

INTERNAL QUALITY ASSURANCE CELL (IQAC)
ANNUAL QUALITY ASSURANCE REPORT
(AQAR)
2017-2018



TKM COLLEGE OF ARTS AND SCIENCE
KOLLAM, KERALA – 691 005



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T.K.M. COLLEGE OF ARTS & SCIENCE

KOLLAM - 691005 (Kerala State)

NAAC REACCREDITED : A GRADE

21.12.2018

Ref.

Date.....

To,

The Director,
National Assessment and Accreditation Council
Bengaluru

Sir,

Sub: Submission of AQAR 2017-18

Ref: KLCOGN 11325 TKM College of Arts and Science, Kollam, Kerala-5

I submit here with the soft copy of the AQAR 2017-18. Kindly acknowledge the same.

Thanks and Regards

Yours Sincerely

Principal



The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1. Name of the Institution

TKM COLLEGE OF ARTS AND SCIENCE, KOLLAM-5

1.2. Address Line 1

KARICODE

Address Line 2

TKM COLLEGE P O

City/Town

KOLLAM

State

KERALA

Pin Code

691 005

Institution e-mail address

www.tkmcas.ac.in

Contact Nos.

0474-2711817 / 0474-2712240

Name of the Head of the Institution:

PROF. SHAJITHA S.

Tel. No. with STD Code:

0474-2711817

Mobile:

9746805470

Name of the IQAC Co-ordinator:

Dr. A. Raghu

Mobile:

9847721207

IQAC e-mail address:

tkmartsiqac@gmail.com

1.3. NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN 11325

1.4. Website address:

www.tkmcas.ac.in

Web-link of the AQAR:

www.tkmcas.ac.in/iqac

1.5. Accreditation Details:

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2004	5 years
2	2 nd Cycle	A	3.13	2013	5 years
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.6. Date of Establishment of IQAC:

04/06/2004

1.7. AQAR for the year (for example 2010-11)

2017-18

1.8. Details of the previous year's AQAR submitted to NAAC after the latest assessment and accreditation by NAAC.

Sl. No.	AQAR Report for the Year	Date of Submission
1	2013-2014	30/04/2015
2	2014-2015	29/06/2015
3	2015-2016	12/10/2017
4	2016-2017	03/10/2018

1.9. Institutional Status

University ☐ State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution (E.g. AICTE, BCI, MCI, PCI, NCI) Yes ☐ No ☒

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.10. Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☒

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) :

UGC Funded Add-On-Courses

☐ Science Stream - Health and Sanitation

- ☐ Arts Stream - TV Comparing, Anchoring and News Reading
- ☐ Commerce Stream - Travel and Tourism Management

Continuing Education Courses -University /Government/ State Resource Centre (SRC) affiliated to National Skill Development Centre (NSD)

- ☐ Certificate in Library and Information Science (CLISc)
- ☐ PG Diploma in Counselling Psychology (PGDC)
- ☐ Diploma in Computer Applications (DCA)
- ☐ Professional Diploma in Fashion Technology
- ☐ Professional Diploma in Mechanical and Automobile Engineering

Competitive training programmes

- ☐ Coaching class for UGC/CSIR examination for JRF/Lectureship

Skill Based Vocational Courses Conducted by Additional Skill Acquisition Programme (ASAP), Higher Education Department, Government of Kerala

- ☐ Certified Accountant Course (CAT)- Accounting
- ☐ Assistant Fashion Designer- Fashion Designing
- ☐ Accounts Executives - Receivables and Payables- Accounting
- ☐ Warehouse Supervisor-Logistics
- ☐ Test Engineer-IT&ITES

1.11 Name of the Affiliating University (*for the Colleges*)

University of Kerala

1.12 Special status conferred by Central/ State Government -- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

Yes

DST-FIST

Yes

UGC-Innovative PG programmes

Nil

Any other (*Specify*)

Nil

UGC-COP Programmes

Nil

2. IQAC Composition and Activities

2.1 No. of Teachers	07
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	02
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and Community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	03

2.11. No. of meetings with various stakeholders:	No.	05	Faculty	05
	Non-Teaching Staff /Students	02	Alumni	01
			Others	Nil

2.12. Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

Nil

2.13. Seminars and Conferences (only quality related):

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	2	International	0	National	1	State	0	Institution Level	1
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(ii) Themes

In recent years, the accreditation process by NAAC has become more comprehensive, more scientific, and more nuanced, igniting revolutionary transformations in the world of higher education. The seminar was an attempt at mapping this process, identifying the hurdles to quality enhancement and locating the trajectories to be followed in order to attain quality goals in higher education

2.14. Significant Activities and contributions made by IQAC

- The college was first accredited on 3 May 2004 and in the same year IQAC was established in the institution. The motives behind its establishment are to ensure the highest quality in all areas of academic activity, especially in teaching-learning and evaluation, research and extension. The IQAC works to attain this by closely monitoring the academic performances and processes and intervening, wherever necessary. Under the motivation and guidance of the IQAC, the college undertook a slew of initiatives as part of its prolonged institutional efforts to raise the college ultimately to the level of an institution of excellence. The IQAC noticed a specific lacuna in the functioning of the institution. This lacuna was analyzed as comprising four sectors: lack of exposure, lack of inspiration, lack of motivation and lack of integration with the regional society. On the basis of the advice offered by the IQAC, a series of measures was taken by the institution.
- Most of the departments initiated lecture series in which eminent personalities from India and abroad visited the institution and motivated the students as well as the faculty. To improve the inter-personal relation between students and teachers a number of activities were conducted as part of observance day. A one day national seminar was organised to galvanise the institutional efforts to face the next NAAC reaccreditation process.
- The teachers were urged to submit research proposals from time to time, based on the notification from the websites of various funding agencies. Students were also encouraged to submit project proposals to various state-level and national-level organizations.
- IQAC monitors teachers' performance on the basis of appraisal forms and students feedback. Ensures the publication of internal evaluation scores. Remedial measures are also suggested. Also log books for monitoring and teachers diary are maintained.
- Bridge courses are conducted on a yearly basis, for the newly admitted degree students to them familiarise with the various activities of the college.
- Finishing schools are conducted for the graduated students to improve communication skills, presentations skills and group discussion skills.

2.15. Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

<i>Plan of Action</i>	<i>Achievements</i>
Preparation for the third cycle of reaccreditation	NAAC committee was constituted for the preparation of necessary documents.
Introducing an International Research Journal for the publication of multidisciplinary research articles.	The first issue of the Journal named “TKM Arts College International Journal for Multidisciplinary Research” will be released by June 2018.
Seminar	A One day “National Seminar on Quality in Higher Education: The Emerging Scenario” was conducted to galvanize further the institutional efforts to face the next NAAC reaccreditation peer team visits.
Workshop	In collaboration with the Principal’s Council, a one day workshop on “The Changing Parameters of Quality Assessment in Higher Education,” was conducted for Principals and IQAC Coordinators.
Develop an appropriate intellectual and academic vibes in the institution	This is an ongoing process. Significant strides have been taken.
Attain the highest possible performance in the university examinations and co-curricular activities.	Achieved
Encourage the faculty members to obtain research guide ships.	5 members from the Departments of Commerce, Botany, Physics and Chemistry applied for the same.
Strengthen the infrastructural facilities of the college.	Achieved at high level.
Upgrade all UG Departments to PG Departments.	Proposals submitted and waiting for government approval.
Strengthen governance	Constituted Academic advisory board with external expert T.P. Sreenivasan, Former Indian diplomat and head of the Council for Higher Education of the State of Kerala, has been appointed as chief external advisor. Advisory board was convened during the period.
Equip all class rooms with teaching aids like Smart Board, LCD Projectors, and Computers	Implemented

Expand extension activities of the college.	Attained to a large extent through the efforts of NCC, NSS and different clubs of the college. Along with extension activities, the college conducts various programmes such as Walk with a Scholar (WWS), Additional Skill Acquisition Programme (ASAP), Scholar Support Programme (SSP) and continuing education programmes.
Develop the sports facilities of the college	Specific improvement has been made in it.

*Attached the Academic Calendar of the year as Annexure

2.16. Whether the AQAR was placed in statutory body

Yes

☒

No

☐

Management

☒

Syndicate

☐

Any other body

College Council & Academic Advisory Board

Provide the details of the action taken:

The AQAR was first submitted to the Management. There the document was carefully perused. The Management then conveyed its support for the same.

The AQAR is presented before the College Academic Advisory Board consisting of an external expert. Suggestions were incorporated and measurements were taken to improve teaching, learning, research and extension. One time short-term programme (MOOCS) were introduced accordingly, which improved the skill and employability of the students.

The AQAR was then placed before the College Council, the statutory body of the college. It discussed elaborately the strengths and weaknesses of the AQAR.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03	0	0	0
PG	06	0	0	0
UG	10	0	0	0
PG Diploma			01	0
Advanced Diploma			03	03
Diploma			03	03
Certificate			04	03
Others				
Total	19	0	11	09
Interdisciplinary	0	0	0	0
Innovative	3	1	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

<i>Pattern</i>	<i>Number of programmes</i>
Semester	16
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders* Alumni (On all aspects)

☒

Parents

☒

Employers

☐

Students

☒

Mode of feedback:

Online

☐

Manual

☒

Co-operating schools (for PEI)

☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspect.

The revision/update of regulation and syllabi is done by the university and it is under the jurisdiction of the university and it updates its regulations and syllabi periodically. Since our college is an affiliated one, we

strictly follow the directions of the university. The university changed its syllabi during the academic year 2010-11 and it introduced the Choice Based Credit and Semester System (CBCSS) from the said academic year onwards. In 2013 the existing regulations were modified by the university based on the recommendations of the syndicate. Indirect grading system was introduced during the year and students were awarded grades on the basis of the marks scored. Notional grading on the basis of marks will be indicated for each semester. Under the scheme 80 marks will be given for end semester evaluation (ESE) and 20 marks will be given for continuous evaluation and the total marks will be converted to base 10. Modifications were also suggested for open courses conducted by the colleges. The question papers are to be prepared and answer sheets need to be evaluated by the respective colleges strictly adhering to the university regulations. The system is more flexible and liberal to the students. In this system the students were given choice in selecting their subjects. Their academic performance is closely monitored and there is evaluation both at the university level and the college level. The creativity of the students is tapped using assignments, seminars and projects etc. The system is more student oriented instead of teacher oriented.

1.5. Any new Department /Centre introduced during the year, if yes, give details: No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
61	49	12	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

27

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
9	4	-	-	-	-	-	-	9	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

11

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	3	63	29
Presented papers	2	8	4
Resource Persons	0	4	1

2.6. Innovative processes adopted by the institution in Teaching and Learning:

- Value addition efforts were taken to enhance the quality of the teaching-learning process.
- The element of inspiration in the academic process was strengthened and teachers were motivated to make their classes imaginative and inspiring
- The faculty members were encouraged to utilize their computer skills extensively in the teaching and learning process. Central Computer laboratories, internet, inflienet, power point and LCD are becoming more and more part and parcel of their academic activities.

2.7 Total No. of actual teaching days during this academic year:

188

2.8. Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple-choice Questions)

Examination and evaluation reforms are carried out by the university

2.9. No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

4

0

2

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage:

Under Graduation (UG)

Title of the Programme		Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
Mathematics		45	40	33.33	13.33	-	86.67
Physics		34	38.23	32.35	-	-	70.58
Chemistry		32	37.5	31.25	-	-	68.75
Biochemistry		28	15	7	1	-	82.14
Botany		27	22	18.5	3.7	26.17	70.37
Zoology		35	14.28	31.42	-	-	45.71
English		48	4.20	62.50	6.20	-	73.00
Islamic History		43	2.32	41.86	11.62	-	55.81
Commerce	Finance	54	12.96	46.29	22.22	-	81.48
	Comp. Appl.	50	2	40	18	-	60.00

Post Graduation (PG)

Title of the Programme	Total No. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Mathematics	19	36.80	5.30	5.30	-	47.40
Physics	13	30.80	23.00	-	-	53.80
Chemistry	11	64	37	-	-	91.00
English	16	-	81.25	6.25	-	87.50
Commerce	20	15	65	-	-	80.00
Biochemistry	13	84.6	15.4	-	-	100.00

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching and Learning processes?

The IQAC operates as a comprehensive quality assurance system. It has made it its mission to ensure the seamless monitoring and evaluation of the teaching and learning process in the institution. It encourages teachers to use various teaching modalities so that the students get fully involved in the learning process.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	7
UGC – Faculty Improvement Programmes	0
HRD programmes	1
Orientation programmes	2
Faculty exchange programmes	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	1

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	07	0	07
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution.

The IQAC has taken the following measures to facilitate the smooth progress and the implementation of research schemes/projects.

1. Full autonomy has been given to the principal investigator.
2. Releasing funds as and when required.
3. Providing infrastructure and human resource support.
4. Create an ambience favourable for research activities in the college
5. Inspire the various departments of the college to seek maximum funding
6. Welcome research entrepreneurs of all levels with open arms to the institution
7. With the help of DST-FIST funding, the process of ordering/installing new instruments has been completed with a view to introduce research consultancy.
8. Created academic link with Eminent and Emeritus profession of foreign academic institutions.

There is a vibrant research committee under the guidance of IQAC to sensitize and promote research climate in the institution. The composition of the committee is given in the following table:

Sl.No	Name	Designation	Position
1	Prof. A. Hashimudeen	Principal	Chairman
2	Dr. A. Raghu	Associate Professor	Convenor
3	Dr. Bobby T. Edwin	Assistant Professor	Member
4	Dr. S. Anas	Assistant Professor	Member
5	Dr. P. K. Manoj	Assistant Professor	Member
6	Dr. S. Sumalekshmy	Assistant Professor	Member
7	Dr. S. Sumithra Devi	Assistant Professor	Member
8	Dr. Shehnaz S. R.	Assistant Professor	Member

The major recommendations of the committee include the following:

- Every teacher to undergo MPhil or PhD course on a full-time or part-time basis, if he/she does not possess a research degree.
- Every teacher to participate and present papers in regional, national and international seminars.

- Every teacher having a research degree to undertake a minor or major research project as well as become an approved research guide.
- The research journal named *Re-journal* published by the college may accept manuscripts from outside the institution and peer review should be initiated.
- Based on the above initiatives, a few proposals were submitted this year to UGC as well as to DST and intimations were given to faculty for applying for faculty induction programmes as part of completing the Ph D. thesis.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	Nil	Nil	3
Outlay in Rs. Lakhs	14	Nil	Nil	83.38

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	0	0	3
Outlay in Rs. Lakhs	1.95	0	0	2.80

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	2	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	1	4	-

3.5 Details on Impact factor of publications:

Range **0.5 - 5** Average **1.8** h-index **23** Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (in lakh)	Received
Major projects	-	-	-	-
Minor Projects	2	UGC	62,500	50,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	62,500	50,000

*Funds are not released on yearly basis

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
Sponsoring agencies		Indian Academy of Science, KSCSTE			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakh:

From funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
Who are Ph.D. Guides?
and students registered under them

7

11

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

2

SRF

01

Project Fellows

0

Any other

Nil

3.21 No. of students Participated in NSS events:

University level

100

State level

15

National level

02

International level

0

3.22 No. of students participated in NCC events:

University level

03

State level

03

National level

05

International level

0

3.23 No. of Awards won in NSS:

University level

2

State level

0

National level

0

International level

0

3.24 No. of Awards won in NCC:

University level

0

State level

0

National level

0

International level

0

3.25 No. of Extension activities organized

University forum

1

College forum

15

NCC

8

NSS

16

Any other

2

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility.

- Introduction of MOOCS (Online Courses) in collaboration with IIT, Mumbai.

NATIONAL CADET CORPS (NCC)

9(K) Battalion NCC Army Wing

- **International Day of Yoga**

The International Day of Yoga was observed on 21 June 2017. Our cadets were given awareness and training about various exercises including breathing exercises and Yogasanas.

- **National Integration Camp (NIC)**

SGT Areena P. Hari of our college participated in the National Integration Camp which was held at Amritsar, Punjab from 19 June 2017 to 30 June 2017, and her team won the Silver Medal in the group song competition.

- **Independence Day Celebrations**

The Independence Day of was celebrated on 15 Aug 2017. The national flag was hoisted. Principal Prof. A. Hashimudeen, who addressed the gathering. He gave the Independence Day message to the students and highlighted the need for us to stand together as a nation. Cadets raised slogans of unity and national integrity.

- **National Integration Camp (NIC)**

JUO Dhanus Krishnan R.S. participated in the National Integration Camp held at Pattanakkaadu, Alappuzha from 01 Sep. 2017 to 12 Sep. 2017.

- **Swach Bharat Abhiyan**

Forty four cadets from our unit actively took part in the cleaning drive organized at Peerangi Maidan on 23 Sep. 2017 by the district authorities as a part of the Swach Bharat Abhiyan. They also attended an awareness session that stressed the need for keeping our surroundings clean and hygienic.

- **All India Trekking Expedition**

CPL Amal Raj M.S. represented the college in the All India Trekking Expedition held at Jawahar Navodaya Vidyalaya, Kulamavu, Idukki from 29 Sep. 2017 to 06 Oct. 2017.

- **Special National Integration Camp (SNIC)**

SGT Safna S. of our college participated in the National Integration Camp held at Peddapuram, Kakinada, Andhra Pradesh, from 05 Oct. 2017 to 16 Oct. 2017, and her team won the Gold Medal in overall performance and the Bronze Medal in NIAP.

- **RDC (Republic Day Camp)**

Four cadets from our college participated in the Battalion level RD selection camp organised at SMHSS Patharam from 21 April 2017 to 30 April 2017. All of them got selected and participated in the pre-IGC camp held at SHV VHSS, Thrikkannamangal from 28 Sep 2017 to 07 Oct. 2017. L/CPL Fathima N. R. and CDT Ashik Rahmangot were selected, and they participated in the RD-IGC camp held at Thrissur from 16 Oct 2017 to 25 Oct 2017. L/CPL Fathima N. R. participated in the PRERDC-2 held at Thrissur from 20 Nov 2017 to 29 Nov. 2017, and attended the CM Rally organised as part of the NCC Day Celebrations at Trivandrum. She got selected and participated in the Pre RDC 3 held at NCC Complex, Calicut from 06 December 2017 to 15 December 2017.

- **Combined Annual Training Camp(CATC)**

Fifteen cadets from our college received training in the combined annual training camp held at SMHSS Kottara from 22 December 2017 to 31 December 2017. SUO Arun Sankar S. received the award for the Best Cadet of the Senior Division. The participants of the above referred camp are:-

Suo. Arun Sankar S

Cqms. Renjith B S

Cdt. Abdul Niyaz

Cdt. Nijil Krishna

Cdt. Harikrishnan

Cdt. Suhail T

Cdt. Rahul R

Cdt. Gokul G

Cdt. Nadarsha N S

Cdt. Muhammad Shafi

Cdt. Fahad

Cdt. Dhanya L

Cdt. Raziya

Cdt. Athira J

Cdt. Parvathi V

- **Special National Integration Camp (SNIC)**

L/CPL Ashik Rahman of our college participated in the special national integration camp held at Andaman from 5 January 2018 to 16 January 2018.

- **Skill Development Awareness Programme**

As per the letter from the Commanding Officer, 9(K) BN. NCC, Kottarakkara, we had organized a class on Awareness on Skill Development. The class was conducted on 12 January 2018, which is celebrated as Youth Day. The keynoter was former Naval NCC Asst. Commandant Prof. (Retd.) Noushad S.M. The session started at 10.30 am with a silent prayer and followed by inauguration by the Principal Prof. A. Hashimudheen.

3(K) Girls Bn. NCC Wing

The NCC activities of the academic year 2017-18 started with the enrolment of cadets. Total enrolled strength is 108. Strength of 1st year is 38, 2nd year 36 and third year is 34.

- **Parade Status and Training Imp**

Seventeen regular parades were held. Parade time is 0900 hrs to 1300 hrs. The parades are held on Saturdays except the ceremonial parades like Independence Day and Republic Day Parade. On every regular parade day, the drill continues up to 1050hrs. After a short break the theory classes on various NCC topics are taken. This sub unit is going on successfully with regular training activities and theory classes on Map Reading, National Integration, Leadership, First Aid, Weapon Training etc.

- **Ceremonial Parades**

On 15th August, ceremonial parade was held in the college. Sixty cadets of Army Wing Girls participated in the parade. Prof. Hashimudeen A. Principal of the college hoisted the national flag and addressed the gathering. It was followed by a patriotic song by cadets.

- **Environmental Day**

On 5th June 2017, cadets of the unit planted trees in the college premises.

- **Swatch Bharat Mission**

On Oct 2nd 2017, the girl cadets of the institution cleaned the campus premises and the road leading to the college.

- **International Youth Day**

3(k) Girls Bn. NCC unit organised a cleanliness drive on 12th August 2017 in connection with International Youth Day. Principal of the college Prof. A.Hashimudeen, inaugurated the drive. Cadets of the unit participated in various activities. They promoted Swatch Bharat Mission Campaign for ensuring hygiene, sanitation and waste management in the campus. Cadets cleaned the campus and drainage.

- **NCC Day Celebrations**

NCC Day is celebrated every year on the fourth Sunday in the month of November. As part of the NCC Day, four major events were conducted by the cadets of T.K.M. College of arts and science.

- **Blood Donation Camp**

On 24 November 2017, a Blood Donation Camp was conducted in the Group Head Quarters Kollam. Ten Cadets of this institution donated blood. The camp was inaugurated by Brigadier G. M. Shankar.

- **NCC Day Run**

NCC Day Run, conducted on 26 November 2017, was co-ordinated by 3(K) Navy Unit NCC Kollam and 3(K) Girls Bn.NCC Kollam. It started from Asramam Ground and ended at Thevally Headquarters Kollam. Brigadier. G. M. Shankar , Group Commander NCC Head Quarters Kollam flagged off the run. Major. Manju, administrative officer 3 (K) Girls Bn.NCC, and Lt. Liby K.S. participated in the run.

- **Project “Sparsh”**

Special Project for Assistance, Rehabilitation and Strengthening of Handicapped (SPARSH) has been envisaged to be a caring touch for the disabled, old and destitute persons. Cadets of

our institution visited ECHS, Eravipuram on 30 November 2017 and assisted in taking stock of medicines.

- **International Yoga Day**

International Yoga day was celebrated on 21 June 2017. Prof. Hashimudeen A., Principal of the college inaugurated the event and rendered a speech on Yoga and its relevance in today's society. The Cadets of 3(K) Girls Bn. NCC performed yoga between 8.00 am and 9.30am under the guidance of Associate NCC Officer Lt. Liby K.S. The theme of this year's yoga was "Yoga Health." The aim was to highlight a holistic approach to yoga, which focused on both physical and mental well-being. The aim of the Yoga day celebration was to bring peace, harmony and success to every soul in the world. This was a great opportunity for the cadets to imbibe the value of discipline. Yoga is a mental, physical and spiritual practice that has to be performed every day. Different yoga postures were performed by the cadets which finally ended with meditation.

- **AIDS Awareness Programme**

In connection with AIDS awareness programme, AIDS prevention education programme was organised in our college under the 3K Girls Bn. NCC Kollam. Cadets distributed red ribbons to all the students of the institution. Cadets participated in the AIDS Awareness rally and raised slogans.

- **Annual Training Camp**

Twenty five cadets attended annual training camp held at Patharam from December 22, 2016 to January 1, 2017. Associate NCC Officer Lt. Liby K.S. attended the camp and performed the duty of Training Officer.

- **Achievements**

Shifa B.S. of S4 B Com C.A participated in the Nilgiri Trekking Camp held at Ooty. Jayalekshmi of S2 Maths participated in Advanced Leadership Course held at Kharagpur, West Bengal.

- **'B' Certificate Examination**

Thirty one cadets of 3(k) Girls Bn. NCC participated in the 'B' Certificate Examination 2017. All cadets passed the examination.

- **‘C’ Certificate Examination**

Twenty cadets of 3(k) Girls Bn. NCC participated in the ‘C’ Certificate Examination 2017. All cadets passed the examination.

NATIONAL SERVICE SCHEME (NSS)

There are two units of National Service Scheme functioning in the College, handled by two experienced Programme Officers. Because of the positive attitude of the successive Principals and Programme Officers and dedicated volunteers the NSS units of the college functioned very effectively both in the college and in the community. The volunteers possess a good NSS culture. In social services like blood donation, awareness creation among the people of the adopted village and in the related matters they performed satisfactorily ever since the starting of NSS units in the college.

During the last three years the NSS units gained remarkable achievements in organizing innovative programmes for developing the personality of the volunteers, conducting cleaning activities within the college and in the adopted village, helping the community and society by offering free labour, donating blood to the poor and needy patients, conducting inter-collegiate camps for the benefit of the students from various institutions, conducting seminars, workshops, quiz programmes and awareness classes, observing important national and international days, participating in University, State and National Level Camps and so on and so forth.

Under the effective leadership of the Programme Officers Prof. Shajitha S. and Prof. Firoz Khan S. the units functioned very systematically. Kottankara Gramapanchayat and the Residents’ Association associated with the NSS units in implementing various constructive programmes during the reporting period. Inter Collegiate and Annual Special Camps were conducted under the supervision of the Programme Officers Prof. Shajitha S. and Prof. Firoz Khan S. in which almost all the guidelines of the special camps were fulfilled.

Awards and Honours

- **“Shuchithwa Mission 2017-18 – District Best Performance Award”**

College actively involved in District Shuchithwa Mission programme during the year. Institution has played leading role in the mission.

As per the order from the District Collector, NSS Unit of T.K.M. College of Arts and Science, has conducted elocution, quiz, and poster making competitions as a part of Swatchta Hi Seva Mission on September 22, 2017. The competitions were conducted on topics based on cleanliness. The competitions were judged by external judges and the winners were awarded suitably with first, second, and third prices. The whole programme was monitored by District Collector.

As a part of Suchithwa Mission, Kollam the area allotted to the college was Cantonment ground. This mission was inaugurated by Mayor Sri. V. Rajendra Babu on 23-9-2017. The Swatchta Hi Seva mission programs began in the presence of Sri. G. Sudhakaran, District Coordinator of Jilla Suchithwa Mission, Prof. A. Hashimudeen Principal, T.K.M College, Prof. Shajitha S. N.S.S. programme officer, extension activity Convener and Co-ordinators of T.K.M. College of Arts and Science Kollam. 350 students and conveners of various extension activity clubs were actively participated in the programme.

This cantonment ground was filled with waste materials and excretory materials. The ground looked ugly with unpleasant odour and was filled with weeds. The entrance was planted with ornamental plants. The plants are looked after by the students of NSS as a part of continuing activity of Jilla Shuchithwa Mission, Kollam.

- **“National Youth Leader Award for 2016-17”**

The NSS Unit of T.K.M College of Arts and Science has successfully completed more than 100hrs. of Sramadhan apart from annual regular activities. The major programme conducted as a part of Sramadhan were Swatch Bharat Abhiyaan- Cleanliness Drive (5 days programme), Voice Donation (Voice Recording by Reading books), Adopted Family Visit (Cleaning and Clothing), Mahila Mandiram Visit (Awareness on Importance of Skill Development programme – Started Vastra Niramana Parisheelana Unit, Donation of Sewing Machines and conducted an Exhibition), Early Detection Oral of Cancer by Mouth Self Examination Programme (Awareness, Oral Cancer Camp, Award), College Jubilee Celebrations (Sramadhan for 5 days), Hepatitis-B Vaccination (3 stages), Sahapadikkoru Veedu and Mega Job Fair hosted by NSS.

The outreach Cultural Programmes of NSS Unit were conducted a Street Play with the theme on Gender Justice and a Road Show on “LaharikkethireYuvatha.” As the T.K.M College of Arts and Science, Kollam-5 NSS Unit has satisfied all the conditions put forward by the

authorities. In these circumstances, we put forward our proposal for National Youth Leader Award.

Awareness Programmes

- **NSS Awareness - Orientation Programmes 1 (14-10-2017)**

As a part of conducting NSS Activities, Volunteers should be motivated by the orientation classes explaining the NSS motto and how NSS units work and the duties of each NSS volunteer. There will be two Orientation Programmes in each academic year.

- **Orientation Programme – 2**

Brama Nayakam Mahadevan, Motivator, Social Worker, Prof. Hashimudeen A. Principal, Prof. Firozkhan Programme Officer were welcomed by Prof. Shajitha S. Programme Officer to the Orientation Programme.

- **Drinking Water Project In The Adopted Village**

The NSS Units of T.K.M. College of Arts and Science in cooperation with the National Rural Employment Guarantee Scheme on January 13, 2018, have accomplished the cleaning of Pandarakulam pond near by the college. This pond has historical importance. It was polluted and was not suitable for use. The volunteers cleaned the ponds' surroundings and the drainage and rehabilitated the pond and made it suitable for use. Around 720 peoples will get the benefit of this drinking water project. The programme was inaugurated by college Principal Prof. A. Hashimudeen, along with Kottankara Grama Panchayat Standing Committee Chairman Sri. Hussain M.

- **Bio-Diversity Park**

National Service Scheme of T.K.M. College of Arts and Science built a beautiful Bio-Diversity Park inside our College. It consists of a small pond and variety of medicinal plants. Moreover it consists of rare species of flora, like, Moraceae. It is also the shelter centre of various birds and flies. The unit volunteers frequently clean the park and conserve the eco system inside the park by planting more plants.

- **Blind Federation Programmes - Golden Jubilee State Conference 2017-18**

The Golden Jubilee State Conference of Kerala Federation of the Blind was held on January 27, 28, 2018 at Vimala Hridhaya Girls HSS, Kollam. The two days camp was volunteered by

the NSS units of T.K.M. College of Arts and Science. We provided support services to the blind, helped them to deal with the strange atmosphere. Volunteers were camping with the blind 24x7 to provide service at night time as well as day.

Volunteers were given training in handling the blind (five days before the programme). 75 volunteers were divided into four teams and a time schedule was given to them. Very effectively, under the leadership of the programme officers and the volunteer secretaries the team presented a remarkable performance.

- **Smart Cane Training Programme**

The Smart Cane Training Programme was held on May 12, 2018 at Kadapakkada Sports Club, Kollam for the blinds under KFB's guidance. The programme was inaugurated by Kollam Mayor, Sri. Rajendra Babu. The volunteers who had got training explained the working of smart cane to the blinds and trained them to use it.

- **Adoption Of Government Lp School, Perumon**

NSS unit of T.K.M. College of Arts and Science, Kollam adopted 103 years old Perumon Govt. L.P. School. The school was established on 1914, situated along the side of the Ashtamudi Lake, was in a pathetic condition when the NSS volunteers reached there.

They started work to renovate the aged school and have done a makeover to it in an artistic way. NSS volunteers cleaned the compound wall; painted it with children friendly characters, created a beautiful garden, re-arranged the library, planted agricultural plants etc. The volunteers spent their whole day with the children with interaction. The Volunteers were supported and encouraged by Prof. A. Hashimudeen, Principal, T.K.M. College of Arts and Science, Prof. Shajitha S., Prof. Firoz Khan A. Programme Officers, School Head Mistress K. V. Prameela, PTA President K. Raveendran to the substantial venture.

- **Gandhi Bhavan Visit, Dress And Fund Donation**

NSS Volunteers with Programme Officer Prof. Shajitha S. of T.K.M. College of Arts and Science, Kollam visited the Vridhasadanam situated at Mundakkal, Kollam. The old age home has inmates of around 200 members had a shelter in this. NSS Volunteers interact with them and shared their experiences. They also donated food and fund, which was collected by the volunteers, was handed over to the officials.

- **Gandhi Jayanti**

As a part of Gandhi Jayanti, Kollam District Committee in collaboration with Asraya, Kottarakara, Janamythri Police, Universities like Kerala, MG, Calicut, Kannur, Sanskrit University, Kalady, observed ‘Viswasanthi Dinam.’ As a part of this programme a State Level Drawing Competition to the Primary School level students was also organised. NSS unit volunteers of T.K.M. College of Arts and Science, actively participated and coordinated this programme.

- **Health Awareness Camps**

The Indian Dental Association, Quilon branch in connection with the NSS Unit had conducted three awareness classes & a dental screening camp with distribution of oral hygiene kits on 6th March 2018 at T.K.M. College of Arts and Science, Kollam. The topics of the awareness classes were 1) Road Safety by RTO, Quilon 2) Maxillofacial injuries due to trauma 3) Preventive aspects in dental care. The programme was inaugurated by Principal SI Sri. Anoop. 250 students of NSS units & other students had attended the classes. The dental screening camp conducted simultaneously was attended by a different batch of 200 students. The programme had been attended by 13 doctors.

Campaign Programmes

- **Ormayude Rasathanthram**

Ormayude Rasathanthram Inaugurated by Principal Prof. A. Hashimudeen, welcome speech delivered by Prof. Shajitha S. Programme Officer and Subject Presented by Rajesh Maheswar.

- **Inter-Collegiate Youth Camp - 2017**

As per the sanction of National Service Scheme Advisory Committee, University of Kerala, organized three days, 17 to 19 November 2017, residential intercollegiate youth camp in T.K.M. College of Arts and Science, Kollam. The inauguration session was held on 17th November 2017, Inaugural Address made by Sri. M. K. Sakeer, Chairman, Kerala Public Service Commission. Presidential address was given by Prof. Hashimudeen A, Principal, T.K.M. College of Arts and Science. Felicitation addresses by Dr. A. Shaji, NSS Co-ordinator, Kerala University and Rtd. Prof. M. Abdul Majeed, NSS Advisory Board Member. Programme Officers Prof. Shajitha S, Prof. A. Firoz Khan addresses the audience.

- **Annual Camp 2017 – 18**

The annual special camping programme of the National Service Scheme units was conducted from 22 December, 2017 to 28 December, 2017 at T.K.M. Centenary Public School, Karicode, Kollam. The camp activities were health survey, mind refreshment training, road cleaning, awareness classes on bio diversity, traffic rules, food and nutrition, life style diseases, legal studies etc.

The camp was formally inaugurated by Sri. M. Sivasankara Pillai, Vice President, District Panchayath, Kollam. The inaugural function was presided over by Prof. A.Hashimudeen, Principal, T.K.M.CAS. Prof. Abdul Majeed, Member, Advisory Committee, Prof. E. Najeem, Member, Advisory Committee, Sri Hussain, Member, GramaPanchayath, Kottankara were also present in the function. Prof. S,Shajitha, Director, Special Camp, welcome the gathering and Prof. A. Firoskhan, Programme Officer, Special Camp delivered vote of thanks.

- **Grow Bag Manufacturing**

Sri. Santhosh K. of Shasthra Sahithya Parishath, took skill acquisition training programme to NSS Volunteers in Grow Bag manufacturing as a part of Women Empowerment Programme. The raw materials for these grow bags were used flex banners which were collected from different departments.

COMMUNITY SERVICE CELL

- A Community Service Cell was established in the college to extend its commitment to the society. The cell was very active this academic year and introduced many social service peogrammes and charity initiatves. Smt.Shajitha S, Department of Islamic History is the coordinator of the community service cell. Important activities undertaken by the cell during this year:

WOMEN EMPOWERMENT PROGRAMME

- A Garment Training Unit was started in the Mahila Mandhiram, Karicode to empower in inmates of Mahila Mandiram. The inmates are undergoing training in garment making, and manufacturing door mats, handicrafts and cloth bags. They are undergoing training under a lady trainer paid by the college. Ten sewing machines were donated to the garment training unit in Mahila Mandiram with the support of parents and well wishers.

CHARITY WORK

- Extended life support to blind people. Renovated district office of the Kerala State Blind Federation.
- Onam kits were distributed to blind people. We celebrated Onam along with them.
- Encouraged blind persons to make eco-friendly carry bags and promoted the sale of the bags in the college campus and collected money for the welfare of the blind people.
- A Dress Bank was started by the cell. The cell collected clothes from students, alumni members and staff and distributed them poor homes, Gandhi bhavan and rescue centres.
- Introduced noon-meal scheme in the college and served students from deprived families.
- A Poor Aid Fund was created in the college to support students from poor families in their academic needs and to conduct the noon-meal scheme.
- A Rescue Centre started in Karicode under Social Justice Department.

MEDICAL AID SERVICES

- Conducted free medical camp
- Provided free hepatitis vaccination (three courses) with the support of IMA
- Conducted early detection of oral cancer camp by self health evaluation with the assistance of RCC, Thiruvananthapuram.
- Medical help of ` 5000/- per family was given to five deserving families.

EXTENSION AND OUTREACH ACTIVITIES

- Community Service Cell adopted a Government L.P. School at Perumon. Students of the college were involved in campus cleaning in the adopted school, construction of a vegetable garden, a bio-diversity park and touching and painting work for the beautification of the school.
- Computer literacy programme introduced for the children in the adopted school.
- Community Service Cell constructed and donated a house to the most deserving student of our college.
- Community Service Cell involved in the reconstruction and renovation of jubilee road from Karicode junction to Arts College.

SUJITHWA MISSION AND CLEANING CAMPAIGN

- Community Service Cell actively involved in Sujithwa Mission campaign introduced by Kollam District Collector in connection with sujithwa keralam and won best performer cash award
- Cleaning work was done in Kollam Peeranki Maidan in association with extension clubs of the college.
- Cleaned the Kilikolloor Railway Station compound and removed garbage from the same.
- A garden was constructed in the compound of the railway station.
- Cleaning work was done in the Karicode market place and bus stand.
- Historic Pandarakulam pond was cleaned and made available for public use.
- Cleaning work was done in Peroor-Perumkulam canal.

LITERARY CLUB

- The main motive of the Literary Club is to nurture and enhance the literary and creative skills of students as well as to provide them with a platform to engage with other students in connection with these activities. In the beginning of the academic year, the Literary Club under the convenorship of Shri. Niyas S. M. had put together creative writings by students from different classes, and compiled it into a book. The collection was edited by Shri. Niyas and it primarily focused on poems and haikus. In August 2016, when the new batch of students had registered, the literary club activities started off with introducing students to various recent trends in literature.
- In the meetings convened in the months of October and November, students were encouraged to discuss various aspects of creative writing which they found fascinating. They were also asked for inputs regarding future activities of the club. On October 7th 2016, a special screening of the Japanese cult movie Rashomon, by Akira Kurosowa was held at the Seminar Hall of T.K.M. College of Arts and Science, Kollam. The students who were present at the screening had an active discussion on the various path breaking narrative strategies which this cult movie brought into the film world. The Literary Club members, have been actively taking part in the Book Talks organized by the Library,

where they are familiarized with currently popular works as well as marginalized genres in literature.

- In addition to the book talks, the club has took the initiative to circulate contemporary novels in the English language among interested students. Some of the titles circulated among the students include Arundhati Roy's *The Ministry of Utmost Happiness*, Robert Galbraith's works, detective fiction of authors ranging from Agatha Christie to Michael Connelly.
- Another important initiative of the Literary Club was the induction of the lecture series titled *Oratoria*, jointly organized with the Department of English, and sponsored by the Kerala Youth Commission. Organizing such a lecture series was inspired from the realization that the teaching and learning of literature is not a class room oriented activity. It is something that requires exposure to the public sphere and constant engagements with the recent discussions in the academic field of Kerala. The first lecture of the series was done by Dr. P. K. Rajasekharan, news editor of *Mathrubhumi* newspaper. The talk was conducted on November 2nd, 2017 at the Seminar Hall of the T.K.M. College of Arts and Science at 10 am. Dr. P. K. Rajasekharan talked to the students about the various nuances of the concept of modernity and traced the evolution of Kerala modernity. The second lecture was conducted on 24th November, 2017 and the invited speaker was the renowned poet-music critic-lyricist Dr. Madhu Vasudevan. The lecture was titled “Malayalam Film Songs through the Ages: Aesthetic and Cultural Perspectives”. The Literary Club also played a part in organizing the various literary competitions that were conducted as part *Swachhtha Hi Seva* campaign. Various competitions including debate, elocution and quiz were organized. The competitions were judged by the faculty of the college in the preliminary round and by external judges in the final round.

MEDIA CLUB

- The Media Club of T.K.M. College of Arts and Science has played a brilliant role in making the students conversant with the importance of mass media. The club co-ordinator and the members of the club have actively interacted with the other students to understand their media habits and preferences, and to give them the much required orientation about the way they use mass media judiciously and constructively. The Club holds regular meetings of its members and exchanges ideas about current affairs and other socially,

culturally and technologically relevant topics. As part of this, the Media Club brings out a weekly newsletter titled '*Outspoken*' which presents a comprehensive view of the major current affairs of global interest, in media savvy. Other than current affairs, '*Outspoken*' provides the students with a platform for creative expression. The poetic, artistic and creative skills of our students have made it to the pages of the '*Outspoken*', most beautifully. Moreover, their efforts have inspired other students to come forward with their own creative contribution in myriad ways.

- Another significant contribution of the Media Club is to help members to keep themselves abreast with the latest developments. '*Cyber Canvas*', is an online forum where the students post their creative works, which includes poems, stories, paintings etc. The Media Club of the college is co-ordinated by Dr. Sumithra Devi S., Asst. Prof. in English.

INTERNAL COMPLAINT COMMITTEE (ICC)

An internal complaint committee is active in the college and it addresses the complaints of the students by maintaining the confidentiality and ensuring a complete grievance satisfaction. Different Complaint cells were constituted under this committee with cell conveners.

- **Grievance Redressal Cell**

The Grievance Redressal Cell attempts to address genuine problems and complaints of students whatever be the nature of the problem. Students are encouraged to use the suggestion boxes placed on different sections of the campus to express constructive suggestions and grievances. They may also approach the members of the cell or any of their other teachers as is comfortable to them.

Students may also express their grievances online by filling out the form below.

Students are requested to note that making a complaint is serious and therefore they are to use this power in a responsible manner. At the same time, the college assures students that once a complaint is made, it will be treated with sensitivity and confidentiality.

- **Women's Grievance Redressal Cell**

The Cell is responsible for looking into any complaints filed by students & staff about Woman Grievances at the college. According to the Hon. Supreme Court of India definition of sexual harassment is any unwelcome sexually determined behavior, such as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually Colored remarks
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

The functions of the cell are to purely safeguard the rights of female students, faculty and staff members of women and also to provide a platform for listening to complaints. The Cell also tries to incorporate hygiene habits and ensure a healthy atmosphere in and around the college. It tries to equip them with the knowledge of their legal rights and redressal of their grievances. To facilitate speedy delivery of justice, meetings are organized regularly. The counseling cell processes oral and written complaints. Time to time the cell conducts seminars and lectures by specialists and eminent personalities to stop violence against women, sexual harassment at work and about health, hygiene etc.

A legal orientation programme for girl students, 'Lustitia', sponsored by National Commission for Women, Government of India, was organized by Women's Grievance Redressal Cell. The Programme was held on 28 and 30 of October 2017 and 1 and 4 of November 2017. The inaugural ceremony, presided over by Prof. Hashimudeen A, Principal of the college, was noticed with the key note address delivered by Sri. R. Sudhakanth, Honorable Sub-Judge, District Legal Service Authority.

The second session was held by the Resource Person Adv. Niza Fazil, on the topic Constitution of India, Fundamental Rights, Fundamental, Duties and Directive Principles of State Policy. The third session on 30th October 2017 was handled by the Resource Person Adv. Seema C. She reflected on the topic Constitutional Provisions for Women Rights, Women Act 1990 and Criminal Law Amendment Act 2013.

The fourth session was led by Adv. Vijaya Kumar on the topic Protection of Women's Rights: Issues and Challenges. It was followed by fifth session which was handled by the

Resource Person Adv. Preethi. She elaborated on the topic Protection of Women's Right and its Accomplishment in Present Scenario.

The sixth session was handled by the Resource Person, Adv. Majida Abdul Majeed on the topic Women's and Girls' Rights in Islam. The valedictory session hogged the limelight with the presence of chief guests Sri. R. Sudhakanth, Sub-Judge, District Legal Service Authority, Kollam and S. Ajeetha Begum Sulthana IPS, Commissioner of Police, Kollam. Prof. Shajitha S., Convener, Women's Grievance Redressal Cell, was the coordinator of the programme.

- **Anti-Ragging Cell**

Since the constitution of the anti-ragging cell, it designed programmes to create awareness of anti-ragging among the students. Various charts detailing 'Ragging as Crime' and the punishment under various IPC section were displayed in the campus and leaflets regarding antiragging messages were distributed to make the students beware of the pitfalls of ragging. The contact numbers of the office bearers were made available on notice board for their timely need. The students were facilitated with complaint boxes in campus to lodge their complaints.

A special awareness class was arranged for the volunteers of anti-ragging cell. The volunteers made their service for about first three months of each academic year. The committee members paid surprise visit to both campus and hostels during intervals and working hours to interact with students.

- **Anti-Sexual Harassment Cell**

As per the guidelines of UGC and the Supreme Court an Anti Sexual Harassment Cell has been established to provide a healthy and congenial atmosphere to the staff and students of the Institute. The cell was constituted to meet the four basic objectives:

- a) To develop the guidelines and norms for a policy against sexual harassment.
- b) To develop principles and procedures for combating sexual harassment.
- c) To work out details for the implementation of the policy.
- d) To prepare a detailed plan of action, both short and long term.

WOMEN'S STUDY UNIT

- Women's Studies Unit of the college was set up as a result of University of Kerala, Centre for Women's Studies' response to address Women's concern in Higher Education. Since then, Women's Studies Unit has taken initiative for the development of the women community in the college by conducting various programmes and activities. During the last seven years it has been nurtured and guided by Dr K Nejmi, Associate Professor, Dept of Zoology who brought in various activities for the overall development of the students. From the year 2015 onwards, the club activities have been guided by Ruksana Sulthana A. H., Assistant Professor, Dept. of Commerce. Being one of the earliest clubs in the college, it is inclusively for female students of the college who make for 80% of the students and to draw a positive reactions from them on issues like adolescent health and sanitation, abuse, harassment, exploitation of women, and also to equip them with a socially useful and productive skill. The activities of the unit therefore include workshops, seminars, debates, discussions, film shows and exhibitions that display the creative acumen of the students.
- The unit conducts training programmes on various modes of art and craft. On Saturdays, training is given to the students of the unit on fabric painting, textile printing, glass painting, pot painting, and they are assigned with cross stitch and quick stitch kits to improve their talents. Along with, sessions on sari designing and churidar designing, sequence works on either of the dresses are taught. Students are also encouraged to do bead work, embossing, liquid embroidery and aplica work on cloth of different materials. Designs as well as raw materials are provided for the same. Another main attraction of the classes are muffler making, using the frame and knitting needles.
- Students are also given training on flower making using different materials ranging from fancy papers, socks cloth, organdy cloth and tissue papers. The use of waste papers, polythene covers and bottles for making flowers and baskets, generates in them the idea of reuse of such waste materials into a creative and useful means. This is considered as a best practice in management of such waste materials. Tile work, pot painting and decoration is assigned to students as a take home activity.
- Debates and discussions are conducted on a weekly basis by the students of the unit on local issues and empowerment of women, and these activities are mediated and presided

over by the convener of the unit. Classes were organized on health and hygiene by the unit. The unit has undertaken a cleaning programme as part of Swach Bharat mission, organized by the Kollam Corporation at Peeranki Maidan, Kollam. The unit is looking forward to inculcate more training programmes and other activities for enrichment and enhancement of the female community both mentally and physically.

PLANNING FORUM

- Planning Forum is an academic platform for the students who are interested in the subject of management, Commerce and Development Economics. This ensures enrichment of knowledge of students in this field through activity based programmes. Planning forum helps to create an awareness of the need for planned development of the country among students. It also helps to stimulate interest among the students in intellectual and academic activities by holding debates, organising discussions on economic problems and arranging occasional lectures by public men.

ENVIRONMENTAL CLUB

- The club observed Environmental Day on 13th June 2017 which was notable by the participation of many important dignitaries. Dr. Kunji Krishnan, Associate Professor (Rtd.), Dept of Zoology, delivered a lecture on the topic Man and Nature. Another lecture was delivered by Sri. Madhusoodhanan V.K., Member of Kerala Shasthra Sahithya Parishath on the topic Connecting People to Nature to Stop Sea Level Rise. Tree planting programme was a joint venture conducted in the Campus by members of the Environmental Club and Birds Club in connection with the World Environment Day on 5th June 2017.
- Members actively participated in the cleanliness drive at Peeranki Maidan as part of Swachhata hi Seva on 26 June 2017. Measures have been initiated by the club for renovating the botanical garden in the college campus. Members of the club have also prepared a draft Environmental Protocol for the campus.

BIRDS CLUB INTERNATIONAL

- Keeping in mind the socially magnificent mission of protecting and preserving the nature around us, a unit of Birds Club International (BCI) was formed in the campus, and officially inaugurated on 13.06.2017 by the reputed film maker Sri. Jayaraj. In his

inaugural speech, Sri. Jayaraj denoted the importance of planting trees and establishing rain groves for the conservation of birds. The function was presided over by Prof. E. Najeem, Head of the Department of Arabic. The District Coordinator of BCI, Dr. Amina Surya, Associate Professor, M.S.M College, Kayamkulam felicitated the event. The Staff Coordinator of BCI-T.K.M.CAS, Dr. Jasin Rahman V.K., Assistant Professor in Zoology, offered the vote of thanks. Sri. Jayaraj planted tree sapling on the campus and visited the rain grove in the botanical garden in the college.

- As part of the launching of Birds Club International in the college, students of the club planted 50 tree saplings on the campus in the World Environment Day on 05.06.2017. Principal Prof. A. Hashimudeen inaugurated the programme by planting the tree sapling.
- Discussions on various topics concerning the conservation of nature and birds were conducted as part of the club. Silpa A.R., Alana Nazeer, Fathima Suhra S. and Ananthakrishnan B. of B.Sc. Zoology were sent to participate in the photo exhibition conducted at St. Gregorios College on 10.11.2017, and organized under the auspices of BCI-Kollam district as part of the National Bird Watching Day. Further, Student members of the club were sent to participate in the 'Asian Water-bird Census' held in various wetlands of Kollam on 13.01.2018. The programme was organized by WWF (World Wide Fund for Nature). The club members also engage in surveying and recording the birds seen in and around the T.K.M. college campus.

SCIENCE CLUB

- Important events conducted by Science Club during the academic year 2017-18
 - 1 Inauguration, programme Introduction and discussion
 - 2 Science Quiz Club formation
 - 3 Weekly meeting on all Wednesday (Morning 9.15- 9.50am)
 - 4 Science Activities- Water Quality Checking
 - 5 National Science Day Celebrations

SPORTS CLUB

- Important activities conducted by Sports Club during the academic year 2017-18
 1. Coaching & practicing the basic & specific skills of following sports events
 - a) Shuttle badminton
 - b) Volleyball

- c) Foot ball,
 - d) Cricket
 - e) Basket Ball,
 - f) Athletics
 - g) Table Tennis
 - h) Chess
 - i) Weight training
- II. General & Specific Fitness workout
- III. Participating in district & University Tournaments.
- IV. Practice Matches.

HEALTH CLUB

Important activities conducted by Health Club during the academic year 2017-18

Theory and Practicals:

- a) General Health education
- b) Anatomy & physiology
- c) Nutrition
- d) Postures
- e) Fitness
- f) Exercise & Lifestyle Diseases
- g) First Aid
- h) Test & measurements
- i) Counselling

DEBATE CLUB

- Debate club for the academic year 2017-18 was formed on July 2017. The first club meeting selected Ananthakrishnan P. (S3 B.A. English) as student coordinator. The inaugural speech by general co-ordinator gave the students an idea about the activities of the club. The club meeting was planned on every Thursday 1.30 pm. Debate club tried its best to participate all its members in various competitions held outside and inside the campus.

HUMAN RIGHT FORUM

- A training programme on Motivation and Personality Development was organized on 10 November 2017 under the auspices of Human Rights Forum and Entrepreneurship Club. Principal Prof. A. Hashimudeen inaugurated the programme which was presided over by the convenor of the Human Right Forum, Prof. Thanseena Bai R. The technical session was handled by Brahmma Nayak Mahadevan. He said that motivation is one's willingness to exert efforts towards the accomplishment of his or her goal. The session was decidedly interactive and students and teachers greatly benefitted from it.

CULTURE CLUB AND PERFORMING ARTS CLUB

- The five-day-long Kerala University Youth Festival 2018 began on 20 March 2018, and the college actively participated in it, and bagged first prize in cultural procession and Oppana competition. In the cultural procession, all the students and faculties of the college lined under the leadership of the principal Prof. A.Hashimudeen, and performed various social and political themes pertaining to our nation and culture. Apart from this, the college also hosted several competitive programmes of the youth festival.

STUDENTS SERVICE CELL

- **Tutorial System (CBCSS)**

A very important feature of the functioning of the college is its tutorial system. The entire student community of the institution is divided on the basis of classes and placed under Faculty Advisors. If a class has more than fifty students, two Faculty Advisors are appointed. The Faculty Advisor gives personal attention and care to each student member of the class. The progress of each student is monitored by him and he takes corrective measures whenever needed after interacting with the parents concerned. The tutorial system is monitored by College level monitoring committee

- **Special Coaching**

The college offers special attention to weaker students especially those coming from socially and economically disadvantaged backgrounds. Regular coaching sessions are held throughout the year for them.

- **Career Guidance**

Career guidance helps to equip students to survive in the highly competitive world of today. It conducts coaching programmes targeted at the various competitive examinations and invites experts to deliver talks that strengthen student awareness of career possibilities.

- **Training and Placement Cell**

A very active Training and Placement Cell is functioning in the college. The cell extends full support to the students for placement. It conducts coaching classes free of cost for various competitive examinations conducted by UPSC, PSC, scheduled banks etc. TCS, INFOSYS, WIPRO, MRF and other corporate units conduct campus recruitment every year. A mega job recruitment programme was conducted in association with the employment bureau of state government last year.

- **Medical Inspection**

Every student has to undergo an annual medical inspection conducted by a medical officer appointed by the college. Failure to present oneself for medical inspection will be viewed seriously.

- **Hostels**

The college has two ladies hostels of its own. Ms. Shajitha S. Department of Islamic History is the warden. Besides these, the Trust runs seven hostels for the students of its institutions. There are separate hostels for girls and boys.

- **Canteen**

A canteen functions in the college campus. It provides students and staff with food and snacks at reasonable rates. The canteen has been renovated recently and is presently housed in a spacious building with separate accommodation for staff and students.

- **Student Chapter of Optical Society of America**

The Institution has a student chapter of Optical Society of America which supports academics, research and creates valuable career opportunities.

- **Co-operative Society**

The society aims at catering to the needs of the staff and the students of the college. The society has moved to spacious premises and its showroom is extremely wellstocked. The items sold include text books, note books, consumer durables and other items. Membership is open to both staff and students.

- **Co-operative Credit Society**

The society was started in 1988. It conducts chits and extends short-term loans to its members.

- **Counselling Centre**

The college has a counselling centre to provide counselling to students. The centre conducts counselling sessions to ensure the psychological welfare of the students.

- **College Union**

The college union and its branch associations are meant for the responsible and constructive participation of students. They are to train students in leadership and administration and prepare them for public life. The union will be constituted and will function as per the direction of the Administration.

Film Club

- Film studies have recently emerged into a separate genre of visual studies. It has come out of the fold of literary studies and established a theoretical and narrative framework of its own, and hence most of the universities have started departments for film studies. Keeping in mind the rapidly increasing popularity and significance of film as a genre and text, T.K.M. College of Arts and Science is planning to form a film club. The club aims at the promotion of good films by screening it and organising discussions on the thematic, theoretical and technical aspects of film. We hope the club would be inaugurated by June 28 by a celebrated cine artist.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	43631.96 sq.mts	0	Management	43631.96 sq.mts
Class rooms	49	0	„	49
Laboratories	10	1	Management	11
Seminar Halls	01	0	Management & UGC	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0	0	0
Others	0	0	0	0

4.2 Computerization of administration and library

Fully automated with KOHA 3.1 open source Integrated Library Management Software

4.3 Library services:

1	Book lending	Book lending facility for students and teachers
2	Reference service	Provide short term and long term reference service.
3	Current Awareness Service (including via social networks)	Provide updated information on various subjects via social media as well as notice board.
4	Selective Dissemination of Information (SDI)	Subject specific information services on demand for faculty members, research scholars and students
5	Articles Bibliography	Preparing bibliography of journal articles available in print journals subscribed in the library and provide search facility in library

		OPAC
6	Online Document Delivery Service	E-articles collected from various sources, including ILL, delivered online to faculty and students, on request.
7	E-Mail alert service	Regular e-mail alerts are sent to specific groups when new documents or information is added.
8	Online renewal system	Teachers are provided this facility to renew books online.
9	OPAC (on Campus LAN)	Library OPAC is provided on all computers in the campus network through IP address.
10	MoPAC (Mobile Public Access Catalogue)	An application designed to access library catalogue using smart phone.
11	Library Orientation	Library orientation on use of library and basic information sources are given to all first year students class-wise at the beginning of the session.
12	Information Literacy Program	Special training on how to use information sources (Print and Online) of specific subjects are conducted for each branch of PG program
13	Book Talk	A Monthly program for students and teachers to read and discuss books and authors
14	Book review	To train students to read books effectively and review.
15	Library internship and training program for library science students	Provide internship for library science students.
16	<i>Soochika,</i>	The articles bibliography of Malayalam Periodicals, published monthly.
17	Question Bank	Old university question papers provided for reference.

	<i>Existing</i>		<i>Newly added</i>		<i>Total</i>	
	<i>No.</i>	<i>Value</i>	<i>No.</i>	<i>Value</i>	<i>No.</i>	<i>Value</i>
Text Books	31479	5398372.28	1994	1016364.09	33473	6414736.37
Reference Books	2065	892660.00	77	154000.00	2142	1046660.00
e-Books	31 Lakh N-LIST	--	Nil	Nil	31 Lakh	--
Journals	89	85404.00	1	1400.00	90	86804.00
e-Journals	6000+ N-LIST	5750.00	Nil	Nil	6000+	5900.00
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	72	--	28	--	100	--
Others (specify) Reports	200	--	50	--	250	--

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departm ents	Others
Existing	142	03	11 mbps	02	04	12	11	0
Added	0	0	0	0	0	0	0	0
Total	142	03	11mbps	02	04	12	11	0

4.5. Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.)

- The college is ICT-enabled, all the departments' possess computers and optical fibre internet connectivity and Wi-Fi.
- A computer lab is set up. The ground floor class rooms and hallways are equipped with cameras and there are video recording devices.

4.6. Amount spent on purchase and maintenance in lakhs:

i) ICT	3.75
ii) Campus Infrastructure and facilities	46.7
iii) Equipments	3.45
iv) Others	0
Total:	53.9

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC has taken various steps to enhance awareness about student support services. The following are the important among them:

- a. It gives awareness about the college prospectus which throws light on various academic programmes and eligibility criteria, fee structure etc.
- b. It gives awareness on college calendar which give comprehensive details on college-history, management, vision and mission, departments and staff, academic programme , Course details, university examinations academic calendar fee-structure internal-examination, co-curricular activities, grievance redressal mechanisms etc.
- c. It gives awareness on various financial assistance scholarships and medical assistance to SC/ST, OBC and economically weaker section of students.
- d. It provides opportunities for skill development programmes, coaching classes for competitive examinations, support for physically challenged, awareness on overseas students, participation in various competitions and help for slow learners etc.
- e. A significant feature of the college is the availability of numerous academic, co-curricular and career-related programmes in the institution. The college conducts Walk with a Scholar (WWS), Student Support Programme (SSP), Additional Skill Acquisition Programme (ASAP), Civil Service Coaching Programme (CSCP), Preparation Programme For Writing National Eligibility Test (NET) and State-Level Eligibility Test (SET). The IQAC ensures that every single student of the college becomes keenly aware of these programmes.

5.2 Efforts made by the institution for tracking the progression

The institution makes consistent efforts through the IQAC to track the progression. It prepares regular plans for every academic year and gives clear cut directions and instructions to the teachers and students. The IQAC carries out constant observation and take steps for rectification.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	Total
1466	205	11	-	1682

(b) No. of students outside the state

08

(c) No. of international students

05

No	%
459	27.46

Men

No	%
1212	72.53

Women

Last Year						This Year					
General	SC	ST	OBC	Total	Physically challenged	General	SC	ST	OBC	Total*	Physically challenged
458	222	3	939	1622	10	388	247	5	1031	1671	6

*NB: Ph.D students are not counted

Demand ratio: 1:89

Dropout % : Less than one percent.

5.4. Details of student support mechanism for coaching for competitive examinations (If any)

- The college has been conducting free UGC sponsored coaching programmes since 2009 to help students to appear for UGC-CSIR, NET, IES and BSRB examinations.
- Regular classes are conducted to coach candidates for the civil service examination.
- The library has been revamped and its facilities enhanced keeping in mind the needs of the aspirants for competitive examinations.
- The college has a placement cell which helps students to secure suitable employments.

No. of students beneficiaries

87

5.5 No. of students qualified in these examinations

NET	11	SET/SLET	0	GATE	0	CAT	03
IAS/IPS etc	0	State PSC	07	UPSC	2	Others	0

5.6 Details of student counselling and career guidance:

- College has a Counselling Cell and trained counsellors are serving our students.
- Trained Counsellors are available among the teaching staff of our college. Along with the faculty advisors they provide personal counselling services to the students.
- There is a career guidance cell in the college and it offers career counselling to students, prepares them for interviews and helps them to secure placements.
- The faculty advisors identify the students who need psycho-social counselling.
- External experts are invited to conduct counselling sessions
- The counselling is open to outsiders as well.

No. of students benefitted: 55

Girls	Boys
46	9

5.7. Details of campus placement:

		<i>On Campus</i>	<i>Off Campus</i>
Number of Organizations Visited	Number of students registered	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

- On the opening day of every academic programme, a session is conducted to sensitise the newly-admitted students regarding gender issues.
- Women Cell and Sexual Harassment Prevention Cell and Grievance Redressal Cell organise regular programmes to heighten the awareness and sensitivity regarding gender related issues.

5.9 Students Activities:

Students actively participate in various programmes as part of different club activities.

5.9.1. No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2. No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10. Scholarships and Financial Support

Financial Support	Number of students	Amount
Financial support from institution	23	46000.00
Financial support from government	101	730940.00
Financial support from other sources	11	99000.00
Number of students who received International/ National recognitions		

5.11. Student organised / initiatives:

Fairs	: State/ University level	<input type="text" value="2"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition:	State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

5.12. No. of social initiatives undertaken by the students: **5.13 Major grievances of students (if any) redressed:**

There is a grievance redressal cell in the college. The grievances of the students is first considered at the level of tutor and then by the HOD. Usually the redressal is effectively carried out at this level. If not, the matter is referred to the grievance redressal cell. No grievance was reported this year.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: The Vision of TKM College of Arts and Science is to achieve supreme excellence in academic and non-academic areas, without compromising on institutional responsibilities to the society as a whole, in particular to the socially and economically disadvantaged sections, with special reference to the region in which the college is located.

MISSION: The College strives continuously to provide an environment for the finest teaching and the finest research in the country and try to evolve into an intellectual and cultural nest for students of diverse ethnic, social, religious and linguistic backgrounds, especially the marginalized sections of the society such as the Muslims and the Dalits.

6.2 Does the Institution have a Management Information System?

The College has a central data-base of students and staff which comprises comprehensive details of the learning and teaching stakeholders of the institution. For the time being, as the number of students is less than 1500, and the number of teaching and ministerial staff together less than 125, there is no plan to implement MIS immediately. However, we are in the process of incorporating certain features of Management Information System for strategic and higher level administration.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The institution is an aided college affiliated to the University of Kerala. Hence curriculum development does not fall under its power ambit. Curriculum design and development process is undertaken by the University of Kerala and the Kerala State Higher Education Council and our teachers participated in discussions relating to curriculum design, conduct of workshops in our campus and attended workshops organised at other venues and played a crucial role in the process. Above all, the college is strongly represented in various academic bodies of our University like Academic Council and Board of Studies.

6.3.2 Teaching and Learning

- The institution has adopted a comprehensive and holistic approach to the teaching learning process, grounded on the conviction that the same is not a part time activity confined to the class room, but a round-the-clock experience, the student picking up knowledge, wisdom, insight, and skills from all around her
- The IQAC is the highest academic body of the Institution which monitors, evaluates and inspires the academic process—teaching-learning and evaluation and attempts to internalize and institutionalize quality and raise the institution to the highest level of excellence.
- We carefully follow the admission procedures mandated by the Government of Kerala and the University of Kerala and the procedures are transparent and well advertised.
- With the introduction of the CBCSS, teaching-learning has become more student-centric and interactive. There are 16 Social Extension Activity Clubs to tap the creative energy of the students and shape them into better citizens of our motherland.
- Teacher quality is ensured by appointing the best available faculty, providing a congenial work atmosphere, support for quality enhancement and renewal and recognition for achievement.
- Teacher evaluation is done through student feedback, self-appraisal and informal mechanisms such as peer evaluation, confidential report, parent feed-back, alumni-feed-back etc. and the same is utilised for quality sustenance and enhancement.
- There are specific learning outcomes for the UG and the PG programmes as well as for each individual course and the institution utilises all its resources to ensure that these outcomes are attained.

6.3.3 Examination and Evaluation

The institution believes that testing and evaluation should not be an activity confined to the end of an academic programme, but a phenomenon parallel to the teaching-learning process. The academic performance of students is constantly evaluated through end semester examination conducted by the University and the evaluation of the answer scripts is usually

carried out in centralised valuation camps. Dates of examinations, valuation camps, announcement of results revaluation details are announced by the University. The continuous evaluation comprises test papers, seminars and assignments. The semester examination schedules are notified by the University. Class tests, which are centrally organised by the college, are notified through the notice board and the public address system. Seminars and assignments, projects play a nodal role in the learning-evaluation process. Internal examination, valuation and result publication dates are fixed by the college as per University calendar and announced through the public address system and published on the notice board.

6.3.4 Research and Development

Research and development and teaching and learning are the two academic processes that raise an institution to intellectual excellence. A vibrant research committee gives leadership and guides the research and development activities of the institution. The major recommendations of the committee are the following-

- a) Every teacher to undergo MPhil or PhD course on a full-time or part-time basis, if she/he does not possess a research degree and according to that teacher registered for PhD course work.
- b) Every teacher to participate and present papers in regional, national and international seminars.
- c) Every teacher having a research degree to initiate steps to become recognized research guide.
- d) Faculty shall be encouraged to undertake a minor or major research project.

To strengthen the research culture and generate a scientific temper among the students we have done the following-

- Initiated to publish A peer reviewed journal - TKM Arts College International Journal for Multi-disciplinary Research (TIJMR); first volume of the journal is published with ISSN:2581-6519.
- Printed version of the same is published and the next issue will be published in December 2018.

- Seminars and workshops are organised.
- PG and UG students are motivated to visit research institutions.
- PG and Research students are encouraged to publish their project work.
- The departmental associations of the science department are encouraged to organize appropriate activities.
- The nature club, the environmental club and the science club are inspired to organize appropriate activities.
- Research Consultancy: The instruments ordered with the help of DST-FIST funding are installed and functioning well. The service is extended to students research scholars and faculty of nearby institution on the basis of on nominal fees.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The major infrastructural facilities of the Institution are as follows-

- Computer centre and Wi-Fi enabled campus.
- Botanical garden
- Reprographic centre.
- Open stage for performing arts.
- Fully equipped sports centre and renovated gymnasium.
- Yoga centre and Open-air theatre.
- Parade ground.
- Swimming pool under construction with UGC aid.
- Air-conditioned conference room with a capacity of 30 seats and an air-conditioned digital seminar hall with 300 seats.
- ICT enabled PG and science UG class rooms.
- Well-equipped laboratories.

- 120 desktops, laptops, three over head projectors(OHP) fourteen LCD projectors, one slide projector, three scanners and one digital camera.
- Internet facilities in all departments.
- We have a well equipped, full automated library which has an area of 7.12 sq.mts and it holds nearly thirty five thousand books. Its layout includes individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources, career desk, current affairs desk and newspaper boards. Online Public Access Catalogue (OPAC) is available in the library and we have INFLIBNET
- The Institution has a comprehensive overall infrastructural development policy. Whenever the Institution feels that some infrastructure enhancement is needed, the matter is put forward to the college planning committee. There it is thoroughly thrashed out, and given tangible shape. Then the same is discussed at the levels of IQAC and the college council. The decisions are conveyed by the Principal to the Management and the Management acts on the same. The institution attempts to make comprehensive use of the funds for infrastructure development available with the Government of Kerala, UGC and other such bodies.

6.3.6 Human Resource Management

The motto of the college in the area of human resource management is “Everything out of every bit”. Our college is a very small community which consists of around one hundred staff including the teaching and non-teaching and nearly 1700 students. The optimum utilisation of the teacher’s abilities, in the field of teaching, research and extension activities are done without any compromise. In the same way non-teaching staff are the backbone of the administration. So beyond any doubt their time and energy could be utilised. Likewise the contribution of PTA /FSA/FORT also may be counted in the larger interest of the institution.

6.3.7 Faculty and Staff Recruitment

The appointment process is strictly according to Government/University/UGC norms and highly transparent. Merit is the sole criterion for appointment without losing focus on social commitment.

6.3.8 Industry Interaction / Collaboration

In sync with the motto "Learn in order to apply" the college is powered by the conviction that all knowledge has ultimately to manifest itself in practical applications. The institution believes in intensive institute-industry interface.

The college signed an MOU with the Department of Higher Education, Government of Kerala on 2013 for organizing Additional Skill Acquisition Programme (ASAP). The Institution has been very successfully hosting the ASAP summer school every year since then. The college is an institution which is offering various skill development programmes sponsored by the UGC, the University of Kerala and the Government of Kerala.

6.3.9 Admission of Students

As the college is a Government-aided institution affiliated to the University of Kerala, admission to various programmes is strictly based on the norms laid down by the University and the Government of Kerala. The admission process-issuing of application forms, date of interviews, commencing of classes is decided and communicated to the college by the University. The information is made available through the website of the University, newspapers, the visual media and the college prospects. The whole admission process is merit-based and transparent. The University of Kerala and the Government of Kerala have fixed norms for admission as per the table given below:

SEAT ALLOCATION		
Sl No.	Category	Percentage of Seats
1	General/ Open merit	40
2	Community which runs the college (Muslim minority)	20
3	Scheduled caste (SC-15% and ST 5%)	20
4	Management Quota	20
5	Sports Quota	1 No. for each science subject and 2 Nos. for commerce and arts (over and above the sanctioned strength)
6	Differently able	03 (over and above the sanctioned strength)
7	Total	100

Minimum Marks for Admission		
Category	Under-Graduate	Post-Graduate
General/Open merit	A pass in qualifying examination	45% marks for MA, M.Com, and 55% for MSc in the qualifying examination
OEC/OBC	A pass in qualifying examination	43% marks for MA, M.Com and 53% for MSc
SC/ST	A pass in qualifying examination	A pass in qualifying examination

6.4 Welfare schemes for teaching and non-teaching staff and students:

- TKM College of Arts and Science is more a family than a college. It is part of the larger TKM Group which can be seen as a joint family in which the Arts College is a unit. The welfare of the students and the staff, teaching and non-teaching is of paramount importance to the institution.
- The institution attempts to provide comprehensive financial support to students and about 93% of our students are getting one or other scholarship or fee concession, stipend, financial assistance from the Government, university or from the college. The students of our institution get medical assistance for which a first-aid cell is attached to the Physical Education Department. There is a part time doctor in the service of the college hostels. Since 2017, student's Insurance scheme was introduced at the University level. All the newly admitted UG & PG students were covered in this insurance scheme.
- The college conducted coaching classes for candidates preparing for CSIR, UGC, NET BSRB RRB IES and PSC examinations. Text books and note books were distributed free of cost to needy students and subsidised canteen facilities are available to students. Free noon-meal scheme is available to BPL students. There is a mechanism for taking students who fall ill during working hours, to hospitals and after that to their homes, at the expense of the college PTA.

- All members of the teaching and the non-teaching staff are covered by Provident Fund (PF) benefit, State Life Insurance (SLI) and General Life Insurance (GLI). We have an active staff welfare body, through which financial assistance in the form of credit, contingency assistance etc., are provided at a reasonable interest. They can purchase goods on credit from the college consumer co-operative society. In case of medical emergency amounts are collected from the staff to help the sufferers. Children of the staff are given preference for admission through the management quota in all the institutions of the TKM group.

6.5 Total corpus fund generated: Fund is generated when and where necessary.

6.6 Whether annual financial audit has been done Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC
Administrative	Yes	Govt. local audit	Yes	Management

6.8. Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

As an affiliated college the institution has to be part of the testing and evaluation system drawn up the university. Conducting examinations and its reforms are at present not in the agenda of the college. It is done by the University. But definitely the affiliated colleges also get an opportunity to contribute their part in the examination process and

its reforms. We are doing it by sending our representatives in the various bodies like board of studies, academic councils, senate and syndicate of the University.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The state government has been taking various steps to promote autonomy in the affiliated colleges. The Government and the University have invited applications for autonomy from the colleges which got 'A' grade in the NAAC accreditation process. Since our college is accredited with 'A' grade and a CGPA of 3.13, we have applied for autonomy and it is being processed.

6.11 Activities and support from the Alumni Association:

- A pride of the institution is its alumni association which has national and international chapters. The college has an active and vibrant Alumni Association. It gives nearly 20 scholarships to the students every year. The other important activities of the alumni association are:
 - It regularly conducts state-level essay competition for arts and science college students every year.
 - It honours PhD awardees and rank holders of the college, staff members on their retirement, outstanding former students in their performance in various fields.
 - It also contributes to the infrastructure of the college.
 - The alumni association takes the initiative to bring together the former students of the college of various batches under regional chapters.
 - Provides financial aid to construct and donate houses for deserving students.
- Global alumni UAE chapter sponsors scholarship on a yearly basis for outstanding students since 2017-2018.
 - It includes 11 scholarships each worth Rs. 9000/-

6.12 Activities and support from the Parent – Teacher Association

The PTA plays a prominent role in the welfare schemes that are made available to students by the institution. The following are the important activities and support that the PTA provides for the welfare of the college and students:

1. The PTA is deeply concerned about the academic achievements of the institution and it organizes the merit day every year in which the toppers among students and the achievers among teachers are honoured.
2. It donates money for the infrastructural development of the college.
3. It gives awards to the best performing students both in academic and co-curricular activities.
4. There is an arrangement in the college for taking students who fall ill, during working hours to hospital and after that to their homes, at the expenses of the college PTA.
5. It gives suggestions and recommendations for the infrastructural, academic, co-curricular and cultural development of the college.
6. With the help of the PTA we conduct class-wise parents meeting so that it is convenient to us to discuss the behaviour and academic progress of the students with their parents.
7. Former teachers association of the college introduced a scholarship scheme since 2014. Every year they distribute scholarship for 2 undergraduate and 1 post graduate students. Each scholarship worth Rs. 5000/-

6.13 Development programmes for support staff

There are various welfare and development schemes made available to the support staff and some of them are as follows-

- 1 They are covered under the Provident Fund (PF), State Life Insurance Scheme(SLI)and Group Insurance Scheme(GIS)
- 2 They get low-interest-loan from the College Co-operative Credit society.
- 3 They get margin-free stationery and provisions from the College Consumer Co-operative Society on credit.
- 4 If any medical emergency arises amounts are collected from the entire staff of the college to help the sufferer.

- 5 Their children get preferential treatment for admission through management quota in all the institutions of the TKM group of institutions.

6.14 Initiatives taken by the institution to make the campus eco-friendly.

The eco-friendly campus of the institution has been attained through the following measures

- a. The campus is environment friendly and plastic free.
- b. The college functions in a campus in which trees are protected and greenery is maintained.
- c. Carbon neutrality is maintained in the campus since carbon dioxide emitting systems are not used in the campus except in the canteen and in the chemistry-labs.
- d. E-waste management is effectively carried out in the campus since the college practises the buy-back system in the matter of computers and other electronic equipments.
- e. Rain water harvesting.
- f. Waste management is carved out in such a way that there is no eco-damage.
- g. Distribution of saplings with NSS support is done every year.
- h. We have a botanical garden which follows the *insitu* model conservation
- i. We have planted maximum number of saplings in the campus.
- j. Special effort is taken to plant and maintain traditional Kerala trees.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- **Noon-meal scheme:**
 - Free mid-day meal scheme has been organised and the same is a blessing for needy students.
- **Lecture Series:**
 - *F-Talk (Faculty talk)*: The department of Mathematics organizes talks for the students and faculty on innovative topics in Mathematics every third Friday of each month. In it, each faculty in the department presents a talk of at least 30 minutes in their turn.
 - Departments of Chemistry, Physics, English and Islamic history organize lectures by eminent scientist from India and abroad every year to motivate and encourage students and faculties.
- **Bridge course:**
 - Every year the college conducts bridge course to newly admitted undergraduate students to bridge the gap between higher secondary education and collegiate education.
- **Library:**
 - College library organizes a monthly programme for students and teachers to read and discuss the books and authors.
 - Orientation is given to all first year students on the use of library and basic information sources at the beginning of every academic year.
- **Adoption of school:**
 - The college has adopted the 103 year old Perumon Govt. L.P. School and doing all the needful for the renovation of the school.

- **Computer literacy:**

- Basic computer awareness is being provided to the students of the Government School, Karicode.

- **Training Partner**

- **Additional Skill Acquisition Programme (ASAP):**

Additional Skill Acquisition Programme (ASAP) is an ingenious undertaking by the Higher Education and General Education Department, Govt. of Kerala that focuses on delivering skill and value based education to Higher Secondary and Undergraduate students. The programme helps students in enhancing their employability with efficient training and placement support.

The 2017-18 ASAP batch started with five Skill Courses as mentioned below:

1. Certified Accountant Course (CAT) - Accounting
2. Assistant Fashion Designer- Fashion Designing
3. Accounts Executives - Receivables and Payables - Accounting
4. Warehouse Supervisor-Logistics
5. Test Engineer-IT & ITES

The ASAP students of T.K.M. College of Arts and Science celebrated the 'Day of Lovers' (Valentine's Day) in a different way. The students along with their coordinator, Dr. Chithra Gopinath and SDE, Ms. Safeena Bai arranged a field visit to the isolated stratum of the society-`Quilon Poor Home`. The programme was named `Aardram 2018`. The students also collected more than 160 food packets `Pothichoru` from the college for the inmates. The Principal of the college Prof. Hashimudeen. A, spoke about the importance of accepting and caring the poor and needy. As it was Valentine's Day the students gave them a red rose as a symbol of love, care and acceptance. The students were also prepared for entertaining them with some cultural activities and programmes. The final project presentation of the foundation module was held on February 20, 2018 at the college seminar hall. The project was named "Swipe Out", a documentary on Game Addiction. The best part of the project was that from camera to the direction and script writing and even the editing was done by the Asapians themselves.

- **SRC-NSDT:**
T.K.M. College of Arts and Science is an SRC (State Resource Centre) campus affiliated to the National Skill Development Training Programme (NSDT). Through this programme, the institution aims to provide a spanning learning experience to students by offering advanced skill development training in various sections. The main objective of this venture is to make available high quality education to the backward or downtrodden categories.
- **CCK:**
College has tie-up with Continuing Education, Government of Kerala for job-oriented courses.
- **Continuing Education**
 - T.K.M. College of Arts and Science is a training partner of the Centre for Continuing Education, Kerala, which is affiliated to the Higher Education Department, Government of Kerala. As a training partner, the institution offers courses which are dedicated entirely to the growth and development of technical education, industry, business and social amelioration.
- **Golden Jubilee Civil Service Coaching Centre**
 - In connection with the golden jubilee celebrations, the institution started a Civil Service Coaching Centre for those students who are aspiring and industrious. Students to this coaching endeavour are selected through aptitude test to ensure their quality and competence. Eligible faculties from the Civil Service Academy of Kerala engage classes. Faculties of this coaching programme include Philip K.K., Unnikrishna Kartha, Umman Varghese, Abdul Safeer, Jithin Krishnan, Sandeep S.Nair, Anand Krishnan, Swaraj S., Pradeep P.S. and Jith.
- **Walk With Scholar Programme (WWS)**
 - The Walk with a Scholar programme, an innovative programme of the Department of New Initiatives, Government of Kerala, was implemented in the most befitting manner in T.K. M. College of Arts and Science in the academic year 2014-15 and continues its successful journey. It served as the perfect platform to mould the scholars, as envisaged by the WWS-team of the institution. The topics for Internal Mentoring and External Mentoring were chosen after carefully assessing the varied needs of the mentees. Special care was taken to see

that the aptest ambience was provided for each Internal and External Mentoring session. All sessions were highly beneficial to the Scholars.

- The scholars for this programme were selected on the basis of this interview, merit and interest. Thirty students were selected from various departments. They were grouped into five batches of six students and assigned to the Internal Mentors.
- The Internal Mentors for the programme were selected by the College Council. The sessions for Internal Mentoring were arranged by the Internal Mentors and their Mentees, according to their conveniences without affecting the regular classes of the Mentees.
- In a meeting of WWS-team, External Mentoring topics and the External Mentors were identified and special care was taken to assure that the External Mentors were from different disciplines. External Mentoring sessions were arranged in such a way that the Mentees could overcome their weaknesses such as stage fear, mother tongue interference, and psychological problems.
- External Mentoring sessions were started on the first Saturday of February 2017. All External Mentors took a keen interest in the programme and their special care helped the scholars to overcome their weaknesses. Tremendous emphasis was taken to motivate and create greater confidence among the Mentees, so as to equip them to meet the needs of future opportunities.
- WWS of TKM College conducted a motivational visit to Indian Institute of Science, Central Silk Technological Research Institute, Hindustan Aeronautics Limited Museum and Visvesvaraya Industrial and Technological Museum, at Bangalore from 23/03/2017 to 25/03/2017. A total of 25 members comprising of 22 scholars and three faculty members from various departments of the college were part of the team.

- **Scholar Support Programme (SSP)**

- The Government of Kerala had launched the Scholar Support Programme(S.S.P.) in all government and aided colleges. The Scholar Support Programme envisages extending support to students of undergraduate level with timely assistance in terms of tutorials, additional lectures, interactive sessions, question banks and study materials. Students who have obtained less than 60% marks in qualifying

examination or in any subject for each semester can join for the Scholar Support Programme. Feedback of students and their performance will be reviewed. The programme is implemented by the Directorate of Collegiate Education. Funds have been allotted for the implementation of the programme for fifty selected students of the college. The S.S.P. programme in T. K. M. College of Arts Science was started in the academic year 2016-2017. The programme definitely helps the backward students score good marks in the examinations.

- **Career Guidance and Training and Placement Cell**

- The Training and Placement Cell, TKM College of Arts and Science, plays a crucial role in locating job opportunities for Under Graduate and Post Graduate students passing out from the college. The number of students placed through the campus interviews is continuously rising. On invitation, many reputed industries visit the institution to hold interviews. We have been successful in maintaining our high placement statistics.

The Placement Cell organizes career guidance programmes and Public Sector Exam Training for students who are interested to join Government Sectors. Employability Centre , Kollam, selected our college in the year 2017 as venue of the Mega job fair “Disha” and they are visiting our college every year for conducting Placement Training programmes and Campus Interviews.

TKM College of Arts and Science Placement Cell have sent more than 30 students from B.Sc Chemistry and M.Sc chemistry to an interview for the post of Quality Analyst in the firm ATLANTIC CARE CHEMICALS. T.K.M. Arts and Science College Training and Placement Cell has sent more than 20 students from M.Sc Chemistry and M.Sc Bio chemistry to an interview for the post of Programme Coordinator in the company ‘OMICS INTERNATIONAL’

- **Massive Online Open Courses (MOOCs)**

- The Spoken Tutorial Project: The Spoken Tutorial Project is the initiative of the National Mission on Education through Information and Communication Technology (ICT), launched by the Ministry of Human Resource and Development of India. The Spoken Tutorial Project was developed by IIT Bombay for MHRD, Govt of India. In connection with this project, IIT-Bombay provides several fruitful online courses for college students all over India. After the completion of the online courses, IIT-Bombay issues certificates for the successful candidates who have gone through the online examination. T.K.M.

College of Arts and Science has also taken initiative to the online courses from this academic year onwards. Thirteen students of the final year Bsc Mathematics have successfully completed two courses (LaTeX, Geogebra) of the spoken tutorial project.

- **Oratoria Lecture Series**

- Oratoria Lecture Series, jointly organized by the department of English and the literary club of the college, and sponsored by the Kerala Youth Commission, is a golden feather in the crown of the institution. The main objective of the lecture series is to equip the students with the literary and the cultural texts outside the realm of the syllabi. The first lecture in the series entitled The Emergence of Kerala Modernity was delivered on 2 November 2017 by Dr. P.K. Rajasekhran, the renowned Malayalam literary critic and the news editor of the Mathrubhoomi. Dr. Madhu Vasudevan, reputed Malayalam lyricist, poet and Oscar nominee for Original Song made the second lecture in the oratoria lecture series on 24 November 2017. His lecture titled Evolution of Malayalam Film Songs through Ages: Aesthetic and Cultural Perspective stole the hearts of the audience as it dealt with a topic that is both popular and marginalized.

- **Easria Lecture Series**

- Easria lecture series is organized by the department of Islamic History to provide the students with a thorough knowledge and awareness on contemporary issues and other topics of relevance from inside and outside the texts. The first lecture was delivered on 2nd November 2017 by Prof. Ashraf Kadakkal, Assistant Professor in Islamic History, University of Kerala on the topic “Negotiating the Future of Islamic Law–The Indian Background,” a talk based on the contemporary issues faced by the Muslim community. The second lecture in the series was delivered by Dr. Shajila Beevi S., Assistant Professor, Department of Islamic History, Maharajas College, Ernakulam on the topic “Research Methodology: Approaches and Techniques.” The talk mainly focused on instilling textual awareness on first and sixth semester degree students.

- **Innovative Lecture Series in Chemistry**

- The department of Chemistry, T.K.M. College of Arts and Science, organized the fourth distinguished lecture on the topic Separation Techniques in Chemistry on 26 September 2017. The lecture aims at quality enhancement of teaching and

research activities by creating new opportunities for academic fraternity to listen to established scientists with outstanding contributions to science and technology.

- **Infinity Lecture Series**

- The new initiative of the department of Physics, Infinity Lecture Series, focuses diligent attention on developing scientific enthusiasm among students, and providing a platform for the undergraduate and postgraduate students to interact with the various scientific personalities in India. The first lecture in this series was delivered by Prof. D. Indumathi, Institute of Mathematical Sciences, Chennai on What We Can Learn from India Based Neutrino Observatory. In this talk, she explained the scientific importance of India's mega science project, "India Based Neutrino Observatory" (INO).

- **Extension and Outreach Activities**

- Training Programme on Motivation and Personality Development: A training programme on Motivation and Personality Development was organized on 10 November 2017 under the auspices of Human Rights Forum and Entrepreneurship Club.
- Women's Cell of the College has organised three pertinent programmes during the academic year 2017- 2018. These programmes were sponsored by the National Commission for Women, Government of India. The formal inauguration of Mithra – Women's Cell Unit of T.K.M. College of Arts and Science, was held on 27th January 2018 at College Seminar Hall. Mithra – Women's Cell, was formally inaugurated by Smt. J. Mercy Kutty Amma, Hon'ble Minister for Fisheries, Harbour Engineering and Cashew Industry. Kalaalaya Jyothi is an awareness programme for women's safety and self defence jointly organized by Women's Cell, T.K.M. College of Arts and Science and Kerala Women's Commission on 22 February 2018. The programme was inaugurated by Smt. Shahida Kamal, Honourable Member, Kerala Women's Commission. A legal orientation programme for girl students, Lustitia, sponsored by National Commission for Women, Government of India, was organized by Women's Grievance Redressal Cell. The Programme was held on 28 and 30 of October 2017 and 1 and 4 of November 2017.
- **Women's Grievance Redressal Cell:** In order to maintain safety and security to girls and women, a cell has been constituted for redressal of grievances. Our Women's Grievance Redressal Cell stays alert all the time to prevent any sexual

abuse towards the students and female staff. If the students face any harassment from the staff or other students, they can lodge complaint at women's grievance cell. In addition, there is a complaint cum redressal committee, which resolves the grievances of the students on the campus. Besides, there is an exclusive mechanism to address the issues relating to women and their grievances.

- Healthcare programmes, garment making units, constructed and donated houses for poor, deserving families, educational scholarships for children from backward communities and SC/ST, promoting vegetable farming in adopted villages in the vicinity of the college. The Community Service Cell is functioning in the college to monitor all these social commitments.
- Steps are being taken to organise research consultancy in the institution. The necessary instruments have been ordered with the help of DST-FIST funding. Consultancy is scheduled become operative in the next academic year.
- A research tie-up with a fellow of Stanford University has already been initiated in this area. This must be strengthened.
- College has tie-up with Continuing Education, Government of Kerala for job-oriented courses
- College has tie-up with CACEE, University of Kerala for conducting continuing-education courses
- Kerala Resource Centre affiliated to National Skill Development Institution – Skill based job oriented courses
- Golden Jubilee Civil Service Coaching Centre

In connection with the golden jubilee celebrations, the institution started a Civil Service Coaching Centre for those students who are aspiring and industrious. Students to this coaching endeavor are selected through aptitude test to ensure their quality and competence. Eligible faculties from the Civil Service Academy of Kerala engage classes.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

- The proposals to enhance all present UG departments to PG departments submitted to university/government for approval is still under processing.

- With the support of various extension clubs, the college conducted a number of social welfare activities. Which includes drinking water projects in the adopted village, helping the blind, adoption of the Govt. LP School, Perumon, dress and fund donation to Gandhibhavan inmates, etc.
- Revised detailed project report is submitted to the state project directorate, RUSA for the sanction of Rs. 2 crore which will be utilized for the construction of research block and improvement of infrastructural facilities.
- The technology based teaching was made mandatory for PG classes and the students were also encouraged to present their project works using power point. The students were also familiarised with the various online courses and resources to equip them to cop up with the recent advancements in their respective field.
- Around 2000 books were newly added to the existing resources of the library. In addition, access to advanced reading is provided through e-resources and e- journals.
- Students are given training well in advance to prepare them for university/state/national level cultural and sports competitions.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Title of the practice:

- 1. Noon-meal scheme:** Free mid-day meal scheme has been organised and the same is a blessing for needy students.
- 2. Book talk:** College library organizes a monthly programme for students and teachers to read and discuss the books and authors.

****Annexure I & II***

7.4 Contribution to environmental awareness / protection

We have taken the following steps to generate environment consciousness among the staff, students, parents and the other stake holders of the college:

- Plastic-free campus: At the beginning of the academic year, the college was declared a plastic free campus. Strict instructions have been relayed to the students and staff not to bring plastic covers, bags and wrappers into the college campus.
- Energy conservation: The institution prefers only those instruments which have five-star rating in energy consumption. Attending staff are given strict instructions to switch off lights, fans and electrical equipments wherever possible. Teachers and students are motivated to practise less use of energy.
- Green campus: The College is now in the process of converting its campus into a green campus. Trees are planted wherever possible. Greenery is encouraged. Special care is taken to plant the traditional trees of Kerala.
- Water harvesting: The institution has installed rain harvesting mechanism which partly takes care of the water needs.
- Efforts for Carbon neutrality: Carbon dioxide emitting systems are not used in the campus except in the canteen and the chemistry labs.
- E-Waste management: The College practices the buy-back system in the matter of computers and thus, it does not generate e-waste.

7.5 Whether environmental audit was conducted?

Yes

☒

No

☐

7.6. Any other relevant information the institution wishes to add. (For example SWOT Analysis)

A summary of the informal SWOT analysis carried out by the college is given below-

I. STRENGTHS

- Extremely supportive Management.

- Highly appreciative leadership quality of the Principal.
- Well qualified, ambitious and enthusiastic faculty.
- More than 50% of the faculty hold research degree, either M.Phil or PhD.
- We have three research departments and 10 recognised guides.
- Very good infrastructural facilities for academic and non-academic activities.
- Well trained and resourceful support staff.
- Highly disciplined student community,
- Wholehearted support from the PTA, FSA and FORT.
- Modern technology based teaching -learning and administrative mechanism.
- Efficiency of the campus connectivity increased by installing optical fibre technology

II. WEAKNESSES

- Lack of administrative autonomy so that we cannot take decisions when and where necessary.
- Lack of financial assistance from the Government and other agencies so that we cannot move according to our plan.
- Delay in getting financial aid from UGC.

III. OPPORTUNITIES

- Ever increasing demand of Arts and Science Courses in the society as it is less costly and most affordable to even the weaker section of the society.
- Increased attraction for qualified future faculty.
- More and more technology based teaching-learning process.

IV. THREATS

- Government move to shift the aided system gradually into unaided system.

8. Plans of institution for next year

- **Academic and co-curricular activities**

- Attempts to enhance of all present PG departments to the status of Research Centre were initiated last year and the attempts from part of university / government should be keenly followed.
- Proposals were already submitted to the Government for upgrading UG Departments to PG Departments and to start new courses in both science and arts streams.
- Total commitment and dedication to complete the syllabus within the given time and equip the students for the university examination.
- Encourage the faculty to participate in seminars/workshop and other related programmes to be held at anywhere in India.
- Conduct national and international seminars every year.
- Make use of more and more technology-based innovative teaching methods.
- Organize and conduct interdepartmental curriculum development program for PG and research students on computational tools.
- Encourage faculties and students to submit student projects to various agencies for funding.

- **Research and Extension**

- Conduct Seminars/workshops (regional/state/national/international) as much as possible by achieving the financial support of UGC and other agencies.
- Introduce more Academic and community Extension Programmes.
- Encourage and promote faculties to obtain research guide ships and increase the number of PhD students by at least 50% of the existing strength.

- **Infrastructure and Sports**

- Plan to make a three-storied building, by the financial assistance of RUSA, for a research block for promoting research and development.
- Plan to reconstruct the auditorium with ICT enabled theater.
- Try to attain UGC fund for the infrastructural development and for the curricular and co-curricular activities of the college.
- Develop the infrastructure of sports more effectively and encourage the students to make sports and games part of their life.
- Complete the construction of separate research block, purchase of research/lab equipments.

- **Social-extension activities**

- Provide more and more financial help to the meritorious poor students.
- Continue the adoption of village and Govt. School for extending value based program for deprived sections.

- **Library**

- ***Radio Frequency Identification (RFID) implementation***

Implementation of RFID technology for effective management of library and information resources and services.

- ***Institutional repository (IR)***

IR is a repository of intellectual output of the institute. All the publications including research article, conference proceedings, working papers, teaching notes, scientific communications and students' theses, dissertations, project reports and seminar reports will be collected in digital form preserved for future use. An Open source software, D-Space will be used for the effective organization and dissemination of the content.

○ **Book brigade**

A small group of students from various classes will be selected and trained in library activities and reading techniques. The 'book brigade' will spread the message of reading and library activities in their classes and campus. This group will visit the nearby schools and villages to encourage reading habits among students, youth and common public.

○ **Open Wall**

Open Wall is space in the library to exhibit the creativity of students such as poems, paintings, drawings, cartoons and other creative ideas.

Signature of the coordinator, IQAC

Dr. A. Raghu

Signature of the Chairperson, IQAC

Prof. Shajitha S

Prof: SHAJITHA. S
Professor in Charge of Principal
Drawing & Disbursing Officer
TKM College of Arts & Science
Kollam - 691 005, Kerala



Annexure I

Title of the Practice: Noon-Meal Scheme

The college is having a Poor-Aid Fund which is utilized for the purpose of various charitable schemes like noon-meal scheme, for donating study materials for the most deserving students, etc. The fund is received as donations from well-wishers, parents, teachers and students. The poor-aid fund scheme was launched in 2012 and has been utilized for the noon-meal scheme since then. Both male and female students are the beneficiaries of the noon-meal scheme and about 20-25 students are make use of the same every working day every year. Beneficiary details are usually held confidential to safeguard the self respect of the students. The poor-aid fund account is subjected to internal audit.

Annexure II

Title of the Practice: Book Talk

Book talk is a program being conducted every month to attract the students and faculties to the library and inculcate the reading habit among the students. Many books have been discussed so far. The program is conducted in front of the library under the *rain tree*. The first book talk was organised in the month of September 2016. The books selected for discussion include *Balyakala Sakhi* of Vaikam Muhamed Basheer, *Manju* of MT Vasudevan Nair, *Delhi 1981* of M. Mukundan, *Prakasham Parathunna Penkutti* of T. Padmanabhan, *The Last leaf* of O'Henry, *Ullal* of PV Shaji Kumar. Many students and faculty members actively participate in this program.

Book talk is conducted as three rounds:

Round 1- Introduction of author: One student introduces the author, his biography, major works, area of interests, awards and honours, if any.

Round 2 – Presentation of the book: One student presents the content of the book precisely and presents some points for discussion.

Round 3 – Discussion on the book: It is an open discussion round. All participants will be given chances to speak and comment on books as well as on opinions expressed by other participants. It further becomes a platform to express their views and improve their communication skill.

The programme is wound up by the concluding remarks of the coordinator. The programme has succeeded in generating amazing results.

Annexure III

Calendar Events - Latest first

Sl. No.	Events	Date
1.	Annual get together organized by Retired Teachers Forum (FORT) & distribution of scholarships.	12/05/2018
2.	π Day celebration, TESSERACT K18 organized by the department of Mathematics	12/03/2018
3.	“Film Fest” organized by college union	12/02/2018
4.	One day skill awareness program for 9 th Kerala NCC cadets	12/01/2018
5.	Release of Kerala University Youth Festival logo by MLA Sri. M. Mukesh	09/03/2018
6.	Awareness program on women safety	09/03/2018
7.	Open forum discussion on ‘Intolerance and Society’ organized by college union	09/02/2018
8.	Cleaning awareness program for girl students	09/02/2018
9.	Blood donation camp organized by Women’s cell	08/03/2018
10.	Science day celebration	07/02/2018
11.	Women’s day celebrations	06/06/2018
12.	Online Spoken tutorial system inaugurated	06/03/2018
13.	Traffic safety awareness program	06/03/2018
14.	Dental Check up camp jointly organized by N. S. S. units and Indian Dental Association	06/03/2018
15.	Literary Competitions organized by college union	06/02/2018
16.	World Wet Land Day Observance-seminar and documentary film show	05/02/2018
17.	College day celebrations	27/03/2018

18.	Venue for many competitions as part of Kerala University Youth Festival	20/03/2018
19.	Three day lecture workshop sponsored by Indian Academy of Sciences	14/03/2018
20.	Debate – “Beyond the private World-Muslim Women in Public Sphere of Kerala” organized by the department of Islamic history-Resource persons – Dr. Devika –Social Critic and Dr. Shamshad Husain –Public speaker	13/03/2018
21.	Two week Cricket Clinic Program organized by Mathrubhumi was held at the college	03/05/2018
22.	One day seminar organized by Womens wing of college teacher association	03/02/2018
23.	53 rd Annual Athletic Meet was held	28/02/2018
24.	Commencement of annual sports events	23/02/2018
25.	Training programme on Self defense for girls organized by Mitra Women cell and Kerala Women’s Commission	22/02/2018
26.	Releasing ceremony of the documentary film produced by ASAP students	20/02/2018
27.	College union Arts Festival was conducted	15/02/2018
28.	“Bhoomikku Vendi Varakkam” picture and painting exhibition jointly organized by college union and Kerala Sashtra Sahitya Parishat	14/02/2018
29.	De-Coding budget 2018 – A post budget debate was held	14/02/2018
30.	ASAP students visit to poor home on Valentine’s Day And food packet distribution	14/02/2018
31.	College union literary competitions were conducted, Inter collegiate quiz competition in connection with World wet land day observance	02/02/2018
32.	Opening ceremony of Women’s cell – Mithra – a unit of Kerala state Women’s Development Corporation was conducted	26/01/2018
33.	TKM arts college Governing body advisory committee meeting was held	23/01/2018

34.	Training Program for teacher trainers conducted by Centre of Excellence for Disability Studies, Government of Kerala	20/01/2018
35.	CBCSS syllabus revision workshop was held	15/01/2018
36.	Presentation on “ Raman Effect”	01/03/2018
37.	Horizon of Prospects – Career Orientation Class for physics students- Resource person – Dr. Prince P. R.	01/03/2018
38.	Commencement of 7 day NSS Annual Camp	22/12/2017
39.	Career guidance classes on ‘Company Secretary’ was held	12/10/2017
40.	Campaign of linking Adhar with Mobile number organized by BSNL, Karicode	28/11/2017
41.	Book fair coordinated by D. C. Books was conducted	27/11/2017
42.	Oratoria – Lecture – II organized by the department of English- Sr. Madhu Vasudev, poet, music critic and lyricist, was the resource person	25/11/2017
43.	Annual Conference of Kerala Principals Council	25/11/2017
44.	Radio mango Campaign	25/11/2017
45.	Inter-college youth camp organized by Kerala University N. S. S. wing	17/11/2017
46.	National Seminar on Quality in Higher Education, The Emerging Scenario organized by IQAC	14/11/2017 &17/11/2017
47.	Special Lecture by Dr. Kevin	16/11/2017
48.	Merit day honouring rank holders and outstanding performers sponsored by global alumni UAE chapter	11/12/2017
49.	Official opening of research consultancy service	11/12/2017
50.	White cane day organized by Federation of Blind, Kollam was held	25/10/2017
51.	Orientation Class for N. S. S. volunteers by Sri. Brahma Nayaka Mahadevan	20/10/2017
52.	Fresher’s day	17/10/2017

53.	Personality development class organized by human right forum	10/11/2017
54.	Cover face context organized b y 'Vanitha' magazine	10/08/2017
55.	College union Election was held	28/09/2017
56.	Special lecture in Chemistry by Prof. Hassan Abul Einin	26/09/2017
57.	N. S. S. day observed-An exhibition on social awareness was conducted	25/09/2017
58.	'Swatchatha hi Seva – Suchithwa sramadan' - about 300 students and teachers cleaned 'Kollam Peerangi Maithanam'	23/09/2017
59.	Lecture – 'Exploring reality through Physics" by Dr. Jevan Job Thomas – popular science writer. Organized by the department of Physics	15/09/2017
60.	Online training on share market transaction mechanism conducted for commerce students	09/11/2017
61.	'Onam' celebrations	30/08/2017
62.	Campus recruitment drive 'DISHA-2017' organized by employability centre Government of Kerala and Training and Placement Cell of the college	26/08/2017
63.	ESAF campus recruitment	19/08/2017
64.	Merit event and declaration of charity 'Swanthanam – 2017'. Organized by TKMCAS global alumni, UAE	18/08/2017
65.	College Union inauguration	08/11/2017
66.	ASAP orientation for first degree students	08/08/2017
67.	Civil Service Orientation organized by University of Kerala Employment Information and Guidance Bureau, TVM.	08/08/2017
68.	Talk by Dr. Indhumathi	14/07/2017
69.	Science week celebration inaugurated by Dr. B. Iqbal-former Vice Chancellor, university of Kerala	07/11/2017
70.	'Malayala Manorama' campus film campaign	21/06/2017

71.	Passport mela organized by Regional Passport Office, TVM	21/06/2017
72.	International 'Yoga day' celebration	21/06/2017
73.	Inauguration of Bird's club	13/06/2017
74.	Inauguration of the newly constructed Administrative block & Microbiology lab	06/12/2017
75.	Anti-drug awareness program	06/06/2017
76.	World environment day observance	05/06/2017
77.	Legal orientation for girl students organized by Women's Grievance Redressal cell	25/10/2017, 28/10/2017, 01/11/2017 & 04/11/2017
78.	International Thrift Day organised by Planning forum distributed money boxes to 50 students	03/11/2017
79.	Oratoria-2017-lecture series on Emergence of Kerala Modernity' organized by Post Graduate and Research Department of English was held with Dr. P. K. rajasekharan as the resource person	02/11/2017
80.	Easria-2017 – One Day Seminar on 'Negotiating the Future of Islam Law-The Indian Background' - Organised by the Department of Islamic History-Prof. Kadakkal Asharaf was the resource person	02/11/2017
81.	Annual get together and general body meeting of alumni	02/10/2017
82.	Cleaning campaign in association with ' District Sujitwa Mission'- Karicode market place, bus stand and other public premises	02/10/2017
83.	Cleaned up the premises of Kilikollur railway station for tapioca and plantain cultivation	02/10/2017
84.	KPSC- LD clerk examination	01/07/2017
85.	Career training and campus interview program sponsored by Malayala Manorama	02/03/2018
86.	Cultural program by the students (oppana and folk song) in the eve of an all India program 'Illam nira'.	18/08/2017
87.	'Ennalekal' - Family get together of 2000-2006 batch students	09/09/2017

Awards

- NYLP award (4th prize) in 2015-16 for NSS social services – Rs. 25,000.00
- Kerala state women development corporation (KSWDC) – 20000
- First place in cultural event (Oppana), Flot and cultural procession – Kerala University Youth festival 20-24 7/3/2018
- Positioned 45th rank in NIRF MHRD
- Swathy U. S; Department of Chemistry qualified CSIR JRF

University Ranks

- **M.Sc. Biochemistry – I Rank – Athira P. Kumar**
- **M.Sc. Biochemistry – II Rank – Salma Sulfi**
- **M.Sc. Chemistry – III Rank – Fathima N**

Annexure IV

List of National and International Publications of Our Faculty Members for the Year 2017-18.

1. N. Nayak, K.S. Prasad, **Renjith Raveendran Pillai**, Stevan Armakovic, Sanja J. Armakovic, Remarkable colorimetric sensing behaviour of pyrazole-based chemosensor towards Cu(II) ion detection: synthesis, characterization and theoretical investigations. RSC advances, 8 (2018) 18023-18029. (Impact factor: 2.938).
2. S. Armakovic, S.J. Armakovic, B.T. Tomic, **Renjith Raveendran Pillai**, C. Y. Panicker. Adsorption properties of graphene towards the ephedrine – A frequently used molecule in sport. Computational and Theoretical Chemistry, ISSN: 2210-271X, (2017), 1124, 39, (Impact Factor: 1.549).
3. M.A. Sultan, A.I. Almansour, **Renjith Raveendran Pillai**, R.S. Kumar, N. Arumugam, S. Armakovic, S.J. Armakovic, S.M. Soliman. Synthesis, Theoretical studies and molecular docking of a novel chlorinated tetracyclic : (Z/E)-3-(1,8-dichloro-9,10-dihydro-9,10-ethanoanthracen-11-yl)acrylaldehyde, Journal of Molecular structure, ISSN: 0022-2860, (2017), 1150, 358, (Impact Factor : 1.753).
4. K.S. Prasad, N. Nayak, **Renjith Raveendran Pillai**, S. Armakovic, S.J. Armakovic. Novel Synthetic approach, spectroscopic characterization and theoretical studies on global and local reactive properties of a bibenzimidazolyl derivative. Journal of Molecular Structure, ISSN: 0022-2860, (2017), 1147, 121, (Impact Factor: 1.753).
5. D.A. Zainuri, S. Arshad, N.C.Khalib, I.A. Razak, **Renjith Raveendran Pillai**, S.F.Sulaiman, N.S.Hashim, K.L.Ooi, S. Armakovic, S.J.Armakovic, C.Y.Panicker, C.V.Alsenoy. Synthesis, XRD Crystal structure, Spectroscopic Characterization (FT-IR, ¹H and ¹³C NMR), DFT studies using molecular dynamics simulations and evaluation of antimicrobial and antioxidant activities of a novel chalcone. Journal of Molecular Structure. ISSN:0022-2860,(2017),1128,520, (Impact Factor: 1.753).
6. S. Arshad, **Renjith Raveendran Pillai**, D.A. Zainuri, N.C. Khalib, I.A. Razak, S. Armakovic, S.J. Armakovic. Synthesis, Crystal structure analysis, molecular docking studies and density functional theory predictions of the local reactive properties and degradation properties of a novel halochalcone. Journal of Molecular structure, ISSN: 0022-2860, (2017), 1144, 246, (Impact Factor: 1.753).

7. K.S. Prasad, **Renjith Raveendran Pillai**, S. Armakovic, S.J. Armakovic. Theoretical Investigation on the reactivity and photophysical properties of cobalt(II) and manganese(II) complexes constructed using Schiff base ligands based on ALIE and TDDFT calculations, *Polyhedron*, ISSN:0277-5387, (2017), 129, 141, (Impact factor: 1.926).
8. Siji S, Njana J, Amrita PJ, Athira Raj, Dalia Vishnudasan, **Manoj P K**. Green Synthesized Iron Nanoparticles and its Uptake in *Pennisetum glaucum* - A Nanonutriomics Approach. *IEEE International Conference on Technological Advancements in Power and Energy (TAP Energy)* (2017).
9. **S. Anas**, P. V. Nair, K. V. Mahesh, V. Linsha, A. Shuhailath, A. P. Mohamed, K. G. K. Warriar, S. Ananthakumar. Engineered Hetero Structured Arrays of ZnO NanoX (X=discs, rods and wires) and CdTe Quantum Dots for Advanced Electron Transport Application, *Materials and Design*. (2018).141. 267-275.
10. Bourassa, D.; Elitt, C. M.; McCallum, A. M.; **Sumalekshmy, S.**; Mcrae, R. L.; Morgan, M. T.; Siegel, N.; Perry, J. W.; Rosenberg, P. A.; Fahrni, C. J. Chromis-1, a Ratiometric Fluorescent Probe Optimized for Two-Photon Microscopy Reveals Dynamic Changes in Labile Zn(II) in Differentiating Oligodendrocytes, *ACS Sensors*, 2018, 3,458-467.
11. L. Arathi, N. Nishana, S. Shukla, Kimberly A. Gray, **S. Anas**, Recent Trends in Developing Highly Active Heterogeneous Photocatalysts, *Proceedings of DSTKCSTE on Recent Trends in Advanced Chemistry Research (RTACR -2017)*.
12. Abhijith, B. L.; Mohan, M.; Joseph.D.; **Simimole H.**; Aboul-Enein, H. Y.; Ibnu Saud, I., Capillary zone electrophoresis for the analysis of naturally occurring 2-hydroxycitric acids and their lactones, *J Sep Sci.* 2017, 40:3351-3357.
13. **M. V Rohini Krishna**, M. K. Anil, P Neethu Raj, A. Biju Kumar, K.V. Dhaneesh, Leucism (partial albinism) in Regal Demoiselle, *Neopomacentrus cyanomos* (Bleeker, 1856). Abstract Proceedings of the National Seminar on Fostering Innovations in Fisheries and Aquaculture, 2017, P: 22.
14. P Neethu Raj, M. K. Anil, **M. V Rohini Krishna**, P. K. Raheem, Histological Authentication of Reproductive Structures of Little Indian Squid *Loliolus hardwickei* (Gray, 1849) (Cephalopoda: Loliginidae). Abstract Proceedings of the national Seminar on Fostering Innovations in Fisheries and Aquaculture, 2017, Pp: 143-144.

15. **V. J. Rahman**, A. Roobakkumar, A. Babu, Induction of Pesticide Resistance in *Neoseiulus longispinosus*, an Acarine Predator of the Red Spider Mite, *Oligonychus coffeae* infesting Tea. Abstract Proceedings of 30th Kerala Science Congress, 2018, Pp: 14-15.
16. P Neethu Raj, M. K. Anil, **M. V Rohini Krishna**, P. K. Raheem, Morphological, anatomical and reproductive features of *Loliolus (Loliolus) hardwickei* (Gray, 1849) caught from the Vizhinjam Coast, Kerala, India. Indian Journal of Fisheries, 2018, 65(1): 32-39.
17. Sulfia S Santosh. Crossing the Borders of Cultural experience: Cultural Significations of English Translations of Life-Narratives by Women. In: Special Issue on Life Writing. Shands, K., & Ferreira-Meyers, K. (Eds.). (2018). Ravenshaw Journal of Literary and Cultural Studies, vol. 8. Cuttack, Odisha, India: Ravenshaw University.

List of Books Published by Our Faculty Members for the Year 2017-18.

1. Book: Sol-Gel Materials for Energy, Environment and Electronic Applications. Chapter: Sol- Gel Materials for Varistor Devices, **S. Anas**, K.V. Mahesh, Jeen Maria Mathews and S. Ananthakumar, Springer Publications (2017) 23-59.
2. Sulfia Santhosh. Re-viewing life-narratives by Indian women: contesting grand-narratives of history. Life writing: monograph series. Editor: G.S. Jayasree. Institute of English, University of Kerala Palayam, Thiruvananthapuram (2017).

Annexure V

Faculty Participation in Seminar/ Symposia							
	Name	Event	Level	Programme Title	Organizer	Date	Role
1.	Prof. Soumya S	Syllabus revision workshop	State	UG Syllabus revision workshop in Biochemistry	Department of Biochemistry, University of Kerala, Thiruvananthapuram.	5/12/2017	Participation
2.	Prof. Soumya S	Workshop	International	International workshop on human chromosomes	Department of Biochemistry, University College, Thiruvananthapuram.	9 th & 10 th January 2018	Participation
3.	Prof. Soumya S	Seminar	International	Recent Biochemical Approaches in Therapeutics	Department of Biochemistry, University of Kerala and SBC(I), Kerala chapter.	23 rd – 25 th January 2018	Participation

4.	Prof. Ajinza A	Workshop	State	Laboratory Animal Handling	Department of Biochemistry, University of Kerala, Thiruvananthapuram.	19 th – 21 st October 2017	Participation
5.	Prof. Ajinza A	Workshop	State	Quality in Higher Education: The Emerging Scenario	TKM College of Arts and Science, Kollam	14/11/2017	Participation
6.	Dr.Latha B	Seminar	National	New horizons in Cancer Treatment and Prevention: From Bench to Bedside	Sree Narayana College, Kollam	16 th – 17 th March 2018	Presentation
7.	Dr. Latha B	Workshop	State	Quality in Higher Education: The Emerging Scenario	TKM College of Arts and Science, Kollam	14/11/2017	Participation
8.	Dr. Bobby T Edwin	Seminar	National	Wetland Conservation	KSCSTE	09/02/2018	Scientific talk (Resource Person)
9.	Dr. Bobby T Edwin	Seminar	National	Insights into interdisciplinary perspectives of chemical and biosciences	KSCSTE	26-28/02/2018	Chaired the session (Resource Person)

10.	Dr. Bobby T Edwin	Seminar	State	Beat plastic pollution	Directorate of Environmental and Climate change, Govt of Kerala	05/06/2018	Handled the technical session (Resource Person)
11.	Dr. Bobby T Edwin	Workshop	National	Changing parameters of quality assessment in higher education	IQAC	25/11/2017	Organizer (Participation)
12.	Dr. Bobby T Edwin	Seminar	National	Quality in higher education	UGC	14/11/2017& 17/11/2017	Organizer (Participation)
13.	Dr. M. J. Sheeba	Workshop	National	Changing parameters of quality assessment in higher education	IQAC	25/11/2017	Participation
14.	Dr. M. J. Sheeba	Seminar	National	Quality in higher education	UGC	14/11/2017& 17/11/2017	Participation
15.	Dr Harikumar B	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC- T.K.M.C.A.S, Kollam	14-11-2017&17-11-2017	Participation
16.	Dr S Anas	Conference	International	Design and development of highly active heterogeneous catalyst	CNMS- Jain University,Bengaluru	24&25 April 2018	Poster presentation

17.	Dr S Anas	Seminar	International	Organic Molecule for Material Applications	Dept.of Collegiate Education ,Govt. Of kerala	19-22,sept.2017	Participation
18.	Dr S Anas	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC-T.K.M.C.A.S, Kollam	14-11-2017&17-11-2017	Participation
19.	Dr Sumalekshmy S	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC-T.K.M.C.A.S, Kollam	14-11-2017&17-11-2017	Participation
20.	Dr Sumalekshmy S	Workshop	State	Workshop for College Chemistry Students and Teachers	JNCASR Bangalore & FCBS Trivandrum	13-15October 2017	Participation
21.	Dr Sumalekshmy S	Workshop	State	Academy of Chemistry Teachers	University College, Thiruvananthapuram	19,May 2018	Participation
22.	Dr Sumalekshmy S	Seminar	National	Seminar on Advanced Materials	Dept of Chemistry, University of Kerala	October 4 2017	Resource Person

23.	Dr M.A Siyad	Workshop	National	Introduction to GAMESS: A Practical Approach	Dept. Of Chemistry, University College, Thiruvananthapuram	21-23 Feb 2018	Participation
24.	Dr M.A Siyad	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC- T.K.M.C.A.S, Kollam	14-11-2017&17- 11-2017	Participation
25.	Dr Chitra Gopinath	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC- T.K.M.C.A.S, Kollam	14-11-2017&17- 11-2017	Participation
26.	Prof. Sherifa Rahim	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC- T.K.M.C.A.S, Kollam	14-11-2017&17- 11-2017	Participation
27.	Prof. Sherifa Rahim	Workshop	State	Academy of Chemistry Teachers	University College,Thiruvananthapuram	19,May 2018	Participation
28.	Dr Abdul Rahim M.K	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC- T.K.M.C.A.S, Kollam	14-11-2017&17- 11-2017	Participation

29.	Dr Tharun A Rauf	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC-T.K.M.C.A.S, Kollam	14-11-2017&17-11-2017	Participation
30.	Dr Tharun A Rauf	Workshop	State	Changing Parametres of Quality Assessment in Higher Education	The Council of Principals of Colleges in Kerala	25-11-2017	Participation
31.	Dr Tharun A Rauf	Seminar	National	Frontline approaches in Material Science and Computational Chemistry	Research & P.G Dept of Chemistry,S.N College for Women, Kollam	14-16, March 2018	Participation
32.	Dr Simimole H	Seminar	National	Quality in Higher Education: The Emerging Scenario	IQAC-T.K.M.C.A.S, Kollam	14-11-2017&17-11-2017	Participation
33.	Dr Simimole H	Workshop	State	Academy of Chemistry Teachers	University College,Thiruvananthapuram	19,May 2018	Participation
34.	Prof. Ruksana Sulthana A.H	Seminar	National	Fine tuning commerce education and research	Govt. College for women, Thiruvananthapuram	2-4, November, 2017	Presentation

35.	Prof. Shehanaz. S.R	Seminar	National	Quality in Higher Education: The Emerging Scenario	IQAC-T.K.M.C.A.S, Kollam	14-11-2017&17-11-2017	Participation
36.	Prof. Jeena R	Seminar	National	Quality in Higher Education: The Emerging Scenario	IQAC-T.K.M.C.A.S, Kollam	14-11-2017&17-11-2017	Participation
37.	Prof. Maheen. M	Workshop	National	Empirical Research in Legal studies and Social Sciences	Cochin university of science and Technology	25-26 th , August, 2017	Participation
38.	Prof. Sulfiya Samad	Seminar	National	Quality in Higher Education: The Emerging Scenario	IQAC-T.K.M.C.A.S, Kollam	14-11-2017&17-11-2017	Participation
39.	Prof. Firoz Khan	Seminar	National	Quality in Higher Education: The Emerging Scenario	IQAC-T.K.M.C.A.S, Kollam	14-11-2017&17-11-2017	Participation
40.	Prof. Thanseena Bai	Seminar	National	Quality in Higher Education: The Emerging Scenario	IQAC-T.K.M.C.A.S, Kollam	14-11-2017&17-11-2017	Participation

41.	Najuma M.	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC, TKMCAS	14/11/2017 & 17/11/17	Participation
42.	Dr. A. Raghu	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC, TKMCAS	14/11/2017 & 17/11/17	Coordinator /Participation
43.	Dr. P.G. Smitha	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC, TKMCAS	14/11/2017 & 17/11/17	Participation
44.	Sherin Aslam	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC	14/11/2017 & 17/11/17	Participation
45.	Gayatry S.	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC	14/11/2017 &d 17/11/17	Participation
46.	Dr. Sumithra Devi S.	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC	14/11/2017 & 17/11/17	Participation
47.	Niyas S. M.	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC	14/11/2017 & 17/11/17	Participation

48.	Shafana Shaffi	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC	14/11/2017 & 17/11/17	Participation
49.	Lt. Liby K. S.	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC	14/11/2017 & 17/11/17	Participation
50.	Sulfia S. Santhosh	Seminar	National	Quality in Higher Education:The Emerging Scenario	IQAC	14/11/2017 & 17/11/17	Participation
51.	Sulfia S. Santhosh	Seminar	National	Contemplating the Contemporary: Emerging Trends in Literature and Culture	Department of English, M.M.S. Govt. Arts and Science College, Malayinkeezhu	29 and 30 November 2017	Resource Person
52.	Sulfia S. Santhosh	Seminar	National	Multiculturalism in Canada: Reflections in English and French Literature	Department of English and French Government Arts College, Thiruvananthapuram	24 October 2017	Participation & Presentation

53.	Sulfia S. Santhosh	Workshop	National	National Workshop on Web-based English Language Teaching and Learning	Centre for English Teaching, Institute of English, University of Kerala	14-17 March 2018	Resource Person
54.	Muhammed Roshan B.	Seminar	National	Quality in Higher Education: The Emerging Scenario	IQAC, TKMCAS	14/11/2017 & 17/11/17	Participation
55.	Muhammed Roshan B.	Seminar	National	National Seminar on Narrating Travel, Mapping Identities.	Institute of English, University of Kerala, Thiruvananthapuram	3-5 March, 2018.	Participation
56.	Prof. Shajitha S.	Seminar	State	Diamond Jubilee Seminar Series	St. Gregorios College Branch of All Kerala Private College Teachers' Association	6 th January 2018	Participation

57.	Prof. Shajitha S.	Seminar	International	International Seminar: Privacy, Profession and Position	All Kerala Private College Teachers' Association	4 th January 2018	Resource Person
58.	Prof. Narayana Prasad M.	Seminar	National	Quality in Higher Education: The emerging Scenario	IQAC, T.K.M. College of Arts and Science, Kollam.	14 and 17 November 2017	Participation
59.	Prof. Narayana Prasad M.	Seminar	National	Operator Theory and its Applications	Department of Mathematics, Pookoya Thangal Memorial Govt. College, Perinthalmanna.	27 and 28 November 2018.	Participation
60.	Prof. Adersh V.K	Workshop	State	Annual workshop for Principals and IQAC on 'Changing Parameters of Quality Assessment in Higher Education'	Council of Principals of Colleges in Kerala	25 November 2017	Participation
61.	Prof. Adersh V.K	Workshop	State	Refresher course for college teachers in Kerala State-I (Number Theory)	Kerala School of Mathematics, Kozhikode.	10-13 August 2017	Participation

62.	Prof. Adersh V.K	Workshop	State	Refresher course for college teachers in Kerala State-II (Algebra)	Kerala School of Mathematics, Kozhikode.	7-10 September 2017	Participation
63.	Prof. Adersh V.K	Seminar	National	Two Day Seminar on 'Basics of Analysis Stochastic Processes and Topology'	Department of Mathematics, Maharaja's College, Ernakulan	14-15 December 2017	Resource person
64.	Prof. Adersh V.K	Workshop	State	Modular Theory of Elliptic Curves and Uniformisation and Characterisation of Riemann Surfaces.	Kerala School of Mathematics, Kozhikode.	21 May- 2 June 2018	Participation
65.	Prof. Adersh V.K	Workshop	State	Refresher course for college teachers in Kerala State-V (Topics in Functional Analysis- Spectral Theorem and Operator Algebras)	Kerala School of Mathematic, Kozhikode.	11-14 January, 2018	Participation
66.	Prof. Adersh V.K	Workshop	State	School on Modular Forms	Kerala School of Mathematic, Kozhikode.	12-24 February 2018	Participation

67.	Prof. Adersh V.K	Workshop	State	Refresher course for college teachers in Kerala State-I	Kerala School of Mathematics, Kozhikode.	9-12 November 2017	Participation
68.	Prof. Adersh V.K	Workshop	State	Summer workshop for M.Sc students and college teachers	Kerala School of Mathematics, Kozhikode.	16-21 January, 2017	Participation
69.	Prof. Adersh V.K	Workshop	National	Teachers Enrichment workshop on 'Advanced Linear Algebra and Multivariate Calculus'	Mar Thoma College, Tiruvalla	2-7 April, 2018	Participation
70.	Prof. Adersh V.K	Workshop	State	Refresher course for college teachers in Kerala State-III	Kerala School of Mathematics	12-15 October, 2017	Participation
71.	Prof. Adersh V.K	Seminar	National	Quality in Higher Education: The emerging Scenario	IQAC, T.K.M. College of Arts and Science, Kollam.	14 and 17 November, 2017	Participation

72.	Dr. Aswathy M.R.	Seminar	National	Quality in Higher Education: The emerging Scenario	IQAC, T.K.M. College of Arts and Science, Kollam.	14 and 17 November , 2017	Participation
73.	Prof. Nizamudeen Ashique	Seminar	National	Operator Theory and its Applications	Department of Mathematics, Pookoya Thangal Memorial Govt. College, Perinthalmanna.	27 and 28 November, 2018.	Participation
74.	Prof. Nizamudeen Ashique	Seminar	National	Quality in Higher Education: The emerging Scenario	IQAC, T.K.M. College of Arts and Science, Kollam.	14 and 17 November, 2017	Participation
75.	Prof. Rissana T.A.	Seminar	National	Quality in Higher Education: The emerging Scenario	IQAC, T.K.M. College of Arts and Science, Kollam.	14 and 17 November, 2017	Participation
76.	Prof. Harilal N. Thazhikkattuseril	Seminar	National	Quality in Higher Education: The emerging Scenario	IQAC, T.K.M. College of Arts and Science, Kollam.	14 and 17 November, 2017	Participation

77.	Prof. Harilal N. Thazhikkattuseril	Workshop	National	Galois Theory and Complex Analysis	St. Berchmans College, Changanacherry	April 30–May 5, 2018	Participation
78.	Harilal N. Thazhikkattuseril	Workshop	National	Teachers Enrichment workshop on ‘Advanced Linear Algebra and Multivariate Calculus’	Mar Thoma College, Tiruvalla	2-7 April, 2018	Participation
79.	Harilal N. Thazhikkattuseril	Workshop	National	R Programming and Geogebra	Department of Collegiate Education, Govt. of Kerala.	4-5 January, 2018	Participation
80.	Niza N.	Seminar	National	Quality in Higher Education: The emerging Scenario	IQAC, T.K.M. College of Arts and Science, Kollam.	14 and 17 November, 2017	Participation
81.	Prof N.K Sajna	Seminar	National	National Seminar on Quality in Higher Education: The emerging Scenario	IQAC TKMCAS College	14/11/17 & 17/11/17	Participation
82.	Prof N.K Sajna	Workshop	National	Lecture Workshop on Quantum Theory of Angular Momentum	INSA,NAS, IAS	14.03.2018 to 16.03.2018	Participation

83.	Prof Usha Kumari	Seminar	National	National Seminar on Quality in Higher Education: The emerging Scenario	IQAC TKMCAS College	14/11/17 &17/11/17	Participation
84.	Prof Usha Kumari	Workshop	National	Lecture Workshop on Quantum Theory of Angular Momentum	INSA,NAS, IAS	14.03.2018 to 16.03.2018	Participation
85.	Prof. Aparna L R	Seminar	National	National Seminar on Quality in Higher Education: The emerging Scenario	IQAC TKMCAS College	14/11/17 &17/11/17	Participation
86.	Prof. Aparna L R	Workshop	State	Workshop for Revising the syllabus of BSc Physics(CBCSS)-2018	University of Kerala	20.02.2018	Participation
87.	Prof. Aparna L R	Workshop	National	Lecture Workshop on Quantum Theory of Angular Momentum	INSA,NAS, IAS	14.03.2018 to 16.03.2018	Participation
88.	Dr. P K Manoj	Seminar	National	National Seminar on Quality in Higher Education: The emerging Scenario	IQAC TKMCAS College	14/11/17 &17/11/17	Participation

89.	Dr. P K Manoj	Workshop	National	Lecture Workshop on Quantum Theory of Angular Momentum	INSA,NAS, IAS	14.03.2018 to 16.03.2018	Participation
90.	Dr. P K Manoj	Conference	International	Technological Advancement in Power and Energy.	Department of Electrical & Electronics Engineering, Amritapuri campus of Amrita vishwa vidyapeetham.	21 to 23 December 2017	Presentation
91.	Dr Mohammed Salim	Workshop	National	Quantum Mechanics-3	APT Kerala	12 to 14 August 2017	Participation
92.	Dr Mohammed Salim	Workshop	National	Quantum Mechanics-4	APT Kerala	14 to 15 October 2017	Participation
93.	Dr Mohammed Salim	Seminar	National	National Seminar on Quality in Higher Education: The emerging Scenario	IQAC TKMCAS College	14/11/17 &17/11/17	Participation
94.	Dr Mohammed Salim	Symposium	National	Recent Trends in Space Science and Material Science	PG Department S.D College, Alappuzha	21.12.2017	Participation

95.	Dr Mohammed Salim	Workshop	National	Quantum Mechanics-6	APT Kerala	10 to 12 February 2018	Participation
96.	Dr Mohammed Salim	Workshop	National	Lecture Workshop on Quantum Theory of Angular Momentum	INSA,NAS, IAS	14.03.2018 to 16.03.2018	Participation
97.	Dr Mohammed Salim	Induction Programme	National	Induction Programme	COESME under the aegis of MHRD's PMMMNMTT Scheme	1 st May to 26 May 2018	Participation
98.	Dr Renjith R	Induction Programme	National	Induction Programme	COESME under the aegis of MHRD's PMMMNMTT Scheme	1 st May to 26 May 2018	Participation
99.	Dr Renjith R	Workshop	National	Lecture Workshop on Quantum Theory of Angular Momentum	INSA,NAS, IAS	14.03.2018 to 16.03.2018	Participation
100.	Dr Renjith R	Symposium	National	Recent Trends in Space Science and Material Science	PG Department S.D College, Alappuzha	21.12.2017	Participation

101.	Dr Renjith R	Seminar	National	National Seminar on Quality in Higher Education: The emerging Scenario	IQAC TKMCAS College	14/11/17 &17/11/17	Participation
102.	Dr Shabna R	Seminar	National	National Seminar on Quality in Higher Education: The emerging Scenario	IQAC TKMCAS College	14/11/17 &17/11/17	Participation
103.	Dr Shabna R	Workshop	National	Lecture Workshop on Quantum Theory of Angular Momentum	INSA,NAS, IAS	14.03.2018 to 16.03.2018	Participation
104.	Prof Safir TK	Seminar	National	National Seminar on Quality in Higher Education: The emerging Scenario	IQAC TKMCAS College	14/11/17 &17/11/17	Participation
105.	Prof Safir TK	Workshop	National	Lecture Workshop on Quantum Theory of Angular Momentum	INSA,NAS, IAS	14.03.2018 to 16.03.2018	Participation
106.	Prof Safir TK	Workshop	National	General Relativity and Tensor Analysis	Indian association of physics teachers	17 to 18 March 2018	Participation

107.	Dr. Sirajudheen. T.K	Seminar	National	National Seminar on Quality in Higher Education: The emerging scenario	IQAC, TKMCAS	14, 17/11,2017	Participation
108.	Dr. Jasin Rahman. V.K	Seminar	National	National Seminar on Quality in Higher Education: The emerging scenario	IQAC, TKMCAS	14, 17/11,2017	Participation
109.	Rohini Krishna. M.V	Seminar	National	National Seminar on Quality in Higher Education: The emerging scenario	IQAC, TKMCAS	14, 17/11,2017	Participation
110.	Aseeb. A.K	Seminar	National	National Seminar on Quality in Higher Education: The emerging scenario	IQAC, TKMCAS	14, 17/11,2017	Participation
111.	Rohini Krishna. M.V	Seminar	National	IFAF-Fostering Innovations in Fisheries and Aquaculture	Asian Fisheries Society	21-24/11/2017	Presentation
112.	Dr. Jasin Rahman. V.K	Conference	State level	Kerala Science Congress	KSCSTE	28-30/01/2018	Presentation

113.	Dr. Jasin Rahman. V.K	Seminar	National	National Seminar on Reaching the Unreached through Science and Technology	Indian Science Congress Association & Dept. of Zoology, SN College, Kollam	14/02/2018	Presentation
114.	Dr. Sirajudheen. T.K	Seminar	National	National Seminar on Reaching the Unreached through Science and Technology	Indian Science Congress Association & Dept. of Zoology, SN College, Kollam	14/02/2018	Presentation
115.	Aseeb. A.K	Workshop	National	Basic Informatics Workshop	Indian Institute of Spices Research & Dept. of Zoology, St. Josph's College, Devagiri, Calicut	20-21/03/2018	Participation
116.	Najeem E.	Seminar	National	Language, Land and Environment – Contemporary Literary Issues	Dept of Languages, Government College, Attingal	7 th & 8 th December 2017	Presentation

117.	Dr. A Shershah	Seminar	National	Health and wellness – The key to your happy life	Government College, Kariavattom, Thiruvananthapur am	28.11.2017	Resource person
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