



THE COCHIN COLLEGE

Koovapadam, Kochi-2

Affiliated To Mahatma Gandhi University

Re-accredited by NAAC With B+ Grade



Fourth Cycle
NAAC Accreditation 2024

Criterion 1 Curricular Aspects

1.1 - Curricular Planning and Implementation

Metric No. 1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment.

Internal Exams - Time Table, Seating Arrangement and Duty List

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

1 Internal Exams - Timetable, Seating Arrangement, Duty List

Internal exams play a crucial role in the overall evaluation and academic development of students. It is a part of the continuous assessment system, which evaluates students' performance regularly rather than relying solely on final exams. This helps in tracking the students' progress throughout the semester. As the internal exams contribute to the final grade, usually accounting for a significant percentage of the total marks.

The internal exam process at our college is conducted through a decentralized system that ensures a well-organized and efficient assessment of students. All internal exams for the entire college are scheduled on the same days, fostering uniformity across the college. Students from different programs are seated in a mixed arrangement, which not only promotes interaction but also enhances exam integrity by reducing the chances of academic dishonesty. To ensure the smooth conduct of these exams, all teaching faculty members are assigned invigilation duties, contributing to a collaborative effort in maintaining discipline and order during the exams. The entire process is systematically managed by an internal exam committee, which oversees the planning, coordination, and execution of the exam series, ensuring that the assessments are carried out effectively and fairly.

Samples of time tables for internal exam, seating arrangements and duty list is attached.





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

Figure 1: Time Table 2023-2024

2023-24		
Time	Date	Internal Examination
9.30am-11.00am 11.15am-12.45pm	5-8 Sep 2023	First internal 1st, 3rd and 5th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	Common course and sec language 2-3 Nov 2023. Core and Complementary Conducted by Dep (Date last week of October)	Second internal 1st, 3rd and 5th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	21-23 Feb 2024	First internal 2nd, 4th and 6th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	Common course and sec language 21-22 Mar 2024. Core and Complementary Conducted by Dep (Date first week of March)	Second internal 2nd, 4th and 6th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am/1.30 pm-3.00pm	9-12 October 2023	First internal 1st and 3rd Sem (MA, MCom, MSc)
9.30am-11.00am/1.30 pm-3.00pm	4-7 December 2023	Second internal 1st and 3rd Sem (MA, MCom, MSc)
9.30am-11.00am/1.30 pm-3.00pm	18-22 Jan 2024	First internal 2nd Sem and 4th Sem (MA, MCom, MSc)
9.30am-11.00am/1.30 pm-3.00pm	12-15 Mar 2024	Second internal 2nd Sem and 4th Sem (MA, MCom, MSc)





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

Figure 2: Time Table 2022-2023

2022-23		
Time	Date	Internal Examination
9.30am-11.00am 11.15am-12.45pm	26-28 July 2022	First internal and 5th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	7-9 Dec 2023	First internal 1st and 3rd sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	20-22 Oct 2022	Second internal 5th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	18-20 Jan 2023	Second internal 1st and 3rd sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	8-11 Feb 2023	First internal 6th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	16-18 March 2023	First internal 2nd and 4th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	2-4 March 2023	Second internal 6th sem (BA, BSc, B Com, BCA, BBA)
	Conducted by Dep (Date in June)	Second internal 2nd and 4th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am/1.30 pm-3.00pm	10-13 October 2022	First internal 1st and 3rd Sem (MA, MCom, MSc)
9.30am-11.00am/1.30 pm-3.00pm	5-8 December 2022	Second internal 1st and 3rd Sem (MA, MCom, MSc)
9.30am-11.00am/1.30 pm-3.00pm	16-19 Jan 2023	First internal 2nd Sem and 4th Sem (MA, MCom, MSc)
9.30am-11.00am/1.30 pm-3.00pm	13-16 Mar 2023	Second internal 2nd Sem and 4th Sem (MA, MCom, MSc)





THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: www.thecochoincollege.edu.in

email: email@thecochoincollege.edu.in

Figure 3: Time Table 2021-2022

2021-2022		
Time	Date	Internal Examination
9.30am-11.00am 11.15am-12.45pm (online)	22-24 Sep 2021	First internal 3rd and 5th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	1,3-4 Feb 2022	First internal 1st sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	21-23 Dec 2021	Second internal 3rd and 5th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	7-9 March 2022	Second internal 1st sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	2-4 March 2022	First internal 6th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	8-10 June 2022	First internal 2nd and 4th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	16-18 March 2022	Second internal 6th sem (BA, BSc, B Com, BCA, BBA)
	Conducted by Dep (Date in June end)	Second internal 2nd and 4th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am/1.30 pm-3.00pm	4-7 October 2021	First internal 1st and 3rd Sem (MA, MCom, MSc)
9.30am-11.00am/1.30 pm-3.00pm	6-9 December 2021	Second internal 1st and 3rd Sem (MA, MCom, MSc)
9.30am-11.00am/1.30 pm-3.00pm	18-21 Jan 2022	First internal 2nd Sem and 4th Sem (MA, MCom, MSc)
9.30am-11.00am/1.30 pm-3.00pm	14-17 Mar 2022	Second internal 2nd Sem and 4th Sem (MA, MCom, MSc)





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

Figure 4: Time Table 2020-2021

2020-21		
Time	Date	Internal Examination
9.30am-11.00am 11.15am-12.45pm (online)	13-17 Sep 2020	First internal 3rd and 5th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm (online)	16-18 Dec 2020	First internal 1st sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm (online)	27-29 Oct 2020	Second internal 3rd and 5th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm (online)	23-25 feb 2021	Second internal 1st sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm (online)	9-11 March 2021	First internal 4th and 6th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm (online)	23-25 March 2021	First internal 2nd sem (BA, BSc, B Com, BCA, BBA)
(online)	Conducted by Dep (Date in April)	Second internal 4th and 6th sem (BA, BSc, B Com, BCA, BBA)
(online)	Conducted by Dep (Date in June)	Second internal 2nd sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am/1.30 pm-3.00pm (online)	5-8 October 2020	First internal 1st and 3rd Sem (MA, MCom, MSc)
9.30am-11.00am/1.30 pm-3.00pm (online)	6-9 December 2020	Second internal 1st and 3rd Sem (MA, MCom, MSc)
9.30am-11.00am/1.30 pm-3.00pm	18-21 Jan 2021	First internal 2nd Sem and 4th Sem (MA, MCom, MSc)
9.30am-11.00am/1.30 pm-3.00pm	14-17 Mar 2021	Second internal 2nd Sem and 4th Sem (MA, MCom, MSc)





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

Figure 5: Seating Arrangement for Internal Exam

SEATING ARRANGEMENT FOR 21/03/2024 9.30 AM TO 11 AM				
Course	Roll No			Room No.
First B A Economics	1	to	13	11
First B A Economics	14	to	43	13
First B A Economics	44	to	59	14
First B A English	1	to	48	9
First B A English	49	to	62	11
First B Com Marketing	1	to	27	25
First B Com Taxation	1	to	20	44
First B Com Taxation	21	to	45	46
First B Sc Botany	1	to	21	24
First B Sc Chemistry	1	to	32	15
First B Sc Physics	1	to	30	21
First B Sc Zoology	1	to	32	23
First B Sc Zoology	33	to	37	22
Second B A Economics	1	to	15	13
Second B A Economics	16	to	46	14
Second B A Economics	47	to	65	15
Second B A English	1	to	27	9
Second B A English	28	to	70	11
Second B Com Marketing	1	to	20	46
Second B Com Marketing	21	to	37	24
Second B Com Marketing	38	to	55	25
Second B Com Marketing	56	to	61	13
Second B Com Taxation	1	to	43	44
Second B Com Taxation	44	to	62	46
Second B Sc Botany	1	to	7	24
Second B Sc Botany	9	to	26	25
Second B Sc Chemistry	1	to	38	22
Second B Sc Physics	1	to	19	21
Second B Sc Physics	22	to	31	22
Second B Sc Zoology	1	to	17	23
Second B Sc Zoology	18	to	34	24





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

Figure 6: Duty List

DUTY LIST FOR 19/03/2024 FN		
SL NO	NAME OF INVIGILATOR	ROOM NO.
1	Prabha C S	
2	Dr Soney B	
3	Remya M L	
4	Neena Simon	
5	Reethi P	
6	Sreelakshmi Udayan	
7	Sarah Santhosh	
8	Veen'a Nair	
9	Dr Vijeesh P	
10	Dr Manju S	
11	Jency Varghese	
12	Amrutha S Kumar	
13	Shushupna	
14	Dr Sathyanarayanan	
15	Dr Nalinam	
16	Greeshma Mohan	
17	Dominic Joseph	
18		





THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: www.thecochoincollege.edu.in

email: email@thecochoincollege.edu.in

Figure 7: Duty List

DUTY LIST FOR 19/03/2024 AN		
SL NO	NAME OF INVIGILATOR	ROOM NO.
1	Remya M L	
2	Neena Simon	
3	Reethi	
4	Amrutha S Kumar	
5	Sarah Santhosh	
6		





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

Figure 8: Duty List

DUTY LIST FOR 20/03/2024 FN		
SL NO	NAME OF INVIGILATOR	ROOM NO.
1	Saumya Ashraf	9
2	Shilpa Joshy	23
3	Srividya K S	46
4	Mubeena	44
5	Saumya Jos	22
6	Alphonsa Rani	9
7	Greeshma Mohan	21
8	Arya K V	24
9	Balamohan Dev	13
10	Dominic Joseph	14
11	Dr Kavitha	11
12	Dr Reshimon	11
13	Dr Poornima C C	15





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

Figure 9: Absentees Slip for Internal exam

The Cochin College, Kochi – 2

Second Internal Examination, March – 2024

Room No: 9

Time: 11.15am to 12.30 pm

Date: 19/03/2024

L 1 to L 25, L 27 to L 29, L 31 to L 48	- 46 –Second Sem B A English
---	------------------------------

Total Number of Candidates: 46

Roll No. of Absentees

.....

Name and Signature of the Invigilator

The Cochin College, Kochi – 2

Second Internal Examination, March – 2024

Room No. 11

Time: 11.15am to 12.30 pm

Date : 19/03/2024

E 1 to E 30	- 30 Second Sem B A Economics
L 49 to 57, L 60 to L 62	- 12 Second Sem B A English

Total Number of Candidates . 42

Roll No. of Absentees

.....

Name and Signature of the Invigilator



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



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

Figure 10: Absentees Slip for Internal exam

The Cochin College, Kochi – 2
First Internal Examination, February – 2024

Room No.	Botany Class Room	Date: 21/2/2024
L 1 to L 15	- 15 - First B A English	✓
T 1 to T 15	- 15 - Second B Com Taxation	✓
P 2 to P 13, 15, 17, 18	- 15 - Third B Sc Physics	✓
Total Number of Candidates . . . 45		

Roll No. of Absentees

I. B. A. English - 1, 2, 7, 8, 10

II. B. Com. Tax - 7, 11, 13

III. B. Sc. Physics - 1, 5, 11, 12, 14, 16, 17

Name and Signature of the invigilator
Neena Simon

2 Attendance Monitoring Using EdSpace for Internal Assessment

The Cochin College is committed to maintaining a high standard of academic discipline, which includes regular attendance in classes. To facilitate effective attendance monitoring, the college has implemented an advanced attendance management system through EdSpace, the college's online learning management platform. This guide will help students understand how to monitor and manage their attendance using EdSpace.

- Logging into EdSpace:** Access EdSpace by visiting the official Cochin College website and navigating to the EdSpace login portal. Enter your student credentials (Username and Password) to log in.
- Accessing Attendance Records:** Once logged in, select the "Attendance" tab from the main dashboard. You will be directed to your personal attendance records, which are updated regularly by your instructors.
- Understanding Your Attendance Report:**

Summary View: This view provides an overview of your attendance percentage in each subject. It is color-coded to help you quickly identify areas where your attendance may be low.

Detailed View: Click on any subject to see a detailed view of your attendance, including dates of classes attended, missed, and reasons for absences if provided.





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

4. **Notifications and Alerts:** EdSpace is equipped with an alert system that notifies you if your attendance in any subject falls below the required threshold. You will receive these alerts via email or SMS, depending on your preferred notification settings.
5. **Requesting Attendance Correction:** If you notice any discrepancies in your attendance records, you can request a correction through EdSpace. Go to the "Attendance Correction" section, select the relevant class date, and submit your request along with any supporting documents or notes.
6. **Attendance Requirements:** Students are required to maintain a minimum attendance percentage as specified by the college. Failure to meet the required attendance may result in disciplinary action, including being barred from examinations.
7. **Attendance Reports** At the end of each semester, you can download your attendance report directly from EdSpace for your records or any official requirements.
8. **Support and Assistance:** If you encounter any technical issues or have questions regarding your attendance records, the EdSpace support team is available to assist you. Contact the support team through the "Help" section in EdSpace or by visiting the IT Help Desk on campus.

By following this guide, students at The Cochin College can effectively monitor and manage their attendance through EdSpace, ensuring they stay on track with their academic responsibilities. Regular attendance is crucial for academic success, and EdSpace provides a transparent and efficient way to keep students informed and accountable.





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

Guide for attendance monitoring - For Students

- Students having an average attendance equal to and above 75% for all the courses are eligible to register for the examination.
- Students who have not registered for the university exam of any semester are not eligible to attend / register for the succeeding semesters.
- Condonation of shortage of attendance to a maximum of 10 days for UG programs and 15 days for P.G programs in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds.
- This condonation shall not be counted for internal assessment.
- Participation certificate for students activities should be submitted to the department within three working days.
- A copy of the medical certificate for medical leave must be submitted while returning from the leave. Late submissions after 3 days will not be entertained.
- Medical leaves will not be counted as attendance.
- Go to edspace.thecochincollege.edu.in to view the attendance details. You can also install the Moodle app from the Android/iOS playstore to access edspace.



Edspace weblink

<https://edspace.thecochincollege.edu.in>

