



# 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 Policy Document

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

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## Introduction

The Cochin College has embarked on an extensive e-governance initiative, integrating cutting-edge digital technologies to streamline administrative and academic processes. This policy document outlines the strategies and platforms implemented to enhance the efficiency, transparency, and effectiveness of governance at the college.

## Digital Platforms and Tools

- **Google Workspace for Education:** Utilized extensively for classroom management, documentation, and real-time collaboration, ensuring educational continuity especially during remote learning phases.
- **EdSpace-LMS:** A Moodle-based Learning Management System that supports academic engagement by providing access to educational resources and course materials.
- **ICESheets:** Google Sheets-based continuous evaluation system to monitor student performance efficiently.
- **Cubicle:** Software developed by the Department of Electronics to manage examination integrity through randomized seating arrangements.

## Examination and Assessment Management

- **OBE Mapped Question Paper System:** Ensures that examinations align with Outcome-Based Education (OBE) principles, enhancing the educational impact.
- **University Examination Portals:** Facilitate secure and efficient examination processes, including decentralized question paper distribution and internal assessment management.

## Student Support and Admission Systems

- **MG University UG/PG CAP Portal:** Streamlines the admission process for undergraduate and postgraduate programs through a centralized system.
- **National Scholarship Portal and e-Grants:** Platforms for applying and managing scholarships and financial grants to support students financially.

## Administrative Efficiency

- **SPARK:** Manages HR needs and payroll systems for employees, ensuring accurate salary processing and record-keeping.
- **Maintenance Reporting System:** Digitally captures maintenance requests and manages the documentation process through an automated Google Sheets system.

## Integrity and Security

- **Cubicle Software:** Enhances examination security by automating the creation of administrative documents and managing the seating arrangements to prevent malpractice.





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## Transparency and Accountability

- **DutyBase V4.0:** Automates the scheduling and documenting of exam duties, increasing operational efficiency and transparency.
- **Maintenance Ticket System:** Provides a platform for reporting and tracking maintenance needs, improving responsiveness to infrastructural issues.

## Commitment to Continuous Improvement

- **Programme Documentation Forms:** Supports detailed tracking and assessment of academic and extracurricular programs, aligning with accreditation requirements and institutional accountability.

## Policy Implementation and Oversight

The Digital Solutions Committee, in collaboration with the Internal Quality Assurance Cell (IQAC), will oversee the implementation and continuous evaluation of e-governance initiatives. Regular training sessions will be organized for staff and students to familiarize them with the digital tools and platforms.

## Conclusion

The adoption of these e-governance policies at The Cochin College aims to foster an environment of digital fluency, ensuring that administrative and academic processes are efficient, transparent, and aligned with the college's educational objectives.

Prepared by

Coordinator, IQAC

