



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



**IQAC MINUTES 2020-2021**

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Date : 01/08/2020 and 02/08/2020

Time : 3.00 pm

Venue : Google Meet

### Agenda

Familiarizing with Revised Accreditation  
Guidelines - Session with external expert.

### Members Present

#### Principal

Dr. Sumalekshmy S.

Dr. Ansil P.N.

Dr. Finser Mohammed

Safir T.K.

Dr. Abdul Rahim M.K.

Niza N.

Dr. P. K. Manoj

Dr. Shehnaz S.R.

Dr. Aswathy M.R.

Dr. Sulfia S. Santhosh

## Discussion

In the context of the revised Standard Operating Procedure published by NAAC in February 2020, the Internal Quality Assurance Cell (IQAC) of TKM College of Arts and Science organised a meeting / workshop with Dr. Limseer Ali, Asst. Prof, MES College to familiarize the IQAC team with the new guidelines. The meeting was presided over by the IQAC Co-ordinator Dr. Sumalekshmy S. Besides the IQAC core team, all the seven criterion chiefs were present. The external expert did a detailed analysis of the previous Self Study Report submitted by the college. The Criterion Chief clarified various aspects regarding the SSR where the college lost weightage.

~~J.J. 2017~~

Date: 20/08/2020

Time: 10 am

Venue: Conference Hall

### Agenda

Criterion-wise analysis of previous SSR  
New initiatives to be undertaken for quality improvement

### Members Present

Principal -

Dr. Sumalekshmy

~~Hanif~~

~~Hanif~~

Dr. Anil P.N.

~~AI~~

Dr. P. Le. May

~~PLM~~

Dr. Fazirah b. Mohammad

~~Fazirah~~

Dr. Shahnaz S.R

~~Shahnaz~~

Dr. Sulfiya S. Santhosh

~~Sulfiya~~

Rachika C. S

~~Rachika~~

## Discussion:

As per the instruction from the Trust, the Principal Prof. E. Naseem organised a meeting of the IQAC team with Prof. Limseer Ali, Asst. Prof., MES College - in order to create a priority list that of quality initiatives that the college can undertake in the immediate future. During the brainstorming session, Prof. Limseer clarified doubts raised by the various criterion chiefs and discussed the feasibility of various ideas that they raised. The meeting was presided over by the Principal and the welcome address was delivered by the IQAC co-ordinator.



Date : 21/08/2020

Time : 11.00 am

Venue: Seminar Hall

## Agenda

Discussion of department-level initiatives  
which can contribute to quality assessment.

## Members Present

1. Principal (Prof. Najeem E) J. E
2. Dr. Sumalekshmy S. S. S
3. Dr. Ansil P. N. A. P. N.
4. Mr. Safir T. K. S. T. K.
5. Dr. P. K. Meny P. K. M.
6. Dr. Mohamed Musthafa M. M.
7. Muhammed Roshan B. M. Roshan B.
8. Dr. Abdul Rahim M.K A. R. M. K.
9. Harilal N. Thazhikkallusseril H. N. T.
10. Dr. Jasir Rahman V.K. J. R. V. K.
11. Adersh. V.K A. V. K.
12. Dr. Bony. J. Rehim B. J. R.
13. Dr. Aras A. A.
14. Shehzad. S. R S. R.
15. Dr. Lateef. B L. B.
16. Ajinza. A A. A.
17. Hycan. S H. S.
18. Jisha. M.S J. M. S.
19. Shafiqah. S S. S.
20. Afraha. L.R A. L. R.
21. Ruksara. Sulthona A.H R. S. A. H.
22. Jeenah. R J. R.
23. Thaseena. Basri R T. B. R.
24. Siminwale. H S. H.
25. Dr. Sufiyya Samad D. S. S.
26. Limseer Ali P.A L. A. P. A.

## Discussion

As per instructions from the Trust, the Principal convened a meeting of the Department Heads and Department-level NAAC co-ordinators with the external experts. The meeting was presided over by the Principal, Prof. E. Najeem. The external expert Dr. Limseer Ali made a detailed presentation of the various initiatives which can be undertaken at the Department level in order to improve the quality ranking of the college. The Department Heads and the co-ordinators clarified their doubts with regard to proper documentation.

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Date : 21/08/2020

Time : 2.00 pm

Venue : Conference Hall

Agenda : Discussion of the details regarding budget

### Members Present

1. Principal (Prof. Najeem) J. Najeem
2. Dr. Sumalekshmy S S. Sumalekshmy
3. T. Faraid. A.M. F. A. M.
4. Nizamudeen. J N. J.
5. Sufir. T K S. T. K.
6. Kavitha Vijayas Kavitha
7. Faizy Mohammed Faizy
8. Dr. Ansif P.N. A. P. N.
9. Dr. Mohamed Musthafa. M. Musthafa
10. Sadique M.R S. M. R.
11. Dr. Baby T. Edum B. T. Edum
12. M. Kalaeerkutty M. Kalaeerkutty
13. Naseer H.B N. H. B.
14. Limseer Ali P.A L. A. P. A.
15. Dr. P. U. Many P. U. Many
16. Dr. Shehzad S.R S. Shehzad

## Discussion :

The Principal convened a meeting / discussion of non-teaching staff with the external expert on accreditation Limseer Ali (Asst. Prof, MES College). The meeting was presided by the Principal; officials from the TKM Trust M. Kabeerkutty and Nazeer HB were also present. The meeting took up the following points for discussion:

- ① Budget documentation under eight specific heads
- ② Appointment of one non-teaching staff as liaison between the TKMCAS office and the IQAC
- ③ Preparation of audit statement
- ④ Documentation of Annual Maintenance Contract (AMC)
- ⑤ Formulation of Fund Mobilization Policy
- ⑥ Stock register, Purchase Bill, Equipment Log Book, Individual Consolidated Marklists of students - preparation and proper documentation of these items.

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Date : 21/08/2020

Time : 3.30 pm

Venue: Conference Hall

Agenda : Exit Meeting - External Expert Limseer Ali  
- Consolidation of observation points after  
two-day visit.

### Members Present

Bommai. 20/08/2020

Dr. P.K. Menon. P.K.

Dr. Vinod P.N. VN

Dr. Fazal K. Mohammed F.K.

Dr. Shahbaz S.R S.R.

Dr. Sulfa S. Santhosh SS

## Discussion:

The IQAC convened an exit meeting at the end of the two-day interaction with the accreditation expert Limseer Ali. The meeting presided by the Principal was also attended by IQAC Co-ordinator and members, RUSA co-ordinator, various Heads of Department and Committee/ Cell Convenors. After welcome address by IQAC members, the Principal delivered the Presidential address. Limseer Ali made a brief presentation of the various aspects that the College needs to address for effective quality augmentation. The main points of his presentation were:

- ① Periodical review meetings to be conducted to assess progress of NAAC-related work
- ② Preparation of monthly action plans after brainstorming sessions with HODs and other key players
- ③ Recruitment of technical support staff for designing, website maintenance etc.
- ④ Upgrading the filing system in the departments
- ⑤ Documentation (yearly) of ~~the~~ club/committee/cell reports with coloured photographs
- ⑥ Powerpoint presentations by various criterion heads at least on a quarterly basis
- ⑦ Campus needs to build infrastructure especially with regard to ICT/IT facilities
- ⑧ Revise the College Mission/Vision statements
- ⑨ Arrange the NAAC visit during the cooler months in Kerala.

Date: 27/08/2020

Time: 2:00 PM

Venue: Conference Hall

### Agenda

- \* Discussion with the new principal-in-charge about IQAC work progression
- \* Website upgradation

### Members Present

#### Principal

Dr. Sumalekshmy S. (IQAC)  
P. u. Many.

Chethan  
27/08/2020

S. S.

Dr. Sulpija S. Santhosh

S. S.

Dr. Simimole -II.

Simimole -II

Nira. N

Nira. N

Dr. Abdul Rahim M.K

Abdul Rahim M.K

Safir. T.K

Safir. T.K

Dr. Ansil P.N

Ansil P.N

Dr. Finsar B. Muhammed

Finsar B. Muhammed

Dr. Shehzad .S.R

Shehzad .S.R

Radhika . G.S

Radhika . G.S

## Discussion:

The Principal convened an urgent meeting of the IQAC team and criterion chiefs on 27/08/2020 at 2.00 pm. The main points of discussion were:

1. steps to be taken to improve NIRF ranking
2. measures to be adopted to improve NAAC grade
3. to appoint a monitoring committee to oversee quality assessment-related works
4. Criterion-wise requirements of documentation from various departments
5. Consolidate the number of certificate courses and number of students who have enrolled for respective courses.
6. Convene a meeting of various Heads of Department for Brainstorming to consolidate points for qualitative matrices
7. main points with regard to Programme Outcome and Course Outcome mapping
8. Starting a mentor diary
9. Issuing a Letter of Appreciation for extension activities
10. inclusion of infrastructure development expenditure in the budget
11. instructing students (through faculty advisors) to access NList on a daily basis



Date : 27/9/2020

Time : 3.00 pm

Venue : Google Meet

### Agenda

- \* Review of the activities of IT Committee
- \* Follow-up on the communication with Campus Technology
- \* Review of Department Filing System with respect to NAAC
- \* Organization of Research-related Seminars and Workshops.

### Members Present

#### Principal

Dr. Sumalekshmy S

Dr. Finsel K. Mohammed

Mr. Anil P.N.

Safir T.K.

Dr. Mohammed Salim

Dr. Abdul Rahim M.K.

Nija N

Dr. P.K. Manoj

Dr. Shehnaz S.R.

Dr. Sulfa S. Sandosh

Radhika G.S

## Discussion

The IQAC Co-ordinator Dr. Sumalekshmy S. convened a meeting of the IQAC team including the various criterion chiefs on 28.09.2020 at 3.00 pm on Google Meet. The chief intention behind the meeting was to follow-up on the various activities undertaken by the IQAC. Dr. Finser Muhammed, Convenor, IT Committee updated the rest of the team about the proposal put forward to the TKM Trust through the Principals. The main issues addressed by the proposal includes internet bandwidth and connectivity, Media Room, budget for ICT-enabled classrooms. The IQAC co-ordinator invited recommendation and suggestions from the team with regard to the plan to purchase LMS software hosted by Campus Technology based on their presentation on 24.09.2020. The suggestion was made that the college should enquire about the LMS used in other colleges with A grade before any kind of commitment is made to Campus Technology. The IQAC chief also reminded the various criterion heads to follow-up on the NAAC files maintained by the various departments especially with regard to scholarships and placements. It was also decided that the library should undertake the organization of research-related seminars and workshops before the end of the year.

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Date : 28/12/2020

Time : 12.00 pm

Venue : Conference Hall

## Agenda

- \* Submission of pending AQAR
- \* NAAC Re-assessment Initiatives
- \* LMS - related decisions
- \* G-Suite expansion
- \* Creating email IDs for new batch of students
- \* Deadline creation for department - level NAAC documentation
- \* Scholarship documentation

## Members Present

Principal

Niza N

~~Dr. Niza N~~

~~Dr.~~

~~Shahnaz S.R~~

~~Suhana~~

~~Mujahid~~

~~Praj~~

~~Suj~~

~~Radhika~~

~~Rajitha~~

Dr. Aswathy M.R

Shahnaz S.R

Dr. Sumalekshmy S.

Dr. Abdul Rahim M.K

Dr. P. K. Meny

Dr. Finsar K. Muhammad

Safir. T K

Dr. Anil P.N.

Dr. Sulfiya S. Santhosh

Radhika. G.S (Student rep)

~~Sulfiya~~

~~Radhika~~

## Discussion

The Principal TKMCAS convened a meeting of the IQAC - the IQAC Convenor, Core Team and the Criterion chiefs. The meeting convened on 28.12.2020, the first working day after the Christmas holidays. The Principal enquired the IQAC co-ordinator about the update on AQAR submission of the years 2018-19 and 2019-20. The co-ordinator informed that the submission deadline was extended to May 2021. However, the IQAC co-ordinator conveyed the fact the 2019-20 AQAR documentation requires updation. The Principal, after taking into account various suggestions, decided to announce January 2021 (third week) as the final deadline for all NAAC-related documentation at the department-level. There ~~were~~ <sup>were</sup> also serious concerns raised regarding the ~~seri~~ delay in choosing a more effective LMS. The Principal promised an immediate decision in this regard after consulting with the Management. Criterion 5 Chief informed the IQAC Team about the gaps in Scholarship documentation. The Principal addressed the issue and assured communication of these concerns with the Office section handling the same.

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Date : 10/02/2021

Time : 3:00 pm

Venue : Conference Hall

combined meeting of IQAC & IT cell with Campus Technology regarding the installation of LMS facility at the College

### Agenda

LMS related discussions

Budget finalisation

### Members Present

Jb. Jalaluddin Musahar

Principal

Dr. Chithra Gop.Ind

H. B. Naseer Mary Drost dhs

M. Kalieerkulig Thirumur

Dr. Sumalekshmy S

Dr. Fisser B Mohammed

Dr.

Dr. Mohammed Salm. M

Suman Nandy

Ranjeet Karmakar

Dr. Anil P.N

## Discussion.

The principal convened a meeting with Campus Technology and the treasurer of the TCM College Trust to discuss the possibility of changing the existing LMS, Campus genie and replacing with LMS provided by campus technology. The meeting representative from campus technology convinced the committee that the LMS provided by them will be more advantageous in the current scenario considering the pandemic situation and The meeting also decided to do the needful to finalise the auditing process of 20-21 in April and prepare the budget for the coming year.

## Decisions

The committee decided to replace the existing LMS (Campus genie) with the LMS provided by Campus Technology.

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Date 11-02-2021

Time 3.00 pm

Venue Conference Hall

### Agenda

- \* Completion of AQAR 2019-20
- \* Purchase of LMS and associated data collection
- \* Preparatory works for the compilation of AQAR and SSR - criterion-wise data consolidation
- \* Budget discussion

### Members Present

Dr. Chithra Arupindi - Principal - 11/02/2021

Dr. Anil P.N

Dr. Fizser & Mohammed

Dr. Mohamed Muftahib

Dr. Abdul Rahim M.K

Safir. T K

Dr. Aswathy M.R

Niza. N

Dr. Sulfa S. Santhosh

Dr. Sumalekshmy S

Dr. Shehzay. S.R

Radhika. G.S (student rep)

## Discussion

The Principal T.K.M College of Arts and Science convened a meeting of the IQAC along with the Criterion Heads. The meeting held on 11.02.2021 in the Conference Hall of the College at 3.00 PM. The Principal announced the signing of MoU with Campus Technology for the installation and implementation of LMS, in the coming week. The IQAC co-ordinator reminded the Criterion Chiefs about providing consolidated data for ensuring the smooth functioning of the LMS platform. All Criterion Chiefs were directed to submit the matrices under each Criterion where data collection is pending or incomplete. Dr. Ansil P.N presented a list of matrices which requires audited statements for budget presentation. The team held an intense discussion about the corrections to be made in the 2019-20 AQAR before final submission. The IQAC Co-ordinator asked the Criterion Chiefs to complete the AQAR 2019-20 on 15/02/2021.

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Date 08.04.21

Time 02:30 pm

Venue : Conference Hall

### Agenda

- \* Completion of AQAR 2018-19
- \* Completion of AQAR 2019-20
- \* Finalization of Reassessment timeline

### Members Present :

1. Dr. Chithra Gopinath

Principal

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2. Dr. Samalekshmy S

S. A.

3. Niza N

✓

4. Dr. Devathy M.R

✓

5. Safig. JK

✓

6. Dr. Abdul Rahim M.I.C.

✓

7. Dr. P. Le. Meny

✓

8. Dr. Anrif P.N

✓

9. Dr. Sulfa S. Santhosh

✓

10. Dr. Fawer Is. Muhammed

✓

11. Dr. Shehaaz .S.R

✓

## Discussion

A meeting of the Principal with IQAC team was convened on 08/04/2021 at 2.30 pm. After the IQAC meeting in February, the completion of AQARS for the assessment years 2018-19 and 2019-20 was taken up at a fast pace.

However, certain quantitative and qualitative matrices needed clarification from the office and consultation with the College Council. The Principal asked the IQAC Co-ordinator to take the necessary measures to complete these matrices and approach her if things were not resolved at the IQAC level.

Suggestions were sought from the members of the IQAC with regard to the schedule for IIQA submission, SSR preparation and associated matters.

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Date : 11/05/2021

Time :

Venue : **Online**

## Agenda

- \* Introducing the new panel members / of the Alumni Association
- \* Awareness about the relevance of alumni involvement in the future status of the College as well as various accreditation and ranking frameworks.
- \* Action plan for the upcoming year

## Principal

Dr Sumalekshmy S.

Mr Rayeev Kumar

Mr. Najimudeen

Dr. Shehnay S.R.

## Discussion

A meeting of the Alumni office bearers / panel members with IQAC and Principal, TKM College of Arts and Science was convened on 11/05/2021 at . The primary agenda of the meeting was to interact with the new office bearers of the Alumni Association. The Principal gave a brief speech about the evolving role of the alumni in determining the status of the college in various accreditation and ranking frameworks. The IQAC Co-ordinator specified the importance of documenting the various financial support and other endeavours undertaken by the alumni. The office bearers were also requested to submit a tentative action plan for the upcoming year.

The Principal also reminded the alumni office bearers that all financial contributions will be reflected in the audited statement of account of the institution.

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Date : 17/05/2021

Time : 3.30 PM

Venue : Google Meet

## Agenda

- \* Completion of AQAR
- \* Future plans regarding reassessment.

### Principal

Dr. Sumalekshmy S.

Dr. Anil P.N.

Dr. Shehnaz S.R

Dr. Fazier K. Muhammed

Mr. Safir T.K.

Dr. Abdul Rahim M.K

Ms. Nija N

Dr. Aswathy M.R

Dr. P.K. Manoj

Dr. Sakha S. Santhosh

Rashika G.S (student rep)

## Discussion

The Principal convened an urgent meeting of the IQAC team along with Criterion heads to enquire about the delay in AQAR (2019-20) completion. The following matrices were identified as incomplete after discussion with Criterion Heads.

1. Certificate Course data consolidation
2. Student Satisfaction Survey
3. Uploading published book chapters in LMS
4. Budget and policy documents
5. Details regarding Scholarship
6. Sports achievements
7. Career Counselling
8. Consolidation of data - Best Practices.
9. Revision of Vision-Mission Statements.

The Principal made enquiries as to why these matrices were incomplete and gave directions for resolving the obstacles. The IQAC Co-ordinator was asked to report on the progress of the same within two weeks.

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