



T. K. M. COLLEGE OF ARTS AND SCIENCE, KOLLAM

Internal Quality Assurance Cell

ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2021-22

The Internal Quality Assurance Cell (IQAC) of the T.K.M. College of Arts and Science, in association with the various departments in the college, collects feedback from various stakeholders on syllabus for the academic year 2021-22. Samples from all the department are taken for the study. A well designed and structured questionnaire is used to collect the responses. The objective of the feedback is to analyze the importance and relevance of the syllabus, and how far it has catered to the needs of the academic community. It also tries to evaluate whether the modules in the syllabus are properly sequenced, and the allocation of the classes are in proportionate to the time stipulated. The availability of the syllabus-oriented books and e-resources in the library, the functional nature and activity orientation of the syllabus, the competitiveness of the syllabus with the latest advancements in the subject, the syllabus orientation of the internal evaluation system in the college, the values and ethics inculcated by it, and the career orientation of the syllabus are the various aspects the study has focused to delve deep with. Based on the feedback reports, action taken reports from every report is collected. Taking into the account the suggestions after assessment, the valuable concern regarding the enrichment of curriculum were communicated to University.

DEPARTMENT OF COMMERCE

T. K. M. COLLEGE OF ARTS AND SCIENCE, KOLLAM

Action Taken Report: 2021-22

The Department of Commerce has been in the forefront to introduce proactive methods in teaching-learning process. The department has conducted special mentoring classes in regular intervals. As per the request from students, recorded videos also were provided to them on different modules. The concerns of students regarding the unprecedented delay in the conduct of university semester examinations has been addressed, and decided to inform the university authorities. Sessions related to stress management and well being were also provided to the students of the department as per request. The alumni suggestion regarding syllabus revision, in order to make it more student friendly and career oriented has been forwarded to the university authorities.

**DEPARTMENT OF BOTANY
T. K. M. COLLEGE OF ARTS AND SCIENCE, KOLLAM**

Action Taken Report: 2021-22

	SUGGESTIONS(Students, Alumni, Teachers & Employers)	ACTIONS TAKEN
1.	Students' concern regarding delay in university examination.	Issue addressed and decided to inform the University authorities for the immediate perusal.
2	Students request to avoid online classes.	Decided to avoid live sessions, and to provide more offline sessions.
3	Student concern regarding the conduct of online internal examination and project submission	Concern addressed, and decided to conduct an online induction session regarding the same. Students were given proper guidance and their apprehensions got resolved.
4	Concerns regarding the tight scheduled lab sessions	Decided to avoid converting theory classes to lab sessions.

DEPARTMENT OF CHEMISTRY

T. K. M. COLLEGE OF ARTS AND SCIENCE, KOLLAM

Action Taken Report: 2021-22

- Request from students regarding the difficulties in lab sessions while attending college or university official duties were discussed in the department meeting, and decided to consider genuine cases. It has also decided to provide special sessions in order help the students for a better understanding the lab concepts. It has also decided to provide recorded lectures of important topics if necessary in order help the students who regular absent in theory classes. Flipped classroom methods have been adopted by all the faculty members of the department.

- Students' concern regarding the submission of assignments addressed, and decided to reduce the work load.

- Special theory and practical sessions will be arranged as per request from students.

DEPARTMENT OF MATHEMATICS

T. K. M. COLLEGE OF ARTS AND SCIENCE, KOLLAM

Action Taken Report: 2021-22

Suggestions Provided	Actions Taken by the Department
Students' complaint regarding the unprecedented lagging in the conduct of university examinations	Complaint addressed and decided to forward the same to the University authorities.
Students' suggestion regarding the reduction of theory sessions per teacher in a day.	Discussed and decided to take maximum 2 hour theory class per teacher in to a batch as per the request from the students and the parents.
Students request for special help in project work and its online submission.	Decided to provide regular meetings with the wards in order to help them in finishing the projects, and its online submission.
Alumni suggestion regarding the inadequacy of job orientation of the syllabus	Addressed and decided to inform the higher authorities.

DEPARTMENT OF PHYSICS

T. K. M. COLLEGE OF ARTS AND SCIENCE, KOLLAM

Action Taken Report: 2021-22

SUGGESTIONS	ACTIONS TAKEN
Students' raised complaint regarding the unprecedented lagging in the conduct of university examinations	Complaint addressed and decided to forward to the University.
Guidance for project submission requested by the students.	Addressed and decided to provide special sessions on the completion and submission of projects.
Student concern regarding the conduct of internal examinations with short notice.	The department has looked into the matter and decided to inform this matter to the college internal examination wing.

DEPARTMENT OF BIOCHEMISTRY

T. K. M. COLLEGE OF ARTS AND SCIENCE, KOLLAM

Action Taken Report: 2021-22

	Feedback Suggestions	Actions Taken
1.	Students' request regarding advanced indication when implementing special timetable.	Addressed and decided to inform the special timetable.
2.	Request for special lab sessions.	Addressed and decided to conduct more practical sessions on week ends.
3.	Special sessions requested for the project/ thesis work.	Addressed and decided to conduct sessions on project guidance, and its follow up.
4	Introduction of more questions from modules in internal examinations, as similar to university examination.	Discussed and decided to inform the college authorities regarding the same.

DEPARTMENT OF ZOOLOGY

T. K. M. COLLEGE OF ARTS AND SCIENCE, KOLLAM

Action Taken Report: 2021-22

	SUGGESTIONS ON FEEDBACK	ACTIONS TAKEN ON FEEDBACK
1	Students' complaint regarding the unprecedented lagging in the conduct of university examinations	Complaint addressed and decided to forward the same to the University authorities.
2	Special sessions requested for the project/thesis work.	Addressed and decided to conduct sessions on project guidance, and its follow up.
3	Students repeated suggestion regarding syllabus revision.	It has been decided to inform the University authorities regarding the need for UG syllabus revision, as it is fewer career oriented and advanced.

DEPARTMENT OF ENGLISH

T. K. M. COLLEGE OF ARTS AND SCIENCE, KOLLAM

Action Taken Report: 2021-22

- The Department of English has introduced various teaching methods to instill knowledge to the students. Introduction of the concept of flipped classroom and the optimum use of technology in content delivery has been quite remarkable. The concerns of the students and parents related to the conduct of theory classes have also been addressed and resolved.
- Students request regarding their difficulty in learning English Phonetics has been resolved by providing recorded videos also.
- Students' request for guidance related to project work and submission has also been resolved by providing meetings with students.
- The department has also been instrumental in reporting the concerns of the students regarding the conduct of university examinations concerned.

DEPARTMENT OF ISLAMIC HISTORY

T. K. M. COLLEGE OF ARTS AND SCIENCE, KOLLAM

Action Taken Report: 2021-22

The Department of Islamic History has addressed concern raised by the department stakeholders in regular basis. Department has been in the forefront to introduce proactive methods in teaching-learning process. The department has conducted special remedial measures for the needy in regular intervals. Weekend special classes were provided to them on different modules. The concerns of students regarding the unprecedented delay in the conduct of university semester examinations has been addressed, and decided to inform the university authorities. Certificate Course in Basic Computer Applications were also provided to the students of the department. The alumni suggestion regarding syllabus revision, in order to make it more student friendly and career oriented has been forwarded to the university authorities.