

# Contents

1.1.Institutional Identity: .....	2
1.2.Academic Information: .....	2
1.3.Accreditation Status .....	3
2.INSTITUTIONAL DEVELOPMENT PLAN .....	4
2.1.Executive Summary .....	4
2.2.SWOT Analysis .....	4
Strategic Plan ( 2017- 2022) .....	7
P1. Ensuring Social Equality .....	8
P2. CONSTRUCTION AND MAINTENANCE OF INFRASTRUCTURE .....	9
P2.1.Renovation of Roofing In The College .....	9
P2.2.Enhanced Washroom Facility .....	9
P23. Strengthening of ICT enabled infrastructure .....	10
P3. GREEN INITIATIVES ON CAMPUS .....	10
P3.1. Water Conservation .....	10
P3.2. Open Well Recharge System .....	10
P3.3.Water Treatment Plant .....	10
P3.4. Measures to reduce electricity consumption through solar panels and LED lighting .....	10
P3.5.Remove plastic from campus in a phased manner .....	11
P3.6 Waste Management .....	11
P4. ACADEMIC LINKAGES, CERTIFICATE AND VALUE ADDED COURSES .....	12
P4.1. MoU's and Linkages .....	12
P4.2. Introduction of Job/Subject Oriented Courses .....	12
P4.3. Introduction of New Value Added Courses	12
P5.INCREASE IN RESEARCH OUTPUT .....	13
P6. E- GOVERNANCE .....	13
P7. EXTENSION ACTIVITIES .....	14
P8. STUDENT SUPPORT .....	15

### 1.1. INSTITUTIONAL IDENTITY

<b>Name of the Institution</b>	Bishop Chulaparambil Memorial College, Kottayam
<b>Type of Institution</b>	Affiliated aided college with self-financing Programmes
<b>Affiliating University</b>	Mahatma Gandhi University, Kottayam, Kerala
<b>Status of College w.r.t. UGC Act</b>	2(f), 12 (B) College
<b>website</b>	www.bcmcollege.ac.in
<b>Management</b>	Corporate Educational Agency of Colleges, Arch eparchy of Kottayam
<b>Address</b>	Bishop Chulaparambil Memorial College, B.C.M. College, Kottayam, Kerala – 686001
<b>Date of Establishment</b>	11/07/1955
<b>Number of UG programmes offered in aided Stream</b>	12
<b>Number of PG programmes offered in aided Stream</b>	2
<b>Number of UG programmes offered in self-financing Stream</b>	4
<b>Number of PG programmes offered in self-financing Stream</b>	5

### 1.1. ACADEMIC INFORMATION:

UG/PG/PhD programs offered in Academic year 2017-18

S. NO	Title of Programme	Level (UG, PG, PhD)	Duration (Years)	Stream	sanctioned annual Intake
1.	B.Sc. Mathematics	UG	6 Semesters	Aided	40
2.	B.Sc. Physics	UG	6 Semesters	Aided	32
3.	B.Sc. Chemistry	UG	6 Semesters	Aided	32
4.	B.Sc. Botany	UG	6 Semesters	Aided	42
5.	B.Sc. Zoology	UG	6 Semesters	Aided	40
6.	B.Sc. Family and Community Science	UG	6 Semesters	Aided	32

**BISHOP CHULAPARAMBIL MEMORIAL COLLEGE , KOTTAYAM**

7.	B.Sc. Food Science and Quality Control	UG	6 Semesters	Self-financing	30
8.	B.Sc. Computer Science	UG	6 Semesters	Self-financing	60
9.	B.A. Economics	UG	6 Semesters	Aided	40
10.	B.A. History	UG	6 Semesters	Aided	40
11.	B.A. Sociology	UG	6 Semesters	Aided	30
12.	B.A. English Language and Literature Model I	UG	6 Semesters	Aided	40
13.	B.A. English Language and Literature Model II	UG	6 Semesters	Aided	24
14.	B.Com. Finance and Taxation	UG	6 Semesters	Aided	50
15.	M.Sc. Mathematics	P G	4 Semesters	Aided	25
16.	M.A. English	P G	4 Semesters	Aided	12
17.	B.Com. Computer Application	UG	6 Semesters	Self-financing	40
18.	B.A. English Literature ,Communication and Journalism Model III (Triple Main)	UG	6 Semesters	Self-financing	24
19.	M.S.W	PG	4 Semesters	Self-Financing	30
20.	M.A. English	PG	4 Semesters	Self-Financing	15
21.	M.Com Finance	PG	4 Semesters	Self-Financing	15
22.	M.Com Taxation	PG	4 Semesters	Self-Financing	12
23.	M.Sc. Home Science Branch X(A) - Child Development and Behaviour Science	PG	4 Semesters	Self-Financing	10

**1.3. ACCREDITATION STATUS**

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

## 2. INSTITUTIONAL DEVELOPMENT PROPOSAL

### 2.1 Executive Summary

Initiated in the year 1955 by Rev. Mar Thomas Tharayil, then Bishop of Kottayam, The Bishop Chulaparambil Memorial College, Kottayam, popularly known by the abbreviation B.C.M. College, is a home away from home and source of inspiration and empowerment for thousands of young minds. It was started as a homage to his predecessor and founder of the St Anne's High School for girls, Mar Alexander Chulaparambil who visualized the empowerment of families through women. The college has contributed significantly in uplifting the educational, economical and social standards of the state especially central Kerala. From its humble beginning as a junior college, the college now offers 16 undergraduate programmes and 7 postgraduate programmes and it caters the overall development of nearly 2000 students every year. The college has undergone three NAAC accreditation/reaccreditation procedures till now. In 2015, National Assessment and Accreditation Council (NAAC) declared the college as an A grade institution with a score of 3.16.

The college is affiliated to Mahatma Gandhi University, Kottayam and is included under sections 2(f) and 12B of the University Grants Commission (UGC) Act 1956. Besides that, the college is recognized by FIST-0 level Grant of the Department of Science and Technology (DST). The college serves as the nodal Centre of Child Line, Kottayam district

The college has proven its commitment to society through various innovative extension activities. The college has a registered NGO called BCM Outreach Joint Action to Strengthen Society (**OJASS**) to co-ordinate the extension activities of the college. The college has adopted a tribal village at Pongampally near Munnar and has initiated steps in bringing the community into the mainstream. The institution is very much delighted that many students whom have been lent support to in education have completed their postgraduate studies.

We are one of the premier women's colleges in the state catering over 1900 students every year. Almost 25% of the students reside at college hostels, which shows the vast area to which the college is rendering its service. The College admits students from all sections of society and strives to mould intellectually well trained, morally upright, socially committed, spiritually inspired men and women for the India as per the stated vision and mission of the institution.

### 2.2 SWOT Analysis

A team for SWOT analysis has been constituted by the Principal. The core team consists of Principal, Manager of the Institution, A member from the Governing Council of the college, Heads of the departments, Student Representative, Representative from PTA, Representative from Alumni, Representatives from the retired teachers.

Each of the departments heads were asked to perform SWOT analysis at their respective departments so that there will be involvement from all the faculty members who need to play a big role in the implementation of the project. Each department heads presented the views from the department in front of the team for SWOT analysis. The team members had brain storming sessions on these and the stake holders from PTA, Alumni and the governing body were requested to present the output of these discussions with others members in their respec-

tive forum. The members had informal discussions with their various counterparts through email and social networks and these points were presented and the team has finalized the findings of the SWOT analysis as follows-

### Strengths

- S1. Location of the College
- S2. Premier Women's College
- S3. Hostel in the campus
- S4. Majority of the faculty members are below 40 years of age.
- S5. Excellent infrastructure like auditorium, AV hall, public Address system, LAN departments, Intercom etc.
- S6. Various support programmes for the struggling students like remedial coaching, Scholar support programme.
- S7. Programmes for the outstanding students like coaching for the IIT JAM, UGC NET exams, ASAP.
- S8. A strong student support system like financial support from BCM OJASS, various scholarships.
- S9. A strong Alumni Association, PTA and a retired faculty member's forum
- S1. Various Institution Social Responsibility Programmes like adoption of tribal settlement at Pongampally, regular visits to homes for destitute, inmates morale- upliftment programme at Children's home, Kottayam, Voluntary tuition classes offered by the students in the nearby schools etc. to name a few.
- S2. Visionary Leadership
- S3. College is well connected by public transport system
- S4. Committed faculty members
- S5. Student mentoring programmes
- S6. Freedom given to the students in planning and organizing programmes at their capacity with guidance from the faculty members.
- S7. Cordial atmosphere in the campus between the students and a strong faculty student relationship
- S8. ERP software
- S9. Library with e-cataloguing and software based circulation procedure
- S10. Very active NSS and NCC units
- S11. Students from all parts of the state and country.
- S12. High demand for the programmes even if it is a women's college

### Weakness

- W1. Less exploitation of ICT enabled teaching tools.
- W2. Lack of interdisciplinary courses and PG courses

- W3. Relatively low research output.
- W4. Lack of appreciation/recognition to faculty members
- W5. Underutilized college website
- W6. Water Scarcity in the campus
- W7. Relatively underutilized infrastructures like fitness center, Library, AV seminar hall, Sports equipment etc.
- W8. Poor command of the students over English
- W9. Insufficient disabled persons friendly infrastructure.
- W10. Low interview and soft skill of the students.
- W11. Lack of space for expansion of buildings in the college.
- W12. Insufficient number of Computers.
- W13. Lack of e-resources at library
- W14. Lack of enough campus placements to the students
- W15. Under tapping of alternate energy sources
- W16. High expenses towards electricity
- W17. Lack of Learning Management Software and other latest IT infrastructure
- W18. Inadequate lodging facility at hostels

### Opportunities

- O1. Proximity of the colleges to the university and other research institutes like RRI, Medical Colleges, proposed Kerala Science City, proposed Indian Institute of Information Technology
- O2. Beyond syllabus scholarly activities like national and international seminars
- O3. Industry/research institute linkages in academic and consultancy related matters
- O4. Industry experience for the students
- O5. Autonomous status to the college.
- O6. Online videos of the classes.
- O7. Regular visits to homes of destitute for instil the spirit of humanity.
- O8. College has the potential to undertake inter-disciplinary collaboration (research, teaching, service).
- O1. College has the potential to connect and develop partnerships with the community and a diverse array of agencies through various NGOs and other corporates to mobilize Social responsibility programs
- O2. Many faculty have the expertise and ability to secure grant funding and undertake minor and major projects.

- O3. Interdisciplinary courses have to be introduced which will provide more job opportunity for the students.
- O4. A community college may be set forth to realise the women empowerment in a realistic manner.
- O5. Development of Entrepreneurs club which will effectively help the students to interact with successful entrepreneurs and give idea about the new entrepreneurs.
- O6. Introduction of innovative programmes under 'earn while you learn' programme.
- O7. Innovative Extension Programmes

### Threats

- T1. Economic challenges of the students to take up career oriented add-on programmes
- T2. High Heterogeneity among the students in terms of their academic strength.
- T3. Changes in University and the state leadership and the changing academic evaluation pattern with the leaderships.
- T4. Hectic academic schedules, frequent strikes and delayed admission and examination procedures.
- T5. Inconsistency of evaluation of the students by the autonomous institutions and the affiliated colleges.
- T6. Governments slow withdrawal higher education sector.
- T7. Government's decision to start self-financing colleges without proper check on the quality.
- T8. Governments decision not to start new programmes
- T9. Less motivation among students

### Strategic Plan ( 2017- 2022)

The strategic plans developed for the five year term 2017-22 can be summarised under the following heads

#### P1. Ensuring Social Equality

- P2. Construction and Maintenance of Infrastructure
- P.2.1. Construction of New Academic Building
- P.2.2. Renovation of Roofing In The College
- P2.3. Enhanced Washroom Facility
- P2.4. Strengthening of ICT enabled infrastructure

### **P3. Green Initiatives On Campus**

- P3.1. Water Conservation
- P3.2. Open Well Recharge System
- P3.3. Water Treatment Plant
- P3.4. Measures to reduce electricity consumption through solar panels and LED lighting
- P3.5. Remove plastic from campus in a phased manner

### **P4. ACADEMIC LINKAGES, CERTIFICATE AND VALUE ADDED COURSES**

- P4.1. MoU's and Linkages
- P4.2. Introduction of New Certificate Courses
- P4.3. Introduction of New Value Added Courses
- P5. Increase in Research Output
- P6. E-Governance
- P7. Extension Activities
- P8. Student Support

### **P.1. Ensuring Social Equality**

Every year college has a growing demand for hostel accommodation and the college was unable to satisfy this demand. As the hostel is situated at the college campus itself, parents prefer to have their wards admitted in the college hostel itself. As the college is situated on the sides of NH183, many students from the rural areas of Idukki District especially from Kattappana, Kumali region prefer to join the college. The college hostel has a reputation as home away from home for its inmates and bringing up students as socially committed and morally upright persons. Also the Hostel is approved by the SC/ST welfare department of the college students.

Every academic year the institution finds it difficult to accommodate students admitted in third and subsequent allotments to the college hostel. Students who are availing financial support from the SC/ST Welfare Department is worst affected by this. Students will be permitted to stay in the Hostel without paying fees only in the hostels approved by Welfare Department only. In other hostels students are required to pay their fees and the fees will be reimbursed to the students at a later stage which they find difficult.

The College hostel being an approved hostel, the students prefer to stay in the hostel within the campus. Hence a plan was proposed to construct the third and the fourth floors of the existing hostel building which was constructed in 2014 with a five storied foundation. It was also proposed to construct 29 rooms with an area of 510 sq. mt. in each floor. The institution expects extended financial support from Government agencies like UGC under the scheme for construction of women's Hostel for this purpose.



## P.2.CONSTRUCTION AND MAINTENANCE OF INFRASTRUCTURE

### P2.1.RENOVATION OF ROOFING

The College was established in 1955. The main structure of the college was constructed in 1962. Though the building is old, it is strong as the walls of the building is constructed with Black Kerala Granite. Hence the need of demolishing the structure and constructing new building in its place does not arise. But as the plastering on the ceiling is peeling down frequently an immediate ornamentation of the ceiling of all the rooms and the corridors in the existing main building is of utmost necessary. A proposal has been placed for the immediate renovation of the ceiling of class rooms and corridors in the main building

Due to the ageing of the existing roofing, some water penetration has been noticed in the Concrete roofing in certain locations. Though the college has initiated the process of metal roof truss with aluminium sheets, it could not be completed due to high expenditure. It has been proposed to complete the truss roofing with aluminium sheets for the remaining portion of the College. Immediate truss work will enhance the durability of the existing concrete roofing.

The college auditorium was constructed way back in the year 1975. The auditorium has hosted various eminent personalities including then President of India Hon. Shri. Giani Zail Singh and Hon. Smt. Prathibha Patil. The auditorium has been used in many occasions by government agencies. Auditorium has been used as polling materials distribution centre, counting centre, collection and chest of polling materials etc for several elections held in the state.

The auditorium is roofed using Asbestos sheets. Due to its inevitable ageing, the college is forced to have repairs very frequently causing huge financial expenditure to the college. Moreover some of the recent research studies have identified Asbestos roofing as a possible carcinogenic material. Hence it was proposed to renovate the college auditorium by provision with Aluminium Roofing sheets so that the water during rainy season shall be directed to Rain water harvesting unit.

### P2.2.ENHANCED WASH ROOM FACILITY

With the introduction of new courses, the number of students in the campus has increased drastically in the recent past. Though almost one third students of the college uses the toilet facility associated hostel, we need to enhance the toilet facility at the college. The college plans to enhance the standard of toilet facility in -2 level of the auditorium block. The Biochemistry lab associated with the Home Science department is used for just 5 hours a week during the odd semesters which accounts for just 10% utilization. It is one of the under utilized area in the college, when most of the classes are engaged over 80%. There is excess space in the lab too. Hence it is proposed to partition the Biochemistry lab associated with Home Science department and augment some portion to the existing toilet and to provide the entrance into the toilet from outside. This will help the students to use the toilet facility even when the auditorium block is closed. It is also decided to provide napkin vending machine and napkin disposing unit at the proposed toilet block.

Some of the toilets attached to staffroom are in a very deplorable state. Hence, renovation of the aforementioned items would definitely provide a better physical infrastructure to the college. Moreover most of the toilets are fitted with Indian style water closet, which needs an immediate alteration. It is also proposed to tile floorings of six toilets.

## P2.3 STRENGTHENING OF ICT ENABLED INFRASTRUCTURE

Education now a days becomes a self-phased learning process. It is proposed to establish a Learning Management system. It is also proposed to connect every class through Local Area Network. It is also proposed to upgrade at least one classroom of each department into ICT enabled classrooms so that all the classrooms of the college will be elevated to IT enabled spaces by 2024. It was aimed to ensure that all classrooms be converted to smart classes and interactive classes through fund raised by the faculty through stake holders of the institution including retired faculty .

## P3. GREEN INITIATIVES ON CAMPUS

### P3.1.WATER CONSERVATION

An instance of social commitment of the institution should be done by saving the water for future use-Water Harvesting units. The college already has a water harvesting unit with capacity of 1 lakh litres. The college still depends hugely on the water supply from the Kerala Water Authority to meet everyday demand for water. A proposal was brought in to augment the water harvesting facility in the campus by installing 30,000 litre water tanks which can deliver water demands for an additional 6 days.

In the recent past few years rain has been received at regular intervals, unlike the rain during monsoon season in the past. Hence it is believed that the recharging of these 30,000 litres can be done at least five times a year addressing minimum water demand of 30 days in a calendar year. Financial support is expected from the government agencies for the same.

### P3.2. OPEN WELL RECHARGING SYSTEM

Further rain water harvesting is not possible in the campus due to the shortage of space. Hence we propose to have open well recharging in the campus. The open well very near to the UGC hostel can be recharged with the water from the roofing of the UGC sponsored women's Hostel very easily. On an average 3 lakh litre water shall be conserved using this.

### P3.3 WATER TREATMENT PLANT

Another positive step that can be initiated in this regard is water purification. Though it is expensive it will be a good gesture to install water purification facility as a symbol of treating the waste generated by us. A pilot unit shall be installed during this plan period and based on success of this we shall think of installing further water treatment plants in the campus. Installation of large water treatment plants shall be done on completion of proposed expansion of college hostel. In order to enhance the greenery on the campus the water treatment plant can be installed so that excess water received through rainfall could be diverted to the treatment plant.

### P3.4. MEASURES TO REDUCE ELECTRICITY CONSUMPTION THROUGH SOLAR PANELS AND LED LIGHTING

As mentioned in W18, one of the major recurring expenses for the college is the high electricity charges. The high charges in the electricity is due to the introduction of infrastructure, more UPS facility at various locations of

the college etc. Taking into consideration the fact that the demand for power will rise due to global warming, it was deemed necessary to adopt some serious plan to curtail the expenses towards electricity in a phased manner.

The college initiates two strategies in this regard

1. Introduction of LED lighting infrastructures in a phased manner and
2. Tapping alternate energy sources in a phased manner. It is decided to replace with LED lightings on corrective repair and to replace all the remaining non LED lights by 2020, if any remains.

It is also proposed to initiate steps by the college towards tapping alternate energy sources. Being solar energy is the easiest source of alternate energy, solar power plants shall be installed in college. Tapping the alternate sources of electricity is the need of the hour and it is the social responsibility of the institution. Institution must be the role model for students in social commitments. Major portion of the energy needs of the institution is during the day time and the college is spending a huge amount towards the electricity charges every month.

Hence installing a solar power plant is essential as well as the need of the hour. One of the challenges in installing solar power plants is the roofing material is asbestos. Regular cleaning of solar panels is important for efficient use of solar panels. But when installed over asbestos sheets, it will not be possible to clean the solar panels easily. Hence it is proposed to install solar panels in a phased manner. The maximum demand registered by the electricity meters installed at the colleges is around 25KW. This is expected to increase to 30KW in the next three years. Hence it is proposed to install solar panels of 30 KW in the next 5 years. As a pilot step, 10KW shall be installed in the college premises within one year.

Major electricity needs of the institution is during the day time and the electricity demand will be less during the summer vacation and the other vacation times, it is better to have on-grid solar panels at the colleges. The college expects financial support from the Management for the installation of initial 10KWs. The subsequent 20KW shall be installed with financial support from UGC/government in XIII plan period. Nation

### P 3.5. REMOVE SINGLE USE PLASTIC FROM CAMPUS IN A PHASED MANNER

Plastic was considered as a boon to the human kind. But the use of it without any discretion made it a bane. Ban on the use of plastic has become inevitable. But rather than the ban, refusing plastic is the best way to overcome the threat caused by plastic. The members of BCM family has to initiate steps to create awareness among ourselves about the ill effects of plastics. We believe in 'Changing The World By Changing Ourselves'. Hence reduction in the single use of plastic in a phased manner so that all plastic items **excluding** those which can be used many number of times like chairs will be removed from the campus by 2022. Departments are encouraged to buy and use steel/ceramic glasses and plates. It was deemed a necessity to practice not to use plastic bottles in the campus.

### P3.6 WASTE MANAGEMENT ON CAMPUS

The college has taken initiatives to remove construction waste with MoU's from said contractors. Students are not allowed to dump food waste on campus. Chemical and e-wastes shall be removed from campus by Kerala Enviro Infrastructure Ltd based on an Mou signed with them. Incinerators are functional on campus. Vermicompost and Kamba compost are to be used as manure for plants as and when available.

## **P4. ACADEMIC LINKAGES ,CERTIFICATE AND VALUE ADDED COURSE**

### **P4.1. MoU'SAND LINKAGES**

College believes in providing high quality education to all our students probably in the international level. College wishes to arrive at collaborations with foreign institutions in providing twinning programmes. Being in the affiliated college curriculum establishing twinning programmes with one year in India and one year in the foreign country is not possible. College has constraints in providing courses affiliated to other universities in the campus. Hence as an alternative we shall think of providing internship to students in foreign countries in collaboration with institutes there. During the plan period we are trying to arrive at two collaborations with foreign institutions.

Another arena for collaboration with foreign universities is by offering dual PG degrees in 3 years or dual UG programmes in 5 years. In the case of dual PG in three years, students interested have to finish PG in the college. In addition to the students need to pursue some courses of the foreign university. During the third year they will learn the remaining courses of the foreign universities there. These type of collaboration is possible only for related subjects like M. Sc. in Mathematics and M. Sc. in Statistics.

Another areawhere we can arrive at understanding is in offering short term courses like courses offered through edx.org or COURSERA . Syllabus for the course has to be developed by the college in association with the foreign university and the contact classes shall be organized by the college and the collaborating institute shall conduct the examinations over internet and joint certificate will be issued to successful students. University shall charge nominal charges for the purpose of examination.

Every department is expected to arrive at least two MoU/teachers exchange during the plan period.

### **P 4.2.INTRODUCTION OF NEW CERTIFICATE COURSES**

Open courses in the curriculum helps students to know more about other subjects. But due to various constraints, the curriculum of most of the programmes could not accommodate the application aspects. But this applications may instil the subjects into minds of many students. Hence we propose to organize certificate courses by all the departments. Certificate courses shall be of 30-40 hour duration and should be taught outside the regular working time of the college. Students shall have the freedom of choosing their course. They shall opt for certificate course offered by their department or by other departments. This will definitely boost the interdisciplinary studies. Certificate courses like COURSERA and MOOC courses should be encouraged among faculty and students.

### **P 4.3.INTRODUCTION OF NEW VALUE ADDED COURSE**

Tutorials and value education classes are conducted apart from the daily routine of academics. Tutorials are special sessions on weekly basis where class tutors interact with students and share with them values and impart with them softskills, personality development exercises, interview and GD preparations etc. By three year we cover all topics of value education and softskills. Most of the sessions are experiential where the teachers their experience with students. As there is a transition in the faculty from vastly experienced to less experienced the need to conduct a structured session was discussed . Tutorial sessions will be based on a well prepared curriculum. A team of teachers shall be entrusted with the responsibility of developing the syllabus for the various topics like Interview skills, CV Preparation, Personal Hygiene etc.

## P5. INCREASE IN RESEARCH OUTPUT

One of the areas where immediate intervention is required is in the area of research. Being a higher education institution, the research outputs will be benchmarks for further grants from the government and for advancing into new levels. Hence the college needs to intervene with concrete steps to improve research output.

Research clubs and incentives for research outputs are some steps towards this end. Research clubs are directed to meet regularly and the faculty members shall prepare research papers/innovative concepts in their areas before other teachers. This will compel the teachers to involve in research. There shall be two research clubs initially one for science, other for arts and commerce faculty members. Two teachers shall be entrusted with the duties of coordinating the research clubs.

In order to stimulate the research attitude and the research output and also pave for the interdisciplinary research outputs, the college plans to introduce a special session named 'My Subject in Plain Language' in the research club. This is a seminar series in which a faculty member of the college will present his research finding or his research problem or research articles in the plain language rather than the technical terms which helps to generate interest among the colleagues of other faculty and creating a platform for interdisciplinary research.

To accelerate the research outputs, incentives shall be provided to teachers who publish research articles in the various research journals. However care should be taken not to provide incentives for publications in predatory journals. Further guidelines on incentives shall be prepared by IQAC and published. The expenses towards the incentives shall be met from the IQAC accounts. The incentives shall be provided as and when IQAC receives fund. IQAC should maintain separate accounts for the incentives.

Partial reimbursement of registration fee of faculty who are presenting papers in the conference shall be considered. However the incentives shall only be provided if a faculty presents the paper with the college address. There shall be no financial incentive if the faculty is receiving financial support from the organizers. However this too will be based on the availability of funds with IQAC.

As part of improving institution perspective, incentives shall be considered for the faculty members who represent colleges in various other colleges. This incentives should not be the same proportion as of presentation and it should not be extended to those availing financial support like TA/DA from the organizers.

Another challenge in respect of research output is the declining proportion of teachers with Ph.D. in the college due to retirement. Hence it should be made necessary that all the teachers should try completing their Ph.D. by 2022. All the faculty members are encouraged to pursue their doctoral degree in institutes of national importance. However, in the absence of Faculty Improvement and other supporting programmes faculty members are not compelled to do research at institutes of national importance.

Another area where we can improve the research outputs is through research guides at colleges. As of now none of our faculty is approved research guide at the university. The lack of PG programmes is one of the threats of the college in this regard. We would like to have at least 6 of our faculty as research guides by 2022. Dr. Annu Thomas, Dr Elizabeth V John, Dr. Stephy Thomas, Dr Peter K Mani, Dr Ajis Ben Mathews, Dr Reeja PS are probables for research guideship.

## P6.E-GOVERNANCE

To equip the students as technically competent is the major need of this hour. The government made it clear that it is planning to move towards a digital world. The College is the home for more than 400 students who hail from economically weaker High range areas of the state. The college has the responsibility of equipping these stu-

dents with IT skills and empowering them. It is understood that IT or digital skills cannot be taught, it has to be experienced. Students should be forced to do things online. They may commit mistakes and they will learn from these mistakes and the students will remember the things which they learned through mistakes. Hence the institution will be implementing e-governance in all areas in the coming five years. As transition will not be easy it will be implemented in a phased out manner with additions every year. Cent percent implementation of the existing MIS itself will serve the purpose. The examination and admission should be made 100% paperless at the earliest. There should be creative steps which will make data collection for annual reports and SSR easier through e-governance.

Internet should be provided free of cost to the students. Campus shall be made WiFi enabled campus.

To bring diversity among the input, new technologies in education have to be adopted. Since 95% of the faculty members are in the age group less than 35, the college has grown much in the area of technology driven education. Still it finds some difficulty in establishing the necessary IT infrastructure due to lack of fund.

Teaching has become more effective through the appropriate use of technology. College plans make a big leap in the technology enabled teaching this year, the college finds it difficult to serve the demand in short duration. It has been proposed to upgrade our class rooms to smart class rooms. Moreover recent research findings reveal that continuous use of chalk may cause lung related disease and the inhalation of white board markers is cancerous. Hence the proposal to set up Smart Class rooms with interactive projectors or LED TV and Computers with necessary power back up @1.25 Lakhs per class room was proposed. As it cannot be borne in a single stretch, it is planned to convert 5 classrooms in a year to smart class rooms. Financial support under MPLADS or MLALAD schemes for the upgradation of classrooms to technology enabled spaces is expected.

The college need to install some more computers during the plan period. It is proposed to purchase 30 computers under MPLADS or MLALAD scheme during the plan period.

It is proposed to extend E- Governance in areas of administration, teaching, learning, library, hostel

## P7. EXTENSION ACTIVITIES

College wishes to continue all its prestigious extension programmes like adoption of the tribal village, constructing homes for the economically weak students from the college, tuitions for economically weak students in nearby colleges. The college plans to strengthen the NSS and NCC students in the coming years so that the service rendered to the society through these organizations stands always as programmes that provide sound commitment to society and Strengthening Library as a Resource Centre

With the introduction of the new courses, college library is facing a shortage for reading space at the library. Moreover the structure of the library needs a facelift. As the library is constructed at an equal distance to all the departments, renovating the library is the only option. It is proposed to increase the provisions for reading at the library. It is proposed to merge the room near the library to the library after dismantling the wall separating them. The issue counters existing in the library is too space consuming. Hence it is proposed to dismantle the existing counters and create compact counter so that more space shall be provided as reading space.

Increasing the available e-resources at the library will also be addressed in the coming days to cope up with the increasing demand due to the improvement in consultancy and the research output of the faculty.



## P8. STUDENT SUPPORT

The college has already set up an NGO BCM OJASS to mobilize funds for financially struggling students irrespective of their caste or creed. We could say with proud that no student stopped studies or left the college because of financial problems. The NGO provides meal and help for remitting exam fees of the financially weak students. OJASS has proved to be successful in providing support to students as well as co-ordinating the extension activities of the college. We propose to enhance the support provided by OJASS to every deserving student of the college. No one should leave the campus because of financial challenges without completing their course. The whole hearted support of the members of the BCM family is the major source of income. As in the past Rs. 10/- can be collected from each student in a week and teachers can contribute an amount on a monthly basis to OJASS, so that every deserving candidate can be helped .

Unlike other institutions, Canteen/Cafeteria is a learning centre for students of the college as the canteen is managed by the students and the staff of the college itself. Moreover the profit is used to support many financially backward students by providing free meals. Hence by improving the sales at the canteen, we can extend help to more students. A face lift of the canteen will definitely boost up the sales and hence the socially activities of the college. Tiling the floor with vitrified tiles is not an extravaganza in the present day rather it keeps the canteen neat and clean. During the plan period it is proposed to tile the canteen floors.

Being a college with majority of the programmes are of undergraduate level, the college wishes the students to pursue higher students and then opt for job. Feedbacks from the students who got placed after their graduation in the IT sector is not welcoming. Most of them realised that IT is not suitedfor them and they cannot come out of the industry as they are unequipped with any other skills. Some of the students are in desperate need of job once they complete their degree programme . It was proposed that the college shall associate with other institutions in providing campus placement for students.

Based on SWOT analysis, provide the “strategic Plan” developed for institutional Development.

Sl. No	Activity/Plan	Point in SWOT Analysis
1.	Setting up a State of art Computer lab for training purposes	W12,W15,W19
2.	Setting up Language Laboratory	W10, W12,W19
3.	Augmenting Science lab with research equipment	W4,S11,S12,O10,08
4.	Seminar series 'My Subject of Plain Language'	W4,S11,S12,O10,08
5.	Introduction of new certificate courses	W3,S11,O12
6.	Construction of the new building Block	W11,W14
7.	Renovation of the Library	W13
8.	Awareness classes about the facilities at the college website	W6
9.	Awareness programme on the Utilization of library	S18,W9
10.	<b>Industry tie-ups</b>	O3,O4,W19
11.	<b>NGO tie-ups</b>	O9,W19
12.	Research seminars by eminent persons	O1,W4,O2,O3
13.	Starting add-on courses with the help of Professional bodies	O11,W19
14.	Development of MIS	W2
15.	Introduction of innovative 'Earn while you learn' programmes	O15,T1,W19
16.	Remedial Coaching and Scholar Support programmes	S6,T2
17.	ASAP	S7,W19
18.	Continue practicing extension activities	S10,O7
19.	Counselling Cell	S11
20.	Start new programmes for brilliant students	S7,W19
21.	Extend financial support for students through BCM OJASS	S8,T1
22.	Setting up e-resources at library	W17
23.	Setting up excellent teacher, most committed faculty awards	W5
24.	Setting up Computation Facility for the high end computation	W16,W4
25.	Introduction of LED panels in all classes which can be converted into seminar halls	W1,W9
26.	Training programmes to non-teaching staff on e-literacy	W7
27.	Strengthening of Career and placement cell	S21,W18,W12
28.	e-literacy campaign for parents	W2,O5,W18
29.	e-literacy for housewives of the Municipality	O16
30.	Gardening places of public interest	O16