THE COCHIN COLLEGE

Koovapadam, Kochi-2

Affiliated To Mahatma Gandhi University

Re-accredited by NAAC With B+ Grade

Fourth Cycle
NAAC Accreditation 2024

Criterion 6
Governance,Leadership and Management

6.2 - Strategy Development and Deployment

Metric No. 6.2.2

Institution implements e-governance in its operations: *Administration, Finance and Accounts, Student Admission and Support, Examination*

E-governance implementations related to Administration

Submitted to

National Assessment and Accreditation Council

Contents

Mrudula Menon V.
Principal-in-Charge
The Cochin College

1 Maintenance ticket

The Maintenance Reporting form at The Cochin College epitomizes an exemplary fusion of digital convenience and administrative efficacy, facilitating the seamless reporting of maintenance exigencies in a thoroughly paperless fashion. This innovative mechanism empowers every constituent of the institution to act as vigilant sentinels, meticulously monitoring and articulating the requisites for repair interventions. Upon encountering a maladjustment, stakeholders articulate their concerns through the form, enriching their submissions with detailed expositions, prioritized urgency, categorical delineations of the requisite remedial measures, and illustrative photographs. A meticulously compiled PDF dossier, replete with these details, is subsequently disseminated via electronic mail to the echelons of management, the IQAC Coordinator, and the Principal, ensuring a tripartite cognizance of the situation at hand. Furthermore, an automated documentation of these maintenance activities is perpetuated in a Google Sheet, readily accessible to the managerial cadre, thereby optimizing the oversight and chronological tracking of upkeep endeavors across the academic demesne. This system not only streamlines the procedural aspects of maintenance reporting but also significantly augments the responsiveness and transparency with which such operational imperatives are addressed within the college.

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Figure 1: Digital Maintenance Reporting Form at The Cochin College: Quick, Paperless, and Efficient

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Figure 2: List of Reported Maintenance Activities at The Cochin College on Google Sheets
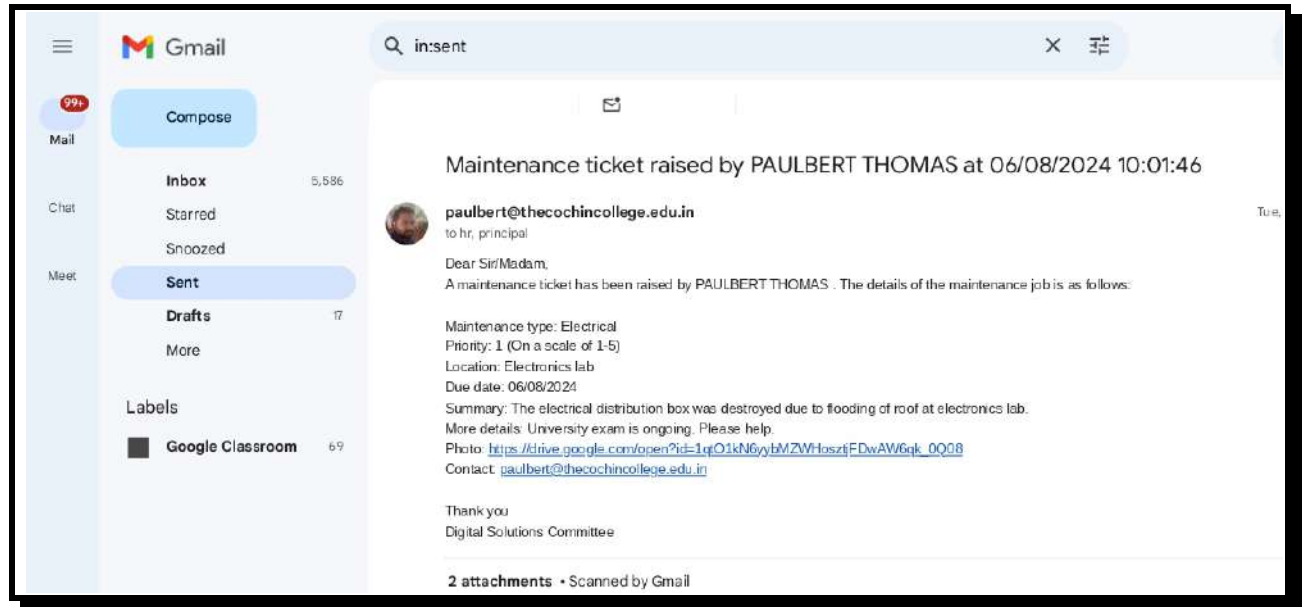
Figure 3: A Typical use case of the auto generated email that is generated when a faculty member reports a maintenance work

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12/01/2022 12:57:25

From

Dr.Smitha N R
The Cochin College
Kochi-2
smithanr@thecochincollege.edu.in

To

The Manager
The Cochin College
Kochi

Dear Sir/Madam,
This is to bring your kind notice into the following maintenance work.

Maintenance type: Electrical
Location: Final year Anatomy Lab Zoology
Priority: 1 (On a scale of 1-5)
Due date: 13/01/2022
Summary: An Electrition required for installing a plug point to connect a desktop computer in the Final Year Laboratory Zoology
More details:

Kindly consider the aforementioned maintenance work.

Kochi-2   Dr.Smitha N R

<<Upload Photo>>

Powered by Digital Solutions Committee

Figure 4: Report Auto-Generated by Maintenance Ticket

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2   Duty certificate Archives

The Duty Certificate Archive at The Cochin College epitomizes the quintessence of digital innovation, meticulously orchestrated by the sagacious collaboration between the Digital Solutions Committee and the Internal Quality Assurance Cell (IQAC). This pioneering repository, designed as a sanctum for the storage and expedient retrieval of staff duty certificates, caters to an array of obligations ranging from university exam invigilation and paper valuation to roles as resource persons and other responsibilities designated by governmental or higher authorities. The archive's interface, lauded for its user-centric design, assures facile access whilst upholding stringent security protocols to safeguard sensitive information, thereby exemplifying a paradigm of digital efficiency. The system not only obviates the requisite for cumbersome physical storage but also significantly propels the college towards its environmental sustainability goals by curtailing paper consumption. Moreover, it enhances administrative acumen by ensuring that every certificate is systematically cataloged and retrievable at a moment's notice, thus bolstering compliance and facilitating seamless audits. The Duty Certificate Archive is a testament to The Cochin College's unwavering commitment to digital sophistication and administrative excellence, serving as a beacon of how technological advancements can streamline and refine the substratum of educational administration.

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Figure 5: Google forms for uploading duty certificates

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3 Duty Base

DutyBase V1.0, conceptualized and developed by The Cochin College's Digital Solutions Committee in collaboration with the Exam Committee and the Internal Quality Assurance Cell (IQAC), epitomizes a strategic advancement in the domain of exam duty management. This system leverages the technological infrastructure of Google Sheets coupled with AppScript to automate and optimize the process of scheduling, notifying, and documenting exam duties across the collegiate spectrum. The platform is engineered to facilitate real-time access for faculty through a dynamically updated dashboard, available via GSuite credentials, which serves to streamline the operational logistics associated with exam administration. This innovative system not only automates the generation of detailed duty rosters for upcoming university exams but also ensures precise dissemination of these schedules through automated email notifications to faculty members, thus integrating a high degree of precision and reliability into the process. The architecture of DutyBase includes advanced scripting and database management techniques that provide robust data integrity and retrieval capabilities, ensuring that all records are accurately maintained and readily accessible for review and compliance purposes. Moreover, the system incorporates sophisticated algorithms to efficiently handle the allocation of duties based on faculty availability and exam requirements, minimizing human error and optimizing resource utilization. The digital archive functionality of DutyBase acts as a secure repository for historical data, enabling comprehensive analytical assessments and aiding in continuous improvement processes. This dual capability of operational efficiency and strategic data utilization marks DutyBase as a critical tool in the technological empowerment of academic administration, offering both immediate practical benefits and long-term strategic value in managing examination protocols at The Cochin College.

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Figure 6: Duty Generation using Duty Base

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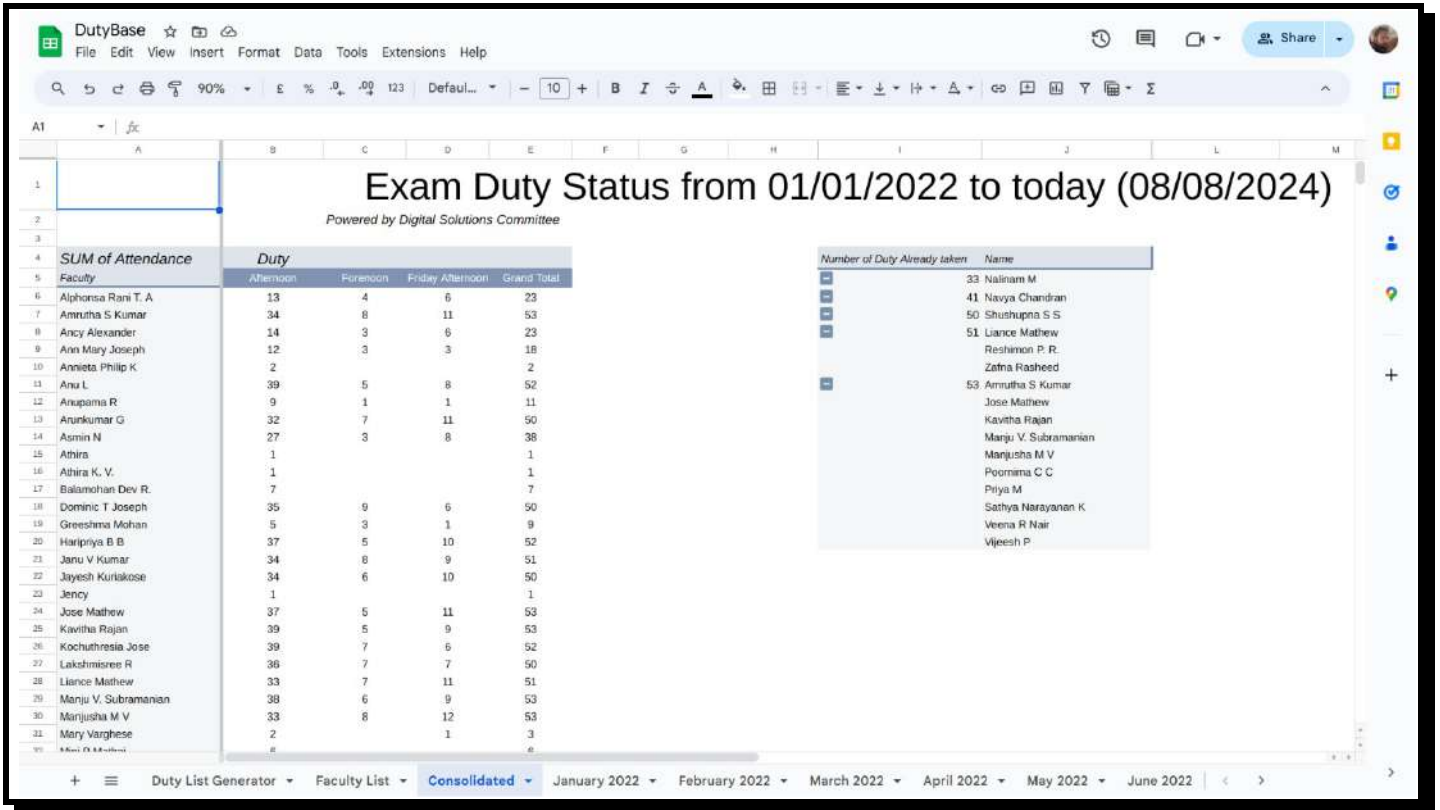
Figure 7: Dashboard indicating Exam duties performed by each faculty

4   Cubicle

Cubicle, a software system engineered by the Department of Electronics at The Cochin College, represents a strategic innovation in the realm of university examination management. This platform utilizes advanced algorithms to randomize student seating arrangements, effectively isolating each student to prevent academic malpractice. By creating a virtual 'cubicle' for each examinee, the system ensures that individuals are spatially segregated from peers who are taking the same examinations, thereby significantly reducing the probability of collusion. Cubicle extends beyond seating randomization to include the automated generation of essential administrative documents. This encompasses question paper distribution lists, answer booklet account sheets, room allotment logs, and precise seating charts. Through automation, the system enhances operational efficiency, reduces the administrative burden, and minimizes human error. Furthermore, it introduces a high level of transparency and auditability into the examination process, facilitating stringent compliance with academic integrity standards. The implementation of Cubicle at The Cochin College underscores a methodical approach to integrating technology in educational administration. By leveraging data-driven algorithms and software automation, Cubicle not only supports the college's commitment to academic integrity but also optimizes the logistical aspects of examination management. This application of technology in an educational setting not only improves process accuracy but also aligns with broader institutional goals of sustainability and innovation in academic assessment practices.

Figure 8: Screenshots of Cubicle (Version 4)

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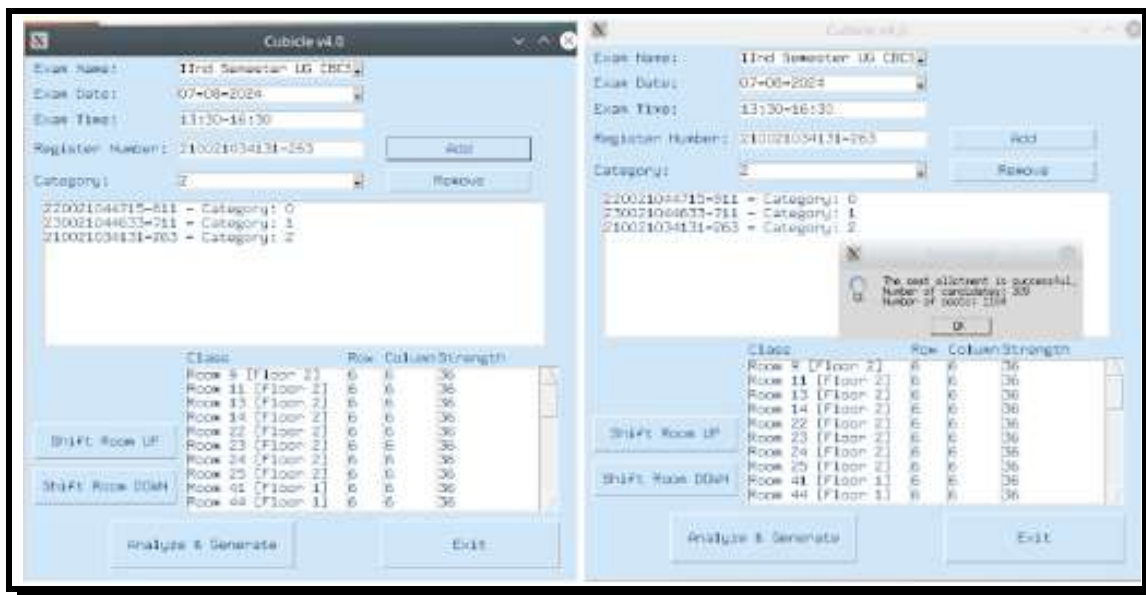Website: www.thecochincollege.edu.in
email: email@thecochincollege.edu.in

Question paper distribution (07-08-2024 [13:30-16:30])

Room 9 [Floor 2]: BA ENG - ECO (TRANSITION TO THE CONTEMPORARY WORLD):(**12**), BSC PHY - CHEMISTRY (INTEGRAL CALCULUS AND DIFFERENTIAL EQUATIONS):(**12**), BSC ZOOL (PLANT PHYSIOLOGY):(**12**),

Room 11 [Floor 2]: BA ENG - ECO (TRANSITION TO THE CONTEMPORARY WORLD):(**12**), BSC PHY - CHEMISTRY (INTEGRAL CALCULUS AND DIFFERENTIAL EQUATIONS):(**12**), BSC ZOOL (PLANT PHYSIOLOGY):(**12**),

Room 13 [Floor 2]: BA ENG - ECO (TRANSITION TO THE CONTEMPORARY WORLD):(**12**), BSC PHY - CHEMISTRY (INTEGRAL CALCULUS AND DIFFERENTIAL EQUATIONS):(**12**), BSC ZOOL (PLANT PHYSIOLOGY):(**12**),

Room 14 [Floor 2]: BA ENG - ECO (TRANSITION TO THE CONTEMPORARY WORLD):(**12**), BSC PHY - CHEMISTRY (INTEGRAL CALCULUS AND DIFFERENTIAL EQUATIONS):(**12**), BSC ZOOL (PLANT PHYSIOLOGY):(**12**),

Room 22 [Floor 2]: BA ENG - ECO (TRANSITION TO THE CONTEMPORARY WORLD):(**12**), BSC PHY - CHEMISTRY (INTEGRAL CALCULUS AND DIFFERENTIAL EQUATIONS):(**12**), BSC ZOOL (PLANT PHYSIOLOGY):(**12**),

Room 23 [Floor 2]: BA ENG - ECO (TRANSITION TO THE CONTEMPORARY WORLD):(**12**), BSC PHY - CHEMISTRY (INTEGRAL CALCULUS AND DIFFERENTIAL EQUATIONS):(**12**), BSC ZOOL (PLANT PHYSIOLOGY):(**12**),

Room 24 [Floor 2]: BA ENG - ECO (TRANSITION TO THE CONTEMPORARY WORLD):(**15**), BSC PHY - CHEMISTRY (INTEGRAL CALCULUS AND DIFFERENTIAL EQUATIONS):(**7**), BSC ZOOL (PLANT PHYSIOLOGY):(**14**),

Room 25 [Floor 2]: BA ENG - ECO (TRANSITION TO THE CONTEMPORARY WORLD):(**10**), BSC PHY - CHEMISTRY (INTEGRAL CALCULUS AND DIFFERENTIAL EQUATIONS):(**0**), BSC ZOOL (PLANT PHYSIOLOGY):(**26**),

Room 41 [Floor 1]: BA ENG - ECO (TRANSITION TO THE CONTEMPORARY WORLD):(**0**), BSC PHY - CHEMISTRY (INTEGRAL CALCULUS AND DIFFERENTIAL EQUATIONS):(**0**), BSC ZOOL (PLANT PHYSIOLOGY):(**21**),

Cubicle v4.0 *Powered by Department of Electronics, The Cochin College*

1

Figure 9: Question Paper Distribution Generated by Cubicle

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5   PassPort - MG University Result Analysis

PassPort, aptly named as an abbreviation for "Pass Portal," is a sophisticated academic monitoring dashboard developed by the Digital Solutions Committee specifically for the Internal Quality Assurance Cell (IQAC) at The Cochin College. This innovative tool harnesses the power of Google Sheets to facilitate a comprehensive overview of student academic statuses, focusing particularly on those who attempt supplementary examinations to achieve passing grades. The dashboard is ingeniously designed to update dynamically, allowing educators to update data on pass/fail statuses across various academic programs, thus enabling them to quickly pinpoint students in need of additional support. The main goal of PassPort is to streamline the process of academic monitoring and intervention, making it a crucial resource for maintaining the high educational standards set by the college. By offering segmented and easily accessible data, the platform ensures that faculty can effectively track academic progress, identify trends, and implement timely measures to assist students who are lagging behind. This not only enhances student outcomes but also supports The Cochin College's broader objectives of academic excellence and continuous quality improvement. The development and implementation of PassPort by the Digital Solutions Committee for the IQAC underscore the institution's commitment to utilizing technological innovations to foster an environment of academic support and success, thereby upholding and enhancing the integrity and effectiveness of the educational process at The Cochin College.

Figure 10: The pass/fail status as indicated in PassPort.

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6 EdSpace for Administration

EdSpace, The Cochin College's Moodle-based Learning Management System (LMS), is a pivotal technological framework designed to enhance both teaching and learning experiences within the institution. This comprehensive platform facilitates a range of administrative and educational functions, from distributing essential information and course materials to overseeing the academic progress of students. The system is structured to support interactive educational activities such as assignments, quizzes, and collaborative projects, making it a central hub for students and educators alike. Administratively, EdSpace is equipped with Riv user-friendly backend interface that allows for efficient management of user accounts, course content, and educational resources. This ensures that educators can easily update materials and track student engagement and performance. The system's robust reporting tools provide valuable insights into student progress and course effectiveness, aiding in the continuous improvement of instructional strategies. The implementation of EdSpace at The Cochin College significantly streamlines communication between students and faculty, ensuring that all participants in the educational process have immediate access to necessary resources and support. By integrating this advanced LMS, The Cochin College reaffirms its commitment to leveraging cutting-edge technology to foster an adaptive, inclusive, and effective learning environment.
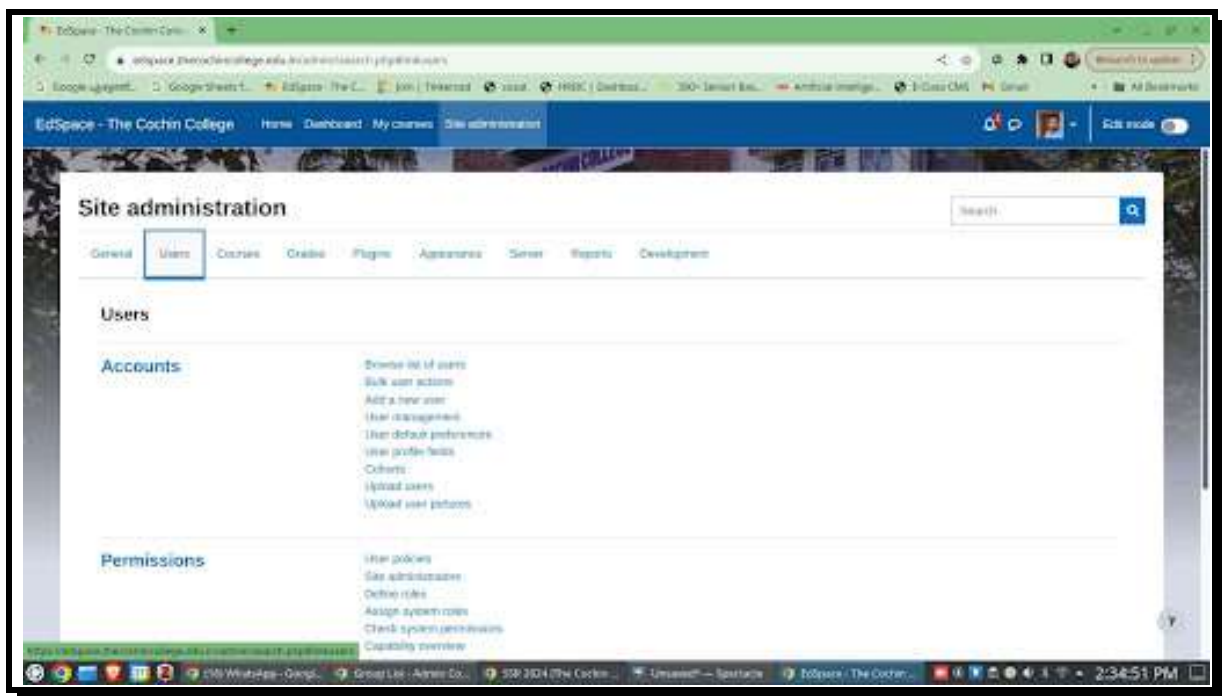

Figure 11: Administration login of EdSpace LMS

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7   Google Workspace for Education

The adoption of Google Workspace for Education and Education Plus licenses at The Cochin College was strategically accelerated during the COVID years to address the urgent need for robust online teaching and learning capabilities. This suite of tools became essential in maintaining educational continuity when traditional classroom settings were disrupted. It facilitated an array of digital functions, from cloud-based document management and real-time collaboration to streamlined communication via official email channels. The integration of Google Workspace not only supported the seamless transition to online education but also established a foundation for ongoing innovation in digital learning practices. This initiative underscores the college's commitment to leveraging cutting-edge technology to ensure that education remains accessible and effective, even in the face of global challenges.

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Figure 12: Groups in Google Workspace for Education

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8   Programme Documentation Forms

Programme Documentation Forms at The Cochin College, comprising the "Programme Intimation Form" and the "Post Programme Reporting Form," are meticulously designed to ensure comprehensive documentation and tracking of various academic and extracurricular programs. The Programme Intimation Form is used primarily by coordinators to formalize and communicate upcoming programs to the Principal and the IQAC coordinator. This form captures essential details such as the program title, start and end dates, expected participants, and the organizing department, ensuring all logistical aspects are addressed to mobilize necessary resources effectively. Following the event, the Post Programme Reporting Form allows for a detailed archival of the program's conduct. It collects extensive data, including the mode of conduct (online or offline), number of participants, list of resource persons, and a detailed report of the program's proceedings. This form not only serves as a reflective tool for assessing the program's impact and outcomes but also as a historical record that contributes to the institution's continuous improvement processes. Together, these forms create a robust framework that supports The Cochin College's commitment to maintaining high standards of program execution and documentation, aligning with accreditation requirements and enhancing overall institutional accountability.

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Figure 13: Program Intimation Form

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Figure 14: Post Program Reporting Form

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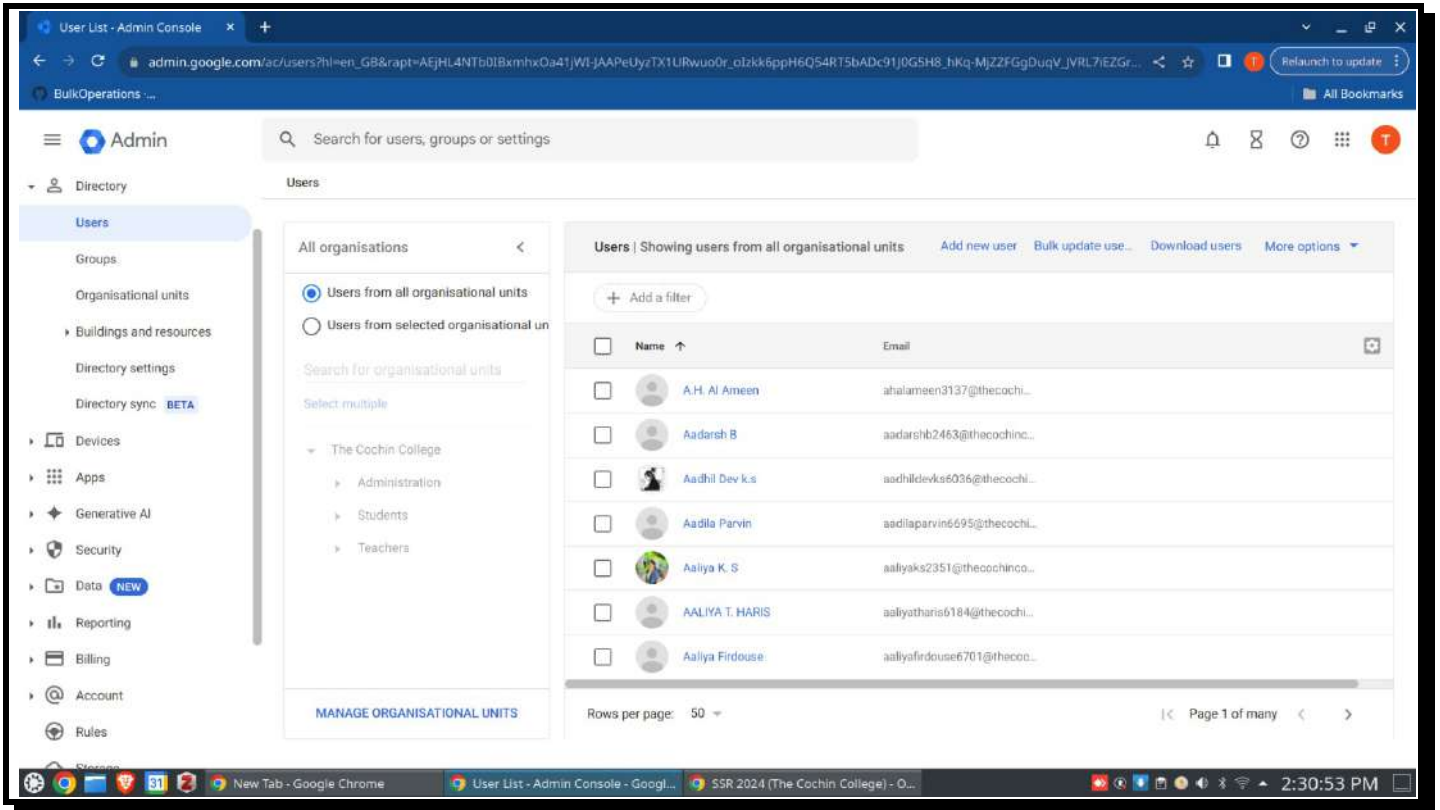
Programme Report
(1 June 2020- 31 May 2021)
Talk on Research Methodology
13/02/2024

SI No		
1	Name of the Programme	Talk on Research Methodology
2	Online/Offline	Offline
3	Date	13/02/2024
4	Time	10:00:00 (2 years)
5	Organised by	Department of English
6	Resource person/persons	Dr. Nibu Thomson
7	Coordinator/convenor	Ms. Navya Chandran
8	Organising Committee	C.S. Prabha and Dr. Remya M.L.
9	Financial Assistance	Nil
10	No of students participated	92
11	No of Faculty Participated	12
12	Public Participation (if any)	Nil
13	Detailed Report	

The Department of English at The Cochin College, Kochi, had the privilege of hosting a profound talk on research methodology by Dr. Nibu Thomson, the esteemed Head of the Department of English, Nirmala College, Muvattupuzha. The session aimed to enlighten attendees about the fundamental aspects and intricacies of research methodology. Dr. Thomson commenced by delineating the essence of research methodology, elucidating its significance in academia and beyond, emphasizing its role in guiding researchers through systematic exploration while ensuring rigor and integrity. The discourse encompassed a comprehensive overview of various research methodologies, including qualitative, quantitative, and mixed methods approaches, highlighting their distinctive characteristics, strengths, and limitations. Attendees were enlightened about the importance of research design and frameworks in shaping the trajectory of a study, including diverse research designs such as experimental, correlational, and descriptive designs. The talk also delved into the intricacies of data collection and analysis techniques, emphasizing the significance of employing robust data collection tools and rigorous analytical techniques.
Dr. Thomson underscored the importance of ethical considerations in research endeavors, highlighting the need for adherence to ethical guidelines, participant confidentiality, informed consent, and integrity throughout the research process. Overall, the talk provided attendees with invaluable insights into research methodology, fostering a deeper understanding and a renewed commitment to scholarly pursuits characterized by rigor, integrity, and ethical consciousness.

14	Brochure of the Programme

https://drive.google.com/open?id=14vOlj75Bwi_0gMD9JGi87Iwd2mZa8g4i

15	List of participants

https://drive.google.com/open?id=1hybOtHO6FZbjskLyWaN5gYE7wswa_IDH

16	Relevant photos of the programme

https://drive.google.com/open?id=1M-rfCV7Kplg5tuGqcDllnvlzjaZSQ_OT,
https://drive.google.com/open?id=1QYPqDA3WfDfkcK2sIMhN9Kd6RCB7aaGW,
https://drive.google.com/open?id=1JJngxasr4o2P4B-Nr9zbwgFcGYwKFoKq,
https://drive.google.com/open?id=1u7Rl8gGI10SNC-VywhoMYtAiuHrZ54W_

Figure 15:   Program Report Format

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9   MGU Portal for College Transfer

Mahatma Gandhi University (MG University) provides an online portal for students seeking a transfer between affiliated colleges. The college transfer process is usually for students who wish to move from one college to another under the same university due to reasons like a change of location, change in course, or other personal reasons.
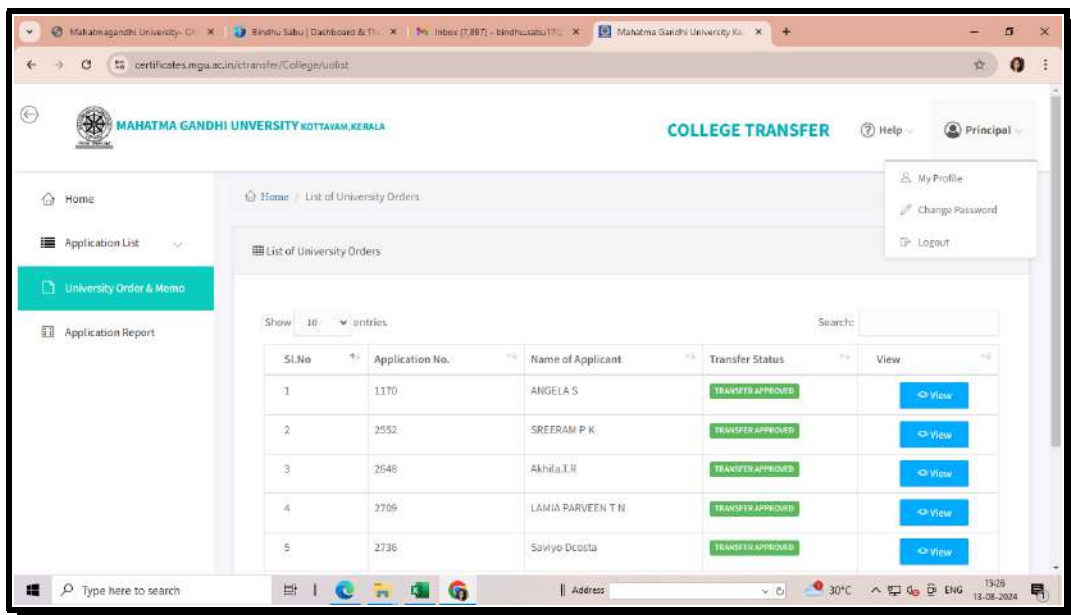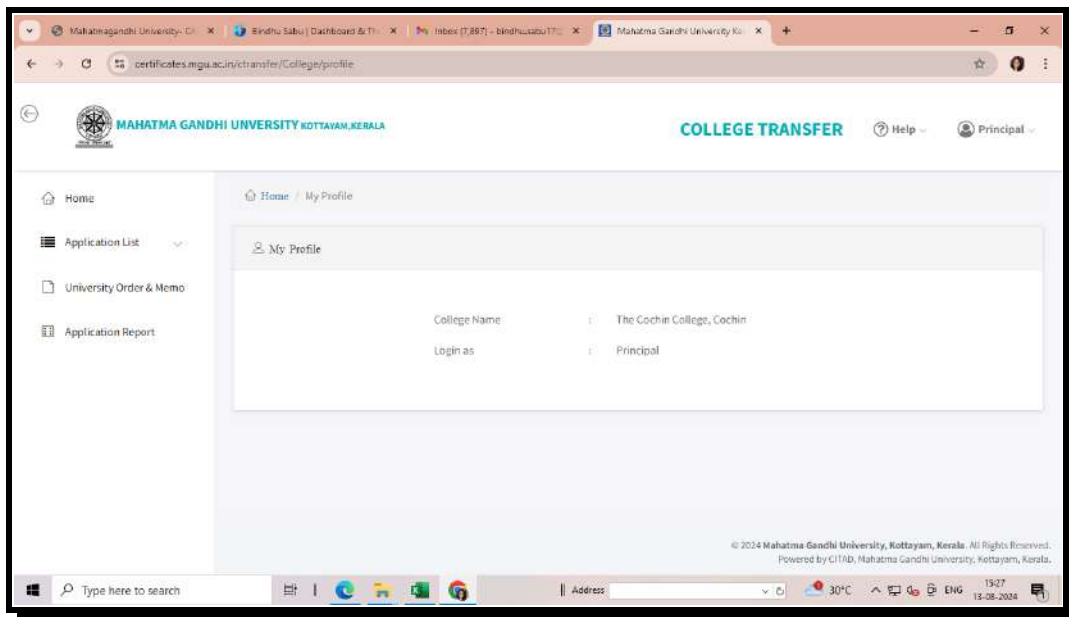

Figure 16: MGU Portal for College Transfer

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10   MGU Portal for Readmission

Another online facility provided by the MG University is the readmission portal.For readmission at Mahatma Gandhi University (MGU), students need to access the university's student portal, log in or register, and locate the "Readmission" option. They must fill out the required application form, provide necessary details, and upload relevant documents, such as previous academic records. After paying the readmission fee through the online payment gateway, they can submit the application. The portal allows students to track the status of their readmission request, and they will be notified once the process is completed.
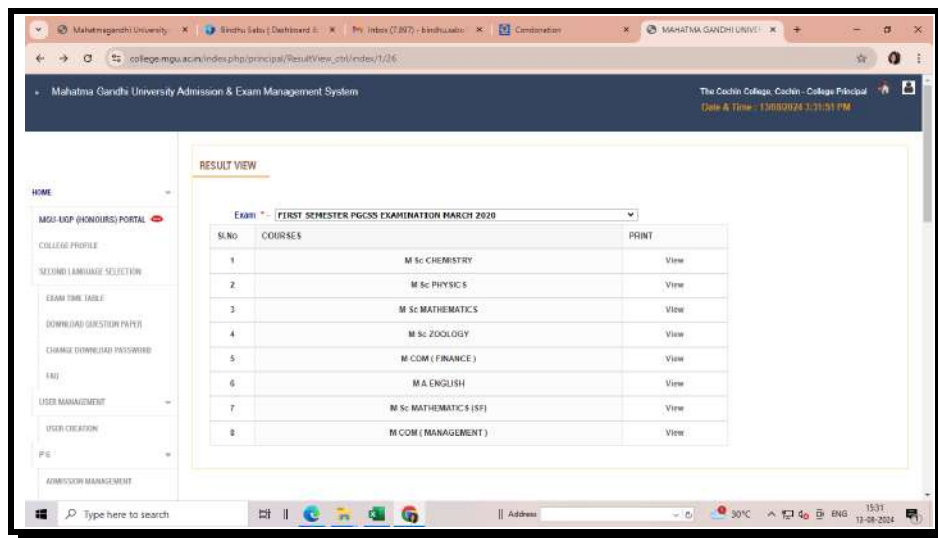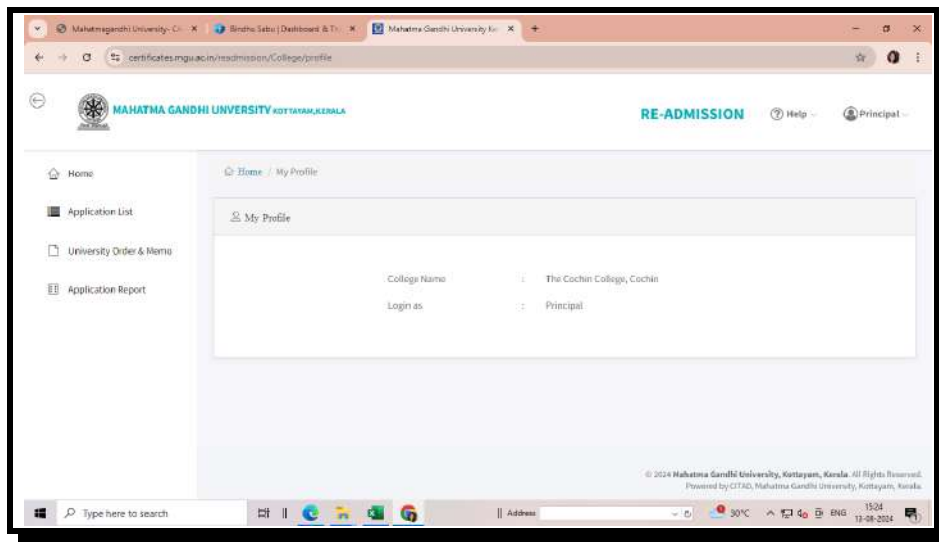

Figure 17: MGU Portal for Readmission

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