

BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

KOTTAYAM - 686 001

(Founded on July 11, 1955)

(NAAC ACCREDITED WITH A GRADE)

Ph: 0481 - 2562171, 2560307

Website: www.bcmcollege.ac.in



Email: bcmktm@yahoo.com

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-In-

Charge : Dr. Stephy Thomas

Vice Principal : Dr. Annu Thomas

Name :

Department :

PERSONAL INFORMATION

Name

Department

Admission No.

Class & Roll No.

Permanent Address

.....

.....

Residential Address

.....

.....

Telephone No.

E-mail

Any other information

.....

Blood Group:

To be called in

emergency

(Name)

(Mob:)

.....

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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. Anne's 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 Principal 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, eight post graduate courses, 146 staff and over 2000 students.

Generations of students spread far and wide across the globe bears the mantle as unofficial ambassadors of this institution, a cradle for women's 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 Knai Thoma, whose descendants 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 Knanayaites 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 everywhere. 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 symbolise 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 Mar Thomas Tharayil
2. Archbishop Mar 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)
16. Dr. Teena Annah Thomas (2019-21)

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 Principal, 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
Secretary, Corporate Educational Agency of Colleges
5. Sri. Thomas Chazhikadan
M.P.
6. Dr. Jose James Pannivelil (Former Registrar, M. G. University)
Chairman, Education Commission, Archeparchy of Kottayam
7. Dr. Stephy 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

COLLEGE COUNCIL

- | | |
|-------------------------------|---------------------------------------|
| 1. Dr. Stephy Thomas | Principal-in-Charge |
| 2. Rev. Fr. Philmon Kalathra | Bursar & Director
(Self-Financing) |
| 3. Dr. Annu Thomas | Vice Principal |
| 4. Dr. Riya Susan Scariah | Dept. of English |
| 5. Mr. Anil Steephen | Dept. of Malayalam |
| 6. Dr. Naveena J. Narithookil | Dept. of Hindi |
| 7. Ms. Ann Johns | Dept. of Mathematics |
| 8. Dr. Smitha Joseph | Dept. of Physics |
| 9. Dr. Peter K. Mani | Dept. of Botany |
| 10. Ms. Priya Thomas | Dept. of Zoology |
| 11. Dr. Remya M J | Dept. of Home Science |
| 12. Dr. Ajis Ben Mathews | Dept. of History |
| 13. Ms. Shalini Thomas | Dept. of Economics |
| 14. Ms. Alphonsa Kurian | Dept. of Sociology |
| 15. Mr. Jipin V Jimmy | Dept. of Commerce (Aided) |
| 16. Mr. Rajesh P.C. | Dept. of Physical Education |
| 17. Dr. V. S. Jose | Dept. of Commerce (S.F.) |
| 18. Dr. Ipe Varughese | Dept. of Social Work |
| 19. Ms. Anju Annette Cherian | Dept of F. S. Q. C. |
| 20. Ms. Divya S. | Dept. of Computer Science |
| 21. Sr. Sherly | Junior Superintendent |
| 22. Sr. Gracena | UGC Librarian |

FACULTY

PRINCIPAL IN CHARGE

Dr. Stephy Thomas M.Sc., PhD
principal@bcmcollege.ac.in

Mob: 9496337236

BURSAR

Rev. Fr. Philmon Kalathra M.S.W.
bursar@bcmcollege.ac.in

Mob: 9400416140

VICE PRINCIPAL

Dr. Annu Thomas M.Sc, PhD, PDF
annuthomas@bcmcollege.ac.in

Mob: 9496833830

DEPT. OF ENGLISH

1. Dr. Riya Susan Scariah M.A., B.Ed., PhD (H.O.D.-in-Charge)
riya@bcmcollege.ac.in Mob : 9446146989
2. Dr. Neethu Varghese M.A., PhD
neethu@bcmcollege.ac.in Mob : 9847139534
3. Ms. Ponnu Liz Malieckal M.A. (English), M.A. (Linguistics), M. Phil.
ponnuliz@bcmcollege.ac.in Mob : 9846683495
4. Dr. Phiona Elizabeth Joshy M.A., B.Ed., PhD
phionaej@bcmcollege.ac.in Mob : 9447909803
5. Ms. Minu Alex M.A., M. Phil., B. Ed.
minu@bcmcollege.ac.in Mob : 9744241254
6. Dr. Nithya Mariam John(On leave) M.A., PhD
nithya@bcmcollege.ac.in Mob : 9496321617
7. Mr. Bijoy Thomas M.A., M. Phil.
bijoy@bcmcollege.ac.in Mob : 9446863109
8. Ms. Ancy Cyriac M.A.
ancycyriac@bcmcollege.ac.in Mob : 8593094935
9. Ms. Philcy Philip M.A., B. Ed.
philcy@bcmcollege.ac.in Mob : 8547607974
10. Dr. Dona Elizabeth Sam M.A, PhD
donasam@bcmcollege.ac.in Mob : 9497359944
11. Ms. Nisha Mary Peter M.A, B.Ed.
nisha@bcmcollege.ac.in Mob : 9496768114
12. Ms. Geethu Madusudanan M.A.
geethu@bcmcollege.ac.in Mob : 8138928647

DEPT. OF MALAYALAM

1. Mr. Anil Steephen M.A., B.Ed. (H.O.D. in charge)
anil@bcmcollege.ac.in Mob:9446120582
2. Fr. Byju Mathew M.A., M. Phil.
byju10@bcmcollege.ac.in Mob: 9496256259

DEPT. OF HINDI

1. Dr. Naveena J. Narithookil M.A., B.Ed., PhD (H.O.D. in charge)
naveena@bcmcollege.ac.in Mob : 9496162243
2. Ms. Neeraja V.M M.A., M. Phil.
neeraja@bcmcollege.ac.in Mob : 9995166853

DEPT. OF MATHEMATICS

1. Ms. Ann Johns M. Sc., B. Ed. (H.O. D.-in-Charge) Mob : 9400839511
annjohns@bcmcollege.ac.in
2. Dr. Anu Varghese M. Sc., PhD Mob : 9946883347
anuvarghese@bcmcollege.ac.in
3. Mr. Liju Alex M. Sc., M. Phil. Mob : 9656227907
lijualex@bcmcollege.ac.in
4. Ms. Jintumol K.U. M. Sc., M. Phil. Mob : 9495154385
jintumol@bcmcollege.ac.in
- 5 Ms. Aswani Thomas M.Sc., M.Phil. Mob : 9400382397
aswani@bcmcollege.ac.in

DEPT. OF STATISTICS

1. Dr. Stephy Thomas M. Sc., PhD (H.O.D.-in-Charge)
stephy@bcmcollege.ac.in Mob : 9496337236
2. Dr. Aswathy S. Krishnan M. Sc., PhD Mob : 9495595621
aswathys@bcmcollege.ac.in
- 3 Ms. Linsu V. Mathew M. Sc. Mob : 9048676143
linsu@bcmcollege.ac.in

DEPT. OF PHYSICS

1. Dr. Smitha Joseph M. Sc., B. Ed., PhD (H.O.D.-in-Charge)
dai.smitha@bcmcollege.ac.in Mob : 9496080028
2. Dr. Elizabeth V. John M. Sc., M. Ed., M. Phil., PhD, P.D.F
elizjo@bcmcollege.ac.in Mob : 7558897015
3. Mr. Vinayak Vinod M. Sc. Mob : 9496807482
vinayak@bcmcollege.ac.in
4. Ms. Ganga R. Nair M. Sc. Mob : 9446708380
ganga@bcmcollege.ac.in

DEPT. OF CHEMISTRY

1. Dr. Annu Thomas M.Sc., PhD, P.D.F. (H.O. D.-in-Charge)
annuthomas@bcmcollege.ac.in Mob : 9496833830
2. Ms. Jaisy Joy M. Sc., M. Phil.
jaisyjoy@bcmcollege.ac.in Mob : 9444394159
3. Dr. Meenu M. T. M. Sc., PhD
meenu@bcmcollege.ac.in Mob : 8281193919
4. Ms. Ashamol Cherian M. Sc., M. Phil.
ashamol@bcmcollege.ac.in Mob : 9745160864
5. Ms. Chinthu Sukumar M. Sc.
chinthu@bcmcollege.ac.in Mob : 7736388252

DEPT. OF BOTANY

1. Dr. Peter K. Mani M. Sc., PhD (H.O.D.)
peter@bcmcollege.ac.in Mob : 9447857016
2. Ms. Ashna Joseph M. Sc.
ashna@bcmcollege.ac.in Mob : 6238575615
3. Ms. Antu Mariya Jose M. Sc.
antu@bcmcollege.ac.in Mob : 9496331572

DEPT. OF ZOOLOGY

1. Ms. Priya Thomas M. Sc. (H.O.D.-in-Charge)
priya@bcmcollege.ac.in Mob: 9895038489
2. Dr. Elezabeth Basil M. Sc., B. Ed., PhD
elizabeth@bcmcollege.ac.in Mob: 9447356711
3. Ms. Emi Mathew M. Sc., B. Ed.
emi@bcmcollege.ac.in Mob : 9496264746
4. Ms. Tiffy Mariam John M. Sc., M. Phil.
tiffy@bcmcollege.ac.in Mob : 8281534034

DEPT. OF HOME SCIENCE

1. Dr. Sr.Remya M.J M.Sc., PhD(H.O.D.-in-Charge) Mob: 8281051785
srremya@bcmcollege.ac.in
2. Ms. Sreelakshmi A.S M. Sc.
sreelakshmi@bcmcollege.ac.in Mob : 8921123128

DEPT. OF HISTORY

1. Dr. Ajis Ben Mathews M. A., PhD (H.O.D.-in-Charge)
ajisben@bcmcollege.ac.in Mob : 9447088190
2. Ms. Suman Abraham M. A., B. Ed
suman@bcmcollege.ac.in Mob : 9447201488
3. Dr. Elza Thankam George M.A., PhD
elsa@bcmcollege.ac.in Mob : 8281272464

DEPT. OF ECONOMICS

1. Ms. Shalini Thomas M.A. (H.O.D.- in- Charge)
shalini@bcmcollege.ac.in Mob : 7403527064
2. Ms. Deltta Kurian M.A.
deltta@bcmcollege.ac.in Mob : 7560940955
3. Lenny Elsa Varghese M.A.
lennyeco@bcmcollege.ac.in Mob : 9447549088

DEPT. OF SOCIOLOGY

1. Ms. Alphonsa Kurian M.A., M. Ed. (H.O.D. - in- Charge)
alphonsa@bcmcollege.ac.in Mob : 9961988101
2. Dr. Reeja P. S. M.A., PhD
reeja@bcmcollege.ac.in Mob : 9496774639
3. MS. Gopila C. R. M.A.
gopika@bcmcollege.ac.in Mob : 9447039852

DEPT. OF PSYCHOLOGY

1. Dr. Smaji Tony M.Sc, M. Phil, PhD 8547068162
smaji@bcmcollege.ac.in

DEPT. OF COMMERCE

1. Mr. Jipin V. jimmy M. Com., M. B. A., CAIIB (H.O.D.-in-Charge)
jipin@bcmcollege.ac.in Mob : 9496801986
2. Dr Reshma Rachel Kuruvilla M.Com., A.C.A., PhD
reshma@bcmcollege.ac.in Mob : 8078001013
3. Ms. Elizabeth Johnny M. Com., M. Phil. Mob : 9495426840
elizj@bcmcollege.ac.in

4. Ms. Merin Elizabeth Cherian M. Com. Mob : 9496542240
merin@bcmcollege.ac.in
5. Ms. Sissy Babu M. Com. Mob : 7025115050
sissybabu@bcmcollege.ac.in

DEPT. OF PHYSICAL EDUCATION

1. Mr. Rajesh P.C. M.P.E., N.I.S. (H.O.D.-in- Charge)
rajesh@bcmcollege.ac.in Mob : 9846650433
2. Mr. Luke Leon Kurian M.P.E. Mob : 7403152755
luke@bcmcollege.ac.in

SELF FINANCING DEPARTMENTS

DIRECTOR

1. Rev. Fr. Philmon Kalathra M.S.W. Mob: 9400416140
bursar@bcmcollege.ac.in

DEPT. OF SOCIAL WORK

1. Dr. Ipe Varghese M.A., M.B.A., M.S.W., Ph. D (Sociology),
PhD (Social Work) (H.O.D) Mob : 9446448215
ipe@bcmcollege.ac.in
2. Fr. Philmon Kalathra M.S.W. Mob : 9400416140
bursar@bcmcollege.ac.in
3. Sr. Sheena M.U. M.S.W. Mob : 9961006532
srsheena@bcmcollege.ac.in
4. Mr. Jaison M.C. M.S.W., M. Phil. Mob : 9446274994
jaison@bcmcollege.ac.in
5. Ms. Gayathri Das M.S.W. Mob : 9562383782
gayathridas@bcmcollege.ac.in
6. Ms. Anithamol Babu M.S.W., M. Phil. Mob: 9496265359
anithamol@bcmcollege.ac.in

DEPT. OF FOOD SCIENCE & QUALITY CONTROL

1. Ms. Anju Annette Cherian M. Sc. (H.O.D.) Mob : 9895057029
anju@bcmcollege.ac.in
2. Ms. Rittu Susan Babu M. Sc. Mob : 9656343503
ritt@bcmcollege.ac.in

3. Ms. Sherin Manu George M. Sc. Mob : 9061785819
sherinmanu@bcmcollege.ac.in
4. Ms. Devika Anjali M. M. Sc. Mob : 7012173676
devika@bcmcollege.ac.in

DEPT. OF COMPUTER SCIENCE

1. Ms. Divya S. M. Sc. (H.O.D.-in-Charge) Mob : 9446983677
divya@bcmcollege.ac.in
2. Ms. Remya Stephen M. Tech. Mob : 9946097981
remya@bcmcollege.ac.in
3. Ms. Angitha Jessis C. M. Sc., B. Ed. Mob : 9656416944
angitha@bcmcollege.ac.in
4. Ms. Jintu Ann John M. Tech. Mob : 9747825486
jintu@bcmcollege.ac.in

DEPT. OF COMMERCE

1. Dr. V. S. Jose M. Com., PhD (H.O.D.) Mob : 9447519894
vsjose@bcmcollege.ac.in
2. Ms. Chinnumol Sasindran M. Com. Mob : 9947367095
chinnumols@bcmcollege.ac.in
3. Ms. Harsha Thomas M. Com. Mob : 8157047315
harshathomas@bcmcollege.ac.in
4. Ms. Tintu Jobin M. Com., M. Ed. Mob : 7012715458
tintujobin@bcmcollege.ac.in
5. Mr. Anilkumar K.K. M. Com. Mob : 9387712231
anilkumarkk@bcmcollege.ac.in
6. Ms. Aleena Mathew M. Com. Mob : 7558861392
aleenacom@bcmcollege.ac.in
7. Mr. Bohith Johnson M. Com., B. Ed. Mob : 9947073997
bohithcom@bcmcollege.ac.in
8. Ms. Anju Skaria M. Com., B. Ed. Mob : 7736105120
anjuscaria@bcmcollege.ac.in

DEPT. OF ENGLISH

1. Ms. Aneha Hepzibah Solomon M.A. Mob : 9656166542
aneha@bcmcollege.ac.in
2. Ms. Haripriya Hari M.A., B. Ed. Mob : 8281236029
haripriya@bcmcollege.ac.in
3. Ms. Zeba Nazar M.A. Mob : 9654414412
zeba@bcmcollege.ac.in
4. Ms. Aneka Avraham M.A. Mob : 9645314922
aneka@bcmcollege.ac.in
5. Ms. Merin Stephen M.A. Mob : 7025041154
merinstephen@bcmcollege.ac.in

DEPT. OF HOME SCIENCE

1. Ms. Praseetha P.S. M. Sc. Mob : 9747831789
praseetha@bcmcollege.ac.in
2. Ms. Aninna Tom M. Sc. Mob : 7994697762
annina@bcmcollege.ac.in

COMPUTER CENTRE

1. Mrs. Regi Simon B.Com, PGDCA Ph: 0481-2790457
regiaruparayil@gmail.com Mob: 9446390457

SYSTEM ADMINISTRATOR & LANGUAGE LAB

1. Mr. Jaise James B. Sc Mob : 9747904979
jaise@bcmcollege.ac.in

Intercom Numbers

- | | |
|-------------------|-------|
| 1. Principal | - 301 |
| 2. Bursar | - 304 |
| 3. Sr. Sherly | - 306 |
| 4. Sr. Aleena | - 307 |
| 5. Sr. Akhila | - 308 |
| 6. Common | - 310 |
| 7. Self-Financing | - 312 |
| 8. Reception | - 9 |

OFFICE STAFF

No.	Name	Mobile No.	Designation
Aided Staff			
1.	Sherly K Jose (Sr. Sherly)	9496571103	Junior Superintendent
2.	Sr. Jisha George	8943870052	Head Accountant
3.	Biji Joseph (Sr. Aleena)	9497055596	Clerk
4.	Teena P Raju (Sr. Akhila)	7306094191	Clerk
5.	Jincy Philip (Sr. Gracena)	9496251034	UGC Librarian
6.	Smt. Elsamma Jacob	9048526417	Lab Assistant
7.	Smt. Sheela mathew	9846907922	Lab Assistant
8.	Smt. Mini V.M	9447680889	Lab Assistant
9.	Smt. Lissy Joseph	9539449502	Lab Assistant
10.	Mr. Tom Simon	9061455742	Mechanic
11.	Ms. Shintumul Shaji	9947234595	Lab Assistant
12.	Ms. Taniya Kuruvila	8075448528	Office Attendant
13.	Ms. Priyanka Jomon	7025259924	Office Attendant
14.	Ms. Chinju Philip	9847959993	Office Attendant
15.	Mr. Jithin John	9946445842	Lab Assistant
Self-Financing Staff			
16.	Ms. Manju Annie Punnen	9495235345	Clerk
17.	Mrs. Kochumol Tomy	9496415011	Clerk
18.	Mrs. Mini Alexander	9744457382	NTS
19.	Mrs. Julie Emil	9744183926	Receptionist

Verification of Internal Marks	: Ms. Suman Abraham Mr. Rajesh P C Ms. Alphonsa Kurien Ms. Divya S Ms. Tintu Jobin
College Union Advisors	: Dr. Neethu Varghese Mr. Anil Steephen Ms. Suman Abraham
Kushalatha Forum Co-ordinator	: Ms. Smitha Joseph Ms. Emi Mathew
Certificate Course & Add on Course Co-ordinator	: Ms. Priya Thomas, Ms. Ansmol George
Remedial Coaching Co-ordinators	: Dr. Riya Susan Scariah Ms. Ann Johns
ASAP Co-ordinator	: Ms. Minu Alex
Returning Officer	: Dr. Ajis Ben Mathews Mr. Jipin V Jimmy
Scholarship Cell	: Ms. Emi Mathew Mr. Liju Alex
Student Support Co-ordinator	: Dr. Ipe Varghese Ms. Gayathri Das
PTA	: Dr. Naveena J Narithookil Ms. Ann Johns Ms. Rittu Susan Babu
Equal Opportunity Cell	: Ms. Minu Alex Ms. Remya Stephen Ms. Aleena Mathew
Women's Cell	: Ms. Ponnu Liz Malieckal Ms. Divya S
UGC/RUSA Co-ordinators	: Dr. Stephy Thomas Mr. Jipin V Jimmy

Admission Committee	: Dr. Annu Thomas Dr. Neethu Varghese Ms. Ponnu Liz Malieckal Dr. Elizabeth V John Dr. Anu Varghese Mr. Jaise James
Nature Club, Bhoomitra Sena and Social Forestry Club	: Dr. Peter K Mani Dr. Elizabeth Basil
Sr. Savio Memorial Lecture Series:	Dr. Ajis Ben Mathews Mr. Rajesh PC Mr. Anil Steephen Ms. Suman Abraham
Xavier Board/AIACHE	: Fr. Byju Mathew
CSM	: Dr. Annu Thomas Ms. Shalini Thomas Dr. Sr. Remya SABS
NSS	: Dr. Elizabeth V John Mr. Bijoy Thomas
NCC Programme Officers	: Dr. Reeja PS Ms. Elizabeth Johny
College Magazine Committee	: Mr. Anil Steephen Ms. Ponnu Liz Malieckal, Dr. Naveena J Narithookil
College Calendar	: Mr. Jipin V Jimmy Ms. Anju Annette Cherian Mr. Jaise James
College Log Book	: Principal, Ms. Aneha Hepzibah Solomon Ms. Maneesha Sunder

Grievance Redressal Committee	: Principal, Vice-Principal Director (Self-financing) Dr. Ipe Varghese Sr. Anitta Sunny
Documentation & Media Facilitation	: Dr. Dona Elizabeth Sam Ms. Zeba Nasar Mr. Jaise James Ms. Maneesha Sunder
Teacher Evaluation	: IQAC
Discipline Committee	: Principal, Vice-Principals, Bursar, all HoDs & NCC Unit.
System Administrators	: Mr. Jaise James Dr. Stephy Thomas
Entrepreneur Development Cell	: Dr. Reshma Rachel Kuruvilla Mr. Jaison M C Ms. Rittu Susan Babu Ms. Deltta Kurian
Campus Recruitment Committee	: Dr. Ipe Varughese Dr. V S Jose Ms. Priya Thomas Dr. Elizabeth Sam Ms. Divya S Mr. Jaison MC Ms. Harsha Thomas
Library Committee	: Dr. Naveena J Narithookil Ms. Ancy Cyriac Fr. Byju Mathew Dr. Smitha Joseph
CBCS/Open Course Co-ordinator	: Dr. Ajis Ben Mathews Ms. Haripriya H

BCM Beams/Alumni Committee	: Dr. Annu Thomas Ms. Ann Johns Ms. Suman Abraham Sr. Sheena M U
Anti-ragging/Anti-Harassment Committee/ Anti-Sexual Harassment Committee	: Principal, Vice-Principal Director (Self-Financing) Office Superintendent Hostel Warden Dr. Riya Susan Scariah Mr. Anil Steephen
Sajeev Prayogshala/Live labs	
SWAAD	: Department of Food Science and Quality Control
NURTURY	: Department of Home Science
Student Amenity Centre	: Department of Commerce
Campus Radio	: English (Triple Main)
Anchoring Club	: Malayalam, Hindi Departments
Student Digital Initiative	: Department of Computer Science
On -the- spot Inspection Squad	: All HoDs
Mentoring	: Dr. Naveena J Narithookil Dr. Anu Varghese Dr. Annu Thomas
Research Development & Journal Club	: Dr. Ipe Varghese Dr. Neethu Varghese Dr. Anu Varghese Dr. Annu Thomas

	Dr. Reeja PS
	Ms. Shalini Thomas
	Dr. Riya Susan Scariah
Walk With a Scholar	: Mr. Jipin V Jimmy
Scholar Support Programme	: Ms. Elizabeth Johny
Human Values and Ethics Club	: Ms. Jaisy Joy
	Ms. Nisha Mary Peter
Administrative and Professional Development Programme for Staff	: Ms. Anju Anette Cherian
	Ms. Minu Alex
	Ms. Ancy Cyriac
Anti-Narcotic Cell Cell/ De-addiction Club	: Dr. Ajis Ben Mathews
	Dr. Reshma Rachel Kuruvilla
	Mr. Jaison James
	Mr. Bohith Johnson
E.R.P.	: Ms. Jaisy Joy
	Ms. Alphonsa Kurian
Internal Mark Generation Uniform Committee	: Mr. Liju Alex
	: Dr. Elezabeth Basil
	Ms. Anju Annette Cherian
	Sr. Remya SABS
Ethics Committee	: Sr. Sheena M U
	Ms. Shalini Thomas
Young Innovators Programme	: Ms. Shalini Thomas
	Fr. Byju Mathew
	Ms. Tintu Jobin
	Ms. Prassettha PS
Intellectual Property Rights Cell	: Dr. Anu Varghese
	Dr. Phiona Elizabeth Joshy

ID Card Preparation	: Department of Computer Science Mr. Jaise James
Electoral Literacy Club, Democracy Club, Awareness on National Values	: Dr. Reshma Rachel Kuruvilla Dr. Ajis Ben Mathews Ms. Aneha Hepzibah Solomon
Software Development	: Ms. Angitha Jeesis Ms. Remya Stephen Dr. Stephy Thomas
Authorities as per Right To Information	
Act Appellation Authority	: Principal
Public Information Officer	: Vice Principal
Assistant Public Information Officer	: Office Superintendent
LMS Administration	: Dr. Elezabeth Basil Dr. Reeja P S Ms. Minu Alex
Unnath Bharat Abhiyan	: Dr. Ipe Varghese
Ek Bharat Sresht Bharat Club	: Dr. Naveena J Narithookkil Fr. Byju Mathew Mr. Bijoy Thomas
Website Updating	: Ms. Anju Annette Cherian Mr. Jipin V Jimmy
Film Club	: Dr. Naveena J. Narithookkil Mr. Anil Steephen Fr. Byju Mathew Dr. Phiona Elizabeth Joshy Ms. Philsy Philip
Human Rights Club	: Ms. Anithamol Babu Ms. Gopika C R

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

1	Anti-Harassment Cell	Jithu K Mathew
2	Anti-Ragging Cell	Acca Mariam Mathew
3	Catholic Students Movement (CSM)	Ann Maria George
4	College Magazine Committee	Sherin Shaji Sona Mariyam Saju
5	Ek Bharat Shreshtha Bharat (EBSB)	Sr Ligy Joseph
6	Election- Grievance Redressal Cell	Swakha Sarah Jacob Maria Eliza Augustine
7	Ethics Cell	Nandana Manoj
8	Equal Opportunity Cell	Anusha Shaji Ansu Sabu
9	Grievance Redressal Cell	Gayathri P K
10	Internal Quality Assurance Cell (IQAC)	Anitta Sunny
11	Library Committee	Sherin Shaji
12	NCC	SUO Gowri Krishna
13	NSS	Arya Sabu (English MI) Jilu Joji (Zoology)
14	Rashtriya Uchcharat Shiksha Abhiyan (RUSA)	Swekha Sarah Jacob
15	Women's Cell	Elizabeth Joseph (English MI)

CLASS TEACHERS 2021-22

Department	Class	Name of Teachers in Charge
English	II P.G. (Aided)	Dr Riya Susan Scariah
	I P.G.	Mr. Bijoy Thomas
	II P.G. (S.F.)	Ms. Aneha Hepzibah Solomon
	I P.G.	Ms. Merin Stephen
English Model I	III DC	Ms. Ancy Cyriac
	II DC	Ms. Ponnu Liz Malieckal
	I DC	Dr. Dona Elizabeth Sam
English Mode II	III DC	Dr. Phiona Elizabeth Joshy
	II DC	Dr. Neethu Varghese
	I DC	Ms. Nisha Mary Peter
English Model III	III DC	Ms. Haripriya H
	II DC	Ms. Zeba Nazar
	I DC	Ms. Aneka Avraham
Mathematics	II P.G.	Dr. Anu Varghese
	I P.G.	Ms. Ann Johns
	III DC	Mr. Liju Alex
	II DC	Ms. Jintumol K U
	I DC	Ms. Aswini Thomas
Statistics	II P.G.	Ms. Linsu V Mathew
	I P.G.	Dr. Aswathy S Krishnan
Physics	III DC	Dr. Smitha Joseph
	II DC	Dr. Elizabeth V John
	I DC	Mr. Vinayak Vinod
Chemistry	III DC	MS. Ashamol Cherian
	II DC	Ms. Meenu M.T.
	I DC	Ms. Jaisy Joy
Botany	III DC	Dr. Peter K. Mani
	II DC	Ms. Ashna Joseph
	I DC	Ms. Antu Mariya Jose
Zoology	III DC	Ms. Priya Thomas
	II DC	Dr. Elezabeth Basil
	I DC	Ms. Emi Mathew

Home Science	II P.G.	Ms. Aninna Tom
	I P.G.	Ms. Praseetha P S
	III DC	Dr. Remya M J
	II DC	Ms. Sreelakshmi A S
	I DC	Dr. Remya M J
Sociology	III DC	Ms. Alphonsa Kurian
	II DC	Dr. Reeja P.S.
	I DC	Ms. Gopika C.R.
History	III DC	Dr. Elza Thankam George
	II DC	Dr. Ajis Ben Mathews
	I DC	Ms. Suman Abraham
Economics	III DC	Ms. Shalini Thomas
	II DC	Ms. Lenny Elsa Varghese
	I DC	Ms. Deltta Kurian
Commerce (Aided)	III DC	Ms. Elizabeth Johny
	II DC	Mr. Jipin V Jimmy
	I DC	Dr. Reshma Rachel Kuruvilla
Commerce (S.F.)	II P.G.	Ms. Tintu Jobin
	I P.G.	Ms. Chinnumol Sasindran
	III DC	Ms. Harsha Thomas
	II DC	Ms. Aleena Mathew
	I DC	Ms. Anju Skaria
Food Science	III DC	Ms. Rittu Susan Babu
	II DC	Ms. Sherin Manu George
	I DC	Ms. Devika Anjali
Computer Science	III DC	Ms. Ansmol George
	II DC	Ms. Angitha Jeesis C
	I DC	Ms. Jintu Ann John
Social Work	II P.G.	Ms. Gayathri Das
	I P.G.	Ms. Anithamol Babu

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 consist of:

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

Department Complementary Subjects– 2019-2020

CORE

1. English Model I
Model II

2. Mathematics

COMPLEMENTARY

Psychology
English For Business
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 &3)	English for Careers
Mathematics	Applicable Mathematics
Physics	Physics In Daily Life
Chemistry	Chemistry in Everyday Life
Botany	Agri based Micro-enterprises
Zoology	Human Genetics, Nutrition, Community Health and Sanitation
Home Science	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
3. M.Sc. Statistics

Self-Financing Courses

1. M.A. English Language and Literature
2. M.Sc. Home Science (Child Development & Behaviour Science)
3. M.Com. (Finance & Taxation)
4. M.Com. (Marketing & International Business)
5. Master of Social Work
 - ◆ Medical & Psychiatric Social Work
 - ◆ Rural & Urban Community Development
 - ◆ Family and Child Welfare

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

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

Certificate programs offered	Course Code (if Any)
Nature and Scope of Archaeology in India	History
Entrepreneurship Development	Economics
Guidance and Counselling in Everyday Life	Sociology
Food Processing and Handling Techniques	Food Science
Mushroom Cultivation	Botany
Detergent Chemistry	Chemistry
Ornamental Fish Breeding- Culture and Management	Zoology
Life Skill Education	Zoology
Our Universe-The World Around Us	Physics
Child Rights and Protection Systems	
Diploma	Social Work
Certificate in Office Automation	Computer Science
Certificate course in Java	Computer Science
Certificate course in ASP. NET	Computer Science
Certificate course in Computer Hardware and Maintenance	Computer Science
Surface Ornamentation Techniques	Home Science
Tally	Commerce
Introductory Mathematics for Competitive Exams	Mathematics
Research Methodology and Data Analysis	Statistics
Radio and New Media	English
Life Skill Education	Social Work
Certificate course in PHP	Computer Science
Certificate course in Ubuntu	Computer Science
Certificate course in Bioplastics	Chemistry
Advanced Programming in R	Statistics
Introduction to RPA using uipath	Statistics
Certificate course in SAS	Statistics

Zero Credit Course

Home Science -	Adolescent 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.

Common Course I: English

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

a) Malayalam b) Hindi c) Sanskrit d) Arabic e) Tamil f) Syriac

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.

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 Evaluation

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 in all 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.

15. Academic Performance Enhancement Practice

Academic Performance Enhancement Practice, involves the evaluation of student learning over a course of time. By interpreting student's performance through assessment and sharing the results with them, instructors help students to realize their strengths and weaknesses and enable them to reflect on how they can improve themselves in the university exams. All the departments conduct brainstorming sessions, quizzes, group discussions, mock viva and tests on various topics which are basically revisionary in nature. The conduct of the assessment will be informed prior to the assessment and the students are given ample time to revise the portions. Academic Performance Enhancement Practice (APEP) have become part of continuous assessment, making the continuous evaluation process more effective.

16. 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.

17. 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 installment 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 every day 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, mark list, 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 part in the activities of various clubs like, Tourism Club, Bhoomithra Sena, Women's Club, Sahitya Samajam, Cinema Club, in addition to the department 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 annually. 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 police officers 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 eradication 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 and extension activities of the college. 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/teacher-in-charge.

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 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 50000 books, 42 periodicals and 29 Journals. The library functions from 9 am to 6 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. Student Amenity Centre: The Student Amenity Centre of the college is an initiative of the Department of Commerce as a Live Lab. It provides an excellent platform for students to demonstrate their entrepreneurial skills. In order to cater the needs of BCM, the Student Amenity Centre provides various services. The student friendly store provides a wide range of products such as Text books, Note books, Lab materials and other stationery items at affordable price. It is open during the working hours of the college.

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 Centres: 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 Home Science, it provides telephonic and online 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, Basketball, 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. Infirmary / Ashiana: 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 and is managed by the department of Food Science and Quality Control.

Financial Support

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 will 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 has participated in both NSS and NCC, 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

Self-discipline is the best means for the overall development of an individual. Students of BCM are expected to observe all the rules and regulations and thereby uphold the standards of the college, whether on or off the college campus.

The decision of the Principal shall be final in all matters. The College has the right to amend and modify the code of conduct as and when required.

Consistent with the College's mission and vision the purpose of the Code of Conduct are to:

- ▶ Establish standards of personal conduct for all students.
- ▶ Provide for the enhancement of knowledge and the development of sensitive, responsible and accountable human beings.
- ▶ Recognize students as adults and as such their relationship with the College community should reflect in their overall behaviour both within and outside the campus.

1. Imperatives

- ▶ The day begins with a morning prayer at 9.30am. The entire college should participate in it with due respect and devotion. The faculty and students should stand still and observe perfect silence till the prayer and announcements are over.
- ▶ A call to the auditorium or college patio for any programme must be promptly and strictly responded to and no student is to remain in the classrooms or elsewhere during such occasions.
- ▶ Every student must carry his/her identity card while being present on the College Premises.
- ▶ Students are not allowed to use mobile phone on campus vis **GO.N.O.RT/No.346/05/Higher Edn. dated 1.3.2005**. Teachers can impound such mobile phones and a fine imposed for the violation of the Government order.
- ▶ Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
- ▶ College property is to be handled with care. Furniture, boards, walls are not to be disfigured. Students will be penalized

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

- ▶ Every student will remain answerable to the college authority for his/her activity and conduct in the College premises.
- ▶ All students are expected to be polite and refined in their behaviour to peers, teaching and non-teaching staff .
- ▶ Students are expected to be punctual and earnest in attending classes and other academic, co-curricular and extra-curricular activities.
- ▶ Students are not expected to leave the campus during working hours. In case of any emergency permission/ sanction must be obtained from the class teacher / Head of the Department.
- ▶ Any act of the student/students which obstructs the teaching, administrative activity and other proceedings of the college is strictly prohibited.
- ▶ Chewing paan, paan masala, other tobacco products, smoking or consumption of any other intoxicating products, alcohol is strictly prohibited.
- ▶ Attempted or actual theft of and or damage to property of the college, or property of a member of the college community, other personal / public property, will be considered as an offence and is a punishable act.
- ▶ During leisure hours, students are expected to utilize the library to the maximum and not loiter around the campus or hostel premises.
- ▶ Indulging in ragging, anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.
- ▶ Students are not allowed to circulate any printed materials within the college campus without permission from the Principal.
- ▶ Repeated latecomers will not be allowed to enter the classroom.
- ▶ A student should maintain at least 75% attendance in the Lectures of every subject as prescribed by the order of the University.

Students not meeting the required attendance percentage will be debarred from the University Examination.

- ▶ No meeting is to be held in the college buildings or anywhere in the college premises without permission of the Principal.
- ▶ 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 .
- ▶ All students are expected to dress in a decent and modest manner appropriate to the values of the college.
- ▶ Uniforms are to be worn on days as decided by the college.
- ▶ Policies of the college for Social media and IT will be strictly monitored and should be followed on campus.
- ▶ No meeting is to be held in the college buildings or anywhere in the college premises without the permission of the Principal.
- ▶ 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.
- ▶ All members of the institution are expected to maintain the harmonious nature and spirit of the educational institution keeping in mind the vision and mission with which it was established.

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 members 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. Study Tours and Field Trip Policy

I. Purpose of the Policy

Establish a policy for student field trips and study tours (also known as faculty led programs).

II. Statement of Policy

1. Field trips or study tours to be held as part of the requirements for a Programme that will have costs assessed to students must have approval from the Principal
2. Any course that has a required field trip must be so noted in the course description published in the university Syllabus .
3. It is mandatory for all the students to take part in the field trip, if it is mentioned in the course syllabus.
4. Class tutors of final year classes may organize Tour. However, it is not mandatory for students to take part in the tour so organized outside the curriculum. The college wishes all the students to take part in tours as it builds the spirit of unity and develops organizational skills among the students
5. The costs are incidental to the trip, including transportation, price of admission, etc. The cost of meals and lodging should be the responsibility of the individual unless the facility used assesses group rates. Any additional fee incurred during the trip as a part of the study programme will be met by the students themselves
6. No faculty or advisor costs are charged.

7. Any substantive sums remaining in the accounts established for this purpose after the completion of the trip must be refunded to the students.

III. Definitions

Field Trip- A trip made by students or researchers to study something first hand and is part of the curriculum

Study Tour (Faculty Led Program)

Academic course that includes an off-campus travel experience with specific learning goals which emphasize experiential learning, where the majority of instruction and course work occurs during the off-campus experience.

IV. Procedures

The following procedure is to be adhered to:-

1. The Head of the Department should ensure and certify that the tour undertaken is for the benefit of the students.
2. A separate database of the students travelling for the tour/field visit must be maintained by the department and submitted to the Principal.
3. The Head of the institution should ensure that a written consent from the parent/ Guardian is obtained from the student who intends to partake in the study tour/field trip.
4. Students not participating in the tour/ field-visit are to give a letter to the department stating the reason for the same and countersigned by the student and concerned parents and submitted to the teacher in charge.
5. Study tours should be held in the month of November. The college council reserves the right to change these dates.
6. The list of students participating in the tour/field visit should be countersigned by the teacher in charge and Head of the Department and submitted to the Principal seven days prior to the commencement of the trip.

7. The Head of the Institution should ensure that faculty members accompany the students. Two faculty members should accompany for the first sixty five students and at the rate of one for every thirty students exceeding sixty five. At least one lady faculty should compulsorily accompany the team.
8. Students must be clearly made aware of the code of conduct during such tours and that students who break the rules are liable for disciplinary action
9. Aided departments must obtain prior sanction from the DD office with submitted request.
10. The Field Trip and Study Tour Approval Request form, must be completed including all necessary signatures two weeks prior to the actual field trip or study tour.
11. A written request must be submitted to the Principal for obtaining permission by the concerned department which intends field trip/ study tour
12. The instructor should inform the students to pay the appropriate amount prior to the trip.
13. The list of collected amount from students must be available with the faculty.
14. Activities around water bodies should be permitted only if it is supervised by a professional.
15. Tour operators are not to be arranged by the students but is solely the responsibility of the department faculty accompanying the students on the study tour/field visit. Before finalizing the tour operator, the details of the tour operator should be intimated in writing to the Principal. Principal may ask to find another operator if he/she finds the agency as incompetent. However, the decision must be intimated within 24 hours after receiving request from the department.

16. Students once suspended are not eligible for educational tour. However, Principal with the recommendation of HOD can permit the students who were suspended earlier to take part in the tour.
17. It is compulsory that all students must submit a detailed report (Industrial visit, Study tour) after the visit. In the case of tour, faculty advisor and a student must submit a detailed report of the tour.
18. The college management will not be responsible for any consequences resulting from disobedience or misbehaviour of the student/students during their entire duration of visit including the journey.
19. Disobedience of students towards accompanying faculty member must be reported and will be viewed seriously and dealt with accordingly as per college rules.
20. Students undergoing Industrial visit/training should compulsorily carry college ID card.
21. Faculty co-ordinator should get the written permission from the Principal two days prior to finalizing the itinerary for study tour/field-visit.
22. All tour documentation and statement of accounts will be sole responsibility of the teachers and student in charge.
23. Decision of the Principal is final in all matters.

V. Rules and Code of Conduct

1. Smoking, liquor consumption, and the likewise activities are strictly prohibited during the entire tour program.
2. Students suffering from health problems will not be permitted to attend the tour/ visit.
3. In addition to the first aid kit in the vehicle, an additional medical kit with first aid facilities and medicines for common health problems should be compulsorily stocked by the students.

4. Students are expected to be courteous, polite and disciplined while on tour as they represent the institution and serve as brand ambassadors of the institute outside the campus.

6. 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.

7. Examinations

- ◆ All the examinations conducted by the Department or College are obligatory.
- ◆ Internal and Term 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.
- ◆ 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.
- ◆ Any malpractice at the general or class examination will be dealt with seriously.
- ◆ 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.

8. 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. Meenakshikuttamma Scholarship	- I.M.Sc Mathematics topper
8. Prof. Grace Mathai Scholarship	- Deserving student of II DC Mathematics
9. Mrs. & Mr. John Mangalathethu Memorial Scholarship	- Best academic 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

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|---|---|
| 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 Pothen 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. Mathematics 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 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 Rally | - 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 Rally | - 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 |

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. Remyan 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. Josephina Simon	: 8589043837
Dr. Teena Annah Thomas	: 7994234264

Dept. of English

Dr. Etty George	: 0484-2400062
Mrs. Lucy Antony	: 9447958874; 0481 - 2578374
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
Dr. Elizabeth P. Kurian (Prema)	: 9446958434; 0481-2570284
Dr. Renju D.	: 9496465715; 0481-2580274
Dr. Teena Annah Thomas	: 7994234264

Dept. of Malayalam

Mrs. P. Radha	:	0481 - 2581186
Sr. Helen SVM	:	9496723452, 0481 - 2311979
Mrs. P.A. Leelamma	:	9446471080; 0481 - 2561080
Rev. Dr. Jose Poothrukkayil OSH	:	9447956157
Ms. K.C. Thresiamma	:	0481 - 2712201
Dr. Girijakumari A.	:	9495638272; 0481-2393272
Mr. Babu Thomas	:	9446388582; 0481-2598582

Dept. of Hindi

Late Mrs. Amminiammal	:	
Mrs. S. Mohana Kilikar	:	0484-2265116
Mrs. Mariamma K.J.	:	0481- 2562426; 9947252426
Dr. M.K. Luka	:	0018452823958

Dept. of Mathematics

Late Mrs. Meenashikuttiamma	:	
Late Mrs. Gracy Mathai	:	
Mrs. C. Rugmini Amma	:	9446053734; 0481-2563734
Late Mrs. Mary M. Paul	:	
Mrs. K.M. Chinnamma	:	9446820568; 0481-2564677
Mrs. Josephine Lukose	:	9495887373; 0481-2321506
Mrs. Leelamma Philip	:	9495049201; 0481-2562040
Mrs. Annie Lukose	:	9961949276; 0484-2349642
Mr. T.C. Chacko	:	9747386266; 0481-2569949
Mrs. Valsa V. Samuel	:	9446388582; 0481-2570837
Dr. Mercy Mani	:	9446917245
Dr. George Mathew	:	9447967806; 0481-2539774
Prof. Sosamma Mathew	:	9446759905
Prof. Salma K. Abraham	:	9495181252

Dept. of Physics

Mrs. Remyan Ninan	:	0481 - 2564089
Mrs. Mary Jose	:	9446602742; 0481-2570172
Late Mrs. Nancy Tharyan	:	

Mrs. Rebeeca George	:	9495470312; 0481-2570312
Late Mrs. Valsa Mathai	:	
Mrs. Thresiakutty T.J.	:	9447137295; 0481-2422380
Mrs. Letha Makil	:	9446569709; 0482-9243911
Mrs. Rosamma Chandy	:	8891748266; 0481-2561298
Mrs. Elsamma Thomas	:	9400623703; 0487-2323985
Mrs. Daisy Kurian	:	9446216691; 0486-2223172
Mrs. C.M. Marykutty	:	9400812806; 0481-2312806
Mrs. Geetha G.	:	9447289493; 0481-2391251
Dr. Marykutty Thomas	:	9447752254, 0481-2562254
Mrs. N. Susy Philip	:	9446266500, 0481-2583180

Dept. of Chemistry

Late Sr. M. Montfort SVM	:	
Mrs. I.C Mercy	:	9447237406; 0481-2342322
Mrs. Annice Mathew	:	9744258008; 0481-2570322
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	:	
Mrs. Elsamma Mathew	:	0481-2790593

Mrs. Mary Joseph C.	:	0481-2561620
Mrs. Aleyamma Jose	:	0481-2560496
Mrs. Aleyamma Varghese	:	9446501637, 0479-2351637
Dr. C.A. Sabina	:	9446017486; 0481-2577486
Dr. Jossy Abraham	:	9446584657
Dr. Selinamma Joseph	:	9995018282

Dept. of Zoology

Ms. Chellamma James	:	9946353117; 0481-2392630
Mrs. Veeralakshmi Ammal	:	9846004674; 0481-2420744
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

(Late) Mrs. Mary Abraham	:	
Mrs. S. Lalithambal	:	0471-2328457
(Late) Ms. Ruby Mathew	:	
Mrs. Molly George	:	9495265209; 0481-2563876
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

(Late) Mrs. Grace Andrews :
Mrs. Ammini Ninan : 0481 - 2572109
Mrs. Graceamma Mathew : 9496028503; 9349500028
Mrs. Kunjammini C.K. : 9946637883; 0481-2536437
Mrs. Valsa M. Kuriakose : 9497325705, 0481-2598582
Mrs. Nima Jacob : 9447661525, 0481-231854

Dept. of Sociology

Rev. Sr. Mary Michael :
Mrs. Grace Makil : 0481-2560789
Mrs. Mary Kuriakose : 9544460484; 0481-2598064
Mrs. Laila Joseph : 9495684526; 0481-2560754
Mrs. Mariamma K.C. : 9497097195; 0481-2595290
Mrs. Sheela John : 9446921652; 0481-2560619

Dept. of Commerce

Adv. Seethulakshmbai : 0481-2566565
Mrs. Ayshu Mani : 9447566175; 0481-2566275
Mrs. Serin Miranda : 9447142241; 0481-2562858
Dr. Sr. Karuna SVM : 9495538181
Mrs. Omana Jacob : 9495874347; 0481-2464774
Mrs. Shyla G. Nair : 9447192165, 0481-2582215
Mrs. Josephina Simon : 8589043837, 0481-2300303

Dept. of Psychology

Rev. Fr. Alex Chettiath : 04822-254116
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

FORMER NON-TEACHING STAFF

Name	Address/Phone No.
1. Sr. Tharsisia SVM (Supdt.)	9495903583; 0481-2311979
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. Santhos 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. Mr. Shaji Thomas	9496159770, 0481-2584523
82 Smt. Mary K.L.	9656380302
83. Smt. Salamma P.K.	9568667886
84. Sr. Remya S.V.M.	9496377189
85. Smt. Jeeja Joseph	9400845249
86. Smt. Ancy T.U.	7025661291

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 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 Defense 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 Javelin Throw)
- 1981 Degree Program in Commerce started.
- 1982 Sr. M. Michael SVM took Charge as Principal.
- 1984 The first P.G. - 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 Program 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 in Vocational English started.
- 1997-98 Degree 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 caliber, 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 The Language Lab was set up.
Post Graduaget 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.
- 2005 Geetha Roby has won Gold Medal in 4x400m Relay in Junior National athletic meet.
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.
- 2007-08 Asha P.J. 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) Programs 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.
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 BCM NSS unit was selected as the best unit in MG University.
- 2017 NSS Unit secured 'Best Institution' Award for Organic Farming from Kerala State Agricultural Department.
- 2018 College was selected for "Unnat Bharat Abhiyan (UBA)" by MHRD, GoI
- 2018 College recognized with Consumer Protection Award.
- 2019 College is ranked as one among best 200 Colleges in India.
- 2020 M. Sc Statistics Program was started.
- 2021 The college kabaddi team won the MG university championships for the 9th consecutive year.

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	- 2302171; 9447541970
College Hostel	- 0481-2563083, 2300726

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. of 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

TIME TABLE CHART

DAY	1	2	I N T E R V A L			3	0	L U N C H B R E A K			4	5
I												
II												
III												
IV												
V												

Notes: