BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

ADMISSION POLICY

Bishop Cotton Women's Christian College ensures admission for UG and PG programmes in a well-structured and transparent manner, providing equal opportunity to all applicants without discriminating on socioeconomic and cultural backgrounds. The admission process will follow the guidelines of the Bengaluru City University and Government of Karnataka to which it is affiliated. Admission is open to all eligible candidates from anywhere in India and abroad.

Scope

The policy applies to the admission to undergraduate and postgraduate programmes of the college leading to the award of the degree.

Objectives

To ensure that selection and admission decisions are transparent, fair and conforming to the guidelines of the concerned regulatory framework.

Admission Committee

Admission activities of the College are carried out through an Admission Committee. It comprises of Faculty members representing different departments and faculty from the administration department. The committee provides extensive counseling to students seeking admission, providing an overview of the different programs offered, and career prospects, that help students in choosing the right program. The committee also updates them on the various clubs & committees, student support, and infrastructure facilities.

Application

Admission notification is given through print media, the college website, and social media handles of the College. Application forms along with a prospectus will be issued by the college office. Applications for admissions can be submitted both online and offline. Online applications can be downloaded from the college website.

Admission Helpdesk

The College helpdesk provides information to students seeking admission, helping them fill out applications, brief them about the fee structure, and other details.

Fee Structure

Students paying fees online can use the payment gateway of the bank. Students can also pay their fees at the extension counter of the Union Bank of India, which is housed within the college campus.

Selection Procedure

Selection is based on a first come first serve basis till the required seats are filled. The cut-off mark varies from program to program and is decided by the college every year based on the demand of each program. In some programs written tests may be conducted to ensure that the shortlisted students have the required level of aptitude for the program.

Eligibility

Students should have passed PUC or 10 +2 equivalent. Candidates applying to any stream should have the documents as specified on the website or in the application form required for admission on the day of the interview. Students from other universities/boards should produce eligibility or migration certificates.

Admission interview

Students who are selected are called appear for an interview with the principal with the relevant documents and photographs along with their parent or guardian. No student will be allowed to be admitted to 2 programs simultaneously. Students applying online can take provisional admission by paying the prescribed fees online as per the guidelines given. However, admission of each student will be subject to the physical verification of the documents. Students admitted online are required to send copies of certificates to the admission desk in charge, whose email will be provided in the online application.

Reservation Rules

The College has adopted an inclusive admission policy for providing equal opportunities to students irrespective of their economic, social or religious background. However, being a Christian minority institution, it follows the government minority reservation policy in its admission to students belonging to the CSI (Church of South India). No applicant belonging to the CSI minority community shall be denied admission.

Fee Concession

The College will give a fee concession to the students belonging to the CSI community. Students belonging to CSI must provide a CSI Church membership certificate at the time of admission.

Sports Quota

Candidate seeking admission under the sports quota can avail fee concession. Special fee concessions will be offered to sports persons who win awards at the state National/International level.

Merit Quota

Students who have secured above 90% of marks in the 10+2 examination can avail a fee concession.

Staff Quota

A fee waiver of 50% is given to children of staff Bishop Cotton Women's Christian College and to the children of the staff (Pastors, Administrative, Maintenance) of Karnataka Central Diocese office.

Transfer/withdrawal/cancellation of admission

A student is permitted to withdraw/cancel her admission within 15 days from the date of payment of fees and fees amount will be refunded after deducting service charges.

In case of candidates who wish to withdraw their admission after attending classes for more than 15 days, the refund amount will be decided by the college administration.

Inter-Collegiate/ Inter-University transfer

The College admits students who have been transferred from other Colleges or Universities. Prior permission should be taken from the University by the candidate before approaching the College for lateral entry.

No Donation/Capitation Fee for Admission

The College does not collect any donation or capitation fees for granting admission to any of the programs offered.

Postgraduate Admissions

Admissions are according to Bengaluru City University norms. 50% of seats sanctioned are allotted by the University through its central admission policy. The remaining seats are open to candidates applying directly.

Eligibility

Students seeking admission to the postgraduate courses should have completed under-graduation with minimum 55% overall pass percentage.
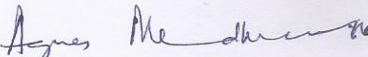
Courses offered

DEGREE

B.A, B.Sc., B.C.A, B.Com, B.B.A.

POSTGRADUATE

M.Com., MA-English Literature, M.Sc.-Psychology and M.Sc. Nutrition & Dietetics.

Signature of the
Governing Council Members: Prof. Agnes Madhuravani   Dr. Renuka Paul
                                        Educationist   Educationist

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

ANTI RAGGING POLICY

The college strictly follows the guidelines given by the Bengaluru City University. Posters displaying the following information are put up on all student notice boards and classrooms.

COLLEGE HELPLINE 080-22212933/22100512

NATIONAL ANTI RAGGING HELPLINE- 1800-180-5522

As per the order of the Supreme Court of India and subsequent Notifications from the University Grants Commission (UGC), Ragging constitutes any of the following acts committed by a student or a group of students:
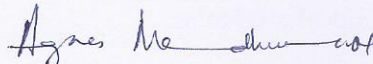
1. Any act of Indiscipline, Teasing, or Handling with Rudeness.

2. Any act that Prevents or disrupts the Regular Academic Activity.

3. Any activity that is likely to cause Annoyance, Hardship, Psychological Harm or creates Fear or Apprehension.

4. Any Act of Financial Extortion or Forceful Expenditure.

5. Any Act of Physical Abuse causing Assault, Harm, or Danger to Health.

6. Any Act of abuse by spoken words or SMS, emails, cyberbullying, public insult, etc.

7. Any Act of injury or infringement of the fundamental right to human dignity.

8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offenses, use of criminal forces, trespass, or intimidation.

9. Any unlawful assembly or conspiracy to ragging.

10. To punish those found guilty of ragging. The Anti-Ragging Committee of the College shall decide on the nature of punishments to be one or any combination of the punishments listed under punishments.
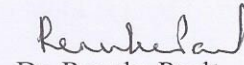
Punishment to those found guilty

Depending upon the nature and gravity of the offence any student or group of students found guilty of ragging on the campus or outside the campus shall be liable to one or more of the following punishments.

1. Debar from appearing in test / University Examination

2. Suspension from attending classes and academic privileges

3. Withdrawal of scholarships and other benefits

4. Suspension from the college for a period of one month

5. Cancellation of admission.

Signature of the
Governing Council Members: Prof. Agnes Madhuravani   Dr. Renuka Paul
                                     Educationist   Educationist

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

E-GOVERNANCE POLICY

The College implements e-governance in all aspects of functioning like the Library, Admissions, Accounts, Administration, Teaching, etc. The policy is designed and framed to make every function transparent and accountable.

- ## WEBSITE:

The website acts as an information center reflecting the college, all its activities, important notices, courses offered, etc. For this purpose, a separate Service Provider/Web Designer is appointed by the college. Training is given to the administrative and teaching staff to make important updates on the website. A Website Committee is formed for the administration, updating and maintaining of the college website. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant and active self through its website. All important notifications would go live on the website as and when they are released.

- ## STUDENT ADMISSION:

An open and transparent strategy for the admission process is followed. The College brings out its brochure which is displayed on the website with guidelines for the admission process. Online Admissions are provided through Linways, the in-house ERP software. This Portal will be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, etc to be managed through this Portal only. Students are required to submit a separate Online Application Form for admission to the College and for this purpose online software will be used.

- ## ACCOUNTS:

The Office continues to maintain its account on Tally. The latest versions of the software will be purchased and used by the College. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and Loss, Balance Sheet is generated through this software only. All the Analysis Reports are also generated through Tally. Appropriate security measures will be taken to maintain the confidentiality of the

transactions. Training for the existing staff and updating the existing software must be done regularly. Saral TDS software is used for the calculation of Tax and LINWAYS software will be used for fee collection.

- **ADMINISTRATION/E-GOVERNANCE:**

Biometric Software is used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports and Semester End Reports are generated to automatically calculate the Internal Assessment marks for attendance. The Administrative Office use Advanced Excel and File Management System Tools to maintain an effective database. Students are to obtain maximum services through online mode. The college will look into opportunities to automate some of its functions related to administration. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

- **LIBRARY:**

The College continues to maintain its academic excellence through maintaining a well-stocked Library. The College adds more e-learning resources for the benefit of the teachers and the students. The College continues to subscribe to new journals and books regularly. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. The Library to install fully automated ILMS software which should have an easy-to-use- Graphical User Interface.
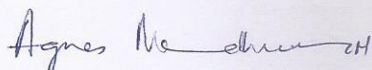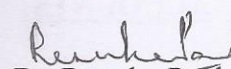
- **EXAMINATION:**

The College has proposed to adopt an online system through LINWAYS where students can view their total Internal Assessment Marks at the end of each Semester and can report discrepancies, if any. As the college is affiliated to Bengaluru City University, the Unified government portal UUCMS is used to store all university-related student details viz-Admissions, course mapping, Fees, Internal marks, and Examination fees payment.

- **ALUMNI:**

 To strengthen our Alumni relationships, a separate alumni page is created on the website providing facilities like registration, feedback, and many other aspects.

Signature of the
Governing Council Members:

Prof. Agnes Madhuravani
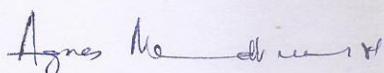Educationist

Dr. Renuka Paul
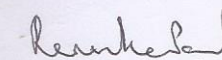Educationist

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

ENVIRONMENT AND GREEN CAMPUS POLICY

BCWCC in order to encourage sustainable development and ecofriendly behavior on campus, envisions a green campus by motivating the staff and students to adopt, put into practice and spread ecofriendly behavior. The Environment policy emphasizes minimal usage of resources, thus minimizing the impact on the environment.

- To utilize rain water harvested effectively.
- To undertake tree plantation drive in the surroundings of the college and monitor it.
- At the beginning of the academic year awareness to be given to students about the need to protect environment.
- To make use of wet and dry waste disposes effectively
- To sensitize employees and students through the Eco Watch Club, to make them '**Go Green'** specialists in the pursuit to save Environment.
- The college initiates awareness not to use single use plastics in order to make it **"plastic-free campus".**

- To make the campus and its surroundings green and clean
- To work towards Digital and paper-free campus.
- To create awareness through workshops on **"zero waste lifestyle"**-recycling, reusing and garbage reduction.
- Cleanliness drive to be conducted on and off campus regularly.
- To implement effective waste management measures.
- Green campus landscaping to filter and chill the air on campus.

Signature of the
Governing Council Members: Prof. Agnes Madhuravani   Dr. Renuka Paul
                                             Educationist   Educationist

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

FINANCIAL SUPPORT FOR RESEARCH & ACADEMIC ACTIVITIES

OBJECTIVES

The basic objectives of financial assistance are as follows

• To inculcate a research aptitude and upgrade academic and administrative skills of the faculty

• To upgrade the educational qualification of teaching staff

• To create a healthy platform for teachers to exchange their knowledge and ideas

• To obtain an in-depth knowledge of subject from eminent academicians and from research institutions.

• To improve interaction of faculty with the outside world

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

• Teachers will get financial assistance for participation in State /National/International level Faculty Development Programmes.

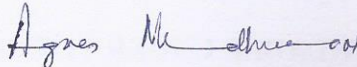### FORMS OF FINANCIAL SUPPORT TO FULL TIME TEACHERS CAN BE FOR:

• Research Paper Publishing: Incentives as a recognition of Paper Publishing in recognized national/international journals.

• Registration fees for Seminars, Workshops, Conferences, FDP's.

• Travelling and accommodation allowances in case of outstation programmes

• One increment is sanctioned for permanent staff on being awarded with Ph. D. degree from a recognized University

• Membership fee of Professional bodies

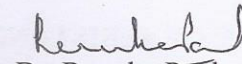• Enrollment fee for a Professional Development Course

PROCEDURE FOR APPLICATION AND APPROVAL

The teachers need to follow the following procedure for application and approval for availing the financial support:

1. When teachers are deputed for seminars, workshops or conferences, an application to the Principal covering all details such as the teacher participation, registration fees . After the approval of the Principal, the funds are released for the same by the Accounts section.

2. In case, the registration fee is paid by the teacher, the amount is reimbursed after Principal's approval.

3. The Principal sanctions increment in salary once the faculty is awarded a Ph.D. degree.

4. The teachers may be interested to become members of professional bodies. The College sanctions the membership fees upon the application of the concerned teacher for the same.

5. Teachers who may be interested in enrollment for any course to enhance their professional skills are also given grants. The College sanctions the course fee to the teachers.

Signature of the
Governing Council Members: Prof. Agnes Madhuravani   Dr. Renuka Paul
                                              Educationist   Educationist

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

FIRE SAFETY POLICY

PURPOSE

Bishop Cotton Women's Christian College ensures the safety of staff students and the property of the college. It is the overall aim of the college to minimize these risks and take preventive measures. The fire safety policy applies to all students and staff of the college and other visitors to the college premises, to follow all the necessary precautionary and preventive measures to ensure minimal risk during fire accidents and procedures to be followed in case of an unexpected incident.

SCOPE

The scope includes a wide range of measures to prevent, to be prepared and to respond to fire accidents. The policy focuses on fire prevention and safety education. It also deals with the measures to be taken by the committee for the establishment of fire safety and a set of guidelines for fire emergency response and evacuation procedures. The fire policy includes conducting fire drills in laboratories and corridors identifying and addressing fire hazards, and regulating the use of materials that are prone to fire mishaps on campus.

POLICY STATEMENT

The college ensures the safety and well-being of all members on campus, recognizes the significant risks of implementing fire safety measures, promotes fire prevention and prepares everyone to respond effectively in case of fire accidents. Compliance with Regulations: The college pledges to comply with all local, state, and national fire safety regulations and standards. The college is collaborating with fire safety officials to ensure policies; procedures and infrastructure comply with the mandate safety standards.
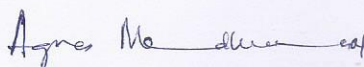
1. Carry out a fire risk assessment to analyze building risks, and the existing preventive and protective measures and identify areas of improvement.

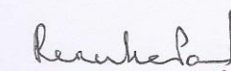2. Enter into an AMC with a company providing specialized fire extinguishing services.

3. Provide regular fire safety training programmes.

4. Provide relevant information to staff and students on emergency assembling points and how to respond in case of any fire accidents.

5. Maintain general fire precautions and facilities.

6. Keep all corridors and pathways free of any obstruction.

7. Contact the fire department immediately at the nearest point in case of any emergency.

RESPONSIBILITIES

Facilities Management: They detect fire, conduct regular fire risk assessments and ensure fire safety equipment is easily accessible and functional. The college provides the necessary resources for conducting fire safety programmes and ensures that the campus including classrooms, offices and labs comply with fire safety standards. The policy statement will be made available to all members of the campus through the college website.

Signature of the
Governing Council Members: Prof. Agnes Madhuravani   Dr. Renuka Paul
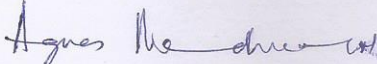   Educationist   Educationist

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

GRIEVANCE REDRESSAL POLICY

- To form an internal Grievance redressal committee as per UGC requirement.

- To accept written grievances from students and staff related to the Institution.

- Grievance / suggestion box maintained on campus and only the Principal has access to it.

- To create and implement a mechanism to handle the reported grievances.

- The grievances committee convenor to be take necessary steps to resolve the grievance.

- If it is not resolved, the findings to be escalated to the Principal for further action.

- To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.

- To attend to the grievances based on the authenticity and gravity of the criticisms made.

- To represent the grievances to the concerned section which may include maintenance, academic, amenities etc.

- To maintain strict confidentiality, if necessary.

- To take necessary steps to stop the re-occurrence of the same.

Signature of the
Governing Council Members:

Prof. Agnes Madhuravani
Educationist

Dr. Renuka Paul
Educationist

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

INTERNAL ASSESSMENT POLICY

- ➤ Bishop Cotton Women's Christian College adheres to the Bengaluru City University (BCU) guidelines for conducting internal and external examinations.
- ➤ An Internal Assessment Committee is constituted at the beginning of every academic year by the Head of the Institution.
- ➤ The committee consists of faculty members representing the different streams in the college. The Internal Assessment Committee in consultation with the Head of the institution plans the Assessment schedule for every semester.

The Assessment method has two components:

Formative Assessment - 40 marks

Summative Assessment- 60 marks

Formative Assessment is a continuous process of evaluation through various components such as Tests, Assignments, Projects, Presentations and alike. Summative Assessment is through the End Semester Examinations conducted by the University.

Plan of Action

1. Internal Assessment dates are notified in the College Calendar for the Academic year. The institution conducts two internal tests for each semester, according to the specifications given by BCU.
2. Release of Internal Assessment Timetable for all the streams two weeks prior to the scheduled dates.
3. A circular is sent to the teaching faculty two weeks prior to the commencement of the Internal tests. The faculty need to prepare the question papers and inform students about the portions for the test.
4. Faculty follow the instructions set by the Internal Assessment Committee in preparing the question papers further reviewed by the HOD.
5. The required number of question papers are submitted by each Department to the Internal Assessment committee according to the Room allotment and Timetable.
6. The Internal Assessment committee arranges for the required stationary for the smooth conduct of the exam.

7. The invigilator shall report to the exam room 10 minutes before the commencement of the test and after completion of the test will hand over the answer scripts to the Internal Assessment committee.
8. The Internal Assessment committee will verify the number of the answer scripts with the attendance sheets and distribute them to the respective departments for evaluation.

Evaluation process

1. The Committee hands over the answer scripts and attendance sheets to the respective departments.
2. The committee provides a time frame to submit the marks and the answer scripts are distributed to the students. The scheme of evaluation is discussed with the students.
3. The students are free to contact the subject teachers and the Head of the department for any clarifications.
4. The consolidated marks of test and assignment are entered in the marks register maintained by every department which will be duly signed by the Head of the Institution.

Parent Teacher Meeting

Parent Teacher Meeting is conducted after the first Internal Assessment results are declared to discuss the progress of the students with their parents.
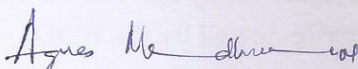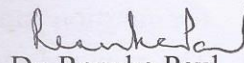
Grievances Redressal

Any Internal Assessment-related complaints/grievances shall be immediately brought to the notice of the IA committee. The Committee shall investigate and resolve it at the earliest.

Malpractice

The students who indulge in malpractice are brought to the Internal Assessment Committee by the invigilator concerned. On proof of malpractice, the Internal Assessment Committee shall inform the Head of Institution and the parents. Furthermore, the student will be given an opportunity to defend herself. The decision of the Head of the Institution along with the Internal Assessment committee is final and binding.

Signature of the
Governing Council Members: Prof. Agnes Madhuravani   Dr. Renuka Paul
                                     Educationist   Educationist

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

INTERNAL COMPLAINTS COMMITTEE POLICY

An Internal Complaints Committee will be constituted as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

1. The Principal will institute a Committee as per UGC norms.
   The COMMITTEE will consist of the following members:
   1) Presiding Officer
   2) Internal Member –No-1- teaching faculty
   3) Internal Member –No-2 –Counsellor
   4) Internal Member –No-3 -teaching faculty
   5) Internal Member –No-4 – Administrative faculty
   6) Student Representatives -03
   7) External Member -01 –Legal Advisor
2. The complaints are received in offline mode and online mode.
3. The grievances are addressed on priority and necessary legal aid is to be provided.
4. Provision of Counselling and Support Services to be provided
Counselling and support services are available for students, staff, and others on campus. The information is displayed on all teaching and administrative departments' notice boards.
4. Awareness Programmes to be conducted
a) Creation and dissemination of posters, pamphlets and display boards on camp us (copies attached)
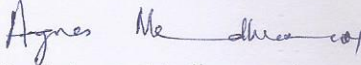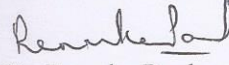b) Organization and conduct of awareness workshops
5. Periodic meetings to be conducted to handle any issues and a report is to be done annually in the following format.

Complaints Redressal report format

No. of complaints Received	No. of complaints addressed	No. of complaints Pending for more than ninety days	Nature of action Taken by the Employer

Signature of the
Governing Council Members:

Prof. Agnes Madhuravani
Educationist

Dr. Renuka Paul
Educationist

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

IT POLICY

IT policy is to maintain, secure, and ensure legal and appropriate use of Information Technology infrastructure established by the Institution. The Information assets of the college include computer systems, network devices, software, intranet, internet services, IT appliances, Software applications and other IT related hardware and software related services.

The System Manager and System Administrator of the institution maintains the IT infrastructure.

Roles and Responsibilities

The IT infrastructure development shall be in accordance with the institution plan.

The desktops, software, internet and intranet facilities shall be upgraded periodically.

Efficient maintenance and monitoring system to be implemented.

Hardware and Software Procurement and Installation Policy

Personal Computers, Networking equipment and other hardware shall be procured from authorised vendors through legal tenders.

Maintenance includes OS re-installation, virus scans, bandwidth capacity monitoring, UPS monitoring, antivirus upgrades, device replacements, Software upgradations etc.

Application Software Licenses are well maintained and renewed regularly to ensure valid and current updates to all application software.

Networking Policy

All systems are networked and secured.

Firewalls are installed to provide protection against cyber attacks, ransomware, or malicious network access attempts.

The Campus is Wi-fi enabled.

ICT Facility

The college has **ICT enabled classrooms.**

The College has **230 Network connections** covering all departments and classrooms across the Campus.
Group SMS was procured (100000 SMS) and is renewed every year. A constant up gradation is done in the internet access and campus network to provide more Internet bandwidth lines upgraded to **1000 Mbps** and in HRD Block around **300 Mbps.**

Maintenance Policy

All Lab systems are well maintained and taken care by lab assistants, system Manager and lab in-charge Faculty member.

Minor Technical problems such as power issues, booting, network problem, software installation, hardware troubleshooting, hardware replacement, and internet issues are to be handled by lab assistants.

Major Networking issues and Operating system failures are restored by System administrator and System Manager.

Regular system formats are performed at regular intervals.

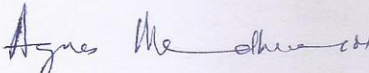UPS maintenance and monitoring of battery levels are undertaken regularly.

All Desktop systems are connected to network switches and maintenance of network cables are done regularly.
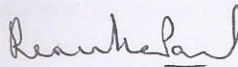
Internet cables are well planned across the campus and networking is well designed.

IT Equipment Disposal Policy:

The policy aims to ensure that the College protects IT equipment, other data holding devices and sensitive information from unauthorised access and the Institution complies with any software licence obligations. In this regard, the College had signed a MoU with CITO INFO TECH for annual maintenance. An MoU has been signed with ANUBHUTI WELFARE FOUNDATION on regarding the disposal of Dry, Wet and E-Waste.

Signature of the
Governing Council Members: Prof. Agnes Madhuravani   Dr. Renuka Paul
                                         Educationist   Educationist

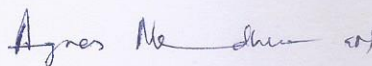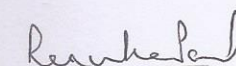# BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

MENTORING POLICY

Objective: Mentoring brings in a positive impact to the students which leads to better learning outcomes and supports them for holistic development.

- All teaching faculty of the institution are part of the mentoring process.
- Mentors are given training for mentoring through FDPs and guest lectures.
- The mentor-mentee list is assigned in the first year and the mentor remains the same till the student graduates.
- A mentor will have 20-30 mentees assigned to them.
- The mentor does group sessions with mentees twice a month and meet them personally, if required.
- Every meeting will be recorded by the mentor.
- The college ERP named Linways is designed with a mentor module for the feasibility of mentors to follow up on their mentees.
- Mentor module on Linways provides easy accessibility of mentees' details and their performance.
- Mentors keep track of the attendance, academic performance, co-curricular and extra-curricular activities of the mentee offline and the same is reflected on the Linways mentor module.
- The mentor contacts parents if and when a behavioral or attendance problem arises.
- Mentors shall refer the mentees to the counselor during severity of the problem.
- Mentor takes care of the mental well-being of the mentees. If need be, the services of a psychiatrists will be sought to help students.
- Mentors submit their mentoring reports to the internal auditors.

Signature of the
Governing Council Members:

Prof. Agnes Madhuravani
Educationist

Dr. Renuka Paul
Educationist

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

POLICY FOR GOVERNMENT SCHOLARSHIP AND

INSTITUTIONAL CONCESSION

Bishop Cotton Women's Christian College aims to provide quality education to all students at an affordable cost. The students' academic achievements are to be recognized in order to empower and motivate them. The students of the Institution come from diverse backgrounds and socio-economic strata. The college provides 'Merit concession' for students who excel in academics. Apart from this initiative the Institution also assists students by applying and procuring various government scholarships. Below are the lists of scholarships available for students of Karnataka.

State Scholarship

In order to provide financial support to the students pursuing their higher education, the Government of Karnataka has established multiple scholarship schemes. These scholarships are exclusively for students who reside in the state of Karnataka and aims to empower aspiring students with financial help, enabling them to pursue their academic dreams without hindrance. Students who belong to Backward classes, Defence and Physical Disability category are eligible for the Department of State Scholarship Portal (SSP) scheme.

Documents Required

1. SATS ID for PUC students and registration number for Degree and PG students
2. Income / Caste certificate
3. EWS Certificate for Brahmin Students.
4. Bonafide Certificate
5. Photocopy of Aadhar card of both the parents and the applicant's
6. Fee Receipt of current course year.
7. Proof of Bank Account in the name of student
8. Aadhar Consent form for degree and PG students.

Karnataka Minority Scholarship

The Post-Matric and Merit-Cum-Scholarships aims at encouraging and providing financial assistance to students of minority community of the state to allow them to continue their studies. Scholarships are mainly applicable to students from the communities such as Muslims, Christians, Jain, Sikhs, Buddhists, Zoroastrian (Parsis) and Jains. Scholarships are awarded by the Directorate of Minorities, Department of Minority Welfare, Government of Karnataka awarded by the Minority Affairs, Government of India.

Documents Required to obtain scholarship:

1. Pass port size Photos 2 nos.
2. Institution verification form
3. Self-declaration of Income Certificate by the Student.
4. Self-declaration of Community by the student
5. In case of new application: Self attested certificate of previous academic mark sheet' as filled in form.
6. In case of renewal: Self attested certificate of previous academic mark sheet' as filled in the form.
7. Fee receipt of current course year
8. Proof of Bank Account in the name of student.
9. Aadhar card
10. Residential Certificate.

Institutional Policy for Fee Concession

Objectives
The objectives of this policy are to:

- Provide financial assistance to needy and deserving students to enable them to pursue their education.
- Promote diversity and inclusion on campus by supporting students from all backgrounds.

Pre-University, under graduation and post-graduation students of all years of Bishop Cotton Women's Christian College are offered educational fee concession. The Institution gives concession to the meritorious and financially needy students. The following categories of students are given fee concessions

Economic Concession – This concession is awarded to students from economically weak section of society

Merit Concession – This concession is awarded to students who have excelled academically. The concession is given to the students for their academic performance with above 90% in the pervious qualifying board examination

CSI Concession – This concession is awarded to students who hold a membership in a church of Church of South.

Staff Concession – This concession is awarded to staff members who are employed in our Institution will get 50% Staff Concession and employees of Karnataka Central Dioceses get staff concession for the children.

Sports concession – This concession is awarded to the outstanding sports achievers at district, state, national and international level.

Alumni concession – This concession is awarded to students who continue their education in the same institution.

Eligibility

The following categories of students are eligible to apply for fee concession:

- Students from economically disadvantaged families.
- Students who belong to CSI Community.
- Students who have excelled academically and in extracurricular activities.
- Students who have faced unforeseen financial hardship.

Amount of Concession

The amount of fee concession granted will vary depending on the student's need and the availability of funds. The committee may award a partial concession.

Duration of Concession

Fee concessions will be granted for one academic year. However, the Principal may renew a concession for subsequent years if the student continues to meet the eligibility criteria.

Application Process

Students who wish to apply for fee concession should submit an application form to the office. The application form should include the following information:
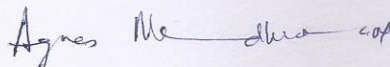
- The student's personal and financial information.
- The student's academic and extracurricular record.
- A statement explaining why the student is applying for fee concession.
- Supporting documentation, such as a copy of the student's family income tax return or a letter from a social worker.

Other Provisions

- Fee concessions are not transferable.
- Fee concessions cannot be combined with other scholarships or financial aid.
- Students who receive fee concessions must maintain a satisfactory academic record.
- The college reserves the right to revoke fee concessions at any time if the student fails to meet the eligibility criteria or violates the terms of the concession.

This policy is subject to change at any time by the college administration.

Signature of the
Governing Council Members: Prof. Agnes Madhuravani   Dr. Renuka Paul
                                      Educationist   Educationist

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

RESEARCH POLICY

Teaching, Research and Extension lead Institution towards excellence in the field of Education. Students who engage in Research have higher critical thinking and problem-solving skills. Research plays a significant role in accreditations as well as competitiveness of the College. Encouraging Research Publications, promoting collaborations are an active part of our Institutional Policy. Taking this into consideration, Bishop Cotton Women's Christian College, Bengaluru has framed and implemented this Research Policy.

Purpose: To create a vibrant atmosphere of Research among faculty and students. This policy will promote an overall framework within which Research activities may be carried out. This policy emphasises on the need of Research relevant to social issues and scientific developments which will help the Institution, society and Nation at large.
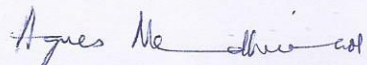
Objectives:

The primary objective of the policy is to motivate all the faculty members/scholars of our college to undertake quality Research, Consultancy and other Research related activities

1. Establish right kind of Research culture through various Research programs

2. To motivate faculty members to concentrate on research related activities in addition to teaching so as to publish articles in International Journals.

3. Develop awareness regarding Research among students

4. Establish Research Centre in different disciplines

5. Establish linkage with industries and business organisations to identify potential areas of Research and other enquiries.

6. Encouraging faculty members to acquire projects granted by national funding agencies like UGC, DBT, ICSSR and DST. Each full-time faculty member should publish at least two Research papers in an academic year.

7. All full-time faculty members should take up Research projects of social, scientific and academic importance

8. Acquire projects from other NGO'S, business firms, other boards and forums.

9. All full time faculty members should register for PhD

10. Providing financial assistance to faculty members for Publication of Research papers and to attend Research proceedings.

11. Identify faculty members who can work as Principal investigators in the field of Research and encourage them to undertake Research projects and studies

12. Organise various workshops to develop appropriate Research sills among faculty members and students.

Signature of the
Governing Council Members: Prof. Agnes Madhuravani   Dr. Renuka Paul
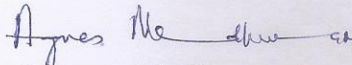   Educationist   Educationist
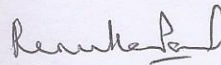
BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

WATER AND ENERGY USAGE POLICY

BCWCC strives to manage energy and water usage systematically, as a solution to save and reduce energy usage; the policy implies exploring renewable energy and substituting it with natural resources.

- To assess energy usage and measure its impact on the environment. To install solar street lamps for the generation of alternate energy.
- To monitor and respond to emerging energy issues.
- To create awareness and provide information and training opportunities on energy-saving measures.
- Awareness to report leakages to fix the same at the earliest.
- Signboards are to be put up near switchboards as a reminder to switch off the lights and fans when not in use.
- To communicate the objectives to students and employees through internal channels and make them available to all the stakeholders on the college website.
- To install LED Bulbs and sensors to save energy.
- To utilize the rainwater effectively.
- To encourage students to switch off lights and fans while leaving the classrooms.

Signature of the
Governing Council Members:

Prof. Agnes Madhuravani
Educationist

Dr. Renuka Paul
Educationist