

BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

KOTTAYAM - 686 001

(Founded on July 11, 1955)

(NAAC ACCREDITED WITH A+ GRADE CGPA 3.46)

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

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Metropolitan Archbishop of
Kottayam
- Manager : Rev. Fr. Alex Akkaparambil
- Secretary, Corporate
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- Principal-in-
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Blood Group:

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CONTENTS

Title	Page No.
01. History of the College	05
02. Motto	06
03. Emblem	06
04. Goals and Objectives	07
05. Former Patrons	08
06. Former Pro-Managers/ Managers	08
07. Former Principals	08
08. NAAC Accreditation	09
09. Management	09
10. Governing Body	09
11. College Council	10
12. Faculty	10
13. Office Staff	17
14. Office Bearers of 2023 - 24	18
15. Class Teachers of 2023 - 24	26
16. Programmes of Study	28
1. Under Graduate Programmes	28
2. Post Graduate Programmes	30
17. Career Oriented Courses	30
18. Certificate Courses	31
19. Sajeev Prayogshala	33
20. Graduate Programme Outcomes	36
21. Programme Specific Outcomes (PSO)	37
22. Choice Based Credit Semester System	49
23. Programme Structure	51
24. Credit Point and Credit Point Average	53
25. Mark Distribution: External and Internal Evaluation	54
26. Grievance Redressal Mechanism	58
27. Admission Procedure of the College	59
28. Collection and Refund of Fees	59
29. Issue of Certificates	61
30. Student Support Systems	61
31. College Union and Affiliated Associations	61
32. College Magazine	62
33. National Service Scheme	62

34. National Cadet Corps	62
35. Catholic Students Movement	63
36. B.C.M. OJASS	63
37. Mentoring System	63
38. Internal Quality Assurance Cell	64
39. Grievance Redressal Cell	64
40. Research Development Cell	64
41. Parent Teacher Association	64
42. Alumni Association - BCM Beams	64
43. Facilities	65
1. Hostel	65
2. Automated College Library / Reading Room	65
3. Auditorium	66
4. Sr. Savio Memorial Audio-Visual Hall	66
5. Co-operative Store	66
6. Language Lab	66
7. Computer Centres	66
8. Counselling Centre	66
9. Facilities for Sports and Games	67
10. Fitness Centre	67
11. Infirmary/ Ashiana	67
12. College Canteen & Coffee Shop	67
13. Educational Theatre	68
14. Amphi - theatre	68
44. Financial Support Systems	68
a. Fee Concession	68
b. Student Welfare Programme	68
45. Grace Marks	69
46. Code of Conduct for the students of the College	74
47. Endowments and Prizes	86
48. Former Teaching Staff	89
49. Former Non-Teaching Staff	94
50. Milestones of the College	97
51. Academic Schedule and Calendar 2023 - 2024	102
52. Leave Application Form	112
53. Important Telephone Numbers	113
54. Time Table Chart	114
55. Personal Notes	115

HISTORY OF THE COLLEGE

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

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

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

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

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

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

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

MOTTO

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

EMBLEM

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

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

GOALS AND OBJECTIVES

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

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

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

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

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

Through these efforts, B.C.M. College aims at making her own contribution to a radical transformation of present-day social conditions, so that social justice, equality of opportunity, genuine freedom, respect

for religious and moral values, empowerment of women which are enshrined in the constitution of India may be realized. Thus, the possibility of living a wholesome life will be open to all.

FORMER PATRONS

1. Bishop Mar Thomas Tharayil
2. Archbishop Mar Kuriakose Kunnacherry

FORMER PRO-MANAGERS / MANAGERS

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

FORMER PRINCIPALS

1. Late Prof. Chev. V. J. Joseph (1955-56)
2. Late Rev. Sr. Fidelis (1956-58)
3. Late Prof. Anna Nidhiri (1958-59)
4. Late Prof. Margaret Paulose (1959-62)
5. Late Rev. Sr. M. Goretti SVM (1962-63)
6. Late Rev. Sr. Mary Savio SVM (1963-82 & 1985-89)
7. Rev. Sr. M. Michael SVM (1982-85)
8. Rev. Sr. M. Alphonsa SVM (1989-93)
9. Prof. Remani Tharayil (1993-2000)
10. Rev. Sr. M. Lucy SVM (2000-02)
11. Rev. Sr. M. Libia SVM (2002-06)
12. Rev. Sr. Dr. Karuna SVM (2006-15)
13. Prof. Sheela Cherian K. (2015-17)
14. Rev. Dr. Sr. Betsy (2017-18)
15. Prof. Josephina Simon (2018-19)
16. Dr. Teena Annah Thomas (2019-21)

NAAC ACCREDITATION

The College is re-accredited with 'A+' **Grade** with a cumulative grade point of **3.46** on 20th February 2023 by the National Assessment and Accreditation Council in the fourth cycle.

MANAGEMENT

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

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

GOVERNING BODY MEMBERS

1. Mar Joseph Pandarasseril
Protosyncellus, Archeparchy of Kottayam
2. Very Rev. Fr. Michael Vettickat
Pro-Protosyncellus, Archeparchy of Kottayam
3. Gheevarghese Mar Aprem
Auxiliary Bishop of Kottayam
4. Rev. Fr. Alex Akkaparambil
Manager, B.C.M. College & St. Stephen's College Uzhavoor
5. Fr. Thomas Animmottil
Vicar St. Stephen's Forane Church Uzhavoor
6. Rev. Fr. Philmon Kalathra
Secretary, Corporate Educational Agency of Colleges,
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7. Sri. Thomas Chazhikadan, Member of Parliament
8. Chev. Adv. Joy Joseph Kodianthara
Legal Advisor, Archeparchy of Kottayam
9. Dr. Jose James Pannivelil (Former Registrar, M. G. University)
Chairman, Education Commission, Archeparchy of Kottayam
10. Dr. T.M. Joseph Thekkumperumalil
Former Principal, Nirmala College, Moovattupuzha
11. Dr. Sr. Karuna
Former Principal, BCM College Kottayam
12. Dr. Mercy Philip C
Former Principal, St. Stephen's College Uzhavoor

13. Dr. Stephen Mathew
Principal-in-charge, St. Stephen's College Uzhavoor
14. Dr. Stephy Thomas
Principal-in-Charge, B.C.M. College Kottayam

COLLEGE COUNCIL

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5. Mr. Anil Steephen Dept. of Malayalam
6. Dr. Naveena J. Narithookil Dept. of Hindi
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10. Ms. Priya Thomas Dept. of Zoology
11. Dr. Remya M J Dept. of Home Science
12. Dr. Ajis Ben Mathews Dept. of History
13. Ms. Shalini Thomas Dept. of Economics
14. Ms. Alphonsa Kurian Dept. of Sociology
15. Dr. Jipin V Jimmy Dept. of Commerce (Aided)
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3.	Biji Joseph (Sr. Aleena)	9497055596	Clerk
4.	Teena P Raju (Sr. Akhila)	7306094191	Clerk
5.	Ancy Simon (Sr. Annsmaria SJC)	8095843049	LD Clerk
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10.	Ms. Shintumul Shaji	9947234595	Lab Assistant
11.	Ms. Taniya Kuruvila	8075448528	Lab Assistant
12.	Ms. Chinju Philip	9847959993	Lab Assistant
13.	Mr. Jithin John	9946445842	Lab Assistant
14.	Mr. Tom Simon	9061455742	Mechanic
Self-Financing Staff			
15.	Ms. Kochumol Tomy	9496415011	Clerk
16.	Ms. Maria Devasia	8075237065	Clerk
17.	Ms. Jaisy John	9947396068	Clerk
18.	Ms. Julie Emil	9744183926	Receptionist
19.	Ms. Mini Alexander	9744457382	Office Attendant
20.	Mr. Bijith Baby	7559031314	Supervisor
21.	Ms. Lissy Chandy	8547786528	Lab Assistant
22.	Ms. Shincy	9746561883	Coffee Shop

23. Ms. Ance Tom 8304972482 Library Assistant

Security

24. Mr. Sunny 9961823958

25. Mr. Anil K 8086889457

Student Amenity Centre

26. Ms. Feba Shiju 7559802302

OFFICE BEARERS 2023 - 2024

College Council Secretary : Dr. Annu Thomas
IQAC Co-ordinator : Dr. Reeja P. S
Assistant IQAC Cordinator : Dr. Jipin V Jimmy
IQAC Members : Fr. Philmon Kalathra
Dr. Annu Thomas
Ms. Priya Thomas
Dr. Neethu Varghese
Dr. Ipe Varghese
Ms. Anju Annette Cherian
Dr. Reshma Rachel Kuruvilla
Mr. Liju Alex
Ms. Emi Mathew
Ms. Ancy Cyriac
Dr. Elizabeth V John
Ms. Deltta Kurian
Sr. Gracena SVM
Sr. Sherly SVM
Senior Assistants of Examinations : Mr. Luke Leon Kurien
Ms. Philcy Philip
Ms. Angitha Jeesis
Staff Secretaries : Ms. Ann Johns
Dr. Smitha Joseph
Sr. Sheena M. U

Verification of Internal Marks	: Ms. Suman Abraham Dr. Elizabeth Johny Ms. Sharon Stephen Ms. Remya Stephen Ms. Tintu Jobin Sr. Aleena
College Union Advisors	: Dr. Neethu Varghese Mr. Anil Steephen Ms. Tinu Ann Jose
Kushalatha Forum Co-ordinator & ASAP	: Dr. Smitha Joseph : Ms. Minu Alex
Certificate Course & Add on Course Co-ordinator	: Dr. Mamatha Susan Punnoose Ms. Rittu Susan
Remedial Coaching & APEP Co-ordinators	: Dr. Phiona Elizabeth Joshy Dr. Annu Thomas Ms. Ponnu Liz Malieckal
Summer Camp	: Ms. Ponnu Liz Malieckal Mr. Luke Leon Kurian Ms. Ann Johns Dr. Elizabeth Johny Dr. Anila H. L
Scholarship Cell	: Ms. Emi Mathew Mr. Liju Alex Sr. Anns Maria
Student Support Co-ordinator	: Dr. Ipe Varghese Sr. Sherly
PTA	: Dr. Nithya Mariam John Ms. Shalini Thomas Ms. Tintu Jobin
Equal Opportunity Cell/SC ST Cell/ OBC Cell/Minority Cell	: Dr. Riya Susan Scariah Ms. Minu Alex Ms. Susan George
Centre for Women Empowerment :	Ms. Philcy Philip Dr. Reeja P.S Dr. Anila H.L Ms. Nisha Mary Peter Ms. Asha Kiran Francis

UGC/RUSA Co-ordinator	: Dr. Jipin V Jimmy
Admission Committee	: Dr. Annu Thomas Dr. Neethu Varghese Dr. Anu Varghese Ms. Jaisy Joy Dr. Dona Sam Ms. Tinu Jose Ms. Suman Abraham Sr. Anns Maria Ms. Christy Mano Mathew
Nature Club & Bhoomitra Sena	: Dr. Peter K Mani Dr. Elizabeth Basil Ms. Antu Maria Jose Mr. Varun Jolly
Vykhari Lecture Series	: Mr. Anil Steephen Mr. Rajesh PC Ms. Suman Abraham
Prof. Kandoth Chair for Migration Studies	: Mr. Anil Steephen
Msgr. Jacob Vellian Chair for Performing Arts	: Fr. Byju Mukalel
Xavier Board/AICHE	: Fr. Byju Mukalel
Catholic Student Movement	: Ms. Shalini Thomas Dr. Sr. Remya M. J SABS
NSS	: Mr. Bijoy Thomas Dr. Sr. Remya Simon
NCC ANO (in charge)	: Ms. Deltta Kurian Ms. Anna Maria Binoy
College Magazine Committee	: Dr. Naveena J Narithookil Dr. Riya Susan Scariah Fr. Byju Mukalel
College Calendar	: Ms. Emi Mathew Dr. Elizabeth Johny Mr. Joby George (HA)
College Log Book	: Dr. Phiona Elizabeth Joshy Dr. Sr. Remya Simon

	Ms. Julie Emil Mr. Bijith Baby
Grievance Redressal Committee	: Principal, Vice-Principal, Director Self-financing Office Superintendent Dr. Ipe Varghese Kum. Malavika B.
Documentation & Media Facilitation	: Dr. Dona Elizabeth Sam Mr. Luke Leon Kurian Ms. Remya Stephen Ms. Zeba Nasar Mr. Jaise James
Teacher Evaluation Discipline Committee	: IQAC : Principal, Vice-Principal, Bursar, all HoDs & NCC Unit.
System Administrator	: Mr. Jaise James
Electrical & Plumbing Maintenance	: Mr. Tom Simon
Entrepreneur Development Cell YIP and Aazhchavattam	: Dr. Reshma Rachel Kuruvilla Mr. Anil Steephen Ms. Shalini Thomas Ms. Rittu Susan Babu Ms. Jintumol K U
Campus Recruitment Committee	: Dr. Jipin V Jimmy Mr. Liju Alex Ms. Deltta Kurian Ms. Zeba Nasar
Residential Camp	: Dr. Nithya Mariam John Ms. Ancy Cyriac Dr. Jipin V Jimmy Dr. Reshma Rachel Kuruvilla Ms. Deltta Kurian Ms. Zeba Nasar
Library Committee	: Dr. Elizabeth V. John Ms. Ancy Cyriac Ms. Ann Maria Binoy Ms. Sharon Stephen Sr. Gracena

Live Lab Co-ordinators	: Ms. Priya Thomas Dr. Reeja P.S Dr. Neethu Varghese
Curriculum Enrichment Committee and COIL	: Dr. Ajis Ben Mathews Dr. Elizabeth V. John Dr. Reshma Rachel Kuruvilla Fr. Byju Mukalel Dr. Ipe Varghese Dr. Anju Annette Cheriaan
BCM Beams/Alumni Committee	: Ms. Ann Johns Ms. Antu Mariya Jose Ms. Suman Abraham Sr. Sheena M. U
Anti-ragging/Anti-harassment Committee/ Anti-sexual harassment Committee	: Principal, Vice-Principal Director Self-Financing Office Superintendent Hostel Warden Dr. Riya Susan Scariah Dr. Jipin V Jimmy Kum. Malavika B
Mentoring	: Ms. Priya Thomas Dr. Anu Varghese Ms. Ajisha James
Research Development Cell	: Dr. Annu Thomas Dr. Reeja P.S Dr. Elizabeth V John Dr. Naveena J. Narithookil Dr. Ipe Vargheses Dr. Reshma Rachel Kuruvilla Dr. Anu Varghese Dr. Dona Elizabeth Sam
Human values and Professional Ethics Club	: Ms. Jaisy Joy Ms. Nisha Mary Peter

Administrative and Professional

Development programme for Staff : Dr. Reshma Rachel Kuruvilla
Ms. Anju Annette Cherian
Ms. Minu Alex
Ms. Ancy Cyriac

Anti-narcotic Cell /

De-addiction club : Dr. Ajis Ben Mathews
Ms. Antu Mariya Jose
Mr. Jikku Thomas
Mr. Mary Helen P. X

Coaching for Competitive Exams : Mr. Varun Jolly
Ms. Ajisha James

Internal Mark Generation : Mr. Liju Alex

Uniform Committee : Dr. Naveena J Narithookkil
Dr. Mamatha Susan Punnoose
Sr. Dr. Remya SABS
Dr. Elezabeth Basil

MOOC on Organic Farming : Fr. Byju Mukalel
Ms. Sharon Stephen

Intellectual Property Rights Cell : Dr. Anu Varghese
Dr. Nithya Mariam John

ID Card preparation : Department of Computer Science
Mr. Jaise James

Electoral Literacy Club, Democracy

Club, Awareness on National Values: Dr. Ajis Ben Mathews
Ms. Jintumol K. U
Dr. Jipin V Jimmy
Dr. Dona Sam

Authorities as per right to information

act appellation authority : Principal

Public Information Officer : Vice Principal

Assistant Public Information Officer : Office Superintendent

Extension Cell : Dr. Ajis Ben Mathews
Dr. Ipe Varghese

Attendance Portal and LMS

Administration	: Ms. Alphonsa Kurian Mr. Varun Jolly Ms. Ann Maria Binoy Ms. Nisha Mary Peter Ms. Jintumol K U Ms. Athira Prasannan Ms. Susan George Sr. Aleena
Unnath Bharat Abhiyan	: Dr. Ipe Varghese
Ek Bharat Sresht Bharat Club	: Mr. Bijoy Thomas Dr. Elizabeth V John Fr. Byju Mukalel
Website Updation	: Mr. Jaise James Dr. Elizabeth V John Dr. Dona Sam
Virtual Lab	: Ms. Priya Thomas Ms. Ann Maria Benoy
Film Club	: Department of Hindi, Malayalam and English
Human Rights Club	: Ms. Alphonsa Kurian Dr. Elizabeth Johny Ms. Athulya Jose
Internal Complaints Cell	: Dr. Naveena J Narithookil Ms. Priya Thomas Dr. Reeja P S Ms. Anju Annette Cherian
Website Updation	: Ms. Jintumol K.U Dr. Elizabeth V. John Dr. Mamatha Susan Punnoose Ms. Antu Maria Jose Ms. Emi Mathew Dr. Anila H L Ms. Philcy Philip

	Dr. Dona Elizabeth Sam
	Ms. Deltta Kurian
	Ms. Ajisha James
	Ms. Amalu
	Ms. Devika
Internal Examination	: Dr. Phiona Elizabeth Joshy
	Dr. Mamatha Susan Punnoose
	Ms. Alphonsa Kurian
	Ms. Remya Stephen
	Ms. Tintu Jobin
Purchase Committee	: Ms. Priya Thomas
	Ms. Jaisy Joy
	Ms. Sharon Stephen
	Sr. Dr. Remya SABS
	Mr. Rajesh P.C
	Dr. Jipin V Jimmy
	Sr. Sherley
	Mr. Joby George
AISHE	: Department of Statistics
NIRF, KIRF	: IQAC
Campus Beautification	: Departments of Botany and Zoology
Books Collection to Library	: Mr. Anil Steephen
	Mr. Rajesh P.C
	Sr. Gracena
NEP Cell	: Ms. Priya Thomas
	Fr. Philmon Kalathra
	Dr. Jipin V Jimmy
	Mr. Liju Alex
Health Care Cell	: Dr. Sr. Remya Simon
	Ms. Tania Kuruvilla
Oratory & Debate Club	: Ms. Ancy Cyriac
	Dr. Elizabeth Johny

CLASS TEACHERS 2023-24

Department	Class	Name of Teachers in Charge
English	II P.G. (Aided)	Dr. Phiona Elizabeth Joshy
	I P.G.	Mr. Bijoy Thomas
	II P.G. (S.F.)	Ms. Revathy R
English Model I	III DC	Ms. Philcy Philip
	II DC	Ms. Ancy Cyriac
	I DC	Dr. Nithya Mariam John
English Mode II	III DC	Dr. Nisha Mary Peter
	II DC	Ms. Minu Alex
	I DC	Dr. Dona Elizabeth Sam
English Model III	III DC	Ms. Athira Prasannan
Mathematics	II P.G.	Ms. Ann Johns
	I P.G.	Dr. Anu Varghese
	III DC	Ms. Liju Alex
	II DC	Dr. John Joy
	I DC	Ms. Jintumol K. U
Statistics	I P.G.	Ms. Asha Kiran Francis
	II P.G.	Ms. Avin Saro Mathew
Physics	III DC	Dr. Smitha Joseph
	II DC	Dr. Elizabeth V John
	I DC	Ms. Tinu Ann Jose
Chemistry	III DC	Dr. Annu Thomas
	II DC	Ms. Ann Mariya Binoy
	I DC	Dr. Mamatha Susan Punnoose
Botany	III DC	Dr. Peter K. Mani
	II DC	Ms. Antu Maria Jose
	I DC	Ms. Sharon Stephan
Zoology	III DC	Dr. Elezabeth Basil
	II DC	Mr. Varun Jolly
	I DC	Ms. Emi Mathew

Home Science	I P.G.	Ms. Arunima B.
	II P.G.	Ms. Anu Grace Chacko
	III DC	Dr. Sr. Remya M J SABS
	II DC	Dr. Anila H.L
	I DC	Dr. Sr. Remya M. J SABS
Sociology	III DC	Ms. Alphonsa Kurian
	II DC	Dr. Reeja P.S.
	I DC	Ms. Vayshanvi Sivanandhan
History	III DC	Ms. Alida Jojo
	II DC	Dr. Ajis Ben Mathews
	I DC	Mr. Suman Abraham
Economics	III DC	Ms. Shalini Thomas
	II DC	Ms. Lenny Elsa Varghese
	I DC	Ms. Deltta Kurian
Commerce (Aided)	III DC	Dr. CA Reshma Rachel Kuruvilla
	II DC	Ms. Ajisha James
	I DC	Dr. Elizabeth Johny
Commerce (S.F.)	II P.G.	Ms. Tintu Jobin
	I P.G.	Ms. Vidyalakshmi R.M
	III DC	Ms. Susan George
	II DC	Ms. Sreelakshmi K.S
	I DC	Ms. Chinnumol Sasindran
Food Science	III DC	Ms. Rittu Susan Babu
	II DC	Ms. Stefy Sosa Thomas
	I DC	Ms. Reenu C. Manu
Computer Science	III DC	Ms. Lintu Joseph
	II DC	Ms. Reshma Anilkumar
	I DC	Ms. Remya Stephen
Social Work	II P.G.	Ms. Krishna Kumari R.
	I P.G.	Sr. Sheena M.U

PROGRAMMES OF STUDY

CBCS UNDERGRADUATE PROGRAMMES

Regular (Model-1)

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

Self-Financing

- B.Sc. Food Science & Quality Control
B.Sc. Computer Science
B.Com. Computer Application
B.A. English

The Degree programmes consist of:

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

⊙ **Core Courses**

⊙ **Complementary Courses**

Department Complementary Subjects– 2022-2023

CORE

1. English Model I
Model II

2. Mathematics

COMPLEMENTARY

Psychology
English For Business
Communication, IT

Statistics
Physics

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

Open Courses Offered by Various Departments

Department	Open Courses
English (Model 1,2 &3)	English for Careers
Mathematics	Applicable Mathematics
Physics	Physics In Daily Life
Chemistry	Chemistry in Everyday Life
Botany	Agri based Micro-enterprises
Zoology	Human Genetics, Nutrition, Community Health and Sanitation
Home Science	Self-Empowerment Skills
History	Social Implications of Modern Revolution

Economics	Fundamentals of Economics
Sociology	Fundamentals of Psychology
Commerce	Fundamentals of Accounting
Physical Education	Physical, Health and Life Skill Education
F.S.Q.C.	Food Facts and Principles
Computer Science	Computer Fundamentals, Internet and MS Office

POST GRADUATE PROGRAMMES

P. G (Aided)

1. M.Sc. Mathematics
2. M.A. English Literature
3. M.Sc. Statistics with Data Science

PG (Self-Financing)

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

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

CAREER ORIENTED COURSES (ADD-ON COURSES)

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

1. Journalism & Mass Communication
2. Computer Applications
3. Electronic and Electrical Equipment Maintenance
4. Travel and Tourism
5. Aesthetic Treatment from Nature

Certificate Courses 2023 - 2024

Department	Certificate programs offered
Computer science	- Programming in Java
Sociology	- Sociology and resources management - Sociology of health and illness - Socio-psychological basis - Gender sensitization
Commerce (ComputerApplication)	- Cost accounting - Financial accounting - Basic fundamentals for entrepreneurs - Office management and secretarial practice
Statistics	- Natural language processing
Economics	- Environmental and resource Economics
Botany	- Wildlife Ecology
English (Self financing)	- Photojournalism
FSQC	- Food packaging technology
Mathematics	- Logic and Sets - Engineering Mathematics I - Introduction to abstract group theory - Introduction abstract and linear Algebra essentials of Topology - Complex analysis
Zoology	- Physiology - Adolescence health and well-being

English (Model 1&2)	<ul style="list-style-type: none">- Countering stage fright- Body language: Key to professional success- Gender sensitisation- Principles of writing- Introduction to Psychology
History	<ul style="list-style-type: none">- History of India (c750-c1206)
FACS	<ul style="list-style-type: none">- Counselling Psychology- Management of Human Resources- Research methods in health promotion- Adolescent health and well being- Your food and its utilization- You and your food- Childhood and growing up- Environmental and research Economics- Adolescent nutrition- Animal Physiology- Advance course in Social Psychology
MSW	<ul style="list-style-type: none">- Corporate social responsibility
Chemistry	<ul style="list-style-type: none">- Introduction to Polymer Science
Physics	<ul style="list-style-type: none">- Solid state physics
Commerce (Finance and taxation)	<ul style="list-style-type: none">- Financial accounting
History	<ul style="list-style-type: none">- Nature and scope of Archaeology in India

Sajeev Prayogshala/Live Lab

The college initiated the practice of live lab, 'learning by doing' in 2017 in the context of Outcome Based Education and multidisciplinary approach in higher education. The college introduced this unique practice as it envisions attainment of higher cognitive skills by students through learning by doing. It aims to enrich the curriculum and develop the entrepreneurial, technical and administrative skills of the students.

Initiatives under Live lab

1. SWAAD (Student Work in Alternate and Allied Domains)

This unique practice, headed by the Department of Food Science promotes entrepreneurial skills, technical skills and managerial skills to motivate, train and support budding entrepreneurs. As part of this practice, students are given duties in the canteen and coffee shop on a rotation basis where supervision of menu, purchase, finance, and quality checks are done. Food Tic incubation centre initiates students to undertake product formulations through research, trial and error and standardization.

2. Nurtury- Child Care Initiative

NURTURY functions under the guidance of the Home Science department by providing classes on preparation of teaching aids and creative toys for assessing children with disabilities. Suggesting interventions and remedies for special children (Learning Disability, Attention Deficit Hyperactivity Disorder), monitoring the growth and assessing the holistic development of children are also part of the initiative.

3. Student Social Initiative

The Student Social Initiative headed by the Department of Social Work in association with The Child Resource Centre organises programmes with regard to protection of child rights. As part of the practice, students coordinate 'Student Durbar'- an open forum to discuss child related issues, street plays and summer camps. Students also coordinate the cultural event, 'Samanuaya Sandhya' and provide special training to the inmates of children's homes and to differently abled children. This practice enables to create a literary space to voice child related issues in the journal, 'December 10'.

4. Diet and Stress Management Clinic

The practice managed by the Department of Home Science provides right health tips and diet plans for staff and students. The live lab trains students about stress management techniques, basic nutritional and health assessment.

5. Student Digital Initiative

Under this initiative, students of the Department of Computer Science maintain and update all the LINUX installed systems in

the campus. By using digital printing, students prepare identity cards for staff and students. Students impart e- learning skills among the women in the local community. QR codes are generated for all systems under this initiative for proper infrastructure maintenance. Through the programme, 'Know our Campus Flora', QR codes have been installed in trees and plants in the campus and all information regarding the flora can be taken by scanning the code.

6. Student Amenity Centre

The college has entrusted the conduct of the Student Amenity centre with the Department of Commerce from the year 2021. It functions as a center for providing various services on campus to the students, teachers, and nonteaching staff. This practice enables the students to familiarise with current business processes and practices. It helps in understanding consumer behaviour, develops good marketing sense and equips them to start their own enterprises. The students are also exposed to the fundamentals of banking and practical aspects of accountancy.

7. BCM Voice

BCM Voice, a recording studio functions under the guidance of the Department of English. It gives them an ideal opportunity to put into practice what they have learnt through On-the-Job Training. This aims to update the college community on the latest events within the campus, embracing and fostering various cultural practices and making mass appeals to fellow students. It builds an inclusive atmosphere, allowing students to give a voice to their views, gain technical knowledge and build their confidence.

8. Jal Samshodhan

Jal Samshodhan, a live lab initiative by the Department of Chemistry, offers students a hands-on opportunity to engage in comprehensive water quality testing. In this practical and immersive experience, students gain valuable insights into various techniques and methods employed in the assessment of water quality. Through Jal Samshodhan, participants actively explore the chemical composition of water, honing their analytical skills and contributing to a better understanding of environmental science.

9. Math Magic

The Department of Mathematics provides a live lab known as Math magic for nurturing the mathematical creativity of elementary-level students. This unique initiative focuses on enhancing students' mathematical skills through engaging activities conducted at the school level. The live lab serves as a dynamic space where students actively participate in hands-on mathematical experiences, fostering

a deeper understanding of mathematical concepts and promoting creativity in problem-solving.

10. Khamba Composting

Khamba composting offers an organic method for decomposing kitchen waste. This stackable terracotta compost bin, based on aerobic decomposition principles, is utilized by the Department of Botany to instruct students in the comprehensive food waste management of the entire department, combining Khamba Composting with pisciculture practices.

11. ZIP

ZIP, an acronym for Zoology in Practice, presents a diverse array of hands-on experiences curated by the Department of Zoology to equip students for careers in aquaculture, aquariculture, apiculture, and vermiculture. Students delve into the intricacies of museum curation, master the art of digitizing specimens, and engage in the upkeep of butterfly garden. The multifaceted approach of ZIP ensures that students not only gain a theoretical foundation but also develop practical expertise, preparing them for a well-rounded understanding of zoology and its practical applications.

12. LED Bulb Assembling

LED bulbs represent a rapidly advancing and energy-efficient technology. In the Department of Physics, students incorporate the fundamentals of LEDs into their curriculum. Through a hands-on live lab experience, they personally assemble LED bulbs, which are then made available for sale to the public.

13. Mimamsa

Mimamsa involves the application of statistical investigations conducted by the Department of Statistics. This encompasses the analysis of real-life data sets, such as results and admissions, to derive meaningful insights and conclusions. Through Mimamsa, students engage in practical applications of statistical techniques, gaining a deeper understanding of how statistical analyses contribute to decision-making processes in diverse fields.

14. Social Eye

The live lab provided by the Department of Sociology serves as an immersive platform designed to cultivate a sociological perspective on contemporary social issues. Through interactive study sessions and discussions, students not only analyze but actively engage with current social problems. The live lab 'Social Eye' provides students with a unique opportunity to apply theoretical concepts to real-world scenarios, encouraging critical thinking and promoting a deeper comprehension of the social dynamics at play.

**BISHOP CHULAPRAMBIL MEMORIAL COLLEGE
KOTTAYAM**

GRADUATE PROGRAMME OUTCOMES

- | GPO NO. | Graduate Programme Outcomes |
|----------------|--|
| GPONo.1 | Disciplinary Knowledge & Critical Thinking: Articulate knowledge of one or more disciplines that form a part of UG programme. Critically think, analyse, apply and evaluate various information and follow scientific approach to the development of knowledge. |
| GPONo.2 | Communication Skill: Communicate thoughts and ideas clearly in writing and orally. Develop careful listening, logical thinking and proficiency in inter personal communication. |
| GPONo.3 | Environmental Awareness: Sustainable approach to use of natural resources. Capable of addressing issues, promoting values and give up practices that harm the ecosystem and our planet. |
| GPONo.4 | Ethical Awareness: Uphold ethics/morals in all spheres of life. Identify and avoid unethical behaviour in all aspects of work. |
| GPONo.5 | Social Commitment: Be aware of individual roles in society as nation builders, contributing to the betterment of society. Foster social skills to value fellow beings and be aware of one's responsibilities as international citizens. |
| GPONo.6 | Life long learners: Equip students to be life long learners. Be flexible to take up the changing demands of work place as well as for personal spheres of activities. |

Programme Specific Outcome

B A - HISTORY

PSO No. OUTCOME

- PSO1 To evolve a strong theoretical base to understand various issues and trends in social sciences
- PSO2 Develop progressive and humanistic approach to socio cultural and political problems
- PSO3 Inculcate moral and ethical values among students
- PSO4 Develop a reverent awareness of the achievements of ancient and contemporary societies
- PSO5 Develop a sense of self-esteem and confidence and mold good citizen
- PSO6 Understand the socio-economic and political changes in pre-colonial and modern Kerala
- PSO7 Inculcate patriotism and nationalism through catering the ethos of national movement
- PSO8 Develop a world view of peace, harmony and toleration footing on the historical roots of the modern world
- PSO9 Understand the deliberate efforts in historiography to distort and misinterpret history for achieving political ends
- PSO10 Evaluate the transformation of Indian polity in the pre-colonial and post-colonial period
- PSO11 Understand the concept of gender and its socio- historical constructions in India
- PSO12 Analyze different economic systems and their developments in international context
- PSO13 Enrich creative and critical thinking skills in social science
- PSO14 Help the student to contribute in the field of historical research by synthesizing historical facts
- PSO15 Understand the principles and methods of Archaeology

B A - ECONOMICS

PSO No. OUTCOME

- PSO1 Analyse real life problems from an economic perspective and find solutions to it.
- PSO2 Compare and contrast various economic policies framed by the authorities and give suggestions for improvement.
- PSO3 Develop entrepreneurial skills that ensure confidence and a sense of self-reliance.
- PSO4 Judge the current economic situation by looking at the market movements and make investment decisions accordingly.

- PSO5 Develop a strong base in subject knowledge that ensure admission in well rated institutions for higher studies.
- PSO6 Create communication skills especially on economic matters that enable them to grab good employment opportunities.
- PSO7 Use research skills acquired through pedagogical strategies and field surveys for reaching new heights in Economics
- PSO8 Create civic consciousness, a sense of environmental concern and passion towards fellow beings.
- PSO9 Use the quantitative knowledge for securing good jobs in banks and similar institutions.

B A - SOCIOLOGY

PSO No. OUTCOME

- PSO1 Understand the evolution of major sociological concepts
- PSO2 Understand key sociological concepts and theories
- PSO3 Understand and critique sociological theories
- PSO4 Understand the various methodological tools used in deciphering social reality
- PSO5 Analyse contemporary social issues from a sociological perspective
- PSO6 Understand the features of Indian society
- PSO7 Apply research methods in research studies.
- PSO8 Create are search project to study a contemporary social problem and produce research outcomes
- PSO9 Analyse various developmental and environmental issues through theoretical understanding
- PSO10 Understand and evaluate human rights issues in contemporary society

B A - ENGLISH MODEL 1

PSO No. OUTCOME

- PSO1 Define Historicity and Contemporaneity of Language and Literature
- PSO2 Describe how daily activities and affairs are linked with social and cultural activities
- PSO3 Implement linguistic and communicative abilities.
- PSO4 Deconstruct cultural conventions and attribute novelty in research
- PSO5 Evaluate and rationally critique literary texts
- PSO6 Generate Alternate Styles of Writing
- PSO7 Compare and contrast English Literatures across the world
- PSO8 Enable students to improve their overall Communication and writing skill required for various job opportunities.
- PSO9 Understanding the basic concept of psychology as a scientific discipline

B A - ENGLISH MODEL 2

PSO No. OUTCOME

- PSO1 Define Historicity and Contemporaneity of Language and Literature
- PSO2 Describe how daily activities and affairs are linked with social and cultural activities
- PSO3 Implement linguistic and communicative abilities.
- PSO4 Deconstruct cultural conventions and attribute novelty in research
- PSO5 Evaluate and rationally critique literary texts
- PSO6 Generate alternate styles of writing
- PSO7 Compare and contrast English Literatures across the world
- PSO8 Understand basic accounting concepts and enable students to prepare the financial statements of business organizations.
- PSO9 Enable students to improve their overall Communication and writing skill required for various job opportunities.
- PSO10 Enhanced knowledge on office management

B.Sc. Mathematics

PSO No. OUTCOME

- PSO1 To understand the fundamental concepts of mathematics and to develop deep interest in Mathematics and its all idareas.
- PSO2 To understand mathematics as a language which can be used for all scientific studies.
- PSO3 To enrich problem solving, computational, mathematical reasoning skills.
- PSO4 To apply various theories and concepts in mathematics to solve, analyse, practical problems.
- PSO5 To prepare the students to pursue higher education in mathematics by improving their abstract mathematical and statistical skills.
- PSO6 To understand the basics of summarising the data and deduct conclusions about the large group based on the proportion of the group.
- PSO7 To enable students to describe the various concepts in mathematics and effectively communicate and interact among a diverse set of audience.

B.Sc. Physics

PSO No. OUTCOME

- PSO1 Understand basic concepts of different branches of Physics like, thermodynamics, Classical and Quantum Mechanics, and electro dynamics.
- PSO2 Apply the principles of Physics in day-to-day life.

- PSO3 Develop the expertise in operating different electrical, electronic, optical, and mechanical instruments
- PSO4 Develop the skills in performing, analyzing and documenting laboratory experiments.
- PSO5 Develop analytical thinking and problem solving skills.
- PSO6 Equip students for their future careers by inculcating the qualities of accuracy, clarity of thought and expression, and systematic approach.
- PSO7 Develop awareness regarding the need for eco-friendly and sustainable technological use.

B. Sc. Chemistry

PSO No. OUTCOME

- PSO1 Understand primary concepts of Organic, Inorganic, Physical, Environmental, Analytical and Polymer Chemistry.
- PSO2 Identify and analyse organic and inorganic compounds using conventional and microscale methods.
- PSO3 Understand the evolution of Chemistry.
- PSO4 Interpret analytical data in terms of graphical data and statistical treatment.
- PSO5 Solve problems based on concepts in Physical Chemistry.
- PSO6 Design small research problems as an initiative to create research interest in students.
- PSO7 Implement safety measures in laboratories.
- PSO8 Clarify the civil, political, economic, social and cultural rights.
- PSO9 Use concepts, tools and techniques related to Mathematics and Physics to acquire required knowledge and its application in Chemistry.
- PSO10 Organize and deliver relevant applications of knowledge through effective written, verbal, graphical/virtual communications and interact productively with people from diverse backgrounds.

B.Sc. Botany

PSO No. OUTCOME

- PSO1 Understand the universal nature of plant science, exemplify different types of classification in living kingdom, and develop basic skills to study Botany. Understand the world of micro organisms and adaptives strategies. Discuss the economic and pathologic importance of microorganisms.
- PSO2 Summarize the evolutionary importance of Algae and Bryophytes. Illustrate the external morphology, internal structure and reproduction of different types of Bryophytes and Algae. Apply Phycology indifferent fields. Extrapolate current

- development in the field of Bio technology and Bio informatics. Instantiate students in micro propagation techniques. Carry out DNA isolation.
- PSO3 Interpolate the diversity in habit, habitat and organization of different groups of plants. Remember the modern classification in lower forms of plants. Understand the evolutionary trends in Pteridophytes and Gymnosperms. Understand the significance of Palaeo botany. Understand the anatomy and structural adaptations of Angiosperms. Instantiate the morphology and development of reproductive parts in Angiosperms. Identify the reproductive structures in Angiosperms.
- PSO4 Implement students to conduct independent research and prepare research reports. Illustrate different tools and techniques used in research work. Discuss basic computer skills necessary for research. Generalize students to have enough numerical skills for research. Understand plants with immense economic importance. Clarify floral features of different Angiosperms. Identify the common species of plants growing in Kerala and their systematic position. Understand the scope and significance of Ethnobotany and different plants used in daily life by tribal.
- PSO5 Subsume an insight into the principles of heredity. Illustrate the methods of crop improvement. Discuss the importance of horticulture. Execute the skills in gardening. Analysis of pedigree. Compute allelic frequencies. Calculate recombination frequencies and determination of map distances. Understand the ultra-structure and functioning of cell in sub microscopic and molecular level. Identify different stages of Mitosis and calculate Mitotic index. Identify and study the chromosomal anomalies. Abstract cytological aspects of growth and development. Carry out elementary problems on DNA structure, replication, transcription and Genetic code.
- PSO6 Describe basic skills and techniques related to plant physiology. Illustrate basic knowledge about plant functioning. Interpolate role, structure and importance of biomolecules in plant life. Abstract the significance of environmental science. Exemplify about the extent of the total biodiversity and the importance of their conservation. Discuss various kinds of pollution in the environment and their control measures. Monitor about various environmental laws in India and the role of various movements in the protection of nature. Understand basic human rights. Determine CO₂, Cl and alkalinity of watersamples. Calculation of

pH of soil and water samples. Calculate abundance and frequency of plant species by quadrat methods.

PSO7 Understand the business opportunities in the field of Plant Science. Recognize different types of ornamental gardening, nursery management and mushroom cultivation. Generalize sustainable agriculture and organic farming.

B.Sc. Zoology

PSO No. OUTCOME

PSO1 Understands the general perspectives in basic sciences, distribution and classification of animals, salient features, structure, organisation, diversity and interactions with their environment.

PSO2 Understand the internal structure of cell, functions of cell organelles and correlates the physiological and biochemical aspects of animal as well as human body.

PSO3 Understands the complex evolutionary history of origin of life, animal phylogeny, animal behavior, ecological concepts, importance of biodiversity, environmental protection and conservation of nature and natural resources.

PSO4 Understands the concepts of heredity and variations, genetic disorders and its application in human traits, human reproduction and assisted reproductive technologies and reproductive health.

PSO5 Apply the knowledge of apiculture, vermicomposting, aquaculture and animal breeding to carry out self employment, entrepreneurship and development of small scale industries.

PSO6 Develops practical skills in the areas of biochemistry, physiology, bio technology genetics, microbiology, developmental biology, bio informatics, taxonomy, applied zoology and ecology.

PSO7 Apply their knowledge to carry out research in biology, biological data management and generation of data bank for uploading of nucleotide sequences.

PSO8 Designs and constructs novel plans for dealing emerging diseases, pollution, water scarcity, natural disasters and resource management.

PSO9 Contributes and evaluates their knowledge about environment and its sustainability, its relation to human kind, agriculture, medicine and sociobiology in nation building.

PSO10 Understand the importance of maintaining good physical, mental and social health and to apply different strategies such

as balanced diet, life skill education and safety education in day-to-day life.

B.Sc. Family and Community Science

PSO No. OUTCOME

- PSO1 To understanding the extension education in the field of nutrition and health, Women and child development, apparel and fabric design, resource management and public awareness with a view to better family and community living.
- PSO2 To understand how to handle family and individual well- being according to their financial, psychological, biological, cultural and social health.
- PSO3 Apply skills to improve every facet of your home life – food, clothing, health, childcare, personal finance, religion, culture, arts, home beautification, etc.
- PSO4 Basic knowledge of the process of teaching, networking and developing educational materials based on innovative, interactive and Participatory communication strategies.
- PSO5 Focus on professional training and skill enhancement in order to provide and widen employment opportunities for women through a continuously updated curriculum.

B.Com Finance and Taxation

PSO No. OUTCOME

- PSO 1 To recognize features and roles of businessmen, entrepreneurs, managers etc which will help to possess knowledge about the modern era of Commerce and to manage the business effectively
- PSO 2 To enable a student to be capable of making decisions at personal and professional level.
- PSO 3 To demonstrate progressive learning of various tax issues and tax forms related to individuals.
- PSO 4 To integrate skill, knowledge and attitude that will sustain an environment of learning and creativity among students.
- PSO 5 To create a strong foundation of knowledge in different areas of Commerce.
- PSO 6 To enrich the students with communication, ethical values, team work, professional and leadership skill.
- PSO 7 To prepare the students to enter Masters Programme like M. Com, MBA and pursue professional Programme like CA, CMA, CS etc.
- PSO8 To familiarize the students to Indian Financial markets.
- PSO9 To Increase the awareness about environment resources, issues and problems and the prevailing human rights laws in India.

PSO10 To make the student competent enough to apply the financial accounting rules to create, develop, analyze and interpret balance sheet, income statement and cost statement.

B. Sc. Food Science and Quality Control

PSO No. OUTCOME

PSO1 Understand the multi-disciplinary sciences involved in Food, Safety and its Management and related subject enrichment.

PSO2 Develop practical skills in laboratory knowledge and skills in basic food chemistry, microbiology and analysis of foods at basic and advanced levels.

PSO3 Develop Communication skill and critical thinking, Industrial skill, with on the job training and industrial projects in reputed food industries, food certification programmes.

PSO4 Interpretations and explanations of testing methods employed in practical and theory, its levels, accuracy and significance.

PSO5 Generate Skill in handling food related micro organisms, chemicals, personal and consumer safety and implementation of sanitation and hygienic techniques in industry.

PSO6 Differentiate concepts, tools and techniques related to statistical analysis, applied zoology, advanced chemistry and its applications in the science of Foods.

PSO7 Creation of Product Formulations Asa Basis for Research and Development.

PSO8 Understanding environmental issues, Human Rights, Its Over exploitation and its drastic effect on food chain as well as remedial measures to be adopted.

PSO9 Basic understanding of management and entrepreneurship as options for startups.

B. Sc. Computer Science

PSO No. OUTCOME

PSO1 Design, Implement, Test and Evaluate a Computer System, Component or Algorithm to Meet Desired Needs and to Solve A Computational Problem.

PSO2 Create And Understand Different Programming Languages, Basic Theory And Summarise Different recent Technologies.

PSO3 Understand The Principles And Working Of Computer System (Hardware And Software Aspects Of Computer)

PSO4 Analyse And Execute Different Professional And Discipline Aspects.

PSO5 Execute Knowledge Of Probability And Statistics Including Application Appropriate To Computer Science

PSO6 Analyse The Structure Of English Phonetics And Grammar And Also Improve Communication Skills. Improve The Skills Of Food Science And Commercial Aspects Also.

B. Com Computer Application

PSO No. OUTCOME

- PSO1 To recognize features and roles of businessmen, entrepreneurs, managers etc which will help to possess knowledge about the modern era of Commerce and to manage the business effectively.
- PSO2 To enable a student to be capable of making decisions at personal and professional level.
- PSO3 To gain knowledge in setting up a computerized set of accounting books.
- PSO4 To integrate skill, knowledge and attitude that will sustain an environment of learning and creativity among students.
- PSO5 To create a strong foundation of knowledge in different areas of Commerce.
- PSO6 To enrich the students with communication, ethical values, team work, professional and leadership skill.
- PSO7 To prepare the students to enter Masters Programme like M. Com, MBA and pursue professional Programme like CA, CMA, CS etc.
- PSO8 To familiarize the students to Indian Financial markets.
- PSO9 To Increase the awareness about environment resources, issues and problems and the prevailing human rights laws in India.
- PSO10 To apply the knowledge of accounting fundamentals to the solutions of complex accounting and management problems.

B.A. English Model- III

PSO No. OUTCOME

- PSO1 Recognize as well as identify the relevance of an event by which they can decide on what can be a news and describe it factually.
- PSO2 Subsume the rules governing media writing and familiarize them with the intricacies of editing which in turn helps them to describe, categorize and state the occurrences clearly.
- PSO3 Express unbiased views on sensitive issues and exhibit sensible and practical solutions in challenging situations.
- PSO4 Use of the effective and meaningful interpersonal skills in carrying out activities like interviews, press conferences, panel discussion and soon.
- PSO5 Differentiate between the facts and opinions on the political domain, discriminate valid and invalid information regarding social

- constructs and verify the accuracy as well as the inaccuracy regarding the policies and developmental activities.
- PSO6 Find Coherence from various literary theories and compose critical reviews on novels, stories, essays and poetry.
- PSO7 Detect appropriate methods for analyzing a work of art or social relevance and document it accurately by which it remains as a credible source of information for future purposes.
- PSO8 Detect and judge the social constructs which results in the evaluation of the biased conditions, characteristics and motives of the set standards in the field of media ethics and cultural scenario that shall empower the learner to deconstruct and assert new and accurate methods of writing that shall suffice the demands of the hour.
- PSO9 Generate alternatives and innovative solutions for social menaces like in equality, crime against children, women and elderly, destruction of nature by designing a hypothesis, planning it and execute which ultimately can produce a change.

M.Sc. Mathematics

PSO No. OUTCOME

- PSO1 Develop broad and balanced knowledge and understanding the concepts of Algebra, Analysis, Topology, Differential equations, Number Theory, Optimization Techniques, Probability theory and Discrete Mathematics in detail.
- PSO2 Familiarize the students with various mathematical tools of analysis to recognize, understand, interpret, model, solve practical problems and problems in mathematics related sciences.
- PSO3 To develop skills of mathematical abstraction, creativity, independent learning in understanding as well as interpreting different areas in Mathematics.
- PSO4 Enhance the ability to apply the mathematical knowledge and skills acquired to solve specific theoretical concepts/problems in Mathematics.
- PSO5 To enhance programming skills to understand different mathematical programming software's and develop skills to solve problems using different programming packages.
- PSO6 Provide students sufficient knowledge and skills enabling them to undertake Independent multidisciplinary research and further studies in mathematics and its allied areas.
- PSO7 Acquire the knowledge and skills to engage and communicate the fundamental concepts of Mathematics and other allied areas to a wide spectrum of audience.

PSO8 Encourage the students to develop a range of generic skills helpful in employment, internships and social activities.

M.A. English

PSO No. OUTCOME

PSO1 Understand the origin, development and evolution of language and literature through the ages.

PSO2 Appreciate the characteristics of individual literary works

PSO3 Analyse how literature critically interacts with its historico-socio-politico- cultural contexts.

PSO4 Develop complex reading, writing, and research skills.

PSO5 Compare and contrast different and varied literary texts and studies and examine the diverse point of views.

PSO6 Design and develop creative ideas in content development, creative visualizations, translations and publishing.

M. Sc. Home Science (Child Development & Behavior Science)

PSO No. OUTCOME

PSO1 Demonstrate a sound research based knowledge of physical, socio-emotional intellectual, and language development of normal children and children with special needs.

PSO2 Aware of the recent trends in research in child development with development of affinity for research and carry out research in the area of child and adolescent development

PSO3 Acquaint on the theories of child development from different perspectives and application of theories to face challenges faced in educational and care settings.

PSO4 Have the capacity to provide awareness to all stake holders on all matters related to child development, utilising sound communication skills to ensure appropriate interaction and outcome.

PSO5 To be an empathetic and reflective listener, especially within a counselling setting.

PSO6 Demonstrate the capacity to develop, implement and evaluate programmes and interventions for the development of children and adolescents.

PSO7 Ability to work with children at risks, children with development delays, children with special needs.

PSO8 Have knowledge on the mental health needs at different stages of child development, with special reference to adolescent issues and the strategies to promote.

PSO9 An accomplished communicator, independent learner, flexible team worker.

M. Com Finance & Taxation

PSO No. OUTCOME

- PSO 1 Inculcating managerial skills and theoretical knowledge for managing business units with special focus on functional areas of business and management
- PSO 2 Imparting advanced accounting knowledge and skills and provide awareness regarding latest developments in the field of accounting
- PSO 3 Enabling learners to acquire advanced theoretical knowledge on research methods and techniques and also developing capabilities in the application of research in solving business related problems.
- PSO 4 Acquisition of expertise in specialised fields like finance, taxation, accounting, marketing and management
- PSO 5 Developments of quantitative aptitude and analytical skills of the learner
- PSO 6 Facilitating learner to pursue career in professional areas of commerce and management such as taxation, accounting, financial services, consultancy etc
- PSO 7 To understand the impact of environment in business and to gain knowledge about the corporate governance in business
- PSO 8 Detailed view about the international environment in which transactions are carried out and to get a comprehensive knowledge about the ways and means of raising international finance.
- PSO 9 Familiarising the financial market, its instruments & making the students capable of analysing the financial market.

MSW

PSO No. OUTCOME

- PSO1 Demonstrate the professional knowledge of social work methods inter disciplinary foundations theories and methods
- PSO2 Demonstrate models, competencies and skills in the practice with individual, families and groups
- PSO3 Demonstrate all components of leadership and administration in the practice
- PSO4 Produce the ability in analyzing, evaluating public policies and programmes
- PSO5 Create model policies leading to research integrated practices
- PSO6 Develop socially conscious and responsible citizens who have an intelligent grasp of social issues and social delivery systems

Choice Based Credit System (CBCS)

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

Common Course I: English

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

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

Registration for additional degree/Optional Change/common course/stream change etc. For registrations involving change of core courses, common courses, additional degrees etc. university orders issued from time to time will be applicable.

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

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

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

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

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

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

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

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

7. Scheme and Syllabus

- 7.1. The U.G. programmes shall include **(a)** Common Courses I and II, **(b)** Core Course(s), **(c)** Complementary/Vocational Courses, and **(d)** Open Course.
- 7.2. There shall be one Choice Based course (Elective Course) in the sixth semester.
- 7.3. Credit Transfer and Accumulation system can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break.
- 7.4. A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual courses. If a candidate secures **F Grade** for any one of the

courses offered in a Semester/Programme, **only F grade** will be awarded for that Semester/Programme until he/she improves this to **D Grade** or above within the permitted period. (See Clause 5.3)

- 7.5. Students who complete the programme with “D” grade in the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017” will have one chance of betterment within 12 months, immediately after the publication of the result of the whole programme.
- 7.6. Students discontinued from previous regulations CBCSS 2013, can pursue their studies in the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017” after obtaining re-admission. These students have to complete the programme as per the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017”.
- 7.7. The practical examinations (external/internal) will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes which need to conduct practical examinations at the end of odd semesters.

8. PROGRAMME STRUCTURE

Model I BA/B.Sc.

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

Model I/II B.Com

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

Model II BA/B.Sc.

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

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

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

9. Examinations

9.1 The evaluation of each paper shall contain two parts:

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

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

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

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

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

10. Credit Point and Credit Point Average

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

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

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

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

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

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

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

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

TC is the total credit of that category of course

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

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

11. Marks distribution for External and Internal evaluation

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

11.1 For all courses without practicals

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

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

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

For all courses with practical

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

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

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

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

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

All three components of internal assessments are mandatory.

11.3 For Projects

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

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

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

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

Attendance Evaluation for all papers

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

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

13. Assignments

Assignments are to be done in all Semesters. At least one assignment should be done in each semester for all courses.

14. Seminar/Viva

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

15. Academic Performance Enhancement Practice (APEP)

Academic Performance Enhancement Practice (APEP) is a systematic assessment method to analyze the academic performance of the students. By devoting an extra half an hour, various sessions are conducted to enhance the learning capabilities of the students and their competency. By interpreting student's performance through assessment and sharing the results with them, instructors help students to realize their strengths and weaknesses and enable them to reflect on how they can improve themselves in the university exams. All the departments conduct brainstorming sessions, quizzes, group discussions, mock viva and tests on various topics which are basically revisionary in nature. The conduct of the assessment will be informed prior to the assessment and the students are given ample time to revise the portions. Academic Performance Enhancement Practice has become part of continuous assessment, making the continuous evaluation process more effective. It act as a tool to measure course outcome.

16. Internal Assessment Test Papers

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

17. External Examination and Project

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

Students have to do a project by at the end of the sixth semester.

This project can be done individually or as a group of 3 students.

The projects are to be identified during the second semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department is subject to examination by University appointed external examiners.

Grievance Redressal Mechanism

In order to ensure this, students are given the right to know how the teacher arrived at the grade. The grievances from the students are three levels addressed at it. The students can appeal to the upper level only if the grievance are not satisfactorily addressed by the primary level.

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

ADMISSION PROCEDURE OF THE COLLEGE

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

COLLECTION AND REFUND OF FEES

1. Tuition fees will be collected either in lump sum at the beginning of the year or in installment at the beginning of each term or semester as the case may be.
2. If any student fails to pay the fees on the due date, she/he shall be liable to pay a fine of Rs. 5/- along with fees on or before the

7th working day after the due date. Fees will be received in the office only till 3 p.m.

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

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

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

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

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

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

ISSUE OF CERTIFICATES

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

STUDENT SUPPORT SYSTEMS

In order to attain the overall development of the students, this institution facilitates the functioning of various co-curricular activities along with curricular activities. To attain this objective, election contests, discussions, debates, excursions, lectures and occasional social functions, quiz competitions, seminars etc. are organised. Students are advised to take active part in the activities of various clubs like, Tourism Club, Bhoomithra Sena, Women's Club, Sahitya Samajam, Cinema Club, in addition to the department clubs. The PTA and alumni associations, support all student ventures.

COLLEGE UNION AND AFFILIATED ASSOCIATIONS

All the students of the college will be members of the college union. The office bearers of the union are elected by the students and the election is completely politics free. The Principal will be the patron of the college union and the affiliated associations. All the members of the teaching staff of the college will be honorary members of the union and of all affiliated associations.

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

COLLEGE MAGAZINE

College magazine is published annually. Students should make it their concern to maintain uphold the interests and ideals of the college. They should also contribute their best literary and artistic efforts to keep up with its high standard.

NATIONAL SERVICE SCHEME

National Service Scheme (N.S.S.) promotes respect for labour, discipline, Gandhian principles, national integration and work culture. 'Education through service' is the purpose of the N.S.S. It is a cradle for leadership training and for learning the fundamentals of group dynamics, and thereby, ensures success in life and personality development. The students are guided and directed by the programme officers. The N.S.S. unit of our college is actively engaged in organic farming and social service programmes like providing food to Navajeevan projects, palliative care visit at Shanti Bhavan Kottayam, etc.

NATIONAL CADET CORPS

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

CATHOLIC STUDENTS MOVEMENT

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

BCM OJASS

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

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

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

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

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

MENTORING SYSTEM

At the commencement of each academic year, every student at BCM College is allocated to dedicated mentors to provide personalized guidance and support. These mentors undertake the responsibility of nurturing a diverse group of mentees, spanning across first, second, and third-year students. Importantly, the mentoring dynamics are refreshed annually for students, as they are paired with different mentors each academic year. This deliberate rotation not only ensures a comprehensive mentoring experience for students but also cultivates a wider network of support and guidance throughout their educational journey.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

GRIEVANCE REDRESSAL CELL

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

RESEARCH DEVELOPMENT CELL

The College has a Research Development Cell consisting of the Principal and faculty members to monitor and address the issues of research. The cell provides timely intimation of the research schemes, identifies the research opportunities and funding agencies and encourages the faculty and students to conduct subject related research work and weekly presentations in RDC clusters. It also evaluates and monitors the research projects which were undertaken by the faculty and students.

PARENT - TEACHER ASSOCIATION

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

ALUMNI ASSOCIATION - B.C.M. BEAMS

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

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

Every year October 2nd is celebrated as B.C.M. Beams day, the annual college alumni meet.

FACILITIES

1. Hostel: B.C.M. College provides hostel facility for the students from distant places. The management and day to day administration of the hostel will be by the Rev. Sisters appointed by the Manager.

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

2. Automated College Library / Reading Room: The college library performs a vital function in the educational process as it is the key source of information for the academic community. Our library is a treasure house of information, inspiration and recreations. The library has at present a collection of over 50000 books, 42 periodicals and 29 Journals. The library functions from 9 am to 6 pm. The college library is kept open on all days except on Sundays and public holidays. Only the staff and students of the college are members of the library. No outsider is allowed to enter the library without the prior permission of the librarian or the principal. Strict silence should be observed in the library and at the property counter. Students are not allowed to make any marking or underlining in the books or periodicals belonging to the library or disfigure them in any other way. Books are loaned to the U.G students for a period of one week and to the P.G. students for 2 weeks. The staff and students are requested to go through the LIBRARY GUIDE for full details. Internet and photocopying facilities are provided in the library premises.

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

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

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

5. Student Amenity Centre: The Student Amenity Centre of the college is an initiative of the Department of Commerce as a Live Lab. It provides an excellent platform for students to demonstrate their entrepreneurial skills. In order to cater the needs of BCM, the Student Amenity Centre provides various services. The student friendly store provides a wide range of products such as text books, note books, Lab materials and other stationery items at affordable price. It is open during the working hours of the college.

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

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

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

9. Facilities for Sports and Games: The college motivates and facilitates the students interested in sports and games. We provide special training in Hand ball, Table tennis, Basket ball, Kabaddi, Shuttle badminton, Yoga, Athletics, Wrestling, Cycling, Karate and Taekwondo. Outdoor and indoor sports facilities of the College include a basketball court, mud court, college patio/ central courtyard for kabaddi and badminton practices, frontal courtyard for roller skating, and Jogger's Trail for running and walking.

10. Fitness Centre: A well-equipped fitness centre/Gymnasium is maintained under the guidance of the Department of Physical Education to promote health and fitness among students and staff. It includes modern apparatuses like Cross Trainers, Recumbent Cycle, Multi-Station Gym, Free Weights, Power Lifting and Weightlifting Equipments. BCM college has a well-maintained Yoga centre with ample yoga mats, accessories and inspirational elements for regular yoga practice.

11. Infirmary / Ashiana: A health centre is provided within the campus for the welfare of sick students.

12. College Canteen & Coffee Shop: The Coffee shop & canteen operates regularly on all working days, ensuring that students and staff have access to quality food and refreshments. Its operational hours align with the college schedule, allowing individuals to conveniently avail themselves of its services during breaks and lunch hours. Diverse menu, catering to different preferences and dietary requirements including snacks, refreshments, and light meals are available, ensuring that there is something for everyone. The menu is regularly updated to introduce new and innovative items, keeping the offerings fresh and exciting. The college canteen is registered under the Food Safety and Standards Authority of India (FSAI).

The coffee shop and canteen play an indispensable role in elevating the overall campus experience by fostering a dynamic social environment where individuals can connect, share ideas, and forge lasting memories.

13. Educational Theatre: The Educational Theatre sponsored by the Senior Academicians' Forum stands as a pioneering center for e-learning, conducting seminars, conferences and online classes. Equipped with state-of-the-art technology, the facility boasts an impressive setup featuring a 4K projector and a 200-inch diagonal screen. The theatre serves as a catalyst for fostering academic excellence by utilizing advanced technology for educational purposes.

14. Amphi-Theatre: BCM College has an excellent “Open amphitheatre” at the center of the college. It hosts various academic and extra-curricular activities. This theatre is used for out-of-the-class learning, theatrics, and organizing multiple events. Students can use this platform for their cultural programs, plays, skits etc to showcase their talents.

Financial Support

1. Fee Concession

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

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

2. Student Welfare Programme: Under this programme, financial assistance in the form of scholarships is provided to needy students in

various departments. This programme is known also as Students Educational Adoption Programme.

GRACE MARKS

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

Guidelines for the Award of Grace Marks

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

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

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

Award of Grace Marks

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

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

CODE OF CONDUCT FOR THE STUDENTS OF THE COLLEGE

Parents are to ensure that their wards follow the rules and regulations of the College. Self-discipline is the best means for the development of an individual. However, for the effective running of the institution, rules and regulations become necessary to enforce discipline when required. Students of B.C.M. are expected to observe all the rules and regulations of the college, there by up hold and standards of the college, whether on or off the college campus. The decision of the Principal shall be final in all matters.

1.1. Imperatives

- a. The day begins with the morning prayer at 9.30 am. The entire college should participate in it with due respect and devotion. As soon as the prayer bell is rung, stand still and observe perfect silence till the prayer and announcements are over.
- b. A call to the auditorium or college quadrangle for any programme must be promptly and strictly responded. No one is to remain in the classroom or elsewhere during such occasions.
- c. When a teacher enters the classroom, rise, greether/him and remain standing during the short prayer.
- d. If the teacher is absent, the class prefect should inform the concerned department for alternative arrangements.
- e. Each class will be entrusted to a class teacher.
- f. Students shall be punctual and earnest in attending classes and other academic, co-curricular and extra curricular activities.
- g. Use of drugs and alcohol within the campus is strictly prohibited.
- h. Students should be decent, polite and refined in their behaviour.
- i. Students are not expected to leave the campus during the working hours. In case of an emergency, sanction must be obtained from the Class teacher/Head of the Department.
- j. College property should be handled with care. Do not disfigure college desks/benches, walls and doorways with writing, fixing nails and pasting notices on the walls. Students will be penalized individually or collectively according to the gravity of the loss or damage caused.

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

1.1.1 Dress Code

- a) Inappropriate dress, such as leggings, trans parent clothing, tight clothing, micro, mini dresses, short skirts, tops with deep neck-line, cut-out or torn jeans etc. are not permitted in the campus.
- b) Dress must not display obscene, profane, lewd or offensive words or images.
- c) Sleeveless and cap sleeve dresses and tops are not permitted.

- d) For boys, shirts /kurta and pants /jeans/dhoti are allowed.
- e) Students wearing saree, should ensure that blouses are modestly cut.
- f) Shirt and tops should be properly buttoned. Low waist pants/jeans are not allowed.
- g) Students who fail to abide by the Dress Code will be subjected to disciplinary action.
- h) Uniforms complete with Id cards should be worn on Tuesdays and Fridays

1.1.2. Information Technology & Social Media Guidelines

- (a) This policy applies to all staff and students of B.C.M. College, here after referred as members of B.C.M. Family.
- (b) Watching movies, music channels and other entertainment programmes during the working hours shall be avoided. Members shall not install pirated software at college system. Any attempt to destruct the IT infrastructure shall not be tolerated and action will be initiated with a minimum punishment of twice cost of the asset which is tried to be destructed.
- (c) Always be fair and courteous to the members of the B.C.M. family. Also, keep in mind that you are more likely to resolve institution related complaints by speaking directly with the members or by informing your superiors than by posting complaints to a social media outlet.
- (d) Uploading defamatory, sarcastic or any other content intended to bring down the reputation of the Management/ College/teachers and student community will be strictly viewed and action will be initiated under the civil and criminal laws of the land as well as disciplinary action against such violators.
- (e) Express only your personal opinions. Never represent yourself as a spokes person of B.C.M. College.
- (f) Any conduct that adversely affects the institution or any members of the B.C.M. Family may result in disciplinary action.
- (g) While posting photos and videos, it is urged that you have to get the written permission from the concerned persons in the video or photos before posting or publishing them in social media.

- (h) Using YouTube or other video sharing sites are welcomed only if it is for academic purpose. Downloading movies and pirated software are not expected from any member of the BCM family and shall not be done from the college.
- (i) Ultimately, you are solely responsible for what you post online.

1.1.3. Attendance and Leave of absence

- (a) Students are not permitted to absent themselves without permission for the whole or part of a day.
- (b) Attendance will be marked at the beginning of each period. Students are to be present in the class before 9.30 am. Attendance will not be given for late comers except in unavoidable circumstances.
- (c) A student absent from the college for more than 15 consecutive working days without satisfactory explanation is liable to have her name removed from the rolls. A student seeking admission after such a removal should pay the prescribed re-admission fee.
- (d) Duty leaves for physical education activities will be granted only to athletes representing the College or the University in various matches, tournaments and sports events.
- (e) A student deputed to participate in matches, tournaments and sports events should submit her/his leave application to the Principal for necessary action not later than one week after the event and it should be recommended by the Head of the Department of Physical Education. For the purpose of attendance, every working day, irrespective of the number of working period, shall be considered as a full working day.
- (f) Semester certificate of attendance and progress required by the University for promotion or for admission to the University Examination will not be granted unless (1) the student has attended not less than 74% of the number of working days of the academic year and (2) the Principal is satisfied with the student's progress and conduct.
- (g) To be considered for exemption from the shortage of semester attendance, a student has to pay the University charges Rs. 500/ for condonation upto 5% and Rs. 1000/- for condonation up to 5%.

- (h) Students who absent themselves without permission on the re-opening days will be fined Rs. 50/-.
- (i) Leave from the class for one period for valid reasons may be granted by the teacher in charge of the concerned period. If a student wants to leave the college early, she must get permission directly from the Principal against a written request counter signed by Parent/Guardian/Warden and Class teacher. Strict action will be taken against students who leave classes or college without prior permission.
- (j) A student absenting himself /herself for a period exceeding 10 working days should report himself/ herself to the Principal or returning back to college.
- (k) A student who repeatedly absents himself/herself on insufficient grounds or who obtains leave under a false pretext will be seriously punished.
- (l) All celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution of the College. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details, guests attending, source of funds, expenditure estimates etc.
- (m) Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.
- (n) No type of vehicles should be used during celebrations inside the College campus/ hostels.
- (o) The students shall not receive their visitors in college during working hours without permission.
- (p) The letters and other communication for the students shall not be addressed to the college.

1.1.4. Examinations

- (a) All the examinations conducted by the Department or College are obligatory.
- (b) Internal examinations are regularly scheduled. Absence from an examination without the prior permission of the Principal will in

curafine of Rs. 100/- per course. In case of illness, the leave application must be submitted before hand. The medical certificate is to be produced without delay.

- (c) If a student is absent from an examination the teacher/department concerned may as sign a supplementary examination for the concerned students. The date, duration, venue and other details are left to the discretion of the teacher or department concerned.
- (d) Any malpractice at the general or class examination will be dealt with seriously.

Progress reports are issued to the parents on completion of each internal examination. They provide information about the academic performance of their wards. Therefore, the cards are to be examined carefully by the parents/guardians and should be signed in presence of the class teacher on the prescribed day.

1.2. Mahatma Gandhi University Students' Code of Conduct Rules-2005

Mahatma Gandhi University Students' Code of Conduct Rules-2005 introduced vide UO. No. 162/2004/2/ Elen. dated 16 February 2005 has laid down rules for maintaining discipline in all Colleges affiliated to the university, which will be binding on all students of the College. The university order prohibits political activity inside the campus. Political activity is defined as "any act, activity or conduct by any student in a College by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication whatsoever".

Prohibition on political activity inside the campus means the following:-

- a) No student of a College shall get himself/herself involved in any political activity by himself/herself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- b) Taking part in any political activity by organizing students or gathering inside the College campus for the purpose of doing any

activity as defined in Rule 4 (6) shall constitute serious in discipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal has the power to take disciplinary action against students who indulge in the aforesaid activities.

- c) It shall constitute gross indiscipline to call for an appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or student wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they will be punished as per the rules stated above.
- d) No student of a College shall stage or indulge in any activity like dharna, gherao, and the like obstructing entry to and from any classroom, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- e) No student shall shout slogans inside the classrooms, office or any other place inside the campus and obstruct or cause disturbance to the everyday functioning of the institution.

1.3. Kerala Ragging Prohibition Act 1998

For the information of the students and their parents, parts from the Kerala Ragging Prohibition Act published in 1998, for bidding ragging in the educational institutions of Kerala are quoted below.

- 2(B) By Ragging, it is meant any physical or mental torture or any disorderly conduct towards any student of educational institution causing apprehension, dread, humiliation or agitation in him/her. It can be harassment like insulting, teasing, bullying or manhandling. It can be also be forcing up on him/her to do something which he/she voluntarily won't dare to do normally.

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

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

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

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

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

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

1.4. UGC Regulation on Curbing Ragging

In June 2009, the UGC has notified a comprehensive set of regulations to curb the menace of ragging in educational institutions.

1.4.1 What is Ragging?

As per the UGC Regulations 2009, 'Ragging' constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which rudeness a fresher or any other student.
- b) Indulging in rowdy or in-disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect or causing in generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student including a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of sexual abuse, homosexual assaults, stripping, forced obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that the mental health and self-confidence of a fresher or any other student with or without an intent to derive as a distic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

1.4.2 Punishments for Ragging

The UGC regulations stipulate that students can be expelled from an institute and debarred from taking admission to any other institute for a specified period after being found guilty of the offence. As per the regulations any students can be fined upto Rs. 2.5 Lakhs if found guilty of ragging.

The UGC regulations provide for justification of a student, a period from one to four semesters. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- a) Suspension from attending classes and academic privileges.
- b) With holding/withdrawing scholarship/fellowship and other benefits.
- c) Debarring from appearing in any test/examination or other evaluation process.
- d) With holding results.

- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- f) Suspension/expulsion from the hostel
- g) Cancellation of admission
- h) Rustication from the institution for periods ranging from 1 to 4 semesters
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- j) Fine ranging between Rupees 25,000/- and Rupees 2.5 lakh
- k) Collective punishment: When the persons committing or a betting the crime of ragging are not identified, the institution shall resort to collective punishment.

1.5. College Union

The College Union is organized with the following objectives:

- a) To train the students of the College in parliamentary democracy so that they may be responsible future citizens of India, aware of their duties, responsibilities and rights.
- b) To promote opportunities for the development of character, leadership, efficiency and spirit of service among students.
- c) To organize cultural programs, quizzes, debates, seminars, work squads, touring parties etc. so that the students may acquire knowledge on current topics and develop deep thinking about them.
- d) To encourage extra curricular activities like Youth Festival, Sports Meet etc. that are conducive to the above objectives.

2. CODE OF CONDUCT FOR TEACHERS

Teaching is a noble profession and whomsoever adopts teaching as a profession should conduct himself/herself in a manner ideal to the profession.

Upholding the nature of the profession a teacher is constantly under scrutiny from the general public and from his/her students. National values should be inculcated by the teachers must also be a part of the teacher's ideals.

As per UGC specifications the following guidelines should be adhered to by teachers

1. Teachers should adhere to a responsible pattern of conduct and demean or expected of them by the community.
2. Manage private affairs from consistent with the dignity of the profession.
3. Study and research should be a part of at eachers' personal growth.
4. When participating in seminars/workshops/conferences where knowledge is exchanged, teachers are expected to participate with free and frank opinions.
5. Perform all duties of a teachers conscientiously and with dedication
6. Carry out all responsibilities and co-operate in functions related to educational responsibilities of the college and University.
7. Be active in participation for extension activities, co-curricular, extra curricular and community activities.

3. CODE OF CONDUCT FOR THE GOVERNING BODY

All governing body members are required to observe the following principles in the Code of conduct.

1. The Governing Body members must be committed towards the growth of the institution. They should be responsible for the Institution competing in a healthy manner, ethically and honestly with other educational institutions.
2. The Governing Body members should ensure that it is committed to the institution and are required to not use the Institution for any personal gains.
3. The Governing Body members are to be committed in purchasing activities of goods/ services in accordance with the policies of the college in lieu of vision of the college.
4. The Governing Body members are to meet periodically to review and assess the institutions growth against the vision and mission of the college.
5. Governing Body members are to respect the confidentiality of sensitive information of the college if any
6. Members are required to attend all meetings and use reasonable endeavors in these meetings.

CODE OF CONDUCT FOR ADMINISTRATION

3.1 CODE OF CONDUCT FOR THE PRINCIPAL, THE HEAD OF THE INSTITUTION

Principals of colleges are respected and are unafraid to serve their teachers and students. The Principal is required to adhere to the following

1. Quality in education and academic activities should be ensured.
2. Policies and plans of the institution should be chalked out to ensure quality education in tune with the vision and mission of the institution.
3. Should be responsible for the formation of various college level committees and ensure its smooth functioning.
4. Responsible for the convening of various cells and forum meetings as and when required.
5. Financial matters should be monitored efficiently.
6. The Principal is responsible for motivating teachers to better oneself in their profession.
7. Any directives of the University, Higher Education Department and UGC should be strictly complied with.

3.2. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. The admission and examinations should be looked in to by the administrative staff.
2. Periodic updates in e-administration should be undertaken by the administrative staff.
3. Administrative staff should be courteous, refined and polite in their behavior with members in the institution as well as parents/guardians.
4. A friendly relationship should exist with the teachers.
5. All professional activities should be undertaken with sanction from the Head of the Institution and proper channels
6. Should not abstain from duties entrusted from the Institution and should maintain loyalty at all times.

ENDOWMENTS AND PRIZES

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

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

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|--|---|
| 32. Bishop Makil Foundation Award | - Best Outgoing Student (academic feat, co-curricular activities, personality traits and social commitment) |
| 33. Joseph Koopil & Sons Memorial Scholarship | - Excellence in field work (Outgoing MSW students) |
| 34. Mathew Attumalil Memorial Award | - Most Conscientious student (MSW student) |
| 35. Fr. Philip Kootiyanyil Memorial Award | - Best Dissertation Award (MSW student) |
| 36. B.C.M. SSWADIN Award | - Best Team maker (Outgoing MSW student) |
| 37. Valavi Scholarship Instituted by Cicily G. Valavi | - Best student of I DC F.A.C.S. (Academic Performance) |
| 38. Mrs. and Mr. John Mangalathettu Memorial Scholarship | - II DC Sociology topper |
| 39. Sri. Varghese Pothen and Smt. Mariamma Varghese Memorial Scholarship Instituted by Prof. Aleyamma Varghese | - III DC Botany Student showing genuine interest in Taxonomy |
| 40. Sr. Little Flower SVM Jubilee Scholarship | - III B.Sc. Botany topper |
| 41. K. Suresh Memorial Scholarship Instituted by Prof. Shyla G. Nair | - Accountancy topper in B.com. |
| 42. Mrs. & Mr. Mangolotteketa Memorial Scholarship | - III DC Sociology Topper |
| 43. Best Outgoing Cadet of NCC | - NCC Unit, BCM College |
| 44. Best Shooting Champion | - NCC Unit, BCM College |
| 45. TSC Delhi- Gold Medal Winner | - NCC Unit, BCM College |
| 46. RDC Delhi - Prime Minister Rally | - NCC Unit, BCM College |
| 47. NSS State Award | - NSS Unit, BCM College |
| 48. NSS National Award | - NSS Unit, BCM College |
| 49. RDC Delhi - Prime Minister Rally | - NSS Unit, BCM College |
| 50. Indira Gandhi National Service Scheme Award | - NSS Unit, BCM College |
| 51. Chief Minister's Scholarship for Best NCC Cadet (State level) | - NCC Directorate |
| 52. Akshara Puraskara Scholarship | - Best Library Users |

FORMER TEACHING STAFF

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Late Rev. Sr. Fidelis	:
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47. Sri. Joseph P.M.	9447852819; 04829 283189
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49. Smt. A.P. Mary	2311240
50. Smt. Mary James	2711251
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56. Smt. Chinnamma K.T.	2518691
57. Smt. M.K. Annamma	2712574
58. Smt. P.J. Annamma	2310576

59. Smt. Leelamma Lukose	2597475
60. Smt. Aleykutty P.J.	2711518
61. Smt. Valsa A.L.	2330690
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84. Sr. Remya S.V.M.	9496377189
85. Smt. Jeeja Joseph	9400845249
86. Smt. Ancy T.U.	7025661291
87. Smt. Lissy Joseph	9539449502

MILESTONES OF THE COLLEGE

- 1927 The great visionary Bishop Mar Alexander Chulaparambil makes an announcement of his dream - a Women's College at Kottayam - during the inauguration of St. Anne's Girls' School at Kottayam.
- 1954 May 31 - Bishop Mar Thomas Tharayil initiates the procedure to start a college in Kottayam.
- 1955 March 1 - Provisional Sanction from the University to start the college
July 2 - Permission from the University to start the college.
July 11 - The college commences working
- 1956 Prof. Chev. V.J. Joseph Kandoth was appointed the first Principal of B.C.M. College.
Pre-University Course started with 165 students.
- 1957 October 7 - The foundation stone for the new College building was laid by Bishop Thomas Tharayil, the Patron of the College.
Degree courses in Physics and History started.
Sr. Fidelis of Carmel Convent, Mangalore succeeded Prof. V.J. Joseph.
- 1958 June - Degree in Mathematics and Economics started. Miss Anna Nidhiri took charge as Principal.
- 1959 The formal inauguration of B.C.M. College by His Eminence Valerian Cardinal Gracias, Archbishop of Bombay.
Miss Margaret Paulose took charge as Principal.
Degree Courses in Chemistry, Botany and Zoology started.
- 1961 The main hostel building was blessed by Bishop Thomas Tharayil.
- 1962 Sr. M. Goretti SVM took charge as Principal.

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

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

- The Gold Medal in All-India Inter University softball tournament.
- 2005 Geetha Roby has won Gold Medal in 4x400m Relay in Junior National athletic meet.
Jan. 28 - Inauguration of Golden Jubilee Block and Sr. Savio Hall by Dr. Jancy James, the Vice-Chancellor of M.G. University.
Sanction has been obtained from the M.G. University & Kerala Government to start M.Sc. Food Science & Quality Control and M.Sc. Child Development.
The Fitness Centre aided by the Central Ministry of Youth and Sports was established.
Add-on Courses started with Financial assistance from UGC.
- 2005-06 Geetha Roby won gold medal with new meet record in 400m hurdles in Junior National athletic meet and silver medal in All-India Inter university athletic meet.
Shabana Shamsudeen has won gold medal in All-India Inter university handball tournament.
- 2006 January 14 - His Grace Mar Mathew Moolakkatt took charge as the Metropolitan Archbishop of Kottayam and the Patron of the College.
- 2007-08 Asha P.J. won gold medal in heptathlon in Junior National Athletic meet.
- 2008 Accredited by NAAC with Grade "Good" (B).
- 2009 Minority Institution Status was obtained.
OJASS - A charitable society formed for extension activities.
- 2009-10 Soniya P.M. won gold medals in All-India Inter University Cross country team championship and Junior National Cross country team championship.
- 2010 Centre for Gandhian Studies established with financial assistance from UGC.
- 2011 District Chapter of Indian Council of Social Welfare started functioning in the Dept. of Social Work and BCM OJASS has been appointed District Nodal

- Agency for CHILDLINE (a project of Ministry of Women and Child Development)
- 2013 B.Com. with Computer Application, M.A. English (Unaided), M.Sc. Home Science (Child Development) M.Com. (Finance), M.Com. (Taxation) Programs were started.
The Secretariat of Kerala Association of Professional Social Workers (KAPS) started functioning in the Dept. of Social work.
N.C.C. Unit started functioning in the college.
- 2014 Inauguration of Diamond Jubilee Celebrations.
New Women's Hostel funded by UGC opened.
Community College sanctioned.
MA English (Aided) course started.
B.A. English III Main Course sanctioned.
- 2015 Accredited by NAAC with A grade.
Valedictory Function of Diamond Jubilee Celebrations.
Inauguration of Vykhari Lecture Series by Justice P. Sathasivam, Honourable Governor of Kerala.
N.S.S. Unit introduced massive organic farming.
- 2016 BCM NSS unit was selected as the best unit in MG University.
- 2017 NSS Unit secured 'Best Institution' Award for Organic Farming from Kerala State Agricultural Department.
- 2018 College was selected for "Unnat Bharat Abhiyan (UBA)" by MHRD, GoI
- 2018 College recognized with Consumer Protection Award.
- 2019 College is ranked as one among best 200 Colleges in India.
- 2020 M. Sc Statistics Program was started.
- 2021 The college kabaddi team won the MG university championships for the 9th consecutive year.
- 2022 BCM College got ISO 9001:2015 certification for total quality and environment management.
- 2023 The College was accredited with 'A+' Grade with a cumulative grade point of 3.46 on 20th February 2023 by the National Assessment and Accreditation Council.

ACADEMIC CALENDAR
June - 2023

Date	Day	No. of working days	Particulars
1	Thu	21	Commencement of III & V semester UG and III semester PG Programme
2	Fri		
3	Sat		
4	Sun		
5	Mon		World Environment Day
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	sat		Second Saturday
11	Sun		
12	Mon		
13	Tue		
14	Wed		
15	Thu		
16	Fri		
17	Sat		
18	Sun		
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun		
26	Mon		
27	Tue		
28	Wed		
29	Thu		
30	Fri		

ACADEMIC CALENDAR
July - 2023

Date	Day	No. of working days	Particulars
1	Sat	19	
2	Sun		
3	Mon		St. Thomas Day
4	Tue		
5	Wed		
6	Thu		
7	Fri		
8	Sat		Second Saturday
9	Sun		
10	Mon		Commencement of I Semester UG Programme
11	Tue		
12	Wed		
13	Thu		Commencement of I Semester PG Programme
11	Tue		
14	Fri		
15	Sat		
16	Sun		
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat		
23	Sun		
24	Mon		
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat		
30	Sun		
31	Mon		

ACADEMIC CALENDAR
August - 2023

Date	Day	No. of working days	Particulars
1	Tue	17	
2	Wed		
3	Thu		
4	Fri		
5	Sat		
6	Sun		
7	Mon		
8	Tue		
9	Wed		
10	Thi		
11	Fri		
12	Sat		Second Saturday
13	Sun		
14	Mon		
15	Tue		Independence Day
16	Wed		
17	Thu		
18	Fri		
19	Sat		
20	Sun		
21	Mon		
22	Tue		
23	Wed		
24	Thu		Onam Celebration
25	Fri		Commencement of Onam Vacation
26	Sat		
27	Sun		
28	Mon		First Onam
29	Tue		Thiruvonam
30	Wed		Third Onam
31	Thu		Sreenarayana Guru Jayanthi

ACADEMIC CALENDAR
September - 2023

Date	Day	No. of working days	Particulars
1	Fri	17	
2	Sat		
3	Sun		
4	Mon		Re-opening after Onam vacation
5	Tue		
6	Wed		Sreekrishna Jayanthi
7	Thu		I Internal Examination for III & V Sem. U G
8	Fri		
9	Sat		Second Saturday
10	Sun		
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat		
17	Sun		
18	Mon		
19	Tue		Results of III & V Sem. UG I Internal Exams.
20	Wed		
21	Thu		
22	Fri		
23	Sat		
24	Sun		
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		

ACADEMIC CALENDAR
October - 2023

Date	Day	No. of working days	Particulars
1	Sun	19	
2	Mon		Gandhi Jayanthi, BCM Beams Day
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		
8	Sun		
9	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat		Second Saturday
15	Sun		
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun		
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		Commencement of Second internal for III & V semester UG
28	Sat		
29	Sun		
30	Mon		
31	Tue		Closing of III & V Sem. U G & III Sem. P G

ACADEMIC CALENDAR
November - 2023

Date	Day	No. of working days	Particulars
1	Wed	22	Commencement of IV & VI Sem. U G & IV Sem. P G
2	Thu		
3	Fri		
4	Sat		
5	Sun		
6	Mon		Commencement of Model Exams. I Sem. UG
7	Tue		
8	Wed		Results of III & V Sem. UG II Internal Exams.
9	Thu		
10	Fri		
11	Sat		Second Saturday
12	Sun		
13	Mon		Publication of A Forms of III & V Sem. U G
14	Tue		
15	Wed		
16	Thu		
17	Fri		Closing of I Semester U G
18	Sat		
19	Sun		
20	Mon		Commencement of II Semester U G
21	Tue		
22	Wed		
23	Thu		
24	Fri		Closing of I Semester P G
25	Sat		
26	Sun		
27	Mon		Commencement of II Semester P G
28	Tue		Results of Model Exams. I Sem. U G
29	Wed		
30	Thu		

ACADEMIC CALENDAR
December - 2023

Date	Day	No. of working days	Particulars
1	Fri	16	Commencement of Semester IV PG
2	Sat		
3	Sun		
4	Mon		Publication of A Forms of I Semester UG
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat		Second Saturday
10	Sun		
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat		
17	Sun		
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		Christmas Celebration
23	Sat		Commencement of Christmas Vacation
24	Sun		
25	Mon		Christmas
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		
31	Sun		

ACADEMIC CALENDAR
January - 2024

Date	Day	No. of working days	Particulars
1	Mon	20	
2	Tu		
3	Wed		Re-opening after Christmas Vacation
4	Thu		
5	Fri		
6	Sat		
7	Sun		
8	Mon		Commencement of I Internal Exams. of II, IV, VI Sem. U G
9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat		Second Saturday
14	Sun		
15	Mon		
16	Tue		
17	Wed		
18	Thu		Results of I Internal Exams. IV & VI U G
19	Fri		
20	Sat		
21	Sun		
22	Mon		
23	Tue		
24	Wed		
25	Thu		Results of I Internal Exams. II U G
26	Fri		Republic Day
27	Sat		
28	Sun		
29	Mon		
30	Tue		
31	Wed		

ACADEMIC CALENDAR
February - 2024

Date	Day	No. of working days	Particulars
1	Thu	21	
2	Fri		
3	Sat		
4	Sun		
5	Mon		
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat		Second Saturday
11	Sun		
12	Mon		
13	Tue		
14	Wed		
15	Thu		
16	Fri		
17	Sat		
18	Sun		
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun		
26	Mon		Commencement of II Internal Exams. of II, IV, VI Sem. U G
27	Tue		
28	Wed		
29	Thu		

ACADEMIC CALENDAR
March - 2024

Date	Day	No. of working days	Particulars
1	Fri	18	
2	Sat		
3	Sun		
4	Mon		
5	Tue		
6	Wed		
7	Thu		Results of II Internal Exams. IV & VI U G
8	Fri		
9	Sat		Second Saturday
10	Sun		
11	Mon		
12	Tue		
13	Wed		
14	Thu		Results of II Internal Exams. II Sem. U G
15	Fri		
16	Sat		
17	Sun		
18	Mon		
19	Tue		
20	Wed		Publication of A Forms of IV & VI Sem. U G
21	Thu		
22	Fri		
23	Sat		
24	Sun		
25	Mon		
26	Tue		Publication of A Forms of II Sem. U G
27	Wed		Closing of II, IV, VI Sem. UG & II, IV Sem. PG
28	Thu		
29	Fri		
30	Sat		
31	Sun		

LEAVE APPLICATION FORM

Name of the student :

Cl. No. :

Class :

Subject :

Number and Dates of
leave sought for :

Reason for leave :

Recommended by
Guardian or Warden :

Signature of applicant
with date :

Signature of Teacher in Charge :

Principal's order :

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

Phone Numbers

Office	- 0481-2562171, 2560307 (Fax)
Manager	- 0481-2563527, 9446266250
Principal	- 0481-2560307
Dept. of Social Work & OJASS	- 0481-2582171
Co-operative Store	- 8606450935
College Hostel	- 0481-2563083, 2300726

E-mails

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

Websites

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

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