



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 AQAR and SSR
Preparation**

Submitted to



National Assessment and Accreditation Council



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KOCHI - 682 002

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Website: www.thecochincollege.edu.in

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1 Introduction

The Cochin College has demonstrated a strong commitment to leveraging technology for streamlining its academic and administrative processes. The Internal Quality Assurance Cell (IQAC) at the college has played a pivotal role in implementing e-governance practices, particularly in the preparation of the Annual Quality Assurance Report (AQAR) and the Self-Study Report (SSR) for NAAC accreditation. This report details the e-governance initiatives that have significantly improved the efficiency and accuracy of these processes.

2 Digital Transformation in IQAC Operations

In the academic year 2020-21, the global pandemic disrupted traditional data collection methods for AQAR preparation due to physical inaccessibility of resources. In response, the IQAC, in collaboration with the Digital Solutions Committee, initiated a comprehensive electronic system utilizing Google Cloud-based tools. This transformation facilitated a shift towards paperless AQAR and SSR preparation, ensuring efficient, error-free operations.

3 Key Components of the E-Governance Initiative

The e-governance initiative of IQAC was centered around several key components designed to optimize the data collection and compilation processes:

3.1 Google Forms for Data Collection

Customized Google Forms were developed to collect data from various stakeholders. These forms were meticulously designed to align with the data templates required for AQAR and SSR preparation, ensuring that the information collected was in the correct format and readily usable.





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Conference publications 2019-2024

iqac@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 iqac@thecochincollege.edu.in as the email to be included with my response

Name of the teacher *

Your answer

5.2.2 Number of students progressing to higher education during the year

iqac@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

Name of the student *

Your answer

Select the course graduated from *

Figure 1: Google form used for AQAR data collection





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3.2 Centralized Digital Notice Board

A centralized, paperless digital noticeboard was established, where the NAAC criteria team posted links to Google Forms. This noticeboard was accessible to all stakeholders, including faculty, department heads, the office, management, and the library, streamlining communication and access to data collection tools. The digital noticeboard served as the hub for all data collection activities, making it easy for stakeholders to contribute their inputs in a structured and timely manner.

Notice Board To all Faculty	Notice Board
Criteria 2	Criteria 1
2.4.1 (a) Faculty details	1.2.2 - Number of Add on /Certificate programs offered during the year
2018-19	https://forms.gle/vMyjA4DFDGum7WK76
2019-20	1.2.3 Number of students enrolled in Certificate/ Add-on programs as
https://forms.gle/wRT29UQNPfgYMhnQ7	against the total number of students during the year
Jayesh(added both years) Vineeth (added both years), Nayana (added both years), Manju (added both years)	1.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year (to be filled by Research committee, IIC, YIP and ED club convenors)
Rajani (added both years), smitha (added both years), Manjusha (added both years), Suprabha (added both years)Anu(added both years)Soney(appointment letter dummy),Mini(added both years), Princy Varghese(added both years),Linta(added both years)Manjusha (Added both years), Liance (added both years), (Paulbert)	https://forms.gle/r3yPjSAyDSPkJopS96
Entered both forms	Criteria 3
Renjith S (entered both)Remya(added both years)Neena(entered both forms), Prabha (added both years) Mrudula Menon V(Added both years)	3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year (to be filled by Research committee, IIC, YIP and ED club convenors)
	3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year (to be filled by Research committee, IIC, YIP and ED club convenors)
	https://forms.gle/VHnGMK8uZza6xWro6
	https://forms.gle/e1HvjHvXM9cKuiha6
	Criteria 4
	4.2.1 Library is automated using Integrated Library Management System (ILMS)
	https://forms.gle/e1HvjHvXM9cKuiha6

Figure 2: Digital Notice Board used for AQAR data collection





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3.3 Index File

An organized index file was maintained to track the submission of forms and the completion of data collection across various criteria. This index file ensured that all required data was collected and compiled systematically, allowing the IQAC to monitor progress and identify any gaps in the data collection process.

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
 2018-2019: <https://forms.gle/dfW7phVb1kTH2Rs5>
 2019-2020: <https://forms.gle/3wiNMeZiKFHZ319u9>

6.1.2 Does the institution have a Management Information System (MIS)?
 2018-2019: <https://forms.gle/Kr9hH7djuoXS06yw5>
 2019-2020: <https://forms.gle/XhQJFKJxTynVcXtQ9>

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
 2018-2019: <https://forms.gle/kYH8cVLHRyz1cT5CA>
 2019-2020: <https://forms.gle/4ULTwtyzuz8BRxX8>

6.2.2 : Implementation of e-governance in areas of operations:
 2018-2019: <https://forms.gle/r3auAv8aXJQrr449>
 2019-2020: <https://forms.gle/iSAMXS3WSRhs6Frw7>

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year
 2018-2019: <https://forms.gle/FUy6G93kn32jgrq6>
 2019-2020: <https://forms.gle/Y7R4ambRpuTPHL Cz8>

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year
 2018-2019: <https://forms.gle/GYz3sD2X399juxYA>
 2019-2020: <https://forms.gle/dteszJU4jR67XYdc6>

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year
 2018-2019: <https://forms.gle/AvSUDGYCYzycCpMw9>
 2019-2020: <https://forms.gle/ZGqXwVvEL1duFBnr7>

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):
 2018-2019: <https://forms.gle/RsNmPhxjszLzouqeA>
 2019-2020: <https://forms.gle/erd7eXq6pK1symZy6>

6.3.5 Welfare schemes for

Figure 3: Index file used for AQAR data collection





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3.4 Manpower Deployment

The IQAC established Criterion Teams, each led by a designated leader responsible for overseeing data collection for specific NAAC metrics. These teams ensured clear accountability and systematic data collection. To facilitate effective communication and coordination, WhatsApp groups were created for each criterion team. This allowed for real-time updates, quick problem resolution, and streamlined collaboration among team members.


Duties of a Criteria Team member

Duty 2

- Check the google form responses
- Find the missing entries from departments/ clubs/committees
- Check uploaded documents are as per the instructions
- Timely completion of data collection

Duties of a Criteria Team member

Duty 1



Copy - Metric + google form link
Paste - Notice board

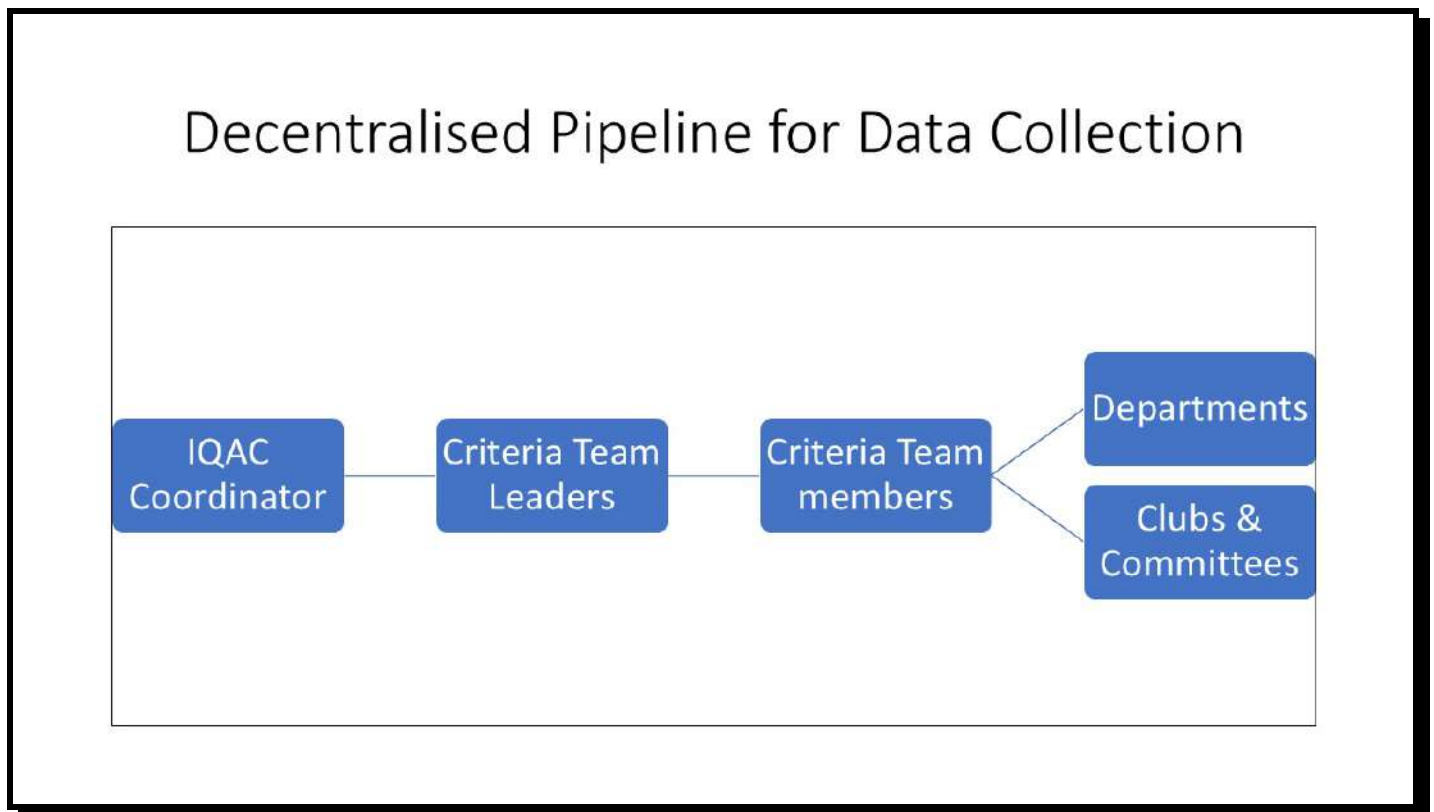


Figure 4: Manpower Deployment





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3.5 Training and Orientation

To ensure a smooth transition to the Revised Accreditation Framework of NAAC, the IQAC conducted a series of orientation sessions for faculty members. These sessions provided comprehensive training on the NAAC Assessment and Accreditation Process. Technical sessions titled “Tequip” were organized to familiarize faculty with the G Suite environment developed specifically for NAAC data collection. Detailed instructions were prepared and circulated within Criterion groups to guide faculty through the data collection and compilation process.

INTERNAL QUALITY ASSURANCE CELL
The Cochin College, Kochi-2

**Faculty Development Programme on
NAAC REVISED ACCREDITATION FRAMEWORK**

September 13-14, 2021, 4 P.M. to 6 P.M.

DAY 1: September 13, 2021
RAF Key Indicators and Metrics -
'Connecting the dots'

Resource Person: Dr. Sony Kuriakose
IQAC Coordinator, Nirmala College, Muvattupuzha

DAY 2: September 14, 2021
NAAC AQAR Format 2020-21

Resource Person: Dr. Sindhu K.
IQAC Coordinator, The Cochin College, Kochi

OBJECTIVES

- > To mentor the criterion team leaders and members.
- > To clarify the doubts regarding various metrics in RAF.
- > To discuss the changes to be introduced in the present context of online learning.
- > To equip the faculty members for AQAR submission in the new format.

Join via Google Meet
<https://meet.google.com/qyz-cied-qgt>





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Figure 5: Online Training and Orientation

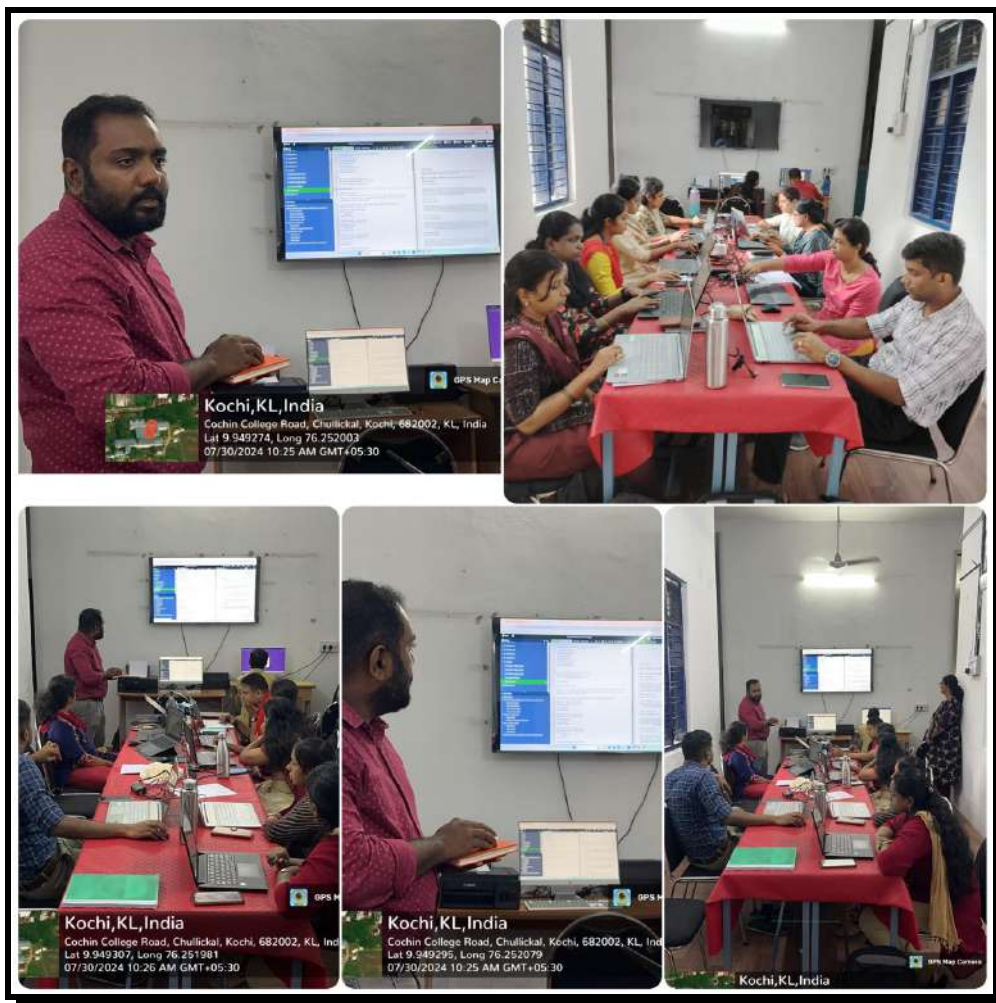


Figure 6: Training session by IQAC



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



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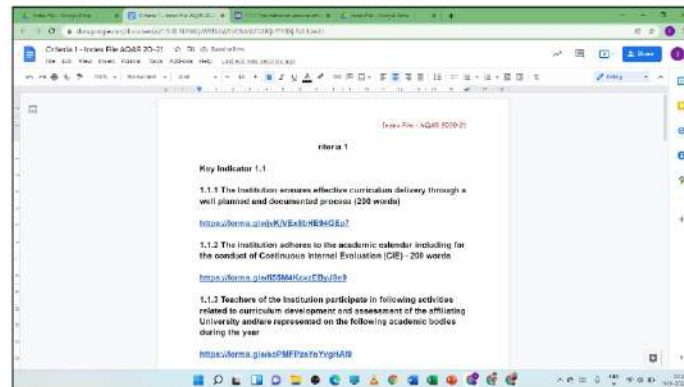
email: email@thechochincollege.edu.in

3.6 Supervision and Follow-up

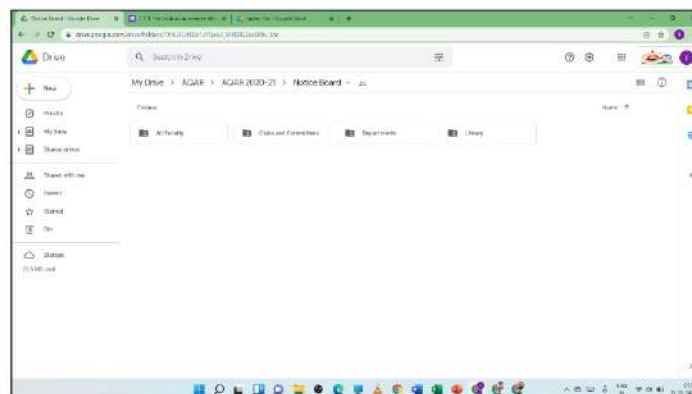
The entire process was carefully timed, with specific schedules for publishing the noticeboard, collecting data, and compiling responses. Criterion Teams were granted the authority to view and compile responses within their assigned metrics, with provisions to reissue forms if responses were deemed inadequate. The NAAC Core Team supervised the process, holding regular meetings to address any concerns and ensure smooth operations. Follow-up meetings were conducted via Google Meet, providing a platform for real-time updates and collaborative problem-solving.

Instructions for Criteria leaders & Team Members

- 11 Jan 2022 – given access to Index file & Notice board for AQAR 2020-21
- Index file is a google doc which contain the metrics/questions of a particular criteria along with the google form link for its data collection.



- Notice board is folder that contains 4 folders in it as shown in the image below. Each of these folders contains google docs into which the metric/question and its google form link (copied from index file) is to be pasted.





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- Index file accesses is given only to IQAC coordinator, specific criteria Team leader and members
- Team members are assigned the duty of data collection of specific metrics
- Team members are required to copy and paste the metric along with its link to all notice boards from which data is required (eg: if a metric requires data from departments, paste the same metric and its link to all department's notice board. If a particular metric requires data only from 'Library' paste it only in the library notice board)
- The team members should discuss with their leaders regarding the metric and which all notice boards it should be pasted.
- Team leader and members should cross verify whether all the metric in their criteria is correctly pasted with its link in the notice board, before the notice board is open for data entry.
- The notice boards should be complete and verified by the team leader on or before Friday, 14 Jan 2022
- From 15th Jan 2022, Saturday the notice boards will be open for data entry till 20 January 2022, Thursday.
- Before 20th Jan 2022, the criteria members will be given access to the particular metric google form to review the responses and speed up data collection

***No blank files should be uploaded as proof

***the required proofs are mentioned in each metric. Strictly adhere to the mentioned documents as proof

***Only PDF format of the proofs can be uploaded

***Program report should be uploaded only in the common format shared via the institute mail

Figure 7: Instructions to Criteria Team





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4 Outcomes of the E-Governance Initiative

The implementation of e-governance in IQAC operations resulted in several positive outcomes:

- **Efficiency:** The electronic system significantly reduced the time required for data collection and compilation, minimizing errors and enhancing the accuracy of reports.
- **Real-Time Collaboration:** The system facilitated real-time online collaboration among team members, making it easier to track responses and conduct necessary follow-ups.
- **Improved Focus on NAAC Criteria:** The digital approach provided a clearer perspective on the college's performance concerning NAAC criteria, enabling a more focused approach to addressing identified shortcomings.
- **Paperless Preparation:** The college successfully transitioned to a paperless system for AQAR and SSR preparation, reducing environmental impact and administrative burden.
- **Enhanced Quality Assurance:** The e-governance initiative underscored the college's commitment to continuous improvement and excellence in quality assurance, setting a precedent for adopting innovative solutions to enhance academic and administrative efficiency.

5 Conclusion

The e-governance initiatives implemented by the IQAC at The Cochin College have proven to be highly effective in streamlining the preparation of AQAR and SSR reports. By leveraging digital tools, the college has not only improved the efficiency and accuracy of its quality assurance processes but also demonstrated a forward-thinking approach to academic and administrative governance. This initiative reflects the college's dedication to maintaining high standards of quality and continuous improvement in all its operations.

This report consolidates the essential aspects of the e-governance initiative, drawing from both documents provided, to offer a comprehensive overview of the IQAC's digital transformation efforts.

