



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. 6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Recording Incremental Improvement in Various Activities

Submitted to



National Assessment and Accreditation Council



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1 IQAC Mechanisms to Record Incremental Improvement

1.1 Regular Feedback Mechanism

A feedback system is in place to collect input from students, faculty, and alumni regarding academic programs, administrative processes, and extracurricular activities. Regular analysis of this feedback helps identify areas where improvements have occurred and where further changes are needed.

1.2 Annual Academic and Administrative Audits

IQAC conducts internal audits of academic and administrative processes. These audits provide a comparative analysis between previous and current performances, allowing the identification of incremental improvements in areas such as student outcomes, teaching methodologies, and administrative efficiency.

1.3 Result Analysis and Student Outcomes

IQAC closely monitors student performance by conducting regular result analysis. Improvements in academic performance, pass percentages, and placements are recorded, showcasing incremental growth in student success.

1.4 Action Taken Reports (ATRs)

For every activity or suggestion made, IQAC generates an Action Taken Report (ATR). These reports document how the institution has addressed feedback or resolved specific issues, providing evidence of improvements over time.

1.5 Tracking Faculty Development

IQAC maintains detailed records of faculty participation in development programs, conferences, and workshops. Incremental improvements in faculty achievements, such as increased research output or participation in professional development, are documented to show growth in academic excellence.

1.6 Tracking Add-On Courses and Skill Development

Incremental improvements in skill development programs and add-on courses are tracked by recording student participation and feedback. This data helps measure the effectiveness of these programs in enhancing employability and student learning.





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1.7 Monitoring Best Practices

The best practices implemented by the college are regularly monitored and evaluated by IQAC. Improvements in sustainability, outreach programs, and community engagement are documented to demonstrate the institution's growth in these areas.

1.8 Departmental Reviews and Comparative Analysis

IQAC conducts periodic departmental reviews, comparing the results with previous years to highlight incremental improvements in curriculum delivery, faculty performance, and research outputs.

1.9 Accreditation and Audit Preparedness

IQAC uses the recorded data to prepare for accreditation reviews and audits. The incremental improvements documented over time provide clear evidence of the institution's commitment to continuous quality enhancement.

1.10 Use of Analytical Tools and Dashboards

IQAC uses digital tools such as dashboards (e.g., the "PASSPORT" dashboard) to continuously monitor the academic and administrative performance of departments. These tools provide visual data representation, making it easier to track incremental progress.

2 Digital Data Collection and Documentation

The IQAC has implemented a comprehensive digital data collection procedure, ensuring that all major activities are systematically updated by the respective faculty, departments, cells, and committees. These updates are facilitated through custom-designed Google Forms, each tailored for specific purposes. This ensures that the entire range of institutional activities is digitally documented and easily accessible.

Additionally, the activities of the college are meticulously captured and presented by the Newsletter Committee through **The Cochin College Chronicle**, the annual newsletter that showcases the diverse activities, achievements, and developments at the college.

2.1 Tailored Google Forms for Each Activity

Every department, committee, or cell has specific Google Forms designed for their reporting needs. These forms allow detailed data entry for academic, administrative, and extracurricular activities. The digital forms capture data such as





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event details, participation, and feedback.

2.2 Real-Time Updates and Accessibility

The use of Google Forms enables real-time updates, ensuring that data is collected as events and activities occur. This system facilitates immediate access to information, which is essential for decision-making and performance evaluation by IQAC.

2.3 Centralized Data Repository

All collected data is stored in a centralized digital repository, ensuring easy retrieval for analysis, audits, and accreditation processes. This digital documentation reduces the reliance on manual records and streamlines the overall process.

2.4 Transparency and Accountability

The digital data collection system promotes transparency in institutional activities, as all departments and cells are required to submit accurate reports. It ensures accountability as every event or activity is tracked and recorded, providing clear evidence of performance and participation.

2.5 Efficiency in Data Handling

By leveraging digital tools, the college has significantly enhanced its ability to handle large volumes of data efficiently. The system reduces errors, minimizes redundancy, and saves time for faculty and administrative staff by automating much of the data collection process.

2.6 Facilitating Accreditation and Internal Audits

The digital documentation system plays a crucial role in preparing for accreditation reviews and internal quality audits. With all data being digitally accessible, it simplifies the process of compiling reports, assessing progress, and providing evidence for various quality standards.

2.7 Comprehensive Coverage of Institutional Activities

From faculty development programs, student achievements, seminars, workshops to community outreach activities, the system ensures that all facets of the institution's functioning are covered. Each event is documented with relevant details, including photographs, attendance, and feedback, providing a holistic view of the college's initiatives.





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2.8 Continuous Monitoring and Improvement

The IQAC uses the digital data to continuously monitor institutional performance, assess the effectiveness of implemented strategies, and identify areas for improvement. This data-driven approach allows for more informed decision-making and program refinement based on real-time feedback.

2.9 Long-Term Data Archival

The data collected via Google Forms is archived for long-term use, providing a historical record of the college's activities. This archival system is beneficial for tracking progress, comparing year-over-year performance, and showcasing the growth and evolution of the institution.

IQAC employs a comprehensive and systematic approach to record incremental improvements in various institutional activities. Through the use of digital data collection tools, audits, feedback mechanisms, and detailed action plans, IQAC ensures continuous quality enhancement in both academic and administrative domains. This data-driven approach enables the institution to track its growth and implement necessary improvements over time.

3 Documentation through News Letter

The Cochin College Chronicle is the official annual newsletter of The Cochin College, designed to showcase the vibrant activities, achievements, and developments that take place within the institution throughout the academic year. The Chronicle serves as a platform to highlight the academic accomplishments, research contributions, student and faculty achievements, community outreach programs, and various extracurricular events organized by the college.

Curated and compiled by the Newsletter Committee, it provides a comprehensive reflection of the college's commitment to academic excellence, innovation, and social responsibility. By capturing the essence of the institution's annual journey, The Cochin College Chronicle plays an instrumental role in documenting the milestones and success stories that define the academic year.





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Figure 1: The Cochin College Chronicle 2023-24

[Click here to read newsletter 2023-24](#)





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Figure 2: The Cochin College Chronicle 2022-23

[Click here to read newsletter 2022-23](#)





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Figure 3: The Cochin College Chronicle 2021-22

[Click here to read newsletter 2021-22](#)





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Figure 4: The Cochin College Chronicle 2020-21

[Click here to read newsletter 2020-21](#)



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



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Figure 5: The Cochin College Chronicle 2019-20

[Click here to read newsletter 2019-20](#)



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