



# 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

### 6.5 - Internal Quality Assurance System

Metric No. 6.5.2

Quality assurance initiatives of the institution include: *Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented, Academic and Administrative Audit (AAA) and follow-up action taken, Collaborative quality initiatives with other institution(s), Participation in NIRF and other recognized rankings, Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.*

Follow up actions on AAA: 2020-2021

Submitted to



National Assessment and Accreditation Council



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KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

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## Declaration on Principal

This is to declare that the following document contains the Action Taken Report of AAA for the year 2020-21.

Mrudula Menon V.





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## Action Taken Report on AAA - 2020-21

### Introduction

The purpose of this Action Taken Report is to document the various initiatives and actions implemented by the institution based on the data collected during the academic year. These actions aim to enhance the overall academic environment, improve faculty qualifications, upgrade IT infrastructure, promote co-curricular activities, and address academic performance. The institution is committed to continuous improvement in all aspects of its operations, ensuring that students receive a holistic and high-quality education.

### 1. Faculty Development and Qualifications

Faculty development is a critical component of maintaining the institution's academic standards. The institution has taken several steps to ensure that faculty members are well-equipped to deliver high-quality education.

#### 1.1 Faculty Development Programs (FDPs)

The institution has organized a series of Faculty Development Programs (FDPs) to support the continuous professional growth of faculty members. These programs cover a wide range of topics, from Green Chemistry and Sustainable Laboratory Practices to Office Management and Effective Communication. The aim is to provide faculty with the necessary tools and knowledge to enhance their teaching methodologies and keep them abreast of the latest developments in their respective fields.

#### 1.2 Encouragement of Higher Qualifications

The institution actively encourages faculty members to pursue higher qualifications, such as Ph.D. degrees. This commitment is reflected in the significant number of faculty members who have already obtained their Ph.D.s, as shown in the data provided. The pursuit of advanced degrees not only enhances the academic credentials of the faculty but also





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contributes to the overall academic excellence of the institution. Faculty members are provided with the necessary support, including time off for research and financial assistance, to achieve these qualifications.

## 1.3 Recognition and Awards

In addition to encouraging higher qualifications, the institution also recognizes and rewards faculty members for their academic achievements. This includes awards for outstanding research, publications in high-impact journals, and contributions to the academic community. These recognitions serve as motivation for other faculty members to strive for excellence in their academic pursuits.

## 2. IT Infrastructure Enhancement

The institution recognizes the importance of a robust IT infrastructure in delivering a modern education. Significant investments have been made in upgrading and maintaining the IT facilities to ensure they meet the needs of both faculty and students.

### 2.1 Upgradation of IT Facilities

Regular upgrades to the IT infrastructure are a top priority for the institution. This includes the recent increase in internet bandwidth from 8 MBPS to 30 MBPS, which significantly improves connectivity across the campus. The upgraded bandwidth supports the increased use of digital tools and resources, facilitating online learning, research, and communication.

### 2.2 Classroom Technology

To enhance the learning experience, the institution has established smart classrooms equipped with the latest technology. These classrooms feature interactive whiteboards, projectors, and other digital tools that enable dynamic teaching methods. The use of such technology allows for a more engaging and interactive learning environment, which is essential for the modern educational landscape.

### 2.3 Maintenance and Security

A dedicated annual maintenance budget ensures that all IT facilities are well-maintained and up-to-date. This includes regular updates to software, hardware replacements, and the installation of the latest antivirus software to protect





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against cyber threats. The institution has also implemented comprehensive surveillance systems to ensure the security of IT equipment and data.

## 2.4 Technical Support and Training

To support the use of IT facilities, the institution has appointed skilled technical staff responsible for managing hardware and IT infrastructure across the campus. In addition, regular training sessions are conducted for both faculty and students to ensure they are proficient in using the available technology. This includes training on the use of educational software, digital tools, and cybersecurity practices.

## 3. Co-Curricular and Extension Activities

The institution places a strong emphasis on co-curricular activities as a means of holistic student development. These activities provide students with opportunities to develop skills that go beyond the classroom, including leadership, teamwork, and social responsibility.

### 3.1 National Service Scheme (NSS) Initiatives

The National Service Scheme (NSS) unit of the college has been actively involved in organizing various activities aimed at fostering a sense of social responsibility among students. For example, the NSS organized an online seven-day camp titled "Unarvu," which included a series of activities such as yoga sessions, classes on innovative farming methods, and wildlife protection sessions. These activities not only promote physical and mental well-being but also encourage students to contribute positively to society.

### 3.2 Entrepreneurship Development

The institution's Innovation Council and Entrepreneurship Development (ED) Club have been instrumental in promoting entrepreneurship among students. Through activities like the "INSPIRATIONS Session Three," students are encouraged to think creatively and develop innovative solutions to real-world problems. These initiatives aim to nurture a culture of entrepreneurship, equipping students with the skills and mindset needed to succeed in the competitive business environment.





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### 3.3 Extension and Outreach Activities

In addition to the activities organized by the NSS, the institution has conducted several extension and outreach programs. These include the distribution of hand sanitizers and masks during the COVID-19 pandemic, drug abuse prevention sessions, and online orientation sessions for first-year students. Such activities play a crucial role in developing socially committed individuals who are aware of the challenges faced by society and are willing to take action to address them.

## 4. Academic Performance and Result Analysis

Academic performance is a key indicator of the institution's effectiveness in delivering quality education. The institution has implemented several measures to monitor and improve student performance across various programs.

### 4.1 Result Improvement Strategies

The institution continuously monitors the academic performance of students and implements targeted interventions to address areas of concern. For example, programs with lower pass percentages receive additional attention through supplementary classes, remedial sessions, and personalized mentoring. The success of these strategies is evident in the high pass percentages achieved by many programs, such as the BSc Zoology program, which recorded a 97% pass rate.

### 4.2 Support for Underperforming Students

Recognizing that some students may struggle academically, the institution has established support systems to help them improve. This includes the provision of additional coaching, tutoring, and mentoring sessions for students who have underperformed in previous assessments. These efforts are designed to boost student confidence and ensure that they have the necessary support to succeed in their academic pursuits.

### 4.3 Continuous Assessment and Feedback

To maintain high academic standards, the institution has implemented a system of continuous assessment and feedback. Regular quizzes, assignments, and tests are conducted to gauge student understanding and identify areas that need improvement. Feedback is provided promptly, allowing students to address their weaknesses before final examinations.





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## 5. Library as a Learning Resource

The library is a critical resource for both students and faculty, providing access to a wealth of information and academic materials. The institution has taken several steps to ensure that the library remains a central hub for learning and research.

### 5.1 Expansion of Library Resources

The institution has significantly expanded its library resources, both in terms of physical books and digital subscriptions. This includes subscriptions to e-journals, e-books, and academic databases such as N-List and Delnet. These resources provide students and faculty with access to the latest research and academic publications, supporting their learning and research endeavors.

### 5.2 Budget Allocation for Library Resources

A substantial portion of the institution's budget is allocated to maintaining and expanding library resources. This includes the purchase of new books, subscriptions to academic journals, and the renewal of digital resources. The institution recognizes the importance of a well-stocked library in supporting academic excellence and research activities.

### 5.3 Access to Digital Resources

In addition to physical books and journals, the library provides access to a wide range of digital resources. This includes remote access to e-journals, e-books, and academic databases, ensuring that students and faculty can access the materials they need, even off-campus. The institution is committed to expanding its digital library offerings to keep pace with the growing demand for online resources.

## 6. IT Infrastructure

The institution places a strong emphasis on maintaining a state-of-the-art IT infrastructure to support its academic and administrative functions.

### 6.1 Annual Maintenance Budget

The institution has allocated a dedicated budget for the annual maintenance of its IT facilities. This budget covers a wide range of activities, including the replacement of outdated equipment, installation of new software, and regular





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servicing of hardware. The institution recognizes that a well-maintained IT infrastructure is essential for the smooth operation of academic and administrative activities.

## 6.2 Skilled Technical Staff

To manage its extensive IT infrastructure, the institution has appointed skilled technical staff. These professionals are responsible for overseeing the installation and maintenance of IT equipment, providing technical support to faculty and students, and ensuring that all systems are operating efficiently. The presence of a dedicated technical team ensures that any IT-related issues are promptly addressed, minimizing disruptions to academic activities.

## 6.3 Surveillance and Security Measures

The institution has implemented comprehensive surveillance systems to monitor its IT infrastructure. This includes the installation of security cameras, the use of antivirus software, and the implementation of network security protocols. These measures are designed to protect the institution's digital assets and ensure the safety of its IT infrastructure.

## Conclusion

In conclusion, the actions outlined in this report reflect the institution's ongoing commitment to providing a high-quality educational environment. By investing in faculty development, IT infrastructure, co-curricular activities, and academic support systems, the institution is well-positioned to meet the challenges of the modern educational landscape. These efforts ensure that students are equipped with the skills, knowledge, and values they need to succeed in their future endeavors. The institution will continue to monitor and evaluate these initiatives, making adjustments as necessary to achieve its mission of academic excellence and holistic student development.

