



Yearly Status Report - 2019-2020

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		Dr. P. G. Smitha
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/2021/12/AOAR-2018-19.pdf
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	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
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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
Re-inventing Quality Assurance: A Post Pandemic Guide for Teachers	19-May-2020 2	40
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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
Institution	ERUDITE Scholar Programme	KSHEC	2019 7	166169
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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 :

23

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?

No

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

Participation in NIRF Compilation of AQAR Collection and analysis of Feedback Steps to improve the academic and physical infrastructure of the college Steps to complete the promotion process of deserving faculties

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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	Achievements/Outcomes

Renovation of auditorium	Achieved
To introduce new certificate courses in various disciplines	Achieved
To organize training sessions to teaching and non teaching staffs	Achieved
Steps to replace non functioning computers with new ones	Achieved
Steps to speed up the promotion of faculties who are due for promotion	Eighty percent completed, the rest ongoing
Steps to install more energy saving measures	initiated will be completed in the next academic year
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College Council	07-Jul-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	07-Mar-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description 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
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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 while designing as well as implementing the curriculum. The teachers adopt an innovative method of teaching; their teaching and extracurricular activities are recorded in the teacher's diary provided to each faculty by the institution. The academic calendar provided by the University and a master timetable prepared by the college facilitate the effective and systematic execution of the curriculum. Bridge courses are provided to all first semester under graduate students in the beginning to impart basic knowledge that will help bridge the knowledge gap between higher secondary education and graduate programmes. There is an effective mentoring system in place; the faculty advisors 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 35000 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 around 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 extension clubs, with the vision of enhancing the teaching-learning process. The Principal and 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

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
First Aid	0	09/01/2020	19	Focus on employability	Skill
Lifestyle disorders and Management	0	10/01/2020	15	Focus on employability	Skill
Nutrition and Food Safety	0	13/01/2020	16	Focus on employability	Skill
Nursery Management	0	03/01/2020	30	Focus on entrepreneurship	Skill
Kitchen Chemistry	0	13/11/2019	11	Focus on employability / entrepreneurship	Skill
Instrumental Methods of Analysis and Separation Techniques	0	13/11/2019	12	Focus on employability	Skill in analytical methods
Reagents in Organic Synthesis	0	30/12/2019	21	Employability in pharmaceutical industry, chemical industry	Skill in organic synthesis
Food Chemistry	0	15/11/2019	8	Employability in food industry	Hands on training, food processing, preserving, quality monitoring
Performance Appraisal	0	11/04/2020	26	Focus on employability	Skill development
Business Ethics	0	14/03/2020	26	Focus on employability	Skill

GST	0	06/01/2020	17	Focus on entrepreneurship	Skill acquisition
Digital Marketing	0	11/09/2019	26	Focus on employability	Skill
Translation Studies	0	17/08/2019	30	Focus on employability	Skill
Enlightener	0	09/01/2020	14	Focus on employability	Skill
Writing for Media	0	19/10/2019	10	Focus on employability	Skill
Archeology	0	13/03/2020	30	Focus on employability	Skill
Formal Languages and Automata Theory	0	05/10/2019	10	Focus on employability	Technical skill
Dynamic Mathematics Using Geogebra	0	21/09/2019	30	Employability	Skill on dynamical graphs and graphical models
Fascination of Groups	0	10/02/2020	20	Employability	Abstraction skill
Mathematical Thinking	0	21/09/2019	19	Employability	Problem solving skill
Google Plugins	0	14/12/2019	5	Employability	Documentation skills
Digital Typography Using LATEX	0	30/11/2019	5	Focus on employability	Skill on research paper writing
Introduction to C Plus Plus Programming and Data Analysis	0	02/11/2019	5	Focus on employability and entrepreneurship	Data analysis skills
Nanomaterial Characterization Techniques	0	15/01/2020	5	Focus on employability and entrepreneurship	Analytical skill
Ornamental Fish Culture	0	09/01/2020	22	Focus on employability and entrepreneurship	Skill on tank setting, feed

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Computer Applications	12/06/2019
BCom	Finance	12/06/2019
BSc	Mathematics	12/06/2019
BSc	Biochemistry	12/06/2019
BSc	Chemistry	12/06/2019
BSc	Physics	12/06/2019
BSc	Botany	12/06/2019
BA	Islamic History	12/06/2019
BSc	Zoology	03/06/2019
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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	03/06/2019
BA	Islamic History	03/06/2019
BSc	Biochemistry	03/06/2019
BSc	Chemistry	03/06/2019
BSc	Mathematics	03/06/2019
BSc	Physics	03/06/2019
BCom	Finance	03/06/2019
BCom	Computer Applications	03/06/2019
BSc	Zoology	03/06/2019
BSc	Botany	03/06/2019
MSc	Biochemistry	03/06/2019
MSc	Chemistry	03/06/2019
MSc	Physics	03/06/2019
MSc	Mathematics	03/06/2019
MA	English Language and Literature	03/06/2019
MCom	Finance	03/06/2019

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

	Certificate	Diploma Course
Number of Students	1165	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	04/09/2020	9
Dietician	04/09/2019	5
Field Technician Networking and Storage	04/09/2019	7
GST	04/09/2019	6
Assistant Fashion Designer	04/09/2019	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	62
BSc	Botany	84
BSc	Zoology	86
BSc	Chemistry	77
BSc	Mathematics	98
BSc	Physics	82
BA	Islamic History	94
BA	English Language and Literature	121
BCom	Computer Applications	106
BCom	Finance	134
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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 2019-20. A well-designed and structured questionnaire was circulated for feedback collection which covers various aspects of college education 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. As a result of the student feedback, the college continues to review, develop and implement policies and practices in key areas such as curriculum monitoring and implementation. Based on the consolidated feedback, IQAC initiated steps to address the issues raised by the various stakeholders and to sustain those suggestions deemed to be beneficial. They include • Promotion of innovative teaching-learning practices • Encouraging students to use e-learning resources • Periodic revision of feedback forms • Improving teaching effectiveness Other suggestions put forward by the various stakeholders include: • Develop effective strategies to increase student campus recruitment • Encouraging participatory learning in students through assigning field projects, industrial visits and student seminars • Encourage courses on bioinformatics / research methodology / soft skills/operating systems • Provide platform for student-organized events to enhance their leadership skills • Arranging more programmes aimed at enhancing 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	Mathematics	54	2757	49
BSc	Physics	44	3816	44
BSc	Chemistry	44	4065	39

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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
2019	1512	223	20	Nil	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	Number of 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 institutionalized form of student mentoring practiced at present is the tutorial system. Every department

assigns a faculty advisor/tutor to each batch of newly enrolled students. As stipulated by the University of Kerala, the tutor is expected to undertake the following duties: • oversee student profile documentation • consolidation of Continuous Evaluation Mark Statements In T. K. M. College of Arts and Science, the tutor is entrusted with the following additional duties: • mentoring the students • ensuring their overall well-being while they are in college • provide higher education counselling • assistance in enhancing the employability of students. Since the faculty advisors are constantly required to intervene in the academic trajectory of their students, they are well-equipped to understand the needs of the students in this regard. 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 play a crucial role in preparing our students to tackle these heterogenous variables. The information gathered during the Bridge Course is further consolidated in frequent 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. At the college-level, advanced learners can be part of programmes like Walk With Scholar (WWS -offered by the Higher Education Department of the Government of Kerala) the WWS session conducted by faculties of the college as well as external experts from various walks of life, focus on the nourishment of students' physical and mental well-being. At the department level, it is ensured that the faculty advisors identify the advanced learners and provide them with advanced reading material. They are also encouraged to attend seminars/ conferences and to pursue innovative and analytical research for their end-semester project/dissertation. At the college-level, the slow learners are given additional support through the Scholar Support Programme (SSP) funded by the Higher Education Department. Department-level intervention to address the needs of the slow learners is through the conduct of regular remedial coaching sessions. The faculties who handle these coaching sessions equip the students for the university examinations by making them practice question banks. The tutors are required to identify the specific courses/papers which are relatively difficult for the students. The remedial classes are held couple of weeks prior to the university examinations and the faculties keep track of the attendance by maintaining registers for the same.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1735	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	51	17	17	32

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
2020	Dr. Jasin Rahman V K	Assistant Professor	Reviewer of International Journal of Acarology
2020	Dr. Jasin Rahman. V K	Assistant Professor	Reviewer of International Journal of Acarology
2019	MAHEEN M	Assistant Professor	UGC travel grant for the 2019, to present paper at Ecomod 2019, University of Azores, Ponta

			Delgada, Portugal
2019	MAHEEN M	Assistant Professor	Chaired technical session 1, in the finance track at Ecomod2019
2020	Dr. Shargina Beegum	Lecturer	Reviewer, Editor AIP Conference Proceeding
2020	Dr.Latha B	Assistant Professor	Reviewer, Materials Today : Proceedings
2019	Dr.S.Anas	Assistant Professor	Conference Chair, ICEE 2019
2020	SHINY SALAM	Assistant Professor	Certificate of Appreciation received from Samagra Shiksha, Kerala for conducting "Sastrapadam" three day residential camp in TKM College of Arts and Science, Kollam
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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 semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	220	Semester	10/06/2020	27/08/2020
BSc	230	Semester	10/06/2020	27/08/2020
BSc	235	Semester	10/06/2020	27/08/2020
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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 and thereby follows the norms prescribed by the Choice-based Credit and Semester System of the University in the conduct of Continuous Internal Evaluation. The college also revises its internal monitoring systems accordingly. During the Induction Meeting, the newly enrolled students are provided a comprehensive view of CIE system. The Continuous Internal Evaluation is based on three criterion: 1. Attendance (5 marks) 2. Assignment submission and Seminar presentation (5 marks) 3. Internal Examination (10 marks) The college has appointed Chief of Examinations who is charge of the smooth conduct of the third criterion of CIE. His/her chief duties include: • Supervision of question paper setting • Allotment of halls with seating arrangement akin to university exams • Distribution of answer booklets with college logo • Assigning invigilation duties One of the major reforms introduced by the college is introduction of answer booklets (for the internal examination) the design is like that of the university answer booklets thereby helping the students familiarize themselves

with the end-semester exam model. The results of the internal exam are published in a time-bound manner and students are given one week to seek reevaluation. Another college-level reform associated with CIE is the consolidation of the marks of three internal evaluation criterion on the Learning Management Software (Campus Genie). After a three-level verification of the consolidated CIE mark statements, they are uploaded to the University website. Re-test is allowed for those students who were unable to attend the internal examination owing to genuine reasons. During the pandemic period, the college transferred all internal assessment to virtual/online platforms like Moodle, Google Classroom, Campus Genie etc.

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

The institution is affiliated to the University of Kerala and thereby mandated to follow the academic calendar published by the University. The Internal Quality Assurance Cell (IQAC) plays an important role in co-ordinating the various academic and extra-curricular activities of the college through systematic consolidation of the academic calendar issued by the parent university and the Action Plans submitted by the Heads of Department at the beginning of each academic year. Unforeseen circumstances can sometimes modify the schedule in the academic calendar, specifically the conduct of end-semester examinations. The college is allowed some amount of flexibility in scheduling the internal examinations. The IQAC is instrumental in adapting the academic calendar into the daily functioning of the college and in ensuring that all departments adhere to this schedule throughout the year. The Principal monitors the progress of classes in monthly meetings attended by Heads of Department. The college circulates a format for collecting data in this regard. The IQAC collects student feedback on the teaching-learning process and provides suggestions for the timely completion of portions, innovative teaching strategies. Shifting of classes onto the online mode has created a paradigm shift in the teaching-learning process. The Principal and IQAC take keen interest in making sure that the academic calendar is strictly followed in the remote mode of teaching.

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
89.47220	BSc	Mathematics	51	44	86.27
230	BSc	Physics	41	30	73.17
235	BSc	Chemistry	38	34	89.47

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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->

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
Minor Projects	180	Kerala State Council for Science, Technology and Environment (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
Erudite Lecture	Chemistry	09/12/2019
IPR: An Overview and Implications	Chemistry	07/01/2019
Methods in Scientific Research Following in the field of Radiation Physics	Physics	07/03/2019

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
Inspire Fellowship	Anagha Thomas	DST	22/10/2019	Student
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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	Nil
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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
NA	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if
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			any)
International	Physics	5	2.14
International	Chemistry	4	3.27
International	Zoology	3	2.17
National	Commerce	13	Null
National	Zoology	2	Null
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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
Botony	3
Islamic History	1
Mathematics	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
Natural Product-Derived Chiral Pyrrolidine-2,5-diones, Their Molecular Structures and Conversion to Pharmacologically Important Skeletons	Chithra Gopinath	J. Nat. Prod.	2020	3	Institute for Integrated Programmes and Research in Basic Sciences, Mahatma Gandhi University, Kottayam 686560, India	4
Natural Product-Derived Chiral Pyrrolidine-2,5-diones, Their Molecular Structures and Conversion to Pharmacologically Important Skeletons	Simimole Haleema	J. Nat. Prod.	2020	3	Institute for Integrated Programmes and Research in Basic Sciences, Mahatma Gandhi University, Kottayam 686560, India	4

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 Sarojiniamma	BIOMEDICAL CHROMATOGRAPHY	2019	11	TKM College of Arts and Science, Kollam	Nil
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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
Deposition of Tin Oxide Thin Film by Sol-Gel Dip Coating Technique and Its Characterization	Manoj P K	AIP Conference Proceedings	2019	30	2	TKM, Coll Arts Sci
Photophysical properties and theoretical investigations of newly synthesized pyrene-naphthalene based Schiff base ligand and its copper(II) complexes	Pillai, RR (Pillai, Renjith Raveendran)	INORGANICA CHIMICA ACTA	2019	30	5	TKM, Coll Arts Sci

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	Haleema, S (Haleema, Simimole) 3 Gopinath, C (Gopinath, Chithra) 3 Sumalekshmy, SA (Sumalekshmy, Sarojini Amma)	BIOMEDICAL CHROMATOGRAPHY	2019	30	2	TKM Coll Arts Sci, Dept Chem, Kollam, Kerala, India
Tartaric Acid Mediated Gelation Synthesis of Zinc Oxide Nano particles and their Photocatalytic Activity	Anas S	MATERIALS TODAY-PROCEEDINGS	2019	30	2	TKM Coll Arts Sci, Dept Chem, Kollam 691005, Kerala, India
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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	30	68	36	8
Presented papers	9	12	6	Nil
Resource persons	4	2	8	Nil
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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
World Environmental Day	University of Kerala and TKM College of Arts and Science	10	100

Yoga Day Celebration	Ministry of Youth Affairs, Govt of India	15	41
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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
University Best NSS Volunteer award	University of Kerala	University of Kerala	1
Various interventions related to the Anti-Drug Programme	University of Kerala in association with Kerala Excise Department	University of Kerala in association with Kerala Excise Department	180
Various activities related to covid 19 prevention initiatives	University of Kerala	University of Kerala	113
Flood relief and rehabilitation activities	University of Kerala	University of Kerala	200
The palliative care interventions	University of Kerala	University of Kerala	200
Blood donation programme	University of Kerala	University of Kerala	80
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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 activities	Number of students participated in such activities
Anti Drug awareness	NCC, NSS	Anti Drug awareness	15	95
View File				

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
Research	Students	Self	180
Civil Service exam coaching	Students	Govt of Kerala	90
Research	Faculty	College	1095
View File			

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
Research	Sharing Research facilities	SD College Allapuzha	11/06/2018	06/08/2019	3
Research	Sharing Research facilities	Amrita Vis wavidyapeeth am	20/05/2019	24/06/2020	1
Project work	Sharing Research facilities	Amrita Vis wavidyapeeth am	01/05/2019	16/01/2020	1
Project work	MoU	ICT Academy	04/11/2019	18/08/2020	20
Job training	MOU	Additional Skill Acquisition Programrne	14/02/2019	10/02/2020	50
Research	Sharing Research facilities	SN College for Women, Kollam	03/12/2018	25/02/2020	1
Research	Sharing Research facilities	SN College, Kollam	05/02/2019	04/02/2020	3
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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
Startup mission	27/11/2019	Promote Innovations	40
No file uploaded.			

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
128	116.88

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
View File	

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 partially)	Version	Year of automation
KOHA	Fully	3.14.04.000	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	34019	6670116	646	208585	34665	6878701
View File						

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
Adersh V K	Antiderivatives and Riemann integral	YouTube	06/05/2020
View File			

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	120	11	20	0
Added	40	0	0	0	0	0	0	0	0
Total	176	3	1	1	0	120	11	20	0

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

20 MBPS/ GBPS

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 incurred on maintenance of physical facilities
38.34	34.86	49.6	45.11

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. For effective monitoring and ensuring periodic maintenance, Infrastructure development and monitoring committee is constituted in the Institution. 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 committee 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. In the current year, 40 damaged computers were replaced. 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, Management	125	125000
Financial Support from Other Sources			
a) National	Central Sector Scholarship, C.H. Muhammed Koya Scholarship, Higher Education Scholarship, Prathibha Scholarship, Inspire, etc.	1095	7470445
b) International	Nil	Nil	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 implementation	Number of students enrolled	Agencies involved
Career Counselling Programme	20/06/2019	460	Career Guidance and Placement Cell, TKM College of Arts Science, Kollam Nisamudeen Ashiq P. K. Coordinator, Career Guidance and Placement Cell, T.K.M College of Arts Science Contact Number: 9495157428

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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 passed in the comp. exam	Number of students placed

2019	Guidance for competitive examination	80	460	12	37
View File					

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
2	2	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	Atos syndel, Chennai	1	1
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	189	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
GATE	1
Any Other	2
View File	

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

Activity	Level	Number of Participants
Cultural	Institutional	429
Sports	Institutional	1768
View File		

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	National/	Number of	Number of	Student ID	Name of the
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	award/medal	Internaional	awards for Sports	awards for Cultural	number	student
2019	Nil	Nil	Nil	Nil	Nil	Nil
View File						

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

The College Union is highly active in organizing and promoting student activities in the campus. The union executive members are elected through the secret ballot and the entire process of the college union election is done under the supervision of staff members of the institution. The executive members of the College Union include Chairperson, Vice chairperson, General Secretary, Arts Club Secretary, University Union Counsellors, Lady Representatives, Magazine Editor and Association Representatives. The College Union initiates and undertakes the organization of various extracurricular activities in the campus. In 2019-2020, the activities organized by the college student union include Arts Fest, Sports Fest Tick Tok competition, Letter Writing competition, online music competition, Onam celebrations, exhibitions, association days etc in the campus. All student related activities are carried out by the College Union with the active support and guidance of the Staff Advisor. Union meetings are convened regularly to address various issues related to student welfare and major decisions are taken in these meetings in a democratic spirit. Apart from the College Union, the activities of clubs and forums like NSS, NCC, Women's Cell, Debate and Quiz Club, Nature Club, Environment Club, Health Club etc are coordinated by the students as instructed by the faculty coordinators. There are student representatives in the major decision-making bodies of the institution like IQAC and College Council. Student members are also associated with Canteen Committee, Anti ragging Committee, Internal Complaints Cell etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has a very proactive alumni community who takes an active interest in the academic, administrative and outreach initiatives of the college. The TKM College of Arts and Science Alumni Association is the parent alumni (Registration No. KLM/TC/277/13) with 486 life members. There are various other chapters like Global Alumni, Sahapaadi, Innalekal, Royal BCom, Peythozhiyathe with total of about 1190 members. In addition to their generous contributions towards infrastructure development of the college, the alumni community takes an active interest in the academic and extracurricular spheres of college activities. The academic support ranges from the distribution of merit cum means scholarship for economically backward meritorious students annually, logistics support for seminars and workshops organised by the various departments of the college. One of the chief areas of alumni engagement is in the community and student outreach programs (COPS and SOPS), a trademark of the institution. The alumni have made major contributions in constructing houses for the needy, donation of furniture and fans to the local railway station, contribution to CMDRF in times of disaster, donation of registration fees for students to aid participation in various events, providing smart phones to economically backward students in the Vanchiyodu, Edapanna and Kocharippa tribes. In 2019-2020, one of the major philanthropic initiatives of the TKMCAS alumni is arranging the supply of free meal kits for 100 families for six months.

5.4.2 – No. of enrolled Alumni:

486

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

824908

5.4.4 – Meetings/activities organized by Alumni Association :

1. Executive Meeting - 22, July, 2019
2. Executive Meeting - 5, August, 2019
3. Executive Meeting - 25, September, 2019
4. General Body Meeting - 2, October, 2019
5. Executive Meeting - 25, October, 2019
6. Executive Meeting - 26, January, 2020
7. Executive Meeting - 10, February, 2020

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. Two stellar examples of decentralization and participative management practices are listed below: 1) Preparation of Detailed Project Report (RUSA) - The college was granted funding of two crore rupees from RUSA after the submission of a detailed project report. The preparation of this report submitted to RUSA was a collaborative effort of the various departments (Physics, Chemistry, Biochemistry, Zoology, Botany and Mathematics). The RUSA college-level co-ordinator conducted regular meetings with the Heads of Department and other faculty members the final report was consolidated after examining the data compiled by the above departments regarding the purchase of lab equipment and other requirements. Besides the preparation of this initial report, the utilization of funds from RUSA is also reflective of decentralization and participative management. The Board of Governors which include principal, faculty members, IQAC coordinator, management representatives, non-teaching staff and external experts, takes the important decisions. A Project Monitoring Unit is also in place to oversee the day-to-day activities. 2) International Conference on Energy and Environment (ICEE) - T.K.M. College of Arts and Science hosted ICEE from 12-14 December 2019. This international event was jointly organized by three DST-FIST funded departments of the college - Chemistry, Physics and Mathematics. The conference was a unique endeavour the organizing committee was composed of faculty from various departments besides the three mentioned earlier. The international conference was undertaken on a grand scale with 250 participants from all over the world. The organizing committee was further divided into various sub-committees and each sub-committee was entrusted with handling the various aspects of the conference such as paper presentation sessions, poster presentation sessions, publication of conference proceedings, logistics, and venue management. The feedback collected from the participants and the research outcome (publication of conference papers in SCOPUS-indexed journals) illustrates the success of the participative management principle adopted in the conduct of the event.

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	<p>The faculty of the college participate in syllabus revision workshops by University of Kerala and therefore play a vital role in curriculum development. The feedback (on syllabus, teaching-learning, course/programme outcome) collected from various stakeholders was communicated to the University Board of Studies and suggestions put forward by our faculties was incorporated into the development of an outcome-based syllabus for Undergraduate and Postgraduate courses. The Academic Council promoted the induction of new certificate courses in various departments to impart new skills to students and thereby enhance their employability. For instance, in the Nutrition and Food Safety course, students were required to practice micro-green farming with guidance from the course instructor.</p>
Teaching and Learning	<p>1) Virtual learning - The major change in the teaching-learning process in 2019-20 was the shift from regular classroom teaching to online mode during the last phase of the academic year. The institution procured a G-Suite Workspace Station to enhance the teaching-learning process during the pandemic. Teachers were encouraged to attend training programmes on various multimedia tools for teaching and learning select teachers from the college also served as Master Trainers in workshops organised by All Kerala Private College Teachers' Association. Most faculty members augmented the online teaching-learning process with supplementary content in the form of video lectures. Reports of the online classes conducted by the faculty members were systematically collected by the IQAC by the circulation of Google Forms. 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</p>

from the industry as well as eminent scholars from other premier research institutions. 3) International Conference on Energy and Environment - ICEE was a major initiative by the college to lead the students in the direction of outcome-based education and application/analytical-level thinking. The conference brought together industry experts and scholars from all over the world and boasts of generating research output in SCOPUS-indexed journals.

Examination and Evaluation

1) The assignment submission, seminar presentation and internal examination conducted as part of the Continuous Internal Evaluation (CIE) was shifted to online platforms in the context of the pandemic. The institution ensured that students who did not have access to smartphones and laptops had access to the Computer Lab. There was proactive faculty involvement in ensuring that the CIE was not affected by the crisis caused by COVID. 2) The University of Kerala brought about a major shift in the dissemination mechanism of PG end semester examination question papers. The College upgraded its infrastructure in the most diligent manner to adapt to this reform.

Research and Development

1. The second volume of TKM Arts College International Journal for Multidisciplinary Research - bi-annual journal which publishes peer reviewed original research papers in Science, Humanities, Management and Literature, was released in 2019-20. 2. Through the IQAC and the Research Committee's constant involvement, in 2019- 20, one faculty from the Department of Botany was approved for research guideship. The college Research Committee and IQAC 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. 3. 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.

4. Research proposals submitted in 2019-20: DBT-STAR, Kerala State Council for Science, Technology and Environment: Selective Augmentation of Research and Development (SARD).

Library, ICT and Physical
Infrastructure / Instrumentation

1. The library is periodically updated based on recommendations from faculty and suggestions from students in 2019-20 the college library acquired 680 new titles and subscription to 293 e-journals. 2. The college library conducted online orientation programmes on accessing research databases through remote access, for PG students. 3. 40 computers in the Computer Lab were upgraded to meet the requirements for newer advanced softwares in various disciplines. 4. 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 2019-20, as per the requirements, the college infrastructure was augmented by the purchase/installation/maintenance of the following items: renovation of auditorium and examination wing, construction of RUSA-funded Research Block.

Human Resource Management

The College has a policy of participative management with regard to the teaching and non-teaching staff. The institution also ensures no duty/coordinatorship is vested with one person for a prolonged period there is 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. In 2019-20, one of the major challenges before the staff was the COVID crises in the last leg of the academic year. There was effective delegation of duties and prompt communication channels established to ensure that the functioning of the college and the learning curve of the students were not affected. IQAC organized online awareness workshops at the beginning of the pandemic crisis,

	to safeguard the human resources of the college from the brunt of the global crisis.
Admission of Students	TKM College of Arts and Science is affiliated to the University of Kerala, and thereby the admission procedure and selection criteria is conducted as stipulated by the University. The entire process is supervised to guarantee transparency and merit is given primary importance for 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.
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. In 2019-20, students of the college took part in Young Innovators Programme 2019, which is a unique endeavour of the Kerala Development and Innovation Strategic Council (K-DISC) to promote application-level thinking among students and encourage start-up ideas in youngsters. Eight teams from the college participated in the district-level challenge after being shortlisted from among hundreds of teams and one team (start-up idea for structural modification of boats to prevent them capsizing) won at the state-level.

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

E-governance area	Details
Planning and Development	The Planning and Development is partially computerized. ? Infrastructure/Research proposals are prepared and submitted through online mode. ? The various fund transfers under the Planning and Development section are done electronically (PFMS) to maintain transparency. ? Collection

of department-wise action plans and consolidation into the college action plan for every academic year is completely digital. ? 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 computerised. ? Issue of Transfer Certificates has been completely digitized. ? Accreditation-related data consolidation, including details of programmes conducted by various cells and clubs, has been digitized. ? 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. ? All scholarship applications submitted by students to various agencies (through the college) are ratified and processed online.

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 enrollment details of every batch of students is maintained in the 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. In 2019-20, the last phase of internal examinations was conducted

on online platforms.

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	SHINY SALAM	42nd All India Accounting Conference	Nil	2500

[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)
2020	Online FDP on Importance of Environ mental Con sciousness and Suscep tibility in Accredi tation of Higher Edu cational I nstitution s	Nil	29/05/2020	29/05/2020	40	Nil

[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
UGC- Sponsored Refresher Course in English Language and Literature	1	12/06/2019	25/06/2019	14

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	7	7

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 the 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
HDFC Bank Ltd.	5000	National Workshop, 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	No	Nil	Yes	IQAC
Administrative	Yes	Deputy Directorate, Collegiate Education	Yes	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)

- Training sessions organized on Microsoft Office and other basic software tools
- Administrative staff given training in Tally
- Technical assistance for the partial computerization of the administrative section

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

- Various departments started offering new certificate courses aimed at enhancing student exposure to contemporary developments in various disciplines. The Department of Biochemistry started a certificate course on "Nutrition and Food Safety" the Department of English started giving hands-on training in writing for various media platforms as part of the new certificate course 'Writing for Media'.
- Necessary follow-up measures undertaken under the supervision of college-level three-member Service Cell to expedite the pending promotion paperwork of faculty members under the Career Advancement Scheme.
- The IQAC took the initiative to spread awareness about various online induction programmes and refresher courses faculty members whose promotion was due imminently were identified and encouraged to attend such online programmes.
- Proposals submitted by the initiative of the IQAC for infrastructure augmentation aimed at quality enhancement (upgradation of internet connection with higher bandwidth, better student-computer ratio, solar panel, increase number of smart classrooms)
- Large-scale renovation of the auditorium with enhanced facilities like modern audio equipment, acoustic-friendly roofing, new seating arrangement, etc.

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
2019	Administrative Audit	01/04/2019	01/04/2019	30/04/2019	10
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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
Mega pollution Awareness Rally by girls	06/07/2019	06/07/2019	63	Nil
International yoga day	21/06/2019	21/06/2019	63	37
Vayojana	01/10/2019	01/10/2019	38	3

Dinam-Women cell				
Swachatha hi seva activity	02/10/2019	02/10/2019	100	Nil
Anti dowry day	26/11/2019	26/11/2019	35	2
constitution day	26/11/2019	26/11/2019	108	Nil
Aids day	01/12/2019	01/12/2019	50	Nil
Skill development programme organized by women cell	05/12/2019	05/12/2019	35	Nil
Women empowerment talk	23/12/2019	23/12/2019	100	Nil
Karate training programme for girls	04/01/2020	04/01/2020	15	Nil
Interactive talk- health and hygiene for youngsters	14/01/2020	14/01/2020	194	Nil
Tavam 2020	28/02/2020	28/02/2020	37	Nil
Sai gram visit, Mithra Women cell	15/02/2020	15/02/2020	30	8
International womens day	05/03/2020	06/03/2020	60	4
Flood relief activity	16/08/2019	31/08/2019	108	Nil

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	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	12
Scribes for examination	Yes	2

Special skill development for differently abled students	Yes	1
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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
2020	1	Nil	23/02/2020	3	Sasthrapadam	Locational advantage	54
2020	Nil	16	24/02/2020	2	PLASTIC COLLECTION AND ERADICATION PROGRAMME WITH KOTANKARA GRAMA PANCHAYAT	Eradicating plastic waste	100

[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	03/06/2019	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
WORLD ENVIRONMENTAL DAY CELEBRATION	05/06/2019	05/06/2019	100

[View File](#)

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

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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

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 empowers 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 2019-2020, 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, drug awareness classes, house hold surveys, cloth bag distribution were conducted for the residents. Visited old age home and Mahilamandiram and handed over financial support. Plastic collection and eradication programmes were conducted for a sustainable and clean environment. c) Flood relief activities: During 2019-2020, flood hit Kerala's land again. 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, and financial support. 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. Free eye check up camp was conducted for the residents. f) Addressing pandemic The college took initiative in

addressing the covid-19 pandemic by supplying masks and sanitizers. Sanitizers were manufactured in the college and supplied to the needy. College strictly followed the covid protocol

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.

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 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

8.Future Plans of Actions for Next Academic Year

Academic Plans • Apply for new courses (UG, PG and Vocational) • Initiate the establishment of a Teaching Learning Centre • Organize training programme for faculty members to facilitate the shift from regular classroom teaching to online mode, in lieu of the pandemic. • Organize training programs to administrative staffs • Process pending files related to Career Advancement Scheme (CAS) of faculties • Provide orientation for final year UG and PG students to improve prospects of academic progression • Continuing the certificate course programmes in the different departments on a larger scale. • Encourage faculty participation in research initiatives. • Encourage faculties to participate in refresher programs • Encourage faculties with PhD to register for research guideship • Encourage more faculties to apply for research projects Student Support and Progression • Enhance student employability as well as placement opportunities - Organize more placement drives by bringing new prospective employers to the campus • Improve overall result in university examinations - with focus on slow learners and arranging remedial classes for them • Introduction of new skill-based training programmes to help students earn while they learn • Steps to initiate collaborations with various departments and to encourage more student exchange programmes • Career guidance counselling to help students choose options that suit their aptitude • Increase the scope of coaching offered by various department for competitive examinations like NET/JRF/SET/SLET Co-curricular and Extra-curricular plans • Increase the number of outreach programmes beneficial to the society in line with the best practices • 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 Infrastructure development • Upgrade bandwidth of college internet connection • Completion of developmental works initiated in the current academic year • Installation of e-learning classrooms • Take steps to digitize the office filing system/office automation • Setting up water dispensers on all floors. • Refurbishing the water purification system • Initiate engineering works for waste water treatment • Modification of staff rooms and construction of new rooms to accommodate newly added courses • Implementation of more green practices to make the campus haritha campus • Completion of the Swimming pool project • Expansion of examination wing