



T.K.M. College of Arts and Science Kollam



IQAC MINUTES 2018-2019

28/6/2018

A meeting was held on 28/6/2018 at 3:15 PM at the college Conference Hall

Agenda:- Briefing the duties and responsibilities of newly constituted IQAC team.

Finalizing AQAR 2016-17 at the earliest

At the onset the Principal formally welcomed the IQAC members and expounded the responsibilities of newly appointed IQAC members. The IQAC coordinator presented an outline of the activities to be done in the current academic year. Duties are assigned to the members for collecting the required data for the preparation of AQAR 2016-17. The need for conducting a Faculty development programme to streamline the teaching learning abilities of the faculties is also brought for discussion. All the members actively participated in the discussion, meeting ended at 4:15 PM.

Decision:- Organise FDP to empower the faculties to conduct classes based on active learning strategies. Submit the pending AQAR at the earliest.

Prof. A. Raghun

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Dr. Sumalakshmy S.

[Signature]

Dr. Chithra Gopinath

[Signature]

Dr. Ansil P N

[Signature]

Dr. Finess B. Muhammed

[Signature]

Prof. Safir T.K.

[Signature]

Miss Binny Thomas

[Signature]

Prof. Hashimudeen A.

[Signature]

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9/7/2018

Minutes of the meeting

Date: 09/07/2018, 12:00 PM, Venue: College Conference Hall

- Agenda - ① Progress of the preparation of AQAR of 2016-17
 ② Constitution of a sub-committee for the collection of departmental data

The principal formally welcomed the IQAC members. The IQAC coordinator presented the minutes of previous meeting and the committee approved the same. The IQAC coordinator suggested to constitute a subcommittee by including atleast one representative from each department for the fast and smooth collection of data required for the preparation of AQAR, 2016-17.

Decision :- A provisional subcommittee constituted for the collection of data 2016-2017 from all the departments

Action taken :- ① Initiated communication with IIT leachy and Learning Centre for conducting a Faculty development Programme

- ② Circulated data sheet for compiling AQAR 2016-17.

Prof. A. Raghun

Dr. Sumalekshmy S.

Dr. Chithra Copinell

Dr. Ansil P N

Dr. Fisser B. Mohammed

Prof. Sapir T.K.

Prof. F. Nazeem

Mr. Shahul Hameed (spndt)

Miss. Binny Thomas (Student)

Prof. Hashimudeen A (Liaison officer)

Prof. Shajitha S. (Principal)

MINUTES OF THE MEETING

Date: 17/07/2018

Time: 3.00 PM

Venue: College Conference Hall

Agenda:

- **Submission of Early Career Research Award Proposal to SERB.**
- **Preparation of brochure for the upcoming FDP.**
- **Submission of proposals for funding the FDP.**

The meeting convened to assess the progress of the activities undertaken by IQAC was started with the official welcome speech of the Principal. The IQAC coordinator presented the minutes of previous meeting and the committee approved the same. The IQAC coordinator urged the members to submit project proposals to different organizations and that the portal for Early Career Research Award proposal submission is open. The funding requirements for the FDP were also discussed. All the members present keenly shared in discussion and the meeting came to end by 4.30 PM with the following decisions.

Decision:

- Proposals for funding the FDP will be submitted to KSCSTE and NAAC.
- Brochure for the FDP will be prepared.

Action Taken:

- ✓ The FDP is proposed to be conducted in November 2018.
- ✓ The data collected for AQAR 2016-2017 was compiled and crosschecked with the soft copies of the supporting documents provided.



Members Present

17/7/18

Prof. Shajitha S

Dr. Chithra Gopinath

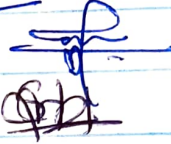
Dr. A. Raghun

Dr. Sumalokshmy S.

Dr. Anil P N

Dr. Fisser K Mohammed

SAFIR - TK



MINUTES OF THE MEETING

Date: 14/09/2018

Time: 3:00 PM

Venue: College Conference Hall

Agenda:

- **Finalization of AQAR 2016-2017.**
- **Initiate the data collection for the preparation of AQAR 2017-2018.**

The Principal formally welcomed the convened members of IQAC. The prepared AQAR for the year 2016-17 was submitted for the formal approval of the committee. The IQAC coordinator presented the minutes of previous meeting and the committee approved the same. The IQAC coordinator requested to start the department wise data collection for the preparation of the pending AQAR of 2017-2018. The faculties were also intimated about the submission of student project proposals for funding by KSCSTE. All the members intensely participated in discussion and the meeting came to end by 4.00 PM with the following decisions.

Decision:

- Submit the AQAR of 2016-2017 by the end of September.
- To initiate the work for AQAR 2017-18.

Action Taken:

- ✓ Dr. Simi Mole H of the department of Chemistry submitted the proposal for Early Career Research Award to SERB.
- ✓ The first draft of the brochure for the FDP was prepared.



Internal Quality Assurance Cell (IQAC)

Members Present

14/9/18

Prof. Shajitha S



Dr. A. Raghun



Dr. Sumalekshmy S.



SAFIR - T K




Dr. Ansil P N



Dr. Finess K Mohammed



Shiny Salam



MINUTES OF THE MEETING

Date: 29/10/2018

Time: 3:00 PM

Venue: College Conference Hall

Agenda:

- Collection of filled-in-criterions of AQAR 2017-2018 from all the departments.
- 3rd cycle of NAAC re-accreditation process.
- Organization of a seminar on revised NAAC re-accreditation procedure.

The meeting convened to assess the progress of the activities undertaken by IQAC was started with the official welcome speech of the Principal. The IQAC coordinator presented the minutes of previous meeting and the committee approved the same. The IQAC team requested the Principal to officially inform the management about the expiry of 2nd NAAC accreditation period by February 2019 and to ensure their support and cooperation for the forthcoming 3rd cycle of NAAC re-accreditation process. The meeting also discussed about the need to organize a seminar on revised NAAC re-accreditation process. All the members actively participated in the discussion and the meeting came to end by 4.15 PM with the following decisions.

Decision:

- Submit the AQAR of 2017-2018 by the end of November, 2018.
- The IQAC coordinator was authorized to do the needful to invite a resource person for the proposed seminar on revised NAAC re-accreditation process.

Action Taken:

- ✓ The AQAR of 2016-2017 was submitted to NAAC on 3rd October, 2018.
- ✓ Five student project proposals are submitted for funding to KSCSTE.

Members Present

29/10/18

Prof. Shajitha S



Prof Dr. A. Raghun

B.

Dr. M. J. Sheeba



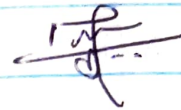
Dr. Anril P. N



Dr. Sumalekshmy S.

sub

Dr. Finser K Muhammed



Prof. Nazeem E



Prof. Safir T. K.

Prof. Shiny Salam

Prof. Muhammed Roshan B.



Prof. Rissana T. A

IAS

Prof. Shiny Selam



MINUTES OF THE MEETING

Date: 19/11/2018

Time: 11:00 AM

Venue: College Conference Hall

Agenda:

- Meeting of teaching and non-teaching staffs with the management to initiate the 3rd cycle of NAAC re-accreditation process.
- Selection of NAAC steering committee.

The Principal formally welcomed the members of IQAC. The IQAC coordinator presented the minutes of previous meeting and the committee approved the same. The IQAC coordinator requested the principal to organize a meeting with management to converse about the forthcoming 3rd cycle of NAAC reaccreditation. The FDP organized to be conducted during 16th to 18th November, 2018, is rescheduled for a future date because of the inconvenience of the faculties due to the unanticipated university exam duties. Discussions regarding the revised accreditation frame work were also carried out. All the members present actively participated in discussion and the meeting came to end by 12.30 PM with the following decisions.

Decision:

- To start the work for 3rd cycle of NAAC re-accreditation.
- Seven faculties from various departments were chosen to be part of the NAAC steering committee.

Action Taken:

- ✓ Filled-in-criteria are collected from all the departments for AQAR 2017-2018 and compiled.
- ✓ The proposed seminar on the revised NAAC accreditation frame work was decided to be conducted on 6th December, 2018. Prof. Simon G Thattil, Director IQAC, University of Kerala, agreed to be the resource person.



Internal Quality Assurance Cell (IQAC)


19/11/18 Members Present
Prof. Shajitha S



Prof. Hashimudeen A (Liason officer)

Dr. Sumalekshmy S. 

Dr. Aswathy M.R. 

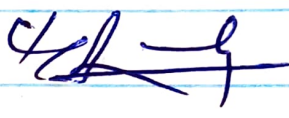
Dr. M.J. Sheeba 

Dr. Ansil P N 

SAFIR.T K 

Dr. Faisal K Muhammad 

Dr. A. Raghu 

Prof. Shiny Sdam 

MINUTES OF THE MEETING

Date: 19/12/2018

Time: 3:00 PM

Venue: College Conference Hall

Agenda:

- **Submission of IIQA.**
- **Meeting with NAAC steering committee.**
- **Organizing a workshop for the faculties to familiarize with the revised NAAC re-accreditation process.**

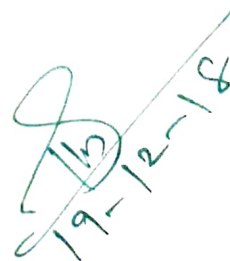
The Principal formally welcomed the convened members of IQAC. The IQAC coordinator presented the minutes of previous meeting and the committee approved the same. The meeting discussed the various aspects regarding the submission of IIQA and SSR. The IQAC team suggested organizing one more seminar in order to familiarize the faculty with the revised NAAC re-accreditation process. All the members present were actively participated in discussion and the meeting came to end by 4.30 PM with the following decisions.

Decision:

- A workshop will be conducted on 7 & 8th of January 2019 to familiarize the faculties with the revised NAAC re-accreditation process.
- Submit the IIQA in December, 2018.
- A meeting of principal, steering committee and IQAC team will be conducted.

Action Taken:

- ✓ The prepared AQAR for the year 2017-18 was submitted for the formal approval of the committee.
- ✓ A meeting of management committee members, teaching and non-teaching staff is conducted in connection with the forthcoming NAAC visit. They offered their whole hearted support and ascertained everybody to work hand in hand for the upcoming 3rd cycle of re-accreditation process.
- ✓ The seminar on the revised NAAC accreditation frame work was conducted on 6th December, 2018. Prof. Simon G Thattil, Director IQAC, University of Kerala, was the resource person.


19-12-18

19/12/18

Members Present

Prof. Shajitha S

Dr. A. Raghun

Dr. M. J. Sheeba

Dr. Mustafa

Prof. Shiny Salam

Dr. Abdul Rahim M. K

Prof. Narayana Prasad

Dr. Anst P N

Dr. Fisser B Mahamud
SAFIR-TK

Dr. Sumalekshmy S.

Dr. Aswathy M. R

Dr. Chithra Gopinath

MINUTES OF THE MEETING

Date: 31/12/2018

Time: 11:00 AM

Venue: College Conference Hall

Agenda:

- **Submission of proposal to Kerala State Council for Science, Technology and Environment (KSCSTE) for the funding for National Science Day and World Wetland Day observance.**
- **Intimate the faculties regarding the notification of NPTEL online course registration.**
- **Selection of Criterion Heads.**
- **Department wise report preparation for the last five years.**
- **Other matters, if any.**

Principal formally welcomed the participants of the meeting. The IQAC coordinator presented the minutes of previous meeting and the committee approved the same. The meeting discussed the inconvenience corresponded by Dr. A. Raghu to continue as IQAC coordinator due to health issues. The Principal suggested Dr. Sumalekshmy S, Assistant Professor, Department of Chemistry as the new IQAC coordinator and committee agreed the same with the consent of Dr. Sumalekshmy. In view of the upcoming NAAC re-accreditation, the requirement of a presentation of the last five years report by all HOD's was also brought for discussion. For the effective compilation of data required for the preparation of SSR, suggestions were made by the members to choose coordinators for all the seven criteria. The meeting also discussed the various aspects regarding the submission of IIQA and SSR. The IQAC coordinator requested the principal to take necessary steps to intimate the science departments to initiate the preparations for National Science Day celebration. All the members present were enthusiastically participated in discussion and the meeting came to end by 01.00 PM with the following decisions.

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Decision:

- Dr. Sumalekshmy S, has been appointed as new IQAC coordinator due to the inconvenience raised by Dr. A. Raghu.
- The Faculty Development Programme (FDP) is re-scheduled to 3, 4, 5, January, 2019.
- Past five years departmental activity report has to be presented and evaluated.
- The following faculty members are assigned as criterion heads for the smooth preparation of Self Study Report (SSR).

| Sl.No. | Criterion | Criterion Heads (Name of the Faculty) | Department |
|--------|---------------|---------------------------------------|-------------|
| 1 | Criterion I | Dr. Abdul Rahim M K | Chemistry |
| 2 | Criterion II | Prof. Safir T K | Physics |
| 3 | Criterion III | Dr. Mohamed Musthafa K | Librarian |
| 4 | Criterion IV | Dr. M. J. Sheeba | Botany |
| 5 | Criterion V | Prof. Narayana Prasad M. | Mathematics |
| 6 | Criterion VI | Prof. Shyni Salam | Commerce |
| 7 | Criterion VII | Dr. Aswathy M. R. | Mathematics |

- Intimations will be given to the respective departments for the submission of proposal to KSCSTE for the funding for National Science Day and World Wetland Day observance.
- Notification of NPTEL online course registration will be displayed on IQAC notice board.

Action Taken:

- ✓ The IQA report was completed and was submitted in front of the committee for finalization.
- ✓ Dr. Sumalekshmy S, Assistant Professor, Department of Chemistry has took over as new IQAC coordinator.


 Internal Quality Assurance Cell (IQAC)

Members Present

31/12/18

Prof. Shajitha S

Dr. A. Raghun

Mydenn. E

Prof. Narayana Prasad

Prof. Shyni Salam

Dr. Abdul Rahim M.K.

Dr. Mohamed Mustata K

Dr. Sumalekshmy S.

Dr. Anst P N

SAFIR. T K

Dr. Fisser K Muhammed

Dr. Aswathy M.R.

TKM COLLEGE OF ARTS AND SCIENCE, KOLLAM, KERALA.

MINUTES OF THE MEETING

Date: 24/01/2019

Time: 3:00 PM

Venue: College Conference Hall

Agenda:

- **Preparation of Self Study Report (SSR)**
- **National Science day and World Wetland day observances**
- **World cancer day observance**
- **Proposal submission to KSCSTE for Selective Augmentation of Research and Development (SARD)**
- **Other matters, if any.**

The meeting convened to assess the progress of the activities undertaken by IQAC was started with the official welcome speech of the Principal. The committee approved the minutes of the previous meeting presented by the IQAC coordinator. The meeting discussed the various suggestions put forth by the members regarding the agenda and all the members present were actively participated in discussions. The meeting concluded at 04.30 PM with the following decisions.

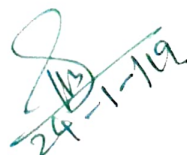
Decision:

- To complete the SSR by February 10th.
- The National Science Day celebrations will be organized jointly by the departments of Chemistry, Biochemistry, Physics and the Science club on 28th February, 2019.
- The department of Zoology will organize World Wetland day observance in collaboration with KSCSTE.
- An interdepartmental quiz competition will be organized by the department of Biochemistry as part of the World Cancer Day Observance.
- The department of Chemistry will submit a proposal to KSCSTE for SARD.

TKM COLLEGE OF ARTS AND SCIENCE, KOLLAM, KERALA.

Action Taken:

- ✓ IIQA submitted on 3rd January, 2019 and resubmitted the same on 11th January, 2019 after addressing the queries raised by NAAC.
- ✓ Faculty Development Programme (FDP) was conducted in collaboration with IIT-Teaching Learning Centre, Chennai.
- ✓ Two Day workshop on 'Quality Assessment and NAAC Accreditation' was conducted on 7th and 8th January 2019.
- ✓ Two proposals were submitted to KSCSTE by the department of Physics and Chemistry for the funding for National Science Day Observance.
- ✓ A proposal was submitted by the department of Zoology to KSCSTE for getting financial support to observe World Wetland Day.


24-1-19

54

Members Present

24/01/19

Prof. Shajitha S

1. Dr. Sumalekshmy S.

2. Dr. Chithra Gopinath

3. Dr. Faisal K. Muhammed

4. Dr. Anst P N



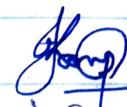

5. Prof. Shiny Selam

6. SAFIR. T K

7. Dr. Mohel. Muthuk.

8. Najeeb E


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TKM COLLEGE OF ARTS AND SCIENCE, KOLLAM, KERALA.

MINUTES OF THE MEETING

Date: 25/02/2019

Time: 02:30 PM

Venue: College Conference Hall

Agenda:

- **To appreciate the efforts of faculties who were involved in SSR preparation and submission.**
- **Orient the students towards the submission of Students Satisfactory Survey (SSS)**

Principal formally welcomed the IQAC members. The IQAC coordinator presented the minutes of previous meeting and the committee approved the same. The meeting discussed the various suggestions of the members regarding the orientation of students towards the submission of Students Satisfactory Survey. The Principal appreciated the IQAC team and criterions chiefs for their efforts in the preparation and timely submission of SSR. The meeting came to end by 03.15 PM with the following decisions.

Decision:

- Familiarize the students to take the SSS by the concerned faculty advisors with the help of IQAC team.
- Organize all the data to meet the queries, if any, raised during data validation and verification (DVV) process by NAAC.

Action Taken:

- ✓ Self Study Report (SSR) was submitted on 22nd February, 2019.
- ✓ Department of Zoology in association with KSCSTE observed the World Wetland Day.
- ✓ The department of Chemistry submitted a proposal to KSCSTE for SARD on 15th February, 2019.

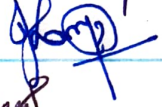
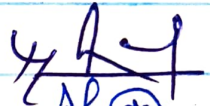

Internal Quality Assurance Cell (IQAC)

Members Present

25/2/2019

Prof. Shajitha S

1. Dr. Sumalekshmy S.
2. Dr. Chithra Gopangth
3. Dr. Anst P N
4. Dr. Fisser B Mohammed
5. SAFIR.TK
6. Dr. Abdul Rahim M.K.
7. Prof. Narayana Prasad
8. Prof. Shym Salan
9. Dr. Mohammed Mustafa K.
10. Miss. Bincy Thomas



TKM COLLEGE OF ARTS AND SCIENCE, KOLLAM, KERALA.

MINUTES OF THE MEETING

Date: 04/04/2019

Time: 10:30 AM

Venue: College Conference Hall

Agenda:

- Preparations for NAAC peer team visit

- Submission of proposals to DST-SERB

* Submission of application to NPTEL for establishing 'local chapter'

The Principal formally welcomed the members of IQAC. The IQAC coordinator presented the minutes of previous meeting and the committee approved the same. The meeting discussed about the clarifications submitted during DVV and the arrangements to be made for the upcoming NAAC visit including the payment of the balance fees. The meeting came to end by 11: 30 PM with the following decisions.

Decision:

- To prepare the Power Point presentations by individual departments, IQAC and the Principal.
- To remit the 2nd installment fees and logistic fee by Friday, April 05, 2019.
- The faculties of the science departments will be encouraged to submit proposals to SERB under various heads.

Action Taken:

- ✓ DVV queries were addressed and the corrections were submitted on March 20th 2019.

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13-19

Members Present

04/04/2019 Prof. Shajitha S

1. Dr. Sumalakshmy S.
2. Dr. Mohammed Salm. m
3. Prof. Shiny Selam
4. Dr. Anil PN
5. Dr. Firas B. Mohammed
6. SAFIR. T. K
7. Dr. Mohd. Musthake.
8. Najeeb. T
9. Miss Bincy Thomas

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TKM COLLEGE OF ARTS AND SCIENCE, KOLLAM, KERALA.

MINUTES OF THE MEETING

Date: 16/04/2019

Time: 03:00 PM

Venue: College Conference Hall

Agenda:

- Arrangements for NAAC peer team visit on 6th and 7th, May 2019.


After the welcome address, the Principal described the schedule of NAAC peer team visit. The IQAC approved the minutes of previous meeting presented by the IQAC coordinator. The IQAC members discussed the agenda of the meeting in detail and the meeting was concluded at 4.00 PM with the following decisions.

Decision:

- To complete the work of Power Point presentations of all the departments and report the same to IQAC.
- To convene an urgent staff meeting (teaching and non-teaching) on 17/04/2019.
- Constitute various sub-committees in connection with the visit of NAAC peer team.
- Decided to opt the departments of Chemistry, Physics and Commerce for the peer team's visit.

Action Taken:

- 2nd installment fees and logistic fee for the accreditation process was remitted on 05/04/ 2019.


16-4-19.

16/4/2019 Members Present

Prof. Shajitha S

Safir. T K

Dr. Sumalekshmy S.

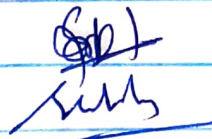
Miss Bincy Thomas

Dr. Ansil P N

Dr. Mohel. Murthaza.

Najeeb. E









MINUTES OF THE MEETING

Date: 04/05/2019

Time: 10:00 AM

Venue: College Conference Hall

Agenda:

- Review of the arrangements for NAAC peer team visit.
- World Environment Day Observance
- Intimate the science departments about the notification of DST - SERB Research Scientist Scheme
- Other matters, if any.

The Principal formally welcomed the members of IQAC. IQAC coordinator briefed the arrangements made for the visit of NAAC peer team. The committee approved the minutes of previous meeting presented by the IQAC coordinator. All members actively participated in discussion of the matters proposed in agenda and the meeting comes to end by 11.00AM with the following decisions.

Decision:

- Reception, Transportation, Food and Cultural committees have to make final arrangements for the Peer Team visit, as discussed.
- All the departments will be notified about the proposal invited for funding by the Kerala State Council for Science Technology and Environment (KSCSTE) for the observance of World Environment Day 2019.
- The notification of DST - SERB Research Scientist Scheme will be displayed on IQAC notice board.

Action Taken:

- All the departments submitted Power Point presentations to IQAC for the presentation on 6th May, 2019.
- Filled in proforma was collected from all the departments for Academic Monitoring and Evaluation.



04/05/19

Members Present

Prof. Shajitha S

Dr. Sumalekshmy S

Dr. Ansit P N

Safir. TK

Dr. Fisser B Muhammad

Najam E



Date 21/5/2019

21/5/2019

Place :- Conference room

Time :- 3:00 pm

Agenda

- 1) Discussion of NAAC result & analysis
 - 2) Approval of minutes of previous meeting
- Members Present

Prof. Shajitha S.

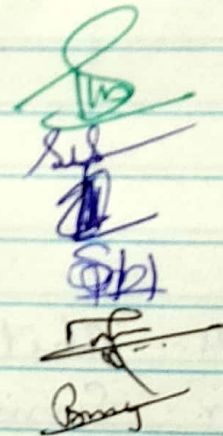
Dr. Sumalekshmy S.

Dr. Ansil P.N

Prof. Safir T.K.

Dr. Faiser Muhammed

Miss Bincy Thomas



The Principal convened an emergency meeting of the IQAC team to discuss the various parameters of the NAAC result. After the NAAC peer team visit, the college was awarded an grade of B⁺⁺. The IQAC co-ordinator gave a criterion-wise division of the points awarded by the peer team. The various IQAC members pointed out the different aspects where the college scored low marks. The Principal also sought the opinion of the IQAC members regarding filing an appeal against the grade B⁺⁺ given by the NAAC peer team.

Actions Taken

- * Arrangements made for the NAAC peer team visit
- * ~~Intimation~~ Intimation sent to all departments regarding observance of World Environment Day
- * DST-SERB research scientist scheme notice put up on the IQAC notice board.

29/05/2019

Date : 29/05/2019

Venue : Conference hall

Time : 3:00 pm

Agenda

Regarding submission of appeal
criteria use appeal suggestions
Discussion on modifying best practices
as per suggestion by NAAC peer team

Members Present

Prof. Shajitha S.

Dr. Sumalakshmy S.

Ph. Satir T.K

Dr. Anil P.N.

Dr. Finser Muhammed



A meeting of the IQAC members presided over by the principal, was convened on 29/05/2019 in the Conference Hall at 11.00 AM. The main agenda was a discussion of the procedures of submitting appeal against the grade given to the college by the NAAC peer team. The IQAC co-ordinator gave a brief presentation of the various subheadings in the 7 Criterion heads with the expected and original outcomes compiled in a tabular format. Consensus was obtained from the various members present on the multiple aspects to be highlighted in appeal submission.

- * It ~~was~~ observed by the NAAC Peer team that the best practices laid out in the SSR can be modified to include the various community outreach programmes periodically done by the college.
- Actions Taken

- * Initiated the process of filing appeal against the NAAC grade given for the College by the peer team.