



YEARLY STATUS REPORT - 2022-2023

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**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **04812562171**
- Mobile no **9496337236**
- Registered e-mail **bcmktm@yahoo.com**
- Alternate e-mail **principal@bcmcollege.ac.in**
- Address **OPP. KNANAYA CATHOLIC
METROPOLITAN'S HOUSE**
- City/Town **KOTTAYAM**
- State/UT **KERALA**
- Pin Code **686001**

2.Institutional status

- Affiliated /Constituent **Affiliated College**
- Type of Institution **Women**
- Location **Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Mahatma Gandhi University**
- Name of the IQAC Coordinator **Dr Reeja P S**
- Phone No. **04812562171**
- Alternate phone No. **04812560307**
- Mobile **9496774639**
- IQAC e-mail address **iqac@bcmcollege.ac.in**
- Alternate Email address **reeja@bcmcollege.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

www.bcmcollege.ac.in

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/academic-calendar/>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	A+	3.46	2023	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 NAAC guidelines

No

- Upload latest notification of formation of IQAC

No File Uploaded

9.No. of IQAC meetings held during the year 12

- 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? **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Establishment of Research and Development Cell, Extended Class Hours with weightage to non academic and extra curricular activities, Certificate Courses, Revised guidelines to evaluate the associations, Linkage of criteria with various associations and clubs

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
Research Development Cell	More number of academic presentations and publications
Extended class hours	Non academic and extra curricular activities became part of daily working schedule
Certificate Course	Increased the enrolment ratio
Guidelines for the association evaluation	Focused activities from the departments/clubs/associations

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	11/05/2024

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	BISHOP CHULAPARAMBIL MEMORIAL COLLEGE KOTTAYAM
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• Mobile	9496774639				
• IQAC e-mail address	iqac@bcmcollege.ac.in				
• Alternate Email address	reeja@bcmcollege.ac.in				
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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/academic-calendar/				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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6.Date of Establishment of IQAC			07/01/2004		
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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 NAAC guidelines			No		
• Upload latest notification of formation of IQAC			No File Uploaded		
9.No. of IQAC meetings held during the year			12		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
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<ul style="list-style-type: none"> Name of the statutory body 		
Name	Date of meeting(s)	
Governing Body	11/05/2024	
14. Whether institutional data submitted to AISHE		

Year	Date of Submission
2022-23	19/03/2024

15. Multidisciplinary / interdisciplinary

The New Education Policy (NEP) endeavors to seamlessly integrate education into a cohesive framework, prioritizing top-notch quality, equity, and integrity within the educational sphere. In this vein, Bishop Chulaparambil Memorial College in Kottayam stands poised to embrace and effectively implement NEP guidelines within its curriculum. The college's array of Certificate courses and Add-On courses are meticulously designed to foster a holistic development encompassing scientific acumen, intellectual prowess, social awareness, emotional intelligence, and cultural appreciation among its student body. In addition to the regular Open Courses provided by various departments, students are empowered with the autonomy to select from a diverse range of 23 certificate courses, 4 add-on courses, and 5 zero-credit courses, thus nurturing their innate creative potential. Noteworthy among these offerings are Life Skills Education, Community Health Education, Adolescent Health Education, Organic Farming, and Environmental Education, which cater to multifaceted interests and developmental needs. Furthermore, the college prides itself on its multidisciplinary approach, exemplified by programs such as BA English Triple Main (Communication, Journalism, and Literature) at the undergraduate level and MSc Child Development at the postgraduate level. In line with its commitment to societal welfare, Bishop Chulaparambil Memorial College actively engages in collaborative research initiatives involving faculty, students, governmental bodies, NGOs, and diverse departments, aimed at addressing pressing issues and challenges confronted by communities. Complementing academic pursuits, the college champions various extracurricular endeavors such as NSS, NCC, relevant clubs, the Snehannam Project, the Pongampallil Tribal Village Project, and BCM OJASS, all of which serve to instill a profound sense of social responsibility among its student populace.

16. Academic bank of credits (ABC):

The college, being an affiliated college, cannot register directly in Academic Bank of Credit. However, we promote enrolling our students in ABC.

17. Skill development:

The college's skill development initiatives are multifaceted, encompassing a range of activities aimed at fostering academic, practical, and entrepreneurial skills among students. Through a robust research policy and various research programs, students and faculty engage in regular research activities, honing their research methodologies and critical thinking abilities. Interdisciplinary learning is encouraged through initiatives like Homie, which offer papers on diverse subjects such as diet counseling, child development, and indoor plant care. Practical skill development is emphasized through industry collaborations like FoodTIC, where students gain hands-on experience in food technology and entrepreneurship. Experiential learning opportunities, including museum visits, field trips, and social hackathons, allow students to apply theoretical knowledge to real-world situations, enhancing problem-solving abilities. Communication and presentation skills are honed through participation in seminars, lectures, and research clubs, while specialized technical skills are developed through laboratory work and specialized programs. Overall, the college's initiatives promote innovation, critical thinking, and holistic skill development, preparing students for success in both academic and professional spheres.

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

The college is deeply committed to preserving our nation's integrity and cultural heritage, striving daily to nurture a youth that embodies the essence of Indian culture through the cultivation of strong values and a profound understanding of humanity. The NCC and NSS units spearhead exemplary programs that celebrate the rich tapestry of unity and diversity within Indian culture. Initiatives like Ethnic Walks and Ethnic Shows promote Indian languages and traditions, fostering a sense of pride and belonging among students. Regular value enrichment programs are conducted to instill moral values that reflect positively on our nation. The Ek Bharat Sreshta Bharat program further promotes cultural integration among students, fostering connections beyond borders. Collaborations with institutions like Government College Karsog, Himachal Pradesh, and Kadambari Memorial College, Nepal, through student exchange programs, enrich the cultural fabric of the college community. The Hindi department's dedication is evident through monthly Hindi Munch gatherings, where students showcase various cultural programs in Hindi, alongside the annual publication of the Hindi Manuscript magazine, further enriching the linguistic and cultural landscape of the college.

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

Outcome-Based Education (OBE) stands as a student-centric model, prioritizing not just the acquisition of knowledge but the understanding and application thereof. The curriculum framework is meticulously designed to foster critical thinking, encouraging students to delve beyond mere facts and engage in complex analyses and interpretations. This approach serves as a tool for identifying individual strengths and areas for improvement. Prior to the commencement of each program, students receive comprehensive guidance on Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (CO), ensuring clarity and alignment with educational objectives. Question banks, structured around Bloom's Taxonomy, facilitate assessments that gauge students' cognitive levels across a spectrum encompassing remembering, understanding, applying, analyzing, evaluating, and creating. This comprehensive approach not only enhances learning outcomes but also empowers students to actively assess and enhance their own cognitive abilities.

20.Distance education/online education:

The institution places a strong emphasis on providing students with ample flexibility to learn and explore, leveraging ICT-enabled classrooms to facilitate their educational journey. During the pandemic, the institution efficiently navigated the challenges through the implementation of ICT tools such as LMS MOODLE, OBS, and Google Classroom. Faculty members underwent intensive training to adapt to the evolving digital landscape, ensuring a seamless transition to virtual classrooms. The use of cutting-edge technologies like LCD screens, Smart classrooms, and Language Labs enhanced the effectiveness of online education. A blended learning approach was adopted to cater to the diverse needs of students, ensuring equitable access to quality education despite varying circumstances. Special attention was given to bridging the digital divide by providing deserving students with necessary technological support. High-tech classrooms equipped with interactive boards facilitated the smooth dissemination of knowledge, while Enterprise Resource Planning (ERP) systems like TCS helped in monitoring attendance and evaluation reports, fostering transparency and accountability. Additionally, students and teachers utilized their time productively by completing online courses on platforms like Coursera, while online assessments were conducted using tools like Quizziz and Google Forms. Several departments also embraced digital platforms such as YouTube to share educational content and videos, further enriching the learning experience for students.

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	1584
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	161
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	681
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	94
Number of full time teachers during the year	
File Description	Documents
Data Template	View File

3.2	94
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	63
Total number of Classrooms and Seminar halls	
4.2	294.01
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

At the onset of the academic year, the college holds an 'Envisioning Retreat - Vichara,' during which departments present their initial action plans. Subsequently, departments conduct micro-planning meetings to discuss teaching materials and plans. Department Heads, also organize meetings to plan the year's courses and allocate subjects to teachers. The HoD directs teachers to create teaching plans, which are then reviewed by the Academic Advisory Board (AAB). This board consists of at least two external experts and departmental teachers. Teachers devise teaching plans that are vetted by the AAB, outlining Program Outcomes (POs), Program Specific Outcomes (PSOs), Course Outcomes (COs), and teaching methods. Each department maintains a subject allocation file to record curriculum delivery. To document curriculum delivery, each department maintains a Lesson Completion Report/Log Book, which the HoD reviews monthly to oversee teaching and learning activities. Apart from Continuous Assessments (CAs), assignments, and seminars, a distinctive approach involves dedicating half an hour daily (APEP - Academic Performance

Enhancement Practice) for short tests on taught topics, contributing to improved learning. Each academic year concludes with an Annual Academic Audit (AAA) by an external expert team, whose suggestions are integrated into the subsequent year's Action Plan.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The college, affiliated with Mahatma Gandhi University, adheres to the university's curriculum and academic calendar. At the start of each academic year, the college crafts its own calendar, aligned with university guidelines and departmental action plans. The Exam Cell ensures quality internal examinations and assessments, scheduling tentative dates for continuous internal exams. At the beginning of the semester, the council decides on the tentative dates for the continuous internal exams. The academic calendar includes dates for various Continuous Internal Evaluation (CIE) components like tests, assignments, projects, and presentations, with regular assessments conducted online. The timetable reserves daily time for APEP, constituting 25% of internal marks. Assessments are strategically placed to align with course objectives, reflecting students' progress. Scheduled assessments facilitate preparation and a paced learning process. Internal marks are published, forwarded to departments, and uploaded under the Principal's guidance. The institution employs a day order system to compensate for unforeseen holidays, ensuring timetable continuity. CIE results collected throughout the year inform teaching effectiveness and areas for improvement, guiding adjustments to teaching methods or curriculum in subsequent years.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate

A. All of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

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)

11

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

357

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

The syllabus of the affiliating university gives great importance to Professional Ethics, Gender, Human Values, Environment and Sustainability and hence the syllabus of the college provides many programmes that offer courses pertinent to these issues. Commerce, Food Science and Quality Control, and Social Work offer courses in Professional Ethics and Human Values. An Environment and Sustainability paper has been integrated into the fifth semester syllabus of all UG programs since 2017, promoting environmental awareness and discussing conservation and sustainable practices. BA and MA English courses has core papers discussing Gender and Women Studies, addressing gender biases, equality, and societal roles. MA English students study Ethics in Literature. BA Sociology and Economics cover Gender Sensitization. Students engage in ethical decision-making scenarios through discussions, case studies, or workshops. Final year projects focus on National Development, Gender, Human Values, and Environmental issues, emphasizing professional ethics. Departments host seminars, workshops, and webinars throughout the year, encouraging paper presentations on these topics. These initiatives foster critical thinking and application of ethical principles within respective fields of study, contributing to holistic education.

File Description	Documents
Any additional information	View File
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

38

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

519

File Description	Documents
Any additional information	No File Uploaded
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/igac-policies/
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/igac-policies/

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

483

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

152

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

Admission to college is determined through Mahatma Gandhi University's Centralized Allotment Process (CAP). Students undergo a classification process based on the entry-level assessment, which comprises three components. Firstly, marks from the Qualifying examination, scaled to 50, are considered. Secondly, the marks from the Post Admission Test are scaled to 30, and lastly, the Department Evaluation Committee assigns marks scaled to 20. The cumulative scores are then used to construct a scale. Students scoring -0.7 and above are designated as Advanced learners, while those scoring between and below -0.7 are categorized as Slow learners.

Special Programmes address the unique needs of slow learners through Remedial coaching and Peer teaching initiatives. Slow learners receive support through remedial coaching and peer teaching, while advanced learners benefit from discussions, flipped classrooms, and video creation. Inclusive strategies like bridge courses, reading initiatives, and collaborative learning methods address various learning needs. The Academic Performance Enhancement Practice provides revision and exam preparation. This supportive and inclusive environment ensures success for all students.

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
1582	94

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 is committed to the application of student-centric teaching methods, prioritizing an enriched learning experience and fostering the holistic development of its students.

Emphasizing collaborative learning, our institution encourages students to collaborate in groups, leveraging their collective knowledge and skills to address challenges and accomplish tasks. This collaborative approach not only promotes teamwork but also enhances communication and critical thinking skills among students.

Project-based learning is integral to our educational approach, providing students with the chance to embark on projects directly related to their field of study. This method encourages students to delve into research, conduct analysis, and present their findings.

Moreover, BCM College places a strong emphasis on active learning methodologies, including:

- 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

These diverse methods aim to cater to varied learning styles, promoting an enriched and dynamic educational experience at BCM College. Furthermore, BCM College integrates technology into its student-centric teaching methods.

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

BCM College is proud of a well-equipped ICT infrastructure, empowering its members to the latest technological advancements. Our digitally literate teachers are adept at utilizing ICT, offering creative and personalized options for students to articulate their ideas.

The BCM Campus features an extensive ICT-enabled infrastructure, encompassing:

- **WI-FI Accessibility:** Fully equipped with Wi-Fi connectivity, ensuring seamless internet access
- **ICT-Enabled Classrooms:** The majority of classrooms are equipped with ICT facilities, facilitating interactive teaching methods
- **Interactive Panels/ Smart Boards:** Each department is equipped with interactive panels/ Smart boards.
- **The Learning Management System (LMS):** The college employs the Moodle platform (moodle.bcmcollege.ac.in) creating an

optimal teaching-learning environment.

- **G-Suite Subscription:** Providing college email addresses with an institutional domain, unlimited drive storage, administrative tools, Google Classroom, Meet etc.
- **Digital Library:** E-books, e-journals, and various online resources, to enriching the academic experience.

Other ICT-focused initiatives include:

- **Enterprise Resource Planning (ERP):** The College utilizes an ERP system, erp.bcmcollege.ac.in, automating and digitalizing all the activities.
- **Training and Workshops:** The IQAC organizes training sessions ensuring that faculty members are updated in ICT tools.
- **You Tube Channel:** Serving as a platform to broadcast video lectures created by faculty members, 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

94

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

94

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

24

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

535

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.

Bishop Chulaparambil Memorial College's Exam Cell manages internal examinations, aligning with the Academic Calendar. This ensures uniformity across departments, aiding students in planning. Internal exam scores are a blend of two components: university-patterned tests and Academic Performance Enhancement Practice (APEP), including seminars and assignments. APEP assessments occur daily from 12:30 to 1:00 pm, with results promptly released within five days for timely feedback.

The college allows a re-test option for missed exams, promoting transparency by providing answer schemes linked to Course Outcomes (CO). Re-test results are published within 10 days, fostering a fair and supportive academic environment. A relative grading method combines attendance, assignments, internal exams, and APEP scores. These consolidated grades are accessible on the college's Enterprise Resource Planning (ERP) system, with login rights granted to both parents and students.

The institution encourages parent-teacher collaboration through semesterly Parent-Teacher Association (PTA) meetings. These one-on-one sessions foster effective communication, supporting students' holistic development. This comprehensive approach emphasizes transparency, timely feedback, and collaborative involvement for an enriching educational experience.

File Description	Documents
Any additional information	View File
Link for additional information	https://bcmcollege.ac.in/wp-content/uploads/2022/07/Exam-Manuall1111-New.pdf

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

The Grievance Redressal Cell at Bishop Chulaparambil Memorial College operates on a three-tier level, comprising the Principal, faculty members, and student representatives. To facilitate grievance reporting, students can deposit their complaints in designated complaint boxes. Additionally, an online registration option is available through the college website.

Furthermore, after examinations, the answer scheme, linked to Course Outcomes, is published in the Learning Management System

website. Additionally, they are prominently featured on notice boards in classrooms, facilitating easy reference for students. Furthermore, to enhance accessibility and provide a digital platform for engagement, the outcomes are shared on LMS platforms managed by respective faculty members.

During the induction program for first-year students, Programme Outcomes (POs) are comprehensively explained, providing students with a clear understanding of the overarching educational goals. Furthermore, Programme-Specific Outcomes (PSOs) are discussed by the respective department heads in orientation programs. To ensure continuous awareness and understanding, students are informed about Course Outcomes (COs) at the outset of each module.

In the instructional approach, teaching is structured around short-term learning objectives. For every course, a specific set of learning objectives is carefully formulated.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bcmcollege.ac.in/learning-outcomes/
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.

The assessment of Course Outcomes (COs), Programme-Specific Outcomes (PSOs), and Programme Outcomes (POs) at Bishop Chulaparambil Memorial College involves a dual approach utilizing both direct and indirect methods. Direct methods encompass assessments where students actively demonstrate their skills and knowledge, such as class tests, seminars, assignments, quiz competitions, and academic presentations

In contrast, the indirect method involves evaluating attainment through feedback obtained from employers and teachers in institutions where students pursue higher education. This comprehensive evaluation strategy assigns weights of 80% to direct measurements and 20% to indirect measurements, ensuring a well-rounded and insightful assessment of the students' academic achievements and skills

Direct Measure mechanism

It involves transforming the regular Academic Performance Enhancement Practice (APEP) scores into a CO-based pattern. Faculty members will have the flexibility to choose the assessment type that aligns with measuring the corresponding CO, such as test papers, assignments, quizzes, vivas, question paper preparation, question paper solving.

To ensure inclusivity, each CO should be measured at least twice. Instructors will assign weights to various assessment tools used for each outcome. The attainment of COs is calculated using a devised matrix, providing a systematic and comprehensive approach to assess students' performance and achievement of specific learning outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bcmcollege.ac.in/wp-content/uploads/2022/03/Result-Attainment.pdf

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**

526

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/2024/02/Annual-Report-22-23-pdf.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/student-satisfaction-surveys/>

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)

488800

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

2

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	https://icssr.org/research-projects

3.2 - Innovation Ecosystem

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

The institution actively embraces and promotes innovation across various sectors, fostering knowledge creation and sharing. Through regular research, surveys, and student-led annual research programs, the institution involves the community in knowledge generation. Dissemination is achieved through publications, lectures, and seminars conducted both within and outside the institution. Departments implement innovative programs, such as the Department of Zoology's museum and aviary, providing valuable learning experiences. The Department of Botany operates an incubation center called 'SAPPLINGS,' with three ongoing start-up projects funded by Mahatma Gandhi University, focusing on recycling baby diapers for organic farming and establishing a Food Technology Incubation Centre (FoodTIC). FoodTIC supports small-scale industries, emphasizing product development, food safety, and healthy ingredients. The center, equipped with microbiology and food analysis laboratories, prepares students for R&D roles in industries. The Home Science department initiated 'Homie,' a multidisciplinary innovation system comprising RUH (diet and stress management counseling), Nurtury (child development activities), and IGMaH (an indoor plant museum). These initiatives enhance research attitudes and interests in various subjects, reflecting the institution's commitment to fostering a culture of innovation and knowledge creation.

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/activities-food-science-department-2022-23/

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

5

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

9

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

7

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**

8

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 college actively engages in extension activities through collaboration with government and non-government organizations. The BCM OJASS society (Outreach Joint Action to Strengthen Society) focuses on welfare programs for both students and the outside community. Childline, a government project, operates from the college and addresses the psychosocial needs of children while intervening in cases of child rights violations. Different departments conduct programs for the elderly, differently-abled, and children with special needs. The NSS unit organizes initiatives providing food and toiletries to various institutions, conducts environmental protection programs, and raises awareness on cultural preservation.

The NCC unit engages in outreach programs on topics like cleanliness, AIDS, safe childhood, traffic control, Swach Bharat Mission, career opportunities in the Armed Forces, book donation

drives and visits to old-age homes. The departments utilize classroom knowledge for community benefit, with initiatives against plastic use and environmental protection. They also contribute to food distribution drives, book donations, and paper bag distribution and sky-watching events.

File Description	Documents
Paste link for additional information	https://bcmcollege.ac.in/organization/bcm-ojass/
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

8

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

45

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

1627

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

162

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

8

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, located in Kottayam, offers a comprehensive campus spread over 1,85,118.27 sq. ft., designed to foster academic excellence and holistic development. The campus is well-equipped with modern facilities supporting a wide range of sports, cultural activities, and academics. Sports enthusiasts can enjoy a mud court, a basketball court, a fully-equipped gym, a yoga centre with 40 mats, and a jogging trail. A recreation room, AASHIYANA, and a multi-purpose auditorium cater to various indoor activities and events. The academic block houses the administrative wing, 17 department offices, and 55 ICT-enabled classrooms, including smart classrooms with digital boards and projectors. The library and auditorium block includes a library with over 50,034 books, conference rooms, and a large auditorium seating 1200 people. The hostel block accommodates 450 students, including a prayer hall and canteen. The campus also includes 15 departmental laboratories with advanced scientific instruments, two computer centres, and greeneries including botanical and orchid gardens. CCTV surveillance, WIFI, LAN facilities, and power backup solutions ensure safety and uninterrupted services. A QR code-supported complaint system is maintained for the infrastructure. The management, the government, the alumni, the

SAF (Senior Academicians' Forum), and the philanthropists facilitate the expansion of infrastructure.

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

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

Bishop Chulaparambil Memorial College is equipped with extensive facilities for sports, fitness, and cultural activities, catering to the holistic development of its students and staff. The campus boasts a variety of sports amenities, including a mud court for multiple sports, a dedicated basketball court, and a comprehensive fitness centre with modern equipment for weightlifting and cardio exercises. The yoga centre offers a serene environment for yoga practice, equipped with 40 mats and essential accessories. AASHIYANA, the recreation room, is student-designed and furnished with leisure facilities for indoor games and relaxation.

The multi-purpose auditorium is a versatile space for martial arts, dance, and sports like badminton and table tennis. Outdoor spaces such as the college patio and frontal courtyard are utilized for NCC parades, roller skating, and other activities, promoting physical fitness through a specially designed Joggers' Trail and cycling training.

Cultural vibrancy is maintained through events hosted in the college patio, seminar halls, and the frontal courtyard, with the college union office orchestrating major cultural events. These infrastructural facilities support physical well-being and foster a sense of community and cultural appreciation among the college's incumbents.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**62**

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)****88.69**

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 or Partially): Fully

Version: 19.05.07.000

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: 50381

E-Books: 1 crore +

Journals and 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-based 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.

Two exclusive systems are allotted for catalogue search.

In the library, 23 systems are provided for internet browsing, searching for e-resources, etc.

Staff and students can access the library with the college ID card. Gate entry is permitted through a barcode scanner.

Books are circulated through a barcode reader.

Periodic orientations were conducted to introduce and encourage the staff and students to use 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)

2.132

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

163

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 make students well-versed in a techno-imperative society. The major upgrades during 2022-23 include:

- Computing Systems augmented to 193
- Student - Computer Ratio brought to 9:1
- The computer centre expanded with 59 computers & library with 23 new computers
- The number of smart classrooms has increased to 37
- Fully Wi-Fi enabled campus with 50 Mbps Leased line OFC internet connection, LAN ports in all classrooms, & 30 routers
- Regular updates & renewals of website, Social media platforms, Enterprise Resource Planning [ERP - erp.bcmcollege.ac.in], LMS & G-Suite subscriptions
- Modified ICT and social media policies
- Installation of new software
- Updated KOHA and open-source Software like Linux, Python and R and renewed N-list Subscription
- The reprographic machine was replaced with an advanced one.
- Developed QR Code system for complaint redressal
- Installed new transformer, 30 KW solar plant, 15 kVA generator and two 6KVA UPS
- Assured CCTV surveillance through 160 NVR digital cameras instead of 42 DVR analog cameras
- E-waste management through MOU with KEIL, Cochin
- Biometric attendance system, SPARK software, Gain PF & PRISM for staff
- Three high-speed printers for online question paper printing
- Cashless transactions for fee payments
- Appointed a full-time System administrator

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bcmcollege.ac.in/wp-content/uploads/2022/12/16-17-ICT-policy1.pdf

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	View File

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)

132.56

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 has established policies, systems, and procedures for purchasing, maintaining, and utilizing equipment and infrastructural facilities as per the statutory requirements. The Infrastructure Committee, comprising the 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	https://bcmcollege.ac.in/iqac-policies/
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	
466	
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	
163	
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								
<table border="1"> <thead> <tr> <th data-bbox="86 441 539 506">File Description</th> <th data-bbox="539 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 539 656">Link to Institutional website</td> <td data-bbox="539 506 1436 656">https://bcmcollege.ac.in/organization/forums/</td> </tr> <tr> <td data-bbox="86 656 539 721">Any additional information</td> <td data-bbox="539 656 1436 721">View File</td> </tr> <tr> <td data-bbox="86 721 539 869">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="539 721 1436 869">View File</td> </tr> </tbody> </table>	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	
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									
627									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
627									
<table border="1"> <thead> <tr> <th data-bbox="86 1254 539 1319">File Description</th> <th data-bbox="539 1254 1436 1319">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1319 539 1384">Any additional information</td> <td data-bbox="539 1319 1436 1384">View File</td> </tr> <tr> <td data-bbox="86 1384 539 1599">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="539 1384 1436 1599">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	View File								
Number of students benefitted 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

53

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

261

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

79

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.

27

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)

Bishop Chulaparambil Memorial College adopts a parliamentary election system guided by the Lyngdoh Committee and Mahatma Gandhi University for its Students' Union. This ensures representation

from every class, maintaining transparency and fairness. Students are trained in the fair electoral process, as it is held with the dignity and decorum it demands. The College Union includes a Chairperson, Vice-Chairperson, General Secretary, Magazine Editor, University Union Councillors, Arts Club Secretary, and Class Representatives. It takes charge of on-campus activities and some off-campus events like the University Youth Festival. The primary goal is to educate students on citizenship responsibilities, fostering character, efficiency, and a service-oriented mindset through cultural, civic, and recreational activities. Union advisors, selected from the teaching faculty, oversee activities, empowering students in planning and execution. The college actively engages in sports, cultural events, and intercollegiate fests, nurturing a competitive spirit. Various committees, with student representation, encourage discussions and engagement. Driven by students, departmental associations, and class leaders, the institution operates smoothly. Alumni highlight the invaluable experiences gained, preparing them for leadership roles. Bishop Chulaparambil Memorial College's commitment to holistic student development is evident through its thriving, student-led ecosystem, fostering responsible and capable future leaders.

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

124

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

The college's registered alumnae association, BCM BEAMS, plays a pivotal role in uniting former students, offering a platform to share ideas, showcase talents, and motivate current students to aspire higher. The executive committee regularly convenes to review and provide feedback on BEAMS' performance. An annual medical camp ensures health check-ups for both students and teachers. Additionally, BEAMS hosts the Lamp Lighting Ceremony and BCM Star Contest.

During the Lamp Lighting Ceremony, teachers pass lit candles to graduating students, symbolizing the transmission of wisdom and grace as they step forward. The BCM Star contest seeks the most talented final-year students from both undergraduate and postgraduate programs.

The yearly BEAMS Meeting on October 2nd reunites former students, retired, and present teachers. It includes scholarship distribution and an open stage for alumnae to share performances or memories, fostering a sense of responsible living.

Alumnae provide career guidance, placement opportunities, and organize informative sessions for current students. The Senior Academicians' Forum (SAF) by retired teachers offers intellectual expertise and scholarships. Thus, BCM alumnae serve as one of the strong pillars of the institution.

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

Bishop Chulaparambil Memorial College, Kottayam is a minority educational institution owned and run by the Knanaya Catholic Archdiocese of Kottayam. The Vision is "Educational and Professional Competency through Resourcefulness, Reflectiveness, Integration and Inclusiveness in an Interconnected World." Mission is "Blends value-based education and liberal outlook inclusive of our cultural ethos, aims at personalized education, moulds intellectually nourished, morally upright, socially committed and spiritually inspired citizens." Governing Body, the apex body of governance, consists of representatives of the Management and academia. Manager is the authority of appointment, promotion of staff and gives guidance to the various functionaries. Secretary to the Corporate Educational Agency coordinates the administrative responsibilities. Academic Director gives suggestions on the needs of the institution. Principal is responsible for the internal governance, assisted by Vice Principal. Bursar manages the finance and infrastructural facilities. College Council- consisting of the Heads of the departments, IQAC coordinator, office superintendent, librarian, assists the Principal in academic and administrative activities. IQAC checks the quality of the activities. College Union is elected by the students. BCM BEAMS, the registered society of the alumni, supports institutional activities. Feedbacks are taken from the stake holders. Policies and decisions are reviewed in the College Council.

File Description	Documents
Paste link for additional information	https://bcmcollege.ac.in/origin-history/vision-mission/
Upload any additional information	View File

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

THE PROCESS

Grievance Redressal Cell collects grievances from students & parents. Principal presents the grievance to the College council for a decision. Staff Council has to communicate it to the teachers. Teachers have to convince students and PTA. PTA provides their feedback and suggestions.

CASE STUDY

NAAC Visit was a crucial moment for the College. Students wanted to showcase their Best Practice, the Live Labs of departments in the campus as an exhibition. This was discussed in the Grievance Redressal Cell. It was reported to Principal. In the College Council meeting corresponding decisions were taken. The staff of the college was divided into different committees and the committee responsibilities were explained to the staff by the Staff Council. PTA was held to sensitise the Parents regarding the visit. Student Representatives of every Department were given opportunities to showcase their live labs in the visit. The student representatives of clubs and cells were also instructed to put up their stalls in the exhibition. The students' union was assigned the organization of cultural night during the visit. The NAAC visit was successfully carried out on 14th and 15th February 2023 with the active participation of students and all stake holders.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution's strategic plan prioritizes social relevance, academic outcomes, and ecological sustainability. Through a participative decision-making process involving faculty, PTA, and student bodies, the executive body implements the plan focused on water scarcity, energy conservation, nature-friendly farming, and waste management.

In response to water scarcity, a 1,50,000-liter water harvesting plant was constructed to capture rainwater, addressing campus water needs. Rooftop water is directed to the tank and open well recharge, mitigating water shortages. Energy conservation measures include the installation of rooftop solar panels, meeting the entire campus electricity requirement and supplying surplus energy to the grid. LED bulbs and panels replace over 90 percent of lighting, significantly reducing energy consumption.

The institution pioneers organic farming on leased land, involving faculty, students, and the NSS unit. The yield benefits both the campus and the community, with surplus produce sold to generate income for extension activities. An organic literacy campaign reaches 6000 households through sapling and seed distribution. Waste management is enhanced through the conversion of food waste into biogas, used in the hostel and canteen kitchens. MOUs with KEIL, Easy Way Solutions, and We Secure Solutions ensure proper waste management, aligning with the institution's commitment to an ecologically friendly campus.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	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 institute led by ex-officio Patron, the Archbishop of Kottayam, operates under a governance framework. The governing body with academic and management experts, sets policies and

strategies, delegating day to day management to functionaries overseen by the manager and Secretary.

The Academic Director ensures academic quality, while the principal manages departments, faculty, and students. The Bursar handles finances and Vice Principals support the principal. The College Council addresses staff issues.

The Grievance Redressal Cell, led by the principal, resolves monthly staff grievances. Policies, including appointments and promotions adhere to UGC regulations and government directives. Interviews follows UGC guidelines and guest Faculty appointments comply with merit and regulations.

Promotion aligns with the Career Advancement Scheme for teachers and seniority for supporting staff. The institution follows Cockerel Service Rules and Mahatma Gandhi University Statutes. The unique decision-making system allows stakeholder to access decision making bodies collectively or individually.

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

The Bishop Chulaparambil Memorial College has in its fold an umbrella of welfare measures covering both the teaching and non-teaching staff. The welfare measures have the motto 'We Care We Share'.

The plethora of welfare activities ranges from recreation to health care touching the entire aspects of human life.

- STATUTORY WELFARE MEASURE including
 - Provision for leave- Include casual leave, commuted leave, duty leave, special leave, maternity and paternity leave.
 - Government schemes- Include gratuities, pension, state life insurance, Medisep, GIS, NPS, GPAIS, provident fund and all other government welfare schemes.
 - Financial schemes- Include regular increments and periodic revision of salary of staff and festival allowances.
- INSTITUTIONAL WELFARE MEASURES FOR TEACHING AND SUPPORTING STAFF including
 - Professional development- Encourage teachers to attend seminars/ conference, induction program, FDP and orientation.
 - Residential facility on campus
 - Eatery- Includ canteen and coffee bar
 - Recreation facility- Includ staff picnics, sports competitions, festival celebrations, Aashiyana etc.
 - Health and fitness facilities
 - Campus Facilities- Include LAN/ Wi-Fi enabled campus, email address using the domain of the institution, reprographic facility, parking facility etc.

File Description	Documents
Paste link for additional information	https://erp.bcmcollege.ac.in/TeacherLogin/EmpLeaveApplyForm.aspx
Upload any additional information	No File Uploaded

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**

25

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**

4

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**

14

File Description	Documents
IQAC report summary	View File
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

The institution implements a robust performance appraisal system for teaching and non-teaching staff to maintain excellence and uphold quality standards. Teaching staff conduct annual self-appraisals, documenting academic and non-academic tasks, which are reviewed by department heads and submitted for annual assessment by the Principal. Institutional performance is evaluated annually, with the Principal providing a confidential report to the Manager for further analysis and guidance. Peer evaluations within disciplines aim to enhance teaching quality and administrative efficiency. Since 2016-17, students have been involved in evaluating teaching staff through online assessments, maintaining confidentiality for unbiased feedback. Additional feedback is gathered from students through open discussions. External assessments from Parent-Teacher Association meetings and alumni gatherings facilitate an exchange of ideas. Supporting staff undergo annual self-appraisals reviewed by the Principal and Manager for individual feedback, aligning their efforts with the institution's vision. This comprehensive system ensures holistic evaluation and continuous improvement across all staff categories.

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

The institution conducts internal and external audits for transparency and systematic financial management.

INTERNAL AUDIT

The internal audit team verifies the daily transactions and accounts associated with the college on a periodic basis. The audit reports submitted by the internal auditors are discussed with the management and necessary suggestions are implemented after discussion in the concerned bodies. Directives from the Higher Education Department and external Chartered Accountants are also followed during the internal audit process.

EXTERNAL AUDIT

The external audit is conducted by:

- Deputy Director of Collegiate Education, Kottayam conducts the physical

verification of all the financial documents like asset registers, vouchers, bills, cash books, ledgers, library registers and logbooks are done during their visit on the campus.

- Accountant General's Office, Thiruvananthapuram verifies the annual financial statements, inclusive of all receipts and payments for the funds received from the government at the end of every financial year.
- Chartered Accountant verifies the income and expenditure details of the projects sanctioned by government agencies, that are submitted with documentary evidence. The following utilization certificates and statement of accounts are then sent to the sanctioning authorities for settlement of accounts.

CONSOLIDATED FINANCIAL ACCOUNT STATEMENT

A registered Chartered Accounting firm prepares the consolidated statement.

File Description	Documents
Paste link for additional information	www.bcmcollege.ac.in
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)

11,95.000/-

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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 College has a well-functioning mechanism for mobilization of funds and optimum utilisation of resources. The resource mobilization policy of the institution encompasses optimum utilization of the resources connected with the college. The resources are identified taking into consideration availability, cost effectiveness and utilitarian quality followed by the charting out of the cost benefit ratio and experimental initiation.

A full time Bursar has been appointed by the Management for managing the financial aspects of the college.

The internal and external sources of funds are utilized effectively for

- Development and Maintenance of infrastructure.
- Salary for guest faculty and management appointed non-

teaching staff.

- Purchase and maintenance of equipment.
- Conduct of Seminars, Fests, and Workshops.
- Intercollegiate events.
- Student Support
- Extension Activities
- Expenses incurred for conduct of examinations.
- Financial support to attend conferences, FDPs and memberships in professional bodies.
- Financial support in terms of loans, medical expenses for the administrative staff.
- Campus maintenance and beautification.

File Description	Documents
Paste link for additional information	https://bcmcollege.ac.in/igac-policies/
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

Internal Quality Assurance Cell of the college has been instrumental in designing and implementing various strategies and processes to assure the delivery of quality education to the learners. The two initiatives of IQAC, Azhchavattom and Mahindra Pride Finishing school have effectively served the purpose of equipping students with multi- faceted skills.

Azhchavattom, a weekly market, that serves as a platform for the students and faculty members to buy and sell homemade, organically produced food items and other hand-made products. It is conducted on every Monday from 8.30 am to 9.30 am by the specific departments who are in-charge, under the supervision of The Entrepreneurial Development Cell. This programme aims at developing the entrepreneurial and marketing skills of the students and also to promote the production and consumption of organic products among students and general public.

Based on the MoU signed between the college and the Mahindra Pride Classroom of Nandi Foundation, an annual six days finishing school training programme is offered by the company for the final year UG and PG students of the college. The programme aims at augmenting the employability quotient of the students by facilitating skill

development which will help them to prepare and attend interviews.

File Description	Documents
Paste link for additional information	https://bcmcollege.ac.in/cells/
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

Internal Quality Assessment Cell of the institution effectively reviews the teaching learning processes as well as structures and methodologies of operations employed in classrooms and monitors the outcomes in a periodical manner.

Outcome Based Education (OBE) method is followed in the institution through Academic Performance Enhancement Practice (APEP). By conducting class tests, which includes questions or activities corresponding to each Course Outcome (CO) of a subject, the learning outcome of each student is measured. An extra hour (zero hour) of 30 minutes duration is allotted for conducting APEP tests and in every week all the subject based tests will be conducted by considering all the course outcomes. After the evaluation process by the concerned teachers, MIMAMSA (live lab of Statistics department) team will measure the outcome.

A mobile application of the ERP was introduced for the easy and systematic handling of classes and attendance details by the teachers and students. Through the mobile application, both teachers and students can easily access the website, making the attendance marking process more convenient and transparent. Using the ERP application which is easily available in the play store, teachers could easily do work adjustments and make sure that all classes are being engaged.

File Description	Documents
Paste link for additional information	https://bcmcollege.ac.in/learning-outcomes/
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
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File Description	Documents
Paste web link of Annual reports of Institution	https://bcmcollege.ac.in/annual-reports/
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 college, guided by a steadfast commitment to gender sensitization, has implemented a comprehensive array of activities throughout the academic year, which are coordinated by the Women's Cell. The institution inaugurated a new sanitary napkin vending machine, a testament to its dedication to menstrual hygiene. Several initiatives have been undertaken to address women's health, including a menstrual cup distribution drive, seminars focusing on health and nutrition, and efforts to combat violence against women, with awareness rallies, debates, and seminars on topics such as transphobic violence and gendered paradox in criminality. The college actively challenges stereotypes through its "No More Stereotypes" campaign, fostering a progressive and inclusive environment. Special attention is given to legal awareness, with classes on dowry system laws and facts. Notably, Women's Day is celebrated with the event "Penma," showcasing the institution's commitment to recognizing and applauding women's contributions. Within its curriculum, the college offers a range of courses dedicated to Gender Equity. Manuscripts and magazines

explore themes centred around gender equity. The college houses a well-equipped fitness centre, promoting the overall health and well-being of both staff and students. These activities collectively contribute to creating a gender-sensitive culture, fostering awareness, empowerment, and inclusivity within the college community

File Description	Documents
Annual gender sensitization action plan	https://bcmcollege.ac.in/AQAR%202022-23/Criterion%207/7_1_1_AQAR_2022_23.pdf
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/AQAR%202022-23/Criterion%207/7_1_1_AQAR_2022_23_File_2.pdf

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 demonstrates a robust commitment to solid waste management, embodying eco-friendly practices and sustainability. Adhering to a plastic-free policy in alignment with the green policy, the campus ensures zero plastic waste. Disposable utensils and packing containers are strictly prohibited, with departments employing steel, glass, and clay utensils as part of the green protocol. Incinerators facilitate proper disposal of sanitary waste, while biodegradable waste undergoes transformation into vermicompost, bacterial compost, and contributes to the biogas plant. The NSS-initiated 'Valicheriyalmuktha BCM' program

segregates waste into degradable and recyclable categories, with the latter collected by a designated merchant under an MoU. Liquid waste from handwashing areas is channelled to a water treatment plant for responsible disposal, benefiting plant and tree watering. Biomedical waste, minimized through efficient practices, undergoes disposal via incinerators. E-waste generated through periodic repair and replacement is managed under an MoU with 'We Secure Solution', ensuring proper disposal. The college has a wastewater recycling system, utilizing recycled water for gardening. Measures are taken in the handling and disposal of chemical waste from laboratories, with a conscious effort to minimize the use of hazardous substances. Additionally, the absence of radioactive substances in laboratories reinforces the institution's commitment to sustainable waste management.

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

A. Any 4 or All of the above

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

A. Any 4 or all of the above

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	No File Uploaded
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 demonstrates a steadfast commitment to fostering inclusivity through transparent admission procedures, ensuring access for students from all communities. Departments extend support through grants, freeships, and services through OJASS, addressing socio-economic disparities. Events like 'Samanuaya' cultural fest provide children from children's homes with both training and a platform to showcase talents, affirming the institution's dedication to inclusivity. Moreover, the College Union spearheads various initiatives such as the campus carnival, arts day, and college day, celebrating cultural diversity. Vibrant observance of regional and national festivals further enhances the inclusive atmosphere. An efficient SC/ST CELL actively addresses grievances, advancing equality across campus. Cultural programs and club activities foster positive interactions among students of diverse backgrounds, promoting understanding and appreciation. Inclusive events, such as the 'Ethnic Walk' on Independence Day, underscore the celebration of the nation's rich cultural tapestry. The Department of Hindi has allotted 10 hours per month for organising "Hindi Munch", where the students conduct various cultural programmes in Hindi contributing to linguistic diversity, while initiatives like 'Ek Bharath Sreshta Bharath' foster cultural integration through collaborations with colleges in Himachal Pradesh and Nepal. These comprehensive efforts cultivate an environment fostering a harmonious campus community that embraces diversity in all its facets.

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 shows due respect to the national anthem by playing it every day through the public address system. The Preamble of the Indian Constitution is displayed in the college to create an awareness of the principles of the Constitution. A statue of Gandhiji is erected in front of the college along with Gandhi's Talisman. The photos of national leaders are displayed on the digital notice board to cherish the noble ideals put forward by them. The Students Charter outlines what the college expects of its students, promoting mutual respect. The Human Rights Club helps the students to be aware of the rights and duties of citizens. The college publishes a handbook titled 'December 10' on Human Rights Day which seeks to broaden the study of human rights. The college organised an Open Forum, "Student Durbar" to sensitise the students regarding human rights violations and equip them to act as agents of human rights. The college observed 'Kargil Vijay Divas' as part of instilling national fervour among the students. The college conducts parliamentary model elections every year to select members of the College Union. Youth parliament has been organised to make the students aware of parliamentary procedures and rights.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://bcmcollege.ac.in/AQAR%202022-23/Criterion%207/7_1_9_AQAR_2022_23.pdf
Any other relevant information	https://bcmcollege.ac.in/AQAR%202022-23/Criterion%207/7_1_9_AQAR_2022_23_File_2.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts

A. All of the above

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

The college actively fosters a sense of nationalism and patriotism through the celebration of significant national festivals such as Gandhi Jayanti, Republic Day, and Independence Day. Moreover, cultural diversity is embraced through the annual celebrations of Onam and Christmas. Environmental awareness is promoted through various programs on occasions like World Environment Day facilitated by the Bhoomitrasena club. International Yoga Day is observed to raise awareness about the holistic health benefits of yoga. Furthermore, the college celebrates International Youth Day, Women's Day, AIDS Day, Teachers' Day, Kerala Piravi, and National Mother Tongue Day among others. The Electoral Literacy Club conducts programs on National Voters Day. World Humanitarian Day instils compassion, while International Literacy Day emphasizes the importance of education. Constitution Day reinforces the significance of constitutional values. Observances extend to paying homage to martyrs on Kargil Vijay Diwas, celebrating Human Rights Day with the release of the magazine 'December 10, and various other days like World Tiger Day, Children's Day, International Day against drug abuse, World Organ Donation Day, World Food Day, National Mathematical Day, National Anti-narcotic cell, Music Day, and Hindi Day are marked with quizzes,

seminars, and workshops, enriching educational experience with a diverse array of topics and discussions

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.

1. **Academic Performance Enhancement Practice (APEP)** is a systematic assessment method to analyse the academic performance of the students and it strategically evaluates the effectiveness of learning by measuring the learner's performance. Through this method, instructors help the students to realise their strengths and weaknesses and enable them to reflect on how they can improve themselves in the university exams. By following a disciplined format, an extra half an hour is devoted to carryout various assessment methods for improving the exam writing skills of students.

2. **Live Lab** - The college initiated the practice of live lab, 'learning by doing' in 2017 in the context of outcome-based education and a multidisciplinary approach in higher education. Live Lab strives toward a holistic experience for the students while focusing not just on knowledge delivery in higher education but on the application of knowledge in real-life experiences. This experiential learning system helps students in applying their knowledge gained in the classrooms in a non-classroom environment. The college practices live labs on multiple levels: SWAAD (Student Work in Alternate and Allied Domains), Nurtury- Child Care Initiative, Student Social Initiative, Diet and Stress Management Clinic, Student Digital Initiative, Student Amenity Centre and BCM Voice.

File Description	Documents
Best practices in the Institutional website	https://bcmcollege.ac.in/best-practices/
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

Since its inception in 1955, Bishop Chulaparambil Memorial College has undertaken the vision of shaping young women to thrive and excel as socially committed responsible citizens. It has a long tradition of transforming the lives of young women and enabling them to excel in their roles in building a sustainable society. The college serves as a centre of excellence for women from all strata of society in higher education. The vision and mission of the college focus on moulding intellectually nourished, morally upright, socially committed and spiritually inspired citizens by inculcating human values, environmental consciousness and economic efficiency among students. BCM- OJASS is an initiative of the entire BCM community to instil social commitment as an integral component of a sustainable society. To meet this objective, the college systematically organizes all socially relevant activities under the aegis of BCM- OJASS, a registered society.

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

- **Autonomous Status**
- **Enhancement of international faculty and student exchange programme.**
- **Emerge as a centre of excellence.**
- **Increased number of research projects.**
- **Introduction of multidisciplinary programmes**
- **Enhanced research output and academic linkages**
- **Multidisciplinary degree-awarding institution as per NEP.**
- **Mandatory Community Service.**
- **Expansion of infrastructure and campus**

