YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	BISHOP CHULAPARAMBIL MEMORIAL COLLEGE, KOTTAYAM
• Name of the Head of the institution	DR. STEPHY THOMAS
• Designation	Principal in-charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04812562171
• Mobile no	9496337236
• Registered e-mail	principal@bcmcollege.ac.in
• Alternate e-mail	stephy@bcmcollege.ac.in
• Address	K. K. Road
• City/Town	Kottayam
• State/UT	Kerala
• Pin Code	686001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Mahatma Gandhi University, Kottayam**
• Name of the IQAC Coordinator	**Ms. Priya Thomas**
• Phone No.	**9895038489**
• Alternate phone No.	**04812562171**
• Mobile	**9895038489**
• IQAC e-mail address	**iqac@bcmcollege.ac.in**
• Alternate Email address	**priya@bcmcollege.ac.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://bcmcollege.ac.in/iqac/aqar/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://bcmcollege.ac.in/iqac/aqar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**Three Star**	**Nil**	**2000**	**17/04/2000**	**16/04/2005**
Cycle 2	**B**	**2.84**	**2008**	**04/02/2008**	**03/02/2013**
Cycle 3	**A**	**3.16**	**2015**	**03/03/2015**	**20/02/2023**
Cycle 4	**A+**	**3.46**	**Nil**	**20/02/2023**	**19/02/2028**

6.Date of Establishment of IQAC	**07/01/2004**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest	**Yes**

NAAC guidelines		
• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	6	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes	
• If yes, mention the amount	23022	

11.Significant contributions made by IQAC during the current year (maximum five bullets)
Indepth Analysis of Results Renovation of College Library Initiated NAAC Fourth Cycle accrediatation Process and submitted IIQA International Webinar Series Renovation of Library

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
NAAC Fourth Ccyle Accreditation	IIQA submitted and the Data collection and Compilation
International Webinar Series	22 Webinars with International Resource persons organized
Indepth Analysis of Results	More structured analysis of results
Renovation of Library	Library elevated to a modern learning space

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	07/02/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	28/02/2022

15.Multidisciplinary / interdisciplinary

New Education Policy aims to integrate education into a comprehensive unit, bringing the highest quality, equity and integrity into the educational system. In this context Bishop Chulaparambil Memorial College, Kottayam is well equipped to implement NEP regulations in its curriculum. TheNew Education Policy aims at integrating educationNew Education Policy aims at integrating education into a comprehensive unit, bringing the highest quality, equity and integrity in the educational system. In this context Bishop Chulaparambil Memorial College, Kottayam is well equipped to implement NEP regulations in its curriculum. The Certificate courses and Add Courses offered by the college ensure an amalgamation of scientific, intellectual, social, emotional and cultural development of the students. Apart from the regular Open Courses offered by the departments, the students have a choice to select from the 23 certificate courses,4 add-on courses and 5 zero credit courses to develop their creative potential. Life skill Education, Community Health Education, Adolescent Health Education, Organic Farming, and Environmental Education are some of the different courses offered for study. The college has a multidisciplinary programme. BA English Triple Main(Communication, Journalism and Literature)in the Under Graduate Level and MSc Child Development in the Post Graduate Level. Collaborative research projects involving staff and students, government agencies, NGOs and different departments are being undertaken to address the issues and challenges faced by society. NSS, NCC, relevant clubs, Snehannam Project, Pongampallil Tribal Village Project, and BCM OJASS are some of the initiatives taken up by the college to boost the social responsibility of the students.

16.Academic bank of credits (ABC):

Being an affiliated college, we are not permitted to register in ABS. However, information seminars were given to students in this regard.

17.Skill development:

The College has made tremendous efforts to develop the skills of the students. Kshamatha Va Khushalatha, an extensive programme for skill development has been introduced in the year 2018 itself and has proved very successful. The College gives fair and varied opportunities to develop the skills of the students through the programmes like SSP, ASAP and WWS. NSS and NCC units conduct skill-based training workshops to help students excel in their areas of expertise that will help initiate them as entrepreneurs into new areas. Along with a prescribed syllabus, the College has created a flexible curriculum that grants the student a broader space and a wider scope for realizing their objectives.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college stands in unison to uphold our nation's integrity and cultural heritage. The College strives on a daily basis to create a youth who upholds the Indian culture by inculcating sound values and an understanding of humanity.NCC and NSS units bring out the best programmes to cater for the unity and diversity of Indian Culture. Indian Languages are promoted through competitions and activities like Ethnic Walk and Ethnic Shows. Value enrichment programmes are conducted regularly to instil our youth with morals that will bring glory to our Nation. Ek Bharat Sreshta Bharat programme is an initiative to promote cultural integration among students. Our college has allied with the Government college Karsog, Himachal Pradesh and organized multifaceted programmes. The college has an active MoU with Kadambari Memorial College, Nepal as a part of the student exchange programme. The department of Hindi has allotted 10 hours per month for organizing Hindi Munch where the students conduct various cultural programmes in Hindi. Hindi Manuscript magazine is also brought out annually by the Hindi department.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome Based Education is a student-centric model which gives emphasis on what is learned. The curriculum framework is created specifically to encourage students to not only present facts but also make complex analyses and interpretations. This approach helps to identify a student's strengths and weaknesses. Before the commencement of each programme, the students are given awareness regarding Program Outcomes(PO)Program Specific Outcomes(PSO)and

Course Outcomes(CO). The question banks are based on Bloom's taxonomy and evaluation is also conducted adhering to the pattern. It enables the students to assess their cognitive levels like remembering, understanding, applying, analyzing, evaluating and creating.

20.Distance education/online education:

The institution provides ample flexibility to the students to learn and explore through ICT-enabled classrooms. The pandemic scenario was efficiently handled through ICT tools like LMS MOODLE, OBS, and GOOGLE CLASSROOM. The faculty was trained intensively to adapt to the changing scenario. The students were encouraged to interact in virtual classrooms. The use of technologies like LCD, Smart classrooms, and Language Lab, made online education efficient. Virtual and live classrooms coexisted and apart from this, the institution took special care to implement blended classroom learning to ensure that all students benefited simultaneously despite their circumstances. The College stepped forward by providing many deserving students with the necessary technological facilities in cash and kind so as to reduce the digital divide. The College has high-tech classrooms with interactive boards, which eased the transmission of knowledge. The college makes use of Enterprise Resource Planning(ERP) online, and TCS to monitor and record attendance and evaluation reports of the students. This transparent information system provides students with the knowledge of their academic status and helps their progress in the same. The students and teachers make use of the time to complete Coursera courses online. Online learning assessments are done through Quizziz, and Google forms. Know Your English Test etc. Various Departments have started YouTube channels to upload their content and videos on their subjects

Extended Profile

1.Programme

1.1   **526**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **1656**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **183**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	[View File](#)

2.3   **596**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **98**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **98**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**526**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1656**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**183**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**596**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**98**

File Description	Documents
Data Template	View File

3.2	98
Number of sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1	58
Total number of Classrooms and Seminar halls	
4.2	198.53
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	193
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The planning for the academic year begins prior to the start of the year when the Heads of the Department conduct departmental meetings, wherein micro planning is done for the academic year with respect to the courses to be taught and subjects to be allocated to the teachers. The HoD instructs each teacher to prepare a teaching plan, which guides the teachers to plan and complete their portions. This would be vetted by the Academic Advisory Board (AAB). Each Department has an AAB which includes at least two external experts and the teachers of the home department. The teaching plans prepared by the teachers, which give a detailed insight into how each topic will be dealt with, date of completion, and the different teaching methods to be adopted are submitted for approval by the Academic Advisory Board. In order to document the curriculum delivery, each department maintains a Lesson Completion Report / Log Book.At the end of every month, the HoD examines the Lesson Completion Report/ Log book. Both help the HOD to verify and keep track of teaching-

learning activities of the department.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://bcmcollege.ac.in/AQAR%202021-22/Criterion%201/1_1_1_AQAR_File_2.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Bishop Chulaparambil Memorial College, being affiliated to Mahatma Gandhi University, follows the curriculum and the academic calendar prescribed by the University. At the beginning of the academic year, the college formulates its own academic calendar and examination calendar, which is in compliance with the University's guidelines. The action plan of each department is also taken into consideration while preparing the academic calendar. The Exam Cell of the college ensures the quality of Internal Examinations and Internal Assessment. At the beginning of the semester, the council decides on the tentative dates for the continuous internal exams. Along with this, continuous assessment of the students is done through class tests, seminars and assignments conducted online. Publications of the internal marks, forwarding them to the respective Departments, uploading the marks etc. are closely under the guidance and supervision of the Principal.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://bcmcollege.ac.in/wp-content/uploads/2022/12/AC-BCM-2021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development   **B. Any 3 of the above**

**of Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

24

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

857

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Great importance is given to Professional Ethics, Gender, Human Values, Environment and Sustainability and hence the syllabus of the college offers many programmes that offer courses pertinent to these issues. Programmes like Commerce, Food Science and Quality Control and Social Work offer courses in Professional Ethics and Human Values. A paper on Environment and Sustainability has been included into the fifth semester syllabus of all UG Programmes since 2017. Gender Studies and Women Studies form core papers for the BA English and MA English syllabus. MA English students study a paper on Ethics in Literature. BA Sociology and BA Economics also deal with topics like Gender Sensitization.During their final year projects, students are encouraged to take up topics that contribute toNational Development, Gender, Human Values and Environment related issues while making sure they implement professional ethics while conducting their research. The departments conduct many activities throughout the year, including seminars/workshops/webinars that deal with these topics and paper presentations from these topics are always encouraged.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

68

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

745

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://bcmcollege.ac.in/AQAR%202021-22/Criterion%201/142.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://bcmcollege.ac.in/AQAR%202021-22/Criterion%201/142.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

617

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

174

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students are admitted to college according to the Centralised Allotment Process (CAP) of Mahatma Gandhi University. the students

are clategorized as per entry level assessment procedure which includes, the marks of the Qualifying examination (scaled to 50) which is added to the marks of the Post Admission Test (scaled to 30) and the marks awarded bythe Department Evaluation Committee (scaled to 20). A scale is constructed and students with -0.7 score and above are classified as Advanced learners, between and below -0.7 as Slow learners.

1. Special Programmes Based on Learning Abilities

Special Programmes include Remedial coaching and Peer teaching for slow learners. Programes for advanced learners include 'Student Durbar' which promote discussions, Flipped classrooms and video content generation by students, for communication and presentation skills.

Considering slow as well as advanced learners programs like Bridge Courses in familiarising the students with the new subjects. 'Akshara Puraskara Padhathi' aids in developing reading skills of the students. Symbiotic teaching/ cross teaching and The Learning Buddy system ensures incremental learning for students of varied capacities. The Academic Performance Enhancement Practice (APEP) makes possible revision of challenging topics and prepares the students from an examination point of view.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1656	98

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Bishop Chulaparambil Memorial College believes in implementing student-centric methods in teaching to enhance the learning experience and ensure the holistic development of its students. These methods are designed to place students at the center of the learning process, enabling them to actively engage and participate in their education.

Collaborative learning- Here students are encouraged to work together in groups, sharing their knowledge and skills to solve problems and complete tasks. This approach fosters teamwork, communication, and critical thinking skills.

Project-based learning- In project-based learning, students are given the opportunity to undertake projects that are relevant to their field of study. They are encouraged to research, analyze, and present their findings. This method promotes creativity and independent thinking among students.

In addition, BCM College emphasizes active learning techniques such as

- LIVE Labs
- Azchavattam
- Educational field trips
- Student Internships at institutions and industry
- Publication of articles and books by students.
- Extension activities in the college are aimed service learning
- Participative Learning:
- Interdisciplinary projects.
- Exhibitions and Demos conducted by students.
- Hands on Workshops and laboratory Experiments.
- Group discussions and peer learning.
- Webinars
- Project based learning
- Quizzes

Furthermore, BCM College incorporates technology into its student-centric teaching methods. The college utilizes digital tools, online resources, and multimedia presentations to make learning more interactive and engaging for students.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Bishop Chulaparambil Memorial College is adequately equipped with ICT Infrastructure. This has enabled the faculty and students to utilise the latest technological developments in the field of Information and Computer Technology in the teaching learning process. Teachers are digitally literate and trained to use ICT, these approaches provide creative and individualized options for students to express their understandings, and prepare them to deal with ongoing technological changes in society and the workplace.

ICT-enabled Infrastructure

- The campus premises are fully Wi-Fi enabled.
- Majority of the classrooms are ICT enabled.
- Every department has an Interactive panel/smartboard enabling the ICT based teaching-learning process.
- LMS (moodle.bcmcollege.ac.in) platform is installed for better teaching-learning environment.
- G-suite subscription enables the college e-mail addresses with institutional domain, unlimited drive storage, administrative tools, Google classroom, meet, etc..
- The digital library of the college avails e-books and e-journals and other online resources to the college community.

Other ICT-focussed Initiatives

- Enterprise Resource Planning [ERP - erp.bcmcollege.ac.in] automatises and digitalises the academic and administrative activities of the college.
- IQAC organized training and workshops on Moodle and ERP to equip teachers with expertise in ICT tools.
- The College has its YouTube Channel to broadcast video lectures prepared by faculty members and conduct online webinars and workshops.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

98

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

98

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

22

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

559

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal examinations are coordinated by the Exam cell following the Academic Calendar, published at the beginning of the year, to ensure uniformity across all the departments. The calendar helps the students plan their studies systematically. Marks for the internal examination are derived from two components- internal examinations and Academic Performance Enhancement Practice (APEP). The students are given two examinations modelled on the university question pattern. APEP is a series of assessment practices like seminars, short test, assignments, group discussions etc.. They are conducted on all working days from 12:30 to 1:00 pm and results published within five days.

The college holds a provision for re-tests for students who missed their exams. The answer scheme linked to Course Outcome (CO) is published and the results are published within 10 days of the

examination.

The marks of attendance, assignments, internal examinations, and APEP are consolidated through a relative grading method and published in the Enterprise Resource Planning (ERP) of the college, to which parents and students have login rights. A one on one meeting (PTA meeting) is arranged for the parents to meet the teachers each semester.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The Grievance Redressal cell, which functions on at a three tier level, comprises of the Principal, faculty and student representatives. Students can approach their tutor to raise a grievance and if not satisfied can approach Department head. They are free to approach the Principal if the issue persist. The students can deposit their complaints in the complaint boxes placed in the college and departments or register through website. The answer scheme with the linked Course Outcome is published in LMS after the examination. The ERP publishes all the results, to which students and parents have login rights.

A forms and B forms are published on the department notice boards, which the students have to verify and place signatures against their marks. The mark lists are forwarded to the university only after the class teacher and the HoD confirm that the marks have been verified and that no grievances are pending. This assures that grievances are addressed before the marks are uploaded to the university.

The Internal Mark Verification committee verifies the marks entered in the portal before they are forwarded to the University. All the exam rooms are under CCTV surveillance to ensure transparency.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Bishop Chulaparambil Memorial College follows Outcome Based Education. All the faculty members of the college have prepared the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) adhering to the prescribed syllabus of M.G University as well as the vision and mission and core competencies of the college. The IQAC ensures that active discussions are made and the inputs of the departmental Academic Advisory Board (AAB) are incorporated into the framing of the detailed COs.

Mechanism of communication- The POs, PSOs and COs are displayed in the college website, the class rooms notice boards and in the MOODLE pages/ google class rooms of respective faculty members. These details are accessible to all the stakeholders.

The POs are explained to first year students during the induction programme and PSOs are discussed with them by the respective department heads during their orientation programme. The students are made aware of the course outcomes at the beginning of each module.

Teaching with the help of short term learning objectives – A set of learning objectives are formulated for each course. The faculty members emphasize learning objectives for each topic at the beginning of the class.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of COs, PSOs and POs shall be measured using direct and indirect methods. The direct methods are those in which students express the skills and knowledge through class tests,seminars, assignments, quiz competitions, academic ragging etc. While in indirect method we measure the attainment through the feedback of the employer and from the teacher in the institute where the students pursue higher education. Weights assigned to direct and indirect measurement are 80% and 20% respectively.

Direct Measure mechanism

In order to measure the attainment of COs it is proposed to transform APEP-Academic Performance Enhancement Practice (which are conducted regularly) score into a CO based pattern. The faculty members shall choose the type of assessment apt for measuring the corresponding CO. The assessment type shall be test paper, assignments, quiz, viva, question paper preparation, question paper solving etc. Each outcome should be measured at least twice to ensure that those students who are missing the classes due to health or other unforeseen causes are included. The instructor shall assign weights to various assessment tools that are used to measure the respective outcome. The attainment is calculated by using a matrix devised.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

506

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://bcmcollege.ac.in/wp-content/uploads/2023/07/Annual-report-21-22.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://bcmcollege.ac.in/AQAR%202021-22/Criterion%202/2_7_1_AQAR.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Bishop Chulaparambil Memorial College, Kottayam assign prime importance to knowledge creation on different domains and levels. Transfer of knowledge and its efficient use are prime focus of the college. College create and compile knowledge using various means through researches and other academic activities. This is achieved through researches and innovative ideas. The knowledge creation and its transfer to students and community is achieved through organizing programmes such as seminars, workshops, exhibitions, surveys, educational fests, discussion by students, panel discussions; job meets, participatory programmes in the community etc. every academic year. Many of the faculty members are members of various expert committees of the affiliating University, other Universities in and outside Kerala and various Autonomous colleges and in the advisory boards of other social service institutions. College has a research committee which encourages teachers and students to undertake researches and publish its findings. The committee provides all support to research activities. Journal

Club was started for all interested faculty and students. This helps the students to become aware of recent research developments and new developments in research at global level. Food science and Botany departmentshave incubation centres named'FoodTIC' and 'Saplings'

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bcmcollege.ac.in/food-science-department/activities-department-of-food-science/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	https://bcmcollege.ac.in/research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

15

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

13

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The extension activities of the college intents to make an impact in the community and sensitize students on social issues and their holistic development. The activities are undertaken mostly in

collaboration with government and non-government organizations. The college has a registered society BCM OJASS (Outreach Joint Action to Strengthen Society) for undertaking welfare programmes for students in the college and community outside. OJASS takes up development programmes and education of tribal children 2008 and children from special homes. House construction for the needy, support during disasters, education support to needy children are some of the activities of OJASS.

Childline, a project of Govt. of India has its district nodal office in the college. Childline address psychosocial needs of the children.

The activities are undertaken by departments, NCC, NSS, UBA programme, college union and various clubs. Swatch Bharath, awareness campaigns on cleanliness, safe childhood, population, traffic control, hair donation for cancer patients, environment protection, disaster support, organic farming in community, environment protection, awareness campaigns on different topics etc. were organised. They engage in and programmes to make community aware of its culture and preserve it. Blood donation camps have involved maximum number of girl students.

File Description	Documents
Paste link for additional information	https://bcmcollege.ac.in/social-work-department/activities-department-of-social-work/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

7

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

66

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2740

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

115

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Bishop Chulaparambil Memorial College, situated at the heart of Kottayam, has a built-up area of 1,85,118.27 square feet in a single compact campus. The administrative wing and departments

function in the academic block. The administrative wing comprises the Principal's room, Bursar's room, aided and self-financing offices, front office, reception lounge, visitor's room, and air-conditioned audio-visual conference hall. 17 fully furnished department offices and 55 sufficiently spaced ICT-enabled classrooms are the backbones of the academic block's physical facilities. Smart classrooms include cutting-edge technologies like 11 operational digital boards (interactive panel), 9 smart boards with LCD projectors and 17 wall-hanging LCD projectors and speakers. Library and Auditorium block comprises of library, having 50034 books, rare thaliyola grandhams and is fully automated with ILMS. It also contains two conference rooms, an expanded space for research scholars and a computer centre. The block further includes a multi-purpose auditorium with 1200 seating capacity. The hostel block comprises three hostel buildings [lodging capacity 450], a prayer hall/meditation room and a canteen.The college has 193 computing systems distributed in two computer centres, college offices, departments, labs, classrooms and library. The college has three high-speed printers, 25 multi-function printers, a public address system and an intercom facility.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[https://bcmcollege.ac.in/facilities/infrastructure/]()

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Bishop Chulaparambil Memorial college offers ample infrastructural and practical facilities for sports, games, gym, yoga, meditation and cultural activities for its students and staff.

Physical fitness facilities

Mud-Court - for throw ball, volleyball, handball, tug of war, cricket, drill, parade, and weapon training for NCC cadets.

Basketball Court - exclusively for basketball practice and matches.

A Well-equipped Fitness Centre/Gymnasium - caters to the fitness

needs of students and staff.

The yoga centre - for yoga practice regularly.

The Recreation Room named AASHIYANA - thematically designed by the students themselves and is equipped with an LED TV and music system.

Multipurpose Auditorium - for the practice of games .

College Patio - for NCC parades and kabbadi and shuttle badminton practices.

Cultural and Social Facilities

The auditorium, with a carpet area of 10240.6 square feet, has been the centre of most of the college's important cultural and social activities for the past 50 years. It has hosted numerous programs of National and International importance. The College Patio is the centre of many cultural activities like street plays, flash mobs, dances, debates, promos, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bcmcollege.ac.in/infrastructural-facilities/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

58

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bcmcollege.ac.in/facilities/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

52.08

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Bishop Chulaparambil Memorial College Library is fully automated with ILMS Open Source Software – KOHA. It provides a very user-friendly interface for searching materials and in-house management.

Name of ILMS Software – KOHA

Nature of Automation (Fully/ Partially) – Fully

Version: 15.11.06.000

Year of Automation- 2012

Library Link – 127.0.1.1:8080

KOHA Link – 172.16.16.29:8080

OPAC Link – 172.16.16.29

Resources Print Books – 50034

E – Books – 3 crores +

Journals/ Periodicals – 92

Newspapers – 6

E-Journals - 3828

For the better implementation of ILMS, the college Library has been renovated and has adopted the following measures:

The library provides Web – OPAC (Online Public Access Catalogue) remote access to users within the campus. Search options based on author, title, subject and accession number are available and online reservations can be made.

N-LIST is subscribed.

2 exclusive system for catalogue search.

23 systems are provided for internet browsing, searching for E-resources, etc., in the library.

Gate entry is permitted through a barcode scanner.

Staff and students can access the library with the college ID card.

Books are circulated through a bar code reader. Periodical orientations to introduce the staff and students to the ILMS.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://bcmcollege.ac.in/library/home/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

.36

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

35

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Bishop Chulaparambil Memorial College updates IT facilities regularly to mould students well-versed in a techno-imperative society. The major upgradations during the assessment period include:

Computing Systems are augmented to 193 in 2021

Student - Computer Ratio was brought to 9:1

Internet facility is made available in the library with new 23 systems

The computer centre is expanded with 61 Computers Technology Enabled Learning Space / smart classrooms are amplified to 37.

Three seminar halls with LCD projector, LAN and Wi-Fi facilty.

Leased line OFC internet connection with 50 mbps Internet facility in all the classrooms via LAN ports.

Fully Wi-Fi enabled campus through 30 routers BCM College internet portal provides exclusive access to the staff and students through individual login accounts

The college website was renovated in 2017 and 2021 with augmented bandwidth, user-friendly design, features, and contents.

Webpage updation is decentralised.

Enterprise Resource Planning [ERP - erp.bcmcollege.ac.in] automatises and digitalises the academic and administrative activities of the college.

Social media platforms like YouTube, Facebook, and WhatsApp are utilised for prompt and efficient communication

Open Source Software like Linux and Programming Language like Python, R are promoted in the campus

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://bcmcollege.ac.in/facilities/infrastructure/

4.3.2 - Number of Computers

193

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

138.07

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

To meet the changing needs of the academic world, Bishop Chulaparambil Memorial College holds established policies, systems and procedures for purchasing, maintaining, and utilizing equipment and infrastructural facilities as per the statutory requirements. The Infrastructure Committee comprising of Manager, Principal, Bursar, Vice-Principals, IQAC Coordinator, Office Superintendent and teachers' and students' representatives, caters

to the planning, budgeting, utilization, maintenance, and disposal of the infrastructural facilities. Proposals regarding augmentation and maintenance are invited from all the departments, cells, clubs, etc., at the end of every academic year. Suggestions, complaints and feedback from various stakeholders are also taken into consideration. Major decisions of the infrastructure committee are placed before the Governing Body for approval, and the budget is allocated according to the need analysis. Policy guidelines are strictly followed during the procurement, utilization, and maintenance process. The implementation and maintenance of physical infrastructure are supervised by the Bursar, assisted by a full-time supervisor.

General Maintenance and Utilization Procedures:

There are policy guidelines for the maintenance and utilization of various facilities like laboratories, library, ICT, classrooms and sports.

Major works are done in April and May, repairing works on Saturdays and Sundays and routine maintenance on all working days.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

596

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

216

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://bcmcollege.ac.in/organization/forums/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

605

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

605

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

30

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

217

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

118

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

32

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college follows a parliamentary system of election as per the guidelines of Lyngdoh Committee and MG University to form student council. The college union consists of Chairperson, Vice-Chairperson, General Secretary, Magazine Editor, Two University Union Councilors, Arts Club Secretary and Class representatives. The Union is in free and absolute control of all student activities on the Campus and even in certain off-campus programs like the University Youth Festival. The objective of the Union is to train the students in the duties and rights of citizenship. It promotes opportunities for the development of their character, efficiency and spirit of service through various cultural, civic and recreational activities. The students of the college are encouraged to take part in various sports and arts activities organized in and outside the college.

Anti-Harassment Cell, Anti-Ragging Cell, College Magazine Committee, Department associations, Ek Bharat Shreshtha Bharat (EBSB), Election- Grievance Redressal Cell, Ethics Cell, Equal Opportunity Cell, Grievance Redressal Cell, Internal Quality Assurance Cell (IQAC), Library Committee, Executive committees of NSS, NCC, RUSA, and Women's Cell havestudent representation.

File Description	Documents
Paste link for additional information	https://bcmcollege.ac.in/college-union/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

172

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

BCM BEAMS is the alumnae association of the college which meets once a year on the 2nd of October, and keeps the former students in a web of interconnectedness between themselves, their teachers and the college throughout the year. This year, keeping in mind the health concerns raised by the pandemic, the general meet was conducted online. Various departments of the college too organised alumnae meetings via online platforms much to the delight of the participants. Every year BEAMS supports deserving students. The scholarships supported three final year U.G students, Kumari Sethulakshmi K S, Kumari Anjali Sunil and Kumari Abhirami Mahesh. This year the college shared the grief of the departure of one of the students belonging to the first batch of Bishop Chulaparambil Memorial College, Smt. Annamma Koruth. BEAMS organized the Lamp Lighting ceremony on 30th March, 2022. It is a memorable event

held every year when the teachers and the final year students light candles signifying the passing on of wisdom and courage as the students step out to light the world, after the completion of their graduate and post-graduate studies in the college. BEAMS aims to light and lighten the paths of its treasured alumnae.

File Description	Documents
Paste link for additional information	https://bcmcollege.ac.in/organization/bcm-beams/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision

" Educational and professional competency through resourcefulness ,reflectiveness, integration and inclusiveness in an interconnected world"

Mission

Blends vatlue based education and liberal outlook inclusive of our cultural ethos, aims at personalized education , moulds intellectually nourished and morally upright, socially committed and spiritually inspired citizens.

The organizational infrastructure will be established for academic industry interface, collaborative ventures with institutes of international repute, faculty and student exchange, centers of excellence to cater to the research aspirations, organizational

redesigning for interdisciplinary coordination , employability and added skill acquisition ventures with student teacher participation.

Establishment of E-Library, ICT enabled class rooms, paperless e-learning, adapting students to be competent in the era of disruptive technological changes , LAN networking, Wi fi enabled campus, acquire special computer languages, in the students area of study.

The institute intends to chart out a holistic approach in academic pedagogy with added emphasis in overcoming lacunae in higher education in the nature of inadequate employability skills, academic industry interface, research oriented academics, emphasis on interdisciplinary approach, global competency while instilling social responsibility to the student personality.

File Description	Documents
Paste link for additional information	www.bcmcollege.ac.in
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralized and participative management of all stakeholders involved and its effective implementation were seen in all activities of the college, particularly in the implementation of uniforms. The college upholds the Principle of Subsidiarity and ensures an egalitarian environment. Case Study - Implementation of Uniforms Various administrative bodies were entrusted with the specific tasks in a decentralized and participative manner for the implementation of uniforms. Decentralization in the Case Study Grievance Redressal Cell- Collects grievances from students & parents. The principal presented the request to college council for reviews. A few opinions whether there was a necessity to implement a uniform system at the college level were discussed in the council and was decided to seek further opinion of students, parents and teachers. College Council discussed feedback collected from students and PTA on uniforms. The college council passed the decision to implement uniforms, after reviewing the feedback from the stakeholders, where,majority favoured implementation of

uniforms. changes in uniform after further suggestions were received for thestudents' comfort and maintenance through the grievance redressal cell. The shift to a more gender-neutral uniform in the form of shirts and trousers was implemented after the student satisfaction survey

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic/perspective plan of the institution is laid out with the intention of achieving academic outcome objective and ecologically friendly campus and social relevance.

The executive body aids in this process. Management, in participation with the faculty, PTA and student bodies, embarked upon the Strategic Plan (2017-2022), which is in tune with the vision and mission of the college and is aimed to attain the objectives of the plan

CASE STUDY

MEASURES TO REDUCE ELECTRICITY CONSUMPTION THROUGH

SOLAR PANELS AND LED LIGHTING

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.

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 .

The institution depends on the KSEB to meet electricity requirements. To conserve energy, the college has installed rooftop solar panels, which meet the entire requirement on campus.

The surplus generated is supplied to KSEB as part of wheeling to the grid,bringing down heavy expenditure and sustainable use of natural resources.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	www.bcmcollege.ac.in
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Patron

Is the titular Head of the Institution guides the institute in its governance

Governing Body

The general management of the college is vested in the Governing Body who lays down various policy initiatives of the institute to various functionaries. Financial matters , development initiatives and strategic perspectives are laid down by them

The Manager and the Secretary

Supervise the execution and implementation of various decisions of the governing body

Academic Director

provides necessary academic quality inputs .

Principal

The internal administration of the college is carried out by the Principal, assisted by the Vice Principals, Bursar, College Council, and staff

Vice Principal

Assists the Principal in carrying out these functions

College Council

A representative body of entire staff of the college wherein the general academic and disciplinary issues are decided. Various other appurtenant bodies such as students council, Parent Teacher Association, Alumni functions under the college general council.

Policies, in administrative and quality enhancement have been formulated by the college management and IQAC. Acts and Regulations of the University Grants Commission, state government and affiliating university is adhered to for appointments and promotions

UGC regulations, Kerala Service Rules (KSR) and Mahatma Gandhi University Statutes is complied with.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://bcmcollege.ac.in/origin-history/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Motto

'We Care We Share".

STATUTORY WELFARE MEASURES

Leave Provision

15 days casual leave for teaching , 20 days for non-teaching staff, 20 days half pay

leave,10 days commuted leave granted every year,. Duty leave to attend professional development programs.

Government Schemes

gratuities, pension, state life insurance, Medisep,GIS,NPS, GPAIS,provident fund ,other government welfare schemes.

Financial Scheme

regular increments, periodic revision of salary and festival allowances.

INSTITUTIONAL WELFARE MEASURES

Professional Development- encourage teachers to attend professional development programs , orientations. Incentives are provided for research, and membership in professional bodies.

Residential Facility on Campus for girl students and faculty.

Health Measures Free medical checkup camps, health club, fitness centre and diet counselling centre available on campus.

Eatery

The canteen and coffee shop, bearing FSSAI registration, provide healthy snacks and meals.

Financial Support interest-free loans, medical reimbursements.,provision for salary advance for temporary faculty, medical expenses of staff (when required).

Day Care Centre - open to working mothers for their children on the campus.

Recreational Facilities

Annual staff picnics ,festive celebtrations sports competitions , recreation centre AASHIYANA, is open to both staff and students.

Employee Insurance Scheme and Provident Fund

Campus Facilities- accessible LAN/Wi-Fi facility, email address using institutional domain, reprographic facility, parking facility

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

17

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

INTERNAL APPRAISAL SYSTEM

1. SELF-APPRAISAL RECORD OF TEACHING STAFF

Every academic year, all teaching staff members must fill out a self-appraisal form which gathers information on every activity and responsibility

2. PERFORMANCE APPRAISAL BY THE INSTITUTION

The performance-based record is submitted to the Principal at the end of the academic year. After thorough scrutiny, the Principal compiles an annual confidential report submitted to the Manager, who directs the needed inputs and corrective measures in total confidentiality

3.PEER EVALUATION

Peer Evaluation consists of the review of performance by colleagues, from the same or a similar discipline

EXTERNAL APPRAISAL SYSTEM

1. PERFORMANCE EVALUATION BY STUDENTS

The teachers have evolved a direct evaluation method from the students for self-evaluation. From 2016-17 onwards. feedback is obtained from the students by the teachers for self-evaluation and gauges performance, which are discussed directly with the students to rectify appropriately.

2. FEEDBACK FROM PARENTS/ALUMNI

An external assessment that provides for a free exchange of ideas about the college, respective departments, and faculty

APPRAISAL OF SUPPORTING STAFF

Assessment of supporting staff is done on the self-appraisal form annually, submitted to the Principal, evaluated and forwarded to the Manager, who provides inputs on an individual basis.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

AUDIT FOR GRANTS AND PROJECTS SANCTIONED BY GOVERNMENT AGENCIES

The income and expenditure details of the projects sanctioned by UGC and other government bodies are submitted with documentary evidence to a qualified Chartered Accountant for verification. Following verification, the Audit Report and Utilization Certificate are issued by the Chartered Accountant

INTERNAL AUDIT

Daily transactions and accounts associated with the college are verified and audited by the Internal Audit Team. Internal audit is done on a periodic basis by the internal auditors who verify all financial A detailed report is submitted to the Management.

EXTERNAL AUDIT

The external audit is conducted by the Deputy Director of Collegiate Education,Kottayam and by the Accountant General's Office , Thiruvananthapuram for the funds received from the government .

CONSOLIDATED FINANCIAL ACCOUNTS

Every year, Thomas Chazhikadan and Associates, a registered Chartered Accounting firm consolidates the funds received from governmental agencies and non governmental sources.

MECHANISM FOR SETTLING AUDIT OBJECTIONS

Objections raised in audits are notified to concerned authorities , corrections mentioned are rectified ,action is taken, whereby audit objections are settled. Anomalies are cleared with proper evidence, documents, bills and vouchers .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1524138

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The resource mobilization policy of the institution encompasses optimum utilization of the resources connected with the college. A full time Bursar has been appointed by the Management

FUND MOBILIATION

1. Internal Sources

Include Donations , spot collections for free ships through registered society OJASS, sponsorships , scholarships for students in departments for the best achiever in a programme, financial assistance to departments in recognition of achievement from the management, staff fund , income generated from canteen ,coffee

shop and amenity centre

2. External sources

Include financial assistance from University Grants Commission ,
Central Government funds namely RUSA, FIST, State Government funds
namely KSCSTE and funds for NSS, ASAP, WWS, SSP

Non-government funding include contributions from parents, Alumni,

philanthropists, Endowments and Scholarships instituted by retired
teachers, funds raised by departments/ cells/ associations.

Earned income of the institution is from fee collected from
students , MP/MLA funds, MP LADS Scheme, sponsorships for seminars
, fests , lecture series, Faculty contribution to college
development fund, contributions from the Senior Academicians Forum

Proper control is exercised through budgetary and cost control
exercises. Budget estimates are prepared prior to the academic
year and resources to match the expenditure are identified to meet
budgetary expenses.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

PRACTICE I

TEACHING PLAN

It is the scheduling of modules to be completed within a specific
and prescribed time period. The plan is prepared taking into
consideration the content, students comprehensive capability, and
chapter construction as prescribed. The teaching plan records the
daily portions covered and the ICT methods adopted. It also
ensures that the portions are carried out effectively by the
students countersigning against the portions and activities
completed against the strategic plan of the concerned departments.

The teaching plan is submitted

weekly by the teachers in charge to the heads of the Department for verification and then duly forwarded to the Principal.

PRACTICE II- OUTCOME-BASED EDUCATION

The teaching plan from the academic year 2017 has strictly been linked to the Programme Specific Outcome and the Course Outcome. Outcome-based education enables students to obtain a deeper insight into what they are expected to know about the course upon graduating. The course outcome provides a platform for students to identify the skills and knowledge they are supposed to possess after completing a course. Classes commence with the stating of outcome-based education. The APEP and internal examinations are evaluated as per the course outcome

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

TEACHING LEARNING REFORMS FACILITATED BY IQAC

The college has introduced the following to improve quality in areas of academics, namely

- **Learning Management System (MOODLE) and Google classroom**

- **ERP software augmentation**

- **APEP**

- **Outcome Based Education**

- **Kshamatha Va Kushalatha**

- **Certificate Courses by Departments**

- **Add On Courses**

EXAMPLE 1-LEARNING MANAGEMENT SYSTEM (MOODLE) AND GOOGLE CLASSROOM

Though the college had ICT enabled learning from last NAAC cycle, college has introduced Learning Management System (MOODLE) and google classrooms featuring online submission of learning materials, prepared notes, power points, and flip classrooms. The students are also encouraged to contribute study materials through online presentations, which can be shared after filtering.

EXAMPLE II- APEP(ZERO-HOUR TESTS)

Another prominent initiative introduced was the APEP. APEP aims at improving the academic excellence of the students through versatile assessment methods. APEP caters to the needs of slow, mediocre and advanced learners . Every day, extra half an hour is specifically set aside for the APEP programme.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://bcmcollege.ac.in/iqac/aqar/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Women's Cell actively indulge the students in activities. Gender Studies form core papers different programmes. Students take up topics related to gender sensitization for their final year projects. On International Women's Day debates, workshops and discussions are conducted. Self Defense training classes are organized. A well-equipped Fitness Centre functions which provides special training in Yoga, Taekwondo, Wrestling, and Cycling. practical sessions on driving and coconut tree climbing are organised.

a. Safety and Security

The College conducts Safety Drill. A women's hostel functions in the campus. Every department maintains a Movement Register to record the absence of students during the working time. Attendance of the students is entered every hour in the ERP. 167 surveillance cameras are installed in the campus. Anti- ragging and Anti-Harassment Cell operate in the college.

b. Counselling

Students who need counseling are identified by the class tutors and mentors and are directed towards the full time counselor Sr.Dr.Nichol.

c. Common Room

The college has a common room, 'Aashiyana' for the students to relax and Two infirmaries to meet their health needs.

d. Day Care Centre

A day care centre within the college premises tends to the child care requirements of staff and needy students.

File Description	Documents
Annual gender sensitization action plan	https://bcmcollege.ac.in/action-plan/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://bcmcollege.ac.in/safety-and-security-2/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college follows green policy to ensure zero plastic waste in the campus. The use of disposable utensils and packing containers are prohibited in the campus. The biodegradable wastes are converted to vermi compost, bacterial compost and pit compost and are used in the biogas plant.

Liquid waste is generated mostly from the college hostel, canteen, and college hand wash area. The botanical garden adjacent to the

water treatment plant is fitted with a 1000 litre capacity water tank exclusively for watering plants and trees.

The biomedical waste generated in the college is nil. E-waste at our college refers to electronic equipment that has gone out of use. Periodical repair and replacement generate 10-20 kilograms of e-waste every year. An MoU has been signed with the scrap merchant.

Utmost caution is taken in dealing with and disposing chemical waste from the laboratories. The laboratories in the college do not use any kind of radioactive substances. The waste generated from the laboratories are collected by Kerala Enviro Infrastructure Limited as per the MoU.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**

5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College has transparent admission policy which caters to the needs of the students from various socio-economic backgrounds. The disadvantaged students of the college are helped through OJASS, the charity project of the college. The Social work department of the college conducts a cultural fest, 'Samanuaya' every year bring out the voices of the marginalized. An SC/ST CELL works efficiently in the college. The department of Food Science prepared food recipes and shared videos during "Iftar feast" for Muslim students to break their fasting on the eve of Eid Ul Fitr. In order to show linguistic diversity, programs like 'Write in your mother tongue' and 'Linguistic harmony' were conducted. The department of Hindi has allotted 10 hours per month for organizing "Hindi Munch", where the students conduct various cultural programmes in Hindi. Ek Bharath Sreshta Bharath is an initiative to promote cultural integration among students. The college has allied with Government college, Karsog, Himachal Pradesh and organized multifaceted programs. The college has an MoU with Kadambari Memorial College, Nepal as a part of student exchange programme.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college plays National Anthem at the end of every day. The Preamble of the Indian Constitution is displayed in the college. The photos of national leaders are displayed in the digital notice board. The photos of 75 national leaders are displayed in the newly furnished freedom gallery with QR Code to instill national spirit among the students. A Freedom wall was constructed by the students showing the different events in the independence struggle. Human Rights Club helps the students to be aware about the rights and duties of citizens and organizes "Student Durbar". The college observes Kargil day to instill national fervor among the students. The College organized a photo exhibition on the theme "Freedom Struggle and the ideal of non- violence" on constitutional rights. The college conducts parliamentary model elections every year. The staff have always served as presiding officers, polling officers and observers in various elections. The Principal reads out the Preamble on the Constitution day and conducts awareness classes to promote awareness of constitutional rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://bcmcollege.ac.in/wp-content/uploads/2022/09/HUMAN-VALUES-AND-PROFESSIONAL-ETHICS.pdf
Any other relevant information	https://bcmcollege.ac.in/clubs/#:~:text=These%20are%3A%20sovereignty%2Csocialism%2C,stake%20holders%20of%20the%20institution.

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To promote constitutional values among the students, the College observed International Human Rights Day, Malala Day, Women's equality day, Constitution day Women's day, National anti-terrorism day, Children's day, International Girl child day, Teacher's Day International youth day International day against child labor World humanitarian day, Blood donor's day In order to instill the value of environmental protection, the College observed Environment day, Urja Diwas, Ozone day, World ozone day, Van Mahotsav week, International day for biological diversity , World day to combat desertification and droughts and Paper bag day. The College observed Reading week to develop reading skills of students. The College observed various festivals including Onam, Christmas and Keralapiravi. The College also observed other internationally important days including Nagasaki day, World AIDS day, International day against drug abuse, National doctor's day, Reading day, National mathematics day, National science day. The College organized a series of events as part of observing Space week and Pie week celebrations.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The objective of the first best practice, Academic Performance Enhancement Practice (APEP) improve the results and motivate students, to enhance academic performance.

In the context of syllabus revision in 2017, the low academic performance of slow learners, and the change in pass GPA, the College Council, and IQAC decided to create extra time through APEP.

An extra half an hour outside of the regular teaching time is devoted to carrying out revision assessments and exam writing skills of students, thereby improving the performance of the students in university exams

APEP helped to improve confidence in students, perform well in university exams, manage time, and self-evaluate their academic performance.

The second best practice 'Live Lab/ Sajeev Prayogshala' aims to put into practice the knowledge the students gained in classrooms.

In the context of offering learners an experiential learning system that helps in applying knowledge gained in classrooms in non-classroom environments by performing in multiple levels consistent with their learning experience.

There are 16 live labs (offered by different departments) such as Student Work in Alternate and Allied Domains, Student Social Initiative, NURTURY, Student Digital Initiative, and Student Amenity Centre.

It helped the students to manage a coffee bar, timely updation of computer systems, bring out creative toys and develop their entrepreneurial skills.

File Description	Documents
Best practices in the Institutional website	https://bcmcollege.ac.in/best%20practices/
Any other relevant information	https://bcmcollege.ac.in/relevant-information/

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

EQUIPPING WOMEN FOR A SUSTAINABLE SOCIETY

Adhering to its foundational principles, the institution has undertaken the vision of shaping young women to excel as socially committed responsible citizens.

To meet this objective, the college has integrated all activities under the aegis of BCM-OJASS, a registered society. OJASS carries out outreach programs in Pongampally, a tribal hamlet. 'BCM Snehaveedu', 'Samanwaya', 'Viomithram' and 'Saphalam Sahyanam','Snehannam' are organized under its banner.

The institution focuses on developing entrepreneurship skills. The Entrepreneurship Cell, Canteen, and coffee shop managed by the students, the Product incubation center, Femme de Talent, and the fest organized by the departments help in equipping students with skills to transform them into potential entrepreneurs.

The college has undertaken initiatives to shatter and unlearn gender stereotypes by implementing gender-neutral uniforms, organizing annual blood donation camps,and giving training to exclusive male fortes like coconut tree percussion (chenda) and demarcating pedestrian crossing zones.

The college inculcates commitment to environmental causes among students through programs like organic farming, 'Malinya vimuktha BCM', activities in preventing the destruction of mangrove ecosystems, zero-waste campus initiative, and encouraging students to use organic and biodegradable products.

The institution thus focuses on creating multifaceted, socially

committed women.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The planning for the academic year begins prior to the start of the year when the Heads of the Department conduct departmental meetings, wherein micro planning is done for the academic year with respect to the courses to be taught and subjects to be allocated to the teachers. The HoD instructs each teacher to prepare a teaching plan, which guides the teachers to plan and complete their portions. This would be vetted by the Academic Advisory Board (AAB). Each Department has an AAB which includes at least two external experts and the teachers of the home department. The teaching plans prepared by the teachers, which give a detailed insight into how each topic will be dealt with, date of completion, and the different teaching methods to be adopted are submitted for approval by the Academic Advisory Board. In order to document the curriculum delivery, each department maintains a Lesson Completion Report / Log Book.At the end of every month, the HoD examines the Lesson Completion Report/ Log book. Both help the HOD to verify and keep track of teaching- learning activities of the department.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://bcmcollege.ac.in/AQAR%202021-22/Criterion%201/1_1_1_AQAR_File_2.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Bishop Chulaparambil Memorial College, being affiliated to Mahatma Gandhi University, follows the curriculum and the academic calendar prescribed by the University. At the beginning of the academic year, the college formulates its own academic calendar and examination calendar, which is in compliance with the University's guidelines. The action plan of each department is also taken into consideration while preparing the academic calendar. The Exam Cell of the college

ensures the quality of Internal Examinations and Internal Assessment. At the beginning of the semester, the council decides on the tentative dates for the continuous internal exams. Along with this, continuous assessment of the students is done through class tests, seminars and assignments conducted online. Publications of the internal marks, forwarding them to the respective Departments, uploading the marks etc. are closely under the guidance and supervision of the Principal.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://bcmcollege.ac.in/wp-content/uploads/2022/12/AC-BCM-2021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

24

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

857

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Great importance is given to Professional Ethics, Gender, Human Values, Environment and Sustainability and hence the syllabus of the college offers many programmes that offer courses pertinent to these issues. Programmes like Commerce, Food Science and Quality Control and Social Work offer courses in Professional Ethics and Human Values. A paper on Environment

and Sustainability has been included into the fifth semester syllabus of all UG Programmes since 2017. Gender Studies and Women Studies form core papers for the BA English and MA English syllabus. MA English students study a paper on Ethics in Literature. BA Sociology and BA Economics also deal with topics like Gender Sensitization.During their final year projects, students are encouraged to take up topics that contribute toNational Development, Gender, Human Values and Environment related issues while making sure they implement professional ethics while conducting their research. The departments conduct many activities throughout the year, including seminars/workshops/webinars that deal with these topics and paper presentations from these topics are always encouraged.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

68

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

745

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://bcmcollege.ac.in/AQAR%202021-22/Criterion%201/142.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://bcmcollege.ac.in/AQAR%202021-22/Criterion%201/142.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

617

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

174

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students are admitted to college according to the Centralised Allotment Process (CAP) of Mahatma Gandhi University. the students are clategorized as per entry level assessment procedure which includes, the marks of the Qualifying examination (scaled to 50) which is added to the marks of the Post Admission Test (scaled to 30) and the marks awarded bythe Department Evaluation Committee (scaled to 20). A scale is constructed and students with -0.7 score and above are classified as Advanced learners, between and below -0.7 as Slow learners.

1. Special Programmes Based on Learning Abilities

Special Programmes include Remedial coaching and Peer teaching for slow learners. Programes for advanced learners include 'Student Durbar' which promote discussions, Flipped classrooms and video content generation by students, for communication and

presentation skills.

Considering slow as well as advanced learners programs like Bridge Courses in familiarising the students with the new subjects. 'Akshara Puraskara Padhathi' aids in developing reading skills of the students. Symbiotic teaching/ cross teaching and The Learning Buddy system ensures incremental learning for students of varied capacities. The Academic Performance Enhancement Practice (APEP) makes possible revision of challenging topics and prepares the students from an examination point of view.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1656	98

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Bishop Chulaparambil Memorial College believes in implementing student-centric methods in teaching to enhance the learning experience and ensure the holistic development of its students. These methods are designed to place students at the center of the learning process, enabling them to actively engage and participate in their education.

Collaborative learning- Here students are encouraged to work together in groups, sharing their knowledge and skills to solve problems and complete tasks. This approach fosters teamwork, communication, and critical thinking skills.

Project-based learning- In project-based learning, students are

given the opportunity to undertake projects that are relevant to their field of study. They are encouraged to research, analyze, and present their findings. This method promotes creativity and independent thinking among students.

In addition, BCM College emphasizes active learning techniques such as

- LIVE Labs
- Azchavattam
- Educational field trips
- Student Internships at institutions and industry
- Publication of articles and books by students.
- Extension activities in the college are aimed service learning
- Participative Learning:
- Interdisciplinary projects.
- Exhibitions and Demos conducted by students.
- Hands on Workshops and laboratory Experiments.
- Group discussions and peer learning.
- Webinars
- Project based learning
- Quizzes

Furthermore, BCM College incorporates technology into its student-centric teaching methods. The college utilizes digital tools, online resources, and multimedia presentations to make learning more interactive and engaging for students.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Bishop Chulaparambil Memorial College is adequately equipped with ICT Infrastructure. This has enabled the faculty and students to utilise the latest technological developments in the field of Information and Computer Technology in the teaching learning process. Teachers are digitally literate and

trained to use ICT, these approaches provide creative and individualized options for students to express their understandings, and prepare them to deal with ongoing technological changes in society and the workplace.

ICT-enabled Infrastructure

- The campus premises are fully Wi-Fi enabled.
- Majority of the classrooms are ICT enabled.
- Every department has an Interactive panel/smartboard enabling the ICT based teaching-learning process.
- LMS (moodle.bcmcollege.ac.in) platform is installed for better teaching-learning environment.
- G-suite subscription enables the college e-mail addresses with institutional domain, unlimited drive storage, administrative tools, Google classroom, meet, etc..
- The digital library of the college avails e-books and e-journals and other online resources to the college community.

Other ICT-focussed Initiatives

- Enterprise Resource Planning [ERP - erp.bcmcollege.ac.in] automatises and digitalises the academic and administrative activities of the college.
- IQAC organized training and workshops on Moodle and ERP to equip teachers with expertise in ICT tools.
- The College has its YouTube Channel to broadcast video lectures prepared by faculty members and conduct online webinars and workshops.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

98

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

98

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

22

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

```
559
```

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal examinations are coordinated by the Exam cell following the Academic Calendar, published at the beginning of the year, to ensure uniformity across all the departments. The calendar helps the students plan their studies systematically. Marks for the internal examination are derived from two components- internal examinations and Academic Performance Enhancement Practice (APEP). The students are given two examinations modelled on the university question pattern. APEP is a series of assessment practices like seminars, short test, assignments, group discussions etc.. They are conducted on all working days from 12:30 to 1:00 pm and results published within five days.

The college holds a provision for re-tests for students who missed their exams. The answer scheme linked to Course Outcome (CO) is published and the results are published within 10 days of the examination.

The marks of attendance, assignments, internal examinations, and APEP are consolidated through a relative grading method and published in the Enterprise Resource Planning (ERP) of the college, to which parents and students have login rights. A one on one meeting (PTA meeting) is arranged for the parents to meet the teachers each semester.

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The Grievance Redressal cell, which functions on at a three tier level, comprises of the Principal, faculty and student representatives. Students can approach their tutor to raise a grievance and if not satisfied can approach Department head. They are free to approach the Principal if the issue persist. The students can deposit their complaints in the complaint boxes placed in the college and departments or register through website. The answer scheme with the linked Course Outcome is published in LMS after the examination. The ERP publishes all the results, to which students and parents have login rights.

A forms and B forms are published on the department notice boards, which the students have to verify and place signatures against their marks. The mark lists are forwarded to the university only after the class teacher and the HoD confirm that the marks have been verified and that no grievances are pending. This assures that grievances are addressed before the marks are uploaded to the university.

The Internal Mark Verification committee verifies the marks entered in the portal before they are forwarded to the University. All the exam rooms are under CCTV surveillance to ensure transparency.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Bishop Chulaparambil Memorial College follows Outcome Based Education. All the faculty members of the college have prepared the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) adhering to the prescribed syllabus of M.G University as well as the vision and mission and core competencies of the college. The IQAC ensures that active discussions are made and the inputs of the departmental Academic Advisory Board (AAB) are incorporated into the framing of the detailed COs.

Mechanism of communication- The POs, PSOs and COs are displayed in the college website, the class rooms notice boards and in the MOODLE pages/ google class rooms of respective faculty members. These details are accessible to all the stakeholders.

The POs are explained to first year students during the induction programme and PSOs are discussed with them by the respective department heads during their orientation programme. The students are made aware of the course outcomes at the beginning of each module.

Teaching with the help of short term learning objectives – A set of learning objectives are formulated for each course. The faculty members emphasize learning objectives for each topic at the beginning of the class.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of COs, PSOs and POs shall be measured using direct and indirect methods. The direct methods are those in which students express the skills and knowledge through class tests,seminars, assignments, quiz competitions, academic ragging etc. While in indirect method we measure the attainment through the feedback of the employer and from the teacher in the institute where the students pursue higher education. Weights assigned to direct and indirect measurement are 80% and 20% respectively.

Direct Measure mechanism

In order to measure the attainment of COs it is proposed to transform APEP-Academic Performance Enhancement Practice (which are conducted regularly) score into a CO based pattern. The faculty members shall choose the type of assessment apt for measuring the corresponding CO. The assessment type shall be

test paper, assignments, quiz, viva, question paper preparation, question paper solving etc. Each outcome should be measured at least twice to ensure that those students who are missing the classes due to health or other unforeseen causes are included. The instructor shall assign weights to various assessment tools that are used to measure the respective outcome. The attainment is calculated by using a matrix devised.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

506

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://bcmcollege.ac.in/wp-content/uploads/2023/07/Annual-report-21-22.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://bcmcollege.ac.in/AQAR%202021-22/Criterion%202/2_7_1_AQAR.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Bishop Chulaparambil Memorial College, Kottayam assign prime importance to knowledge creation on different domains and levels. Transfer of knowledge and its efficient use are prime focus of the college. College create and compile knowledge using various means through researches and other academic activities. This is achieved through researches and innovative ideas. The knowledge creation and its transfer to students and community is achieved through organizing programmes such as seminars, workshops, exhibitions, surveys, educational fests, discussion by students, panel discussions; job meets, participatory programmes in the community etc. every academic year. Many of the faculty members are members of various expert committees of the affiliating University, other Universities in and outside Kerala and various Autonomous colleges and in the advisory boards of other social service institutions. College has a research committee which encourages teachers and students to undertake researches and publish its findings. The committee provides all support to research activities. Journal Club was started for all interested faculty and students. This helps the students to become aware of recent research developments and new developments in research at global level. Food science and Botany departmentshave incubation centres named'FoodTIC' and 'Saplings'

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bcmcollege.ac.in/food-science-department/activities-department-of-food-science/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	https://bcmcollege.ac.in/research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the

year

`15`

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

`13`

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The extension activities of the college intents to make an impact in the community and sensitize students on social issues and their holistic development. The activities are undertaken mostly in collaboration with government and non-government organizations. The college has a registered society BCM OJASS (Outreach Joint Action to Strengthen Society) for undertaking welfare programmes for students in the college and community outside. OJASS takes up development programmes and education of tribal children 2008 and children from special homes. House construction for the needy, support during disasters, education support to needy children are some of the activities of OJASS.

Childline, a project of Govt. of India has its district nodal office in the college. Childline address psychosocial needs of the children.

The activities are undertaken by departments, NCC, NSS, UBA programme, college union and various clubs. Swatch Bharath, awareness campaigns on cleanliness, safe childhood, population, traffic control, hair donation for cancer patients, environment protection, disaster support, organic farming in community, environment protection, awareness campaigns on different topics etc. were organised. They engage in and programmes to make community aware of its culture and preserve it. Blood donation camps have involved maximum number of girl students.

File Description	Documents
Paste link for additional information	https://bcmcollege.ac.in/social-work-department/activities-department-of-social-work/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

7

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

66

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2740

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

115

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Bishop Chulaparambil Memorial College, situated at the heart of Kottayam, has a built-up area of 1,85,118.27 square feet in a single compact campus. The administrative wing and departments function in the academic block. The administrative wing comprises the Principal's room, Bursar's room, aided and self-financing offices, front office, reception lounge, visitor's room, and air-conditioned audio-visual conference hall. 17 fully furnished department offices and 55 sufficiently spaced ICT-enabled classrooms are the backbones of the academic block's physical facilities. Smart classrooms include cutting-edge technologies like 11 operational digital boards (interactive panel), 9 smart boards with LCD projectors and 17 wall-hanging LCD projectors and speakers. Library and Auditorium block comprises of library, having 50034 books, rare thaliyola grandhams and is fully automated with ILMS. It also contains two conference rooms, an expanded space for research scholars and a computer centre. The block further includes a multi-purpose auditorium with 1200 seating capacity. The hostel block comprises three hostel buildings [lodging capacity 450], a prayer hall/meditation room and a canteen.The college has 193 computing systems distributed in two computer centres, college

offices, departments, labs, classrooms and library. The college has three high-speed printers, 25 multi-function printers, a public address system and an intercom facility.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://bcmcollege.ac.in/facilities/infrastructure/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Bishop Chulaparambil Memorial college offers ample infrastructural and practical facilities for sports, games, gym, yoga, meditation and cultural activities for its students and staff.

Physical fitness facilities

Mud-Court - for throw ball, volleyball, handball, tug of war, cricket, drill, parade, and weapon training for NCC cadets.

Basketball Court - exclusively for basketball practice and matches.

A Well-equipped Fitness Centre/Gymnasium - caters to the fitness needs of students and staff.

The yoga centre - for yoga practice regularly.

The Recreation Room named AASHIYANA - thematically designed by the students themselves and is equipped with an LED TV and music system.

Multipurpose Auditorium - for the practice of games .

College Patio - for NCC parades and kabbadi and shuttle badminton practices.

Cultural and Social Facilities

The auditorium, with a carpet area of 10240.6 square feet, has been the centre of most of the college's important cultural and

social activities for the past 50 years. It has hosted numerous programs of National and International importance. The College Patio is the centre of many cultural activities like street plays, flash mobs, dances, debates, promos, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bcmcollege.ac.in/infrastructural-facilities/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

58

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bcmcollege.ac.in/facilities/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

52.08

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource
4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Bishop Chulaparambil Memorial College Library is fully automated with ILMS Open Source Software – KOHA. It provides a very user-friendly interface for searching materials and in-house management.

Name of ILMS Software – KOHA

Nature of Automation (Fully/ Partially) – Fully

Version: 15.11.06.000

Year of Automation- 2012

Library Link – 127.0.1.1:8080

KOHA Link – 172.16.16.29:8080

OPAC Link – 172.16.16.29

Resources Print Books – 50034

E – Books – 3 crores +

Journals/ Periodicals – 92

Newspapers – 6

E-Journals - 3828

For the better implementation of ILMS, the college Library has been renovated and has adopted the following measures:

The library provides Web – OPAC (Online Public Access Catalogue) remote access to users within the campus. Search options based on author, title, subject and accession number are available and online reservations can be made.

N-LIST is subscribed.

2 exclusive system for catalogue search.

23 systems are provided for internet browsing, searching for E-

resources, etc., in the library.

Gate entry is permitted through a barcode scanner.

Staff and students can access the library with the college ID card.

Books are circulated through a bar code reader. Periodical orientations to introduce the staff and students to the ILMS.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://bcmcollege.ac.in/library/home/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

.36

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

35

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Bishop Chulaparambil Memorial College updates IT facilities regularly to mould students well-versed in a techno-imperative society. The major upgradations during the assessment period include:

Computing Systems are augmented to 193 in 2021

Student - Computer Ratio was brought to 9:1

Internet facility is made available in the library with new 23 systems

The computer centre is expanded with 61 Computers Technology Enabled Learning Space / smart classrooms are amplified to 37.

Three seminar halls with LCD projector, LAN and Wi-Fi facilty.

Leased line OFC internet connection with 50 mbps Internet facility in all the classrooms via LAN ports.

Fully Wi-Fi enabled campus through 30 routers BCM College

internet portal provides exclusive access to the staff and students through individual login accounts

The college website was renovated in 2017 and 2021 with augmented bandwidth, user-friendly design, features, and contents.

Webpage updation is decentralised.

Enterprise Resource Planning [ERP - erp.bcmcollege.ac.in] automatises and digitalises the academic and administrative activities of the college.

Social media platforms like YouTube, Facebook, and WhatsApp are utilised for prompt and efficient communication

Open Source Software like Linux and Programming Language like Python, R are promoted in the campus

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bcmcollege.ac.in/facilities/infrastructure/

4.3.2 - Number of Computers

193

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

138.07

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

To meet the changing needs of the academic world, Bishop Chulaparambil Memorial College holds established policies, systems and procedures for purchasing, maintaining, and utilizing equipment and infrastructural facilities as per the statutory requirements. The Infrastructure Committee comprising of Manager, Principal, Bursar, Vice-Principals, IQAC Coordinator, Office Superintendent and teachers' and students' representatives, caters to the planning, budgeting, utilization, maintenance, and disposal of the infrastructural facilities. Proposals regarding augmentation and maintenance are invited from all the departments, cells, clubs, etc., at the end of every academic year. Suggestions, complaints and feedback from various stakeholders are also taken into consideration. Major decisions of the infrastructure committee are placed before the Governing Body for approval, and the budget is allocated according to the need analysis. Policy guidelines are strictly followed during the procurement, utilization, and maintenance process. The implementation and maintenance of physical infrastructure are supervised by the Bursar, assisted by a full-time supervisor.

General Maintenance and Utilization Procedures:

There are policy guidelines for the maintenance and utilization of various facilities like laboratories, library, ICT, classrooms and sports.

Major works are done in April and May, repairing works on Saturdays and Sundays and routine maintenance on all working days.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

596

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

216

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://bcmcollege.ac.in/organization/forums/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

605

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

605

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

30

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

217

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

118

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

32

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college follows a parliamentary system of election as per the guidelines of Lyngdoh Committee and MG University to form student council. The college union consists of Chairperson, Vice-Chairperson, General Secretary, Magazine Editor, Two University Union Councilors, Arts Club Secretary and Class representatives. The Union is in free and absolute control of all student activities on the Campus and even in certain off-campus programs like the University Youth Festival. The objective of the Union is to train the students in the duties and rights of citizenship. It promotes opportunities for the development of their character, efficiency and spirit of service through various cultural, civic and recreational activities. The students of the college are encouraged to take part in various sports and arts activities organized in and outside the college.

Anti-Harassment Cell, Anti-Ragging Cell, College Magazine Committee, Department associations, Ek Bharat Shreshtha Bharat (EBSB), Election- Grievance Redressal Cell, Ethics Cell, Equal Opportunity Cell, Grievance Redressal Cell, Internal Quality Assurance Cell (IQAC), Library Committee, Executive committees of NSS, NCC, RUSA, and Women's Cell havestudent representation.

File Description	Documents
Paste link for additional information	https://bcmcollege.ac.in/college-union/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

172

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

BCM BEAMS is the alumnae association of the college which meets once a year on the 2nd of October, and keeps the former students in a web of interconnectedness between themselves, their teachers and the college throughout the year. This year, keeping in mind the health concerns raised by the pandemic, the general meet was conducted online. Various departments of the college too organised alumnae meetings via online platforms much to the delight of the participants. Every year BEAMS supports deserving students. The scholarships supported three final year U.G students, Kumari Sethulakshmi K S, Kumari Anjali Sunil and Kumari Abhirami Mahesh. This year the college shared the grief of the departure of one of the students belonging to the first batch of Bishop Chulaparambil Memorial College, Smt. Annamma Koruth. BEAMS organized the Lamp Lighting ceremony on 30th March, 2022. It is a memorable event held every year when the teachers and the final year students light candles signifying the passing on of wisdom and courage as the students step out to light the world, after the completion of their graduate and post-graduate studies in the college. BEAMS aims to light and lighten the paths of its treasured alumnae.

File Description	Documents
Paste link for additional information	https://bcmcollege.ac.in/organization/bcm-beams/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision

" Educational and professional competency through resourcefulness ,reflectiveness, integration and inclusiveness in an interconnected world"

Mission

Blends vatlue based education and liberal outlook inclusive of our cultural ethos, aims at personalized education , moulds intellectually nourished and morally upright, socially committed and spiritually inspired citizens.

The organizational infrastructure will be established for academic industry interface, collaborative ventures with institutes of international repute, faculty and student exchange, centers of excellence to cater to the research aspirations, organizational redesigning for interdisciplinary coordination , employability and added skill acquisition ventures with student teacher participation.

Establishment of E-Library, ICT enabled class rooms, paperless e-learning, adapting students to be competent in the era of disruptive technological changes , LAN networking, Wi fi enabled campus, acquire special computer languages, in the students area of study.

The institute intends to chart out a holistic approach in academic pedagogy with added emphasis in overcoming lacunae in higher education in the nature of inadequate employability skills, academic industry interface, research oriented academics, emphasis on interdisciplinary approach, global competency while instilling social responsibility to the student personality.

File Description	Documents
Paste link for additional information	www.bcmcollege.ac.in
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralized and participative management of all stakeholders involved and its effective implementation were seen in all activities of the college, particularly in the implementation of uniforms. The college upholds the Principle of Subsidiarity and ensures an egalitarian environment. Case Study - Implementation of Uniforms Various administrative bodies were entrusted with the specific tasks in a decentralized and participative manner for the implementation of uniforms. Decentralization in the Case Study Grievance Redressal Cell-Collects grievances from students & parents. The principal presented the request to college council for reviews. A few opinions whether there was a necessity to implement a uniform system at the college level were discussed in the council and was decided to seek further opinion of students, parents and teachers. College Council discussed feedback collected from students and PTA on uniforms. The college council passed the decision to implement uniforms, after reviewing the feedback from the stakeholders, where,majority favoured implementation of uniforms. changes in uniform after further suggestions were received for thestudents' comfort and maintenance through the grievance redressal cell. The shift to a more gender-neutral

uniform in the form of shirts and trousers was implemented after the student satisfaction survey

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic/perspective plan of the institution is laid out with the intention of achieving academic outcome objective and ecologically friendly campus and social relevance.

The executive body aids in this process. Management, in participation with the faculty, PTA and student bodies, embarked upon the Strategic Plan (2017-2022), which is in tune with the vision and mission of the college and is aimed to attain the objectives of the plan

CASE STUDY

MEASURES TO REDUCE ELECTRICITY CONSUMPTION THROUGH

SOLAR PANELS AND LED LIGHTING

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.

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 .

The institution depends on the KSEB to meet electricity requirements. To conserve energy, the college has installed rooftop solar panels, which meet the entire requirement on campus. The surplus generated is supplied to KSEB as part of wheeling to the grid,bringing down heavy expenditure and sustainable use of natural resources.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	www.bcmcollege.ac.in
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Patron

Is the titular Head of the Institution guides the institute in its governance

Governing Body

The general management of the college is vested in the Governing Body who lays down various policy initiatives of the institute to various functionaries. Financial matters , development initiatives and strategic perspectives are laid down by them

The Manager and the Secretary

Supervise the execution and implementation of various decisions of the governing body

Academic Director

provides necessary academic quality inputs .

Principal

The internal administration of the college is carried out by the Principal, assisted by the Vice Principals, Bursar, College Council, and staff

Vice Principal

Assists the Principal in carrying out these functions

College Council

A representative body of entire staff of the college wherein the general academic and disciplinary issues are decided. Various other appurtenant bodies such as students council, Parent Teacher Association, Alumni functions under the college general council.

Policies, in administrative and quality enhancement have been formulated by the college management and IQAC. Acts and Regulations of the University Grants Commission, state government and affiliating university is adhered to for appointments and promotions

UGC regulations, Kerala Service Rules (KSR) and Mahatma Gandhi University Statutes is complied with.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://bcmcollege.ac.in/origin-history/organogram/
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user inter faces	[View File](#)
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Motto

'We Care We Share".

STATUTORY WELFARE MEASURES

Leave Provision

15 days casual leave for teaching , 20 days for non-teaching staff, 20 days half pay

leave,10 days commuted leave granted every year,. Duty leave to attend professional development programs.

Government Schemes

gratuities, pension, state life insurance, Medisep,GIS,NPS, GPAIS,provident fund ,other government welfare schemes.

Financial Scheme

regular increments, periodic revision of salary and festival allowances.

INSTITUTIONAL WELFARE MEASURES

Professional Development- encourage teachers to attend professional development programs , orientations. Incentives are provided for research, and membership in professional bodies.

Residential Facility on Campus for girl students and faculty.

Health Measures Free medical checkup camps, health club, fitness centre and diet counselling centre available on campus.

Eatery

The canteen and coffee shop, bearing FSSAI registration, provide healthy snacks and meals.

Financial Support interest-free loans, medical reimbursements.,provision for salary advance for temporary faculty, medical expenses of staff (when required).

Day Care Centre - open to working mothers for their children on the campus.

Recreational Facilities

Annual staff picnics ,festive celebtrations sports competitions , recreation centre AASHIYANA, is open to both staff and students.

Employee Insurance Scheme and Provident Fund

Campus Facilities- accessible LAN/Wi-Fi facility, email address using institutional domain, reprographic facility, parking facility

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

17

File Description	Documents
Upload any additional information	<u>View File</u>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

INTERNAL APPRAISAL SYSTEM

1. SELF-APPRAISAL RECORD OF TEACHING STAFF

Every academic year, all teaching staff members must fill out a self-appraisal form which gathers information on every activity and responsibility

2. PERFORMANCE APPRAISAL BY THE INSTITUTION

The performance-based record is submitted to the Principal at the end of the academic year. After thorough scrutiny, the Principal compiles an annual confidential report submitted to the Manager, who directs the needed inputs and corrective measures in total confidentiality

3.PEER EVALUATION

Peer Evaluation consists of the review of performance by colleagues, from the same or a similar discipline

EXTERNAL APPRAISAL SYSTEM

1. PERFORMANCE EVALUATION BY STUDENTS

The teachers have evolved a direct evaluation method from the students for self-evaluation. From 2016-17 onwards. feedback is obtained from the students by the teachers for self-evaluation and gauges performance, which are discussed directly with the students to rectify appropriately.

2. FEEDBACK FROM PARENTS/ALUMNI

An external assessment that provides for a free exchange of ideas about the college, respective departments, and faculty

APPRAISAL OF SUPPORTING STAFF

Assessment of supporting staff is done on the self-appraisal form annually, submitted to the Principal, evaluated and forwarded to the Manager, who provides inputs on an individual basis.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

AUDIT FOR GRANTS AND PROJECTS SANCTIONED BY GOVERNMENT AGENCIES

The income and expenditure details of the projects sanctioned by UGC and other government bodies are submitted with documentary evidence to a qualified Chartered Accountant for verification. Following verification, the Audit Report and Utilization Certificate are issued by the Chartered Accountant

INTERNAL AUDIT

Daily transactions and accounts associated with the college are verified and audited by the Internal Audit Team. Internal audit is done on a periodic basis by the internal auditors who verify all financial A detailed report is submitted to the Management.

EXTERNAL AUDIT

The external audit is conducted by the Deputy Director of Collegiate Education,Kottayam and by the Accountant General's Office , Thiruvananthapuram for the funds received from the government .

CONSOLIDATED FINANCIAL ACCOUNTS

Every year, Thomas Chazhikadan and Associates, a registered Chartered Accounting firm consolidates the funds received from governmental agencies and non governmental sources.

MECHANISM FOR SETTLING AUDIT OBJECTIONS

Objections raised in audits are notified to concerned authorities , corrections mentioned are rectified ,action is taken, whereby audit objections are settled. Anomalies are cleared with proper evidence, documents, bills and vouchers .

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1524138

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The resource mobilization policy of the institution encompasses optimum utilization of the resources connected with the college. A full time Bursar has been appointed by the Management

FUND MOBILIATION

1. Internal Sources

Include Donations , spot collections for free ships through registered society OJASS, sponsorships , scholarships for students in departments for the best achiever in a programme,

financial assistance to departments in recognition of achievement from the management, staff fund , income generated from canteen ,coffee shop and amenity centre

2. External sources

Include financial assistance from University Grants Commission , Central Government funds namely RUSA, FIST, State Government funds namely KSCSTE and funds for NSS, ASAP, WWS, SSP

Non-government funding include contributions from parents, Alumni,

philanthropists, Endowments and Scholarships instituted by retired teachers, funds raised by departments/ cells/ associations.

Earned income of the institution is from fee collected from students , MP/MLA funds, MP LADS Scheme, sponsorships for seminars , fests , lecture series, Faculty contribution to college development fund, contributions from the Senior Academicians Forum

Proper control is exercised through budgetary and cost control exercises. Budget estimates are prepared prior to the academic year and resources to match the expenditure are identified to meet budgetary expenses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

PRACTICE I

TEACHING PLAN

It is the scheduling of modules to be completed within a specific and prescribed time period. The plan is prepared taking into consideration the content, students comprehensive

capability, and chapter construction as prescribed. The teaching plan records the daily portions covered and the ICT methods adopted. It also ensures that the portions are carried out effectively by the students countersigning against the portions and activities completed against the strategic plan of the concerned departments. The teaching plan is submitted

weekly by the teachers in charge to the heads of the Department for verification and then duly forwarded to the Principal.

PRACTICE II- OUTCOME-BASED EDUCATION

The teaching plan from the academic year 2017 has strictly been linked to the Programme Specific Outcome and the Course Outcome. Outcome-based education enables students to obtain a deeper insight into what they are expected to know about the course upon graduating. The course outcome provides a platform for students to identify the skills and knowledge they are supposed to possess after completing a course. Classes commence with the stating of outcome-based education. The APEP and internal examinations are evaluated as per the course outcome

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

TEACHING LEARNING REFORMS FACILITATED BY IQAC

The college has introduced the following to improve quality in areas of academics, namely

- Learning Management System (MOODLE) and Google classroom

- ERP software augmentation

- APEP

- Outcome Based Education

- Kshamatha Va Kushalatha

- Certificate Courses by Departments

- Add On Courses

EXAMPLE 1-LEARNING MANAGEMENT SYSTEM (MOODLE) AND GOOGLE CLASSROOM

Though the college had ICT enabled learning from last NAAC cycle, college has introduced Learning Management System (MOODLE) and google classrooms featuring online submission of learning materials, prepared notes, power points, and flip classrooms. The students are also encouraged to contribute study materials through online presentations, which can be shared after filtering.

EXAMPLE II- APEP(ZERO-HOUR TESTS)

Another prominent initiative introduced was the APEP. APEP aims at improving the academic excellence of the students through versatile assessment methods. APEP caters to the needs of slow, mediocre and advanced learners . Every day, extra half an hour is specifically set aside for the APEP programme.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://bcmcollege.ac.in/iqac/aqar/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Women's Cell actively indulge the students in activities. Gender Studies form core papers different programmes. Students take up topics related to gender sensitization for their final year projects. On International Women's Day debates, workshops and discussions are conducted. Self Defense training classes are organized. A well-equipped Fitness Centre functions which provides special training in Yoga, Taekwondo, Wrestling, and Cycling. practical sessions on driving and coconut tree climbing are organised.

a. Safety and Security

The College conducts Safety Drill. A women's hostel functions in the campus. Every department maintains a Movement Register to record the absence of students during the working time. Attendance of the students is entered every hour in the ERP. 167 surveillance cameras are installed in the campus. Anti-ragging and Anti- Harassment Cell operate in the college.

b. Counselling

Students who need counseling are identified by the class tutors and mentors and are directed towards the full time counselor Sr.Dr.Nichol.

c. Common Room

The college has a common room, 'Aashiyana' for the students to relax and Two infirmaries to meet their health needs.

d. Day Care Centre

A day care centre within the college premises tends to the child care requirements of staff and needy students.

File Description	Documents
Annual gender sensitization action plan	https://bcmcollege.ac.in/action-plan/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://bcmcollege.ac.in/safety-and-security-2/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college follows green policy to ensure zero plastic waste in the campus. The use of disposable utensils and packing containers are prohibited in the campus. The biodegradable wastes are converted to vermi compost, bacterial compost and pit compost and are used in the biogas plant.

Liquid waste is generated mostly from the college hostel,

canteen, and college hand wash area. The botanical garden adjacent to the water treatment plant is fitted with a 1000 litre capacity water tank exclusively for watering plants and trees.

The biomedical waste generated in the college is nil. E-waste at our college refers to electronic equipment that has gone out of use. Periodical repair and replacement generate 10-20 kilograms of e-waste every year. An MoU has been signed with the scrap merchant.

Utmost caution is taken in dealing with and disposing chemical waste from the laboratories. The laboratories in the college do not use any kind of radioactive substances. The waste generated from the laboratories are collected by Kerala Enviro Infrastructure Limited as per the MoU.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

    1. Restricted entry of automobiles
    2. Use of bicycles/ Battery-powered

A. Any 4 or All of the above

vehicles
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software,	`A. Any 4 or all of the above`

mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College has transparent admission policy which caters to the needs of the students from various socio-economic backgrounds. The disadvantaged students of the college are helped through OJASS, the charity project of the college. The Social work department of the college conducts a cultural fest, 'Samanuaya' every year bring out the voices of the marginalized. An SC/ST CELL works efficiently in the college. The department of Food Science prepared food recipes and shared videos during "Iftar feast" for Muslim students to break their fasting on the eve of Eid Ul Fitr. In order to show linguistic diversity, programs like 'Write in your mother tongue' and 'Linguistic harmony' were conducted. The department of Hindi has allotted 10 hours per month for organizing "Hindi Munch", where the students conduct various cultural programmes in Hindi. Ek Bharath Sreshta Bharath is an initiative to promote cultural integration among students. The college has allied with Government college, Karsog, Himachal Pradesh and organized multifaceted programs. The college has an MoU with Kadambari Memorial College, Nepal as a part of student exchange programme.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File]()
Any other relevant information	[View File]()

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college plays National Anthem at the end of every day. The Preamble of the Indian Constitution is displayed in the college. The photos of national leaders are displayed in the digital notice board. The photos of 75 national leaders are displayed in the newly furnished freedom gallery with QR Code to instill national spirit among the students. A Freedom wall was constructed by the students showing the different events in the independence struggle. Human Rights Club helps the students to be aware about the rights and duties of citizens and organizes "Student Durbar". The college observes Kargil day to instill national fervor among the students. The College organized a photo exhibition on the theme "Freedom Struggle and the ideal of non- violence" on constitutional rights. The college conducts parliamentary model elections every year. The staff have always served as presiding officers, polling officers and observers in various elections. The Principal reads out the Preamble on the Constitution day and conducts awareness classes to promote awareness of constitutional rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://bcmcollege.ac.in/wp-content/uploads/2022/09/HUMAN-VALUES-AND-PROFESSIONAL-ETHICS.pdf
Any other relevant information	https://bcmcollege.ac.in/clubs/#:~:text=These%20are%3A%20sovereignty%2Csocialism%2C,stake%20holders%20of%20the%20institution.

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,	**A. All of the above**

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,
teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To promote constitutional values among the students, the College observed International Human Rights Day, Malala Day, Women's equality day, Constitution day Women's day, National anti-terrorism day, Children's day, International Girl child day, Teacher's Day International youth day International day against child labor World humanitarian day, Blood donor's day In order to instill the value of environmental protection, the College observed Environment day, Urja Diwas, Ozone day, World ozone day, Van Mahotsav week, International day for biological diversity , World day to combat desertification and droughts and Paper bag day. The College observed Reading week to develop reading skills of students. The College observed various festivals including Onam, Christmas and Keralapiravi. The College also observed other internationally important days including Nagasaki day, World AIDS day, International day against drug abuse, National doctor's day, Reading day, National mathematics day, National science day. The College organized a series of events as part of observing Space week and Pie week celebrations.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The objective of the first best practice, Academic Performance Enhancement Practice (APEP) improve the results and motivate students, to enhance academic performance.

In the context of syllabus revision in 2017, the low academic performance of slow learners, and the change in pass GPA, the College Council, and IQAC decided to create extra time through APEP.

An extra half an hour outside of the regular teaching time is devoted to carrying out revision assessments and exam writing skills of students, thereby improving the performance of the students in university exams

APEP helped to improve confidence in students, perform well in university exams, manage time, and self-evaluate their academic performance.

The second best practice 'Live Lab/ Sajeev Prayogshala' aims to put into practice the knowledge the students gained in classrooms.

In the context of offering learners an experiential learning system that helps in applying knowledge gained in classrooms in non-classroom environments by performing in multiple levels consistent with their learning experience.

There are 16 live labs (offered by different departments) such

as Student Work in Alternate and Allied Domains, Student Social Initiative, NURTURY, Student Digital Initiative, and Student Amenity Centre.

It helped the students to manage a coffee bar, timely updation of computer systems, bring out creative toys and develop their entrepreneurial skills.

File Description	Documents
Best practices in the Institutional website	https://bcmcollege.ac.in/best%20practices/
Any other relevant information	https://bcmcollege.ac.in/relevant-information/

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

EQUIPPING WOMEN FOR A SUSTAINABLE SOCIETY

Adhering to its foundational principles, the institution has undertaken the vision of shaping young women to excel as socially committed responsible citizens.

To meet this objective, the college has integrated all activities under the aegis of BCM-OJASS, a registered society. OJASS carries out outreach programs in Pongampally, a tribal hamlet. 'BCM Snehaveedu', 'Samanwaya', 'Viomithram' and 'Saphalam Sahyanam','Snehannam' are organized under its banner.

The institution focuses on developing entrepreneurship skills. The Entrepreneurship Cell, Canteen, and coffee shop managed by the students, the Product incubation center, Femme de Talent, and the fest organized by the departments help in equipping students with skills to transform them into potential entrepreneurs.

The college has undertaken initiatives to shatter and unlearn gender stereotypes by implementing gender-neutral uniforms, organizing annual blood donation camps,and giving training to

exclusive male fortes like coconut tree percussion (chenda) and demarcating pedestrian crossing zones.

The college inculcates commitment to environmental causes among students through programs like organic farming, 'Malinya vimuktha BCM', activities in preventing the destruction of mangrove ecosystems, zero-waste campus initiative, and encouraging students to use organic and biodegradable products.

The institution thus focuses on creating multifaceted, socially committed women.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Upgradation of UG to PG programs and PG to research departments

2.. Focusing on attaining status of autonomy. Autonomous Status

3. Fostercollaborations with reputed national and international universities and encouragethe exchange of faculty and students to promote a diverse and global learning environment.

4. Establish as a recognized center of excellence in specific fields or disciplines by fostering high-quality research, teaching, and innovation.

5. Promoteresearch activities and secure more research projects, both from government and industry, to drive innovation and knowledge creation.

6 . Offer multidisciplinary programmes, and encourage interdisciplinary research and collaboration among various faculties.

7. Focus on producing high-impact research publications and establishstrong academic partnerships with other leading institutions

8. Aligning with the NEP's vision, the institution aims to work

towards becoming a multidisciplinary degree-awarding institution, offering a diverse range of programs to meet the needs of students.

9. To instill a sense of social responsibility and community engagement among students, mandatory community service will be integrated into the curriculum

10. To accommodate the growing needs of the institution and provide a conducive learning environment, strategic expansion of infrastructure and campus facilities should be planned and executed.