



YEARLY STATUS REPORT - 2020-2021

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. Chithra Gopinath
• Designation	Principal in charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04742712240
• Mobile no	9446641817
• Registered e-mail	tkmarts@gmail.com
• Alternate e-mail	tkmartsiqac@gmail.com
• Address	TKMCPO, Karicode
• City/Town	Kollam
• State/UT	Kerala
• Pin Code	691005
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Kerala
• Name of the IQAC Coordinator	Dr. Sumalekshmy S.
• Phone No.	04742712240
• Alternate phone No.	7561098774
• Mobile	9400751144
• IQAC e-mail address	tkmarts@gmail.com
• Alternate Email address	tkmartsiqac@gmail.com
3. Website address (Web link of the AQAR (Previous Academic Year))	https://tkmcas.ac.in/aqar/
4. Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://tkmcas.ac.in/academic-calender/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B++	2.95	2019	20/05/2019	19/05/2024
Cycle 2	A	3.13	2014	20/02/2014	19/02/2019
Cycle 1	B+	75.40	2004	03/05/2004	02/05/2009

6. Date of Establishment of IQAC

04/06/2004

7. Provide the list of funds by Central / State Government**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Construction and Renovation	RUSA	2020	7,060,000.00
Institution	Seminar	DST	2020	1,00,000

Institution	Civil Service Academy TKMCAS Centre	State Government	2020	52,463.00
Department	National Science Day	KSCSTE	2020	9,983.00
Institution	Sasthra Padham Programme Commerce Section	State Government	2020	29,368.00
Department	Seminar	American Institute of Physics	2020	216,809.00
Individual	Research Project	DST/SERB	2020	337,229.00
Department	Environmental Management Training Programme	KSCSTE	2020	58,882.00
Department	World Environmental Day	KSCSTE	2020	11,940.00
Institution	Scholar in Residence Programme	State Government	2020	34,169.00
Institution	Sasthra Padham Programme	State Government	2020	25,078.00
Individual	Minor research Project	UGC	2020	56,631.66
Institution	Seminar	KSHEC	2020	1,66,169/-

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File

9.No. of IQAC meetings held during the year	12	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Upgradation of Network speed		
Installation of solar panel		
Completion of all the pending promotions		
Initiated collaborations with various institutions, conducted faculty development programs, Student orientation programs, Introduced Earn while you Learn programs		
Initiated placement drives in collaboration with the placement cell Took necessary steps to get the campus declared as "Green Campus"		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes				
Installation of solar panels	Completed				
Increase the number of collaborative activities	Initiated more collaborations				
Introduce more earn while you learn programmes	Ongoing				
Improve sports facilities	Ongoing				
Organising training program for faculty and staff	Conducted 7 programs				
Conducting career guidance and soft skill development programmes for students	Conducted 15 programs				
13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>College Council</td> <td>25/05/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	College Council	25/05/2022
Name	Date of meeting(s)				
College Council	25/05/2022				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2019-20</td> <td>09/04/2021</td> </tr> </tbody> </table>		Year	Date of Submission	2019-20	09/04/2021
Year	Date of Submission				
2019-20	09/04/2021				

Extended Profile

1. Programme

1.1 366

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1 1780

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 411

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 552

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 74

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 74

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	366
Number of courses offered by the institution across all programs during the year	

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2.1	1780
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Number of outgoing/ final year students during the year	

File Description	Documents
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3. Academic

3.1	74
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	74
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	47
Total number of Classrooms and Seminar halls	
4.2	183.64
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	180
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

TKM College of Arts and Science affiliated to the University of Kerala, adheres to the curriculum designed by the University, and has implemented Choice Based Credit System for all the programmes it offers. The programmes and courses are designed with specific Programme Outcomes, Programme Specific Outcomes, and Course Outcomes for the effective delivery of the curriculum. The College Council, in association with the IQAC prepares the Academic Calendar of the College, and the Master Timetable every academic year for the planned execution of the curriculum. Information regarding the programmes and courses offered, POs, PSOs, COs, syllabi, assessment and model question papers are uploaded in the website. An Academic committee and department-level Board of Studies for Certificate courses monitor the conduct of the courses offered by various departments, and reinforce effective curriculum delivery. College Council ensures a transparent internal evaluation mechanism that includes internal examinations and submission of assignments/seminars. The college also has separate wings for

the conduct of internal and university examinations. An effective feedback system works at college to analyze the relevance of the syllabus, curriculum delivery, and the facilities provided from various stakeholders. Feedback on the performance of the teachers and their effectiveness in curriculum delivery is also taken.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://tkmcas.ac.in/academic-calender/

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

The institution adheres to the academic calendar of the University. The College Council in association with the IQAC prepares an institutional academic calendar compatible with the University academic calendar leaving room for extension/extra-curricular activities organised at the institutional level. Master timetable of the institution and the departmental timetables ensure adherence to academic calendar and completion of portions in a timely manner. The College Council supervises the effective implementation of the academic calendar and leaves room for flexibility/rescheduling in the event of contingencies. An induction programme for the first semester students and their parents is conducted before the commencement of the classes to introduce the academic calendar, CBCSS, its assessment, continuous evaluation process and the college policies in general. Internal Examination Wing of the College, under the supervision of a faculty member as the Chief, monitors the conduct of internal examinations. The results of internal examination are published in a time-bound manner and students are given time to appeal for revaluation. Re-test is conducted for the students who are unable to attend the internal examinations due to exigent circumstances. The semester-wise consolidated mark sheet of each batch is meticulously verified at various levels and uploaded to the University portal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://tkmcas.ac.in/academic-calender/

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

17

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

34

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

1771

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

TKM College of Arts and Science integrates contemporary social issues and perspectives related to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum in multiple ways. The General English courses titled Writings on Contemporary Issues and Environmental Studies and Disaster Management are offered to all the UG students in the college exclusively deal with Human Rights, Environment and Sustainability, and Gender. Apart from the inclusion of such modules in the curriculum, the college practically instills these values by conducting seminars, extension activities, outreach programmes, day observances, campaigns, workshops, camps, debates, etc. Exclusive course on gender titled Gender Studies prescribed at graduation level. Regular programmes by Women Studies Unit and MITHRA Women Cell promote gender equity and equality among students. Training programmes are conducted to promote Young Women Entrepreneurs, and Karate training for self defense. Exclusive courses on Environment and Sustainability offered by various departments covering various aspects on environment and ecosystem conservation. Annual Green and Environment Auditing being conducted with the help of an external agency. Organic farming in the campus, and 'Ecosystem Restoration' in association with NanmaMaram Global

Foundation. Utmost emphasis to empathize with the weaker sections of society, and ensures equality and equity.

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

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

67

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

1395

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://tkmcas.ac.in/wp-content/uploads/2020-21-Feedback-Report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://tkmcas.ac.in/wp-content/uploads/2020-21-Feedback-Report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

655

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

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

385

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

2.2 - Catering to Student Diversity

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

Based on the various activities conducted in the class room, students are identified as advanced learners and slow learners.

Walk with a Scholar (WWS) is an initiative in Higher Education by the Directorate of Collegiate Education, Government of Kerala which focuses on the holistic development of selected advanced learners

Academic Enhancement Programme (AEP) gives opportunities to interact with well-known academicians and scientists

Speaker's Forum: Training in public speaking and soft skills are given to advanced learners

IRIS (IQAC led Research Initiatives) organises research methodology workshops and internships

Assistance is given to students to prepare for various competitive examinations

Young Innovator's Programme (YIP) is a flagship programme under K-DISC to promote a culture of innovation among the youth in Kerala.

They are also given training in ICT Skills to improve their employability opportunity by ICT Academy of Kerala.

NPTEL SWAYAM local chapter at college encourages advanced learners to engage in sessions offered by faculties from IITs/IIMs.

Initiatives for Slow Learners Scholar Support Programme

(SSP), Government of Kerala which focuses on enabling slow learners to overcome their academic weakness.

CARE (Counselling Assistance and Resources for Education) instituted at college level for the academic upliftment of slow learners

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/students-grievance-redressal/
Upload any additional information	View File

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

Number of Students	Number of Teachers
1792	74

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

In addition to the conventional lecture method, importance is being given to self learning which includes experiential and participative learning methods. Eye for Nature program conducts visits to various ecologically diverse and fragile zones in and around Kollam and organises nature camps. E-Res (Ecosystem Restoration) focuses on sapling donation and planting of the same in and near college. S-Talk (Student Talk) and F-Talk (Faculty Talk) conducted by the Department of Mathematics make the teaching learning process interactive and participative. Industrial Visits to premier institutions and research labs to familiarise students with high end lab facilities and equipment. Hands-on Training Sessions by various science departments, Virtual Labs for the Departments of Physics, Chemistry and Biochemistry as an alternative to physical labs. Poetry workshops, preparation and publication of newsletter, Outspoken, attending lit fests and cultural fests facilitated by Literary Club and Media Club. Expos with sessions on budget evaluation, attending National HR conclaves

and Annual IEDC Summits as part of enhancing entrepreneurial skills of students .Group discussions, debates and quizzesconducted on a regular basis.Peer teaching and group learning;Training in vocational subjects likeaviary management, organic farming, etc..Nominating students tomanage academic meetingsoprovide a participative and a problem-solving platform to students.Research paper presentationsat the Regional and National Levels

File Description	Documents
Upload any additional information	View File
Link for additional information	https://tkmcas.ac.in/naac/criterion1/1.3.2/proof_courses_experiential_courses/

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

Teaching learning process has been impacted positively ever since the advent of ICT. The best part of the same is that students are equally proficient, if not more, in technology driven learning. The use of ICT facilitates blended learning and promotes self learning and information assimilation. To keep abreast with the changes, the college conducts hands-on training to faculty members on MOODLE and other Learning Management Systems. The institution supports and promotes e-learning and following are the ICT enabled tools that further learner-centred teaching practices:

High speed internet facility of 50mbps is ensured to students and anoverall ratio of ten students percomputeris maintained.Students are familiarized with various softwares as per the demand of therespective disciplines. Elearning is fascilitated through various programmes facilitated by government and non governmental bodies.The institution has a fully automated library that provides access to 6,000 e-journals and over 30,00,000 e-books.Institution has aG-Suite(Google Workspace) account and faculty can avail the services through college domain id. Online classes are conducted throughGoogle MeetandGoogle Classroomsare extensively used for sharing materials, online examination and assignment submission.Online lectures are uploaded inYouTubeand apps likeKahootandQuizizzare used for online quizzes.

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

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

2.3.3.1 - Number of mentors

74

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

74

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

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

31

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

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

2.4.3.1 - Total experience of full-time teachers

394

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

2.5 - Evaluation Process and Reforms

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

The college uses various methods to ensure transparency and fairness in implementation of the Continuous Internal Evaluations prescribed by the University of Kerala. Apart from internal examinations conducted in a centralized manner, class participation and attendance, seminar and assignments are given weightage while assessing a student. The information regarding the procedures of internal evaluation is disseminated during the induction programme, class interactions and tutorial sessions.

The Centralised Internal Examination Wing and Internal Exam Squad makes the evaluation process transparent from question paper setting to the conduct and evaluation of examinations: Timebound evaluation and distribution of answer scripts are ensured by the institution., PTA meetings of parents and teachers discussing the performance of their wards are conducted

Complaint Boxes and Grievance Redressal

- Complaint boxes placed at convenient junctions of the campus are easily accessible to the students.
- Grievance related to internal examinations and marks allotted for the same are forwarded to Grievance Redressal Cell and effective measures are taken to assuage them.

Uploading Internal Marks

- The consolidated internal mark sheet is finally uploaded to the university via internal marks portal after student verification, lecturer level verification, HOD verification and Principal verification.

File Description	Documents
Any additional information	View File
Link for additional information	https://tkmcas.ac.in/internal-exam-grievance/

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

The institution has a transparent and well-structured grievance redressal system to address exam related grievances, both internal as well as University exams. University exam grievance cell and Internal Exam Grievance cell is in place at the college and faculty members in the cell, resolve the complaints that are lodged by the students. But even before a complaint is formally made to the Grievance cell, a three-tier mechanism is in place to resolve the matter at the root level via Paper Coordinator, Class Tutor and Mentor and Head of the Department. Results of Internal Examinations are presented to students for verification after which the marks are entered in the University examination portal and after consolidation of semester marks, the consolidated marklist is again verified by students to rule out any errors. A real-time feedback system is implemented in each department for recognizing the flaws regarding the conduct of any exam and troubles, if any, faced by a student. All the steps in the examination process are planned to make it as transparent as possible. Complaint boxes are lodged at various places in the institution. Link for submitting grievances is given in the college website as well.

File Description	Documents
Any additional information	View File
Link for additional information	https://tkmcas.ac.in/internal-exam-grievance/

2.6 - Student Performance and Learning Outcomes

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

The institution follows the syllabus prescribed by the University of Kerala for all its Undergraduate and Postgraduate courses, and the course outcomes as framed by the University is in tune with the graduate attributes identified by UGC. University of Kerala has a Board of Studies for each programme and they have the final say in revising the set of POs, PSOs and COs periodically. The College website furnishes POs, PSOs and COs of every programme/course offered by it. They are prepared by IQAC and teachers of every department in consultation with experts. POs and PSOs are displayed in department notice boards to make the students acquainted and familiarized with them. Workshops are conducted by the institution in association with TLC and other resource persons to familiarize faculty members with OBE. A brief introduction of PO and PSOs are given to UG and PG students at department level and paper coordinators discuss COs with students and the same is reviewed at the completion of the course. Tutors and mentors are to ensure that each student has a fair idea about the syllabus, POs, PSOs and COs. The various assessment tools for measuring Course Outcomes include - centralized internal examinations, tutorials, assignments, project works, seminars/presentations etc. Target level attainment is fixed based on the performance in previous years' University exams and progression.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://tkmcas.ac.in/po-co-2/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

TIQAC of the institution is a key force in guiding the teaching community in guaranteeing the introduction and implementation of outcome-based teaching and learning. As TKMCAS is affiliated to the University of Kerala, the institution is bound by the norms stipulated in this regard by the latter. In compliance with the affiliated University's norms, the IQAC not only ensures the enumeration of PO/PSO/COs of all UG and PG programmes and courses but also the implementation of innovative ways for outcome attainment and mapping. College has devised an exclusive Internal Assessment Policy which serves as the foundation for all outcome-based teaching and learning. It prescribes a two-pronged approach in mapping and analyzing the attainment of outcome: Progression based Assessment where the class tutors maintain a file detailing the higher education and career progression of each exit batch; the same helps in assessing the attainment of POs and PSOs. Periodic Assessment based on regular class tests and internal examinations, Seminar and Assignments, End-semester projects and Mock viva. Mapping-based Assessment: Course outcome attainments of the students are presented on a linear scale. The advanced and slow learners are arranged at the respective ends of the spectrum on the basis of percentage of attainment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://tkmcas.ac.in/po-co-2/

2.6.3 - Pass percentage of Students during the year

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

350

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://tkmcas.ac.in/wp-content/uploads/TKMCAS_annual_report_2020_2021.pdf

2.7 - Student Satisfaction Survey

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

<https://tkmcas.ac.in/wp-content/uploads/SSS-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2.96

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

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

3.1.2.1 - Number of teachers recognized as research guides

12

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

4

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dst.gov.in/scientific-programme, www.ugc.ac.ins/scientific-engineering-research/fund-improvement-st-infrastructure-higher-educational-institutions-fist.

3.2 - Innovation Ecosystem

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

The institution has been taking steps towards the evolution of an ecosystem that promotes innovation and creativity among the stake holders.

Under the Academic Enhancement Program institution conducts international, national and regional conferences/seminars/workshops/lectures. The primary objective of the AEP is to acquaint the students as well as faculty with recent developments in their respective disciplines and there by promote innovative research.

Young Innovators program YIP is a flagship initiative of Kerala Development and Innovation Strategic Council to promote a culture of innovation among the youth in Kerala. Since the introduction of

YIP, students from the college have actively participated in the annual YIP challenge.

In the context of the emphasis placed on self-employment through start up initiatives, the institution has evolved an entrepreneurial eco system through Entrepreneurship Development Club and Innovation and Entrepreneurship Development Centre . These units, have moulded Earn While You Learn ventures such as fish pond with recirculating aqua culture and aquaponics unit, live feed culture unit for fresh water fishes, aviary with ornamental and farm birds, rabbit house, vermi compost unit, LED bulb recycling, soap making and biodegradable plate making from hyacinth.

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

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

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

8

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

3.3 - Research Publications and Awards

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

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

5

File Description	Documents
URL to the research page on HEI website	https://tkmcas.ac.in/research-department/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

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

30

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

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

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

18

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The major initiatives of the College can be broadly categorized as:

1. Activities which directly impact the teaching learning process

Debate Club, Media Club, Literary Club, Science Club organize that directly extends the learning that happens within the confines of the classroom. Invited Resource Persons deliver lectures/talks on topics that have direct correlation with the curriculum prescribed by the University and have social relevance.

1. COPS - Community Outreach Programmes

Our College always held community engagement as a necessary requisite for a well-rounded education. The various clubs/cells/committees and the departments collaborate in a well coordinated manner to facilitate community development through the involvement of teachers and students. The college organizes a broad spectrum of activities which include

-periodical cleanliness drives within the college premises and public areas

-visits to old age homes

- assistance and rehabilitation initiatives

- traffic rules and road safety campaigns - blood donation camps

- flood relief activities

- health camps for vulnerable sections of the population in the college neighbourhood

File Description	Documents
Paste link for additional information	https://www.tkmcas.ac.in/naac/criterion3/3.4.3/20-21/
Upload any additional information	No File Uploaded

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

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

39

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

44

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

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

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

2424

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

3.5 - Collaboration

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

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

17

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

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

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

6

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college offers 11 undergraduate programmes, 6 postgraduate programmes and 3 research programmes, for which state-of-the art infrastructural facilities are provided across 7 blocks. The college has spacious classrooms, laboratories, digital and other facilities for effective teaching-learning process. Infrastructure Monitoring & Development Committee functions effectively to evaluate, plan and execute infrastructural augmentation. The facilities include:

45 ICT enabled classrooms equipped with Wi-Fi/LAN facilities and LCD/Smart TV/Smart boards. Air-conditioned Seminar and conference hall. Separate faculty room for all departments. 6 Chemistry Labs, 4 Physics lab ,3 Biochemistry Lab, 1 Zoology Lab and 3 Botany Lab with the latest equipments and facilities. Material Science Lab, Laser optics lab, Molecular biology lab and Microbiology lab in Physics, Botany and Biochemistry Departments respectively. RUSA funded research block with High temperature instruments lab, Processing & Fabrication lab and high performance computing Lab. SERB DSTfunded Stem Cell lab. DST - FIST funded equipments A total of 180 computers for student use. Five computer labs, one Digital library Two servers for the smooth functioning of the office administration and library software. 1 co-operative bookstall. Canteen facility for students and staff. 2 Girls' hostel and 1 boys' hostel on a rental basis. Separate restrooms for supporting staff and girl students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tkmcas.ac.in/physical-facilities2/

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

The institution ensures the provision of multiple sports facilities for the physical and emotional well-being of the students and staff. The various facilities include: Gymnasium & Health Centre, Swimming Pool, Volleyball Court, Badminton Court,

Basketball Court, Football/Cricket/Play ground, Athletic track, Table Tennis, Yoga (Indoor), Indoor Stadium (Badminton, Yoga etc.) Well-equipped gymnasium for the use of students and staff; equipment for weightlifting, powerlifting and bodybuilding. Exclusive time slot for female students and staff. Students who practice other sports also use the gym as part of their training schedule. Separate gymnasium in the ladies' hostel. The Department of Physical Education as well as experts from other institutions give training in basic yoga and aerobic to the students and staff. International Yoga Day is celebrated annually. The college has an indoor auditorium with advanced audio-visual facilities and 1500 seating capacity, green room and backstage. There is an open-air auditorium with raised platform and an open ground that can be used for both cultural activities and official gatherings involving a large audience of 600 people. Seminar Hall has seating capacity of 300; used for hosting cultural activities. For a small gathering Vision Enclave, a multipurpose open-air venue is used. The Green Square in the biodiversity park is a place for respite and for small group gatherings

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tkmcas.ac.in/sports-cultural-facilities/

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

47

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tkmcas.ac.in/classroom/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

in Lakhs)

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

89.76

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The college library is fully automated with all its functions and has Fiber Optic connectivity and Wi-.Fi. A digital library with a provision of 13 workstations to access digital resources and databases locally and remotely is provided. Library automation started with the purchase of Book Magic software version 2.0 as early as in 2005 and started creating a database of its holdings and bar-coding the documents. In 2016, KOHA software was installed and imported all databases from Book Magic and started bar-coding library documents and users' cards for quick circulation process. Acquisition of serial, maintaining issue records, sending reminders of missing issues, generating binding lists, etc. are also being done in an automated manner. The Online Public Access Catalogue (OPAC) is accessible within the library on LAN and in the entire campus through WiFi. The cloud based WebOPAC facility which provides 24/7 remote access to library collection for the user community proved its use during the Covid-19 pandemic lockdown. At present, library is providing access to more than 6000 e-journals and 32 lakh e-books through N-LIST, a part of e-ShodhSindhu and a number of other open-access databases.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://tkmcas.ac.in/about-library/

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

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

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

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

8.69

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

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

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

309

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college updates its IT facilities on a timely basis. The college has an active IT Cell and the Infrastructure Monitoring & Development Committee that executes the updation of IT facilities.

High-speed internet facility ensured through 50 Mbps (BSNL leased line) and 20 Mbps bandwidth under NMEICT Project on Optical fibre cable

All classrooms and computer labs are equipped with ICT facilities, including LCD projectors/Smart TV/ Smart Boards and Wi-Fi/LAN.

Two servers for the smooth functioning of library and computer lab.

The college library is automated with KOHA software and provides Web OPAC facility enabling remote access to library catalogue.

The library has the subscription of e-books and e-journals via INFLIBNET.

ICT software, Campus technology introduced in 2021, ensures effective academic and administration management.

The institution has DigiCol access with a Digital LMS customized in MOODLE as part of the 'Let's Go Digital Scheme' of the Government of Kerala.

Institution has a G-Suite (Google Workspace) account and faculty can avail the services through college domain id

College is a premium member of ICT academy of Kerala. Under the initiative Faculties and students are given training to enhance ICT skills.

- A back up is taken for all the systems every three months, windows and anti-virus are updated on a regular basis. LAN and Network connections are also monitored by the IT consultant.

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

4.3.2 - Number of Computers

180

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

58.16

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

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

Infrastructure monitoring and development committee oversees the maintenance and repair of physical infrastructure of the college. The laboratories in the college are fully equipped according to the academic needs and the statutory rules. Stock

Register is maintained in all the departments. Internal stock verification is done annually. Annual maintenance contract ensures the upkeep of important equipment. Computer labs and digital library are monitored by the lab assistants and are periodically maintained by an external service provider. The ICT Smart Class Rooms and the related systems are maintained with AMC. The college website is maintained regularly by AMC with TKM Infotech Pvt Ltd, Kochi. Library Advisory Committee meets regularly to finalise on purchase of books for the year, subscribe hardcopy and online journals, maintenance of the library, and upgrading online facilities in the library. Internal stock verification is carried out by the committee constituted by the Principal. The sports equipment, gymnasium, playground and various courts are supervised and maintained by the Department of Physical Education. Systematic procedure is adopted for the purchase of equipment and maintenance of infrastructure. Physical stock verification and equipment maintenance are carried out at regular intervals.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tkmcas.ac.in/sop/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

966

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

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

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

115

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://tkmcas.ac.in/capacity-enhancement-program/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1422

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1422

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

52

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

139

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

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

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

13

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

5.3 - Student Participation and Activities

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

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

20

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

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

The Student Union Executive Committee comprises Chairperson, Vice-Chairperson, General Secretary, Magazine Editor, two University Union Councilors, two Lady Representatives and Arts Club Secretary. The members are elected through a fair election process, conducted as per the guidelines issued by the University of Kerala. The union takes a proactive role not only in conducting Arts, Cultural and Sports events, but also ensures that the voice of the student community is heard in various decision-making processes of the college as well as at the university level.

The College Council, IQAC, ICC and other Statutory bodies like the Grievance Redressal Cell, Anti Ragging Committee, Anti-Sexual Harassment Committee and Anti-Narcotic Cell have student members to raise their issues before the college administration. Department Associations, Cells, Clubs, Library Advisory Committee, Women's Cell, Ethics Committee, Canteen and Hostel also have student representatives. The NSS and NCC units of the college with massive student participation helms the various community-oriented activities of the college under Community Outreach Programmes (COPS), which is a best practice of the institution. In addition to the Student Union, the organizational element involved in COPS

is one of the significant mechanisms through which the institution encourages student leadership.

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

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

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

39

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The 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, and Peythozhiyathe with a total of about 1190 members. Besides their generous contributions towards infrastructure development, the alumni is a major stakeholder in Academic Interventions Initiative (AII) and Community Outreach Programmes (COPS) which are the best practices of the institution. The academic support involves the distribution of merit cum means scholarship for economically backward meritorious students as well as financial contribution to the Digital Initiatives Project. One of the major philanthropic

initiatives of the TKMCAS alumni is the supply of free meal kits to needy families. The various chapters of the college alumni organize annual get together inside the college to retain the vibrant dynamics that they shared with the TKM fraternity. The principal of the college communicates future requirements in academic and non-academic arenas in which alumni engagement can be productive for the institution, on the occasion of such alumni meetings.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance policies of the college is reflected in the vision and mission. The institution practices a system of governance that is secular in nature while striving to foster a general ambience of mutual respect, through participative management. Principal is the Head of the Academic and Administrative operations of the college. IQAC defines the quality benchmarks to improve the efficacy of the functioning of the college. Every quality enhancement initiative at the academic and administrative level is implemented, after discussions at various phases of execution. The Governing Body, College Council, and IQAC play an important role in framing policies and executing them. At the end of each academic year, the Principal collects feedback from the various stakeholders on academic and administrative matters. Budget estimation, department-level action plans, and college-level action plans are consolidated by the IQAC, for the upcoming academic year. The budget estimates and action plans are relayed to the Trust/Governing Body by the Principal. The leadership of

the institution interacts with other stakeholders through the Students' Union Executive Committee, PTA, Alumni Association, Examination Wing, and Heads of Department. The College Council meets periodically to review the working of the institution and plans for the development of the institution.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/vision-mission/
Upload any additional information	No File Uploaded

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

The decentralization plan of the institution has not only ensured an inclusive and participatory management system but also the seamless running of the institution with a sense of unity and respect among the various stakeholders. Although there is a clear hierarchy in place at the institution for decision-making, ideas and proposals are still solicited from the teaching and non-teaching staff, students, parents, alumni, and employers. Different academic and administrative processes have been successfully simplified by implementing a participative and decentralized management style. The Digital Initiatives Project, which was jointly launched in 2018 by the IQAC and the College Council, is an example of an efficient decentralization management plan in action. The Project envisions the necessary infrastructure to improve teaching and learning through ICT intervention. The planning, execution, and evaluation of the Digital Initiatives Project are under the supervision of the IT Cell and the Infrastructure Monitoring and Development Committee. The Project's goal is to ensure that all students have access to ICT by providing every faculty member with the knowledge and skills necessary to use ICT tools and platforms. The Digital Initiatives Project has involved all of the institution's stakeholders, including the teaching and non-teaching personnel, parents, alumni, and students.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/naac/criterion6/6.1.2/6.1.2%20Decentralisation%20&%20Participative%20Management.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plans are created in accordance with the institution's vision and goal. The Principal compiles and consolidates the annual action plans and budget estimates. Every academic, extracurricular, and extension activity is designed and carried out with the goal of fostering social responsibility and civic awareness in the TKMCAS fraternity members. The institution defined 10 major areas to be addressed in terms of quality enhancement, under the umbrella title Strategic Development Goals, based on the suggestions of the NAAC Peer Team in 2019. (SDGs).

1. Academic Flexibility
2. Teaching-Learning Process
3. Collaboration
4. IT Infrastructure
5. Campus Infrastructure
6. Student Support and Progression
7. Faculty Empowerment Strategies
8. E-Governance
9. Green Campus
10. Gender Sensitization and Inclusiveness Initiatives

Many strategies have been devised to deploy the 10 Point Strategic Plan efficiently, and IQAC ensured that the Strategic Development Goals would be implemented successfully.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://tkmcas.ac.in/strategic-plan/
Upload any additional information	No File Uploaded

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

T. K. M. College of Arts and Science, Kollam is a government-aided institution affiliated to the University of Kerala. It is a minority institution managed by the T. K. M. Trust. The Trust and the Governing Body take important decisions in compliance with the vision, mission, core values, and quality policy of the college. The Principal manages the administrative and academic matters in accordance with:

- UGC regulations for aided colleges
- Acts and Statutes of the University of Kerala
- Directives of the Directorate of Collegiate Education, Government of Kerala

The Principal plays a key role in establishing an accountable and effective communication between the Management/Trust and the principal stakeholders (students, teachers, administrative staff, PTA, alumni). The College Council which comprises the Principal, HoDs, administrative staff, and student representatives, convenes regularly to discuss any matter of importance pertaining to the day-to-day activities of the college. The IQAC plays a major role in academic and administrative matters; it constantly revalues the quality benchmarks of the institution in accordance with standards prescribed by NAAC and makes significant interventions in quality enhancement.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/wp-content/uploads/2021/02/For-Teachers-List.pdf
Link to Organogram of the institution webpage	https://tkmcas.ac.in/organogram/
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution and the management ensure that the teaching and non-teaching staff avail all the welfare measures put in place by the central and state government for employees of aided institutions. In addition to these government-assured measures, the Management has also taken steps to guarantee a safe and harmonious working environment.

- Dying-in-Harness Rules
- Research Incentives
- Staff Co-operative Society and Staff Co-operative Credit Society
- Staff Insurance Scheme
- Provident Fund, Festival Advance, Festival Allowance
- Medical Check-Up, Campus Doctor, General Fitness Awareness, Yoga, First-Aid Appliances,
- Canteen facilities, Gymnasium
- Free Wi-Fi facility
- Staff Club - financial assistance for needy staff
- Daycare facilities for the staff of the college in association with the TKM Centenary Public School
- Family members of staff seeking admission in Management Quota seats are given due consideration.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/naac/criterion6/6.3.1/6.3.1%20Welfare%20measures.pdf
Upload any additional information	No File Uploaded

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

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

29

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

10

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

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

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

35

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

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

In order to ensure the maintenance of quality benchmarks, the institution has various performance appraisal mechanisms in place for teaching staff as well as non-teaching staff. The college administration realizes that performance review needs to be collected from all possible stakeholders and hence a 360-degree performance appraisal system is followed.

- The IQAC collects and annually consolidates the PBAS of all the faculties. Academic Audit is also held annually.
- Feedback Committee collects and analyzes feedback from students on teachers.
- Periodic reports on faculty intervention in the teaching-learning process are collected by Heads of Department and submitted to the Principal.
- Self-appraisal is done by non-teaching staff. The Principal discusses work progress and the status of pending files in regular reviews with the Office Superintendent.
- Feedback is collected from parents during PTA meetings which are held at least once in a year.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/naac/criterion6/6.3.5/6.3.5%20Performance%20Appraisal%20System.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The college has processes in place to ensure that available financial resources from a variety of sources, including the management, PTA, alumni, philanthropists, and the State and Central Governments, are used effectively and efficiently. There are three levels of financial audits performed on grants and monies approved by the government or UGC.

1. Chartered Accountant: At the end of each financial year, the accounts for all the grants and funds sanctioned by the Government/UGC are primarily submitted to an external chartered accountant Mr. Maqbool Shah. The audit report, issued by the auditor, with utilization certificate and all necessary ratified accounts is submitted to the sanctioned authorities concerned.
2. The Directorate of Collegiate Education: The audit team confirms all financial records pertaining to the public monies used by the institution during the Directorate of Collegiate Education's annual audits. The final accounts are resolved after hearing the clarifications and corrections.
3. The Accountant General, Kerala: All accounts approved by the government are periodically verified by the Accountant General, Kerala. Additionally, the subsequent use of the funds takes into account their recommendations and directives.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/naac/criterion6/6.4.1/6.4.1%20Internal%20&%20External%20Audits.pdf
Upload any additional information	No File Uploaded

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

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

11.65

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Institutional financial management is a well-planned and transparent mechanism. The Resource Mobilization Policy enumerates strategies and protocols for financial planning and funds mobilization. The Management monitors the optimal utilization of funds in a manner that promotes learning and keeps in line with the vision and mission of the institution. The main sources of funds are:

1. Tuition fees
2. Contribution from Management
3. Contributions of Parent-Teacher Association
4. Government funds like DST-FIST, RUSA, Grant-in-Aid of Kerala Government
5. Donations from philanthropists
6. Alumni Contribution

The funds from various sources are primarily used for two purposes:

- Academic and Extension Initiatives
- Infrastructure Augmentation

The Resource Mobilization Policy establishes guidelines for the outsourcing of the institution's physical and non-physical resources for the conduct of various government-initiated programmes and examinations. Students/Research Scholars/Faculty from other institutions, as well as research consultancy services, can use the laboratory facilities for a nominal charge. To ensure financial responsibility and transparency, an audit is carried out by an external agency at the end of each fiscal year.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/naac/criterion6/6.4.3/Resource%20Mobilization%20Policy.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has been making significant interventions in quality enhancement initiatives of the college which can be broadly categorized into two: Academic Interventions Initiative (AII) and Infrastructure Augmentation.

- Academic Interventions Initiative (AII) - includes strategies and measures instituted to enhance the efficacy of the teaching-learning process, and faculty empowerment programmes. The institution adheres to the UGC/NAAC/University stipulated outcome-based blended learning. Even before the onset of the pandemic, the college, under the aegis of the IQAC, had taken steps to supplement regular classroom teaching with ICT tools. The IQAC also considers faculty empowerment as an important area identified in the Strategic (Five-Year) Plan.
- 360-degree feedback system and PBAS - Feedback are collected from all stakeholders of the teaching-learning process including teachers, students, and parents. Once the feedback is collected from respective stakeholders, necessary actions are taken and documented in the form of Action Taken Reports, maintained at the IQAC. IQAC supervises effective curriculum delivery and institutional functioning through the consolidation of the above feedback along with annual academic and administrative audits.

Another important feedback mechanism is the annual Performance Based Appraisal System (PBAS) undertaken by each faculty at the end of each academic year and submitted to the IQAC for review.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/naac/criterion6/6.5.1/6.5.1%20IQAC_Quality%20Assurance%20Strategies%20&%20Processes.pdf
Upload any additional information	No File Uploaded

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

The institution practices a blended learning system and it is ensured that the teaching-learning process is updated as per new guidelines issued by the UGC/NAAC/parent University. The faculty stays abreast of the latest developments in the field of education.

Attainment of Outcome:

IQAC is a key force in guiding the teaching community in guaranteeing the introduction and implementation of outcome-based teaching and learning. In compliance with the affiliated University's norms, the IQAC not only ensures the enumeration of PO/PSO/COs of all UG and PG programmes and courses but also the implementation of innovative ways for outcome attainment and mapping. In mapping and analyzing the accomplishment of outcomes, the college has taken a two-pronged approach.

Periodic Assessment -

- Regular class tests and internal examinations
- Seminar and Assignments
- End-semester projects
- Mock viva

Mapping-based Assessment -

Course outcome attainments of the students are presented on a linear scale. The advanced and slow learners are arranged at the respective ends of the spectrum on the basis of the percentage of attainment. The college has two kinds of programmes at the institution level to facilitate advanced and slow learners: AEP (Academic Enhancement Programme) and CARE (Counselling Assistance and Resources for Education).

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/102710/6.5.2_1643975096_7180.pdf
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://tkmcas.ac.in/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The ensures a gender-sensitive environment for effective education. The institution strives to implement the maxim that gender equity leads to equality.

- Under the aegis of Mithra Women Cell(an initiative by Kerala State Women's Development Corporation),Women's Studies Unit, Gender Sensitization Cell, Gender Equity Cell, NCC, and NSS, various awareness programs/campaigns are organized to promote a culture of gender sensitivity and equity among the

boys and girls of the college.

- Awareness programmes conducted online during the pandemic situation.
- The institution has round the clock security at both entrances, CCTV cameras at strategic locations, mandatory disclosure of id cards at the entrances
- The college has ensured the services of a professionally qualified counsellor to cater to the mental health of all students especially for girls
- Hostel facilities for girls students.
- The campus has a spacious ladies waiting room with adjacent prayer room and toilets; these facilities are well maintained and cleaned regularly.
- The institution also provides the facility of a sick room with a cot and other first-aid provisions.
- Gymnasium and day care center to meet the needs of girl students and female staff.
- Sanitary napkin vending machine and incinerator in ladies toilet.

File Description	Documents
Annual gender sensitization action plan	https://tkmcas.ac.in/naac/criterion7/seven/Action%20plan%2020-21.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://tkmcas.ac.in/naac/criterion7/7.1.1/7.1.1_gender_equity.pdf

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

A. 4 or All of the above

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

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

The college adheres to Green Protocol in all activities and programmes. The 3R principle of waste management (Reduce, Reuse and Recycle) is adopted. Waste segregation is done and properly disposed.

Biogas plant and incinerator has been installed on the campus to convert the food waste from college, hostel, and canteen into biogas and burn non reusable paper waste and napkin waste.

Flex banners are converted to grow bags and employ them in the organic farming venture inside the college campus.

The vermin compost pit in the campus converts waste into organic Manure used for the plants on the campus. The college was honoured with the 'Best Performance Award' for the successful execution of Swachatha Hi Seva Campaign.

Wastewater from hostel kitchens, canteen, and wash areas are redirected to the gardens. Drip irrigation for wise use of water.

Chemical solvents from laboratories are refined and reused optimally and the rest is diluted and discharged in a manner that does not pollute drinking water resources.

The college has a standing agreement with Haritha Karma Sena of Kottamkara Grama Panchayat for the collection of e-waste.

Rainwater harvesting is done to recharge the well inside the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities **A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The students and staff are admitted and appointed without any discrimination on the basis of caste and creed and thus promoting diversity. Qualified staff and meritorious students from different socio-economic and linguistic fields are part of this fraternity.

Special timetable is scheduled on Fridays so that minority students can offer prayers. A prayer hall is attached to the ladies' waiting area.

Flood relief camps are arranged and post-flood support is extended to people irrespective of caste ,creed, religion, and region.

Students from different linguistics backgrounds become an integral part of this campus. Students from other countries like Bhutan and union territories like Lakshadweep are enrolled here, and initiatives are taken to address their common linguistic problems.

Guidance on Government Scholarships and other career development programmes are provided by the SC/ST/OBC cell of the college. Fee concession and fee waivers are allowed on merit to economically backward students.

Equality in leadership opportunities maintained through academic programmes, cultural clubs, events, fests, where students focus on their distinctive interests and talents, transcending class and caste barriers.

Linguistic diversity is upheld as the college offers three-second languages to choose from, including Hindi, Arabic, and Malayalam.

To facilitate diversity, religious and cultural festivals are celebrated.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

To attain the ideals of social, political, and economic justice embedded in the constitution, this institution ensures equal opportunities, human dignity, and justice to all the students and staff for their individual development, irrespective of their caste, creed, and gender. Students are sensitised on citizenship roles and responsibilities through dynamic participation in various competitions: club activities, film festivals, and

cultural programs which are held to spread the values of fraternity, sovereignty, unity, and national integration.

The national flag is hoisted on the campus on Independence day and Republic day and national anthem is sung by the students . Gandhi Jayanti and Martyrs day is observed as a memoir of freedom struggle.

The values of sympathy and civic consciousness are inculcated among student community through programmes like poor home visits, orphanage visits. Moreover, Army Day, National Integration Day, Teacher's day, National Security Day, Flag Day, International Youth day, Rashtriya Ekta Diwas, Guru Nanak Day, Dr. Ambedkar Day, Rabindranath Tagore Day, A. P.J Abdul Kalam Day, etc. are observed with various stand-up talks. The institution organizes competitions to identify National Symbols and Freedom fighters and patriotic speech.. The college union election is conducted to create awareness about transparency in the election process.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://tkmcas.ac.in/naac/criterion7/7.1.9/7.1.9_Constitutional_Obligations_1.pdf
Any other relevant information	https://tkmcas.ac.in/naac/criterion7/7.1.9/7.1.9_Constitutional_Obligations_2.pdf

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

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Commemorative days at the national and international level are aimed at inviting focus on specific issues/events. The institution takes the initiative to organise events of diverse nature to mark the observance of such days. Such observances serve the purpose of reminding the students that socio-cultural diversity is a key aspect of universal citizenship. In the Indian context, observance of days of national importance such as Republic Day, Independence Day, Rashtriya Ekta Diwas, National Youth Day serve as an occasion to reinforce the ideal of national identity and integrity among the student community. These events paved an excellent platform for building a sense of community/team within the college. The celebration of regional festivals like Onam unite the staff and students under the umbrella of cultural distinctiveness unique to the state of Kerala. The college also celebrates festivals like Christmas and Holi prompting healthy appreciation of the cultural diversity inherent to our land. During the academic year 2020-2021 the college observed world environment day, international yoga day, population day, world hepatitis day, Gandhi Jayanti, constitution day, world aids day, human rights day, national Mathematics day, National youth day, National Science day and international womens day.

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

7.2 - Best Practices

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

T. K. M. College of Arts and Science has the vision of pursuing excellence in academic and non-academic avenues simultaneously cultivating a sense of civic consciousness and social commitment. The college believes in the core values of social inclusiveness and responsibility and operates with the belief that academic interventions combined with continuous community engagement is the key to wholesome education.

Best Practice 1: Academic Interventions Initiatives (AII) "Educate to Empower"

The aims and objectives are listed below:

- Facilitating progression of students towards higher research/academic prospects.
 - Enhance efficacy of the teaching-learning process.
 - Effective curriculum delivery through innovative practices.
 - Impart ICT-enabled blended learning to the students.
 - Skill enhancement for employability.
 - Supporting disadvantaged and underprivileged students with monetary and educational resources.
- Best Practice 2: Community Outreach Programmes (COPS) "Lend a Hand, Nurture the Society"**

The aims and objectives of COPS are listed below:

- Energize community development through social empowerment
- Develop a spirit of empathy and compassion for the underprivileged, among students
- Gain a direct, rather than theoretical, understanding of problems faced by the marginalized and devise viable

solutions for the same.

File Description	Documents
Best practices in the Institutional website	https://tkmcas.ac.in/best-practices/
Any other relevant information	https://tkmcas.ac.in/naac/criterion7/7.2/

7.3 - Institutional Distinctiveness

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

Since its establishment in 1965, T. K. M. College of Arts and Science has combined the pursuit of academic and non-academic excellence with the inculcation of a civic consciousness. The institution's vision, mission and core values are moulded around the idea of nurturing the students into 'good citizens'. The 'Good Citizen' Project operates as a multitier system incorporating the T. K. M. Trust, Teachers, Students, Parents, Alumni and the Public. The Project combines three key aspects:

1. Pursuing excellence in academic arenas
2. Green Campus
3. Inculcating social responsibility and commitment in the TKM fraternity

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

TKM College of Arts and Science affiliated to the University of Kerala, adheres to the curriculum designed by the University, and has implemented Choice Based Credit System for all the programmes it offers. The programmes and courses are designed with specific Programme Outcomes, Programme Specific Outcomes, and Course Outcomes for the effective delivery of the curriculum. The College Council, in association with the IQAC prepares the Academic Calendar of the College, and the Master Timetable every academic year for the planned execution of the curriculum. Information regarding the programmes and courses offered, POs, PSOs, COs, syllabi, assessment and model question papers are uploaded in the website. An Academic committee and department-level Board of Studies for Certificate courses monitor the conduct of the courses offered by various departments, and reinforce effective curriculum delivery. College Council ensures a transparent internal evaluation mechanism that includes internal examinations and submission of assignments/seminars. The college also has separate wings for the conduct of internal and university examinations. An effective feedback system works at college to analyze the relevance of the syllabus, curriculum delivery, and the facilities provided from various stakeholders. Feedback on the performance of the teachers and their effectiveness in curriculum delivery is also taken.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://tkmcas.ac.in/academic-calender/

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

The institution adheres to the academic calendar of the University. The College Council in association with the IQAC prepares an institutional academic calendar compatible with the

University academic calendar leaving room for extension/extra-curricular activities organised at the institutional level. Master timetable of the institution and the departmental timetables ensure adherence to academic calendar and completion of portions in a timely manner. The College Council supervises the effective implementation of the academic calendar and leaves room for flexibility/rescheduling in the event of contingencies. An induction programme for the first semester students and their parents is conducted before the commencement of the classes to introduce the academic calendar, CBCSS, its assessment, continuous evaluation process and the college policies in general. Internal Examination Wing of the College, under the supervision of a faculty member as the Chief, monitors the conduct of internal examinations. The results of internal examination are published in a time-bound manner and students are given time to appeal for revaluation. Re-test is conducted for the students who are unable to attend the internal examinations due to exigent circumstances. The semester-wise consolidated mark sheet of each batch is meticulously verified at various levels and uploaded to the University portal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://tkmcas.ac.in/academic-calender/

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

17

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

34

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

1771

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

TKM College of Arts and Science integrates contemporary social issues and perspectives related to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum in multiple ways. The General English courses titled Writings on Contemporary Issues and Environmental Studies and Disaster Management are offered to all the UG students in the college exclusively deals with Human Rights, Environment and Sustainability, and Gender. Apart from the inclusion of such modules in the curriculum, the college practically instills these values by conducting seminars, extension activities, outreach programmes, day observances, campaigns, workshops, camps, debates, etc. Exclusive course on gender titled Gender Studies prescribed at graduation level. Regular programmes by Women Studies Unit and MITHRA Women Cell promotes gender equity and equality among students. Training programmes re conducted to promote Young Women Entrepreneurs, and Karate training for self defense. Exclusive courses on Environment and Sustainability offered by various departments covering various aspects on environment and ecosystem conservation. Annual Green and Environment Auditing being conducted with the help of an external agency. Organic farming in the campus, and 'Ecosystem Restoration' in association with Nanma Maram Global Foundation. Utmost emphasis to empathize with the weaker sections of society, and ensures equality and equity.

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

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

67

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

1395

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

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://tkmcas.ac.in/wp-content/uploads/2020-21-Feedback-Report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://tkmcas.ac.in/wp-content/uploads/2020-21-Feedback-Report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

655

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

385

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

2.2 - Catering to Student Diversity

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

Based on the various activities conducted in the class room, students are identified as advanced learners and slow learners.

Walk with a Scholar (WWS) is an initiative in Higher Education by the Directorate of Collegiate Education, Government of Kerala which focuses on the holistic development of selected advanced learners

Academic Enhancement Programme (AEP) gives opportunities to interact with well-known academicians and scientists

Speaker's Forum: Training in public speaking and soft skills are given to advanced learners

IRIS (IQAC led Research Initiatives) organises research methodology workshops and internships

Assistance is given to students to prepare for various competitive examinations

Young Innovator's Programme (YIP) is a flagship programme under K-DISC to promote a culture of innovation among the youth in Kerala.

They are also given training in ICT Skills to improve their employability opportunity by ICT Academy of Kerala.

NPTEL SWAYAM local chapter at college encourages advanced learners to engage in sessions offered by faculties from IITs/IIMs.

Initiatives for Slow Learners Scholar Support Programme (SSP), Government of Kerala which focuses on enabling slow learners to overcome their academic weakness.

CARE (Counselling Assistance and Resources for Education) instituted at college level for the academic upliftment of slow learners

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/students-grievance-redressal/
Upload any additional information	View File

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

Number of Students	Number of Teachers
1792	74

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

In addition to the conventional lecture method, importance is being given to self learning which includes experiential and participative learning methods. Eye for Nature program conducts visits to various ecologically diverse and fragile zones in and around Kollam and organises nature camps. E-Res (Ecosystem Restoration) focuses on sapling donation and planting of the same in and near college. S-Talk (Student Talk) and F-Talk (Faculty Talk) conducted by the Department of Mathematics make the teaching learning process interactive and participative. Industrial Visits to premier institutions and research labs to familiarise students with high end lab facilities and equipment. Hands-on Training Sessions by various science departments, Virtual Labs for the Departments of Physics, Chemistry and Biochemistry as an alternative to physical labs. Poetry workshops, preparation and publication of newsletter, Outspoken, attending lit fests and cultural fests facilitated by Literary Club and Media Club. Expos with sessions on budget evaluation, attending National HR conclaves and Annual IEDC Summits as part of enhancing entrepreneurial skills of students. Group discussions, debates and quizzes conducted on

a regular basis. Peer teaching and group learning; Training in vocational subjects like aviary management, organic farming, etc.. Nominating students to manage academic meetings to provide a participative and a problem-solving platform to students. Research paper presentations at the Regional and National Levels

File Description	Documents
Upload any additional information	View File
Link for additional information	https://tkmcas.ac.in/naac/criterion1/1.3.2/proof courses experiential courses/

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

Teaching learning process has been impacted positively ever since the advent of ICT. The best part of the same is that students are equally proficient, if not more, in technology driven learning. The use of ICT facilitates blended learning and promotes self learning and information assimilation. To keep abreast with the changes, the college conducts hands-on training to faculty members on MOODLE and other Learning Management Systems. The institution supports and promotes e-learning and following are the ICT enabled tools that further learner-centred teaching practices:

High speed internet facility of 50mbps is ensured to students and an overall ratio of ten students per computer is maintained. Students are familiarized with various softwares as per the demand of their respective disciplines. E-learning is facilitated through various programmes facilitated by government and non governmental bodies. The institution has a fully automated library that provides access to 6,000 e-journals and over 30,00,000 e-books. Institution has a G-Suite (Google Workspace) account and faculty can avail the services through college domain id. Online classes are conducted through Google Meet and Google Classrooms are extensively used for sharing materials, online examination and assignment submission. Online lectures are uploaded in YouTube and apps like Kahoot and Quizizz are used for online quizzes.

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

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

2.3.3.1 - Number of mentors

74

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

74

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

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

31

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

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

2.4.3.1 - Total experience of full-time teachers

394

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

2.5 - Evaluation Process and Reforms

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

The college uses various methods to ensure transparency and fairness in implementation of the Continuous Internal Evaluations as prescribed by the University of Kerala. Apart from internal examinations conducted in a centralized manner, class participation and attendance, seminar and assignments are given weightage while assessing a student. The information regarding the procedures of internal evaluation is disseminated during the induction programme, class interactions and tutorial sessions.

The Centralised Internal Examination Wing and Internal Exam Squad makes the evaluation process transparent from question paper setting to the conduct and evaluation of examinations: Timebound evaluation and distribution of answer scripts are ensured by the institution., PTA meetings of parents and teachers discussing the performance of their wards are

conducted

Complaint Boxes and Grievance Redressal

- Complaint boxes placed at convenient junctions of the campus are easily accessible to the students.
- Grievance related to internal examinations and marks allotted for the same are forwarded to Grievance Redressal Cell and effective measures are taken to assuage them.

Uploading Internal Marks

- The consolidated internal mark sheet is finally uploaded to the university via internal marks portal after student verification, lecturer level verification, HOD verification and Principal verification.

File Description	Documents
Any additional information	View File
Link for additional information	https://tkmcas.ac.in/internal-exam-grievance/

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

The institution has a transparent and well-structured grievance redressal system to address exam related grievances, both internal as well as University exams. University exam grievance cell and Internal Exam Grievance cell is in place at the college and faculty members in the cell, resolve the complaints that are lodged by the students. But even before a complaint is formally made to the Grievance cell, a three-tier mechanism is in place to resolve the matter at the root level via Paper Coordinator, Class Tutor and Mentor and Head of the Department. Results of Internal Examinations are presented to students for verification after which the marks are entered in the University examination portal and after consolidation of semester marks, the consolidated marklist is again verified by students to rule out any errors. A real-time feedback system is implemented in each department for recognizing the flaws regarding the conduct of any exam and troubles, if any, faced by a student. All the steps in the examination process are planned to make it as transparent as possible. Complaint boxes

are lodged at various places in the institution. Link for submitting grievances is given in the college website as well.

File Description	Documents
Any additional information	View File
Link for additional information	https://tkmcas.ac.in/internal-exam-grievance/

2.6 - Student Performance and Learning Outcomes

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

The institution follows the syllabus prescribed by the University of Kerala for all its Undergraduate and Postgraduate courses, and the course outcomes as framed by the University is in tune with the graduate attributes identified by UGC. University of Kerala has a Board of Studies for each programme and they have the final say in revising the set of POs, PSOs and COs periodically. The College website furnishes POs, PSOs and COs of every programme/ course offered by it. They are prepared by IQAC and teachers of every department in consultation with experts. POs and PSOs are displayed in department notice boards to make the students acquainted and familiarized with them. Workshops are conducted by the institution in association with TLC and other resource persons to familiarize faculty members with OBE. A brief introduction of PO and PSOs are given to UG and PG students at department level and paper coordinators discuss COs with students and the same is reviewed at the completion of the course. Tutors and mentors are to ensure that each student has a fair idea about the syllabus, POs, PSOs and COs. The various assessment tools for measuring Course Outcomes include - centralized internal examinations, tutorials, assignments, project works, seminars/presentations etc. Target level attainment is fixed based on the performance in previous years' University exams and progression.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://tkmcas.ac.in/po-co-2/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

TIQAC of the institution is a key force in guiding the teaching community in guaranteeing the introduction and implementation of outcome-based teaching and learning. As TKMCAS is affiliated to the University of Kerala, the institution is bound by the norms stipulated in this regard by the latter. In compliance with the affiliated University's norms, the IQAC not only ensures the enumeration of PO/PSO/COs of all UG and PG programmes and courses but also the implementation of innovative ways for outcome attainment and mapping. College has devised an exclusive Internal Assessment Policy which serves as the foundation for all outcome-based teaching and learning. It prescribes a two-pronged approach in mapping and analyzing the attainment of outcome: Progression based Assessment where the class tutors maintain a file detailing the higher education and career progression of each exit batch; the same helps in assessing the attainment of POs and PSOs. Periodic Assessment based on regular class tests and internal examinations, Seminar and Assignments, End-semester projects and Mock viva. Mapping-based Assessment: Course outcome attainments of the students are presented on a linear scale. The advanced and slow learners are arranged at the respective ends of the spectrum on the basis of percentage of attainment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://tkmcas.ac.in/po-co-2/

2.6.3 - Pass percentage of Students during the year

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

during the year

350

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://tkmcas.ac.in/wp-content/uploads/TKMCAS annual report 2020 2021.pdf

2.7 - Student Satisfaction Survey

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

<https://tkmcas.ac.in/wp-content/uploads/SSS-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research**

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

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

2.96

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

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

3.1.2.1 - Number of teachers recognized as research guides

12

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

4

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dst.gov.in/scientific-programme, www.ugc.ac.ins/scientific-engineering-research/fund-improvement-st-infrastructure-higher-educational-institutions-fist.

3.2 - Innovation Ecosystem

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

The institution has been taking steps towards the evolution of an ecosystem that promotes innovation and creativity among the stake holders.

Under the Academic Enhancement Program institution conducts international, national and regional conferences/seminars/workshops/lectures. The primary objective of the AEP is to acquaint the students as well as faculty with recent developments in their respective disciplines and there by promote innovative research.

Young Innovators program YIP is a flagship initiative of Kerala Development and Innovation Strategic Council to promote a culture of innovation among the youth in Kerala. Since the introduction of YIP, students from the college have actively participated in the annual YIP challenge.

In the context of the emphasis placed on self-employment through start up initiatives, the institution has evolved an entrepreneurial eco system through Entrepreneurship Development Club and Innovation and Entrepreneurship Development Centre . These units, have moulded Earn While You Learn ventures such as fish pond with recirculating aqua culture and aquaponics unit, live feed culture unit for fresh water fishes, aviary with ornamental and farm birds, rabbit house, vermi compost unit, LED bulb recycling, soap making and biodegradable plate making from hyacinth.

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

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

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

8

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

3.3 - Research Publications and Awards

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

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

5

File Description	Documents
URL to the research page on HEI website	https://tkmcas.ac.in/research-department/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

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

30

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

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

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

18

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The major initiatives of the College can be broadly categorized as:

1. Activities which directly impact the teaching learning process

Debate Club, Media Club, Literary Club, Science Club organize that directly extends the learning that happens within the confines of the classroom. Invited Resource Persons deliver lectures/talks on topics that have direct correlation with the curriculum prescribed by the University and have social relevance.

1. COPS - Community Outreach Programmes

Our College always held community engagement as a necessary requisite for a well-rounded education. The various clubs/cells/committees and the departments collaborate in a well coordinated manner to facilitate community development through the involvement of teachers and students. The college organizes a broad spectrum of activities which include

-periodical cleanliness drives within the college premises and public areas

-visits to old age homes

- assistance and rehabilitation initiatives

- traffic rules and road safety campaigns - blood donation camps

- flood relief activities

- health camps for vulnerable sections of the population in the college neighbourhood

File Description	Documents
Paste link for additional information	https://www.tkmcas.ac.in/naac/criterion3/3.4.3/20-21/
Upload any additional information	No File Uploaded

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

3.4.2.1 - Total number of awards and recognition received for extension activities from

Government/ Government recognized bodies year wise during the year

39

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

44

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

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

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

2424

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

3.5 - Collaboration

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

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

17

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

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

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

6

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college offers 11 undergraduate programmes, 6 postgraduate programmes and 3 research programmes, for which state-of-the art infrastructural facilities are provided across 7 blocks. The college has spacious classrooms, laboratories, digital and other facilities for effective teaching-learning process. Infrastructure Monitoring & Development Committee functions effectively to evaluate, plan and execute infrastructural augmentation. The facilities include:

45 ICT enabled classrooms equipped with Wi-Fi/LAN facilities and LCD/Smart TV/Smart boards. Air-conditioned Seminar and conference hall. Separate faculty room for all departments. 6 Chemistry Labs, 4 Physics lab, 3 Biochemistry Lab, 1 Zoology Lab and 3 Botany Lab with the latest equipments and facilities. Material Science Lab, Laser optics lab, Molecular biology lab and Microbiology lab in Physics, Botany and Biochemistry Departments respectively. RUSA funded research block with High temperature instruments lab, Processing & Fabrication lab and high performance computing Lab. SERB DST funded Stem Cell lab. DST - FIST funded equipments A total of 180 computers for student use. Five computer labs, one Digital library Two servers for the smooth functioning of the office administration and library software. 1 co-operative bookstall. Canteen facility for students and staff. 2 Girls' hostel and 1 boys' hostel on a rental basis. Separate restrooms for supporting staff and girl students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tkmcas.ac.in/physical-facilities2/

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

The institution ensures the provision of multiple sports facilities for the physical and emotional well-being of the

students and staff. The various facilities include:Gymnasium & Health Centre, Swimming Pool, Volleyball Court, Badminton Court, Basketball Court, Football/Cricket/Play ground, Athletic track, Table Tennis, Yoga (Indoor), Indoor Stadium (Badminton, Yoga etc.)Well-equipped gymnasium for the use of students and staff; equipment for weightlifting, powerlifting and bodybuilding.Exclusive time slot for female students and staffStudents who practice other sports also use the gym as part of their training schedule.Separate gymnasium in the ladies' hostel.The Department of Physical Education as well as experts from other institutions givetraining in basic yoga and aerobicsto the students and staff.International Yoga Day is celebrated annually.The college has an indoor auditorium with advanced audio-visual facilities and 1500 seating capacity, green room and backstage.There is an open-air auditorium with raised platform and an open ground that can be used for both cultural activities and official gatherings involving a large audience of 600 people.Seminar Hall has seating capacity of 300; used for hosting cultural activities.For a small gathering Vision Enclave, a multipurpose open-air venue is used. The Green Square in the bio-diversity park is a place for respite and for small group gatherings

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tkmcas.ac.in/sports-cultural-facilities/

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

47

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tkmcas.ac.in/classroom/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

89.76

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college library is fully automated with all its functions and has Fiber Optic connectivity and Wi-.Fi. A digital library with a provision of 13 workstations to access digital resources and databases locally and remotely is provided. Library automation started with the purchase of Book Magic software version 2.0 as early as in 2005 and started creating a database of its holdings and bar-coding the documents. In 2016, KOHA software was installed and imported all databases from Book Magic and started bar-coding library documents and users' cards for quick circulation process. Acquisition of serial, maintaining issue records, sending reminders of missing issues, generating binding lists, etc. are also being done in an automated manner. The Online Public Access Catalogue (OPAC) is accessible within the library on LAN and in the entire campus through WiFi. The cloud based WebOPAC facility which provides 24/7 remote access to library collection for the user community proved its use during the Covid-19 pandemic lockdown. At present, library is providing access to more than 6000 e-journals and 32 lakh e-books through N-LIST, a part of e-ShodhSindhu and a number of other open-access databases.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://tkmcas.ac.in/about-library/
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
8.69	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
309	

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college updates its IT facilities on a timely basis. The college has an active IT Cell and the Infrastructure Monitoring & Development Committee that executes the updation of IT facilities.

High-speed internet facility ensured through 50 Mbps (BSNL leased line) and 20 Mbps bandwidth under NMEICT Project on Optical fibre cable

All classrooms and computer labs are equipped with ICT facilities, including LCD projectors/Smart TV/ Smart Boards and Wi-Fi/LAN.

Two servers for the smooth functioning of library and computer lab.

The college library is automated with KOHA software and provides Web OPAC facility enabling remote access to library catalogue.

The library has the subscription of e-books and e-journals via INFLIBNET.

ICT software, Campus technology introduced in 2021, ensures effective academic and administration management.

The institution has DigiCol access with a Digital LMS customized in MOODLE as part of the 'Let's Go Digital Scheme' of the Government of Kerala.

Institution has a G-Suite (Google Workspace) account and faculty can avail the services through college domain id

College is a premium member of ICT academy of Kerala. Under the initiative Faculties and students are given training to enhance ICT skills.

- A back up is taken for all the systems every three months, windows and anti-virus are updated on a regular basis. LAN and Network connections are also monitored by the IT consultant.

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

4.3.2 - Number of Computers

180

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

58.16

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

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

Infrastructure monitoring and development committee oversees the maintenance and repair of physical infrastructure of the college. The laboratories in the college are fully equipped according to the academic needs and the statutory rules. Stock Register is maintained in all the departments. Internal stock verification is done annually. Annual maintenance contract ensures the upkeep of important equipment. Computer labs and digital library are monitored by the lab assistants and are periodically maintained by an external service provider. The ICT Smart Class Rooms and the related systems are maintained with AMC. The college website is maintained regularly by AMC with TKM Infotech Pvt Ltd, Kochi. Library Advisory Committee meets regularly to finalise on purchase of books for the year, subscribe hardcopy and online journals, maintenance of the library, and upgrading online facilities in the library. Internal stock verification is carried out by the committee constituted by the Principal. The sports equipment, gymnasium, playground and various courts are supervised and maintained by the Department of Physical Education. Systematic procedure is adopted for the purchase of equipment and maintenance of infrastructure. Physical stock verification and equipment maintenance are carried out at regular intervals.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tkmcas.ac.in/sop/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

966

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

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

115

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://tkmcas.ac.in/capacity-enhancement-program/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1422

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1422

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

52

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

139

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

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

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

13

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

20

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

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

The Student Union Executive Committee comprises Chairperson, Vice-Chairperson, General Secretary, Magazine Editor, two

University Union Councilors, two Lady Representatives and Arts Club Secretary. The members are elected through a fair election process, conducted as per the guidelines issued by the University of Kerala. The union takes a proactive role not only in conducting Arts, Cultural and Sports events, but also ensures that the voice of the student community is heard in various decision-making processes of the college as well as at the university level.

The College Council, IQAC, ICC and other Statutory bodies like the Grievance Redressal Cell, Anti Ragging Committee, Anti-Sexual Harassment Committee and Anti-Narcotic Cell have student members to raise their issues before the college administration. Department Associations, Cells, Clubs, Library Advisory Committee, Women's Cell, Ethics Committee, Canteen and Hostel also have student representatives. The NSS and NCC units of the college with massive student participation helps the various community-oriented activities of the college under Community Outreach Programmes (COPS), which is a best practice of the institution. In addition to the Student Union, the organizational element involved in COPS is one of the significant mechanisms through which the institution encourages student leadership.

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

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

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

39

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The 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, and Peythozhiyathe with a total of about 1190 members. Besides their generous contributions towards infrastructure development, the alumni is a major stakeholder in Academic Interventions Initiative (AII) and Community Outreach Programmes (COPS) which are the best practices of the institution. The academic support involves the distribution of merit cum means scholarship for economically backward meritorious students as well as financial contribution to the Digital Initiatives Project. One of the major philanthropic initiatives of the TKMCAS alumni is the supply of free meal kits to needy families. The various chapters of the college alumni organize annual get together inside the college to retain the vibrant dynamics that they shared with the TKM fraternity. The principal of the college communicates future requirements in academic and non-academic arenas in which alumni engagement can be productive for the institution, on the occasion of such alumni meetings.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs
File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The governance policies of the college is reflected in the vision and mission. The institution practices a system of governance that is secular in nature while striving to foster a general ambience of mutual respect, through participative management. Principal is the Head of the Academic and Administrative operations of the college. IQAC defines the quality benchmarks to improve the efficacy of the functioning of the college. Every quality enhancement initiative at the academic and administrative level is implemented, after discussions at various phases of execution. The Governing Body, College Council, and IQAC play an important role in framing policies and executing them. At the end of each academic year, the Principal collects feedback from the various stakeholders on academic and administrative matters. Budget estimation, department-level action plans, and college-level action plans are consolidated by the IQAC, for the upcoming academic year. The budget estimates and action plans are relayed to the Trust/Governing Body by the Principal. The leadership of the institution interacts with other stakeholders through the Students' Union Executive Committee, PTA, Alumni Association, Examination Wing, and Heads of Department. The College Council meets periodically to review the working of the institution and plans for the development of the institution.</p>	
File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/vision-mission/
Upload any additional information	No File Uploaded
6.1.2 - The effective leadership is visible in various institutional practices such as	

decentralization and participative management.

The decentralization plan of the institution has not only ensured an inclusive and participatory management system but also the seamless running of the institution with a sense of unity and respect among the various stakeholders. Although there is a clear hierarchy in place at the institution for decision-making, ideas and proposals are still solicited from the teaching and non-teaching staff, students, parents, alumni, and employers. Different academic and administrative processes have been successfully simplified by implementing a participative and decentralized management style. The Digital Initiatives Project, which was jointly launched in 2018 by the IQAC and the College Council, is an example of an efficient decentralization management plan in action. The Project envisions the necessary infrastructure to improve teaching and learning through ICT intervention. The planning, execution, and evaluation of the Digital Initiatives Project are under the supervision of the IT Cell and the Infrastructure Monitoring and Development Committee. The Project's goal is to ensure that all students have access to ICT by providing every faculty member with the knowledge and skills necessary to use ICT tools and platforms. The Digital Initiatives Project has involved all of the institution's stakeholders, including the teaching and non-teaching personnel, parents, alumni, and students.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/naac/criterion6/6.1.2/6.1.2%20Decentralisation%20&%20Participative%20Management.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plans are created in accordance with the institution's vision and goal. The Principal compiles and consolidates the annual action plans and budget estimates. Every academic, extracurricular, and extension activity is designed and carried out with the goal of fostering social responsibility and civic awareness in the TKMCAS fraternity members. The institution defined 10 major areas to be addressed in terms of quality enhancement, under the umbrella title

Strategic Development Goals, based on the suggestions of the NAAC Peer Team in 2019. (SDGs).

1. Academic Flexibility
2. Teaching-Learning Process
3. Collaboration
4. IT Infrastructure
5. Campus Infrastructure
6. Student Support and Progression
7. Faculty Empowerment Strategies
8. E-Governance
9. Green Campus
10. Gender Sensitization and Inclusiveness Initiatives

Many strategies have been devised to deploy the 10 Point Strategic Plan efficiently, and IQAC ensured that the Strategic Development Goals would be implemented successfully.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://tkmcas.ac.in/strategic-plan/
Upload any additional information	No File Uploaded

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

T. K. M. College of Arts and Science, Kollam is a government-aided institution affiliated to the University of Kerala. It is a minority institution managed by the T. K. M. Trust. The Trust and the Governing Body take important decisions in compliance with the vision, mission, core values, and quality policy of the college. The Principal manages the administrative and academic matters in accordance with:

- UGC regulations for aided colleges
- Acts and Statutes of the University of Kerala
- Directives of the Directorate of Collegiate Education, Government of Kerala

The Principal plays a key role in establishing an accountable and effective communication between the Management/Trust and the principal stakeholders (students, teachers, administrative

staff, PTA, alumni). The College Council which comprises the Principal, HoDs, administrative staff, and student representatives, convenes regularly to discuss any matter of importance pertaining to the day-to-day activities of the college. The IQAC plays a major role in academic and administrative matters; it constantly revalues the quality benchmarks of the institution in accordance with standards prescribed by NAAC and makes significant interventions in quality enhancement.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/wp-content/uploads/2021/02/For-Teachers-List.pdf
Link to Organogram of the institution webpage	https://tkmcas.ac.in/organogram/
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution and the management ensure that the teaching and non-teaching staff avail all the welfare measures put in place by the central and state government for employees of aided institutions. In addition to these government-assured measures, the Management has also taken steps to guarantee a safe and

harmonious working environment.

- Dying-in-Harness Rules
- Research Incentives
- Staff Co-operative Society and Staff Co-operative Credit Society
- Staff Insurance Scheme
- Provident Fund, Festival Advance, Festival Allowance
- Medical Check-Up, Campus Doctor, General Fitness Awareness, Yoga, First-Aid Appliances,
- Canteen facilities, Gymnasium
- Free Wi-Fi facility
- Staff Club - financial assistance for needy staff
- Daycare facilities for the staff of the college in association with the TKM Centenary Public School
- Family members of staff seeking admission in Management Quota seats are given due consideration.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/naac/criterion6/6.3.1/6.3.1%20Welfare%20measures.pdf
Upload any additional information	No File Uploaded

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

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

29

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

10

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

35

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

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

In order to ensure the maintenance of quality benchmarks, the institution has various performance appraisal mechanisms in place for teaching staff as well as non-teaching staff. The college administration realizes that performance review needs to be collected from all possible stakeholders and hence a 360-degree performance appraisal system is followed.

- The IQAC collects and annually consolidates the PBAS of all the faculties. Academic Audit is also held annually.
- Feedback Committee collects and analyzes feedback from students on teachers.
- Periodic reports on faculty intervention in the teaching-learning process are collected by Heads of Department and submitted to the Principal.
- Self-appraisal is done by non-teaching staff. The Principal discusses work progress and the status of pending files in regular reviews with the Office Superintendent.
- Feedback is collected from parents during PTA meetings which are held at least once in a year.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/naac/criterion6/6.3.5/6.3.5%20Performance%20Appraisal%20System.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The college has processes in place to ensure that available financial resources from a variety of sources, including the management, PTA, alumni, philanthropists, and the State and Central Governments, are used effectively and efficiently. There are three levels of financial audits performed on grants and monies approved by the government or UGC.

1. Chartered Accountant: At the end of each financial year, the accounts for all the grants and funds sanctioned by

the Government/UGC are primarily submitted to an external chartered accountant Mr. Maqbool Shah. The audit report, issued by the auditor, with utilization certificate and all necessary ratified accounts is submitted to the sanctioned authorities concerned.

2. The Directorate of Collegiate Education: The audit team confirms all financial records pertaining to the public monies used by the institution during the Directorate of Collegiate Education's annual audits. The final accounts are resolved after hearing the clarifications and corrections.
3. The Accountant General, Kerala: All accounts approved by the government are periodically verified by the Accountant General, Kerala. Additionally, the subsequent use of the funds takes into account their recommendations and directives.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/naac/criterion6/6.4.1/6.4.1%20Internal%20&%20External%20Audits.pdf
Upload any additional information	No File Uploaded

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

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

11.65

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Institutional financial management is a well-planned and transparent mechanism. The Resource Mobilization Policy enumerates strategies and protocols for financial planning and funds mobilization. The Management monitors the optimal utilization of funds in a manner that promotes learning and keeps in line with the vision and mission of the institution. The main sources of funds are:

1. Tuition fees
2. Contribution from Management
3. Contributions of Parent-Teacher Association
4. Government funds like DST-FIST, RUSA, Grant-in-Aid of Kerala Government
5. Donations from philanthropists
6. Alumni Contribution

The funds from various sources are primarily used for two purposes:

- Academic and Extension Initiatives
- Infrastructure Augmentation

The Resource Mobilization Policy establishes guidelines for the outsourcing of the institution's physical and non-physical resources for the conduct of various government-initiated programmes and examinations. Students/Research Scholars/Faculty from other institutions, as well as research consultancy services, can use the laboratory facilities for a nominal charge. To ensure financial responsibility and transparency, an audit is carried out by an external agency at the end of each fiscal year.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/naac/criterion6/6.4.3/Resource%20Mobilization%20Policy.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has been making significant interventions in quality

enhancement initiatives of the college which can be broadly categorized into two: Academic Interventions Initiative (AII) and Infrastructure Augmentation.

- Academic Interventions Initiative (AII) - includes strategies and measures instituted to enhance the efficacy of the teaching-learning process, and faculty empowerment programmes. The institution adheres to the UGC/NAAC/University stipulated outcome-based blended learning. Even before the onset of the pandemic, the college, under the aegis of the IQAC, had taken steps to supplement regular classroom teaching with ICT tools. The IQAC also considers faculty empowerment as an important area identified in the Strategic (Five-Year) Plan.
- 360-degree feedback system and PBAS - Feedback are collected from all stakeholders of the teaching-learning process including teachers, students, and parents. Once the feedback is collected from respective stakeholders, necessary actions are taken and documented in the form of Action Taken Reports, maintained at the IQAC. IQAC supervises effective curriculum delivery and institutional functioning through the consolidation of the above feedback along with annual academic and administrative audits.

Another important feedback mechanism is the annual Performance Based Appraisal System (PBAS) undertaken by each faculty at the end of each academic year and submitted to the IQAC for review.

File Description	Documents
Paste link for additional information	https://tkmcas.ac.in/naac/criterion6/6.5.1/6.5.1%20IQAC Quality%20Assurance%20Strategies%20&%20Processes.pdf
Upload any additional information	No File Uploaded

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

The institution practices a blended learning system and it is ensured that the teaching-learning process is updated as per new guidelines issued by the UGC/NAAC/parent University. The faculty stays abreast of the latest developments in the field

of education.

Attainment of Outcome:

IQAC is a key force in guiding the teaching community in guaranteeing the introduction and implementation of outcome-based teaching and learning. In compliance with the affiliated University's norms, the IQAC not only ensures the enumeration of PO/PSO/COs of all UG and PG programmes and courses but also the implementation of innovative ways for outcome attainment and mapping. In mapping and analyzing the accomplishment of outcomes, the college has taken a two-pronged approach.

Periodic Assessment -

- Regular class tests and internal examinations
- Seminar and Assignments
- End-semester projects
- Mock viva

Mapping-based Assessment -

Course outcome attainments of the students are presented on a linear scale. The advanced and slow learners are arranged at the respective ends of the spectrum on the basis of the percentage of attainment. The college has two kinds of programmes at the institution level to facilitate advanced and slow learners: AEP (Academic Enhancement Programme) and CARE (Counselling Assistance and Resources for Education).

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/102710/6.5.2_1643975096_7180.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality

B. Any 3 of the above

audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://tkmcas.ac.in/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The ensures a gender-sensitive environment for effective education. The institution strives to implement the maxim that gender equity leads to equality.

- Under the aegis of Mithra Women Cell(an initiative by Kerala State Women's Development Corporation),Women's Studies Unit, Gender Sensitization Cell, Gender Equity Cell, NCC, and NSS, various awareness programs/campaigns are organized to promote a culture of gender sensitivity and equity among the boys and girls of the college.
- Awareness programmes conducted online during the pandemic situation.
- The institution has round the clock security at both entrances, CCTV cameras at strategic locations, mandatory disclosure of id cards at the entrances
- The college has ensured the services of a professionally qualified counsellor to cater to the mental health of all students especially for girls
- Hostel facilities for girls students.
- The campus has a spacious ladies waiting room with adjacent prayer room and toilets; these facilities are well maintained and cleaned regularly.
- The institution also provides the facility of a sick room

with a cot and other first-aid provisions.

- Gymnasium and day care center to meet the needs of girl students and female staff.
- Sanitary napkin vending machine and incinerator in ladies toilet.

File Description	Documents
Annual gender sensitization action plan	https://tkmcas.ac.in/naac/criterion7/seven/Action%20plan%2020-21.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://tkmcas.ac.in/naac/criterion7/7.1.1/7.1.1_gender_equity.pdf

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

A. 4 or All of the above

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

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

The college adheres to Green Protocol in all activities and programmes. The 3R principle of waste management(Reduce, Reuse and Recycle)is adopted . Waste seggregation is done and properly disposed.

Biogas plant and incinerator has been installed on the campus to convert the food waste from college, hostel, and canteen into biogas and burn non reusable paper waste and napkin waste.

Flex banners are converted to grow bags and employ them in the organic farming venture inside the college campus.

The vermin compost pit in the campus converts waste into organic Manure used for the plants on the campus. The college was honoured with the 'Best Performance Award' for the successful execution of Swachatha Hi Seva Campaign.

Wastewater from hostel kitchens, canteen, and wash areas are redirected to the gardens. Drip irrigation for wise use of water.

Chemical solvents from laboratories are refined and reused optimally and the rest is diluted and discharged in a manner that does not pollute drinking water resources.

The college has a standing agreement with Haritha Karma Sena of Kottamkara Grama Panchayat for the collection of e-waste.

Rainwater harvesting is done to recharge the well inside the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built	A. Any 4 or all of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The students and staff are admitted and appointed without any discrimination on the basis of caste and creed and thus promoting diversity. Qualified staff and meritorious students from different socio-economic and linguistic fields are part of this fraternity.

Special timetable is scheduled on Fridays so that minority students can offer prayers. A prayer hall is attached to the ladies' waiting area.

Flood relief camps are arranged and post-flood support is extended to people irrespective of caste, creed, religion, and region.

Students from different linguistics backgrounds become an integral part of this campus. Students from other countries like Bhutan and union territories like Lakshadweep are enrolled here, and initiatives are taken to address their common

linguistic problems.

Guidance on Government Scholarships and other career development programmes are provided by the SC/ST/OBC cell of the college. Fee concession and fee waivers are allowed on merit to economically backward students.

Equality in leadership opportunities maintained through academic programmes, cultural clubs, events, fests, where students focus on their distinctive interests and talents, transcending class and caste barriers.

Linguistic diversity is upheld as the college offers three-second languages to choose from, including Hindi, Arabic, and Malayalam.

To facilitate diversity, religious and cultural festivals are celebrated.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

To attain the ideals of social, political, and economic justice embedded in the constitution, this institution ensures equal opportunities, human dignity, and justice to all the students and staff for their individual development, irrespective of their caste, creed, and gender. Students are sensitised on citizenship roles and responsibilities through dynamic participation in various competitions: club activities, film festivals, and cultural programs which are held to spread the values of fraternity, sovereignty, unity, and national integration.

The national flag is hoisted on the campus on Independence day and Republic day and national anthem is sung by the students . Gandhi Jayanti and Martyrs day is observed as a memoir of freedom struggle.

The values of sympathy and civic consciousness are inculcated among student community through programmes like poor home visits, orphanage visits. Moreover, Army Day, National Integration Day, Teacher's day, National Security Day, Flag Day, International Youth day, Rashtriya Ekta Diwas, Guru Nanak Day, Dr. Ambedkar Day, Rabindranath Tagore Day, A. P.J Abdul Kalam Day, etc. are observed with various stand-up talks. The institution organizes competitions to identify National Symbols and Freedom fighters and patriotic speech.. The college union election is conducted to create awareness about transparency in the election process.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://tkmcas.ac.in/naac/criterion7/7.1.9/7.1.9_Constitutional_Obligations_1.pdf
Any other relevant information	https://tkmcas.ac.in/naac/criterion7/7.1.9/7.1.9_Constitutional_Obligations_2.pdf

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Commemorative days at the national and international level are aimed at inviting focus on specific issues/events. The institution takes the initiative to organise events of diverse nature to mark the observance of such days. Such observances serve the purpose of reminding the students that socio-cultural diversity is a key aspect of universal citizenship. In the Indian context, observance of days of national importance such as Republic Day, Independence Day, Rashtriya Ekta Diwas, National Youth Day serve as an occasion to reinforce the ideal of national identity and integrity among the student community. These events paved an excellent platform for building a sense of community/team within the college. The celebration of regional festivals like Onam unite the staff and students under the umbrella of cultural distinctiveness unique to the state of Kerala. The college also celebrates festivals like Christmas and Holi prompting healthy appreciation of the cultural diversity inherent to our land. During the academic year 2020-2021 the college observed world environment day, international yoga day, population day, world hepatitis day, Gandhi Jayanti, constitution day, world aids day, human rights day, national Mathematics day, National youth day, National Science day and international womens day.

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

7.2 - Best Practices

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

T. K. M. College of Arts and Science has the vision of pursuing excellence in academic and non-academic avenues simultaneously cultivating a sense of civic consciousness and social commitment. The college believes in the core values of social inclusiveness and responsibility and operates with the belief that academic interventions combined with continuous community engagement is the key to wholesome education.

Best Practice 1: Academic Interventions Initiatives (AII)
"Educate to Empower"

The aims and objectives are listed below:

- Facilitating progression of students towards higher research/academic prospects.
 - Enhance efficacy of the teaching-learning process.
 - Effective curriculum delivery through innovative practices.
 - Impart ICT-enabled blended learning to the students.
 - Skill enhancement for employability.
 - Supporting disadvantaged and underprivileged students with monetary and educational resources.
- Best Practice 2: Community Outreach Programmes (COPS) "Lend a Hand, Nurture the Society"

The aims and objectives of COPS are listed below:

- Energize community development through social empowerment
- Develop a spirit of empathy and compassion for the underprivileged, among students
- Gain a direct, rather than theoretical, understanding of

problems faced by the marginalized and devise viable solutions for the same.

File Description	Documents
Best practices in the Institutional website	https://tkmcas.ac.in/best-practices/
Any other relevant information	https://tkmcas.ac.in/naac/criterion7/7.2/

7.3 - Institutional Distinctiveness

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

Since its establishment in 1965, T. K. M. College of Arts and Science has combined the pursuit of academic and non-academic excellence with the inculcation of a civic consciousness. The institution's vision, mission and core values are moulded around the idea of nurturing the students into 'good citizens'. The 'Good Citizen' Project operates as a multitier system incorporating the T. K. M. Trust, Teachers, Students, Parents, Alumni and the Public. The Project combines three key aspects:

1. Pursuing excellence in academic arenas
2. Green Campus
3. Inculcating social responsibility and commitment in the TKM fraternity

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Establishment of Teaching Learning Centre: To facilitate a productive educational environment in the institution by motivating teachers and students towards an efficient and enjoyable educational interaction through exposure to research-based, scientifically proven and innovative teaching learning methodologies : Training programs to teachers, administrative staff, career guidance and soft skill development programs to

students.

Apply for more courses

Purchase new ERP software for office automation

Implementation of job-oriented and skill based certificate courses

Improve Infrastructure and sports facilities: more number of classrooms, board room and indoor stadium

Library: Purchase of more books

Research: Publication of book chapters with ISBN, publication of more papers, encourage teachers to take guideship so as to make the departments research centres.

Introduce new Earn while you Learn Programs

Improve the scope of community outreach programs

Conduct more Ecosystem restoration activities

More focus to campus placement initiatives