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 Student Administration and Support

Submitted to

National Assessment and Accreditation Council

Contents

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

1 Google Workspace for Education

The adoption of Google Workspace for Education and Education Plus licences at The Cochin College was expedited during the COVID years specifically to bolster student admissions and support systems in response to the sudden shift towards online education. This comprehensive suite of tools proved pivotal in ensuring that education remained accessible and effective particularly when traditional classroom interactions were curtailed. Google Workspace facilitated a seamless transition to digital classrooms enabling cloud-based document management, real-time collaboration, and streamlined communication through official email channels. This not only helped maintain educational continuity but also enhanced the support available to students navigating the challenges of remote learning. By integrating these advanced digital tools, The Cochin College solidified its commitment to utilising state-of-the-art technology to adapt and respond to student needs promptly ensuring that all students could continue their education without disruption even amid global challenges.
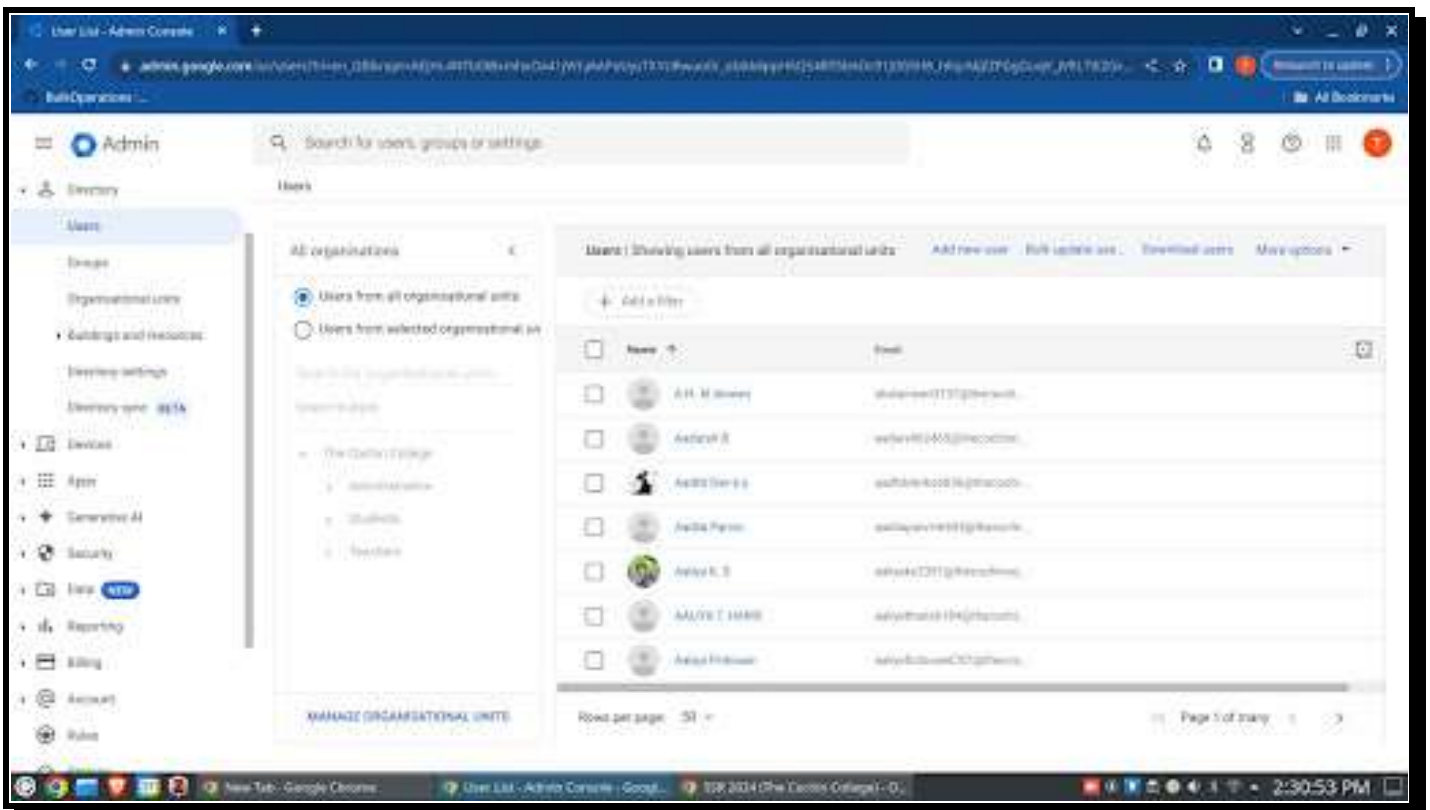

Figure 1: Google Workspace for Education

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2   EdSpace-LMS

EdSpace, The Cochin College's Moodle-based Learning Management System (LMS), plays a critical role in enhancing student admission and support mechanisms within the institution. This robust platform is specifically designed to streamline the integration of new students into the college environment by providing seamless access to essential educational resources and course materials. As a comprehensive system, EdSpace is instrumental in distributing information crucial for student orientation and ongoing academic engagement, making it an indispensable hub for both incoming students and seasoned educators.
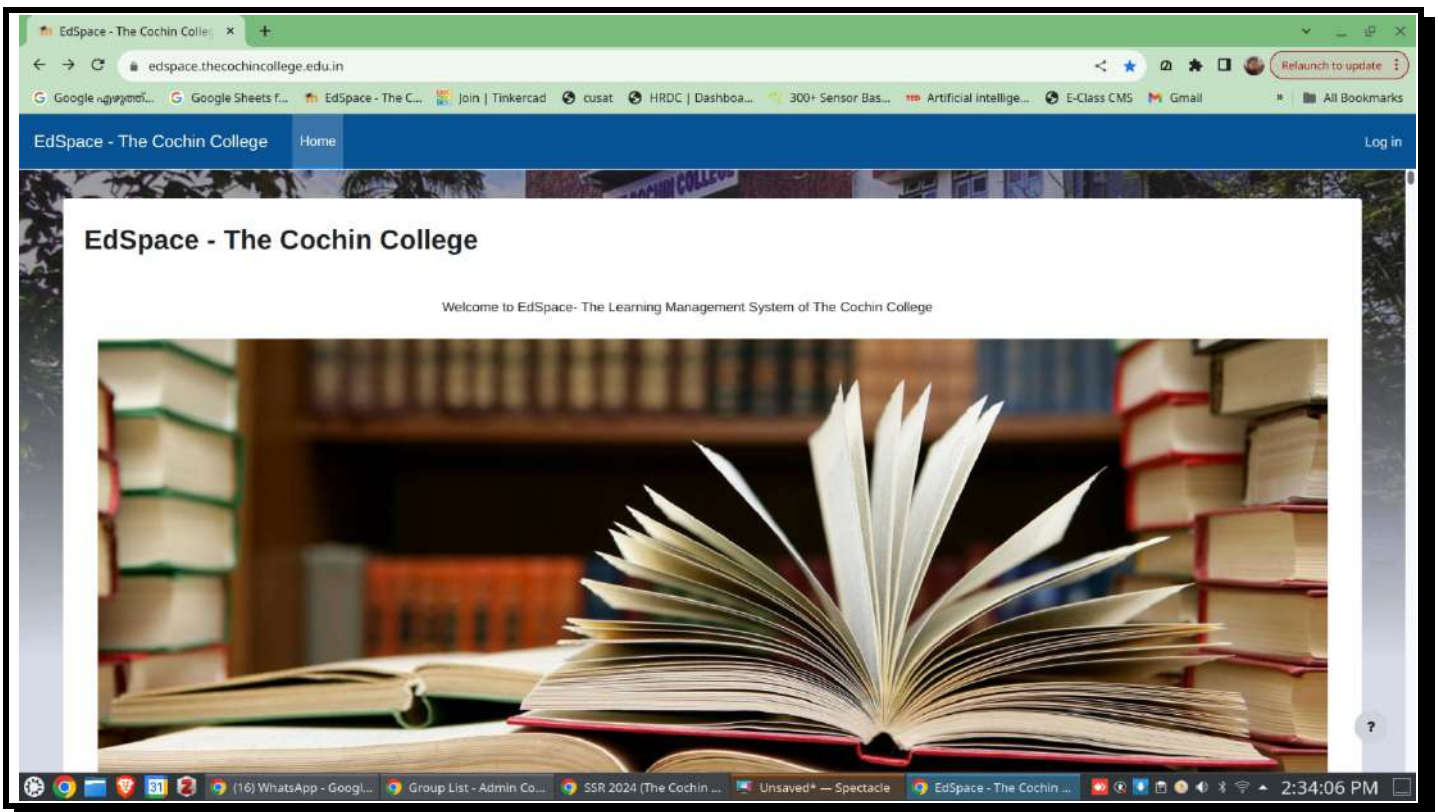

Figure 2: EdSpace-LMS Interface

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Figure 3: Grader Report in EdSpace-LMS

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3   Digital Library

The Cochin College is proud to offer a state-of-the-art Digital Library, designed to provide students, faculty, and researchers with easy access to a wealth of academic resources. This digital platform is an integral part of the college's commitment to embracing technology in education and fostering a culture of continuous learning and research.

Key Features of the Digital Library: Extensive E-Resources:

The Digital Library hosts a vast collection of e-books, academic journals, research papers, and multimedia resources across various disciplines. This extensive repository ensures that students and faculty have access to the latest and most relevant academic materials to support their studies and research. User-Friendly Interface:

The Digital Library is designed with a user-friendly interface that makes it easy for users to search, browse, and access resources. Advanced search options, categorization by subject, and personalized user accounts enhance the overall user experience. 24/7 Access:

The Digital Library is accessible anytime, anywhere, allowing users to retrieve information at their convenience. Whether on campus or off, students and faculty can access essential resources through the college's digital platform. Integration with Online Subscriptions:

The Digital Library integrates seamlessly with the college's various online library subscriptions, including DELNET, N-LIST, e-ShodhSindhu, and JSTOR. This integration expands the range of available resources and provides users with comprehensive access to global academic content. Support for Research and Learning:

The Digital Library is a crucial tool for research and learning, offering resources that cater to the academic needs of students and faculty. It supports assignments, projects, seminars, and in-depth research, making it a cornerstone of the college's academic infrastructure. Training and Support:

The Cochin College offers regular training sessions to help students and faculty maximize the benefits of the Digital Library. This includes workshops on effective search strategies, using digital tools, and accessing specialized databases. The Digital Library at The Cochin College is more than just a repository of information; it is a dynamic platform that supports the college's mission of academic excellence and innovation. By providing access to a broad range of digital resources, the Digital Library empowers users to explore new knowledge, engage in cutting-edge research, and enhance their educational experience.

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The Cochin College Library integrated e-resources and journals, for providing valuable support to academics and enhancing overall research and learning environments. The e-resources available at The Cochin College Library includes

3.1 Online Subscriptions

The Cochin College is committed to providing its students and faculty with access to a wide range of academic resources to support their research and learning needs. As part of this commitment, the college has subscribed to several online library services and digital repositories. These subscriptions allow the college community to access a vast collection of e-books, journals, research papers, and other scholarly materials from reputable publishers and institutions around the world.

3.1.1 UGC- INFLIBNET- NLIST

The library of Cochin College has online subscription to UGC-INFLIBNET-NLIST. It provides access to a wide range of e-books, e- journals and research databases across various disciplines. This access facilitates essential texts and reference materials, up-to-date research and reviews and a wealth of scholarly articles, conference papers, and other research materials which helps faculty and students stay informed about the latest developments in their fields. Through N-LIST subscription, members have access on more than 6,000+ electronic journal, 1,64,300+ electronic books and international publications.

Figure 4: N-LIST Subscription

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3.1.2 DELNET- Developing Library Network

Through DELNET, members can access an extensive collection of books, journals, and other materials from participating libraries. This networked approach allows libraries to share their resources, expanding the range of materials available to their users.

Figure 5: DELNET Membership

3.1.3 Assess to CUSAT Institutional Repository

The Cochin College has established a valuable partnership through its membership with the Cochin University of Science and Technology (CUSAT) Library. This collaboration provides students and faculty at The Cochin College with expanded access to an extensive range of academic resources, significantly enhancing the research and learning opportunities available to them.

Expanded Access to Academic Resources: With the CUSAT Library membership, students and faculty members of The Cochin College can access a vast collection of books, journals, research papers, and digital resources housed at CUSAT. This access is particularly beneficial for those engaged in advanced research, providing them with the materials and information needed to pursue their academic endeavors effectively.

Access to Specialized Collections: The CUSAT Library is renowned for its specialized collections in science, technology,

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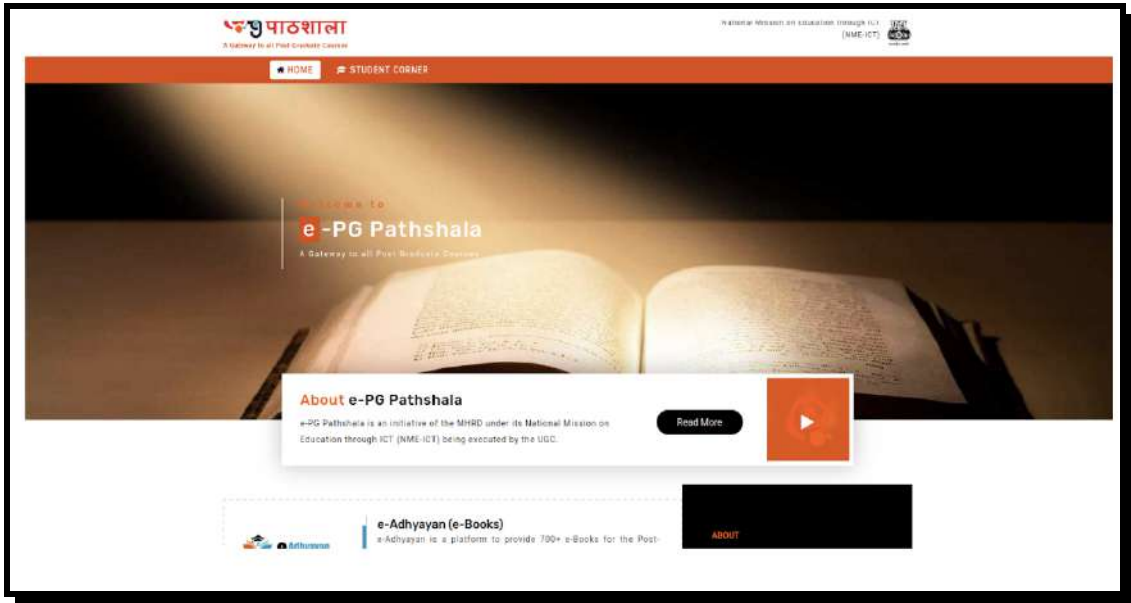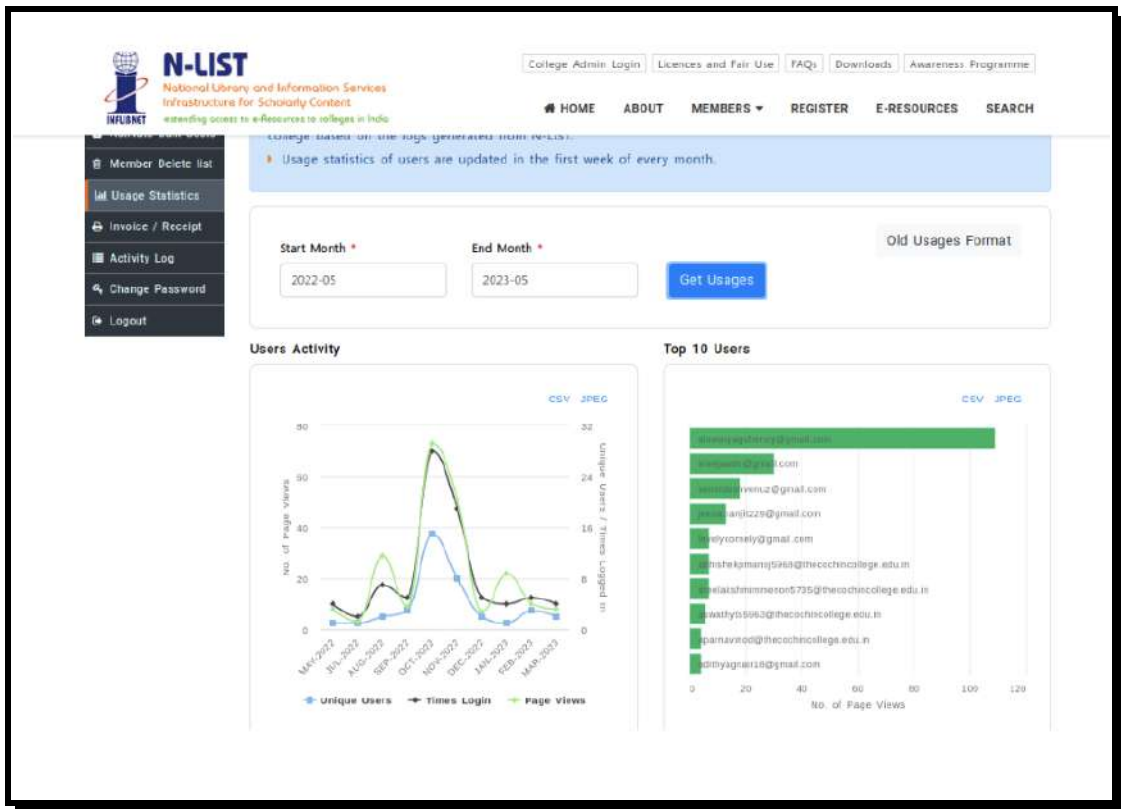email: email@thecochincollege.edu.in

engineering, and management disciplines. Membership grants The Cochin College community the opportunity to utilize these resources, which are crucial for conducting in-depth research in these fields. The ability to draw from CUSAT's extensive collections enriches the academic experience and supports a higher level of scholarship.

Use of Digital Libraries and Databases: Membership also provides access to CUSAT's digital library services, including a wide array of online databases and e-journals. These digital resources are invaluable for both students and faculty, allowing them to stay up-to-date with the latest research and developments in their respective fields. The digital access also facilitates remote research, making it easier for members of The Cochin College to gather the information they need from anywhere.

Enhanced Research Capabilities: The comprehensive resources available through the CUSAT Library membership significantly enhance the research capabilities of The Cochin College. Whether for undergraduate projects, postgraduate dissertations, or faculty research, the access to CUSAT's library resources ensures that the necessary materials are readily available, supporting the academic and research missions of The Cochin College.

The membership of The Cochin College at the CUSAT Library represents a strategic partnership that greatly benefits the college's academic community. By providing expanded access to a wealth of academic resources and fostering collaboration opportunities, this membership plays a crucial role in advancing the quality of education and research at The Cochin College.
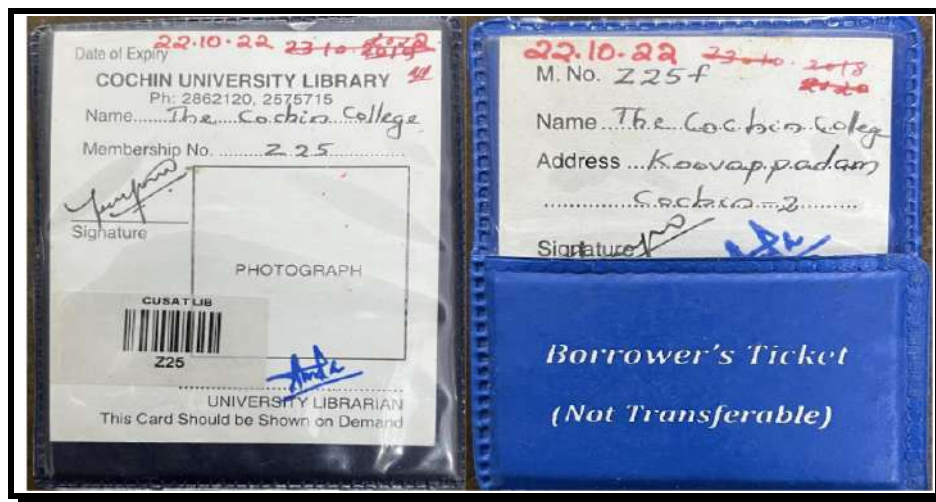
Figure 6: CUSAT Library Membership card

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3.2   Open Educational Resources

3.2.1   E- Books and E- Journals: ShodhSindhu, JSTOR, e-PG Pathsala, etc. through N-List.

E-ShodhSindhu merging three consortia initiatives, namely UGC-INFONET Digital Library Consortium, N-LIST and INDEST-AICTE Consortium provides current as well as archival access to more than 7,200+ core and peer-reviewed journals and number of bibliographic, citation and factual databases. Under N-LIST colleges have access to e-resources (6000+ e-journals, 1,64,300+ e-books through N-LIST and 6,00,000 e-books through NDL).

Figure 7: Shodhgangotri

Figure 8: E-ShodhSindhu

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3.2.2 JSTOR

JSTOR, a digital library for scholars, researchers, and students offer more than 10 million academic journals, articles, books, and primary sources in 75 disciplines. More than 3000 Journals in full-text form can be accessed from JSTOR through N-List Programme of various disciplines.

Figure 9: Jstor

3.2.3 e-PG Pathshala

e-PG Pathshala is an initiative of the MHRD under its National Mission on Education through ICT (NME-ICT) being executed by the UGC provide access to high quality, curriculum-based, interactive e-content in 70 subjects across all disciplines of social sciences, arts, fine arts and humanities, natural mathematical sciences, linguistics and languages.

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Figure 10:   e-PG Pathshala

Figure 11:   N List

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3.2.4   E-theses : Shodhganga and Shodhgangotri

Shodhganga plays a crucial role in the academic ecosystem by providing open access to a vast repository of research work, thus supporting knowledge dissemination and academic research in India. Shodhganga, the digital repository of Indian theses and dissertations provides online access to more than 5,48,361 theses and dissertations submitted by PhD and MPhil students to various Indian universities. Shodhgangotri plays a crucial role in the academic research ecosystem by providing a platform for tracking and reviewing research proposals, which can be valuable for both researchers and academic institutions. It provides online access to more than 14543 approved synopsis, MRPs/PDFs/Emeritus Fellowship, etc. submitted by PhD and MPhil students. Both platforms are integral to the Indian academic research ecosystem, with Shodhgangotri serving as a repository for research proposals and Shodhganga providing access to completed research works.

Figure 12: E-theses : Shodhganga and Shodhgangotri

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Figure 13: MG University Online Thesis Assess

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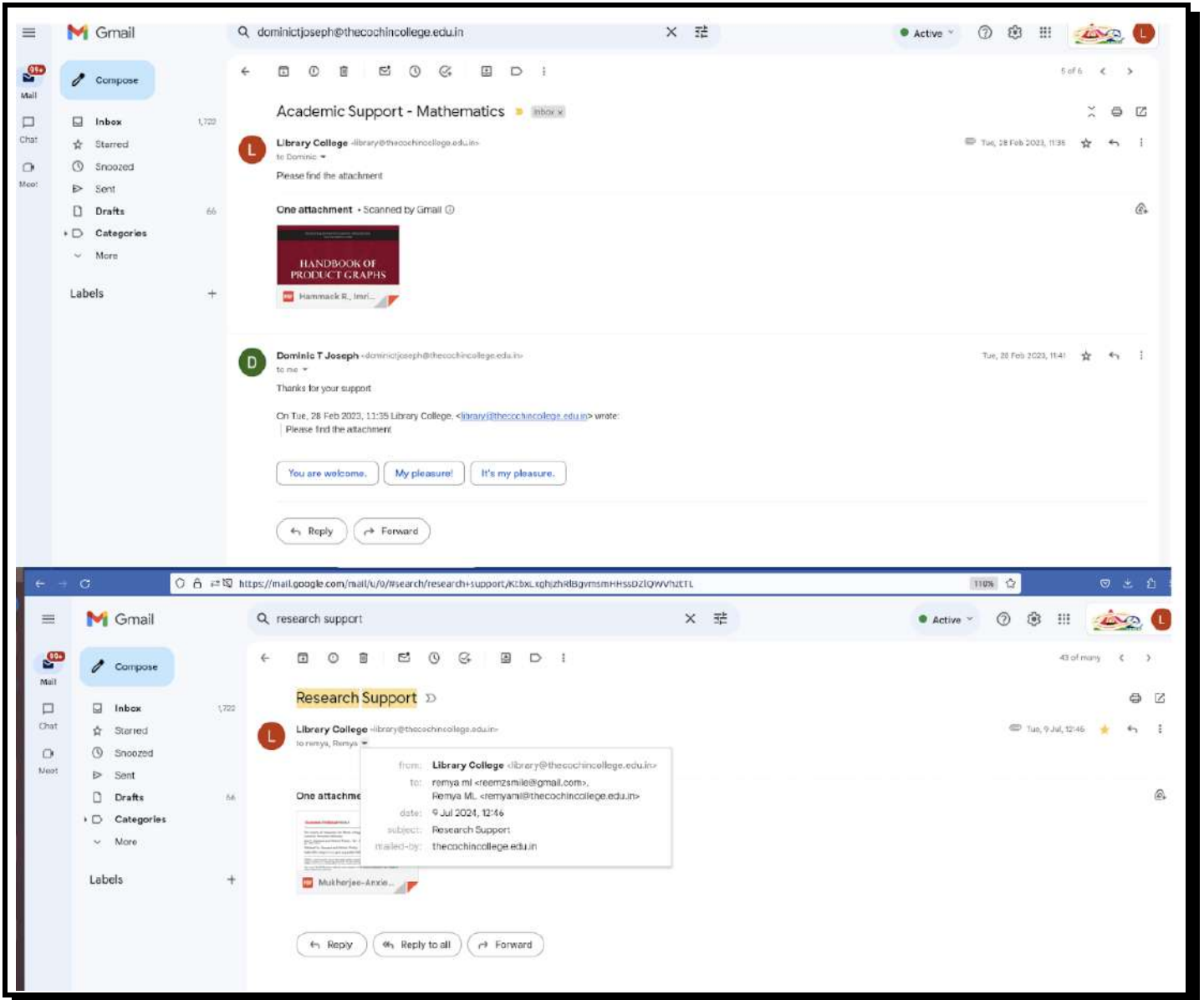
email: **email@thecochincollege.edu.in**

3.2.5   Consortium for Educational Communication (CEC)

Under the NME-ICT project of MHRD, CEC has developed e-content on 87 undergraduate subjects. CEC's approach has been to develop the highest quality content which mapped the entire 3 / 4 year UG syllabus and further identified and utilized the services of the domain experts to deliver the best content possible. The transcription (text) of the videos presented by an Instructor is also available for download in e-book form.
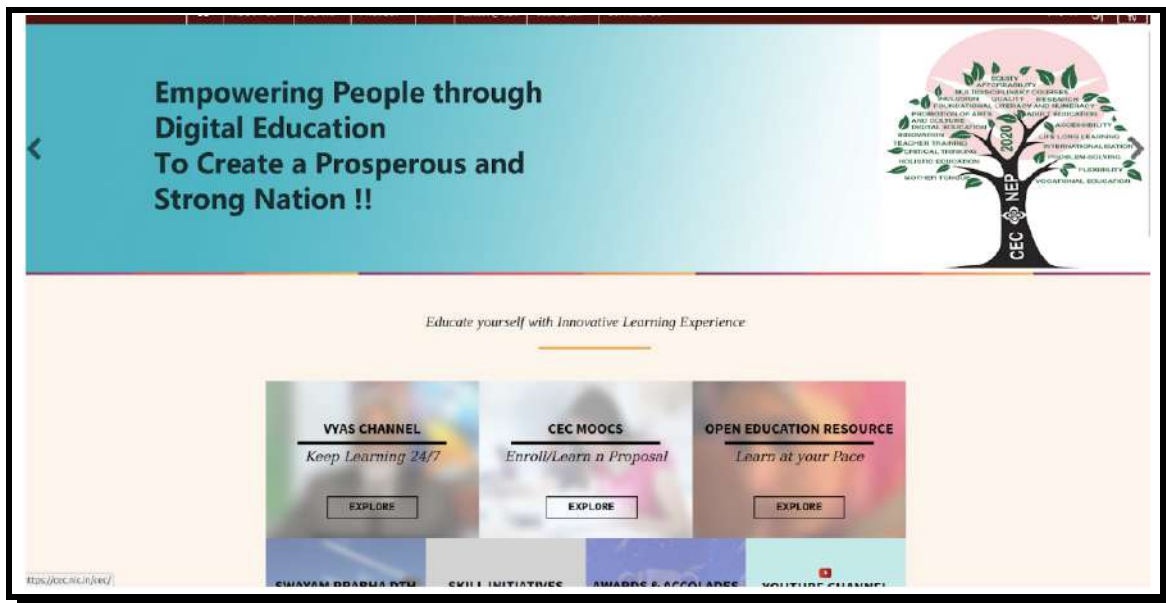
Figure 14: CEC

3.2.6   NDLI

NDLI and NDLI Club are initiatives of Ministry of Education (MOE), Government of India, through its National Mission on Education through Information and Communication Technology (NMEICT). The objective is to collect and collate metadata and provide full text index from several national and international digital libraries, as well as other relevant sources. It is a digital repository containing textbooks, articles, videos, audio books, lectures, simulations, fiction and all other kinds of learning media. The NDLI provides free of cost access to many books in English and the Indian languages.The Cochin College Library is a member of NDLI and NDLI club, membership Id- INKLNC5DBP9PWEN. Students can search required resources from this resource.

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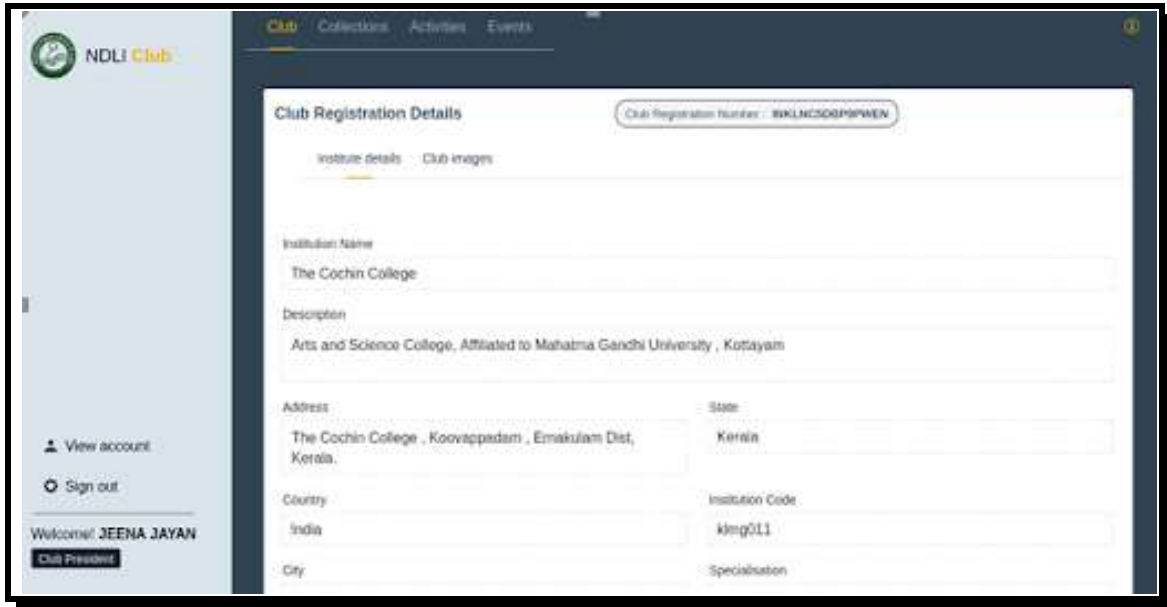
Figure 15: NDLI Club Registration Details
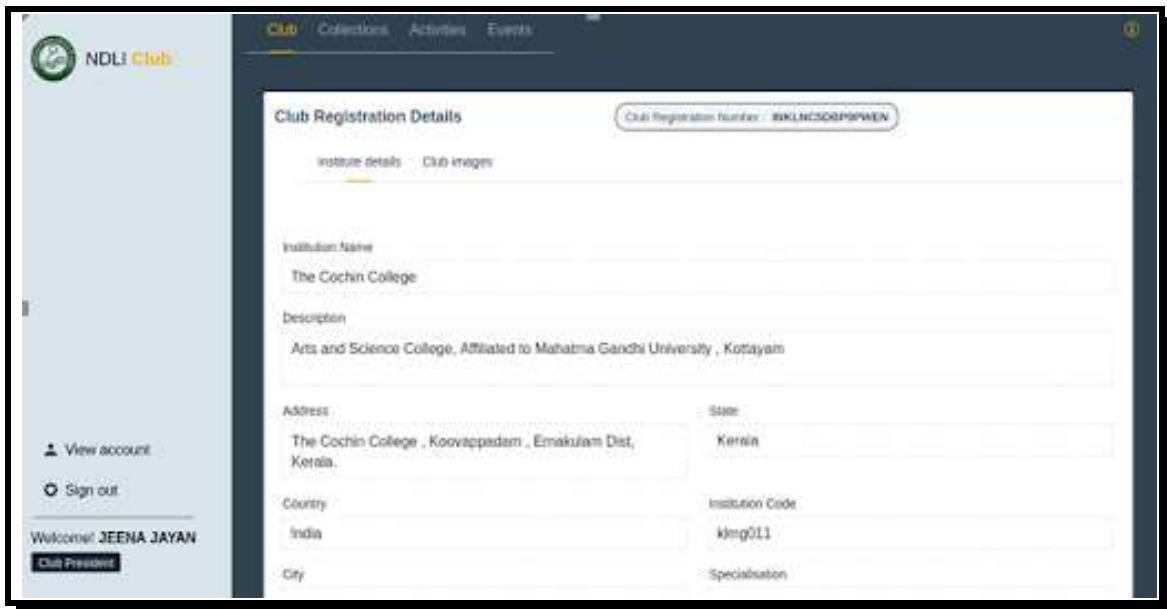
Figure 16: NDLI Club Registration Details

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3.3   Digital Reference Service by The Cochin College Library

The Cochin College library offers personalized assistance based on individual research needs. This includes help with finding specific information, using online databases, and navigating digital resources effectively. Requests for specific documents or articles can be fulfilled electronically, allowing users to receive copies of materials quickly and conveniently.

3.3.1   Previous Year Question Bank

The library has archieved previous year question papers in both print and digital format. The users can access the question papers through e-mail and can directly serach in the question bank in the library.

Figure 17: Previous Year Question Bank

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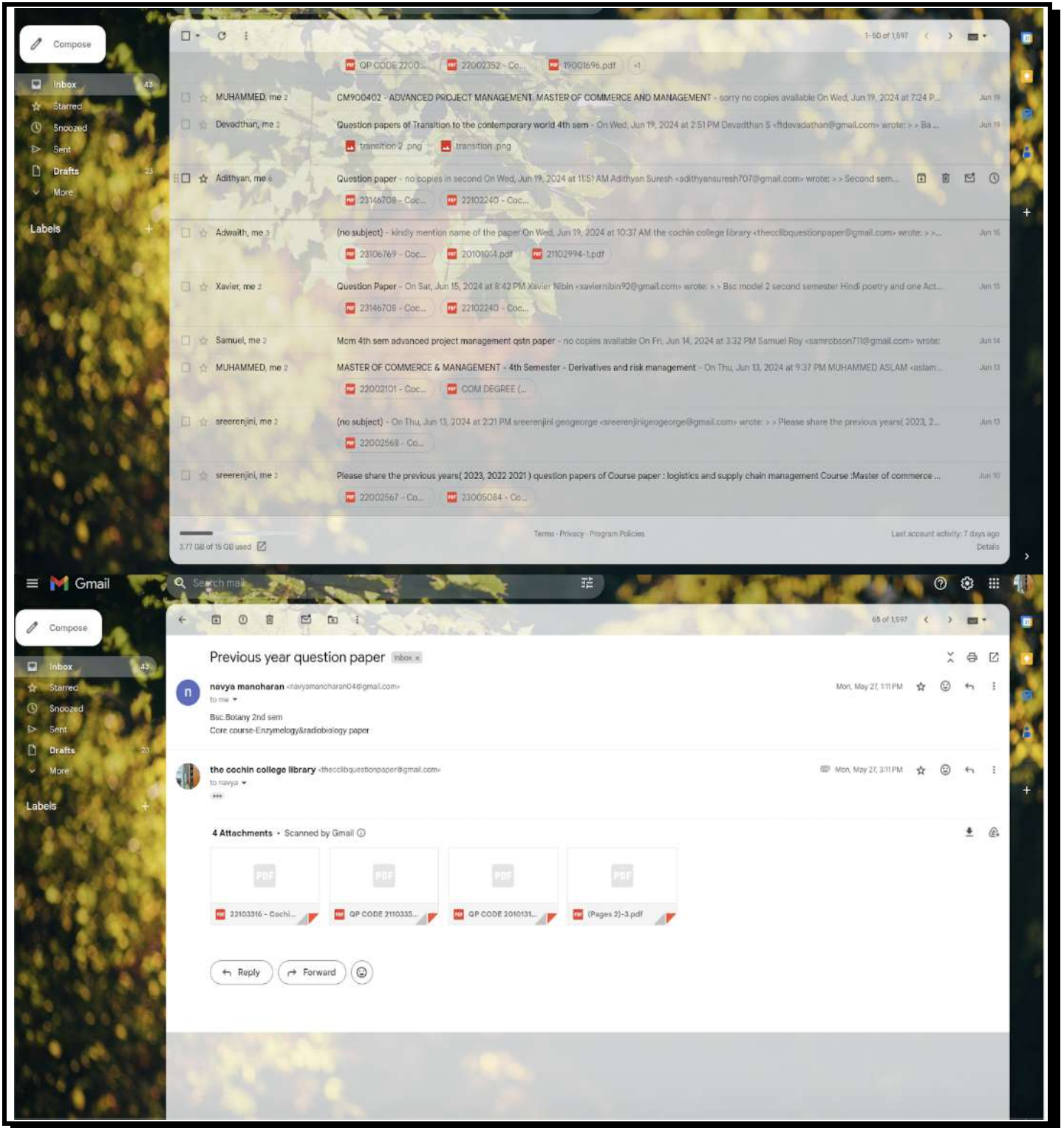
Figure 18: Question Paper Assess through email

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3.3.2 Dspace Institutional Repository

Dspace helps to increase the visibility and accessibility of institutional research. The previous year dissertations and thesis are archived in the library both physically and digitally. It can be accessed from the college library and resources sharing centre.

Figure 19: Interface of Dspace- Institutional Repository

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3.3.3 Ready Reference Service

The college library Ready-reference Service is an integral part of academic and research support. It provides personalized, accessible, and effective assistance to students and faculty, helping them navigate information resources. Their research related queries and information needs are provided direct assistance allowing users to get help remotely, saving users time in locating and using resources.
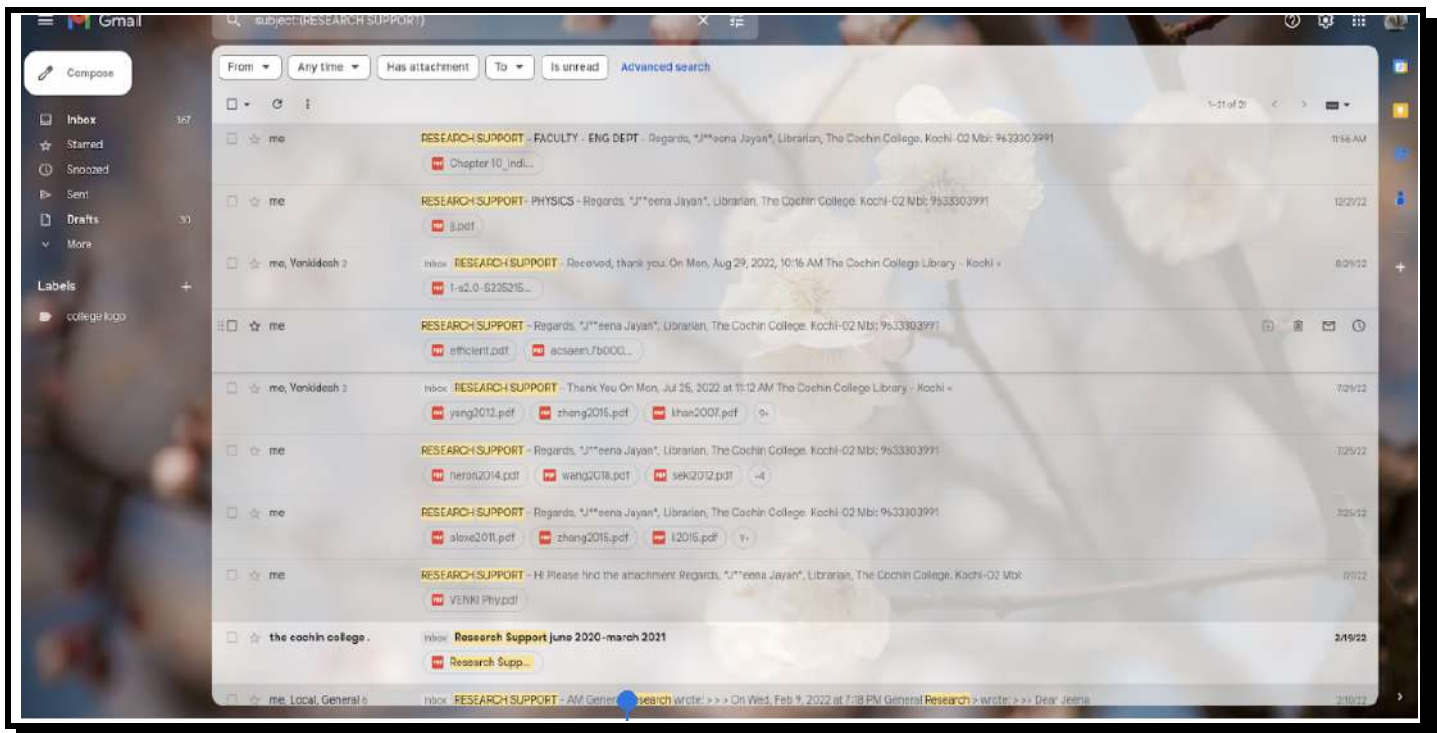
Figure 20: Ready Reference Service

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Figure 21: Screenshot of service provided

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4 MG University UG/PG CAP Portal

The MG University UG/PG CAP or Mahatma Gandhi University Undergraduate/Postgraduate Centralised Admission Process is an integrated system designed to streamline admissions for undergraduate and postgraduate programs at Mahatma Gandhi University located in Kerala, India. This centralised process simplifies the application procedure by allowing students to apply for multiple programs and colleges through a single platform. It manages the entire admission cycle from application submission to the final allocation of seats, ensuring a more efficient and transparent process.
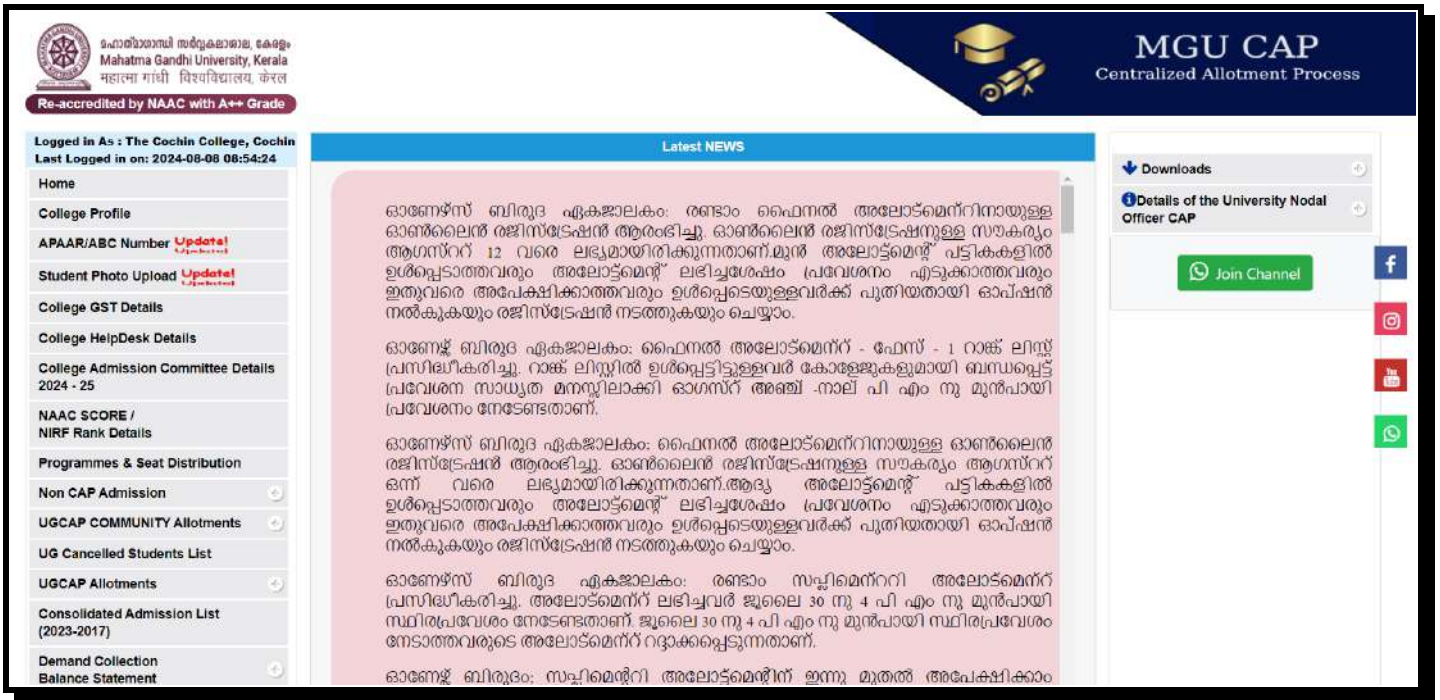
Figure 22: MG University UG/PG CAP Portal

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5   Gateway to Admission: Cochin College Online Portal

Not all students who select Cochin College through the MG University admission portal may ultimately seek admission there. To streamline the process, only those students who confirm their admission will have their details recorded on the Cochin College website. Additionally, all necessary certificates for the admission process must be uploaded on the designated page for each student. The initial verification of these documents is conducted through the Cochin College website, simplifying the overall admission procedure.
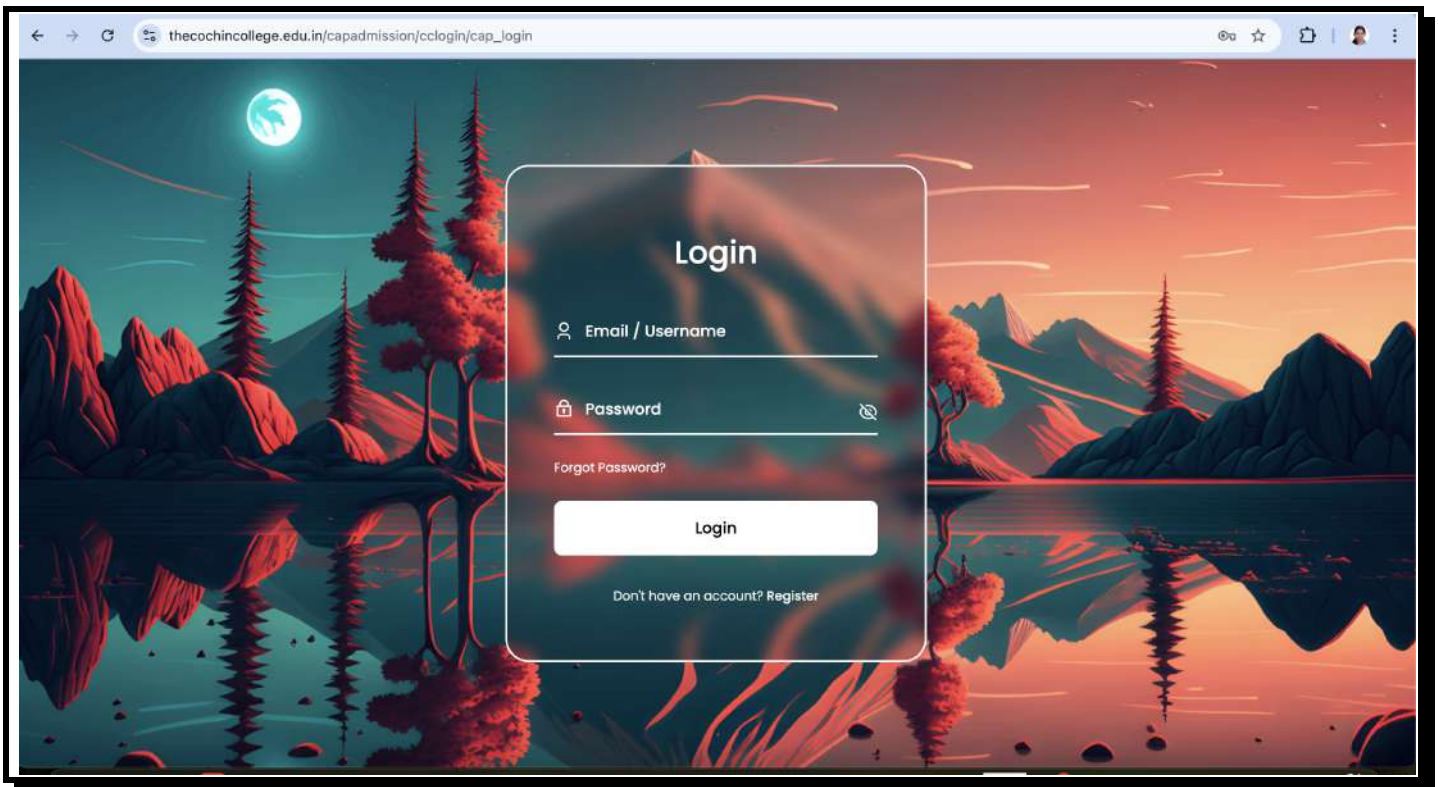
Figure 23: Cochin College Online Portal

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Figure 24: Cochin College Online Portal

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6   Question Paper Archive

The Question Paper Archive, developed by the Digital Solutions Committee in collaboration with The Cochin College Library, serves as a pivotal resource for students preparing for examinations. Recognizing the necessity for students to access models and previous question papers to understand exam formats, this archive provides a centralised and accessible platform for such resources.

Question papers uploaded on 05/04/2023

Exam Date: 05/04/2023

Session: Afternoon

Programme mode: Regular

Level of Programme: UG

Uploaded by: vivek suresh

Link to files:
https://drive.google.com/open?id=1j-2fC3MBf9qGYVHjTYGPtn4KrjKCh8OY,
https://drive.google.com/open?id=1-8j_EoH3dinNGmmbJAYbB3SDoXf_iogp,
https://drive.google.com/open?id=1uOprcl7h-rwCwtGlSao6l1xmdOVTnJD_,
https://drive.google.com/open?id=1RuGSRIDhNPKDy-GotWqpZ6r7oqjJqRx-,

Figure 25: Question Paper Archive Interface

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7   National Scholarship Portal

The National Scholarship Portal (NSP) is an online platform developed by the Government of India to streamline and simplify the process of applying for various scholarships. It serves as a single-window portal where students can access a range of scholarships offered by different ministries, departments, and state governments.

Figure 26: National Scholarship Portal Interface

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Figure 27: National Scholarship Portal Interface

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8   e-Grants

The e-Grantz online portal is a digital platform developed by the Government of Kerala to streamline the management and disbursement of scholarships and grants to eligible students within the state.
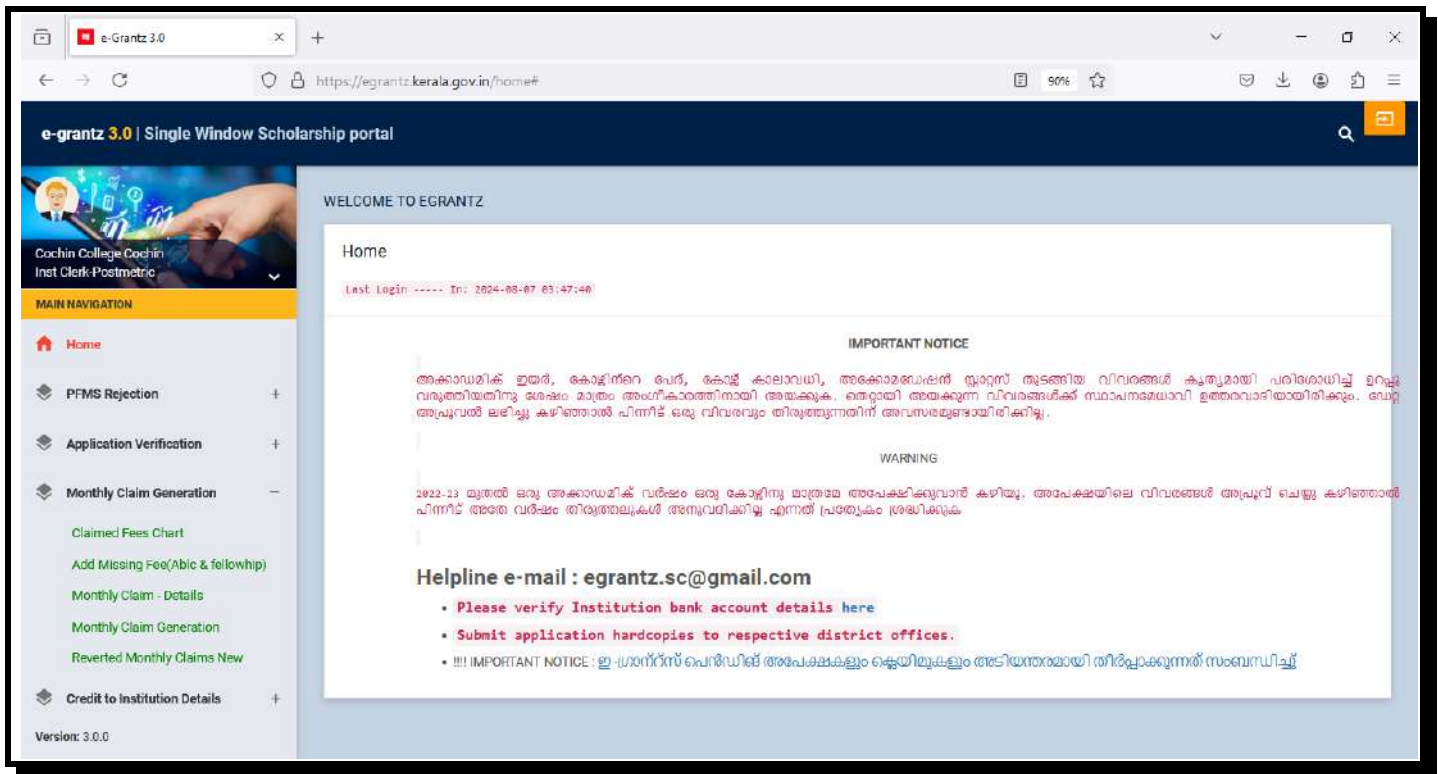
Figure 28: e-Grants Portal Interface

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9   Condonation

The MGU Condonation Portal is an online platform created by Mahatma Gandhi University to facilitate the process of applying for condonation of attendance and other related academic exemptions.

Figure 29: Interface of MGU Condonation Portal

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10   Grievance Online

The Grievance Redressal Portal at The Cochin College is an essential resource designed to assist students in directly addressing and documenting their concerns with college authorities.

Figure 30: Grievance Redressal Portal Interface

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Figure 31: Grievance Redressal Portal Response

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GRIEVANCE REDRESSAL CELL
THE COCHIN COLLEGE, KOCHI-2

GRIEVANCE REDRESSAL FORM

Date: 01/11/2021

Complaint No: GRE/BCA (SF)/2021111

Name of the student   : SHEBA P S

Programme   : B.C.A. (Self Financing)

Semester   : 3

Details of Grievance   : request a review of my attendance records and a
correction if any discrepancies are found in the month of August

Signature of student with date   :

Remarks and signature of Class Tutor   :

Remarks and signature of HoD   :

Remarks (if any) of   :`
Grievance Redressal
Committee

Signature of GRC Convenor   Signature of Principal

Figure 32: Sample Grievance Report Auto-Generated at student's side

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11 Cubicle for Students

Cubicle, the sophisticated software system developed by The Cochin College's Department of Electronics, plays a crucial role in student support during examination periods.

THE COCHIN COLLEGE, KOCHI-2

Exam: **IInd Semester UG CBCS Examination, 2024**

Exam hall: **Room 9 [Floor 2]**   Date: **05-08-2024 [13:30-16:30]**

BA ENG - ECO (TRANSITION TO THE CONTEMPORARY WORLD): **230021002530-38** (9)
BSC PHY - CHEMISTRY (INTEGRAL CALCULUS AND DIFFERENTIAL EQUATIONS): **230021023463-471** (9)
BSC ZOOL (PLANT PHYSIOLOGY): **230021034138-144, 230021034146-47** (9)
BCOM TAX - MARKETING (PRINCIPLES OF BUSINESS DECISIONS): **230021062243-251** (9)

No. of Candidates: **36**   Name & Signature of the invigilator

Cubicle v4.0 *Powered by Department of Electronics, The Cochin College*

1

Figure 33: Cubicle Interface for Examination Seating

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