



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



THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: www.thecochincollege.edu.in

email: email@thecochincollege.edu.in

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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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docs.google.com/forms/d/e/1FAIpQLSd2WfP50jiX42YKz--bZR11eGBMfGSaRI-Z11fhD2sPuBHJDw/viewform

Maintenance Reporting

This form can be used to report maintenance requirements at college.
An initiative of Digital Solutions Committee

manjuvsubramanian@thecochoincollege.edu.in [Switch accounts](#)

The name, email address and photo associated with your Google Account will be recorded when you upload files and submit this form

* Indicates required question

Email *

Record manjuvsubramanian@thecochoincollege.edu.in as the email to be included with my response

Personal info

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





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Tenancy	Email address	Name	Summary	Location of problem	Type	Priority	Due date	More details	Upload Photo	Report Date	Issue Resolved Date	Issue - Marked as In Progress	Issue - Marked as Closed	Document Image Status	Maintenance
12010202 121720	anilsh@thecochincollege.edu.in	Anil Shetty	An Electrical problem in Final year Analytical Lab	Electrical	2	13/04/2022				13/04/2022				Document successfully created	Document successfully merged
12010202 121805	Roop@thecochincollege.edu.in	Roop	Book shelf in Library	Library	1									Document successfully created	Document successfully merged
12010202 121901	Roop@thecochincollege.edu.in	Roop	IPFS vms, Computer 2, Library	Library	1									Document successfully created	Document successfully merged
12010202 121921	Roop@thecochincollege.edu.in	Roop	Mobile phone access 2, Library	Library	1									Document successfully created	Document successfully merged
12010202 122412	roop@thecochincollege.edu.in	Roop	Problem with water Department of Electronic	Equipment maintenance	2									Document successfully created	Document successfully merged
12010202 202314	paulebert@thecochincollege.edu.in	Paulbert Thomas	Pages not printing Error Department of Electronic	Equipment maintenance	2									Document successfully created	Document successfully merged
04030202 121454	anilsh@thecochincollege.edu.in	Anil Shetty	We have a servicable in Second year lab Room	Equipment maintenance	2	02/05/2022	By removing the wall the	https://drive.google.com/...		02/05/2022				Document successfully created	Document successfully merged
04030202 091020	anilsh@thecochincollege.edu.in	Anil Shetty	Replacement for Library	Equipment maintenance	1	08/02/2022	request for	https://drive.google.com/...		08/02/2022				Document successfully created	Document successfully merged
10030202 122752	paulebert@thecochincollege.edu.in	Paulbert Thomas	Estimate for new Gas for gas piping in	Equipment maintenance	2	25/03/2022	The printer shows "Call for	https://drive.google.com/...		25/03/2022				Document successfully created	Document successfully merged
23030202 120856	anilsh@thecochincollege.edu.in	Anil Shetty	Repair for printer in the Library	Equipment maintenance	1									Document successfully created	Document successfully merged
23030202 121268	anilsh@thecochincollege.edu.in	Anil Shetty	Request for repairing in a Zoology department	Equipment maintenance	2									Document successfully created	Document successfully merged
23030202 064357	anilsh@thecochincollege.edu.in	Anil Shetty	Computer not working Department of Veterinary	Equipment maintenance	2	23/03/2022		https://drive.google.com/...		23/03/2022				Document successfully created	Document successfully merged
04030202 121884	anilsh@thecochincollege.edu.in	Anil Shetty	Service of the microscope Zoology Department	Equipment maintenance	2	09/05/2022		https://drive.google.com/...		09/05/2022				Document successfully created	Document successfully merged
20090202 121055	paulebert@thecochincollege.edu.in	Paulbert Thomas	Light and sound system Screen hall	Equipment maintenance	1	01/07/2022	Context we going to be	https://drive.google.com/...		01/07/2022				Document successfully created	Document successfully merged
12060202 121843	anilsh@thecochincollege.edu.in	Anil Shetty	Plumbing issue in Zoology Department	Plumbing	1	20/01/2022								Document successfully created	Document successfully merged
12060202 120615	anilsh@thecochincollege.edu.in	Anil Shetty	Speaker not working in a Zoology Department	Plumbing	1	20/01/2022								Document successfully created	Document successfully merged
06070202 091244	anilsh@thecochincollege.edu.in	Anil Shetty	Management of Zoology Department	Plumbing	1	06/07/2022								Document successfully created	Document successfully merged
13070202 121436	paulebert@thecochincollege.edu.in	Paulbert Thomas	Map broken	Plumbing	1	13/07/2022		https://drive.google.com/...		13/07/2022				Document successfully created	Document successfully merged
13070202 101230	paulebert@thecochincollege.edu.in	Paulbert Thomas	Airline in maintenance room	Plumbing	1			https://drive.google.com/...						Document successfully created	Document successfully merged
01030202 121283	anilsh@thecochincollege.edu.in	Anil Shetty	Non water dripping from Zoology	Plumbing	1	08/03/2022		https://drive.google.com/...		08/03/2022				Document successfully created	Document successfully merged
06080202 121858	paulebert@thecochincollege.edu.in	Paulbert Thomas	IES Room 4 Tube light LED issue	Plumbing	1	20/02/2022	Cop of the report on 31st August so kindly	https://drive.google.com/...		20/02/2022				Document successfully created	Document successfully merged
06080202 222806	paulebert@thecochincollege.edu.in	Paulbert Thomas	Generator room projector Screen room	Plumbing	1	20/02/2022		https://drive.google.com/...		20/02/2022				Document successfully created	Document successfully merged
10090202 121606	paulebert@thecochincollege.edu.in	Paulbert Thomas	Malfunctioned water Split Electronic Lab	Plumbing	1	13/09/2022	Need to fix computer work	https://drive.google.com/...		13/09/2022				Document successfully created	Document successfully merged
17060202 121751	anilsh@thecochincollege.edu.in	Anil Shetty	Paint not working in the Room No 66 US 2nd year	Plumbing	1	20/06/2022		https://drive.google.com/...		20/06/2022				Document successfully created	Document successfully merged
20060202 101119	anilsh@thecochincollege.edu.in	Anil Shetty	Plumbing problem in the Zoology Museum	Plumbing	1	20/06/2022		https://drive.google.com/...		20/06/2022				Document successfully created	Document successfully merged
20090202 121719	anilsh@thecochincollege.edu.in	Anil Shetty	Water supply in the 2nd Staff room	Plumbing	1	20/09/2022		https://drive.google.com/...		20/09/2022				Document successfully created	Document successfully merged
13110202 121473	anilsh@thecochincollege.edu.in	Anil Shetty	Repair the lift inside Anatomy Lab	Plumbing	1	13/11/2022								Document successfully created	Document successfully merged
06110202 121239	anilsh@thecochincollege.edu.in	Anil Shetty	Coating Fan not working Room No. 46, Room No.	Plumbing	2	14/11/2022								Document successfully created	Document successfully merged
12010202 120006	paulebert@thecochincollege.edu.in	Paulbert Thomas	Over fire and speaker not in Room Theatre	Plumbing	1	11/12/2022								Document successfully created	Document successfully merged
14110202 121357	anilsh@thecochincollege.edu.in	Anil Shetty	Light and fan not working Zoology Lab	Plumbing	1	08/11/2022		https://drive.google.com/...		08/11/2022				Document successfully created	Document successfully merged
30110202 061234	paulebert@thecochincollege.edu.in	Paulbert Thomas	IES Room capacitor NDS Room and corridor	Plumbing	1	01/12/2022	NDS Room will be used by MD University	https://drive.google.com/...		01/12/2022				Document successfully created	Document successfully merged
30110202 061021	paulebert@thecochincollege.edu.in	Paulbert Thomas	Fire not working in Zoology staff room	Plumbing	1	01/12/2022		https://drive.google.com/...		01/12/2022				Document successfully created	Document successfully merged
20030202 121424	anilsh@thecochincollege.edu.in	Anil Shetty	Indegapent working in Zoology department	Plumbing	1	20/03/2022								Document successfully created	Document successfully merged
13060202 121624	anilsh@thecochincollege.edu.in	Anil Shetty	Electrician required to wire Zoology Lab B, B, C, D, G, H	Plumbing	2	14/06/2022								Document successfully created	Document successfully merged
30110202 121610	anilsh@thecochincollege.edu.in	Anil Shetty	Water supply in the Zoology staff room	Plumbing	1	06/11/2022								Document successfully created	Document successfully merged
13110202 091231	anilsh@thecochincollege.edu.in	Anil Shetty	Door hinge not working in Zoology staff room	Plumbing	1	13/11/2022								Document successfully created	Document successfully merged
11120202 091231	anilsh@thecochincollege.edu.in	Anil Shetty	Tube light in the Zoology department	Plumbing	2	12/12/2022								Document successfully created	Document successfully merged
09050202 121444	anilsh@thecochincollege.edu.in	Anil Shetty	Pages copying system not in Lab Zoology	Plumbing	1	09/05/2022								Document successfully created	Document successfully merged
06030202 141550	anilsh@thecochincollege.edu.in	Anil Shetty	Air conditioners not working Zoology Hall	Plumbing	1	06/03/2022								Document successfully created	Document successfully merged
14090202 101400	anilsh@thecochincollege.edu.in	Anil Shetty	Plug power disconnected in Zoology	Plumbing	1	14/09/2022								Document successfully created	Document successfully merged
02030202 110201	anilsh@thecochincollege.edu.in	Anil Shetty	Plug power disconnected in Zoology	Plumbing	1	02/03/2022								Document successfully created	Document successfully merged
03030202 111735	anilsh@thecochincollege.edu.in	Anil Shetty	Need a new plug point in Zoology	Plumbing	1	03/03/2022								Document successfully created	Document successfully merged
03030202 111735	anilsh@thecochincollege.edu.in	Anil Shetty	Thermostat disconnected in Zoology	Plumbing	1	03/03/2022								Document successfully created	Document successfully merged
23080202 101201	anilsh@thecochincollege.edu.in	Anil Shetty	Thermostat disconnected in Zoology	Plumbing	1	23/08/2022	Thermostat disconnected in Zoology Lab							Document successfully created	Document successfully merged
23080202 061230	anilsh@thecochincollege.edu.in	Anil Shetty	Tube light not working in Zoology	Plumbing	1	20/08/2022	Capacitors and books destroyed in the lab							Document successfully created	Document successfully merged

Figure 2: List of Reported Maintenance Activities at The Cochin College on Google Sheets

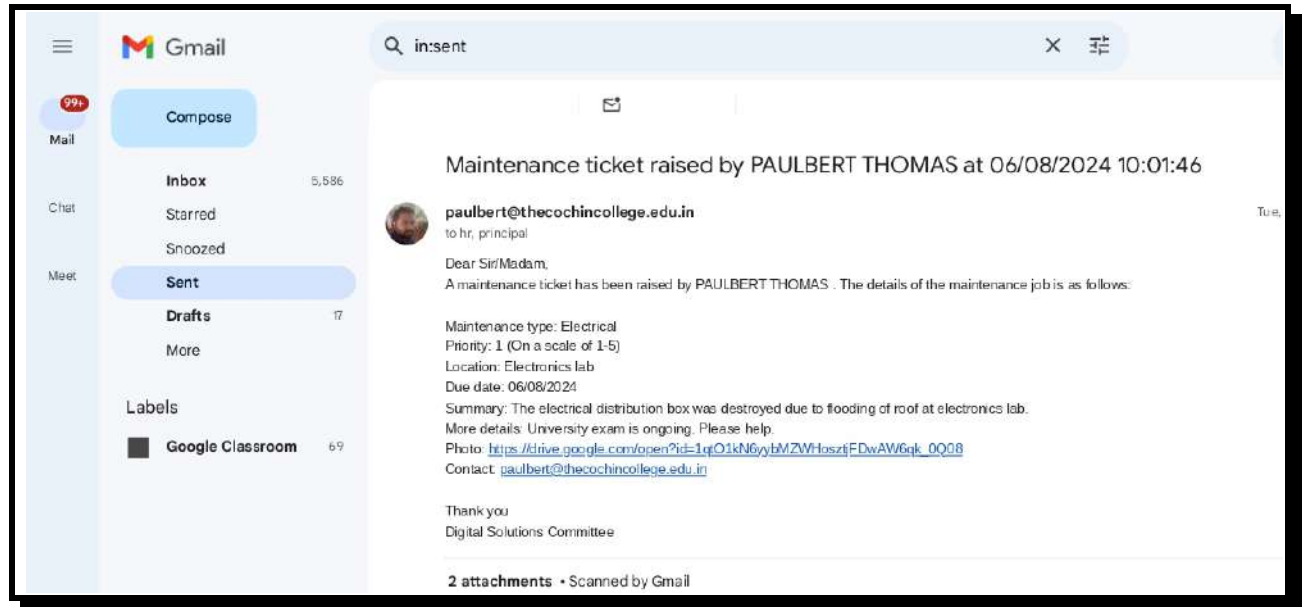


Figure 3: A Typical use case of the auto generated email that is generated when a faculty member reports a maintenance work



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



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Website: www.thecochincollege.edu.in

email: email@thecochincollege.edu.in

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 Electrician 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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The screenshot shows a Google Form titled "Duty certificate archive". The form includes the following fields and sections:

- Date (From):** A date picker set to 01/01/2020.
- Date (To):** A date picker set to 01/01/2020.
- Duty Title:** A text input field.
- Upload Duty Certificate:** A section with a "Choose File" button and an "Add File" button.
- Submit:** A red "Submit" button and a "Clear form" link.

Below the form, there is a note: "A copy of your responses will be emailed to pub@thecochincollege.edu.in. Your data will be stored in Google Forms." The footer of the form says "Google Forms".

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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The screenshot displays the 'DutyBase - Integrated Exam Duty Management System' interface. On the left, there are input fields for 'Enter Exam date: 05/06/2023', 'Session: AN', 'No. of Invigilators Required: 13', and 'Selection Mode: 0'. Below these are three large buttons: 'Generate Duty List' (orange), 'Publish Duty List' (blue arrow), and 'Archive Duty List' (green). The main area contains a table of faculty members with columns for 'Sl. No.' and 'Name'. A right-hand pane shows a list of 'Number of Duty Already Taken' for each faculty member, with names listed next to their respective counts.

Sl. No.	Name	Number of Duty Already Taken
1	Athira K. V.	1
2	Nalinom M	33
3	Navya Chandran	41
4	Shushupna S S	30
5	Liance Mathew	51
6	Reshimon P. R.	
7	Zafna Rasheed	
8	Jose Mathew	
9	Manjusha M V	53
10	Priya M	
11	Sathya Narayanan K	
12	Veena R Nair	
13	Vjeesh P	

Figure 6: Duty Generation using Duty Base





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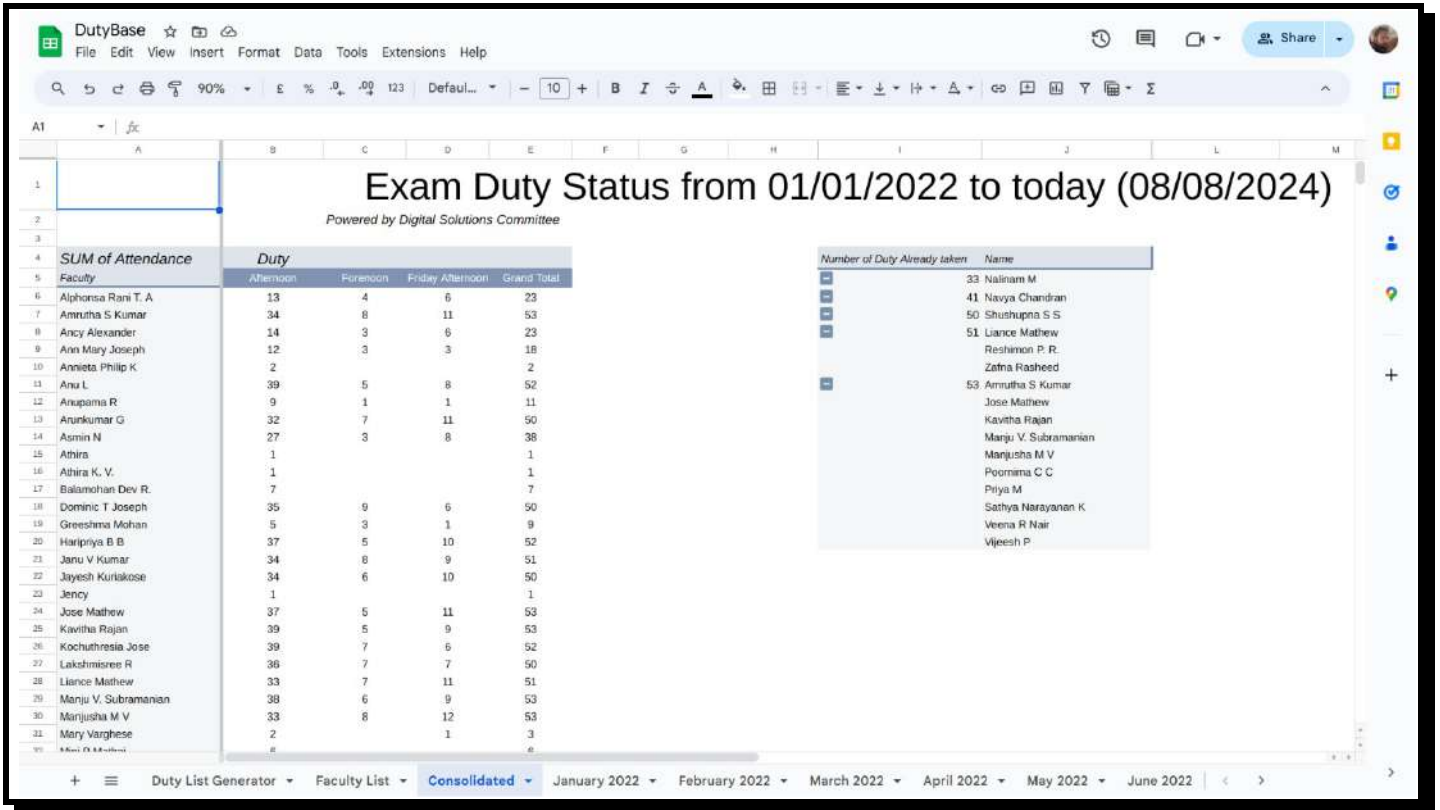


Figure 7: Dashboard indicating Exam duties performed by each faculty



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Principal-in-Charge
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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.

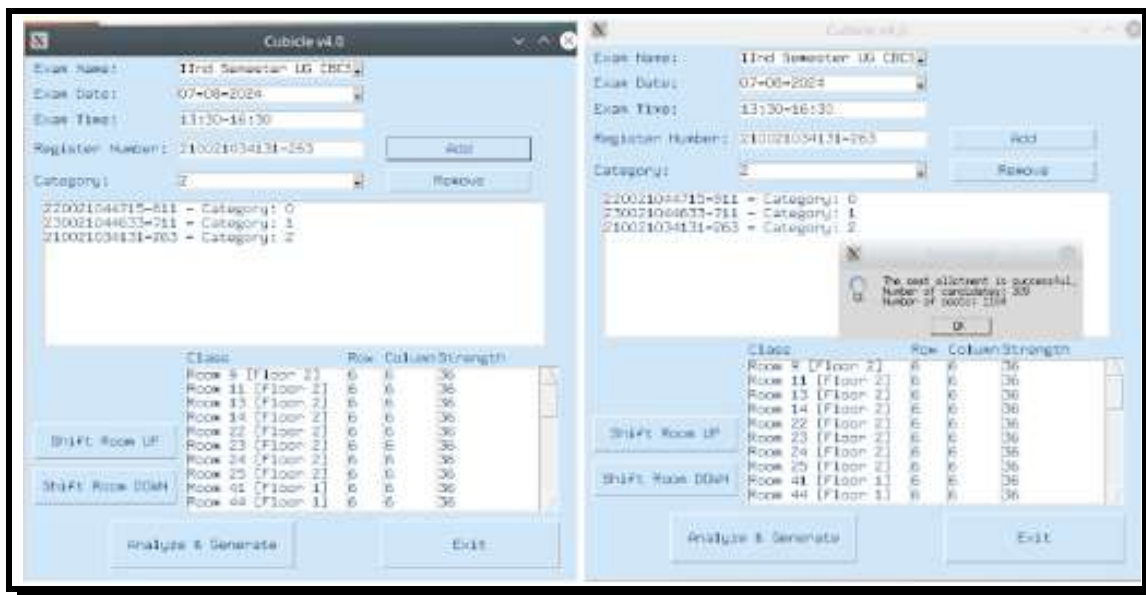


Figure 8: Screenshots of Cubicle (Version 4)





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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

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.

Programme	Students Passed	Programme	Students Failed	Name	Roll No.	Status
PASSED		FAILED		ADITHYA M S	190021029182	Pass
				AISHA FARZANA T N	190021029183	Pass
				ASWIN A S	190021029184	Fail
B.A. Economics	52	B.A. Economics	9	CHANDHANA A K	190021029185	Pass
B.Com. Finance & Tax	44	B.Com. Finance	4	FASNA M F	190021029186	Pass
B.Com. Marketing (M)	22	B.Com. Marketin	5	FATHIMA SIRAJ	190021029187	Pass
B.Sc. Chemistry	28	B.Sc. Chemistry	8	JAYAKRISHNAN P A	190021029188	Pass
B.Sc. Physics	22	B.Sc. Physics	8	MERLIN LAWRENCE	190021029189	Pass
M.Com. Finance & Tax	11	M.Com. Finance	8	SNYDER MEYN	190021029190	Fail
M.Sc. Physics	9	M.Sc. Physics	6	ABHISHEK M S	190021029191	Fail
Grand Total	188	Grand Total	48	ADHIL SALEEM	190021029192	Fail
				AKHILA T V	190021029193	Pass
				AMAN YADAV	190021029194	Pass
				AMRUTHA K S	190021029195	Pass
				ANANDHU A	190021029196	Pass
				ANUMOL S	190021029197	Pass
				ARUNKUMAR A N	190021029199	Fail
				ASWATHY BABU	190021029200	Pass
				GEETHU ABRAHAM	190021029201	Pass
				HARIDEV MURALEEDH	190021029202	Pass
				MEGHNA P S	190021029203	Pass
				MIDHUN KUMAR P K	190021029204	Pass
				NIHAL K H	190021029205	Pass
				NIHALA SALEEM	190021029206	Pass

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





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(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: www.thecochincollege.edu.in

email: email@thecochincollege.edu.in

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.

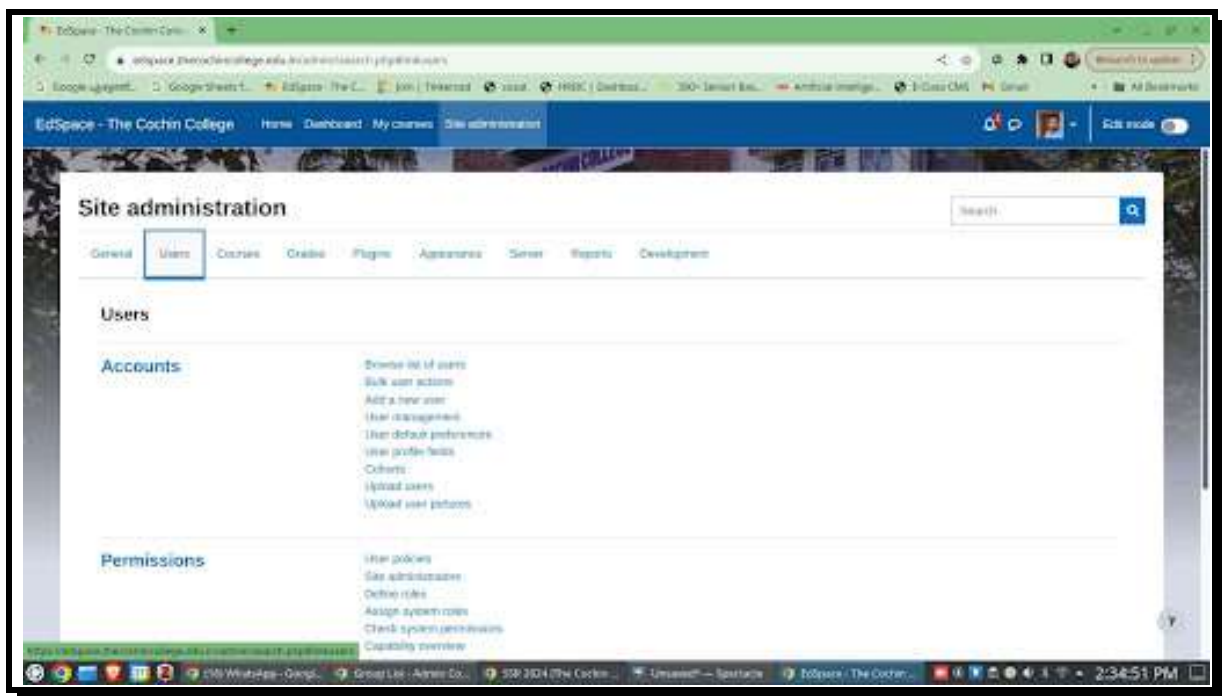


Figure 11: Administration login of EdSpace LMS





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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.

The screenshot displays the Google Admin Console interface for managing groups. The left sidebar shows the 'Admin' menu with options like Directory, Users, Groups, Organisational units, Buildings and resources, Directory settings, Directory sync, Devices, Apps, Generative AI, Security, Data, Reporting, Billing, Account, and Rules. The main content area shows a list of groups with columns for Group name, Email address, Members, and Access type. The groups listed are:

Group name	Email address	Members	Access type
B.B.A. (SF) 2021	bbasf2021@thecochincollege.edu.in	50	Custom
B.B.A. (SF) 2022	bbasf2022@thecochincollege.edu.in	50	Custom
B.B.A. (SF) 2023	bbasf2023@thecochincollege.edu.in	51	Custom
B.C.A. (SF) 2021	bcasf2021@thecochincollege.edu.in	50	Custom
B.C.A. (SF) 2022	bcasf2022@thecochincollege.edu.in	50	Custom
B.C.A. (SF) 2023	bcasf2023@thecochincollege.edu.in	42	Custom
B.Com. CA (SF) 2021	bcomcasf2021@thecochincollege.edu.in	50	Custom





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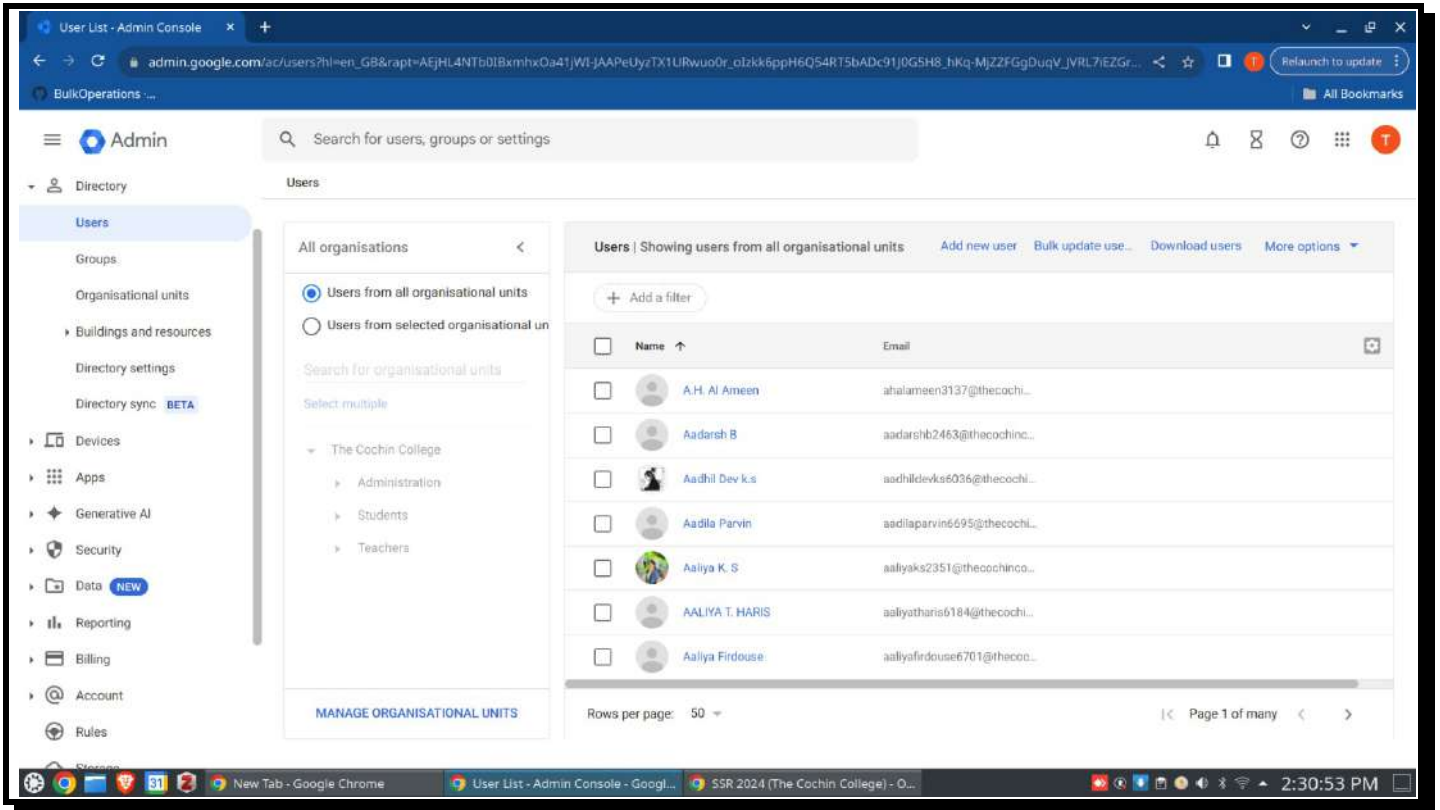


Figure 12: Groups in Google Workspace for Education





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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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Website: www.thechoinchcollege.edu.in

email: email@thechoinchcollege.edu.in

Programme Intimation Form

After you fill out this intimation form, we will publish the programme info to entire institution. For further information, please contact us at igac@thechoinchcollege.edu.in

igac@thechoinchcollege.edu.in [Switch accounts](#)

The name, email address and photo associated with your Google Account will be recorded when you upload files and submit this form.

* Indicates required question

Email *

Record igac@thechoinchcollege.edu.in as the email to be included with my response

Title of the programme *

Your answer

Programme start date and time *

Date: Time:

Programme end date and time *

Date: Time:

Programme duration *

Your answer

Expected number of participants *

Your answer

Name of the coordinator *

Your answer

Organising Department/Cell/Committee *

Your answer

Intended audience *

UG Students

PG Students

PhD Students

Faculty

Office Staff

Technical Staff

General Public

Other:

Programme Scope *

Department/Cell/Committee Level

Institution Level

State Level

National Level

International Level

Other:

Programme Type *

Training Programme

Short Term Course

Seminar

Workshop

Symposium

Conference

Programme Mode *

Online

Offline

Hybrid

Funding agency *

Organised by Institute/Department/Club

External agency

If funded by external agency, upload the sanction letter

Upload 1 supported file. Max 10 MB

[Add File](#)

To which of these NAAC Core values can you relate this programme? *

The quality assessment process of NAAC is based on five core values which are listed below. All departments and cell/ committees are requested to chalk out their programmes which address any of these core values.

- Contributing to national development
 - Catering to the needs of the society
 - Serving the cause of social justice
 - Ensuring equity and access to higher education
- Fostering global competitiveness among students
 - Skill development of students
 - Collaboration with industry
 - Network with neighbourhood agencies
 - Creation of a world of competent learning and skilled work
- Inculcating a value system among students
 - Instill appropriate values that commensurate with social, cultural, economic and environmental needs
 - Instill values which are emphasized in various national policy documents
- Promoting the use of technology
 - Use of technology in educational transactions both academics and administration
 - Optimal use of ICT
 - Use of e learning resources
- Quest for excellence
 - Quality enhancement of HEIs
 - Identify strengths and weakness in teaching and learning for enhancing quality

Contributing to national development

Fostering global competencies among students

Inculcating a value system among students

Promoting the use of technology

Quest for excellence

Upload brochure of the program *

Upload 1 supported file. Max 10 MB

[Add File](#)

[Submit](#) [Clear form](#)

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Google Forms

Figure 13: Program Intimation Form





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Post Programme Reporting Form

[paalbert@thecochincollege.edu.in](#) [Switch accounts](#)

The name, email address and photo associated with your Google Account will be recorded when you upload files and submit this form.

* Indicates required question

Email *

Record [paalbert@thecochincollege.edu.in](#) as the email to be included with my response.

This programme comes under Criteria *

1 2 3 4 5 6 7

Name of the Program *

Your answer: _____

Mode of conduct *

Online
 Offline

Date *

Date:

No of students participated *

Your answer: _____

No of Faculty Participated *

Your answer: _____

Public Participation (if any) *

Your answer: _____

Detailed Report *

A single paragraph description of the programme.

Your answer: _____

Brochure of the programme *

Upload up to 5 supported files: PDF, document or image. Max 10 MB per file.

[Add File](#)

Upload list of participants *

Upload 1 supported file: PDF, document or image. Max 11 MB.

[Add File](#)

Time *

Time: _____

Duration *

Your answer: _____

Organized by *

Your answer: _____

List of Resource persons *

Your answer: _____

Coordinator/sponsor *

Your answer: _____

Organizing Committee *

Your answer: _____

Financial Assistance *

Your answer: _____

Upload relevant photos of the programme *

Use geo-tagged photos

Upload up to 5 supported files: image. Max 10 MB per file.

[Add File](#)

[Submit](#)

[Clear form](#)

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Google Forms

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

Sl 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	<p>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.</p> <p>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.</p>
14	Brochure of the Programme	<p>https://drive.google.com/open?id=14vOlj75Bwi_0gMD9JGi87wd2mZa8g4i</p>
15	List of participants	<p>https://drive.google.com/open?id=1hybOth06FZbjskLyWaN5gYE7wsWa_IDH</p>
16	Relevant photos of the programme	<p>https://drive.google.com/open?id=1M-rfCV7Kplg5tuGqcDlnvtzjaZSQ_OT, https://drive.google.com/open?id=1QYPqDA3WDFkK2sIMhN9Kd6RCB7aaGW, https://drive.google.com/open?id=1Jjngxasr4o2P4B-Nr9zwbwF6cGYwKfokq, https://drive.google.com/open?id=1u7Rl8gGI10SNC-VywhoMYtAiuHrZ54W_</p>

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.

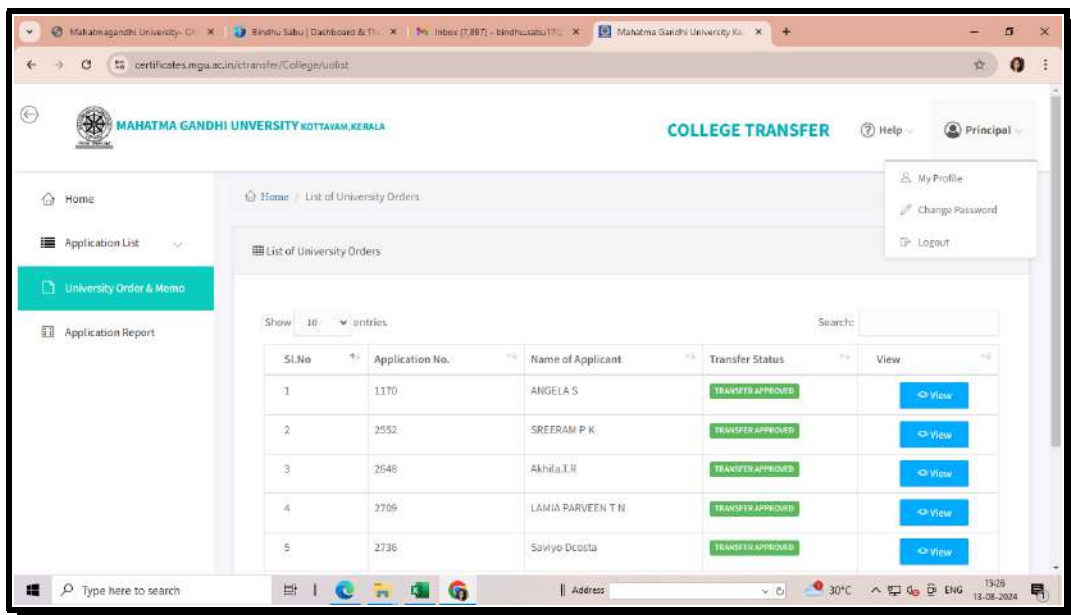
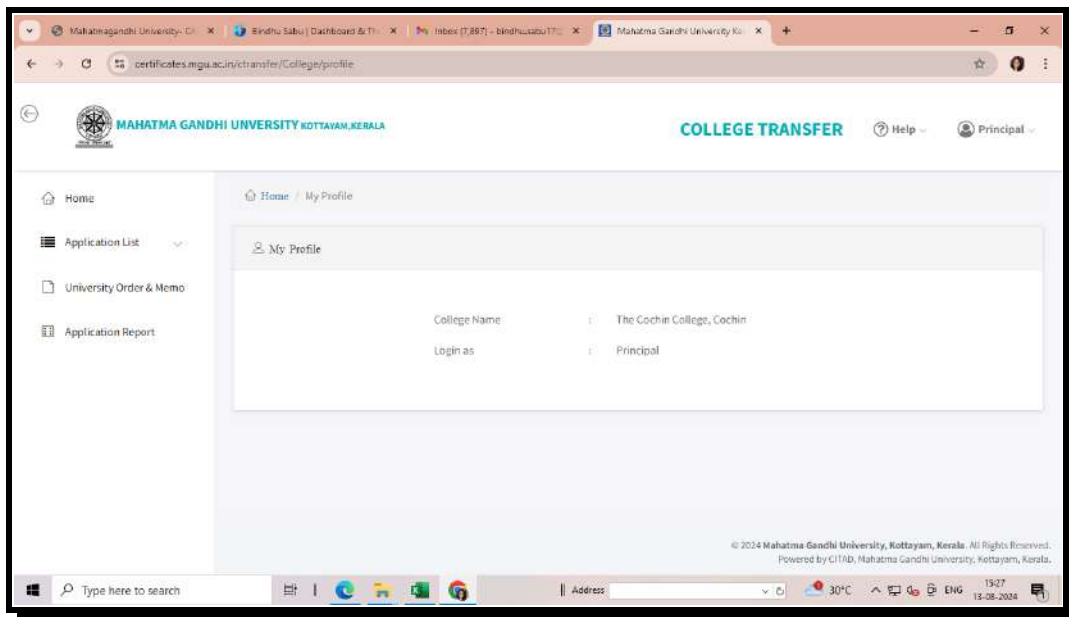


Figure 16: MGU Portal for College Transfer





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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.

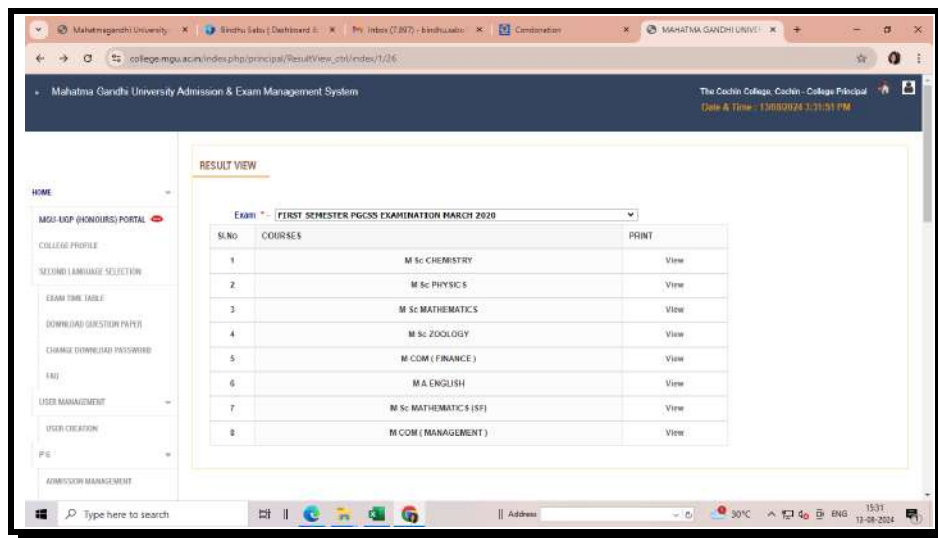
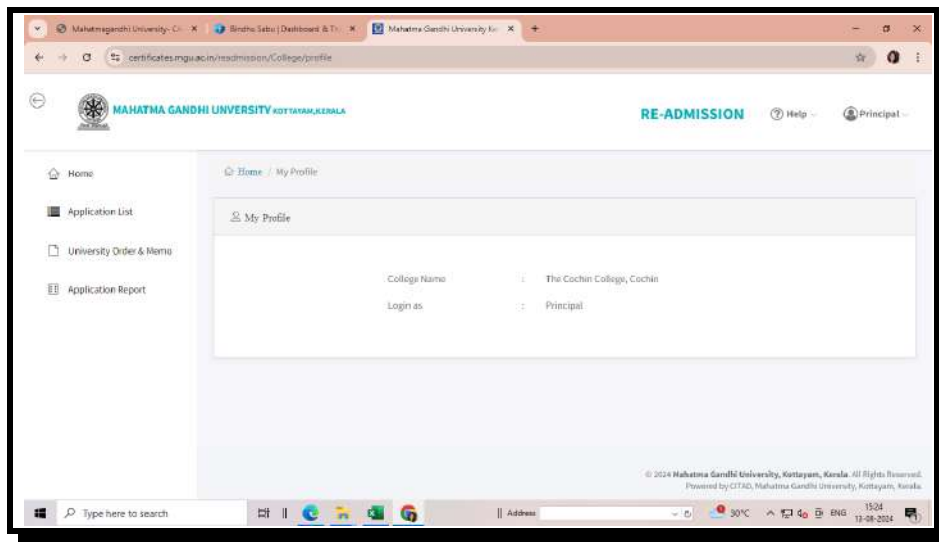


Figure 17: MGU Portal for Readmission

