



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

6.1 - Institutional Vision and Leadership

Metric No. 6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Decentralised Governance

Submitted to



National Assessment and Accreditation Council



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Website: www.thecochincollege.edu.in

email: email@thecochincollege.edu.in

Declaration of the Principal

This is to declare that the following document explains the structure of decentralised governance of the Cochin College

Mrudula Menon V.





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Decentralization and Participation in Governance

Decentralization is a fundamental aspect of the governance structure at The Cochin College, Kochi. The institution has embraced a decentralized model that empowers various departments, committees, and students to actively participate in decision-making processes. This approach not only aligns with the college's mission and vision but also fosters a collaborative, responsive, and innovative academic environment.

1 Structure of Decentralization

1.1 Departments and Faculties

At The Cochin College, academic departments and faculties enjoy significant autonomy in making decisions related to curriculum design, teaching methods, and assessment strategies. Each department is empowered to tailor its academic offerings according to the specific needs of its students and the evolving demands of the discipline. Faculty members are involved in curriculum development, course planning, and the implementation of innovative teaching practices. This autonomy extends to the creation of departmental committees that handle academic issues, ensuring that decisions are made by those with the most relevant expertise.

1.2 Committees and Cells

The college has established a wide range of committees and cells that play crucial roles in governance. These include the Internal Quality Assurance Cell (IQAC), NAAC Committee, and various student welfare committees. These bodies are composed of faculty members, administrative staff, and student representatives, ensuring a diverse and inclusive decision-making process. For example, the IQAC is tasked with maintaining academic standards and quality, while the student welfare committee addresses issues directly impacting student life. The decentralized structure of these committees allows for more specialized and effective governance.

1.3 Student Participation

Students at The Cochin College are actively involved in governance through various councils, feedback mechanisms, and participation in decision-making bodies. Their involvement is not limited to student councils but extends to their representation in key committees such as the IQAC, the Placement Cell, and the Anti-Ragging Committee. This inclusive approach empowers students to have a say in policies that affect their academic and campus life, fostering a sense of ownership and responsibility.





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2 Decision-Making Processes

2.1 Decentralized Academic Decisions

The decentralized governance structure at The Cochin College allows academic departments to make independent decisions regarding course offerings, faculty recruitment, and research priorities. This autonomy enables departments to develop tailored academic programs that reflect their strengths and respond to the needs of their students. The flexibility in decision-making also encourages departments to pursue innovative research and teaching methods that enhance the overall academic experience.

2.2 Decentralization in Policy Implementation

The implementation of policies, such as those related to the National Education Policy (NEP), is carried out in a decentralized manner at The Cochin College. Departments are given the flexibility to adapt NEP guidelines to their specific contexts, ensuring that policies are implemented effectively and in a way that aligns with the department's unique needs. This approach ensures that the institution remains responsive to national educational priorities while maintaining its academic integrity.

3 Participation in Governance

The governance structure at The Cochin College is a blend of centralized leadership and decentralized decision-making. The Principal and Vice Principal play pivotal roles in steering the institution's vision and ensuring that all operations align with its mission. They oversee the implementation of policies, coordination between departments, and the functioning of various committees, thereby fostering a collaborative and responsive academic environment.

3.1 The Principal

The Principal is the chief executive officer of the college, responsible for overall administration and leadership. Key responsibilities include:

- Providing strategic direction and ensuring that the college's mission and vision are realized.
- Overseeing academic and administrative functions, including curriculum development, faculty appointments, and student affairs.
- Serving as the chairperson for key committees such as the IQAC and NAAC, ensuring that quality standards are maintained.





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- Representing the college in external affairs, including interactions with regulatory bodies, academic institutions, and industry partners.
- Ensuring that the college's policies are implemented effectively across all departments and committees.

3.2 The Vice Principal

The Vice Principal supports the Principal in managing the college's day-to-day operations. Key responsibilities include:

- Assisting the Principal in academic planning, faculty management, and student affairs.
- Coordinating the activities of various committees and ensuring they align with the college's strategic goals.
- Overseeing the implementation of decentralized decision-making processes across departments.
- Handling specific administrative duties, such as overseeing examinations, maintaining discipline, and managing student grievances.
- Acting as the Principal's representative in their absence, ensuring continuity in leadership and decision-making.

3.3 The College Council

3.3.1 Constitution of the College Council

The College Council, also known as the Staff Council, is the primary governing body of the college, responsible for overseeing its academic and administrative functions. The council is composed of both ex-officio and elected members, ensuring broad representation and effective governance.

- **Ex-Officio Members:** These include the Principal (who serves as the Ex-officio President), Vice-Principal, Heads of Departments, the College Librarian, the IQAC Coordinator, and the Head of the ministerial staff. These members are part of the council by virtue of their positions.
- **Elected Members:** The council also includes elected representatives from the teaching faculty. The number of elected members is proportional to the size of the faculty, with one member elected for every 30 teachers, up to a maximum of four.
- **Invitees:** On occasion, invitees such as NSS officers, and a guest lecturer who heads a single-faculty department may be invited to attend meetings. The college union chairman can also be invited to provide opinions on special matters, though these invitees are not regular members.





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Table 1: Members of the College Council-2023-24

Nature of Membership	Name
President(Principal)	Dr. M. Geetha
Elected Member	Ms. Neena Simon V
Elected Member	Mr. Unmiraja P.S.
Elected Member	Dr. Manju Subramanian
HoD of English	Ms. Mrudula Menon V
HoD of Economics	Dr.Sindhu K
HoD of Botany	Dr. Suprabha G. Nair
HoD of Physics	Dr. Manjusha M
HoD of Chemistry	Dr. Zafna Rasheed
HoD of Commerce	Dr. Rekha P.G.
HoD of Zoology	Dr. Smitha N.R.
HoD of Hindi	Ms. Srividya K.S.
HoD of Malayalam	Dr. Reshimon P R.
HoD of French	Ms. Janu V Kumar
HoD of Electronics	Dr. Paulbert Thomas
HoD of History	Ms. Renjith S.
HoD of Mathematics	Mr. Dominic T. Joseph
HoD of Bio-technology	Dr. Jayesh Kuriakose
HoD of Biochemistry	Dr. Nayana Jose
Academic Head (SF)	Dr. Meera Menon
UGC Librarian	Ms. Jeena Jayan
Office Superintendent	Ms. Anitha Kumaari T.P.

3.3.2 Functions of the College Council

- Advisory Role: The council serves as an advisory body, assisting the Principal in ensuring the smooth functioning of the college. It addresses academic matters, administrative tasks, and the maintenance of discipline within the institution.





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- **Committee Formation:** The Principal, with the help of the council, forms various committees, clubs, and societies related to academics, extracurricular activities, and administrative work. These committees help in the efficient management of the college throughout the academic year.
- **Decision-Making and Policy Implementation:** The council discusses and provides suggestions on various issues to assist in important decision-making processes. It helps in the implementation of college policies and ensures that staff issues are effectively addressed.

3.4 The Parent-Teacher Association (PTA)

The Parent-Teacher Association (PTA) plays a crucial role in bridging the gap between parents and the college administration. It is a vital component of the governance structure, ensuring that the voices of parents are heard in matters related to their children's education and well-being.

3.4.1 Responsibilities of the PTA

- Facilitating communication between parents and the college, ensuring that parents are informed and involved in their children's academic progress and college activities.
- Supporting the college in the implementation of educational and extracurricular programs, thereby contributing to a holistic learning environment.
- Assisting in organizing events and activities that enhance the student experience, including cultural programs, sports events, and community outreach initiatives.
- Providing feedback to the college administration on policies, programs, and other matters that impact students, ensuring that parent perspectives are considered in decision-making.
- Encouraging active parent involvement in college affairs, fostering a community-oriented approach to education and student development.

Table 2: PTA Executive Committee Members

Designation	Name
President	Dr. M. Geetha (Principal)
Vice President	Ms. Rajeswari T.B.(Parent)





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Designation	Name
Secretary	Ms. Mrudula Menon (Associate Professor)
Treasurer	Dr. Jayesh Kuriakose (Assistant Professor)
Member	Dr.Kochuthresia Jose (Assistant Professor)
Member	Dr. Kavitha V. Rajan (Assistant Professor)
Member	Mr.V.B. Rajan (Parent)
Member	Mr. Afsal Naina (Parent)
Member	Mr. Shaheer K.E.(Parent)
Member	Mr. Jaiby K.K. (Parent)

3.4.2 Structure and Governance

The governance of the PTA at The Cochin College is organized into a two-tier structure, consisting of the General Body and the Executive Committee. The General Body comprises all faculty members and parents or guardians of the students, and it convenes annually to discuss and approve various initiatives and reports. The General Body's responsibilities include approving rules for fund collections, endorsing scholarships and awards, reviewing the annual report, and approving the audited financial statements and budget for the upcoming year. It also elects the office bearers for the following year and provides suggestions for improving the college's academic standards and infrastructure. The Executive Committee, which is entrusted with the administrative powers of the PTA, includes members elected from the General Body. The committee's composition is as follows:

- The President: The Principal or the faculty in-charge of the Principal serves as the President.
- Vice-President: A parent elected from the General Body.
- Secretary: A permanent teacher elected from among the approved regular teaching staff.
- Joint Secretary: A parent elected from the General Body.
- Treasurer: A permanent teacher elected from among the approved regular teaching staff.
- Elected Members: Up to four parents (with at least one woman) and up to four teachers (with at least one woman) from the General Body. Functions and Responsibilities: The Executive Committee is responsible for the day-to-day management and decision-making activities of the PTA. It proposes rules, manages funds, and ensures that all actions and initiatives are aligned with the college's objectives. The decisions made by the Executive Commit-





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tee are presented to the General Body for approval, ensuring transparency and accountability within the association.

3.5 Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) is a pivotal body within The Cochin College that ensures the institution adheres to high standards of quality in all aspects of its operations. The role of the IQAC includes:

- Continuously monitoring and improving the quality of education, teaching methods, and administrative processes.
- Preparing the institution for accreditation by agencies like NAAC, ensuring all quality benchmarks are met.
- Implementing feedback systems from students, faculty, and stakeholders to drive improvements in teaching, learning, and infrastructure.
- Maintaining records of all quality-related activities and ensuring that these are systematically organized for review and improvement.
- Organizing workshops, seminars, and training programs to enhance the skills and knowledge of faculty and staff.
- Encouraging the adoption of innovative practices in teaching, research, and administration to foster a culture of excellence.

3.5.1 Organisation of IQAC

- Chairperson: The head of the institution
- Teachers: Three to eight teachers from all levels
- Administrative officers: A few senior administrative officers
- Management: One member from the management
- Nominees: One or two nominees from local society, students, alumni, employers, industrialists, and stakeholders
- Coordinator or Director: One of the senior teachers to serve as the coordinator or director of the IQAC





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Table 3: Members of IQAC-2023-24

Designation	Name
Chairperson	Dr. M. Geetha (Principal)
IQAC Coordinator	Dr. Sindhu K., Associate Professor
Management Representative	Mr. Thomas J Vayalat (Manager)
Teacher Representatives	(a) Ms. Srividya K. S. (b) Dr. Reshimon P. R. (c) Ms. Mrudula Menon V. (d) Dr. Manjusha M. V. (e) Dr. Rekha P. G. (f) Dr. Suprabha G. Nair (g) Dr. Zafna Rasheed (h) Mr. Febin George (i) Ms. Keerthana S.
Librarian	Ms. Jeena Jayan (UGC Librarian)
Senior Administrative Staff	Ms. Anitha Kumari T. P. (Jr. Superintendent)
Local Body Representative	Dr. Priya P. A., Division councilor, Cochin Corporation
Student Representatives	(a) Ms. Hridika K. P., M.Sc. Physics (b) Ms. Rethika Sohini, M.Com

3.6 NAAC Committee

The NAAC (National Assessment and Accreditation Council) Committee plays a crucial role in preparing the institution for accreditation and ensuring that it meets the standards set by NAAC. The committee is responsible for coordinating and overseeing the entire accreditation process, which includes a thorough evaluation of the college's academic, administrative, and infrastructure-related aspects. To effectively manage the accreditation process, the NAAC Committee is divided into several Criteria Groups, each focused on a specific area of assessment. Below is a detailed description of the responsibilities of the NAAC Committee and its Criteria Groups. Overall Responsibilities of the NAAC





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Committee are

- Coordination of Accreditation Process:
- Awareness and Training
- Data Collection and Verification
- Liaison with NAAC
- Preparation of AQAR and SSR

Table 4: NAAC Committee Members 2023-24

Designation	Name
Coordinator	Dr.Vineeth Kumar T.V.
Assistant Coordinator	Dr. Paulbert Thomas
Criterion 1 Leader	Dr.Soney Bhageeradhan
Criterion 2 Leader r	Ms. Neena Simon
Criterion 3 Leader	Dr. Nayana Jose
Criterion 4 Leader	Dr. Manju Subramanian
Criterion 5 Leader	Dr. Anupama R.
Criterion 6 Leader	Dr. Rajani Bhat
Criterion 7 Leader	Dr. Jayesh Kuriakose

3.7 Statutory Committees

- **Anti-Ragging Committee** The Anti-Ragging Committee is established to prevent and address incidents of ragging within the college. Ragging, which includes any act of harassment, abuse, or humiliation of new students, is strictly prohibited under Indian law. This committee is responsible for creating a safe and inclusive environment by enforcing anti-ragging policies, conducting awareness programs, and handling complaints of ragging with appropriate disciplinary actions.
- **Anti-Narcotics Committee** : The Anti-Narcotics Committee is tasked with preventing the use and distribution of illegal drugs and substances on campus. It organizes awareness campaigns about the dangers of drug abuse and works closely with law enforcement agencies when necessary. The committee also provides support and





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counseling to students who may be struggling with substance abuse, ensuring a drug-free and healthy college environment.

- **Equal Opportunity Cell:** The Equal Opportunity Cell (EOC) is dedicated to ensuring that all students and staff, regardless of their background, have equal access to educational and employment opportunities within the college. The EOC works to eliminate discrimination based on caste, gender, disability, or socio-economic status. It also provides support to marginalized groups, raises awareness about diversity and inclusion, and promotes policies that enhance equal opportunities for all.
- **SC/ST Committee :** The SC/ST Committee focuses on safeguarding the rights and welfare of students and staff belonging to Scheduled Castes (SC) and Scheduled Tribes (ST). This committee ensures compliance with affirmative action policies and facilitates access to scholarships, reservations, and other benefits provided by the government. It also addresses grievances related to discrimination or harassment faced by SC/ST individuals within the college.
- **Internal Complaints Committee (ICC) :** The Internal Complaints Committee (ICC) is responsible for addressing complaints of sexual harassment within the college. Established under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, the ICC ensures a safe working and learning environment for women. The committee handles complaints confidentially and with sensitivity, conducting inquiries and recommending actions based on its findings. It also organizes workshops and training sessions to promote awareness about gender sensitivity and the prevention of sexual harassment.

3.8 Governance Committees

These committees are involved in the overall administration, planning, and policy implementation within the institution.

- **University Exams Committee:** The University Exams Committee is responsible for overseeing the smooth conduct of university-level examinations within the college. This committee coordinates with the university's examination board to manage exam schedules, invigilation duties, and the distribution and collection of examination papers. It ensures that all university exams are conducted in accordance with the prescribed guidelines, maintaining the integrity and fairness of the examination process.
- **Internal Exam Committee:** The Internal Exam Committee manages all internal assessments and examinations conducted by the college. This includes setting examination schedules, preparing question papers, organiz-





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ing invigilation, and evaluating answer scripts. The committee ensures that internal exams are conducted fairly and efficiently, providing students with timely feedback on their performance to support their academic progress.

- Attendance Committee** : The Attendance Committee monitors student attendance across all courses and programs within the college. This committee is responsible for maintaining accurate attendance records, identifying students with low attendance, and implementing corrective measures, such as counseling or issuing warnings. The committee ensures that students meet the minimum attendance requirements set by the college or university, which is essential for eligibility to appear in examinations.
- Timetable Committee** : The Timetable Committee is tasked with creating and managing the academic timetable for all departments and courses. This committee ensures that class schedules are well-organized, taking into consideration factors such as faculty availability, classroom resources, and the distribution of workloads. The committee aims to minimize conflicts and optimize the use of college facilities, ensuring a smooth and efficient academic schedule.
- Admission Committee**: The Admission Committee handles the admission process for new students entering the college. This includes setting admission criteria, reviewing applications, conducting interviews or entrance exams (if applicable), and finalizing the selection of candidates. The committee ensures that the admission process is transparent, fair, and in line with the college's policies and regulations, thereby attracting and selecting qualified candidates.
- MG-UGP Academic Committee** : The MG-UGP (Mahatma Gandhi University Undergraduate Program) Academic Committee is responsible for overseeing the implementation and quality of undergraduate programs affiliated with Mahatma Gandhi University. This committee reviews and updates the curriculum, ensures adherence to academic standards, and monitors the overall progress of UG programs. It also addresses academic issues and makes recommendations for improvements to enhance the quality of education offered.
- Research Committee** : The Research Committee fosters and promotes research activities within the college. This committee supports faculty and students in developing research proposals, securing funding, and conducting research projects. It also organizes seminars, workshops, and conferences to disseminate research findings. The committee ensures that research activities align with ethical standards and contribute to the academic and professional development of the college community.
- Institutional Risk Management Committee** : The Institutional Risk Management Committee is tasked with identifying, assessing, and mitigating risks that could affect the college's operations and objectives. This





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committee develops risk management strategies, prepares contingency plans, and monitors potential threats such as financial risks, operational disruptions, or compliance issues. The committee's work helps to safeguard the institution's assets and reputation, ensuring its long-term sustainability.

- **News Letter Committee** : The News Letter Committee is responsible for producing and publishing the college's newsletter. This committee gathers and compiles news, articles, and updates about college events, achievements, and other relevant activities. The newsletter serves as a communication tool that keeps the college community informed and engaged. The committee ensures that the content is accurate, timely, and reflective of the college's values and goals.
- **Calendar Committee** : The Calendar Committee is responsible for creating the academic calendar for the college. This includes scheduling important dates such as the start and end of semesters, examination periods, holidays, and other key academic events. The committee ensures that the academic calendar is well-planned, balanced, and aligns with the university's schedule. It also ensures that the calendar is communicated effectively to all stakeholders.
- **Higher education Scholarship Committee** : The Higher Education (HE) Scholarship Committee manages the process of identifying and recommending students for various scholarships available at the college. This committee reviews scholarship applications, verifies eligibility, and makes recommendations based on merit and need. The committee ensures that scholarships are awarded fairly and that deserving students receive financial support to pursue their education.

3.9 Committees and Cells Directed by the Ministry of Education

There are several important committees and cells within the college that are directly guided by directives from the Ministry of Education. These include:

- **Institution Innovation Council (IIC)** : The IIC promotes innovation and entrepreneurship among students and faculty. It fosters a culture of innovation by organizing workshops, hackathons, and other activities, thereby helping to translate ideas into actionable projects.
- **Atal Ranking of Institutions on Innovation Achievements (ARIIA) Committee** : The ARIIA Committee is responsible for improving the college's ranking in the national innovation framework. It ensures that the institution meets the criteria set by the Ministry of Education, focusing on innovation outcomes, startup culture, and the integration of entrepreneurial practices within the curriculum.





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- **Unnat Bharat Abhiyan (UBA) Cell:** The UBA Cell coordinates rural development initiatives by leveraging the knowledge and expertise of the college community. It engages students and faculty in projects aimed at improving the living conditions and sustainability of rural areas, in alignment with national development goals.
- **Swatch Bharat Committee :** The Swatch Bharat Committee is dedicated to promoting cleanliness and hygiene across the campus. It organizes cleanliness drives, awareness campaigns, and other activities that contribute to the Swatch Bharat mission, an initiative launched by the Ministry of Education as part of a nationwide effort to improve public health and sanitation.

3.10 Infrastructure Committees

- **Infrastructure (Physical) Committee :** This committee is responsible for ensuring that all physical facilities, including classrooms, laboratories, administrative offices, and recreational areas, are well-maintained and functional. This includes routine maintenance, repairs, and upgrades to meet safety standards and accommodate evolving academic needs.
- **Digital Solutions Committee :** This committee is responsible for the implementation and integration of digital tools and technologies that enhance teaching, learning, and administrative processes. This includes the adoption of Learning Management Systems (LMS), online examination platforms, and other educational technologies that facilitate blended and online learning.
- **Library Committee :** The Library Committee is responsible for the selection, acquisition, and management of the library's collection, including books, journals, digital resources, and other educational materials. The committee oversees the daily operations of the library, ensuring that it provides a conducive environment for study and research. This includes managing library staff, maintaining order, and ensuring that library resources are accessible to all users.

3.11 Student Support Committees

These committees and clubs focus on student welfare, development, and participation in extracurricular activities.

- Bhoomitrasena Club
- Career Guidance Cell
- Cultural Committee
- Debating Literary and Dramatic Club





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- Electoral Literacy Club
- Entrepreneurship Development Club
- Financial Literacy Club
- Gender Sensitisation Forum
- Grievance Redressal Cell
- Jagratha Samithi
- Legal Literacy Club
- Mentoring Committee
- Minority Cell
- Nature Club
- National Service Scheme
- Placement Cell
- Science and Quiz Club
- Sports Committee
- Student Counselling System
- Student Protection Committee
- Tourism Club
- Young Investor's Programme

