




T. K. M. COLLEGE OF ARTS AND SCIENCE, KOLLAM
Internal Quality Assurance Cell
ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2023-24

The Internal Quality Assurance Cell (IQAC) of T.K.M. The College of Arts and Science, in collaboration with various departments, collected feedback from multiple stakeholders on the syllabus for the academic year 2023-24. Representative samples from all departments were included in the study, and responses were gathered through a well-designed and structured questionnaire.

The primary objective of the feedback was to evaluate the relevance and importance of the syllabus and its effectiveness in meeting the needs of the academic community. The study assessed whether the syllabus modules were properly sequenced and whether the allocation of class hours was proportionate to the stipulated time frame. Other aspects analyzed included the availability of syllabus-oriented books and e-resources in the library, the functional and activity-oriented nature of the syllabus, its alignment with the latest advancements in the subject, the orientation of the internal evaluation system, the inculcation of values and ethics, and the career-oriented focus of the syllabus.

Based on the feedback received, action-taken reports were prepared for each department. The valuable suggestions and concerns identified through this process were communicated to the University to support the enrichment of the curriculum.


Dr. Chithra Gopinath
Assistant Professor
Principal in-Charge
Drawing & Disbursing Officer
T.K.M. College of Arts & Science
Kollam - 691005, Kerala



DEPARTMENT OF COMMERCE

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

Action Taken Report: 2023-24

- The Department of Commerce conducts regular mentoring sessions and provides access to recorded video lectures to support students in overcoming academic challenges and enhancing their learning experience.
- The department has acknowledged the concerns regarding delays in university examinations and is actively engaging with university authorities to implement measures for timely conduct of exams.
- Stress management workshops have been organized, and based on alumni-driven feedback, relevant revisions to the syllabus have been made to ensure it aligns with current industry needs and supports student well-being.
- To foster practical learning, the department incorporates industry-relevant case studies, organizes workshops on emerging trends, and offers professional development programs for faculty to stay abreast of contemporary teaching methods.
- In collaboration with alumni, the department organizes career guidance sessions to assist students in making informed career choices and achieving their professional aspirations.

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

Action Taken Report: 2023-24

1. **University exam related Issues:** The issue has been thoroughly addressed, and it has been decided to immediately inform the University authorities for prompt attention and necessary action to resolve the matter.
2. **B.Sc. Botany Syllabus Concern:** The concern has been reviewed, and it has been decided to inform the Board of Studies for B.Sc. Botany to assess the issue and implement appropriate measures.
3. **Session Mode Decision:** After careful evaluation, it has been decided to prioritize offline sessions over live sessions, as they better cater to students' learning preferences and foster greater engagement in the classroom.
4. **Theory hours to Lab Conversion:** It has been decided not to convert theory classes into lab sessions, in order to preserve the integrity of the curriculum and ensure each subject is taught using the most suitable instructional method.
5. **Regular Student Feedback:** It has been decided to implement regular student feedback sessions to continuously assess and improve teaching practices, ensuring that student needs and concerns are addressed in a timely manner.

DEPARTMENT OF CHEMISTRY

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

Action Taken Report: 2023-24

- **Orientation Sessions on Learning Outcomes:** Orientation sessions were conducted at the beginning of the academic year to familiarize students with Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO), ensuring they understand the alignment of these outcomes with their academic goals.
- **Introduction of Mentoring Schedule:** A dedicated mentoring schedule was introduced, ensuring that each student has regular one-on-one sessions with their assigned mentor, providing personalized academic and career guidance.
- **Peer Tutoring for Remedial Support:** Senior students and alumni were invited to support remedial classes by providing peer tutoring, enhancing students' understanding and boosting their confidence in difficult subjects.
- **Faculty Meetings on Learning Outcomes:** Faculty meetings were conducted to discuss strategies for effectively communicating Learning Outcomes to students, ensuring clear understanding and alignment with course goals.
- **Professional Development for Faculty:** Regular professional development workshops were organized for faculty to enhance their teaching methods, focusing on participatory learning and outcome-based education to foster student engagement and success.
- **Collaborative Learning Initiatives:** Interdisciplinary seminars and project-based learning initiatives were introduced, encouraging collaborative learning and enhancing students' problem-solving and critical thinking skills through teamwork across disciplines.

DEPARTMENT OF MATHEMATICS

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

Action Taken Report: 2023-24

- **Complaint Regarding University Issues:** The complaint has been addressed, and it has been decided to forward the matter to the University authorities for further review and necessary action.
- **Integration of Learning Outcomes in Lectures:** Faculty members have integrated discussions on Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO) into their lectures and course introductions to ensure that students understand the alignment of the course with academic goals.
- **Regular Meetings for Project Support:** It has been decided to schedule regular meetings with students (wards) to provide assistance in completing their projects and ensuring their timely online submission.
- **Concerns regarding Board of Studies :** The issue has been addressed, and it has been decided to inform the Board of Studies members for their review and consideration.
- **Hands-On Training and Workshops:** It has been decided to include more hands-on training sessions, along with offering certificate courses, and to arrange additional workshops to enhance practical skills and industry readiness.

DEPARTMENT OF PHYSICS

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

Action Taken Report: 2023-24

1. **Collaboration for Real-World Opportunities:** The department has partnered with other institutes to provide students with real-world project opportunities and internships, helping them gain practical experience and industry exposure.
2. **Special Sessions on Project Completion:** The issue has been addressed, and it has been decided to organize special sessions focused on assisting students with the completion and submission of their projects, ensuring proper guidance and timely submissions.
3. **Active Learning through Discussions and Peer Reviews:** Group discussions, debates, and peer review sessions have been integrated into the teaching process to promote critical thinking, enhance communication skills, and encourage collaborative learning among students.
4. **Promoting Learning Outcomes Awareness:** Posters and digital materials detailing Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO) have been displayed across classrooms and on the college website, ensuring widespread visibility and understanding among students.
5. **Faculty Integration of Learning Outcomes:** Faculty members have successfully integrated discussions on PO, PSO, and CO into their lectures and course introductions to ensure students understand how their learning aligns with broader academic and career goals.
6. **Workshops on Industry-Relevant Skills:** Workshops focusing on the development of industry-relevant skills such as leadership, communication, and problem-solving have been organized, providing students with the tools needed to excel in their careers.
7. **Student Feedback for Continuous Improvement:** A system for collecting regular student feedback has been implemented to assess the effectiveness of teaching methods, including the integration of learning outcomes, and to make continuous improvements based on student needs.

DEPARTMENT OF BIOCHEMISTRY

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

Action Taken Report: 2023-24

- **Fixed Mentoring Schedule:** A fixed mentoring schedule has been allocated to ensure regular one-on-one guidance for students, providing personalized academic support and career advice.
- **Increased Practical Sessions:** The concern has been addressed, and it has been decided to conduct additional practical sessions on weekends to provide students with more hands-on experience and reinforce their theoretical knowledge.
- **Guest Lectures from Experts:** Renowned speakers from academia and industry have been invited to share their insights on current trends, enriching the students' learning experience with real-world perspectives and expertise.
- **Leveraging Technology for Hybrid Learning:** Technology, including online collaboration tools, has been utilized to enhance participatory learning in hybrid settings, ensuring seamless interaction and engagement between students and faculty regardless of location.
- **Promoting Industry-Related Workshops:** Additional workshops focusing on emerging industry trends and practical skills development have been organized to ensure that students are equipped with the competencies needed for their future careers.
- **Peer-to-Peer Learning Initiatives:** Peer-to-peer learning initiatives have been introduced, allowing senior students to assist their juniors through mentoring and tutoring sessions, fostering a collaborative learning environment.
- **Feedback Mechanism for Continuous Improvement:** A robust feedback system has been established to gather input from students on various aspects of the curriculum, teaching methods, and learning resources, enabling continuous enhancement of educational practices.

DEPARTMENT OF ZOOLOGY

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

Action Taken Report: 2023-24

- **Complaint regarding University exams:** The complaint has been addressed, and it has been decided to forward the issue to the University authorities for further investigation and prompt action.
- **Feedback Collection for Syllabus Improvement:** Feedback has been collected from alumni, employers, and industry experts to identify gaps in the current syllabus, ensuring it meets industry standards and student needs.
- **UG Syllabus Revision:** It has been decided to inform the University authorities about the need for a revision of the undergraduate syllabus, as it is not sufficiently career-oriented and lacks the depth required for advancing students' professional readiness.
- **Faculty Development on Teaching Methodologies:** Faculty development programs have been organized focusing on innovative teaching methodologies and outcome-based education to enhance teaching effectiveness and improve student learning outcomes.
- **Industry Collaboration for Curriculum Updates:** It has been decided to establish stronger collaborations with industry partners to ensure that the curriculum is regularly updated with the latest trends and skills required in the professional world.

DEPARTMENT OF ENGLISH

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


Action Taken Report: 2023-24

- **Innovative Teaching Methods:** The Department of English has introduced various innovative teaching methods, including the flipped classroom model and the effective use of technology in content delivery, significantly enhancing student learning experiences.
- **Addressing Concerns Related to Theory Classes:** The concerns raised by students and parents regarding the conduct of theory classes have been effectively addressed and resolved, ensuring smoother academic operations.
- **Encouraging Faculty Participation:** Faculty members have been encouraged to actively participate in conferences and workshops to stay updated on the latest teaching practices and innovations in education.
- **Reporting University Examination Concerns:** The department has actively reported student concerns regarding the conduct of university examinations, ensuring that necessary steps are taken to address these issues.
- **Orientation on Learning Outcomes:** Orientation sessions were conducted at the beginning of the academic year to explain the importance of Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO), helping students understand their academic objectives. Additionally, posters detailing PO and PSO have been displayed in front of the department to reinforce these learning outcomes.
- **Request for Syllabus Revision:** The department has formally requested the revision of the syllabus in consultation with stakeholders, ensuring that the Learning Outcomes are specific, measurable, and aligned with current academic and professional standards, and has informed the Board of Studies for further action.

DEPARTMENT OF ISLAMIC HISTORY
T. K. M. COLLEGE OF ARTS AND SCIENCE, KOLLAM

Action Taken Report: 2023-24

- **Stakeholder Engagement:** The Department of Islamic History has consistently addressed concerns raised by stakeholders through regular engagement, ensuring continuous improvement and responsiveness to feedback.
- **Proactive Teaching-Learning Methods:** The department has introduced proactive teaching-learning methods, including special remedial sessions and weekend classes, to provide additional support for students who require extra assistance.
- **University Examination Delays:** Concerns regarding delays in university semester examinations have been acknowledged, and the department has decided to formally communicate these issues to the university authorities for prompt resolution.
- **Certificate Course in Computer Applications:** To enhance students' technical skills, a Certificate Course in Basic Computer Applications has been offered, helping students become more proficient in essential digital tools.
- **Syllabus Revision Suggestions:** Alumni suggestions aimed at making the syllabus more student-friendly and career-oriented have been forwarded to the university for careful consideration and potential inclusion in future syllabus revisions.


Dr. Chithra Gopinath
Assistant Professor
Principal in-Charge
Drawing & Disbursing Officer
T.K.M. College of Arts & Science
Kollam - 691005, Kerala

