



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	THE COCHIN COLLEGE
• Name of the Head of the institution	Ms. Mrudula Menon V.
• Designation	Associate Professor
• Does the institution function from its own campus?	No
• Phone no./Alternate phone no.	04842224954
• Mobile no	9446897002
• Registered e-mail	thecochincolleggekochi2@gmail.com
• Alternate e-mail	thecochincollege1967@thecochincollege.edu.in
• Address	The Cochin College, Koovapadam, Kochi-2
• City/Town	Ernakulam
• State/UT	Kerala
• Pin Code	682002
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Mahatma Gandhi University, Kottayam, Kerala				
• Name of the IQAC Coordinator	Dr. M. Geetha				
• Phone No.	04842224954				
• Alternate phone No.	9447459909				
• Mobile	9447459909				
• IQAC e-mail address	iqac@thecocheincollege.edu.in				
• Alternate Email address	principal@thecocheincollege.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://thecocheincollege.edu.in/cocheincollege/AQAR_2019_20				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://thecocheincollege.edu.in/cocheincollege/calender_20_21				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	75.15	2004	08/01/2004	07/01/2009
Cycle 2	B	2.85	2012	09/03/2012	08/03/2017
Cycle 3	B+	2.53	2019	15/07/2019	14/07/2024
6.Date of Establishment of IQAC			18/02/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	6
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. Data collection and compilation of AQAR made paperless 2. All the faculty members were encouraged to attend NAAC webinars on Assessment and Accreditation process 3. 6 day Student Induction Programme Dheeksharamb INIZIO 2020 conducted for I year students in online mode 4. Community extension activities in connection with Covid -19 pandemic 3. Student Induction Programme INIZIO-2020 conducted for the entire first year batches in online mode 4.Faculty Development sessions undertaken to equip teachers for online teaching and evaluation</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
1. To organise webinars in various disciplines	Various departments, clubs and committees organised webinars. Resource persons from foreign universities interacted with students and teachers through various webinars
2. To start new generation post graduate programmes	New PG programme Masters in Management and Commerce started.
3. To conduct the student induction programme in online mode in the wake of Covid-19 restrictions	INIZIO-2020 Student Induction Programme was successfully conducted participating the entire first year UG students
4. Orient and train teachers in various online teaching platforms	Training sessions conducted by the Digital Solutions Committee and the entire teaching faculty effortlessly shifted to blended mode of teaching
5. To shift the Internal assessment system to online mode	Effectively shifted to online internal evaluation system
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College council	28/05/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	25/02/2022
15. Multidisciplinary / interdisciplinary	
Not implemented during 2020-21	
16. Academic bank of credits (ABC):	

Not implemented by the affiliating university
17.Skill development:
<p>1. The institution organises programmes such as workshop for fabric paintings, LED bulb making, vermicomposting, mushroom cultivation</p> <p>2. The institution offers B.Sc. Botany with biotechnology , B.Com with computer applications, B.Sc.Physics with electronics, B.Com marketing.</p> <p>3. The institution offers add on programme on GST</p> <p>4. Value education is provided by observing various days of national importance, conducting service camps, blood donation camps, cleaning drives, poor home visits etc.</p> <p>5. Soft skill development classes are organised by the career guidance cell on a regular basis</p> <p>6. Internships are provided to students to enhance their skills in their respective fields of study.</p>
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
Hindi and Malayalam are offered as common course in the curriculum of UG programmes.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
In the present UG curriculum implemented by the affiliating university, students display their knowledge and skills as they respond to the various evaluation instruments such as objective tests, essays, presentations, and classroom assignments.
20.Distance education/online education:
MOOC course on Organic farming introduced for I year UG students.
Add on courses in various disciplines are offered through online platform.
Extra mural lectures are organised though online platform
Extended Profile
1.Programme

1.1	599
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	1758
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
2.2	195
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	636
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	No File Uploaded
3.Academic	
3.1	94
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	nil
Number of sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1 Total number of Classrooms and Seminar halls	111
4.2 Total expenditure excluding salary during the year (INR in lakhs)	54
4.3 Total number of computers on campus for academic purposes	150

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The academic plan or academic calendar was charted out by the departments and the faculty prepared programme and course outcomes. The year saw oscillations between online and offline classes. In the online mode both synchronous and asynchronous classes were conducted. G Meet sessions, Google classrooms etc were popular platforms

The library provides accounts with online databases like N-List and DELNET and imparts productive sessions on the use of these databases.

Departments conducted multiple webinars on subject related themes. Orientation classes were conducted by outstanding alumni which introduced students to possible career avenues and expectations. Question papers of the semester end university examinations were shared with the students and also stored in the library for reference purposes.

A continuous internal evaluation system is set in mode which aid student evaluation and encourage an outcome based education. Continuoius department meetings were held to assess the academic plan

and discuss interim and final results.

Peer learning and book banks were also employed with the objective of making learning communal and friendly. An effective practice of mentoring allows teachers to have an understanding of the academic levels and aptitudes of the students. There is also an exhaustive feedback system from the various stakeholders.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The courses in each semester are conducted as per the academic calendar issued by M.G University at the beginning of the academic year. CIE is one of the core features of the choice-based credit system adopted by the affiliating university. The college has implemented 80:20 system for external and internal evaluations. Various components of internal evaluation consist of attendance, in-semester examinations and seminars/assignments etc. There are separate committees for consolidating attendance and also for the conduct of internal examinations. During covid 19 restrictions, internal exams and seminars were conducted in online platform such as google classroom.

After completion of 50% syllabus, first internal exam is conducted and the second one after the completion of whole syllabus. The internal exams provide feedback on teaching learning process and these students get ample time and scope for self-improvement. Assignments based on particular modules or subject areas allow the students to consistently demonstrate their level of learning and comprehension. Seminar presentations allow the students to showcase their skills and abilities in a smaller platform which help them in boosting up their confidence and better learning experiences. Thus, the students' progress is evaluated at all levels and capabilities throughout the prescribed course.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

20

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

5

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

729

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The institution has integrated the cross cutting issues like Human Values, Gender Equality, Professional Ethics ,Environmental Awareness and Sustainability through the Curriculum.The University has included a MOOC course on Organic Farming for the first semester students of all disciplines .This helps the students to understand and to put to practice the habit of sustainability in their life. Any one of these cross cutting issues are included in the Undergraduate and Post Graduate Courses offered by the college. The college also takes effort in imparting value education to all its students so that they become responsible citizens.The syllabus of all disciplines include 'Environment Management and Human Rights'.This subject covers the aspects of protecting the environment and encouraging sustainability.It also covers Human Rights,which helps the students to be aware of their responsibilities along with their rights..Another important area covered is the relevance of plagiarism check while submitting projects.This is beneficial to retain professional ethics.

Along with the curriculum the faculty, various clubs and committees conduct non curricular activities to ensure the holistic development of the students by inculcating the values in their activities thereby making them socially responsible.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

19

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

679

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	https://www.thecochincollege.edu.in/cochincollege/IQAC_1_4_1
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
1758	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,	

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

153

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institution employs a continuous evaluation system with different types of assessments spreads throughout each semester. Internal examinations, assignments, seminars, group discussions, class tests, viva-voce and projects will enable effective assessment of learning levels of students. All departments were conducted entry level tests for first year students to find out advanced learners and slow learners.

- For advanced learners, reference books and web links were suggested for additional reading.
- They were informed about MOOCs like SWAYAM, Coursera, edX, Udemy etc.
- Talks by external experts were arranged and students were encouraged to attend seminars on advanced topics to understand latest advancements on the subject.
- They were encouraged to attend quizzes, present scientific papers in workshops etc.
- They were given the role of anchors, project group leaders, class leaders etc.
- For slow learners, simplified notes were given.
- Peer teaching given to slow learners by advanced learners helps for better understanding of a topic.
- Revision classes, remedial classes and one to one doubt clearing session were arranged.
- Previous year question papers and answer schemes were discussed before end semester examinations.
- Model practical exams help both advanced and slow learners to perform better in University Practical examinations.
- PowerPoint presentations by students improved the presentation

skills, communication skills and self-confidence.

File Description	Documents
Paste link for additional information	https://thecochincollege.edu.in/cochincollege/IOAC_2_2_1
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1758	94

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Students Centric Methods for the year 2020-21

Our institution practices the methodology of imparting education through student centric approach. This helps the student to make themselves be active and participative stakeholders and increase their confidence. The courses offered have defined course objectives and specific program objective as well as outcomes. As this is communicated to students they are able to identify the focus area. It also helps them to self-evaluate the courses. Feedback at the end of each semester also helps to identify any lacunae that can be resolved. The classes are interactive and students are given freedom to present their novel and innovative thoughts. Audio-visual methods, use of Google classroom and Moodle, Projects and field work are some of the means of providing experiential and participative learning. The project work stimulate student's interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. Internal assessments include written assignments which are submitted on an individual basis. Seminars are also a part of internal assessments. Discussions and debates on contemporary issues helps the students to exhibit their opinions on the topics under discussion

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.thecochincollege.edu.in/cochincollege/IQAC_2_3_1

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom: In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such to expose the students for advanced knowledge and practical learning. Classrooms are fully furnished with LCD/OHP/Computers. Most of the faculty use interactive methods for teaching. The teachers use online education resources, social networking sites, and blended learning platforms like Google classroom to effectively deliver teaching and provide enhanced learning experience to the students. The teachers of the all Department are leads in the complete adoption of ICT enabled tools to render teaching. Fundamentals of Information Technology are a compulsory subject that is taught in the first semester to all students in order to familiarize them with technology based learning. Teachers prepare modules on important topics which are produced and recorded by the Instructional Media Centre and made available for students on line. The uses of ICT by teachers in classrooms apart from enabling students to keep pace with the contemporary digital and virtual world has helped and create a student centric learning approach.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

94

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

94

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

32

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

634

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

For internal assessment, the institution follows the rules and regulations of affiliating university. internal assessment consists of four components :attendance, in semester examinations and assignments. The internal external assessment ratio is 20:80. Attendance component of internal assessment carries 5 marks, assignment also has 5 marks and two internal examinations carry 10 marks. There is a standard mechanism in place for internal assessment. A student has to appear for two internal examinations and prepare one assignment in each semester. The schedule for internal examination is decided at the beginning of the semester. Internal examinations are conducted in a centralised manner. Assignments are given by the course teacher on portions relevant to the syllabus of the course. Two sets of forms are prepared for submitting the internal marks- Form A at the college level and Form B for sending to the affiliating university. Form A is published by the teacher concerned and students' grievances are addressed, if any. Form B consists of the consolidated marks of the students for each course. Marks are uploaded in the Internal Assessment Portal of the University. There is a system to redo the internal examination in the event of the student not attaining the minimum prescribed marks.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

A three level grievance redressal mechanism is functional in the present system of internal evaluation. Level 1- Department level: The department cell chaired by the HOD, Department Coordinator, Faculty Advisor, and Teacher-in-charge as the members Level 2- College level: A committee with the Principal as Chairman, College Coordinator, HOD of departments and Department Coordinators as members Level-3: University level: A committee constituted by the Vice-chancellor as chairman, Pro-vice chancellor, Convener-Syndicate Standing Committee on Students Discipline and Welfare, Chairman-Board of Examinations as members and the Controller of Examination as member secretary. The college council nominates a Senior Teacher as coordinator of internal evaluations. This coordinator makes awareness of the internal evaluation components to students immediately after the commencement of I semester.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme and course outcomes for all Programmes offered by the institution are displayed on the website. The program outcomes and program specific outcomes of every program are displayed as posters in every department. To communicate the COs, the concerned faculty describes the COs of each course, additionally a printed copy of the COs are maintained in each class.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://thecochincollege.edu.in/assets/uploads/iqac/criteria/2021-2022/criteria20128-2021-2022_2_2_6.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The process for finding the attainment of Course Outcomes uses various methods. These methods are classified into two types: Direct methods and indirect methods. • Direct methods display the Attainment of Course Outcomes students' knowledge and skills from their performance in the internal assessments, assignments, semester examinations, seminars, laboratory assignments, research projects etc. • Indirect methods include course exit survey and examiner feedback to reflect on student's learning. There is a well implemented process of continuous internal evaluation through tests, seminars, assignments and quizzes, results of which are discussed at monthly department meetings. Semester end results are scrutinized and analysed. Remedial teaching and peer tutoring are encouraged for low performing students. Programme end results are analysed and alumni employment in industry and the service sector are tracked. The outgoing students are evaluated on the basis of University results, their placement by the Placement cell of the College and their progression to higher studies. Practical External Assessment is carried out by external experts appointed by the University by conducting Practical examinations, and taking Viva-Voce and evaluating the practical records. At the end of each semester, result analysis of course is carried out to evaluate the percentage of students falling in different categories.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

506

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.thecochincollege.edu.in/cochincollege/IOAC_2_7_1

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

8

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. All innovative and extension activities are student centric. Various activities are conducted to nurture and nourish youth's minds. These activities helps students to understand the various problems faced by the society. It enables them to find out solutions on them.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

10

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

14

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

24

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Nil

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community

and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

15

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

513

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

11

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

College is functioning in a beautifully planned building surrounded by greenery. Campus area is about 88,034 sq mts. The building complex is about 36,540 sq. mts which has well-ventilated class rooms, labs, play grounds, auditorium, seminar hall, indoor and outdoor stages and all other essential facilities like retiring rooms, toilets, incinerators and generators. Aided and unaided branches are functioning in separate buildings. On the way to become energy self-sufficient, solar panels are installed over the leak proofing truss work of the main building.

There are 55 classrooms, 10 with ICT facilities. There are 13 laboratories, 2 research rooms, 11 staff rooms, a seminar hall, an auditorium, an indoor open hall and 2 libraries. A Wi-Fi facility

is available. There is an open-air stage, a board room and store rooms.

There are outdoor facilities for Football, cricket, athletics and other track and field events, volleyball and basketball, as well as for indoor games in the multipurpose auditorium.

Basic amenities on college premises include separate staff and student parking, canteen, drinking water coolers, first-aid, solar energy generation, CCTV cameras for security, separate washrooms for boys and girls. The office and computerized library with well-equipped reading hall and network resource center.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.thecochincollege.edu.in/cochincollege/IOAC_4_1_1

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College is equipped with an auditorium, seminar hall, indoor open hall for better indoor cultural programs. There is an open-air stage for open air programs. There are outdoor facilities for Football, hockey, cricket, athletics and other track and field events, separate volleyball and basketball courts, as well as facility for indoor games such as table tennis, carom, chess and badminton. Yoga Day is celebrated regularly, with online celebration for the past two years, with Yoga demonstrated by experts.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.thecochincollege.edu.in/cochincollege/IQAC_4_1_3_sf ; https://www.thecochincollege.edu.in/cochincollege/IQAC_4_1_3
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

20.78

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library has been automated using the popular open source software 'KOHA'. Using the 'KOHA' software, the institution has made Online Public Access Catalogue(OPAC). It enables author based, subject based, title based and publisher based search facilities. The web OPAC is accessible from the link 192.168.1.10(NB:Assign static IP)

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.98611

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

116

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has well established mechanism for upgrading and deploying Information technology infrastructure. The college assesses the need of users. Every year provision is made in the budget for annual maintenance and technical staff is appointed for maintaining hardware and Information Technology infrastructure of the campus. Institution frequently updates its IT facilities through various systems. The classrooms are given advanced equipment and other essential facilities like a complete surveillance system, anti-virus for all computers, etc. The college has 40 computers and 5 laptops with access to the internet that are updated with the latest versions of essential soft wares. The computers are connected to Wi-Fi facilities. As per the requirement of the maintenance of the above IT equipment, college has Digital Solutions Committee which uses their skill to update and repair the equipment. However, for major disorders and damage, computer technicians and service providers are hired for the upkeep and replacement. The steps like installation of anti-virus periodically, formatting of computers on the basis of corrupt operating system and replacing of hardware of old computers to new computers are taken for maintaining and utilizing computers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

150

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	D. 10 - 5MBPS
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File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

57.4

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Classrooms- Classrooms are equipped with CCTVs. A stocklist of classroom assets is taken. Repair and replacement of properties are immediately addressed. Separate rooms are meant for Examination Section, Auditorium, IQAC room, Principal's Chamber, Office rooms, Audio Visual room, etc.

Laboratory: The Science and Electronics department offers laboratory facilities to the students. Equipment is upgraded regularly pertaining to the demands of the syllabus. Performance monitoring is carried out.

Library: Procurement of books is done by inviting the requirement of books from various departments. Reading materials that are not

useful for current references and research are weeded out. Preparation of library budget, maintenance of digital library setup, etc are done. Internet facility is provided with access for availing of e-resources.

Sports Area: The College has a volleyball/ basketball court and an indoor stadium as well. New equipment for sports is purchased and maintenance is done regularly.

Computers: All the Departments have internet and a Wi-fi facility. The technical staff looks into the college website, up-gradation, biometric services, procurement of hardware, software, etc.

Other facilities: Regular cleaning of water tanks, proper garbage disposal, landscaping, and maintenance of lawns are done. Outsourcing is done for the maintenance of furniture, electrification, plumbing, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

529

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

43

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
960	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
960	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

69

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Cochin College has a very organized and democratically elected Student Union. The students have elected their bearers comprising Chairperson, ViceChairperson, General Secretary, University Union Council Members-2, Arts Club Secretary, Magazine Editor, Lady Representatives and Representatives from each batch. The Union is guided by the Staff Advisor- a teacher representative and a Staff Editor for College Magazine. The Union takes the responsibility of extracurricular activities both arts and sports. The student representatives actively join the College Council, which is met regularly and become part of discussions for the welfare of student community. They also participate in other administrative bodies like IQAC. The suggestions from students are considered and decisions are made democratically. The student representation is in various committees like: NSS,, Anti - Ragging Committee, Grievance Committee, Anti- Narcotics Committee. Students actively participated in various Department Associations. Student Protection Group, Library Committee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Cochin College Alumni association is an registered organization which include more than 3000 members from different walks of life. It has chapters in many Gulf countries and United States. The Cochin College hosts two Alumni gatherings every year providing a common platform for the former students, former faculty of the college, and the present faculty to interact. The alumni and former faculty are invited to every major programme of the college. The Alumni association sponsors cash prizes to successful graduate students in order to motivate the upcoming students. More over our alumni association provides job opportunities to deserving students through references of professionals after completing the course and also provide financial aid to the needy students of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of and in tune with the vision and mission of the institution. The college envisages the intellectual development, moral uprightness, social commitment, cultural refinement, spiritual enlightenment and emotional maturity of the younger generation. To make its vision fruitful, The Cochin College is willing to incorporate all innovations and research in the field of higher education, especially the advantages of information technology. The college has been established to provide opportunities for higher education to economically and socially backward communities. This vision is translated into a concrete reality through the collective effort of the management and staff. Various activities are launched by the college, having the following as thrust areas:

- Education based on the essential principles of humanism.
- Adequate training for higher education
- Identification of opportunities for the disadvantaged
- Ensuring gender justice and integrity of creation
- Formation of responsible leadership
- Strengthening the institution of family and society
- Foster religious harmony

Management always encourages the involvement of the staff in the quality assurance, enhancement and developmental activities of the College by being active members of bodies such as IQAC, Staff Council, or as Coordinators of Cells, clubs etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Cochin College is the first PPP model (Public-Private Participation) institution designed and established in the state. The college is sponsored by the Cochin Education Society which was founded as a result of the joint efforts of Indian Chamber of Commerce and the former Mattancherry Municipal Council. The governance of the college believes in shared responsibilities. The Management Committee of the Institution is elected in a democratic manner in the annual AGM and the Kochi Corporation Mayor and Deputy Mayor are Ex-Officio members of the Management Committee. All the developmental projects and decisions are taken up in consultation with the College Council, the IQAC, the PTA and the student representatives. T

The College practices decentralisation and participative management by giving powers and functions to different committees such as 1.Admission Committee 2.Internal and University Examination Committees3.Library Committee 4.DisiplineCommittee (Anti-Ragging Cell) 5.WomensGuidance Cell 6.Election Committee for students union election 7.Alumni Association. 9.Grievance Redressal Cell. 10.Parent Teacher Association 11.IQAC 12. NSS etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has formulated its perspective plan on the basis of the quality assurance framework of NACC.Strategic goals and action plan are set up to achieve the objectives of the plan. Various strategic goals include enhancing the quality of teaching learning process, developing and implementing leadership and participative

management, ensuring student support, skill development of staff, encouraging research and development, involving in community services, developing physical infrastructure and increasing alumni interaction. These goals are achieved through the execution of an action plan which consists of academic planning and preparation of academic calendar, implementation of a structured feedback mechanism, conducting faculty development programmes, provision of mentoring and personal support to students, establishment of various student support committees and grievance redressal mechanism, establishment of reporting structure, decentralization of the academic, administration and student related authorities & responsibilities, prescribing duties, responsibilities and accountability, establishment of various functional committees etc.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The HEI is an arts and science college affiliating to Mahatma Gandhi University, Kottayam. The provisions in the University Act and Statutes are followed by the institution in administration, appointment etc. Kerala Service Rules are applicable for the staff in the aided stream and staff in the unaided stream are governed by the management board of the college. The college is run by Cochin Education Society and under the Higher Education Department of the state. The management board of the college consists of Mayor and deputy Mayor of the corporation, The Principal is the head of administration of the college assisted by the Vice Principal, IQAC, Teaching and non teaching staff.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://thecochincollege.edu.in/assets/images/organogram.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College has effective welfare measures for the teaching and non-teaching staff and avenues for career development. Besides intellectual and professional development, it also offers financial and health securities for its employees. Office staffs are encouraged to update their administrative skill. A registered Staff Cooperative Credit Society is functioning in the college for meeting the financial needs of both the teaching and nonteaching staff. The society provides education loan consumer loan and personal loan at affordable rates of interest to its members. It also offers facilities for recurring deposit, fixed deposit and voluntary saving scheme. . The various welfare schemes for the staff of the institution includes Employees Provident Fund scheme, Group Insurance y, State Life Insurance Scheme, Maternity leave, paternity leave. A staffrecreation club is functioning in the college for fostering harmony and cooperation among the staff. It organises

functions for celebrating occasions such as Onam, Christmas etc. Community lunch is also being arranged regularly by the club. Club also conducts cultural activities among the staff. All festivals and National Days are celebrated by the staffs along with students and teachers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

57

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance appraisal system for the teaching staff is under the guidelines as per the UGC rules. All teachers fill up a comprehensive Self-Assessment Performa at the end of the academic year which are submitted to the Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has an apparent and orderly financial management system. The institution conducts external and internal audits for both Government and NonGovernment funds. Internal and external audit is regularly conducted. Internal audit is conducted by a Chartered accountant appointed by the College Management whereas external financial audit is conducted by Deputy Directorate of Education, Ernakulam, Government of Kerala. The Deputy Directorate of Education, Ernakulam, Government of Kerala conducts financial audit every year and analyses all the registers and accounts of the college. The audit team verifies the financial utilisation of the public funds. They verify Cash Book, all registers of acquittance, E-grants Account, Caution Deposit and Fee receipts. The Directorate also verifies the PD subsidiary Register and consolidates PD register every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is affiliated to Mahatma Gandhi University, Kottayam and follows the rules and regulations laid down by the UGC, University, and Govt. of Kerala. The College receives the funds from various funding agencies for academic and infrastructural growth. The College mobilizes funds through alumni donation, individuals, and self-financed courses etc.

Policy for funds: • Requirement from IQAC and all Departments • Proposal of Budget • • Scrutiny by Central Purchase Committee • Verification and final order by CPC

The financial sources of the College are:

Grants received from UGC

Grants received from other funding agencies

Research Project grants received from various funding agencies.

Admission, tuition and other fees are collected by the College from students and other grants

PTA Contribution for the College development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the

quality assurance strategies and processes

The IQAC plays a crucial role in the amelioration and sustainability of quality in the academic services granted by the institution.

- The cell prepares Annual Quality Assurance Report (AQAR) to be submitted to the NAAC every year.
- It devises quality strategies in institutionalizing initiatives like innovative teaching methods, faculty development programmes, improving research and extension, infrastructural development and environment friendly practices.
- It introduces and implements best practices.
- Encourages assistance from stakeholders.
- Organised webinars and online workshops during the pandemic times.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC recognises the need for incessant improvement in teaching learning process and constitutes a plan of action for each academic year. The information collected in specific formats from the various stakeholders, cells, committees, management and departments are employed to come up with innovative techniques for improvement in quality.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the

B. Any 3 of the above

institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://thecochincollege.edu.in/assets/uploads/iqac/criteria/2020-2021/criteria20042-2020-2021_6_5_3.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The women guidance cell oversees gender related issues ,carrying out activities throught the year to promote gender equity and sensitization ,organizing talks and awarness programs . Concelling is provided by women staff. There is a Girls commen room with dedicated wash rooms. A female attendant caters to needs here.

As per University directions, a Webinar on "'Gender Equality and Human Rights'" was conducted by Women's Guidance Cell of The Cochin College in association with IQAC, on 12/08/2020 from 3-4 Pm .The key speaker of the Webinar was Dr. Aneesh V.Pillai, Faculty of Law, School of Legal Studies, Cochin University of Science and Technology, Kerala.The Women's Guidance Cell organised a Demonstration class of the Karate style Internationl Shirin ryu seibukan Karate and Tai chi, a Chinese martial art for self defence and meditation for II DC students by Xavier Korreya,(Black belt 6th dan) in connection with the Women's Day Celebration on 8 March ,2021 in the College Seminar Hall. On 14th August, 2020 a talk was

organized by the PG and Research Department of Commerce of The Cochin College. The topic of these Sessions were "Rights of Women" and "Human Rights Perspectives on Children". The session was conducted online through Google Meet. Respected Dr Vani Kesari., Director, School of Legal Studies, Cochin University of Science and Technology, was the resource person of the session.

File Description	Documents
Annual gender sensitization action plan	https://www.thecocheincollege.edu.in/cochincollege/IOAC_7_1_1
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.thecocheincollege.edu.in/cochincollege/IOAC_7_1_1_facilites

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

There is regular recycling of wastepapers generated in the campus . The wastepapers were recycled by NGO PLANET @ EARTH and an equivalent amount of A4 papers were returned to the amount of wastepaper given for recycling . Training was given to sort plastics and degradable wastes separately and not to burn plastic wastes in campus .

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	C. Any 2 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Activities to promote "mother tongue" as a key factor for inclusion

and quality learning were held together by College Library and Department of Malayalam as part of the 'Reading week', through a webinar series in which writers who lead the language activities in new directions in Kerala public sphere were the lead speakers. They were a distinguished team of writers capable of multifaceted engagement in cultural sphere. The talks by those prominent writers who engage in the most creative ways in the cultural arena with their poems, stories and novels like T.D.Ramakrishnan and P.Raman provided an opportunity of creative thinking in the Malayalam way for the students. Indu Menon who broke the cultural stubbornness of restraint and fearlessly infused thought-provoking messages into short stories, novels and speeches was one of the resource persons for the webinar. Subhash Chandran, one of the most active contemporary writers in the field of short story and novel writing was also a key speaker. The examination of the creative and linguistic discourses as activities of cultural construction and the idea that like writing, reading and discussion too are continuous activities and refinement led to such a venture.

Cultural festivals such as Onam, Holi, Christmas, Kerala Piravi are celebrated regularly. French day, Hindi day etc are observed.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Library & IQAC conducted a webinar targeting civil services aspirants, named Corridor to Civil Service was conducted on 12th September 2020 and the main speaker was Mr. Jyothis Mohan, IRS, presently holding the appointment of Joint Commissioner of Income Tax, Mumbai.

Department of Chemistry of The Cochin College was the first to take initiation for the preparation and distribution of hand sanitizers following the regulations of WHO during the days of Covid pandemic and it gained much appreciation. Taking it a social responsibility, Department of Chemistry, with the support of the college management prepared 1000 bottles of hand sanitizers and distributed to the public.

Constitutional day is observed every year. The curriculum of all UG programmes consists of one module on Human rights

File Description	Documents
Details of activities that inculcate values; necessary to render students into responsible citizens	https://www.thecochincollege.edu.in/cochincollege/IQAC 7 1 9
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The department of Hindi organised a National Level E- Quiz as part of Hindi Day Celebrations on 14th Sept and a Webinar on "Globalisation and Contemporary Poems" as part of Hindi Week Celebrations on 24 Sept 2020. The college Library and department of Malayalam jointly observed Malayala Bhasha Varacharanam by conducting a Kadha Paarayana Malsaram, an Intercollegiate Quiz Competition and a photography competition on November 5th, 6th and 7th respectively and video messages were shared. A webinar was

conducted jointly by Library and Women's Guidance Cell as part of observing "National Girl Child Day" on 25 January 2021. Department of Zoology observed International Tiger Day on July 29. Film Club and Department of English jointly created a video as part of observing Teachers Day on Sept 5 th . The Department of English celebrated Onam by playing Thiruvathira dance virtually, celebrated Christmas and Valentine's Day by cutting cake and conducted a photography competition along with Film Club for teachers. Celebrated Republic Day and Independence Day by hoisting the National Flag. World Ozone Day was observed on September 16 by organising an International Invited Lecture. As part of International Mole day on 23rd October, the department of Chemistry organized a webinar.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice - 1

Title of the practice: Paperless AQAR preparation

Preparation AQAR is a regular practice of HEIs. Collection of data on a number of metrics, especially in the RAF is a tedious task. In this context the IQAC in association with the Digital Solutions Committee of the college developed a system for Paperless AQAR. A Google Form based mechanism is developed for paperless AQAR. Google forms are created for each metric in the template given by the NAAC. These forms are arranged under the seven criteria mentioning the respondents concerned. These forms are circulated among the target groups under the supervision of the team for the metric concerned. The responses are tabulated by the respective team and uploaded in the portal.

Best Practice 2 Green Protocol

The institution implemented in the year 2018 in association with Plan@Earth a voluntary non-profitable organisation registered as a charitable trust. Green protocol is essentially a set of measures which when implemented results in significant reduction of waste with primary focus on prevention of use of disposables and using reusable alternatives like glass/stainless/porcelain cutleries. The College aimed at constantly observing this Green protocol with a view to create awareness among the students and staff the conservation of environment.

File Description	Documents
Best practices in the Institutional website	https://thecochincollege.edu.in/assets/uploads/igac/criteria/2020-2021/criteria20050-2020-2021_7_2_1.pdf
Any other relevant information	https://thecochincollege.edu.in/assets/uploads/igac/criteria/2020-2021/criteria20042-2020-2021_6_5_3.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Cochin College, the lone higher education institution in the west Kochi followed a holistic approach engaging in the different activities for the well being of the region. Various stakeholders of the institution viz. students, faculty members and alumni have been making significant contribution to community development in a consistent manner. In the year 2020-21, the institution has made notable efforts to fight the Covid pandemic. The department of Chemistry took up the task of manufacturing and supplying sanitizers to the students and also to the shops and offices in the locality. 1000 bottles of hand sanitizer were prepared according to WHO Regulations. Staff members of the college have served as Sectoral Magistrate during various waves of the pandemic. Faculty members also engaged online orientation sessions to school students in association with Block Resource Centre to make them aware of higher education opportunities. The college also provided digital devices to needy students to attend online classes.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Adding more online certificate programmes which will enhance the employability of studentss
2. Installation of more solar power units
3. Undertaking organic farming in college backyard
4. Provide more support for the academic and holistic development of students belonging to minority communities.
5. Organise more programmes as part of 75 years of independence
6. organise Faculty Development Programmes collaborating with recognised academic staff colleges.
7. Sign more numbrer of MoU for sharing of faculty and resources
8. Encourage teachers to apply for researchguideship