Ajis Ben Mathews
Freeships Co-ordinators	: Ms.Emi Mathew Ms. Riya Susan Scaraiah
Student Support Co-ordinators	: Dr. Ipe Varghese : Ms. Gayathri Das
PTA	: Dr. Naveena J Narithookil Ms. Ann Johns Ms. Rittu Susan Babu
Women's Cell	: Ms. Ponnu Liz Malieckal Dr. Reeja PS Ms. Divya S Anjali Sajeev (student representative)
UGC/RUSA Co-ordinators	: Dr. Stephy Thomas Mr. Jipin V Jimmy Swekha Sarah Jacob (student representative)
Admission Committee	: Dr. Annu Thomas, Ms. Neethu Varghese Ms. Ponnu Liz Malieckal Dr. Elizabeth V John Ms. Elizabeth Johnny Mr. Jaise James
Nature Club & BhoomitraSena	: Dr. Peter K Mani

- Sr. Savio Elocution Competition : Dr. Ajis Ben Mathews
Mr. Rajesh P.C
Mr. Anil Steephen
Ms. Suman Abraham
- CSM/Xavier Board/AIACHE : Dr. Annu Thomas
Mrs. Shalini Thomas
Ms. Elizabeth Johny
Ms.Sharon Maria Stephen
Theresa Paul
(Student Representative)
- NSS : Fr. Byju Mukalel
Dr. Elizabeth V John
Gayathri P.K.
(Student Representative)
- NCC Programme Office : Dr. Reeja PS
Ms. Elizabeth Johny
SUO Dona Shaji
(Student Representative)
- College Magazine Committee : Mr. Anil Steephen
Ms. Ponnu Liz Malieckal
Dr. Naveena J Narithookil
Anju Susan Koshy
Maneesha Mathew
Aparna Raju, Amala Soy
(Student Representatives)
- College Calendar : Mr. Jipin V Jimmy
Ms. Anju Annette Cherian
Mr. Jaise James
- College Log Book : Principal
Ms. Aneha Hepzibah Solomon

- Grievance Redressal Committee : Dr. Teena Annah Thomas
Fr. Philmon Kalathra
Dr. Stephy Thomas
Dr. Annu Thomas
Dr. Ipe Varghese
Ms. Merin Paul (III B Com)
- Documentation & Media Facilitation : Mr. Jaise James
Ms. Anina Jose
Ms. Maneesha Sunder
- Teacher Evaluation : IQAC
- Discipline Committee : Fr. Philmon Kalathra
Dr. Stephy Thomas
Dr. Annu Thomas
Dr. Ajis Ben Mathews,
- all HoDs & NCC Unit.
- System Administrators : Mr. Jaise James
Dr. Stephy Thomas
- Entrepreneur Development Cell : Mr. Jaison M C,
Ms. Elizabeth Johnny
Ms. Rittu Susan Babu
- Campus Recruitment Committee: Dr. Ipe Varughese
Ms. Priya Thomas
Ms. Divya S
Mr. Jaison MC
Ms. Harsha Thomas
- Library Committee : Dr. Naveena J Narithookil
Mr. Bijoy Thomas
Mr. Byju Mukalel
Ms. Smitha Joseph
- CBCSS/Open Course Co-ordinato : Dr. Ajis Ben Mathews
Ms. Haripriya.S
- BCM Beams/Alumni Committee: Dr. Annu Thomas
Ms. Ann Johns,

	Dr. Nithya Mariam John Sr. Sheena M U
Anti-ragging/anti-harassment Committee	: Dr. Teena Annah Thomas Fr. Philmon Kalathra Dr. Stephy Thomas Dr. Annu Thomas, Mr. Anil Stephen Ms. Jeeja Joseph Sr. Ann Maria & Sr. Aleena Athira Ashokan (Student Representative) Arya P.K. (Student Representative)
Sajeev Prayogshala/Live labs:	
College Canteen & Coffee Shop	: Department of Food Science and Quality Control
Little Flower Nursery	: Department of Family & Community Science
Student Amenity Centre	: Department of Commerce Campus Radio English (Triple Main)
Software updation of Systems Department of Computer Science	
On -the- spot Inspection Squad	: All HoDs
Mentoring	: Dr. Naveena J Narithookil Dr. Annu Thomas
Research & Development & Journal Club	: Dr. Annu Thomas Dr. Ipe Varghese Dr. Neethu Varghese Dr. Reeja PS Ms. Shalini Thomas Ms. Riya Susan Scariah Ms. Smitha Joseph

Walk with the Scholar	: Mr. Jipin V Jimmy
Scholar Support Programme Officer :	Ms. Elizabeth Johny
Tutorial System	: Ms. Jaisy Joy Dr. Nithya Mariam John
Anti-Narcotic Cell /	
De-addiction club	: Fr. Philmon Kalathra, Dr. Ajis Ben Mathews, Ms. Priya Thomas Mr. Jaison M C
Online TCS/Attendance	
Co-ordinator	: Ms. Jaisy Joy
Internal Mark Generation	: Mr. Liju Alex
Uniform Committee	: Dr. Elezabeth Basil Ms. Anju Annette Cherian Ms. Indu Abraham
Ethics Committee	: Dr. Stephy Thomas Sr. Sheena M U Ms. Shalini Thomas Arya S. (Student Representative)
Young Innovators Programme	: Mr. Bijoy Thomas Ms. Tintu Jobin
Intellectual Property Rights Cell :	Ms. Phiona Elizabeth Joshy
ID Card preparation	: Department of Computer Science Mr. Jaise James
Electoral Literacy Club	: Ms. CA Reshma Rachel Kuruvilla Ms. Aneha Hepzibah Solomon Ms. Angitha Jeesis
Authorities as per right to information	
act appellation authority	: Dr. Teena Annah Thomas
Public Information Officer	: Dr. Stephy Thomas
Assistant Public Information Officer	: Ms. Jeeja Joseph
LMS Administration	: Dr. Annu Thomas Dr. Reeja P S

	Dr. Elizabeth V John
	Mr. Bijoy Thomas
Unnath Bharat Abhiyan	: Dr. Ipe Varghese
Ek Bharat Shreshtha Bharat Club	: Dr. Elizabeth V John
	Anna Treesa Saji, II B.Sc Physics (Student Representative)
Website updation All HoDs	

**STUDENT REPRESENTATIVES IN ACADEMIC/
NON ACADEMIC BODIES**

Anti-Harassment Cell	: AthiraAshokan, II BSc FACS
Anti Ragging Cell	: Arya P K, II BA Sociology
Catholic Students Movement (CSM)	: Theresa Paul, II BCom F&T
College Magazine Committee	: Anju Susan Koshy, III B.A Eng M1 Maneesha Mathew, III B.A Eng M1 Aparna Raju, II B.Sc Chemistry Amala Soy, II B.Sc Chemistry
Ek Bharat Shreshtha Bharat (EBSB)	: Anna TreesaSaji, II BSc Physics
Election - Grievance Redressal Cell	: Swekha Sara Jacob II B.Com Anitta Sunny II B.Sc Mathematics
Ethics Cell	: Arya S, II BSc Comp. Science
Equal Opportunity Cell	: Suchithra Surendran, MSW: Athira Sekhar, III DC Botany
Grievance Redressal Cell	: Merin Paul, III B.Com F&T
Internal Quality Assurance Cell (IQAC)	: Merin Paul, III B.Com F&T
Library Cell	: Leena Thomas, II BA History
NCC	: SUO Dona Shaji, III BA Economics
NSS	: Gayathri P K, II BA Eng MI: Anitta Sunny, II BSc Mathematics
Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	: Swekha Sarah Jacob, II BCom F&T
Women's Cell	: Anjali Sajeev, III BA Sociology

CLASS TEACHERS 2020-21

Department	Class	Name of Teachers in Charge
English	II M.A. (Aided)	Mrs. Riya Susan Scariah
	I M.A.	Mr. Bijoy Thomas
	II M.A.(S.F.)	Ms. Sona Saira Tharian
	I M.A	Ms. Aneha Hepzihah Soloman
English (Model I)	III D.C.	Mrs. Neethu Varghese
	II D.C.	Dr. Nithya Mariam John
	I D.C.	Mrs. Ancy Cyriac
(Model II)	III D.C.	Mrs. Ponnu Liz Maileckal
	II D.C.	Mrs. Minu Alex
	I D.C.	Mrs. Phiona Elizabeth Joshy
(Model III)	III D.C.	Miss Jeslin Anna Gigo
	II D.C.	Miss Anju Jacob
	I D.C.	Miss Haripriya H.
Mathematics	II M.Sc.	Mrs. Salma Mary Abraham
	I M.Sc.	Mrs. Anu Varghese
	III D.C.	Mr. Liju Alex
	II D.C.	Mrs. Ann Johns
	I D.C.	Dr. Stephy Thomas
Physics	III D.C.	Dr. Elizabeth V. John
	II D.C.	Miss Shreekala U.
	I D.C.	Mrs. Smitha Joseph
Chemistry	III D.C	Mrs. Archana Kumari T.S.
	II D.C.	Dr. Radhika S.
	I D.C.	Miss Merlin Thomas
Botany	IIID.C.	Ms. Archana G. NAir
	II D.C	Ms. Antu Maria Jose
	I D.C.	Ms. Vandana P. Nair

Zoology	III D.C	Dr. Elezabeth Basil
	II D.C.	Ms. Emi Mathew
	I D.C.	Ms. Priya Thomas
FACS	II M.Sc.(S.F.)	Ms. Praseetha P.S.
	I M.Sc.	Ms. Jenishamol Antony
	III D.C. (Aided)	Ms. Sharon Mary Xavier
	II D.C.	Ms. Jesna John
Sociology	I D.C.	Ms. Indu Abraham
	III D.C.	Ms. Alphonsa Kurian
	II D.C.	Dr. Reeja P.S.
History	I D.C.	Ms. Anna Thomas
	III D.C.	Ms. Aryalakshmi M.
	II D.C.	Dr. Ajis Ben Mathews
Economics	I D.C.	Ms. Suman Abraham
	III D.C.	Ms. Shalini Thomas
	II D.C.	Ms. Merlyin Mary Baby
Commerce	I D.C.	Ms. Deltta Kurian.
	III D.C(Aided)	Ms. Elizabeth Johny
	II D.C.	Mr. Jiny Joy
	I D.C.	Ms. Anju P. Tom
	II PG (SF)	Ms. Jini Jacob
	II PG	Ms. Tintu Jobin
	III D.C.	Ms. Chinnumol Sasindran
	II D.C.	Ms. Harsha Thomas
	I D.C.	Ms. Parvathy G. Krishnan.
Food Science	III D.C.	Ms. Rittu Susan Babu
	II D.C.	Ms. Abiya Liya Thomas
	I D.C.	Ms Jiji Thankachen
Computer Science	III D.C.	Ms. Angitha Jeesis C.
	II D.C.	Ms. Remya Stephen
	I D.C.	Ms. Ansmol George
Social Work	II PG	Sr. Sheena M.U.
	I PG	Ms. Jeslet T.

PROGRAMMES OF STUDY

CBCS UNDERGRADUATE PROGRAMMES

Regular (Model-1)

- B.A. History
Economics
Sociology
English Language & Literature (Model I)
English Language & Literature (Model II)
- B.Sc. Mathematics
Physics
Chemistry
Botany
Zoology
Family & Community Science
- B.Com. (Finance & Taxation) (Elective Subject)

Self Financing

- B.Sc. Food Science & Quality Control
B.Sc. Computer Science
B.Com. Computer Application
B.A. English Literature, Communication & Journalism
(Model III Triple Main)

The Degree programmes consists of:

- ⊙ **Common Courses** : 1. English
: 2. Additional Languages
(Malayalam/Hindi/ French/Syriac)
- ⊙ **Core Courses**
- ⊙ **Complementary Courses**

Department Complimentary Subjects– 2020-2021

CORE

1. English Model I
Model II

2. Mathematics

COMPLIMENTARY

Psychology
English For Buisness
Communication, IT

Statistics
Physics

3. Physics	Mathematics Chemistry
4. Chemistry	Physics Mathematics
5. Botany	Chemistry Zoology
6. Zoology	Botany Chemistry
7. Family and Community Science	Chemistry Zoology
8. History	Sociology Economics
9. Economics	Psychology History
10. Sociology	Economics History
11. Food Science and Quality Control	Chemistry Zoology
12. Computer Science	Mathematics Electronics

Open Courses Offered by Various Departments

Department	Open Courses
English (Model 1 & 2)	English for Careers
Mathematics	Applicable Mathematics
Physics	Physics In Daily Life
Chemistry	Chemistry in Everyday Life
Botany	Agribased Micro-enterprises
Zoology	Human Genetics, Nutrition, Community Health and Sanitation
F.A.C.S.	Self Empowerment Skills
History	Social Implications of Modern Revolution
Economics	Fundamentals of Economics
Sociology	Fundamentals of Psychology
Commerce	Fundamentals of Accounting

Physical Education	Physical, Health and Life Skill Education
F.S.Q.C.	Food Facts and Principles
Computer Science	Computer Fundamentals, Internet and MS Office

POST GRADUATE PROGRAMMES

Aided Courses

1. M.Sc. Mathematics
2. M.A. English Literature

Self Financing Courses

1. M.A. English Language and Literature
2. M.Sc. Home Science (Child Development & Behaviour Science)
3. M.Com. (Finance)
4. M.Com. (Taxation)
5. Master of Social Work

Among the above mentioned courses offered Social work is co-educational.

The norms of admission to these Courses are in accordance with the stipulation of M.G. University for self financing P.G. programmes.

The programme is approved by the Government of Kerala and the Mahatma Gandhi University as a self-financing programme from 2002-2003 onwards. Admission is open to both boys and girls. Selection of 50% of the candidates will be based on the entrance examination conducted by M.G. University in June / July every year, for which application is invited during May / June. The remaining 50% seats is filled by the management. The course is of two year duration organized in four semesters with specialization in:

- 1. Medical & Psychiatric Social Work**
- 2. Rural & Urban Community Development**
- 3. Family and Child Welfare**

CAREER ORIENTED COURSES (ADD-ON COURSES)

The following are the career oriented courses offered to the students:

1. Journalism & Mass Communication
2. Computer Applications
3. Electronic and Electrical Equipment Maintenance

4. Travel and Tourism
5. Aesthetic Treatment from Nature

Certificate Courses

Name of Course

1. Travel and Tourism
2. Journalism and Mass Communication
3. Electronic and Electrical Equipment Maintenance
4. Computer Applications
5. Aesthetic Treatment from Nature
6. Nature and Scope of Archaeology in India
7. Entrepreneurship Development
8. Guidance and Counselling in Everyday Life -Certificate course
9. Safe Food Handling Techniques-Hygiene Management
10. Mushroom Cultivation
11. Detergent Chemistry
12. Bioplastics
13. Ornamental fish breeding- Culture and management
14. Our Universe-The world around us
15. Child Rights and Protection Systems -Diploma
16. Life Skill Education
17. Certificate in Office Automation
18. Java
19. ASP. NET
20. Computer Hardware and Maintenance
21. Certificate in Web Programming Using PHP
22. Ubuntu
23. Surface Ornamentation Techniques
24. Tally
25. Introductory Mathematics for Competitive Exams-Certificate course
26. Research Methodology and Data Analysis
27. Radio and New Media
28. Life skill management

Zero Credit Course

- FACS - Adlescent Health
- Zoology - Community Health and Education
- English - Interview Skills, CV preparation and Group Discussion
- Sociology - Life Skill Education
- FSQC - Grooming And Personal Hygiene
- Malayalam- ജൈവസാക്ഷരത

Choice Based Credit System (CBCS)

Applicability: All the provisions of the regulation are applicable to programmes under distance/private mode except the provisions specifically applicable to regular college and regular students.

Programmes offered: Only Model I streams of B.A and B.Com programmes with complementary courses, common courses, electives, open courses and core courses under the following faculties are offered through distance/private mode.

1. Faculty of Social Sciences

- a) History b) Politics c) Economics d) Islamic History
e) Sociology f) Philosophy

2. Faculty of Language and Literature

- a) English b) Sanskrit c) Malayalam d) Hindi e) Arabic
f) French g) Cyriac

2. Faculty of Commerce

- a) Finance & Taxation b) Computer Application

Common Course II: Only the following languages are allowed as Common Course II

- a) Malayalam b) Hindi c) Sanskrit d) Arabic e) Tamil

Internal marks and minimum for pass Internal evaluation will be made on the basis of an OMR Test of 15 minutes duration with 20 multiple choice questions of 1 mark each. The examinations will be conducted just before the beginning of each external examination of the respective course without affecting the duration of the external examination. There is no minimum mark for internal examination. For External examination the minimum mark is 30% and for a pass, the minimum mark is 35% for both internal and external.

General essay: In lieu of the course 'Project' for the regular mode, an exam on 'General Essay' will be conducted based on all compulsory core courses of final semester. Candidates will be asked to answer a prescribed number of questions out of a set of choices. Internal examination for 'General essay' will be conducted from 20 multiple choice questions of 1 mark each covering all the compulsory core courses of the 6th semester.

Registration for additional degree/Optional Change/common course/stream change etc.

For registrations involving change of core courses, common courses, additional degrees etc. university orders issued from time to time will be applicable.

1. Clause: The maximum continuous twelve semesters for successful completion of the programme shall be counted from the initial admission of the student to the first semester of the programme, irrespective of readmission.

2. Clause: The betterment chance can be availed for semester or semesters of one's choice. In such cases, one has to appear for external examinations of all the courses of that particular semester(s). There is no provision for betterment of internal evaluation marks as well as marks for Practicals/Project/Viva/On the job training.

3. Clause: Student who take readmission as per CBCS regulation 2017 shall appear for internal and external examinations of all theory and practical courses of previous semesters which he/she had completed under CBCSS regulation 2013.

Clause 7.7. The practical examination of such programmes, for which the syllabus provides for conducting the examination in all semesters, shall be conducted accordingly. Where Practical Examinations are conducted in odd semesters as a separate course, the marks shall be 80 for external evaluation and 20 for internal evaluation. The marks for internal evaluation in such cases are as per clauses 11.2(d).

Clause 11.- For programmes having on the job training courses (OJT), if there is no external evaluation and the marks are to be awarded fully by internal examiners, the total marks of 100 shall be divided into 20:80 similar to the other courses.

Clause 11.2 (d) - For Practical Examinations conducted in odd semesters as a separate course, where marks for external evaluation is 80 and marks for internal evaluation is 20.

Components of Internal Evaluation	Marks
Attendance	4
Test paper (2x4)	8
Record	8
Total	20

1. Clause 19 (b) With practical: The Total marks in the last column of Sl. No. 1 is corrected as 10 instead of 20.
2. Clause 22, Annexure I: The Total given just above total credit points in the Model Mark cum Grade Card is deleted as there is no need to show total marks semester-wise.
3. Clause 22, Annexure II:- In the Model Grade Card, the name of examination is corrected as Sixth semester instead of first semester.

7. Scheme and Syllabus

- 7.1. The U.G. programmes shall include **(a)** Common Courses I and II, **(b)** Core Course(s), **(c)** Complementary/Vocational Courses, and **(d)** Open Course.
- 7.2. There shall be one Choice Based course (Elective Course) in the sixth semester. In the case of B.Com Programme there shall be an elective stream from third semester onwards.
- 7.3. Credit Transfer and Accumulation system can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break.
- 7.4. A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual courses. If a candidate secures **F Grade** for any one of the courses offered in a Semester/Programme, **only F grade** will be awarded for that Semester/Programme until he/she improves this to **D Grade** or above within the permitted period. (See Clause 5.3)
- 7.5. Students who complete the programme with “D” grade in the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017” will have one betterment chance within 12 months, immediately after the publication of the result of the whole programme.
- 7.6. Students discontinued from previous regulations CBCSS 2013, can pursue their studies in the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017” after obtaining readmission. These

students have to complete the programme as per the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017”.

- 7.7. The practical examinations (external/internal) will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes which need to conduct practical examinations at the end of odd semesters.

8. PROGRAMME STRUCTURE

Model I BA/B.Sc.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	22
d	Credits required from Common Course II	16
e	Credits required from Core course and Complementary courses including Project	79
f	Open Course	3
g	Minimum attendance required	75%

Model I/II B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	14
d	Credits required from Common Course II	8
e	Credits required from Core and Complementary /Vocational courses including Project	95
f	Open Course	3
g	Minimum attendance required	75%

Model II BA/B.Sc.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	16
d	Credits required from Common Course II	8
e	Credits required from Core + Complementary + Vocational Courses including Project	93
f	Open Course	3
g	Minimum attendance required	75%

Model III BA/B.Sc./B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	8
d	Credits required from Core + Complementary + Vocational Courses including Project 1	09
e	Open Course	3
f	Minimum attendance required	75%

9. Examinations

9.1 The evaluation of each paper shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

9.2. The internal to external assessment ratio shall be 1:4.

Both internal and external marks are to be rounded to the next integer.

All papers (theory & practical), grades are given on a **7-point scale** based on the total percentage of marks, **(ISA+ESA)** as given below:-

Percentage of Marks	Grade	Grade Point
95 and above	S Outstanding	10
85 to below 95	A+ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B+ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5
35 to below 45	D Pass	4
Below 35	F Failure	0
	Ab Absent	0

10. Credit Point and Credit Point Average

Credit Point (CP) of a paper is calculated using the formula:-

$CP = C \times GP$, where C is the Credit and GP is the Grade point

Semester Grade Point Average (SGPA) of a Semester is calculated using the formula:-

$SGPA = TCP/TC$, where TCP is the Total Credit Point of that semester.

Cumulative Grade Point Average (CGPA) is calculated using the formula:-

$CGPA = TCP/TC$, where TCP is the Total Credit Point of that programme.

Grade Point Average (GPA) of different category of courses viz. Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course is calculated using the formula:-

$GPA = TCP/TC$, where TCP is the Total Credit Point of a category of course.

TC is the total credit of that category of course

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below:

GPA	Grade
9.5 and above	S Outstanding
8.5 to below 9.5	A+ Excellent
7.5 to below 8.5	A Very Good
6.5 to below 7.5	B+ Good
5.5 to below 6.5	B Above Average
4.5 to below 5.5	C Satisfactory
3.5 to below 4.5	D Pass
Below 3.5	F Failure

11. Marks Distribution For External And Internal Evaluations

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

11.1 For all courses without practical

a) Marks of external Examination : 80

b) Marks of internal evaluation : 20

Components of Internal Evaluation of theory	Marks
Attendance	5
Assignment /Seminar/Viva	5
Test papers (2x5=10)	10
Total	20

11.2 For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.

For all courses with practical

- a) **Marks of external Examination : 60**
- b) **Marks of internal evaluation : 15**

Components of Internal Evaluation	Marks
Attendance	5
Assignment /Seminar/Viva	2
Test papers (2 x 4)	8
Total	15

(c) For practical examinations total marks for external evaluation is 40 for internal evaluation is 10

Components of Internal Evaluation of Practical	Marks
Attendance	2
Test paper (1 x 4)	4
Record*	4
Total	10

*Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

11.3 For Projects

- a) **Marks of external evaluation : 80**
- b) **Marks of internal evaluation : 20**
- c)

Components of External Evaluation of Project	Marks
Dissertation (External)	50
Viva-Voce (External)	30
Total	80

*Marks for dissertation may include study tour report if proposed in the syllabus.

Components of Internal Evaluation of Project	Marks
Punctuality	5
Experimentation/data collection	5
Knowledge	5
Report	5
Total	20

Attendance Evaluation for all papers

% of attendance	Marks
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

(Decimals are to be rounded to the next higher whole number)

13. Assignments

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

14. Seminar/Viva

A student shall present a seminar in the 5th semester for each paper and appear for Viva-voce in the 6th semester for each course.

Internal Assessment Test Papers

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

External Examination and Project

The external examination of all semesters shall be conducted by the University at the end of each semester.

All students have to do a project. This project can be done individually or as a group of 3 students. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University.

Grievance Redressal Mechanism

The internal assessment is not used as a tool for personal favour or vengeance. In order to ensure this, students are given the right to know how the teacher arrived at the grade. Yet, if there exists any grievance from the students, a three level Grievance Redressal Mechanism is envisaged to address it. The students can appeal to the upper level only if the grievance is not satisfactorily addressed by the lower level.

1. **Department Level:** It is chaired by the Head.
2. **College Level:** The Principal is the Chairman of this committee. It has a Co-ordinator, HOD of the concerned department and a senior teacher nominated by the College council as its member.
3. **University Level:** It is constituted by the Vice-Chancellor.

ADMISSION PROCEDURE OF THE COLLEGE

1. The students are admitted to the under graduate and post graduate courses through the Centralised Allotment Process (CAP) introduced by M.G. University from the academic year 2010-2011. The college admits qualified students of all castes and creeds.
2. As far as the institution is concerned the guardian of the ward at the time of admission will be guardian for all purposes till completion of course.
3. Application for community / management seats must be made in the prescribed form available at the College office.
4. Candidates for admission to the degree programmes must present (1) Transfer Certificate from the School / College last attended (2) Course and Conduct Certificate (3) Pass Certificate (4) Migration Certificate or Eligibility Certificate (for students coming from other universities) (5) S.S.L.C. Book for reference only and (6) Two passport size photographs.
5. Original certificates submitted at the time of admission will not be returned to the students during the course of study. Students are therefore, directed to keep true copies of the same before submitting the original for admission.
6. The first instalment of tuition fee and other fees will be collected on the day of admission. No student will be enrolled or allowed to attend the classes until the fees due from him or her has been paid.
7. Students who are admitted after the re-opening day will lose attendance for the days preceding admission and the days so lost will be counted as days of absence for recording attendance for the year. As far as the institution is concerned the Guardian of the ward at the time of admission will be the guardian for all purposes till completion of course.

COLLECTION AND REFUND OF FEES

1. Tuition fees will be collected either in lump sum at the beginning of the year or in instalment at the beginning of each term or semester as the case may be.

2. If any student fails to pay the fees on the due date, she/he shall be liable to pay a fine of Rs. 5/- along with fees on or before the 7th working day after the due date. Fees will be received in the office only till 3 p.m.
3. If the fees with the fine Rs. 5/- is not paid on or before the 7th day after the due date a fine of Rs. 10/- will have to be paid.
4. If the fees and fines are not paid within 15 days, from that date the name of the student will be entered in a special register of de-faulter. The attendance of the student would also be taken everyday as usual and her presence or absence would be marked. If the student settles the arrears of fees with fines before the last opportunity given for such a settlement she/he would be granted attendance as per actual presence or absence as recorded. The students who fail to settle the dues to the college within the last date prescribed will be removed from the rolls of the college. The last opportunity for clearing one instalment will be the date previous to the due date for the succeeding instalment.

For purpose of fee collection etc. the months during which the college remains open are divided into three terms i.e; 1st term, 2nd term & 3rd term. The three terms shall comprise the following months.

- I 1st term - June to September (Both inclusive)
- II 2nd term - October to December -do-
- III 3rd term - January to April -do-

The students will be admitted to the 2nd term only if they clear the dues of the 1st term, and so also to the 3rd term only if the dues are cleared of the 2nd term. The last instalment viz the fees for January should be paid before February.

5. Students who are admitted only for a term should pay one third of the tuition fee for the year together with the full miscellaneous fees.
6. Students shall be liable to pay the prescribed fees for the whole term during any part of which their name is on the rolls of the institution.
7. Dates for the collection of tuition fees in 3 instalments for the various classes is shown in this calendar.

8. For all payments made a receipt will be issued forthwith and in the event of doubt arising the receipt must be produced.
9. Fees once paid will not be refunded.

ISSUE OF CERTIFICATES

1. Application for the issue of any certificate shall be made in the prescribed form obtained from the college office.
2. Transfer Certificate shall be issued only after the payment of all dues to the college and the college hostel. **The Conduct Certificate is a document which the student has to earn. It will not be issued as a matter of course.**
3. Generally a notice of 24 hours is necessary for the issue of a certificate. No certificate will be sent by post unless the transmission charges are prepaid.
4. S.S.L.C. book, marklist, etc. have to be claimed at least within a year after leaving the college. The college office cannot be held responsible for any damage or loss to the certificates left unclaimed by the student.

STUDENT SUPPORT SYSTEMS

In order to attain the overall development of the students, this Institution facilitates the functioning of various co-curricular activities along with curricular activities. To attain this objective, election contests, discussions, debates, excursions, lectures and occasional social functions, quiz competitions, seminars etc. will be organised. Students are advised to take active participation in the activities of various clubs like, Tourism Club, Bhumithra Sena, Women's Club, Sahitya Samajam, Cinema Club, in addition to the departmental clubs. Together with PTA and alumni associations, teachers backbone this venture effectively.

COLLEGE UNION AND AFFILIATED ASSOCIATIONS

All students of the college will be members of the college union. The office bearers of the union are elected by the students and the election is not based on any political basis. The Principal will be the patron of the college union and the affiliated associations. All the

members of the teaching staff of the college will be honorary members of the union and of all affiliated associations.

All B.A., B.Sc., B.Com. and P.G. departments have their subject associations affiliated to the college union. The secretaries of the affiliated associations are elected by the members of the respective associations. The Heads of the departments will be the ex-officio presidents of the associations relating to their departments.

COLLEGE MAGAZINE

College magazine is published once a year. Students should make it their concern to maintain its tone and interests. They should also contribute their best literary and artistic efforts to keep up its high standard.

NATIONAL SERVICE SCHEME

National Service Scheme (N.S.S.) promotes respect for labour, discipline, Gandhian principles, national integration and work culture. The students are guided and directed by the programme officers. N.S.S. is a cradle for leadership training and for learning the fundamentals of group dynamics, and thereby, ensures success in life and personality development. The N.S.S. unit of our college is actively engaged in organic farming, providing food to Navajeevan projects, road safety awareness programmes, etc.

NATIONAL CADET CORPS

National Cadet Corps (N.C.C.), with the motto 'Unity and Discipline', aims to develop character, patriotism, spirit of adventure and leadership qualities among students. N.C.C. Unit of B.C.M. College started in 2013 with 18 cadets. Presently there are 108 cadets. It engages in Nation building activities like Swachh Bharath Mission and social service activities like visiting the marginalised. The cadets participate in national integration camps both inside and outside Kerala. They regularly participate in Republic and Independence Day Parades in Police ground, Kottayam. They assist the police to control traffic in front of the college. They pilot and give guard of honour to the delegates' visiting the college.

CATHOLIC STUDENTS' MOVEMENT

Catholic Students' Movement (C.S.M.) aims at the Catholic value formation of the Catholic students and the irradiation of the same to the society. Arranging College morning prayer service, facilitating Holy Mass on first Friday of every month, Rosary Service in October and organization of annual retreat are regular activities of C.S.M. Every Catholic student of the college is expected to be a member of C.S.M.

BCM OJASS

BCM Outreach Joint Action to Strengthen Society (OJASS) was started in the year 2009 with the objectives of undertaking welfare programmes of the college and extension activities of Department of Social Work. Important activities initiated by the society are:

i) Education Revolving Finance Scheme for providing educational support to economically weak students.

ii) Education and Personality development programme for the children in tribal settlement which includes provision of education aids, awareness sessions, personality development programmes, providing library facilities, etc.

iii) It has been appointed as the district nodal agency for CHILDLINE (a project of Ministry of Woman and Child Development of the Central Government).

iv) It has adopted a Tribal colony in Kanthaloor Panchayath of Idukki District for educational development project.

MENTORING SYSTEM & VALUE EDUCATION

Each class is placed under the special care of a teacher. This class teacher will have personal contact with her/his students and thereby help them grow as better human beings. She/he may give them proper guidance in matters of study and conduct within and outside the class room. The teachers are also encouraged to arrange programmes of their choice for the cultural, social and intellectual growth of their students. This teacher is the immediate authority of that class in all its day to day affairs. The weekly classes for value education of 45 minutes duration is handled by resource persons/class teachers.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) was established in January 2004. Members of IQAC meet once a month and evaluate the activities of the college. This serves as a mechanism for internal quality check. The IQAC gives the necessary suggestions to the college council, and the Principal for improvement of quality. Annual quality assurance report is sent every year to the NAAC along with the proposed plan for the coming year.

GRIEVANCE REDRESSAL CELL

The College has formed a Grievance Redressal Cell in order to address and resolve any grievance of the staff and the students. A grievance redressal box has been placed in front of the office. The issues are taken up at the end of every week by the grievance redressal cell formed by the College.

RESEARCH CELL COMMITTEE

The College has a Research Committee consisting of the Principal and four faculty members to monitor and address the issues of research. The committee provides timely intimation of the research schemes, identifies the research opportunities and funding agencies and encourages the faculty and students to conduct subject related research work. It also evaluates and monitors the research projects which were undertaken by the faculty and students.

PARENT - TEACHER ASSOCIATION

The P.T.A. is formed with the main aim of fostering and promoting healthy relationship among the members of the teaching staff, the students and the parents of students. The association has enabled to create an interest for the smooth working and progress of the college and for maintaining good discipline and high academic standards. Class-wise P.T.A. meetings are conducted every academic year.

ALUMNI ASSOCIATION - B.C.M. BEAMS

The Alumni Association of the college functions well. The aims and objectives of the association are:-

- ◆ To keep the alumni in constant touch with their Alma-mater.
- ◆ To co-operate with and contribute towards the growth of the mother institution.
- ◆ To mobilise financial assistance for the developmental activities of the college.
- ◆ To help the college for attaining the objectives of higher education.

Every year October 2nd is celebrated as B.C.M. Beams day.

FACILITIES

1. Hostel: Students who do not live with their parents/guardians should as a rule reside in the college hostel. Only students of B.C.M. College are generally allowed to reside in the hostel. The management and day to day administration of the hostel will be by Rev. Sisters appointed by the Manager.

All matters connected with the hostel will be dealt with by the warden and if needed by the Principal. All inmates will have to obey the rules and regulations of the hostel.

2. Automated College Library / Reading Room: The college library performs a vital function in the educational process as it is the key source of information for the academic community. Our library is a treasure house of information, inspiration and recreations. The library has at present a collection of over 46,000 books, 42 periodicals and 29 Journals. The library functions from 9 am to 5.30 pm. The college library is kept open on all days except on Sundays and public holidays. Only the staff and students of the college are members of the library. No outsider is allowed to enter the library without the prior permission of the librarian or the principal. Strict silence should be observed in the library and at the property counter. Students are not allowed to make any marking or underlining in the books or periodicals belonging to the library or disfigure them in any other way. Books are loaned to the Degree students for a period of one week and to the P.G. students for 2 weeks. The staff and students are requested to go through the LIBRARY GUIDE for full details. Internet and photocopying facilities are provided in the library premises.

Books taken from the library must be returned within two weeks of the date of issue, failing which a fine of Re.1 per day will be charged. Books must be handled with care. Mutilation of books and magazines is a serious offence and the borrowers will have to replace the damaged books at their cost. Sub lending of books is strictly forbidden. Silence shall be strictly observed in all parts of the library.

3. Auditorium: The auditorium which has the capacity of housing 2000 people, is used for all major functions of the college.

4. Sr. Savio Memorial Audio-Visual Hall: Fully airconditioned and ICT enabled the audio-visual hall is used for conducting association programs, staff meetings, seminars, lectures, workshops etc.

5. Co-operative Store: The Co-operative store was started in the year 1976 and functions with the objectives of encouraging values of co-operation and self reliance for both staff and students. It also aims at selling books, stationery and other articles to its members at subsidized rates. The store committee is managed by elected representatives of staff and students.

6. Language Lab : The language lab assists in effectively improving the communicative skills of students in the English language. It has been revamped with the addition of 30 computers and latest relevant materials.

7. Computer Centre: The college has two computer centres functioning now, as the syllabi is modified with the inclusion of information technology as a subject for all programmes. Students make use of the computer centre for their studies.

8. Counselling Centre: A counselling centre is functioning in the college with qualified counsellors extending their service to the students. It is mandatory for every student to meet the counsellor during the academic year.

9. Smart Line: A counselling programme initiated by the Department of Family and Community Science it provides telephonic and on-line counselling to students and parents. It also engages in arranging resource teams for counselling classes.

10. Sports and Games: The college motivates and facilitates the students interested in sports, games and fitness. It provides special training in Hand ball, Table tennis, Basket ball, Kabaddi, Shuttle badminton, Yoga, Athletics, Wrestling, Cycling, Karate and Taekwondo and according to the abilities of the student. All the students of the college are expected to take part in sports and games and other physical education activities since it is very essential for their total personality development.

11. Fitness Centre: The fitness centre was started under the guidance of the Department of Physical Education to promote health and fitness among students and staff.

12. Health Centre: A health centre has been provided within the campus for the welfare of sick students.

13. College Canteen & Coffee Shop: The college canteen functions on all working days and provides meals, snacks, refreshments, cool drinks, etc. It is governed by a committee comprising representatives of teaching and student community. The college canteen is registered under FSSAI.

14. Financial Support Systems

1. Fee Concession

a. Students belonging to Scheduled Caste, Scheduled Tribe, O.E.C. including Kudumbis and converts from them are eligible for full fee concession, lumpsum grant for purchase of book and actual-boarding and lodging charge in college Hostel or other Government Hostels or monthly stipend at the rate fixed by the Government Hostels from time to time. (This concession shall be granted by the Harijan Welfare Department on proper application with necessary certificate to be submitted at the prescribed time).

b. Poor students of other backward communities who are bona fide subjects of Kerala State are eligible for full fee concession. They will have to produce the necessary nativity and income certificate from a Revenue Officer not below the rank of Tahsildar. Income certificate issued by Village Officers and countersigned by Members of Parliament or Members of the Kerala Legislative Assembly will be accepted for the above purpose.

c. Students who are children of Kerala Government Servants who died in harness or within six months after retirement will be eligible for full fee concession for one year in each class provided their annual income is below Rs. 25000/-.

2. Student Welfare Programme: under this programme, financial assistance in the form of scholarships is provided to needy students in various departments. This programme is known also as Students Educational Adoption Programme.

GRACE MARKS

University grants grace marks on the basis of the regulations stipulated by the University to those students who actively participate in N.C.C. & N.S.S. activities and in university and inter-university arts, sports and games competitions. Differently abled students also are granted grace marks.

Guidelines for the award of Grace Marks

1. The maximum grace mark that can be awarded to a student in a particular year for all activities put together should not exceed 25%.
2. The grace mark will be calculated on the basis of the maximum marks of each theory paper, if not specified otherwise.
3. Eligible grace marks shall be distributed equally on all papers / courses of an examination.
4. The grace marks shall be given for all papers /courses / subjects in a year irrespective of whether the programme is annual or semester. For semester programmes, the percentage shall be same as applicable to annual programme.
5. Re-distribution of grace marks shall be allowed only in the case of those papers of an examination for which the candidate has passed, i.e. re-distribution can be done from passed papers to failed papers only. Re-distribution of grace marks is not permissible from failed papers to other failed papers to pass.
6. Re-distribution shall be done only for enabling a candidate to obtain minimum mark required for a pass in a paper/course.

7. If a candidate does not secure the minimum marks required for a pass even after effecting re-distribution, eligible moderation fixed by the respective Board shall be awarded to that candidate for a pass.
8. Eligible grace marks shall be given for regular examination of the performing year only, i.e., if the candidate appears for the improvement examination of the previous year along with the regular examination of the performing year, the candidate shall be eligible for grace marks for regular examination only. Eligible grace marks awarded for the regular examination shall be carried over only to the corresponding paper(s) / course(s) of the next immediate supplementary examinations.
9. In the cases of semester courses re- distribution of grace marks shall be effected only to enable the candidates to get a pass in the examination of a particular semester. i.e., grace marks cannot be re-distributed from one semester to another semester of a particular course/programme.
10. The Performing Year/ Academic Year shall be taken as from 1st June to 31st May.
11. Grace marks will be awarded initially on the basis of the performance in the respective academic year.
12. The request of grace marks shall be submitted in the tabulation/ tapal section concerned within the prescribed time limit. Those who fail to submit the request for grace marks within the time limit shall be liable to remit late fee as prescribed by the university from time to time. However, the request for grace marks received two years after the prescribed time limit will not be entertained on any account.
13. The candidate shall claim grace marks on or before 31st May of each performing year. However NCC "C" Certificate holders and students who participate in sports meet at National level shall have to submit the same on or before 31st December of the performing year concerned.
14. Grace marks shall normally be given for written examination only. But if the marks of a candidate are below the required minimum

- for pass in Internal Component of the written examinations, the grace mark can be re-distributed to that item to get a pass. However, Grace marks will not be re-distributed to Viva/ Practical/ Lab Examinations to get a pass.
15. Paper wise distribution shall be followed and grace marks will not be awarded to candidate if he/she secures less than 5% of the maximum marks for the theory paper.
 16. Grace marks will be awarded for both UG and PG Courses.
 17. Grace marks to NSS Certificate holders shall be awarded to the marks of the second year of performance.
 18. Grace marks awarded shall not be awarded for ranking and the total marks after awarding grace mark shall be one mark below the marks of the third rank.
 19. The candidate shall submit the application for grace marks with all relevant documents in original (returnable after verification) and a Photostat copy with due recommendation of the principal. The recommendation of the NSS Programme coordinator / SPESS/ DSS etc. shall be attached along with the request.
 20. Even though the claim for the benefit of grace marks is restricted to regular and one immediate supplementary appearance only, differently abled candidates who are eligible for grace marks will be awarded grace marks for regular and supplementary chances on production of a medical certificate issued by the Govt. Medical Board until they pass the whole examination. However the stipulation of 5% minimum marks fixed for the award of grace marks is binding for them also.
 21. In the case of outstanding and exceptional candidates who failed to appear for the next immediate chance after the regular appearances because of the participation in the events at the National/ International level concerned, such candidates are permitted to claim grace marks for next immediate chance.
 22. If a candidate participated in both NSS and NCC and are eligible for grace marks for both activities, the candidate can claim grace marks either for NSS or NCC.

Award of Grace Marks

Sl No:	Items	Place	Grace Marks
1	State level events in all Sports/Games/ Relay events (Inter District competition- Individual/team/games event Certificates from the State/District association concerned)	I II III	5% 4% 3%
2	Inter Collegiate Events (Individual/ team events)	I II III	7% 5% 3%
3	Representing the State and Winning in Approved National Competition (Inter - State) Representation	I II III	12% 10% 7% 5%
4	Inter University South Zone I Representation Non-Representation	10% II III	9% 8% 7% 6%
5	All India Inter-University Competition (Indian Universities / Combined University Team) Representation Non-Representation	I II III	17% 14% 12% 10% 6%
6	Approved World Competitions Representation		25%
7	Blind students securing I/II/III places in Sports/ Cultural/ Youth Festival activities conducted by K.F.B. at College/ University/ Inter –University level		5%
8	Inter – Collegiate Youth Festival (Individual& Group Events) II (Limited to 5%) A Grade Best Actress Best Actor	I III	5% 4% 3% 5% 5% 5%
9	South Zone Inter – University Youth Festival conducted by AIU (Individual & Team events) III (Limited to 6%)	I II	6% 5% 4%

10	National Level Youth Festival (Individual & Team events) (Limited to 10%)	I II III	10% 7% 5%
11	Deaf and Dumb candidates with disability of 40% or above / hearing impaired candidate with disability of 70% or above/ Mentally Retarded candidates (Irrespective of the degree of disability) (Medical certificates from Medical Board is required)		25% 25% 25%
12	NSS Volunteers a) NSS certificate holders b) Attending National Camp with attendance certificates (NIC, National Youth Festival, Mega Summer Camp, Adventure Camp, Pre-RD Camp etc. with at least 5 days duration) c) NSS State awardees and National Awardees d) Republic Day Camp (This camp should be of at least one month duration) e) NSS Volunteers nominated by State NSS Cell f) Indira Gandhi National Service Scheme (IGNSS) Awardees. (NSS volunteers can claim grace marks under all the six categories subject to the limit of 10%)	3% 8%	2% 3% 7% 10%
13	NCC Cadets a) Attending National Integration Camp b) Attending Republic Day Camp / Parade c) Basic Leadership Camp (TSC) / NS camp/ VayuSainik / Independence Day Camp (Sports and Games at Delhi) d) 'C' Certificate holders 'B' Certificate holders e) NCC Weightage/Equivalency Certificate issued f) National level and other Centrally organized camps / YEP g) 75% Attendance 10 Days Annual Training Camp IGC/ALC (Limited to 15%)	3% 3%	3% 7% 5% 4% 3% 8% 3% 3% 5%

GENERAL RULES & REGULATIONS

Parents are to ensure that their wards follow the rules and regulations of the College.

Self discipline is the best means for the development of an individual. However, for the effective running of the institution, rules and regulations become necessary to enforce discipline when required. Students of B.C.M. are expected to observe all the rules and regulations of the college, thereby uphold and standards of the college, whether on or off the college campus.

The decision of the Principal shall be final in all matters.

1. Imperatives

(a) The day begins with the morning prayer at 9.30 am. The entire college should participate in it with due respect and devotion.

As soon as the prayer bell is rung, stand still and observe perfect silence till the prayer and announcements are over.

(b) A call to the auditorium or college quadrangle for any programme must be promptly and strictly responded. No one is to remain in the classroom or elsewhere during such occasions.

(c) When a teacher enters the classroom, rise, greet her/him and remain standing during the short prayer.

(d) If the teacher is absent, the class prefect should inform the concerned department for alternative arrangements.

(e) Each class will be entrusted to a class teacher.

(f) Students shall be punctual and earnest in attending classes and other academic, co-curricular and extra curricular activities.

(g) Use of drugs and alcohol within the campus is strictly prohibited.

(h) Students should be decent, polite and refined in their behaviour.

(i) Students are not expected to leave the campus during the working hours. In case of an emergency, sanction must be obtained from the Class teacher/ Head of the Department.

(k) College property should be handled with care. Do not disfigure college desks/benches, walls and doorways with writing, fixing nails and pasting notices on the walls. Students will be penalized

individually or collectively according to the gravity of the loss or damage caused.

- (l) **Students are not allowed to use mobile phones in the campus via G.O.N.O. RT/No. 346/05/Higher Edn. dtd. 1.3.2005.** Teachers can impound such mobile phones and a fine will be imposed.
- (m) Information regarding various topics will be displayed on the notice boards. Students should look at the notice boards everyday.
- (n) Letters officially addressed to the Principal should have enclosed self addressed, stamped envelope, if reply is needed.
- (o) Students are requested to ensure that personal letters to them are directed to the home address.
- (p) **Strict silence must be observed in Chapel and Library** and during the class hours. Chapel and its premises are used only for prayer. Discipline and decorum is expected from the students during programme convened in the auditorium or elsewhere.
- (q) Students are requested to see that an attitude of respect and love is reflected in their behaviour towards elders, teachers, peers and others.
- (r) Strikes and similar demonstrations are not allowed.
- (s) Prior permission from the Principal is essential to take part in inter collegiate competition or in live photographic modellings, fashion shows or radio/T.V. programmes.
- (t) Going to hotels for tiffin during the lunch time is strictly forbidden. Lunch and snacks will be provided in the college canteen.
- (u) No meeting is to be held in the college buildings or anywhere in the college premises without the permission of the Principal.
- (v) All the students can bring to the notice of the Principal/Grievance Redressal Cell in the right spirit, any reasonable grievance or difficulty they might have.

2. Dress Code

- ✖ Inappropriate dress, such as leggings, transparent clothing, tight clothing, micro, mini dresses, short skirts, tops with deep neck-line, cut-out or torn jeans etc. are not permitted in the campus.
- ✖ Dress must not display obscene, profane, lewd or offensive words or images.
- ✖ Sleeveless and cap sleeve dresses and tops are not permitted.
- ✖ Attire permitted for girls are sarees, salwar kameez with shawl, pants / jeans with loose long top and long skirts. Salwar kameez tops with long slits are not permitted.
- ✖ For boys shirts / kurta and pants / jeans/ dhoti are allowed.
- ✖ Students wearing saree, should ensure that blouses are modestly cut.
- ✖ Shirt and tops should be properly buttoned. Low waist pants/ jeans are not allowed.
- ✖ Students who fail to abide by the Dress Code will be subjected to disciplinary action.

3. Uniform

- ✖ Uniforms complete with Id cards should be worn on Tuesdays and Fridays

4. Information Technology & Social Media Guidelines

- ✖ This policy applies to all staff and students of B.C.M. College, hereafter referred as members of B.C.M. Family.
- ✖ Watching movies, music channels and other entertainment programmes during the working hours shall be avoided. Members shall not install pirated software at college system. Any attempt to destruct the IT infrastructure shall not be tolerated and action will be initiated with a minimum punishment of twice cost of the asset which is tried to be destructed.
- ✖ Always be fair and courteous to the members of the B.C.M. family. Also, keep in mind that you are more likely to resolve institution-related complaints by speaking directly with the mem-

bers or by informing your superiors than by posting complaints to a social media outlet.

- ✗ Uploading defamatory, sarcastic or any other content intended to bring down the reputation of the Management/ College/ teachers and student community will be strictly viewed and action will be initiated under the civil and criminal laws of the land as well as disciplinary action against such violators.
- ✗ Express only your personal opinions. Never represent yourself as a spokesperson of B.C.M. College.
- ✗ Any conduct that adversely affects the institution or any members of the B.C.M. Family may result in disciplinary action.
- ✗ While posting photos and videos, it is urged that you have to get the written permission from the concerned persons in the videos or photos before posting or publishing them in social media.
- ✗ Using YouTube or other video sharing sites are welcomed only if it is for academic purpose. Downloading movies and pirated softwares are not expected from any member of the BCM family and shall not be done from the college.
- ✗ Ultimately, you are solely responsible for what you post online.

5. Attendance and Leave of absence

- ✗ Students are not permitted to absent themselves without permission for the whole or part of a day.
- ✗ Attendance will be marked at the beginning of each period.
- ✗ Students are to be present in the class before 9.30 am. Attendance will not be given for late comers except in unavoidable circumstances.
- ✗ A student absent from the college for more than 15 consecutive working days without satisfactory explanation is liable to have her name removed from the rolls. A student seeking admission after such a removal should pay the prescribed re-admission fee.
- ✗ Duty leave for physical education activities will be granted only to athletes representing the College or the University in various matches, tournaments and sports events.

- ※ A student deputed to participate in matches, tournaments and sports events should submit her/his leave application to the Principal for necessary action not later than one week after the event and it should be recommended by the Head of the Department of Physical Education. For the purpose of attendance, every working day, irrespective of the number of working period shall be considered as a full working day.
- ※ The annual certificate of attendance and progress required by the University for promotion or for admission to the University Examination will not be granted unless (1) the student has attended not less than 75% of the number of working days of the academic year and (2) the Principal is satisfied with the student's progress and conduct.
- ※ To be considered for exemption from the shortage of annual attendance, a student has to pay the University charges Rs. 100/- for ten days and Rs. 200/- for twenty days.
- ※ Students who absent themselves without permission on the re-opening days will be fined Rs. 50/-.
Leave from the class for one period for valid reasons may be granted by the teacher in charge of the concerned period. If a student wants to leave the college early, she must get permission directly from the Principal against a written request countersigned by Parent/Guardian/Warden and Class teacher. Strict action will be taken against students who leave classes or college without prior permission.
- ※ A student absenting himself /herself for a period exceeding 5 working days should report himself/ herself to the Principal or returning back to college.
- ※ A student who repeatedly absents himself /herself on insufficient grounds or who obtains leave under a false pretext will be seriously punished.
- ※ Leave of absence should be applied to the Principal in the prescribed form and should be countersigned by the teacher in-charge.
- ※ All celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the

Institution of the College. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details, guests attending, source of funds, expenditure estimates etc.

- ✗ Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.
- ✗ No type of vehicles should be used during celebrations inside the College campus / hostels.
- ✗ The students shall not receive their visitors in college during working hours without permission.
- ✗ The letters and other communication for the students shall not be addressed to the college.

5. Examinations

- (a) All the examinations conducted by the Department or College are obligatory.
- (b) Internal and Terminal examinations are regularly scheduled. Absence from an examination without the prior permission of the Principal will incur a fine of Rs. 50/- per paper. In case of illness, the leave application must be submitted beforehand. The medical certificate is to be produced without delay.
- (c) If a student is absent from an examination the teacher/ department concerned may assign a supplementary examination for the concerned students. The date, duration, venue and other details are left to the discretion of the teacher or department concerned.
- (d) Any malpractice at the general or class examination will be dealt with seriously.
- (e) Progress reports are issued to the parents on completion of each internal examination. They provide information about the academic performance of their wards. Therefore the cards are to be examined carefully by the parents/guardians and should be signed in presence of the class teacher on the prescribed day.

6. Kerala Ragging Prohibition Act 1998

For the information of the students and their parents, parts from the Kerala Ragging Prohibition Act published in 1998, forbidding

ragging in the educational institutions of Kerala are quoted below.

2(B) By Ragging, it is meant any physical or mental torture or any disorderly conduct towards any student of an educational institution causing apprehension, dread, humiliation or agitation in him/her.

It can be harassment like insulting, teasing, bullying or manhandling.

It can be also be forcing upon him/her to do something which he/she voluntarily won't dare to do normally.

Prohibition of Ragging: Ragging is prohibited both inside and outside an educational institution.

Punishment for Ragging: Any student involved in ragging/persuades other for ragging or advocated ragging/either inside or outside an educational institution shall be subject to a punishment of not more than two years imprisonment in addition to a penalty of not over Rs. 1,000/-.

Dismissal of a Student: A student subject to the punishment under section (4) is liable to be dismissed from the institution and is barred from being admitted to any other institution for a period of three years from the date of receipt of his/her dismissal order.

Suspension of a Student: If a student/parent/guardian or any teacher of the institution forwards a written complaint to the Head of the Institution, he/she has to make an urgent enquiry into the matter within 7 days of receipt of a such complaint. If the allegation is proved to be correct, the accused must be suspended with immediate effect and the matter must be referred to the police for further proceedings.

2(1) As is said in sub-section I, if a written complaint is received by the Head of the Institution, he/she has to make a detailed enquiry and if it is found baseless, the complainant must be informed of it in writing.

Abetting: If the Head of the Institution refuses to take action in the manner described under section (6) or is negligent in initiating any steps, he/she is to be treated as one abetting the crime and is liable to be punished under section (4).

ENDOWMENTS AND PRIZES

Name of Scholarship	Winner
1. Chacko Manthuruthel Memorial Scholarship & Maria Philip Memorial Award	- Best outgoing student of the year.
2. Suma Makil Memorial Gold Medal	- B.Sc. Chemistry topper
3. Chev. V.J. Joseph & Prof. Annama Pothen Memorial Scholarship	- Best outgoing student of B.Com.
4. Prof. P.L. Stephen, Varghese Kallarackal & Sr. Goretti Memorial Scholarship	- For Securing highest marks in II Year B.A./ B.Sc.
5. Prof. Grace Andrews & Ammini Ninan Scholarship	- III DC Economics topper
6. Prof. Ruby Mathew Memorial Scholarship	- For deserving students of B.A. History
7. Prof. Grace Mathai & Prof. Meenakshikuttiamma Scholarship	- I M.Sc Maths topper
8. Prof. Grace Mathai Scholarship	- Deserving student of II DC Maths
9. Mrs. & Mr. John Mangalathethu Memorial Scholarship	- Best acadademic performance in II Year Degree class by a student in III DC Chemistry
10. P.S. John Memorial Scholarship	- III DC Physics Student for the best academic performance in II year
11. Sr. Mary Montfort SVM Scholarship	- II DC Chemistry topper
12. Suni Mathew Memorial Scholarship	- Best all rounder in III DC Chemistry
13. Miss Chellamma James Scholarship	- Highest marks in III DC Zoology
14. Suma Anil Mathew Memorial Scholarship	- Best outgoing student in F.A.C.S.
15. P.C. Chandy Palliyarathundathil Memorial and Simon Chandy Scholarship	- Best Athlete of the year

- | | |
|---|---|
| 16. Msgr. Peter Uralil Memorial Scholarship instituted by Fr. Simon Uralil | - Best outgoing student in Arts group |
| 17. Sr. Rosalia SVM Memorial & Prof. P. Radha Scholarship | - II DC Malayalam topper |
| 18. James Tharayil Memorial Scholarship | - Chemistry Subsidiary topper |
| 19. Nancy Tharayil Memorial Scholarship | - I DC Chemistry topper |
| 20. Elizabeth George Kakkasseril Memorial Endowment | - Six outgoing students eligible for higher studies |
| 21. Alex Cownan Memorial Scholarship | - II DC Malayalam Knanaya topper |
| 22. Mariamma Makil Memorial Scholarship | - Final year B.A. History student for securing highest marks in I & II Year Exam. |
| 23. Annamma J. Vellapally Memorial Prize | - Malayalam Essay competition winner |
| 24. Prof. Ammini Ammal Scholarship | - II DC Hindi topper |
| 25. Prof. Annamma Pothan Memorial Scholarship | - B.A. History Knanaya topper |
| 26. P.M. Luke Memorial Scholarship | - Deserving final year English Dept. student for all-round performance. |
| 27. Sr. Little Flower SVM Scholarship | - III DC Botany topper |
| 28. Prof. M. Lalithambal Scholarship | - Deserving student in I DC History |
| 29. V.M. Alexander Vellapally Memorial Scholarship | - Gold Medals to B.Sc. & M.Sc. Maths toppers |
| 30. Rev. Fr. Jacob Kalayil Memorial Scholarship | - II DC Sociology topper |
| 31. Scholarship of Rs. 10000/- by Mrs. & Mr. Earnest (B.Sc. Zoology Alumni) | - III B.Sc. Zoology Topper |
| 32. Bishop Makil Foundation Award | - Best Outgoing Student (academic feat, co-curricular activities, |

- | | |
|--|--|
| | personality traits and social commitment) |
| 33. Joseph Koopil & Sons Memorial Scholarship | - Excellence in field work (outgoing MSW students) |
| 34. Mathew Attumalil Memorial Award | - Most Conscientious student (MSW student) |
| 35. Fr. Philip Kootiyanyil Memorial Award | - Best Dissertation Award (MSW student) |
| 36. B.C.M. SSWADIN Award | - Best Team maker (outgoing MSW student) |
| 37. Valavi Scholarship Instituted by Cicily G. Valavi | - Best student of of I DC F.A.C.S. (Academic Performance) |
| 38. Mrs. and Mr. John Mangalathettu Memorial Scholarship | - II DC Sociology topper |
| 39. Sri. Varghese Pothen and Smt. Mariamma Varghese Memorial Scholarship Instituted by Prof. Aleyamma Varghese | - III DC Botany Student showing genuine interest in Taxonomy |
| 40. Sr. Little Flower SVM Jubilee Scholarship | - III B.Sc. Botany topper |
| 41. K. Suresh Memorial Scholarship Instituted by Prof. Shyla G. Nair | - Accountancy topper in B.com. |
| 42. Mrs & Mr. Mangolotteketa Memorial Scholarship | - III DC Sociology Topper |
| 43. Best Outgoing Cadet of NCC | - NCC Unit, BCM College |
| 44. Best Shooting Champion | - NCC Unit, BCM College |
| 45. TSC Delhi- Gold Medal Winner | - NCC Unit, BCM College |
| 46. RDC Delhi - Prime Minister Ralley | - NCC Unit, BCM College |
| 47. NSS State Award | - NSS Unit, BCM College |
| 48. NSS National Award | - NSS Unit, BCM College |
| 49. RDC Delhi - Prime Minister Ralley | - NSS Unit, BCM College |
| 50. Indira Gandhi National Service Scheme Award | - NSS Unit, BCM College |
| 51. Chief Minister's Scholarship for Best NCC Cadet (State level) | - NCC Directorate |
| 52. Akshara Puraskara Scholarship | - Best Library Users |

IMPORTANT DAYS

Bishop Chulaparambil Memorial Day	Jan. 8
National Youth Day	Jan. 12
Army Day	Jan. 21
Desh Prem Diwas	Jan. 23
Republic Day	Jan. 26
Martyrs' Day	Jan. 30
Valentine's Day	Feb. 14
National Science Day	Feb. 28
International Women's Day	Mar. 8
World Disabled Day	Mar. 15
World Forestry Day	Mar. 21
World Day for Water	Mar. 22
World Health Day	Apr. 7
Earth Day	Apr. 22
World Book Day	Apr. 23
Manav Ekta Day	Apr. 24
World Press Freedom Day	May 3
World Red Cross Day	May 8
Mother's Day	May 9
National Solidarity Day	May 13
International Day of Families	May 15
Anti-terrosim Day	May 21
Common Wealth Day	May 24
No-Tobacco Day	May 31
World Environment Day	June 5
International Yoga Day	June 21

U.N. Charter Signing Day	June 25
World Population Day	July 1
Bishop Tharayil Memorial Day	July 26
World Breast Feeding Day	Aug. 1
Breast Feeding Week	Aug.1-7
Hiroshima Day	Aug. 6
Nagasaki Day	Aug. 9
Quit India Day	Aug. 9
Independence Day	Aug. 15
Sadhbhavana Diwas	Aug. 20
National Sports Day	Aug. 29
Teacher's Day	Sept. 5
World Literacy Day	Sept. 8
International Day for the Elderly	Oct. 1
Gandhi Jayanthi	Oct. 2
Air Force Day	Oct. 8
World Food Day	Oct. 16
U.N. Day	Oct. 24
National Intergation Day	Oct. 31
Children's Day	Nov. 14
Citizens Day	Nov. 19
World AIDS Day	Dec. 1
International Day of Disabled Persons	Dec. 3
Flag Day	Dec. 7
Human Rights Day(UN)	Dec. 10
Kisans' Day	Dec. 23
Christmas	Dec. 25

FORMER TEACHING STAFF

Principals	Phone Numbers
Late Prof. Chev. V.J. Joseph	:
Late Rev. Sr. Fidelis	:
Late Prof. Anna Nidhiri	:
Late Prof. Margaret Paulose	:
Late Rev. Sr. M. Goretti SVM	:
Late Rev. Sr. Mary Savio SVM	:
Sr. Mary Michael SVM	: 9496723584; 0481-2524095
Sr. Alphonsa SVM	: 9497314192; 0481-2311979
Mrs. Remany Tharayil	: 9495931880; 0481-2563737
Sr. Lucy SVM	: 9447421038; 0481-2563083
Sr. Libia SVM	: 9495685025
Sr. Dr. Karuna SVM	: 9495538181
Prof. Sheela Cherian	: 9447705086
Sr. Dr. Betsy SVM	: 9446863336
Prof. Josephine Simon	: 8589043837

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Mrs. Daisy Cherian	: 9947601586; 0481 - 2564576,
Mrs. Monamma Jose	: 9847150042; 0484-2306521
Mrs. Mary P.Abraham	: 9496543480; 0481-2570785
Dr. Valsamma Korah	: 8547510715; 0481 - 2310715
Mrs. N. Indira Devi	: 9847885972; 0481 - 2360309
Mrs. Fincykutty Simon	: 9495718519; 04829-263390
Mrs. Anna Josephine Kurian	: 0481 - 2570284
Mrs. Mano Elizabeth Korah	: 8547544211; 0481-2597211
Mrs. Dolly Joseph	: 0481 - 2711261
Dr. Annie Margaret P.	: 9847917567; 0481 - 2570567
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Dept. of Malayalam

Mrs. P. Radha	: 0481 - 2581186
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Dept. of Hindi

Late Mrs. Amminiammal	:	
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Dr. M.K. Luka	:	0018452823958

Dept. of Mathematics

Late Mrs. Meenashikuttiamma	:	
Late Mrs. Gracy Mathai	:	
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Late Mrs. Mary M. Paul	:	
Mrs. K.M. Chinnamma	:	9446820568; 0481-2564677
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Mrs. Leelamma Philip	:	9495049201; 0481-2562040
Mrs. Annie Lukose	:	9961949276; 0484-2349642
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Mrs. Rajamma Ignatius	:	09739143842
Mrs. Elizabeth Kuruvilla	:	7025064164; 0481-2430350
Mrs. Remani Abraham	:	9526718756; 0481-2575723
Mrs. Philomina Abraham	:	9496262776; 0481-2572274
Mrs. Thresiamma Thomas	:	9567266602; 0481-2564046
Mrs. Susamma James	:	0481-2312514
Mrs. Kunjamma Cyriac	:	9567015227
Late Mrs. Sosamma James	:	
Late Mrs. Mary Thomas	:	
Mrs. Reena Tharayil	:	9447703945; 0481-2563945
Dr. Magi John	:	9495713505; 0481-2529715
Mrs. Aji Joseph	:	9495111750; 0481-2570303
Mrs. Valsala Thomas	:	9846981255; 0481-2310445
Mrs. Jessy Simon	:	9495924740; 04829-264740

Dept. of Botany

Late Dr. Sr. Little Flower SVM	:	
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Mrs. Mary Joseph C.	:	0481-2561620
Mrs. Aleyamma Jose	:	0481-2560496
Mrs. Aleyamma Varghese	:	9446501637, 0479-2351637
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Dr. Jossy Abraham	:	9446584657
Dr. Selinamma Joseph	:	9995018282

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Mrs. Chinnakutty Thomas	:	9633303390; 0481-2430306
Mrs. P.J. Mary	:	9495570027
Mrs. Tissy Thomas	:	8281823150; 0482-2240150
Mrs. V.P. Aleyamma	:	9495061484; 0481-2561484
Mrs. Juliet Mani	:	9447065863; 0481-2330354
Sr. Joby SVM	:	9496137889, 9497839431
Mrs. Jane George	:	9447126382; 0481-2790793
Mrs. Anna Chandy	:	9496331226; 0481-2311575

Dept. of Family & Community Science

Late Mrs. Suma George	:	
Mrs. Thresiamma Jacob	:	9539523502; 0481-2569036
Mrs. Rachel John	:	9497822707; 0481-2352616
Mrs. Cicily G. Valavi	:	9446021134
Dr. Sr. Betsy SVM	:	9446863336

Dept. of History

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Late Ms. Ruby Mathew	:	
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Mrs. V.C. Marykutty	:	8547267221; 0482-9267221
Mrs. V.C. Aleyamma	:	8547267221; 04829-267221
Mrs. Tessy Mathew	:	9496976452; 0481 - 2311503
Late Sr. Annice SVM	:	
Prof. Sheela Stephen	:	9447705086

Dept. of Economics

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Mrs. Nima Jacob	:	9447661525, 0481-231854

Dept. of Sociology

Rev. Sr. Mary Michael	:	
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Mrs. Sheela John	:	9446921652; 0481-2560619

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Dr. Sr. Karuna SVM	:	9495538181
Mrs. Omana Jacob	:	9495874347; 0481-2464774
Mrs. Shyla G. Nair	:	9447192165, 0481-2582215
Mrs. Josephina Simon	:	8589043837, 0481-2300303

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Rev. Dr. Thomas M. Kottoor	:	0481-2791850
Late Rev. Fr. Simon Uralil	:	
Mrs. Molly K.T.	:	9961885213, 04829-245994

Dept. of Physical Education

Late Mrs. P.C. Lucy	:	
Mr. Kurian Lukose	:	9447464362; 0481-2310695
Mrs. Mercy Lukose	:	9249879085; 0481-2432450

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2. Sr. Constantia SVM Supdt.)	9497813603
3. Sr. Chanthal SVM (Supdt.)	8289903830
4. Sr. Alma SVM (Supdt.)	9496135144

5.	Sr. Leena SVM (Supdt.)	9496107069	
6.	Sr. Johnsy SVM (Supdt.)	9446254156	
7.	Late Sr. Bibiana SVM (Librarian)		
8.	Sr. Grace Maria SVM	9497297870	
9.	Sr. Crystella SVM	9447770935	
10.	Late Sr. Flowerina SVM		
11.	Late Sr. Alexis SVM		
12.	Late Sr. Lisba SVM		
13.	Sr. Azaria SVM	0497- 2711233, 9495393476	
14.	Sr. Elsa SVM	0481-2311979	
15.	Sr. Stephen SVM	9539440360	
16.	Sr. Sarala SVM	9446140348	
17.	Sr. Simon SVM		
18.	Sr. Silverius SVM	+12244323217	
19.	Sr. Stani SVM		”
20.	Sr. Archangel SVM	7902836862	
21.	Late Sr. Chrisanthus SVM		
22.	Late Sr. Anitta SVM		”
23.	Sr. Santhose SVM		”
24.	Sr. Jovitta SVM		”
25.	Sr. Lisbeth SVM	9497817278	
26.	Sr. Giles SVM		”
27.	Sr. Meritol SVM	9847820759	
28.	Sr. Eliza SVM	9656554458	
29.	Sr. Genevieve SVM	9495257515	
30.	Late Sr. Bernabas SVM		”
31.	Sr. Elsy SVM	9497666641	
32.	Sr. Marian SVM	9496342830	
33.	Sr. Jose Mary SVM	9496590968	
34.	Sr. Ranitta SVM	8289865430	
35.	Sr. Preethy SVM		”
36.	Sr A.C. Annamma SVM		”
37.	Smt. Mary SVM		”
38.	Smt. T.C. Thresiamma SVM	”	
39.	Smt. K.C. Aley SVM		”
40.	Smt. Annamma M.T. SVM		”
41.	Smt. Leela A.P. SVM		”
42.	Smt. P.J. Annamma SVM		”
43.	Mrs. Kochuthresia N.J.	9447017761	

44. Late Smt. C.J. Elsy SVM		
45. Smt. Sujamol Mary Mathew	2568967	
46. Late Sri. Onachan C.K.		
47. Sri. Joseph P.M.	9447852819; 04829 283189	
48. Smt. C.C. Mary	2392912	
49. Smt. A.P. Mary	2311240	
50. Smt. Mary James	2711251	
51. Smt. K.C. Annamma	2310726	
52. Smt. M.C. Aleyamma	2712952	
53. Mrs. Gracy A.C.	9446922961 0481-2791985	
54. Smt. P.M. Thresiamma	2525796	
55. Smt. C.J. Mary	2531931	
56. Smt. Chinnamma K.T.	2518691	
57. Smt. M.K. Annamma	2712574	
58. Smt. P.J. Annamma	2310576	
59. Smt. Leelamma Lukose	2597475	
60. Smt. Aleykutty P.J.	2711518	
61. Smt. Valsa A.L.	2330690	
62. Smt. Lilly P.T.	9446603338	
63. Smt. Molly K.L.	2525482	
64. Smt. Rosamma M.C.	9744112864; 2711174	
65. Sri. Uthup K.K.	9744263509, 2770211	
66. Smt. Elsamma K.K SVM	9497604907; 0481-2563459	
67. Smt. Mary P.T.	8547530690; 2330690	
68. Sri. P.K. Lukose	9048075529; 04829-268140	
69. Sr. Annlit SVM	9497497072; 0481-2575939	
70. Smt. Philomina Punnoose	9495080852; 04829-268140	
71. Sri. Tom Thomas	9447287923; 0481-2542751	
72. Smt. Chinnamma Chacko	04829-245201	
73. Smt. Mary K.C	9947881274; 04842-737443	
74. Smt. Ancy Philip	9446468521; 04829-244166	
75. Smt. Chachikutty SVM	9496131669	
76. Mr. Shajimon T.C.	9947206989	0481-3170242
77. Sr. Sabitha SVM	9496713342	0481-2563083
78. Mrs. Elsamma T.N	9605747616	0481-2770211
79. Mrs. Dolly Uthup		0481-2599783
80. Mrs. Molly Abraham	9605947969	
81. Mrs. Shaji Thomas	9496159770	0481-2584523

MILESTONES OF THE COLLEGE

- 1927 The great visionary Bishop Mar Alexander Chulaparambil makes an announcement of his dream - a Women's College at Kottayam - during the inauguration of St. Anne's Girls' School at Kottayam.
- 1954 May 31 - Bishop Mar Thomas Tharayil initiates the procedure to start a college in Kottayam.
- 1955 March 1 - Provisional Sanction from the University to start the college
July 2 - Permission from the University to start the college.
July 11 - The college commences working
- 1956 Prof. Chev. V.J. Joseph Kandoth was appointed the first Principal of B.C.M. College.
Pre University Course started with 165 students.
- 1957 October 7 - The foundation stone for the new College building was laid by Bishop Thomas Tharayil, the Patron of the College.
Degree courses in Physics and History started.
Sr. Fidelis of Carmel Convent, Mangalore succeeded Prof. V.J. Joseph.
- 1958 June - Degree courses in Mathematics and Economics started. Miss Anna Nidhiri took charge as Principal.
- 1959 The formal inauguration of B.C.M. College by His Eminence Valerian Cardinal Gracias, Archbishop of Bombay.
Miss Margaret Paulose took charge as Principal.
Degree Courses in Chemistry, Botany and Zoology started.
- 1961 The main hostel building was blessed by Bishop Thomas Tharayil.

- 1962 Sr. M. Goretti SVM took charge as Principal.
- 1963 Sr. M. Savio SVM took charge as Principal.
Degree course in Sociology started.
- 1965 Degree course in Home Science started.
- 1970 The New Building consisting of Home Science Block, Library and Auditorium was completed.
- 1972 The visit of Sri. V.V. Giri, the President of India to Kottayam. Our College collected Rs. 2731/- towards the Defence Fund and handed it over to the President.
- 1973 The visit of St. Teresa of Calcutta to our college.
- 1974 May 5- His Excellency Mar Kuriakose Kunnacherry, took charge as Bishop of Kottayam and the Patron of the College.
- 1974-75 Our College won the Kerala University Youth Festival Championship and the much coveted Malayala Manorama Trophy.
- 1980 College celebrated Silver Jubilee. New building of the College hostel was blessed by Bishop Kuriakose Kunnacherry.
- 1980-81 Ms. Jolly James found a place in the National Athletic team by winning gold medal in Discus Throw. (Later International gold medalist in Javellin Throw)
- 1981 Degree course in Commerce started.
- 1982 Sr. M. Michael SVM took Charge as Principal.
- 1984 The first P.G. Course - M.Sc. Mathematics - started.
- 1985-86 Sr. M. Savio SVM retook charge as Principal.
- 1989 Retirement of Sr. M. Savio SVM, after an illustrious career of 23 years as Principal of B.C.M. College. Sr. M. Alphonsa SVM took charge as Principal.
- 1990 B.C.M.'s Queen's House' was renovated into a hostel building and a new Chapel also was blessed in the same block.
- 1992-93 Our Cricket Team won the M.G. University Championship for the sixth time consecutively.

- 1993 Degree Course in English Literature started.
B.C.M. Computer Centre started.
- 1993-94 Mrs. Remya Tharayil took charge as Principal.
Senior Academician's Forum (SAF), the association of the retired teaching staff was formed.
- 1997 Degree Course in Vocational English started.
- 1997-98 Degree Course in Food Science and Quality Control started as UGC sponsored programme.
- 1998-99 The College bagged the first position in M.G. University by scoring the highest pass percentage in Pre-degree results.
Booker Prize winner Arundhati Roy addressed the B.C.M. Family.
- 2000 The College gets accreditation from National Assessment and Accreditation Council.
Sr. M. Lucy SVM took charge as Principal.
- 2001 The fearless reporter of CNN and a woman of great calibre, Mrs. Anita Pratap addressed B.C.M. Family.
Formal inauguration of our Computer Centre by Bishop Kuriakose Kunnacherry.
- 2000-01 Deepthi Jose won gold medal in 4x100m relay in Junior National athletic meet.
- 2002 Sr. M. Libia SVM took charge as Principal.
The Language Lab was set up.
Post Graduation Degree in Social Work (MSW) started.
- 2003 Degree Course in Computer Science started.
- 2004 August 11 - Inauguration of the Golden Jubilee Celebrations by His Excellency Sri. R. Bhatia, the honourable Governor of Kerala.
- 2004-05 Jasmin Joseph won Gold Medal in 4x400m relay in All-India Inter university athletic meet.
Deepthi S. Pillai and Saumya E.K. won

- Dept. of Food Science given self financing status.
The Gold Medal in All-India Inter University softball tournament.
Geetha Roby has won Gold Medal in 4x400m Relay in Junior National athletic meet.
- 2005 Jan. 28 - Inauguration of Golden Jubilee Block and Sr. Savio Hall by Dr. Jancy James, the Vice-Chancellor of M.G. University.
Sanction has been obtained from the M.G. University & Kerala Government to start M.Sc. Food Science & Quality Control and M.Sc. Child Development.
The Fitness Centre aided by the Central Ministry of Youth and Sports was established.
Add-on Courses started with Financial assistance from UGC.
- 2005-06 Geetha Roby won gold medal with new meet record in 400m hurdles in Junior National athletic meet and silver medal in All-India Inter university athletic meet.
Shabana Shamsudeen has won gold medal in All-India Inter university handball tournament.
- 2006 January 14 - His Grace Mar Mathew Moolakkatt took charge as the Metropolitan Archbishop of Kottayam and the Patron of the College.
- 2006 Dr. Sr. Karuna SVM took charge as Principal.
- 2007-08 Asha P.J. has won gold medal in heptathlon in Junior National athletic meet.
- 2008 Accredited by NAAC with Grade "Good" (B).
- 2009 Minority Institution Status was obtained.
OJASS - A charitable society formed for extension activities.
- 2009-10 Soniya P.M. won gold medals in All-India Inter University Cross country team championship and Junior National Cross country team championship.
- 2010 Centre for Gandhian Studies established with financial assistance from UGC.

- 2011 District Chapter of Indian Council of Social Welfare started functioning in the Dept. of Social Work and BCM OJASS has been appointed District Nodal Agency for CHILDLINE (a project of Ministry of Women and Child Development)
- 2013 B.Com. with Computer Application, M.A. English (Unaided), M.Sc. Home Science (Child Development) M.Com. (Finance), M.Com. (Taxation) courses were started.
The Secretariat of Kerala Association of Professional Social Workers (KAPS) started functioning in the Dept. of Social work.
N.C.C. Unit started functioning in the college.
- 2014 Inauguration of Diamond Jubilee Celebrations.
New Women's Hostel funded by UGC opened.
Community College sanctioned.
MA English (Aided) course started.
B.A. English III Main Course sanctioned.
- 2015 Accredited by NAAC with A grade.
Mrs. Sheela Cherian K. took charge as Principal.
Valedictory Function of Diamond Jubilee Celebrations.
Inauguration of Vykhari Lecture Series by Justice P. Sathasivam, Honourable Governor of Kerala.
N.S.S. Unit introduced massive organic farming.
- 2016 The college kabaddi team won the MG university championships for the fifth consecutive year.
- 2016 BCM NSS unit was selected as the best unit in MG University.
- 2017 Dr. Sr. Betsy took charge as Principal.
- 2017 NSS Unit secured 'Best Institution' Award for Organic Farming from Kerala State Agricultural Department.
- 2018 Prof. Josephina Simon took charge as Principal.
- 2018 College was selected for "Unnat Bharat Abhiyan (UBA)" by MHRD, GoI
- 2018 College recognized with Consumer Protection Award.
- 2019 Dr. Teena Annah Thomas took charge as Principal.
- 2019 College is ranked as one among best 200 Colleges in India.

LEAVE APPLICATION FORM

Name of the student :

Cl. No. :

Class :

Subject :

Number and Dates of
leave sought for :

Reason for leave :

Recommended by
Guardian or Warden :

Signature of applicant
with date :

Signature of Teacher in Charge :

Principal's order :

N.B: In case sick leave is sought for more than 5 consecutive working days or during examination days, a medical certificate from a person holding registered medical qualification should be given.

Phone Numbers

Office	- 0481-2562171, 2560307 (Fax)
Manager	- 0481-2563527, 9446266250
Principal	- 0481-2560307
Dept. of Mathematics	- 0481-2565170
Dept. of Social Work & OJASS	- 0481-2582171
Co-operative Store	- 8606450935
Computer Centre	- 0481-2563463
Community College	- 0481-2302171; 9447541970
College Hostel	- 0481-2563083

E-mails

Bishop Chulaparambil College	- office@bcmcollege.ac.in
Principal	- principal@bcmcollege.ac.in
Bursar	- bursar@bcmcollege.ac.in
Reception	- reception@bcmcollege.ac.in
Admissions	- admissions@bcmcollege.ac.in
IQAC	- iqac@bcmcollege.ac.in
Documentation	- documentation@bcmcollege.ac.in
Educere	- educere@bcmcollege.ac.in
Dept. of Botany	- botany@bcmcollege.ac.in
Dept. of Chemistry	- chemistry@bcmcollege.ac.in
Dept. of Commerce	- commerce@bcmcollege.ac.in
Dept. of Computer Science	- computerscience@bcmcollege.ac.in
Dept. Economics	- economics@bcmcollege.ac.in
Dept. of English	- english@bcmcollege.ac.in
Dept. of Food Science	- foodscience@bcmcollege.ac.in
Dept. of Hindi	- hindi@bcmcollege.ac.in
Dept. of History	- history@bcmcollege.ac.in
Dept. of Home Science	- homescience@bcmcollege.ac.in
Dept. of Malayalam	- malayalam@bcmcollege.ac.in
Dept. of Mathematics	- mathematics@bcmcollege.ac.in
Dept. of Physical Education	- physicaleducation@bcmcollege.ac.in
Dept. of Physics	- physics@bcmcollege.ac.in
Dept. of Social Work	- socialwork@bcmcollege.ac.in
Dept. of Sociology	- sociology@bcmcollege.ac.in
Dept. of Zoology	- zoology@bcmcollege.ac.in

Websites

College	- www.bcmcollege.ac.in
M.G. University	- www.mgu.ac.in
UGC	- www.ugc.ac.in

IMPORTANT TELEPHONE NUMBERS

MG University

Vice Chancellor	- 0481-2731001, 2731003 (R)
Pro-Vice Chancellor	- 0481-2731005
Registrar	- 0481-2731007
Controller of Examinations	- 0481-2731000, 2719595 (R) - Fax - 2731239
Public Relations Officer	- 0481-2731020
Director of Physical Education	- 0481-2560511
Director of Student Services	- 0481-2731024
N.S.S.Programme Co-ordinator	- 0481-2731029
DCDC	- 0481-2731013

Other offices

DCE, TVM	- 0471-2303548
D.D. of Collegiate Edn., KTM	- 0481-2563317
Income Tax Office, Kottayam	- 2302420, 2302421, 2301990, 2302990

KSRTC

Changanassery	- 0481-2421824
Kottayam	- 0481-2562935
Thiruvalla	- 0469-2602945

Railway Stations

Changanassery	- 0481-2420108
Kottayam	- 0481-2563535, 2569966
Thiruvalla	- 0469-2601314

Police

Dist. Police Chief	- 0481-2564700, 9497996980
S.P. Women Cell	- 0471-2338100, 9497996992
Women's Cell, Kottayam	- 0481-2561414
Women's Helpline	- 1091
Crime Stoppers	- 1090

Personal Notes

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