



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



IQAC MINUTES 2019-2020

17/6/2019

Date 17/6/2019

Time 3:00 pm

Venue IQAC room

Agenda:-

Status of work regarding appeal process

Members Present:

Prof. Shajitha S.

Mr. Saif T.K.

Dr. Sumalekshmy S.

Dr. Anshu P.N.

Dr. Finess K. Muhamed



The Principal called for an emergency meeting of the IQAC to review the progress of appeal submission. The IQAC co-ordinator presented a draft of the intent letter and the criterion-wise summary of the various subheadings where the college was going to seek a review of outcome. The Principal instructed the IQAC to finish the appeal submission process within the week.

Actions Taken

- * Criteria-wise appeal suggestions consolidated into a single document after deliberations with the principal, IQAC members and criterion heads.

Date 8/07/2019
Venue IQAC room
Time 3:00 pm

Agenda:

Submission of proposal to STAR
Data submission to KSHE C
Proposals to be submitted under STRIDE

Members Present:

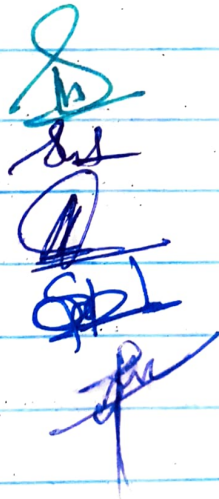
Prof. Shajitha S.

Dr. Sumalekshmy S.

Dr. Anst P.N

SAFIR.T.K

Dr. Finsar Muhammed

The block contains five handwritten signatures in blue ink, each corresponding to one of the members listed to the left. The signatures are written in a cursive style. The first signature is for Prof. Shajitha S., the second for Dr. Sumalekshmy S., the third for Dr. Anst P.N, the fourth for SAFIR.T.K, and the fifth for Dr. Finsar Muhammed.

The IQAC meeting convened on 8th July 2019 took important decisions with regard to STAR and other research grants. Dr. Ansil P.N. updated the meeting about the submission of proposal for the research grant under the STAR Scheme by the Department of Biotechnology, Government of India. The IQAC co-ordinator Dr. Sumalekshmy S. informed the principal about the status quo of data submission required by the Kerala State Higher Education Council. The Principal was presented with a list of pending data in this regard, to be submitted by the various Heads of Department. The IQAC members also requested the Principal to persuade the faculty members to register and submit proposals on the STRIDE portal. It was decided to issue a circular informing the faculty about the STRIDE deadline.

Actions Taken

- * Appeal against NAAC grade submitted with Criteria-wise suggestions on June 25th 2019.

5/08/19

Venue Conference Hall at 3:00 pm

Agenda: NIRF 2020

Status of STRIDE proposal

Members Present :

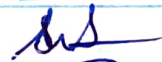
Prof. Shajitha S

Dr. Sumalekshmy S.

Dr. Anshu P.N.

Dr. Fisser B. Muhammed

SAFIR . TK



The main agenda of the meeting was National Institutional Ranking Framework 2020. The principal instructed the IQAC members to initiate the application process for NIRF 2020. The IQAC co-ordinator highlighted the importance of collecting correct information from the various departments in this regard and sought the complete co-operation of the heads of department to finish data collection in a time bound manner. The principal also sought an update from the IQAC regarding the number of and status quo of STRIDE proposals from the institution.

Actions Taken

1. Proposal submitted for availing grants under the STAR scheme
2. Institute data required by KSHEC has been submitted
3. Faculty members submitted research proposals in the STRIDE portal.

Date 02/09/2029

Venue Conference Hall

Time 8:00 pm

Agenda

NIRF progress - registration

Conduct of training programmes by departments

Members Present :

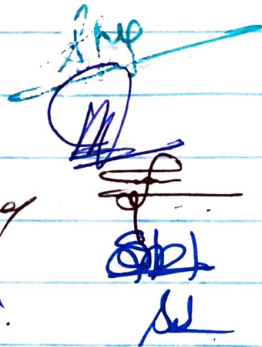
Dr. P. G. Smitha

Dr. Anst P. N.

Dr. Anses B. Muhammed

SAFIR . TK

Dr. Sumelekshmy S.



An urgent meeting of the IQAC with the principal was convened on 02/09/2019 on the instructions of the latter to review the NIRF registration process. The newly appointed principal - in - charge Dr. P.G. Smitha asked the IQAC to update her on the NIRF registration process. The IQAC co-ordinator informed the principal that the registration will be completed by 05/09/2019 and cleared the doubts that the principal had with regard to the pending documents required by the IQAC from the office as well as the various departments. Various departments were asked to conduct training programmes/workshops beneficial to faculties and students.

Actions Taken

1. Deadline given for completing department - level data collection for submission of institute data for NIRF 2020.

Smitha

28/10

Venue 28/10/2019

Date

Time 10:30 am

Venue college conference Hall

Agenda : NIRF

Members present:

Dr. P.G. Smitha

Dr. Sumalekshmy S.

Dr. Ansil P.N.

Dr. Finser K Muhammed

Mr. Safir T.K.

A vertical column of five handwritten signatures, each corresponding to one of the members listed to the left. The signatures are written in dark ink and are somewhat stylized.

The Principal convened a meeting on 28/10/2019 to enquire about the progress of NIRF documentation. The Principal informed the IQAC that the Institute Data for NIRF 2020 has to be submitted at least two days prior to the deadline 30/11/2019 taking into account last minute glitches. She sought a detailed report from the IQAC co-ordinator about the pending work with regard to the submission.

Actions Taken

1. Status report of NIRF 2020 Institute Data submission submitted by IQAC Co-ordinator
2. Workshop on ExpEyes organized by Dept. of Physics on 18/10/2019.

Amitha

21/11

Date 21/11/20

Venue conference Hall

Time 2:30 pm

Agenda

- * Result of the appeal
- * Analysis of result
- * Submission of NIRF
- *

Members Present

Dr. P. G. Smitha

Dr. Sumalekshmy S.

Dr. Ansil P. N.

Dr. Faiser K. Muhammed

Mr. Safir T. K.



The Principal convened an urgent meeting of the IQAC on 21/11/2019 at 3pm in the Conference Room to discuss future plans of the college with regard to ~~NAAC~~ accreditation status as the appeal given against the score assigned by the NAAC peer team, came back with no affirmative response. The Principal also sought a detailed analysis of the result of the first year students (two semesters) so as to reconsider various aspects of addressing the concerns of fast learners and slow learners. The IQAC co-ordinator ^{informed} the Principal that Institute Data for NIRF is in the final stage of completion and can be submitted on 28/11/2019 as per schedule. The meeting finalized and approved the conduct of FTP on Security Analysis to be held on 26/11/2019.

Actions Taken

1. NIRF 2020 Institute Data Submission on 28/11/2019.
2. Following programmes were conducted:
 - Basics of Disaster Management (IQAC & Islamic History) on 29/10/2019.
 - Training Session on LMS (IQAC) on 30/10/2019.
 - Workshop on Number Theory (IQAC & Maths) on 31/10/2019.

Signature

13/12

Date 13/12/2019

Venue IQAC Room

Time 3:00 pm

Agenda - Reassessment - Suggestions.
Data Collection in a revised
format

Members Present

Dr. P. G. Smitha

Dr. Sumalekshmy S.

Dr. Faiser K Muhammed

Dr. Anil P. N.

Mr. Safir T. K.



0/1/2019/13

The Principal called for an urgent meeting of the IQAC on 13/12/2019 at 10 am at the behest of the College Trust Chairman to discuss and finalise whether the College should opt for Reassessment. As per instruction from the College Management, the IQAC was given the task of preparing a tentative timeline in the event of College going for Reassessment in 3 years. The Principal sought suggestions from IQAC members so as to consolidate the pros and cons of such a step. The IQAC Co-ordinator also presented a revised format for data collection and documentation from various departments.

Actions Taken

1. Tentative timeline submitted by IQAC, for NAAC Reassessment.
2. Result Analysis of first year students submitted.
3. FTP on Security Analysis and Portfolio Management organized by the Department of Commerce on 26/11/2019.

Smitha

31/12

Venue: Conference Hall

Date: 31/12/2019

Time: 3:00 pm

Agenda

Changes in SSR manual

Review of assigned work

certificate courses to start from January, 2020

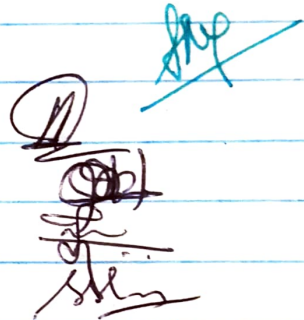
Principal : Dr. P.G. Smitha

Ds. Anil P.N

Safar. TK

Dr. Fisser K Muhammed

Dr. Sumalekshmy S.



The IQAC Co-ordinator convened a meeting of the team including Criterion Heads to discuss the changes in the Revised SSR manual. Each Criterion Head was asked to submit a revised data consolidation template which will address the changes. The IQAC put forward the suggestion that it will be highly beneficial for students if the Academic Council can take the initiative to offer Certificate Courses which will enhance student employability. The Principal suggested that action on this plan should be taken by January 2020.

" *Amitha* "

IQAC meetingrd

Date: January 3 2020

Time: 3:00 pm

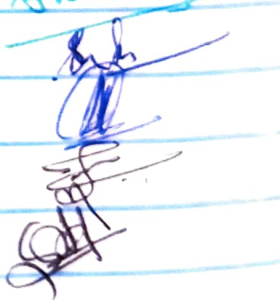
Venue: Conference Hall

Agenda: - celebration of Youth day

- Steps to be taken to implement the changes in the SSR manual
- Decisions regarding the reassessment date
- Convening HOD meeting regarding plan of action for the next two academic years
- Intimating extension activity convenors regarding new guidelines in the documentation required by NAAC

Members Present

1. Principal, Dr. P.G. Smitha
2. IQAC coordinator Dr. Sumalekshmy S.
3. " Member Dr. Ansil P.N.
4. " " Dr. Finser Muhammed
5. " " Prof. Safer

Sumalekshmy


Decisions of the meeting:

The meeting began with an address by the Principal who talked about the need for taking immediate action keeping in account the next reassessment by NAAC. She sought suggestions from the attendees as to whether the college should seek reassessment or reaccreditation. Since the meeting could not reach a unanimous decision in this matter, the principal put forward the suggestion to leave the final decision to the Management after duly informing them about the various concerns raised in this meeting.

The IQAC coordinator raised the urgency of preparing a plan of action for the next two academic years in order to be ready for the next reassessment / reaccreditation cycle. The principal directed to convene an HOD meeting and a separate meeting of the various club / extension activity convenors to provide guidelines to the various departments in connection with preparing a plan of action and the renewed documentation directives. The IQAC coordinator also reminded the meeting about the necessary preparations required for holding an event to celebrate Youth Day, which falls on Jan 12th.

Actions taken

Dr. Anil and Prof. Safer prepared a powerpoint presentation to highlight the salient changes in the revised SSR manual. They also prepared individual folders detailing these changes for distribution to the various departments / HODs / Convenors of various clubs.

Santhya

IQAC meeting

Date 20-01-2020

Time 3:00 pm

Venue IQAC room

- Agenda:
- * List of urgent matters to be presented before the Chairman in connection with the next reassessment / reaccreditation cycle.
 - * Awareness session for students and teachers on NPTEL courses.
 - * Documentation guidelines and other necessary help for the conduct of Saasthnapadham
 - * Tentative Schedule preparation for various lecture series conducted by the different departments.

Members Present

Principal Dr. P.G. Smitha

Dr. Sumalakshmy S.

Dr. Ansil P.N

Dr. Faiser Muhammed

Prof. Safir T.K.

Smitha

Sumalakshmy S.

Ansil P.N.

Faiser Muhammed

Safir T.K.

Decisions:- The chairman of the Trust has given an appointment on 28/1/2020 at 10:00 am to hold a discussion with the Principal and IQAC. In this regard, the IQAC was asked to prepare a list of matters that require urgent attention from the management. On behalf of the IQAC, Dr. Sumalekshmy presented this list before the Principal for her approval. Some of the main issues addressed in the list included the installation of solar panels, enabling more class rooms with smart technology, improving college internet connectivity etc.

After discussions it was decided that Dr. Anil will conduct an awareness session for teachers and students about the various NPTEL courses and their registration details on 16th January at 3:00 pm in the seminar hall.

Sasthapadham is a pioneer initiative of the Kerala Govt. targeting increased scientific awareness among higher secondary students. The college has hosted this event for the past couple of years. This year the programme is scheduled to be held ~~from~~ in the last week of January. The meeting decided to contact and update the convenors Dr. Salim (Science) and Prof. Shiny Salim (Commerce) about the documentation guidelines and provide the necessary support for the successful implementation of the programme.

Actions taken:

- * Follow up of drafting the action plan for this academic year from HoDs and club convenors.
- * The college celebrated Youth Day on Jan 16th by conducting various events like elocution competition

Sumalekshmy

Date : 28/01/2020

Time : 10:30 am

Venue : TKM Trust office, Musaliar Nagar

Agenda: Decision regarding reaccreditation/reassessment
- tentative time line

- * Discussion of the list of matters requiring urgent attention from the management.

Members Present

T.K.M. Trust Chairman, Dr. T.K. Shahal Hassan Musaliar

Tb. Jamaluddin Musaliar

Dr. Smitha P.G.

Dr. Sumalekshmy S.

Dr. Ansil P.N.

Dr. Finsar Muhammed

Prof. Safir T.K.

H. B. Nasser, Adm. Officer II, TKM College Dmt.

H. B. Mohammed Shereef Adm. Officer I, TKM College Dmt.

T.K. Shahal Hassan Musaliar
Jamaluddin Musaliar
Smitha P.G.
Sumalekshmy S.
Ansil P.N.
Finsar Muhammed
Prof. Safir T.K.
H. B. Nasser
H. B. Mohammed Shereef

Decisions:- The meeting was held on 28/01/2020 (10:30 Am) at the TKM trust office. The Chairman, The Principal, three officials from the trust and IQAC members were present. After serious deliberations, it was decided that the T.K.M. college of Arts & Science will seek reassessment by NAAC tentatively ~~at~~ after one year. The Chairman who presided over the meeting, sought clarifications regarding the list of matters presented for approval. The Chairman and the other officials gave an affirmative reply in the implementation of / resolution of matters presented before them. The trust officials urged the principal and the IQAC members to take proactive measures in following up on the implementation of the list.

Note:- Below is the list presented in the meeting.

- ① Smart Class rooms
- ② Indoor sports facilities
- ③ upgradation of Bandwidth and installation of Optical fibre
- ④ e-governance implementation
- ⑤ Solar energy
- ⑥ Purchase of library books
- ⑦ Purchase and maintenance of computers
- ⑧ Backup for server

Santhakrishnan

Date: 04/02/2020

Time: 3:00 pm

Venue: Conference hall

Agenda:- follow up on certificate courses

Budget estimate for the fiscal years 20-21

Result analysis (S2), 2018 admission

Science day celebration

Remedial classes

Members Present:

Principal Dr. P.G. Smitha

Dr. Sumalekshmy S.

Dr. Ansil P.N

Dr. Faiser Muhammed

Heads of Departments

Chemistry

Islamic history

Biochemistry

Botany

Mathematics

Zoology

English

Commerce

Physical Education

Languages

Physics

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(Certificate courses) Co-ordinator - Gayatri S.

Decisions:- A meeting of the heads of department is convened and presided over by Dr. P.G. Smitha, Principal in charge. The IQAC coordinator sought follow up on the various certificate courses offered by the different departments and reminded the HODs about the completion of these courses before the college closes for summer vacation. The Principal asked for budget estimates from the departments for the next fiscal year, to be submitted by Feb. 12th along with the result analysis. Another important matter raised in the meeting was regarding the scheduling of remedial classes for S2, S4 and S6 students who will be appearing for their end semester examinations in March 2020. The Science departments were required to submit their plan of action with regard to the science day celebrations to be held this month. The HODs were also reminded about the submission deadline for action plans for the next academic year.

Actions taken.

- * Awareness session on NPTEL courses held on Jan 16 at 3pm in the Seminar Hall. 95 students and teachers participated.
- * Successful completion of the 'sasthapadham' initiative
- * The participants were briefed by the IQAC coordinator about the various points discussed in the meeting with the chairman on Jan 28th.

Smitha

Date: 12/02/2020

Time: 2:00 pm

Venue: Conference hall.

Agenda:-

Review of the current status of certificate courses
Schedule of remedial classes, SSS discussion
Virtual lab

Members Present

Principal DR. P.G. Smitha

Dr. Sumalekshmy S.

Dr. Ansil P.N.

Hazeem S

Dr. Catha B.

Aparna L.R

Dr. S. Anas

Adithyan K

Dr. Jasin Rahman K

Dr. Fiozer B. Muhammad

SHERIN ASLAM

Gayathri S.

Shehnaz S.R

Rukhsara Sulthana A.H

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Discussion:- The Principal who presided over the meeting asked the HODs to update her on the status of the certificate courses. It was decided that the course completion certificates should be distributed to the final year students by the end of March. Remedial classes for students who require additional tutoring was an important matter of discussion. The various department heads submitted the tentative schedule for remedial coaching to be offered. The IQAC coordinator also discussed the work to be done with regard to the updation of SSS. The science dept. HODs were asked to make the necessary arrangements for initiating the students into Virtual Lab. Request submitted to reconstitute IQAC.

Action taken

- * Prepared submissions to be presented to the TKM college trust regarding purchase & maintainance of computers & network system
- * Science day celebration initiated by the dept. of physics
- * Budget preparation guidelines were given

Anitha

Date 02/03/2020

Time 3:00 pm

Venue: Conference Hall

Agenda:-

Completion of AQAR 2018-19

Members Present

Dr. P. G. Smitha (Principal)

Dr. Sumalekshmy S. (QAAC, Co-ordinator)

Dr. Anshu P. N.

Dr. Shekhar S. R.

Dr. Aswathy M. R.

Safir. T. K.

Dr. Sulja S. Santhosh

Narayana Prasad. M.

Dr. Abdul Rahim M. K.

Dr. P. K. Manoj.

Dr. Mohammed Musthafa.

Dr. Fisser B. Mohammed

Radhika. G. S. (Student rep.)

Sy

Sub

A

Shekhar

Aswathy

Safir

Sulja

Narasimha

Abdul

P. K.

Musthafa

Fisser

Radhika

Discussion: - The principal convened an urgent meeting of the IQAC and various criterion heads in view of AQAR submission before March 15. Dr. Anil made a powerpoint presentation of the AQAR guidelines and urged the faculty members in charge of the seven criteria to complete data compilation by March 9th. The IQAC coordinator Dr. Sumalekshmy gave a list of the items under the various criteria that needed urgent attention. The criterion heads unanimously agreed that a meeting of HODs and dept. coordinators should be convened immediately so that the data compilation can be mobilized more effectively.

Actions taken.

Science day celebrations on Feb 28th by dept. of Chemistry.

Chemistry and other department associations were inaugurated

World wild life day to be observed on 3rd March 2020.

Pie day to be celebrated on 6th March.

Smitha

Date: 03/03/20

Venue: conference hall

Time 2:00 pm

Agenda

compilation of AQAR
upadation of departmental data

Members Present:-

Principal

Dr. Sumalekshmy S.

Dr. Ansil P.N.

Mr. Safir T.K.

Muhammed Roshan B.

Narayana Prasad .M

Dr. Baby T. Edwin

Dr. Mohamed Musthafa.

Dr. Abdul Rahim M.K.

Dr. Aswathy M.R

Aparna. L.R

Amza A

Sherefa Rakim

JISHA M.S

Rohini Krishna.MV

SHERIN AELAH

Jasim Rahman.V.K

Dr. A. Shershul

Dr. Sulfia S. Santhosh

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Discussion : As per the request of the criterion heads in the meeting held on 02/03/2020, a meeting of the Heads of Department and the respective department co-ordinators was convened on 03/03/2020 at 2 pm in the Conference Hall. The main agenda of the meeting was the swift mobilisation of data compilation so that it can be completed by 09th March so as to be able to submit the AQAR before 15th March. Dr. Ansil P.N. made a presentation of a new format (in Microsoft Excel) created by the IQAC for the consolidation of data collected from various departments and cells/clubs. The Head of Department, English put forward some issues with regard to the scheduling of Language lab classes for first year and second year UG students. The principal assured a resolution for this scheduling clash at the earliest. Narayana Prasad, Criterion 5 Head put forward the idea of giving language lab sessions for semester 6 students who have been shortlisted in various placement tests. The Principal concluded the meeting by reminding the HoDs to extend their absolute co-operation to the IQAC.

Actions Taken

- * World Wildlife Day observed
- * Format for data consolidation distributed via email
- + IQAC reconstituted with new members

Ansil P.N.

Date: 13/05/2020

Time: 2.00 pm

Venue: Google Meet (Online)

Agenda

Conduct of Two-Day Online Seminar

Members Present

Principal

Dr. Sumalekshmy S.

Dr. Ansil P.N.

Dr. Fincer Mohammed

Safir T.K.

Dr. Abdul Rahim M.K.

Niza N.

Dr. Manoj P.K.

Dr. Shehnaz S.R.

Dr. Aswathy M.R.

Dr. Sulpa S. Santhosh

Discussion : The meeting of the IQAC was convened by the Principal to discuss the organization of two-day online seminar on outcome-based learning.

The IQAC Co-ordinator Dr. Sumalekshmy S. updated the Principal and others on the steps taken towards the conduct of the seminar. The proposed resource person is Dr. E. Prasad, core member of the Teaching - Learning Centre, IIT Madras. After taking into account other engagements of the Principal Prof. E. Najeem, the tentative dates for the online seminar has been fixed as 19th and 20th May 2020. The IQAC members were given the task of informing other faculty members about the importance of the seminar topic in the current context of quality assessment in the higher education scenario.

Actions Taken : The College began dealing with the changes in higher education sector brought about by the global pandemic crisis. Measures taken include digitizing academic files, training faculty in online teaching-learning techniques, arranging computer access for students without mobile or internet access.

Date : 23/05/2020

Time : 3.00 pm

Venue : Google Meet (Online)

Agenda

Online Seminar jointly organised by IQAC
and Dept. of Biochemistry
College reopening and virtual classrooms

Members Present

Principal

Dr. Sumalekshmy S.

Dr. Ansil P.N.

Dr. Finser Mohammed

Safir T.K.

Dr. Abdul Bahim M.K.

Niza N.

Dr. P.K. Manoj

Dr. Shehnaz S.R.

Dr. Aswathy M.R.

Dr. Sulpa S. Santhosh

Discussion: An urgent meeting of the IQAC was convened by the Principal on 23rd May to discuss the various parameters of beginning online classes on a formal and regular basis. The Principal sought input from the IQAC in this regard to ensure that the institution follows the guidelines stipulated by UGC, NAAC and KSHCE. Taking into account all the suggestions, it was decided that online classrooms should be conducted on standardized virtual platforms such as Google Classroom, Moodle and other LMSS. The Principal put forward the opinion that the relevance of using standardized Learning Management Systems should be conveyed to the Heads of Department as well.

Another point of discussion was the conduct of an online seminar to be jointly organized by IQAC and Dept. of Biochemistry. The title of the webinar was conveyed by the resource person (Dr. Priya Josson, Krishi Jayanti College, Bangalore) as ^{Importance} Impact of Environment Consciousness and Sustainability in Accreditation of Higher Educational Institutions. The tentative date was fixed as 29th May 2020.

Actions Taken- Two-Day Online Seminar on "Re-inventing Quality Assurance: A Post Pandemic Guide for Teachers" on 19th and 20th May 2020