Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**THANGAL KUNJU MUSALIAR COLLEGE OF ARTS AND SCIENCE**
Name of the head of the Institution	**Shajitha S**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0474-2712240**
Mobile no.	**9446641817**
Registered Email	**tkmarts@gmail.com**
Alternate Email	**tkmartsiqac@gmail.com**
Address	**TKMCPO, Karicode**
City/Town	**Kollam**
State/UT	**Kerala**
Pincode	**691005**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Sumalekshmy S.**
Phone no/Alternate Phone no.	**04742712240**
Mobile no.	**7561098774**
Registered Email	**tkmarts@gmail.com**
Alternate Email	**tkmartsiqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://tkmcas.ac.in/wp-content/uploads/2020/08/AQAR_2017-18.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://tkmcas.ac.in/wp-content/uploads/2021/07/Academic-calender-2020-21.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
3	**B++**	**2.95**	**2019**	**20-May-2019**	**19-May-2024**
2	**A**	**3.13**	**2014**	**20-Feb-2014**	**19-Feb-2019**
1	**B+**	**75.40**	**2004**	**03-May-2004**	**02-May-2009**

6. Date of Establishment of IQAC

04-Jun-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Faculty Development Programme	03-Jan-2019 3	30
Two-Day Workshop on Quality Assessment and NAAC Accreditation	07-Jan-2019 2	73
One Day Workshop on Quality Assessment in Higher Education - New Trends	06-Dec-2018 1	73
Day observances	31-Jan-2019 2	118
Lecture Series	08-Mar-2019 1	107
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. S. Anas	Student Project	KSCSTE	2019 365	10000
Dr. Sumalekshmy S.	Student Project Scheme	KSCSTE	2019 365	10000
Dr. Abdul Rahim M. K.	Student Project	KSCSTE	2019 365	10000
Dr. Simimole H.	Student Project	KSCSTE	2019 365	10000
Principal	RUSA	MHRD	2018 365	20000000
Principal	SasthraJalakam	Government of Kerala	2018 3	135000
Principal	Sasthrapadham	Government of Kerala	2019 3	210300
Dr. Jasin Rahman	World wet Land Day Observance	KSCSTE	2019 1	14845
Dr. Abdul Rahim & Mr. Safir T.K.	Science day	KSCSTE	2019 1	10000
Ms. Ruksana Sulthana	Womens studey unit	University of Kerala	2019 1	6000
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9. Whether composition of IQAC as per latest NAAC guidelines: Yes

Upload latest notification of formation of IQAC	[View File]()
10. Number of IQAC meetings held during the year :	**15**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**
If yes, mention the amount	**24984**
Year	**2018**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Participation in NIRF Compilation and submission of AQAR, IIQA and SSR Local chapter of SWAYAM NPTEL was started As part of ensuring safe and secure environrment fire extinguishers were installed IQAC actively intervenes and manages the various academic initiatives like lecture series, workshops and day observences.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Data compilation for Participation in NIRF India Rankings 2019	**Data compiled and submitted**
Submission of IIQA and SSR for the 3rd cycle of NAAC re-accreditation	**Re-accreditation process completed**
Conduct of workshop and seminars for quality enhancement	**Conducted**
Encouraged the faculties to apply for grants for research and other academic activities	**A few proposals were funded**
Collection of annual reports and action plan from the departments	**Annual reports and action plans collected**
Collection of feedback report	**Feedback report collected and analysed**
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Council	02-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	06-May-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	25-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The institution uses the academic software Campus Genie for the effective management of academic activities. The software provided the following facilities/modules: • Attendance and reports – teachers could enter the attendance after each class and students had the option of verifying their attendance reports • Student and Parent Portal – the software provided separate portal logins for students and parents where they can check attendance reports, general time table and other information related to academic and extracurricular activities • SMS and Mail alerts system – daily attendance/ absence alerts send to parents and students via SMS and/or email • Academic Year Planner – teachers make lesson plans for the entire academic year • Academic Material Repository – faculty used the platform to upload study materials and video lectures • Time Table Management • Feedback – student feedback on syllabus and lectures are collected and consolidated feedback report generated through the campus genie software.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

T. K. M College of Arts and Science was established in 1965 with a vision to pursue excellence in academics while catering to the educational needs of the socially and economically deprived sections of the society. The College is affiliated to the University of Kerala and thereby follows the curriculum and the academic calendar prescribed by the latter. The faculty of the college plays an important role in the design, evaluation and revision of curriculum by participating in various syllabus revision workshops. Ethics, human rights, gender awareness, environment awareness are given prime consideration during the design and implementation of the curriculum. The teachers adopt a well-defined teaching methodology; teaching and extracurricular activities are recorded in the teacher's diary provided to each faculty by the institution. The University academic calendar and a master timetable prepared by the college facilitate the effective and orderly execution of the curriculum. There is an effective tutoring system in place; the tutors helm the assessment process by identifying the advanced learners, average learners and slow learners among the students. Based on such diverse needs of the students, the college has in place various mentoring programmes like Walk With A Scholar (WWS), Scholar Support Programme, Remedial classes etc. The College has a well-equipped library, aided with OPAC facility, providing online access to N-LIST, NDL, and other e-resources. The library houses 34000 volumes of printed books covering various disciplines in different languages. The library subscribes to more than 110 printed periodicals including research journals and magazines. The library patrons can access 32 Lakhs of e-books and 6000 research journals remotely. The college library conducts programs such as orientation and information literacy programs for students and research scholars, book talks, exhibitions every year.Various seminars, workshops, invited talks and exhibitions (duly supported and documented by the IQAC) are organized by the departments and the extensionclubs, with the vision of enhancing the teaching-learning process. The Principal and the Heads of Department monitor the timely completion of the syllabus. Internal Evaluation system includes an internal examination as well as submission of assignments/seminars. The valuation of the internal exam answer scripts is objective and transparent. If any grievances arise in this regard, they are settled before the marks are uploaded in the University website. PTA meetings are convened at regular intervals to monitor the performance of students and convey the same information to all the stakeholders involved. Academically meritorious students are provided special attention with regard to preparations for competitive examinations like CSIR/UGC/NET as well as UPSC. Outreach programmes, field trips, industrial visits, projects and dissertations at the UG and PG levels help develop creative and analytical capabilities of students. The college offers Ph.D programmes in three disciplines and has well-equipped research centres. The meritorious students are provided the chance to visit national-level premier institutes as part of motivational programmes to inculcate research aptitude and inspire them to pursue quality research.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
First Aid	0	03/10/2018	15	Employabil ity	Basic skills and

					training
Small Scale Production of Household Cleaning Agents	0	07/11/2018	10	Entrepreneur exposure	Hands on training
Enlightener	0	08/12/2018	8	Focus on employability	Impart in the language skills
Dynamic Mathematics Using Geogebra	0	05/01/2019	30	Employability	Improvement mathematical skill
Introduction to C Plus Plus Programming and Data Analysis	0	15/12/2018	5	Focus on employability	Computer skills
Lifestyle Disorders and Management	0	07/01/2019	15	Employability	Skill development
Nanoscience and Nanotechnology	0	09/10/2018	15	Employability	Analytical skill
Business Ethics	0	05/11/2018	17	Focus on entrepreneurship	Skill in developing business policies
Formal Languages and Automata Theory	0	06/10/2018	10	Focus on compiler construction and formal verification	Skill development
Digital Typography using Latex	0	11/01/2019	5	Employabilty	Computer skills
Google Plugins	0	19/01/2019	5	Employabilty	Computer skills
Nanamaterial Characterization Techniques	0	08/04/2019	5	Employabilty	Skill on nanomaterial characterization
Food Chemistry	0	21/11/2018	13	Employabilty	Skill development
Kitchen Chemistry	0	09/01/2019	10	Employabilty	Skill development

1.2 – Academic Flexibility		

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Finance	06/06/2018
MSc	Mathematics	20/06/2018
MSc	Physics	14/06/2018
BSc	Mathematics	20/06/2018
BCom	Finance	06/06/2018
BSc	Physics	14/06/2018
BA	Islamic History	06/06/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English Language and Literature	01/06/2018
BA	Islamic History	01/06/2018
BCom	Finance	01/06/2018
BCom	Computer Application	01/06/2018
BSc	Biochemistry	01/06/2018
BSc	Chemistry	01/06/2018
BSc	Physics	01/06/2018
BSc	Mathematics	01/06/2018
BSc	Zoology	01/06/2018
BSc	Botany	01/06/2018
MA	English Language and Literature	01/06/2018
MCom	Finance	01/06/2018
MSc	Biochemistry	01/06/2018
MSc	Chemistry	01/06/2018
MSc	Mathematics	01/06/2018
MSc	Physics	01/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	658	Nil

1.3 – Curriculum Enrichment		

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
ACCOUNTS EXECUTIVES – RECEIVABLES AND PAYABLES	06/06/2018	9

Dietician	06/06/2018	5
Field Technician and Networking	06/06/2018	7
GST	06/06/2018	6
Assistant Fashion Designer	06/06/2018	8

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Biochemistry	60
BSc	Botany	92
BSc	Zoology	82
BSc	Chemistry	83
BSc	Mathematics	102
BSc	Physics	83
BA	Islamic History	110
BA	English Language and Literature	119
BCom	Computer Applications	108
BCom	Finance	130

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The Internal Quality Assurance Cell (IQAC) of the T. K. M College of Arts and Science has collected feedback on syllabus and the overall performance of the college from students, teachers, parents, alumni, and employers for the academic year 2018-19. A well-designed and standardized questionnaire was circulated, covering various aspects like infrastructure and facilities provided by the college, career-orientation/ functional nature of the syllabus, overall personality development facilitated by the campus environment. The opinions provided by the stakeholders were systematically categorized and grouped for further scrutiny and analysis. Based on the consolidated feedback, the IQAC initiated steps to address the issues raised by the various stakeholders and to sustain those practices found beneficial, which include: • Expanding the scope of research in the college • Provide soft skill and communication skills training to students • Encouraging students to use e-

learning resources • Beginning short-term certificate courses for improving employability • Motivating students to join extension clubs with social relevance • Encouraging students to join government-sponsored initiatives like Walk With A Scholar, Scholar Support Programme • Arranging more internal mentoring as well as remedial sessions for the students who need extra support Other suggestions put forward by the various stakeholders which the college plans to implement in the future include: • Organizing more number of placement drives involving reputable employers • Encouraging participatory learning in students through assigning field projects, industrial visits and student seminars • Provide platform for student-organized events to enhance their leadership skills • Arranging more programmes aimed at increasing the civic consciousness among students

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Chemistry	44	4356	44
BSc	Physics	44	4932	44
BSc	Mathematics	55	4071	55
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1521	220	20	Nill	48

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
68	68	4	23	2	14
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The chief student mentoring mechanism currently in place is the tutorship system. Every department assigns a faculty advisor/tutor to each batch of newly enrolled students. The tutor is not only charged with documentation of student profile details and consolidation of internal and external marks, but also with the overall well-being of the students while they are in the college. The faculty advisors also give higher education counselling and assistance in improving the employability of the students. The students who seek admission in the Undergraduate Courses face a paradigm shift in curriculum in terms of the learning environment, teaching methodology and examination pattern. The Induction Meeting and the Bridge Course facilitate in familiarizing the

students with these heterogeneous variables. The findings of the Bridge Course are further consolidated by regular tutorial meetings conducted by the respective Faculty Advisors. The main purpose is to assess the academic and extracurricular potential of the newly enrolled students. The institution has additional mechanisms to facilitate the holistic improvement of all levels of learners, both at college-level as well as at department-level. One of the chief programmes conducted at college-level for advanced learners is Walk with Scholar (WWS) programme, funded by the Higher Education Department of the Government. Rather than academic tutoring, the WWS mentoring sessions – internal and external – focus on the nourishment of the student's physical and mental well-being. All the faculty members are diligent about identifying fast learners and providing them with advanced reading material. At the Post Graduate level, advanced/fast learners are encouraged to attend and actively participate in seminars, conferences and workshops equipping them to broaden their horizons beyond that of academic curriculum. The fast learners – both Undergraduate and Postgraduate – are also encouraged to pursue analytic and hardcore research topics for their mandatory end-semester project/thesis. The main mechanisms in place for the slow learners are the Scholar Support Programme (SSP) tutoring sessions as well as remedial coaching classes. The former is hosted by the college with funding from the Kerala Higher Education Department. The faculty members who are chosen as Internal Mentors provide extra tutoring (outside college working hours) for students who have been identified as slow learners by respective faculty advisors. The mentors make sure that these students are equipped for their university examinations by making them practice question banks. The college also conducts remedial coaching classes for select papers (with relatively low scoring possibilities). These classes are held couple of weeks prior to the university exams the students as well as the teachers handling the classes sign register kept for the purpose by college authorities to ensure effective implementation.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1741	68	1:26

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
68	57	11	11	29

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	AnasS	Assistant Professor	Associate Editor of TKM International Journal for Multidisciplinary research
2018	P.K Manoj	Assistant Professor	Associate Editor of TKM International Journal for Multidisciplinary research
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of

			semester-end/ year-end examination	results of semester-end/ year-end examination
BSc	220	Semester	25/04/2019	25/05/2019
BSc	230	Semester	25/04/2019	25/05/2019
BSc	235	Semester	25/04/2019	25/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college is affiliated to the University of Kerala the terms of Continuous Internal Evaluation followed are as mandated by the Choice Based Credit and Semester System (CBCSS) of the University. The college also revises its internal monitoring systems accordingly. During the Orientation Programme, the newly enrolled students are given a comprehensive view of the CIE system. The Continuous Internal Evaluation is based on three main criteria which are listed below • Attendance (5 marks) • Assignment submission and seminar presentation (5 marks) • Internal Examination (10 marks) Setting of question papers, allotment of examination halls, distribution of answer booklets with the college logo, assigning invigilation duties – the college maintains the same diligence as done for university examinations. One of the major reforms introduced by the college is the design of internal answer booklets in a way simulating the university-issued answer booklets. The results of internal examination are published in a time-bound manner and students are given one week to seek revaluation.The college-initiated reform of consolidating the marks of the three internal evaluation criteria in the online platform Look Campus ensures the efficacy of the system. After a three-level verification of the consolidated mark sheets, they are displayed on the department notice boards and then uploaded to the University website. Re-test is conducted for the students who were unable to attend the internal examinations due to unforeseen reasons.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution is under the affiliation of University of Kerala and thereby follows the general academic calendar issued by the parent University. In the beginning of each academic year, the IQAC consolidates the university calendar and the action plans submitted by various Heads of Department to co-ordinate the various academic activities, schedule of internal examinations, and other extension and co-curricular activities. However, when unforeseen circumstances arise, the University makes changes in its academic calendar, especially with regard to the conduct of the examinations. While the sole authority in the case of the end semester exams is the University of Kerala, the institution is allowed flexibility in the scheduling of internal exams. The Internal Quality Assurance Cell of the college plays a constructive part in implementing the programmes as per the academic calendar. The IQAC assists all departments in carrying out the programmes as per schedule. College strictly follows the guidelines put forward by the University regarding date of assignment submission, seminar presentation, consolidation of attendance, assignment of end semester project topics, submission of the project report, conduct of internal examinations, publication of results of internal examinations etc. The Principal directly monitor the completion of the topics in every class and obtain feedback directly from the students. On the basis of the feedback so obtained, the Principal and the Heads of the Department take necessary steps to complete the portions within the stipulated time. Special classes are arranged in the morning or evening outside regular hours as well as on Saturdays, for this purpose.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://tkmcas.ac.in/po-co/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
235	BSc	Chemistry	42	25	59.52
230	BSc	Physics	42	33	78.57
220	BSc	Mathematics	49	42	85.71

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://tkmcas.ac.in/wp-content/uploads/2021/08/Student-Satisfaction-Survey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	364	KSCSTE	0.4	0.4

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Different types of IPR: A comprehensive survey	IQAC	19/07/2018
IPR in India-Procedures and Policies	Chemistry	06/08/2018
IPR: Critical incentives to enhance innovation	IQAC	08/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category

| NA | NA | NA | Nill | NA |

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	3	2.53
International	Chemistry	2	2.6

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Physics	1
English	2
Islamic History	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Engineered hetero structured arrays of ZnO NanoX (X discs, rods and wires) and CdTe quantum	Anas, S	MATERIALS DESIGN	2018	7	TKM College of Ats and Science	4

dots for advanced electron transport applicatio ns						
Photophy sical properties and theore tical inve stigations of newly s ynthesized pyrene-nap hthalene based Schiff base ligand and its copper(II) complexes	Pillai, Renjith Raveendran	INORGANICA CHIMICA ACTA	2019	6	TKM College of Ats and Science	1
Remarkable colorimetr ic sensing behavior of pyrazol e-based ch emosensor towards Cu(II) ion detection: synthesis, characteri zation and theoretica l investig ations	Pillai, Renjith Raveendran	RSC ADVANCES	2018	6	TKM College of Ats and Science	7
Synthesis, spectrosco pic charac terization , reactive properties by DFT cal culations, molecular dynamics s imulations and biological evaluation of Schiff bases	Pillai, Renjith Raveendran	JOURNAL OF MOLECULAR STRUCTURE	2019	6	TKM College of Ats and Science	3

Title of the Paper	Name of Author	Title of journal	Year of publication		Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
tethered 1,2,4-triazole and pyrazole rings						
A highly sensitive GC-MS method for simultaneous determination of anacardic acids in cashew (Anacardium occidentale) nut shell oil in the presence of other phenolic lipid derivatives	Sumalekshmy, Sarojini Amma	BIOMEDICAL CHROMATOGRAPHY	2019	10	TKM College of Ats and Science	Nill
Larval Development and Growth of Red Saddleback Anemone fish, Amphiprion epihippium (Bloch, 1970) under Captive Conditions	Krishna, Rohini M	Indian Journal of Geomarine Science	2018	3	TKM College of Ats and Science	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Larval Development and Growth of Red Saddleback Anemone fish, Amphiprion epihippium (Bloch,	Krishna, Rohini M	Indian Journal of Geomarine Science	2018	3	Nill	TKM College of Ats and Science

1970) under Captive Conditions						
A highly sensitive GC-MS method for simultaneous determination of anacardic acids in cashew (Anacardium occidentale) nut shell oil in the presence of other phenolic lipid derivatives	Sumalekshmy, Sarojini Amma	BIOMEDICAL CHROMATOGRAPHY	2019	10	Nill	TKM College of Ats and Science
Synthesis, spectroscopic characterization, reactive properties by DFT calculations, molecular dynamics simulations and biological evaluation of Schiff bases tethered 1,2,4-triazole and pyrazole rings	Pillai, Renjith Raveendran	JOURNAL OF MOLECULAR STRUCTURE	2019	6	3	TKM College of Ats and Science
Remarkable colorimetric sensing behavior of pyrazole-based chemosensor towards Cu(II) ion detection:	Pillai, Renjith Raveendran	RSC ADVANCES	2018	6	7	TKM College of Ats and Science

synthesis, characterization and theoretical investigations						
Photophysical properties and theoretical investigations of newly synthesized pyrene-naphthalene based Schiff base ligand and its copper(II) complexes	Pillai, Renjith Raveendran	INORGANICA CHIMICA ACTA	2019	6	1	TKM College of Ats and Science
Engineered hetero structured arrays of ZnO NanoX (X discs, rods and wires) and CdTe quantum dots for advanced electron transport applications	Anas, S	MATERIALS DESIGN	2018	7	4	TKM College of Ats and Science
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	41	30	Nill
Presented papers	4	8	1	Nill
Resource persons	Nill	5	9	Nill
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
VARIOUS ACTIVITIES	NSS/NCC	74	3213

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Megha Pollution awareness	Megha Pollution Award	3 KERALA BN NCC, KOLLAM	75
Plogging at Kollam	Beach Cleaning	3 KERALA BN NCC, KOLLAM	75
Swachata Hi Seva	Swatchata Hi Seva	3 KERALA BN NCC, KOLLAM	75
Traffic control at Karicode	Traffic control	ISHO, Kilikollor PS, Kollam City	75

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	NSS	Thangaserry port cleaning	4	45
Swachh Bharat	NSS	College campus cleaning	3	140
Swachh Bharat	NSS	Blind federation office cleaning	2	40
Swachh Bharat	NSS	Railway station cleaning	3	55
Swachh Bharat	NSS	Gandhijayanthi celebration cleanliness drive	4	180
AIDS DAY awarness programme	NSS	AIDS DAY awarness programme	2	185
Swachh Bharat	NSS	Awareness class on -My waste my responsibility	2	100
Swachh Bharat	NSS	Cleaning programme	2	125

Swachh Bharat	NCC	SWATCHTHA HI SEWA CAMPAIGNE	1	70

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research	Faculty	College	90
Civil Service exam coaching	Students	Govt of Kerala	75
Research	Students	College	1095

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Facility for research and guidence for project work	Research- PG Project	Athmic Biotech Solutions pvt limited	01/04/2019	14/06/2019	Student
Facility for research and guidence for project work	Research- PG Project	Rajiv Gandhi Centre for B iotechnology , Trivandrum	01/04/2019	14/06/2019	Student

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
The Stanford school of Medicine	29/01/2018	Research	3
State Resource centre Kerala (SRC)	14/02/2019	Additional skill development	155
Centre for Continuing Education Kerala	13/02/2019	KSCSA (Civil Service Academy))	75

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
30	27.04

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
koha Library software	Fully	3.14.04	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	33473	6414736	546	255379	34019	6670115
Reference Books	2142	1046660	30	28000	2172	1074660
e-Books	3100000	Nill	Nill	Nill	3100000	Nill
Journals	90	86804	24	24500	114	111304
e-Journals	6000	5900	Nill	Nill	6000	5900
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	224	2240	52	520	276	2760
Weeding (hard & soft)	1864	Nill	Nill	Nill	1864	Nill
Others(specify)	484	Nill	284	Nill	768	Nill

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Hari Kumar B.	Optical Isomerism of Chiracity	Youtube channel	22/03/2019
Dr.S. Anas	Colloids	Youtube channel	01/03/2019

Dr. Simi Mole H	1,3- dipolar cyclo addition reactions for thye construction of rings	Youtube channel	01/03/2019
Dr. Boby T. Edwin	Structure of Eukariotic Nucleus	Youtube channel	01/03/2019
Prof. Jisha M.S.	Autotrophs	Youtube channel	01/03/2019
Mr. Thanveer	Jahiliyyah	Youtube channel	01/03/2019
Prof. Ruksana Sulthana A.H.	Cyber World	Youtube channel	01/03/2019
Prof . Shiny Salam	Derivatives	Youtube channel	01/03/2019
Prof. FirosKhan A.	Final Accounts	Youtube channel	01/03/2019
Prof. Maheen M.	Binominal Distribution	Youtube channel	01/03/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	136	3	1	1	0	12	11	20	0
Added	0	0	0	0	0	0	0	0	0
Total	136	3	1	1	0	12	11	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

<div align="center">20 MBPS/ GBPS</div>

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Video Lecture recording studio	https://www.youtube.com/channel/UCYEx-emS6VbJotdghiGN53g

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
57	51.93	18	17.16

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution is keen on maintaining the physical, academic and support facilities eco-friendly with funds procured from Government, Management and PTA. The physical facilities, including the auditorium, seminar halls, smart classrooms, laboratories, classrooms and computers etc., are maintained and monitored by staff appointed by Management and PTA. Auditorium, seminar hall and conference hall are frequently used for the conduct of academic and cultural programmes. The institution has a maintenance crew consisting of electricians, plumbers, and carpenters, who does periodic monitoring and maintenance. Housekeeping is done by six supporting staff appointed by the college and whose services are available during working hours. Classrooms with furniture and teaching aids are maintained by the respective department staff and attendants and supervised by the Head of the Department. The care and the cleaning of the classrooms and the laboratories are done by supporting staff. Maintenance of ICT enabled classrooms are done by "KM Technology, " near the college. The Heads of Departments report to the administration periodically for all the maintenance works. The science laboratories have effectively upgraded instruments and equipment to meet the current teaching and learning requirements. The lab assistants periodically check the lab equipment and facilities. A stock and maintenance register kept in all the labs is verified by the Heads of the departments and the Principal. Annual maintenance contract ensures the upkeep of important equipment. UPS is provided to power sensitive equipment and computers. All three computer labs (including the language lab) are equipped with adequate number of computers with the required component configuration and are set in spacious climate-controlled rooms. A Lab instructor is appointed by the college to take care of the computer labs. Necessary software updations in the labs are done by the instructor as per the directions from the faculty. Hardware maintenance in the lab is done periodically by an external agency, "Abacus System, Kollam", situated 6 km away from the college. Periodic updations of LMS – "Campus Genie" is done by "EZ Genie solutions Pvt Ltd, Thiruvananthapuram". There is an AMC for software maintenance by "Thaliyola infotech Pvt LTD, Kochi" for the language lab. With the assistance of the lab instructor, the faculty in charge deals with the issues regarding LMS and language lab, and timely action is taken by the respective agencies. The college website and the portal are maintained by "TKM Infotech, Kollam". The library is well maintained in tune with the changing academic needs by the "Library development committee" directions. It is fully automated using KOHA. There are individual departments libraries with proper stock and issue registers. The sports equipment, gymnasium, playground and various courts are supervised and maintained by the Department of Physical Education. Students and staff of the college effectively utilize the available sports facilities after academic time.

https://tkmcas.ac.in/physical-facilities/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Alumni, FSA,PTA,Endowment	67	143000
Financial Support from Other Sources			
a) National	Central sector, Higher Education, Ch Mohammed koya, INSPIRE, Suvarna Ju	1132	5037775

	bilee,Snehapoorvam, KSWCFC		
b)International	Nil	Nill	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	16/07/2018	405	All Departments
Language Lab	09/07/2018	60	DLM Language Power Department of English
Bridge Course	02/07/2018	491	All Departments
Yoga and Meditation	21/06/2018	100	Yogi Arun

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Competitive Examinations Training	70	Nill	22	Nill
2019	Career Counselling	Nill	200	Nill	6

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Wipro, HDFC	32	6	EY Global Delivery Service	49	1

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	176	UG PG	Various Departments	Various Institutions	Various Courses

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	9
SLET	1
GATE	2
Any Other	10

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural	Institutional	845
Sports	Institutional	273

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	LIMCA BOOK WORLD RECORD	International	Nill	1	Admission No.55271	Akhil M S

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College Union ensures active student participation in the welfare of the institution. The College Union comprises 23 student representatives who are elected through a presidential system of election. The panel includes Chairperson, Vice Chairperson, General Secretary, Arts Club Secretary, University Union Councillors, Lady Representatives, Association representatives. The Student Union is tasked with the conduct of Arts Club inauguration, College Day, Arts Festival, and various Department Association Days. The Union also has an active role in ensuring student participation in the University Youth Festival. The College Union election as well as the various activities of the Union are done under the supervision of the Staff Advisor. Other College Union initiatives include Annual Athletic Meet, Film Festival, blood donation campaigns, poster exhibitions and community welfare initiatives. The annual College Magazine is another important activity undertaken by the Union. The NCC and NSS units of the college have student co-

ordinators who serve as the liaison between the teacher co-ordinators and the students and manage the weekly activities. Student representatives are also a part of the various cells and committees like IQAC, Grievance Redressal Cells, Anti-Ragging Club, Women's Studies Unit and Entrepreneurship Development Cell. The students of the college under the College Union, NSS and NCC took a proactive role in engaging in rescue measures during the Kerala floods of 2018.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Parent Alumni of T. K. M College of Arts and Science is a registered association which works closely with the college. The Alumni is an integral part of the academic and extension activities of the college. The Alumni Association convenes meetings at regular intervals of once in three months. The man academic interventions of the alumni include - donation of books to the library - offering scholarships to meritorious students - funding for academic programmes such as seminars, workshops, conferences, lecture series etc. The Alumni engages actively with the extension and community outreach programmes organised by the college. In 2018-19, the Alumni sponsored the medical treatment of a cancer patient and donated 68000 rupees in connection to the flood relief measures. The Global Alumni chapter meets biannually. In addition to this registered association, the College has various chapters like Global Alumni, Oruma 97, Sahapaadi, Innalekal, Hope, T K M Friends Association. The Global Alumni donated 50,000 rupees to the CMDRF. They have also sponsored dialysis for patients with kidney afflictions and extended financial aid of 2000 rupees each for 20 inpatients of the Kollam District Hospital.

5.4.2 – No. of enrolled Alumni:

450

5.4.3 – Alumni contribution during the year (in Rupees) :

129447

5.4.4 – Meetings/activities organized by Alumni Association :

1. 13.08.2018 - Executive Meeting 2. 18.09.2018 - Executive Meeting 3. 26.09.2018 - Executive Meeting 4. 01.03.2019 - Executive Meeting

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Since the inception of the college in 1965, the administrative mechanism has followed the policy of decentralization. This modus operandi has not only ensured an inclusive and participative management but also the smooth functioning of the institution with a sense of solidarity and respect among the various stakeholders. Even though the college has a specific hierarchy in decision-making, recommendations and suggestions are sought from teaching non-teaching staff, students, parents, and alumni. Adopting a participative management style has effectively streamlined various academic and administrative processes. In the year 2018-19, the following two instances of decentralization and participative management stand out: 1) The College prepared Self-Study Report (SSR) for the third cycle of the NAAC Accreditation process in this time period. The process of SSR preparation which involved the consolidation of data and documents from the administrative section, the ten departments, and the various cells/clubs was efficiently streamlined through

decentralizing. The Principal in her supervisory capacity assigned the overall responsibility to the IQAC core team of three faculty members. Each of the seven criteria in the SSR was then assigned to Criterion Heads, who were assisted, in data compilation, by a group of four to five faculties. 2) Data Consolidation for KSHEC (Kerala State Higher Education Council) and other funding agencies: Quality initiatives that involve the generation of data compendium and SOP/Proposal submission were effectively handled through participative management. The Principal appointed a Project/Programme Coordinator, who would then conduct brainstorming sessions to incorporate the initiative and creativity of the faculty resource pool for such quality enhancement projects.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The faculty of the college participate in syllabus revision workshops by University of Kerala and therefore play a vital role in curriculum development. Feedback about the curriculum and the syllabus are consolidated from various stakeholders. The consolidated feedback is then analysed by the teachers and suggestions are communicated to the University through the Board of Studies. These new suggestions are taken into consideration by subject experts while revising/restructuring the syllabi and curriculum. The College-level Academic Council promotes constant faculty engagement in curriculum development and designing certificate course/ add-on course syllabi that enhances employability.
Teaching and Learning	1) ICT - College has taken the initiative to improve the ICT facilities the faculty members were encouraged to attend training programmes offered by prestigious establishments to maximize efficiency in the use of ICT facilities and platforms. 2) Seminars/talks/lectures - The college has always emphasized on expanding the horizons of learning beyond the four walls of the classroom. One of the chief ways in which the college attains this goal is by facilitating the interaction of students with experts from the industry as well as eminent scholars from other premier research institutions. 3) Certificate Courses - The various add-

	on/certificate courses offered by the different departments renders the teaching-learning process more holistic by equipping the students with the extra edge required for enhanced employability and industry-readiness. The college registered as a local chapter of NPTEL-SWAYAM platform and succeeded in enrolling more numbers of students for the various courses available on the platform. 4) Civil Service Academy - Another initiative of the college to enhance the learning process is the establishment of the Kollam Centre of the Kerala State Civil Service Academy, in collaboration with the Centre for Continuing Education, Kerala.
Examination and Evaluation	1) Consolidation of Question Bank comprising Internal Evaluation and University Exam Question Papers. 2) Internal Exam Grievance Redressal Cell with a Convenor, to address issues raised by students during the conduct of exams as well as the evaluation-related queries. An Internal Exam Squad composed of senior faculty members ensured the smooth conduct of the exams as per the schedule published in the academic calendar. There is also a provision for students who couldn't attend the internal examination due to unavoidable circumstances, to seek a retest at a later stage.
Research and Development	1. New initiative - TKM Arts College International Journal for Multidisciplinary Research - bi-annual journal publishes peer-reviewed original research papers in Science, Humanities, Management, and Literature. TIJMR also publishes special issues focusing on advances in specific areas and proceedings of select high-quality conferences. All articles, opinions and commentaries, letters, and book reviews published in TIJMR are the individual views of the authors and not the official points of view of the publisher. 2. Through the IQAC and the Research Committee's constant involvement, three faculty members procured research guideship. They also keep the faculty and the students informed about the various research grants of the State and Central Governments. The faculty members are encouraged to submit proposals for

	major and minor research grants the IQAC makes regular follow-ups at the various stages of proposal submission. The College actively engages with various agencies like the Kerala State Higher Education Council to explore options like the Erudite Scholar in Residence Programme which gives the students opportunities to interact with experts actively engaged in research and thereby stay informed and updated about the recent research developments.
Library, ICT and Physical Infrastructure / Instrumentation	1. The library is periodically updated based on recommendations from faculty and suggestions from students in 2018-19 the college library acquired 546 new titles. 2. Every year the IQAC takes stock of the physical infrastructure requirements of the college and presents a report to the Principal which is then forwarded to the Management. In 2018-19, as per the requirements, the college infrastructure was augmented by the purchase/installation/maintenance of the following items: refurbishing the college, Divyangjan-friendly washrooms, renovation of IQAC room, energy-saving LED bulbs, additional shelves in the library, fire extinguishers in every floor.
Human Resource Management	The College has a policy of participative management with regard to the teaching and non-teaching staff. In 2018-19 one of the major tasks before the institution was the submission of the Self Study Report and the consequent NAAC peer team visit the various duties were carried out in a decentralized manner with the delegation of decision-making powers to Heads of Departments, IQAC and the various Clubs/Cells Co-ordinators. The institution also ensures no duty/coordinatorship is vested with one person for a prolonged period there is a periodical rotation of duties. The administrative and academic activities of the college are carried out through a hierarchical system starting from the mentor, tutor/faculty advisor, Head of Department, Principal, and the Management.
Industry Interaction / Collaboration	To ensure holistic education beyond the confines of the classroom, the institution/departments arrange field/industrial visits periodically.

	The various lecture series/mentoring programmes give an opportunity for faculty and students to interact with experts from the industry thereby staying abreast of the latest development in respective fields. The College Placement Cell also provides the platform for students to interact with prospective employers.
Admission of Students	TKM College of Arts and Science is affiliated with the University of Kerala, and thereby the admission procedure and selection criteria are conducted as stipulated by the University. The entire process is supervised to guarantee transparency and merit is given primary importance for the selection of students in the Management Quota. The admission procedure is led by a team of faculty members with due support from the office staff. The documentation is handled by the latter the college provides IT training for the administrative staff in order to streamline the process.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The Planning and Development are partially computerized. 1. Infrastructure/Research proposals are prepared and submitted through online mode. 2. The various fund transfers under the Planning and Development section are done electronically (PFMS) to maintain transparency. 3. Collection of department-wise action plans and consolidation into the college action plan for every academic year is completely digital. 4. The annual budget preparation and presentation before the management is also computerized.
Administration	Currently, the area of operation under the purview of the Administration section is partially computerized. 1. Issue of Transfer Certificates has been completely digitized. 2. Accreditation-related data consolidation, including details of programmes conducted by various cells and clubs, has been digitized. 3. Consolidation of student attendance (for the purposes of exam registration and CIE) and dissemination of information to parents (regarding PTA meetings, absence of their wards

	from classes) were shifted to the Learning Management Software.
Finance and Accounts	The salary bill of the teaching and non-teaching staff is prepared/generated online via the SPARK software of the Government of Kerala. Tax-related documentation is also fully computerized.
Student Admission and Support	The entire admission process is online and transparent. The College follows the Common Admission Procedure (Single Window System) of the University of Kerala. The enrolment details of every batch of students are maintained in digital format. Student support mechanisms like scholarship applications are also filed online.
Examination	The examination registration, fee remittance, and hall ticket generation for UG and PG students are done online. The results of the university/end-semester exams are also declared online. Once the results are published by the university, the result analyses, conducted by respective faculty advisors/tutors of each batch, are collected online and further analysis leads to remedial measures. The college also provides the provision for submitting exam-related grievances via online mode.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Narayana Prasad M	Pedagogical Training for Mathematics Teachers (PTMT)	Nill	500
		[View File](#)		

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Training	Nill			7	Nill

Program on Business m athematics		20/06/2018	20/06/2018		
	View File				

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Workshop on Modular Theory of Elliptic Curves and Uniformisation and Characteriz ation of Riemann Surfaces,	1	21/05/2018	02/06/2018	13
		View File		

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	3	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
3	3	1

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The internal audit is conducted by a practicing-chartered accountant on a yearly basis. The external audit is done by the office of the Director of Collegiate Education as and when required. The audited files and related documents are maintained by the Office Accountant. The receipts, payment statements, and utilization certificates of the institutional projects and those sponsored by other agencies are consolidated and audited by registered chartered accountants on an annual basis.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Non Government Bodies (SBT Karikode,Kollam)	10000	Pi day programme (Department of Mathematics)
	View File	

6.4.3 – Total corpus fund generated

500000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nill	Nill	Yes	IQAC
Administrative	Yes	Nill	Yes	K. Maqbool Shah and Co.

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The T. K. M. College of Arts and Science has a dynamic Parent Teacher Association which plays a pro-active role in ensuring the smooth functioning of the college. The PTA convenes at regular intervals and offers the needful support for the academic and extension programmes of the college. The main PTA activities include: - Financial support for the overall functioning of the college - Financial assistance for the conduct of internal examinations - Supply of medical amenities including first aid kit - Supply of refreshments for the department-level PTA meetings - Partial financial assistance for college-level workshops

6.5.3 – Development programmes for support staff (at least three)

• College organizes yearly training sessions on basic software tools for administrative staff organized a one-day workshop on Microsoft Office on 29/11/2018 - "Making Calculations Easy: An Introduction to Excel". • Administrative staff participates in training program in PFMS. • Technical assistance for the partial computerization of the administrative sections - digitization of the admission process, generation of exam-related documents, and bill submission.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Began certificate courses in areas of contemporary relevance, from every department, for enhancing student employability. • A systematic and periodical documentation system initiated for PBAS. • Soft skill and communicative English training to be given for students shortlisted in the initial phases of placement drives.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Hands on training in LateX	23/10/2018	23/10/2018	23/10/2018	50
[View File](#)					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Swachatha hi seva campaign	02/10/2018	02/10/2018	70	Nill
Surgical strike day	20/09/2018	20/09/2018	82	Nill
Aids awareness rally	01/12/2018	01/12/2018	38	Nill
Rashtriya ektha divas	31/10/2018	31/10/2018	75	Nill
Commemorative Talk - Status of Women in Islam: Commemorating M. Haleema Beevi	08/02/2019	08/02/2019	62	24
Human Rights Day Observance	10/12/2018	10/12/2018	33	Nill
Inter-Department Poster Competition " Sathairium Munoottu"	31/01/2019	31/01/2019	33	Nill
Observation of important days- International Women's day(Poster Presentation) and Debate	08/03/2019	08/03/2019	33	Nill
Rise, Walk and Conquer	27/10/2018	27/10/2018	56	10
Neutral Gender	09/01/2019	09/01/2019	52	7
Kerala Women, past, present and future	31/01/2019	31/01/2019	48	4
"Self Defence". Interactive talk	25/12/2018	25/12/2018	58	42
Blood donation camp	05/03/2019	05/03/2019	25	10
International Yoga Day	21/06/2018	21/06/2018	100	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Biogas Plant to produce cooking gas used in hostel 2. Rain water harvesting to recharge the open well in campus

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nill
Ramp/Rails	Yes	2
Braille Software/facilities	Yes	Nill
Rest Rooms	Yes	5
Scribes for examination	Yes	2
Special skill development for differently abled students	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	13	26/10/2018	3	Sasthra jalakam	Science hands on training for school students	45
2019	1	14	19/01/2019	3	Sasthra padham	Science hands on training for schoolstudents	69
						View File	

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct Handbook	04/06/2018	The code of conduct handbook is uploaded on the college website. An Ethics Committee with the Principal as the convenor monitors the implementation of the code of conduct

stipulated in the
handbook. Faculty
advisors regularly remind
the students about the
rules and regulations in
tutorial and PTA
meetings.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
90 Programs are organized Exel sheet uploaded	01/06/2018	31/05/2019	500

View File

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plastic Free Campus
Planting trees and Green landscaping
Rain Water harvesting
Waste Management
Green audit
Campus cleaning
Biogas plant

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE I 1. COMMUNITY OUTREACH PROGRAMMES AND SERVICES (COPS) OBJECTIVES 1) To enhance human values such as empathy, sympathy, self-awareness, stress management and a positive attitude to criticism among students. 2) To instil a sense of social commitment in students and mould them into model citizens. 3) To serve the communities near the college as per requirement. CONTEXT COPS empower the students with holistic education. The basic principle of the college is that education confined to the four walls of the classroom, disengaged from social reality and social obligations, is never complete. COPS train the students to be citizens of tomorrow by serving their community. PRACTICE The prime focus of COPS is on the area where the college is located. A series of community outreach programmes are conducted by this college, incorporating various clubs and cells including NSS and NCC. In 2018-2019, COPS included the following services. a). Blood grouping and blood donation campaign: This is intended to create a blood group directory for college students and promote blood donation drives. The college frequently receives calls for volunteers for blood donation. Blood typing is extremely important in the event of a blood transfusion. Through blood group campaigns every year, the college succeeds in ensuring the participation of students, teaching non-teaching staff and alumni members in blood donation campaigns. b). Cleanliness drives to make the environment clean and free from contagious diseases. The college in association with NSS and NCC regularly monitors the risk factors and also addresses the imminent issues through periodical cleanliness drives, campaigns and awareness classes organized. Cleaning of Thangassery Port, Kollam, campus cleaning, Blind federation premises cleaning, KSRTC garage cleaning, Kilikolloor Railway station cleaning, and cleanliness drive at Asramam, 'Pandarakulam pond' cleaning, canal cleaning at Kottankara As a tribute to the water management and preservation, 'Puzhanadatham'at Kadapuzha,

Kallada was organized. Awareness through magic shows, 'My Waste My Responsibility' campaign, Aedes larval survey , awareness classes were conducted for the residents about dengue and malaria and their preventive measures. c) Flood relief activities: During 2018-2019, 75 percent of Kerala's land area was affected by floods. Most of the people became homeless and were forced to move to relief camps. TKM College of Arts and Science addressed this issue and had done flood relief work such as food items distribution, clothes distribution, volunteering, financial support, salary challenge with 100 percent staff participation. About 150 students willingly came forward and participated in the flood relief work. d) Women empowerment activities The college has an active Women cell and Womens study unit that cater to the needs of women students. Various training programmes, skill development programmes and awareness programmes are conducted by these units to help students such as cloth bag manufacturing, recycling plastic wastes, awareness on drug abuse, training programmes for self-defence etc. e) Financial and medical aid Financial, as well as medical aid is given to the downtrodden mass of the society based on needs. It is a combined effort of staffs, alumni, students and management. EVIDENCE OF SUCCESS: 1. The number of students participating in COPS is increasing year by year. 2. Oral feedback from the various stakeholders. 3. Feedback from the local community. 4. Feedback from social media and other news outlets. PROBLEMS ENCOUNTERED. Monetary resource mobilization is one of the main barriers. It is being addressed to a great extent due to the active involvement of the various stakeholders. The required resources (financial or otherwise) to attain our targets were generated by the institution, NSS, Alumni and various stakeholders including panchayat and residents. BEST PRACTICE II 2. STUDENTS OUTREACH PROGRAMMES AND SERVICES (SOPS) SOPS is meant for students in the college as well as students of other colleges and schools in the locality. SOPS include seminars, placement drives, Meet the Scholar programmes, student enrichment programmes for students outside this institution. OBJECTIVES To enrich and nurture the talents of students. To develop the academics and career prospects of the students. To generate a positive attitude towards academics. CONTEXT SOPS aims at developing and nourishing the talent of students, both school and college level, and providing them with a healthy academic environment which will enhance career readiness and employability. THE PRACTICE a)Placement drives Placement drives are conducted every year by the placement cell. It meets the needs of students of this college as well as the students of other colleges in the locality. b)Seminars/workshops/conferences Seminars, workshops, and conferences boost the students but also aid in their academic exposure. They will get an opportunity to exchange their ideas, clarify their doubts and explore research potential. c) Sastrapadam/Sasthrajalakam This is a programme especially meant for school students, sponsored by the Government of Kerala. By hosting the event, TKM College of Arts and Science provided school students in the locality with an opportunity to get hands-on training in various software. They also get opportunities to interact with eminent scholars from various disciplines. d)Quiz/ Debate programmes for school and college students A quiz programme for school students is organized each year. Students from schools situated near the college participate in the programme with enthusiasm. The college has been hosting Zonal-level/District-level debate programme Speak for India organized by Federal Bank and Mathrubhumi. e)Meet the Scholar programmes Meet the Scholar programmes are organized to develop the research temper of both UG and PG students, like Easria, Oratoria, Erudite, Infinity lecture series. Students from various colleges outside the institution attend the same. EVIDENCE OF SUCCESS: 1. Feedback was obtained from the participant students. 2. Feedback from the teachers of nearby colleges and schools. 3. The willingness of students to attend the same. PROBLEMS ENCOUNTERED. The availability of resources is one of the greatest problems encountered. Financial assistance is needed to carry out workshops and seminars, and the scholar programs must be

met. The college faces problems in engaging competent resource persons for Student Outreach programmes as they seek remuneration which is not always affordable.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.tkmcas.ac.in/Website/BestPractices.html

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

INSTITUTIONAL DISTINCTIVENESS Since the year of its establishment in 1965, T. K. M. College of Arts and Science, Kollam has combined the pursuit of academic excellence with the inculcation of a civic consciousness. The institution's vision and mission are moulded around the idea of nurturing the students into 'good citizens'. It operates as a multitier system incorporating Management, Teachers, Students, Parents, Alumni and the Public. The college is situated in an economically and socially backward area of Kollam district. The institution places emphasis on not only empowering students with quality education and imparting adequate skill-set to enhance their employability, but also on women empowerment in the locality. The Women's Cell and Women Study Unit of this college play a significant role in equipping the female students at this college with relevant life/vocational skills through various training programmes. The college also actively participates in the activities of Mahila Mandiram, a welfare initiative in the college neighbourhood, which works to uplift women belonging to the lowest strata of the society. Community Outreach Programmes (COPS) and Student Outreach Programmes (SOPS) aid in achieving the mission and vision of the college. The main objective of COPS is to improve quality of life for the community through a series of awareness programmes on drug abuse, cleanliness and plastic-waste management. Under this initiative, the students and the staff, with added vigour and enthusiasm, clean the college premises regularly. COPS also takes the initiative to extend the services to public places like railway stations, bus depots, public grounds etc. COPS has provided financial as well as medical assistance to the people working in unorganised sectors in the locality. SOPS aids in academic achievements not only for students of the institution but also for the school/college students in the locality. SOPS enables students to build their career as well, through a series of research and job- oriented programmes such as seminars, meet-the-scholar programmes and workshops. Another important SOPS intervention is the Civil Service Academy (of the Centre for Continuing Education, Govt. of Kerala) run by the college management. This centre is a milestone in giving the students of the locality access to affordable coaching for the civil services and other competitive examinations.

Provide the weblink of the institution
http://www.tkmcas.ac.in/Website/InstitutionalDistinctiveness.html

8.Future Plans of Actions for Next Academic Year

Academic Plans • Based on post-accreditation analysis and other deliberations, the College has decided to initiate the process of commencing two new postgraduate programmes in the Departments of Botany and Zoology. It has also been decided to commence the process of adding an Undergraduate course in Economics. • Apply for the BVoc (Bachelor of Vocation) introduced by the UGC under National Skills Qualification Framework (NSQF) • Continuing the certificate course programmes in the different departments on a larger scale. • Encourage more students to register for the online courses offered by the SWAYAM NPTEL portal • Organize international seminars with experts from various premier

institutions in different part of the world • Enhance the teaching-learning process in the science disciplines through the establishment of Virtual Labs • Encourage faculty participation in research initiatives. Student Support and Progression - Enhance the placement drives by bringing more employers to the campus - Increase the scope of coaching offered by various department for competitive examinations like NET/JRF/SET/SLET - Career guidance counselling to help students choose options that suit their aptitude Co-curricular and Extra-curricular plans - Organize more medical camps like the blood group identification and blood donation drives conducted in 2018-19. The College plans to conduct a medical camp on dental hygiene for the local population as well as students, with the help of the NSS unit. - Hold events to commemorate days of national and international significance, birth/death anniversaries of prominent personalities. - Hold more quiz, debate and elocution competitions with participation from students from other colleges to increase student mobilization