SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

THANGAL KUNJU MUSALIAR COLLEGE OF ARTS AND SCIENCE

TKM COLLEGE P.O., KOLLAM - 5
691005
www.tkmcas.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

T.K.M. College of Arts and Science, established in 1965 by Janab Thangal Kunju Musaliar, is a Government-aided College affiliated to the University of Kerala. The College is accredited by NAAC with A grade and has a national ranking of 45 by NIRF. We offer 10 UG programmes and 6 PG programmes under the regular aided scheme and three approved research centres. In addition to this, add-on courses and skill based vocational programmes are being conducted. Students across the state, from outside the state and from abroad are seeking admission every year and the demand ratio of all UG and PG courses is greater than one. The PG departments of Mathematics, Physics and Chemistry were jointly granted FIST funding by the Department of Science and Technology, Government of India. Consultancy services are widely carried out generating income. The research facilities of the College have been extended to teachers from other Colleges and at present we have 19 research guides in various disciplines. The institution follows several special practices such as bridge courses and remedial courses to improve the learning experience. The College has conducted international conferences, national seminars, and a national science and cultural expo and witnessed the visit of eminent personalities including Nobel laureate Ei-chi Negishi, the famous novelist Jaisree Mishra, and the renowned scientist Padma Shree Thanu Padmanabhan. The Department of Chemistry has started research collaborations with academics from USA and Egypt. The faculties are keen in research and regularly publish their study which has emulated a high h index of 24. The College library is updated with facilities including OPAC and MOPAC. The College publishes a peer reviewed online journal with IISN number, the printed version of which has also been published. The College has become a training partner institution of State Resource Centre (SRC), Kerala Continuing Education Centre (CCEK) and ASAP. As per the MOUs signed, the College conducts many job-oriented vocational courses approved by NSDC which enhances the employability of our students. Special programmes funded by National Commission for Women and Kerala State Women Development Corporation are regularly conducted in the College for empowering girl students.

Vision

Vision - The vision of TKM College of Art s and Science is to achieve supreme excellence in academic and nonacademic areas, without compromising on institutional responsibilities to the society as a whole, in particular to the socially and economically disadvantaged sections, with special reference to the region in which the college is located

Mission

Mission - It will strive continuously to provide an environment for the finest teaching and the finest research in the country and try to evolve into an intellectual and cultural nest for students of diverse ethnic, social, religious and linguistic backgrounds, especially the marginalized sections of the society such as the Muslims and the Dalits.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Ranked 45th by NIRF, NAAC re-accredited with A grade
- DST-FIST and RUSA funded institution
- An institute with minority status situated in a rural area providing excellence in education, especially to women
- Supportive and financially stable management with a vision, which provides academic freedom to the college and faculty members that helps to improve quality and competitiveness.
- Research centres in English, Chemistry and Physics
- Research centres and facilities wherein faculty and students are encouraged to take research in the respective disciplines (B. Sc. & M. Sc. projects & Ph. D. programs)
- Well qualified faculty with high retention ratio and a balanced composition of young and experienced faculty. 54% of Science faculty and 28% of Arts and Humanities faculty are Ph.D. holders. Presence of Faculty with post-doctoral exposure in highly rated universities abroad enhances faculty-student interactions
- Collaborations with faculty from eminent institutions; Linkages and MoUs with various agencies
- Academic quality assurance measures including progressive monitoring and internal assessments; Online Learning Management System, student feedback system to augment class room activities.
- Excellent student support system monitored by Faculty Advisory system, Mentor system, and various cells under ICC.
- Strong and supportive Alumni spread across the globe
- Training programmes and orientation courses are offered periodically to student and faculty.
- Clean and safe campus which promotes gender, cultural and ethnic equalities.
- Arts and sports facilities, including multi gymnasium and Counselling cells: Opportunity for developing physical and mental fitness of students
- College caters to the socially and economically weaker section of students from rural areas, majority of whom are supported by scholarships
- College implements new initiatives including Scholar Support Program (SSP), Additional Skill Acquisition Program (ASAP), Walk with the Scholar (WWS) of |State Government which promote career goals of students.
- Separate hostel facilities for girls and boys.
- Eco-friendly green campus
- State-of-the Art Library facilities with online and offline resources
- Coaching for Civil Service and other competitive examinations
- An active Social Service Cell to fulfil the social commitment of the college in sync with the vision and mission documents.

Institutional Weakness

- Most of the students come from economically challenged backgrounds with less opportunities and focus in studies
- General decline in the quality of students of Arts and Science colleges due to opting for Medical-Engineering and Paramedical sectors.
- Girl students from minority communities settled with family responsibilities which affects their academic performance.
- Delays in appointing permanent faculty and staff due to government policies
- Hesitation from government side in financially supporting new and challenging advanced degree and

diploma courses
- Existing university regulations prohibit academic flexibility and innovative interdisciplinary courses
- Refusal of the Government to fund new Courses

Institutional Opportunity

- Kollam is one of the most densely populated states in India offering immense oppurtunities for an arts and science College
- Abundant scope of empowering the manpower available locally through education
- Recent Changing trends making Arts and Science courses preferable in some ways to professional courses
- Increasing awareness among the marginal sections of the society regarding the importance of the higher education
- Progressively increasing demand ratio for the UG and PG courses of the college
- Increasing number of research institutions, industries, technical parks, growth of service sector, communication and transport which require huge man power in the future
- Lack of sufficient number of minority institution in South Kerala to cater to the needs of minority community students.
- College is a training ground for future entrepreuners
- College can improve the skill oriented programmes to enhance the employability of students - Linkage with state and central government skill development initiatives
- Encourage start-up and entrepreneurship culture
- High demand ratio for science/commerce and humanity streams

Institutional Challenge

- Excessively liberal valuation system at high school and higher secondary level disorient the students demanding special attention at the college level
- Absence of continuity in curriculum between the higher secondary and college levels
- A certain percentage of the students pursuing academic courses not of their choice requiring special effort on the part of the institution
- Hurdles created by University and Government policies in admission and appointment process
- University often fails to keep up with the academic calendar due to various reasons which leads to the undesirable lagging of courses.
- Overcome the political infiltration which adversely affect the academic ambience
- Fascination for gdgets like mobile phones among the new generation which require intensive couselling

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

College is affiliated to University of Kerala. Though curriculum design and development is carried out by the University, modifications in curriculum aspects influenced by faculties in their role in various academic bodies including BOS, Examination board etc.

Introduction of CBCSS allow expansion of academic options available to students which incorporates feedback, self-learning, group learning, project, field trip, seminar, industrial visits, free access to computer labs and internet.

College plays active role in effective execution of curriculam and enhance quality of teaching-learning process. In accordance with the University academic calendar, College formulates an academic calendar and master time table for effective curriculum delivery. Teaching and other curricular aspects of faculties are recorded in the Teachers diary. Continuous evaluation is done through class tests, seminars, assignments and project works. Coaching for CSIR/UGC/NET and Civil Service examinations are provided for aspirants.

The institution is offering three PhD, ten UG and six PG programmes under the regular aided scheme. Among which M.Sc. Biochemistry and B.Com Computer Applications are newly introduced on 2013 and 2014 respectively.

In addition to their regular programmes, students are benefited by the UGC-sponsored add-on courses which enhance their employability and multi-disciplinary skills. The students have a choice of pursuing various skills based vocational courses offered by Centre for Adult, Continuing Education and Extension, University of Kerala. Our College is a training partner in conducting skill based programmes of SRC, CCEK affiliated to NSDC. ASAP provides hands-on training and expertise to selected students.

Special attention is given to both weak and bright students through WWS and SSP. Short-term bridge courses are offered to freshers to fill their knowledge gap. Remedial classes are arranged to weak students based on their academic performance assessed by the mentors. Project work, assignment, field visit, industry visit, seminar, special lectures are arranged periodically to improve the academic level of students.

Internal examinations are conducted in every subject and meeting of parents are conveyed regularly to take appropriate remedial measures. Activities conducted by the various clubs aim at developing awareness towards the cross cutting issues of the society and make students as responsible citizens.

Teaching-learning and Evaluation

The Institution is located in a Panchayat area and the majority of the student population hail from semi-urban and rural backgrounds. The institution has minority status and thereby plays a significant part in imparting education to students from the minority community, especially to those from financially weak families. Over the past decade, the institution has also ensured the imparting of education to girls from the minority community. In addition to student diversity in terms of rural/urban and rich/poor, the college also boasts of the presence of students from other countries like Bhutan and Yemen as well as from union territories like Lakshadweep.

Measures implemented to ensure academic quality

- Recruitment of faculty members on strictly merit-basis – the management ensures the availability of full-time faculty members despite many technical difficulties
- Weekly assessment of the functioning of the college by the Principal with Chairman, Governing Body
- Academic Advisory Committee with external experts
- Active role played by the alumni in the major activities of the college
- Parent Teacher Association act as an important stakeholder

The effectiveness is evident from the fact that the college receives more than 50,000 applications every academic year for 500 seats in across various disciplines which reflects a demand ratio higher than one. Also, in 2017-18 the college was honoured with the 45th position in the National Institutional Ranking Framework (NIRF).

The institution is affiliated to the University of Kerala and thereby follows the Choice Based Credit and Semester System prescribed by the latter. The College Governing Body ensures the availability of necessary infrastructure and other measures for the effective implementation of the CBCSS. Some of the facilities include:

- The college has developed a state of the art automated library and e-learning centre. The collection includes 33500 p-books, 32 lakh e-books, 6000+ e-journals, 110 print periodicals, online document delivery, OPAC, MoPAC.
- Learning Management Software – Look Campus
- DST-FIST funded research laboratories - Computational Lab, Nanophysics Lab, Chemistry Lab
- ICT-enabled Postgraduate Classrooms
- Interaction with well-acclaimed scholars – Nobel laureate etc.
- Multi-language lab
- Civil Service coaching centre

Research, Innovations and Extension

The college has an excellent performance-history of research, innovation and extension activities, which includes the meticulous research projects undertaken by the faculty members, research publication in reputed journals with high impact factor, social activities and outreach programs.

- The 25 research projects taken-up have a total fund of Rs. 47,41,000/- sanctioned by UGC, DST and KSCSTE.
- DST-FIST grant of 92 lakhs under the DST-FIST project.
- RUSA financial assistance of Rupees 2 crores.
- The college offers Ph.D in Chemistry, Physics, and English, with 19 research guides and 21 research scholars;
- Four Ph.Ds awarded, One thesis has been submitted for evaluation.
- The institutional *h*-index of the college is 23 in Web of Science and 25 in Scopus in December, 2018.
- Published 187 research articles, 3 books, 3 conference proceedings and 39 chapters/Papers from India and abroad.
- Publishes a half-yearly peer reviewed open access international research journal, *TKM International Journal for Multidisciplinary Research (TIJMR)* with ISSN 2581-6519. The journal has both online and print versions (www.tijmr.org).
- The college has proved its commitment to community through its innumerable extension activities conducted by the NSS, NCC, and the other clubs.
- Organizes social, environmental, educational, entrepreneurial and medical aid programs that involve the state and central government's policies for the upliftment of the marginalized sections.
- The staff, students and alumni of the college contributed Rs. 56,00,000/- to CMDRF during the Kerala Flood, and involved directly in rescue operations.
- Students under various clubs, collected food items, cloths, medicines, study materials and school kit to be distributed among the flood victims in *Adoor, Pandalam* and *Kuttanad.*

- The NSS unit of the college bagged five awards like *National Youth leader award 2016-17, Suchithwa Mission award, District best performance award 2016-17, Best NSS programme officer award 2015-16* and *Best Performance Award for Oral Cancer Detection camp*.
- The college sends students and teachers to other HEI's and industries for hands-on training, research and real time experience.
- The college has signed MoU with government and non-government agencies for the enhancement of academic and research collaborations.

Infrastructure and Learning Resources

The College has grown in to an outstanding place for advanced education and training. The college witnessed tremendous achievements in infrastructure during the period 2015 to 2018. The building comprises 6 blocks, with 9 departments and an administrative block. The full-fledged academic *departments offering UG/PG courses are* Physics, Chemistry, Mathematics, Commerce, Zoology, Botany, Islamic History, Biochemistry and English. Among these, Physics, Chemistry and English are approved Research Centres.

There are 48 class rooms and of which 22 class rooms are equipped with high-tech audio visual equipment giving students a comfortable and stimulating environment. The lavish seminar hall of the college possesses 500 sq m carpet area and a seating capacity of 300. It is air conditioned and equipped with good acoustics, audio visual aids such as microphones, audio/video recording facilities.

The College auditorium is spacious, well ventilated with a seating capacity of 1500. Both the seminar hall and the auditorium are regular venues for conferences, workshops and seminars. The College library is the centre of academic life which provides a wider range of services to enhance the student learning in our campus. The library has 33473 issuing books, 2142 reference books, 31 lakh e-books, 90 journals, 6000 e-journals, 224 CD Video records and 484 project theses. Within the library complex we have a reprographic centre which offers *printing* and *photocopying facilities* to our students and staff.

Our Institution has well equipped laboratories with modern instruments, developed with the financial assistance from the Management, State and Central Governments. Laboratories are categorized as UG, PG and research laboratories. Sophisticated Research Facilities are available in various laboratories include XRD, FTIR, UV-Visible spectrophotometers, contact angle analyzer, dip coater, spin coater, Michelson interferometer, laser optics lab, hall effect apparatus, microwave muffle furnace, rotary evaporator.

The fitness center of our College has a gymnasium with a highly experienced fitness trainer. A swimming pool with 50 m x 25 m size is under construction which is about to finish and will be open to students and other stake holders in 2019. Apart from these facilities, the campus is fully Wi-Fi enabled with a bandwidth of 10 MBPS.

Student Support and Progression

The college ensures a conducive atmosphere for students to enable them to excel in academics and to acquire the much needed cultural, moral and social values from and beyond the textbooks.

- Handbooks and calendar for constructive guidance
- Prompt feedback system
- Effective involvement of P T A
- Students charity activities
- Campus ambassador to promote students involvement in social welfare activities
- Observation of important days like Republic day, Gandhi Jayanthi, Independence day etc.
- Scholarships instituted by the Government and other bodies including Alumni and FORT. More than 80% students receive the benefit
- Active Students help desk which assist the students in academic co-curricular and extra-curricular needs
- First aid cell attached to the Physical Education Department
- Cultural programmes- to develop and to foster the creative talents of the students.
- Sport events organized by the department of physical education accolades our students participate and win state and national level sports competitions.
- Effective functioning of the career counselling and placement cell benefits the students immensely. The students are trained in skill development which in turn groom them for competitive examinations.
- Placement drive every year for both on campus and off campus students
- Grievance Redressal cell to addresses the concerns of the students.
- The student's council of the college actively involved in the administrative activities and organises prestigious programmes, both academic and cultural.
- Alumni Association, with its chapters spread in various parts of the globe contribute outstandingly to the progress of the institution which involves financial aid to the needy students and the improvement of academic and infrastructural facilities.
- Students visit juvenile homes and old age homesas a gesture of their social responsibility and conduct Blood donation campaigns regularly
- Special programmes- Walk With A Scholar for bright students, Scholar Support Programme for slow learners and Additional Skill Acquisition Programme to improve communication skill
- College conducts a number of programmes for creating awareness among students about their rights at all levels
- Civil service coaching class
- Merit day to honour rank holders
- Proficiency Award constituted by the Principal: Proficiency Award is given to outstanding performers in academic, co-curricular, sports and arts every year as student support

Governance, Leadership and Management

The College has been the backbone of upliftment of the socially and economically backward communities of the region since 1965. The curricular activities, extra-curricular and co- curricular activities are being promoted and implemented by the College, without compromising the Vision and Mission of the institution. The institution has played a key role in moulding the representatives especially women of minority communities.

- The organizational structure includes Governing Body, Academic Advisory Committee including an external expert, Principal, College Council, Staff Council and various bodies or Committees at the institutional level
- Decentralized system of governance ensures quality enhancement.
- Regular and weekly meetings by Principal with the chairman and presentation of activity report.
- Ensures more transparency in dealings through monthly staff meetings.
- Active involvement of students as members of various committees.

- Active participation of stakeholders include Global alumni, parents, local bodies etc in the routine affairs of the College
- Service rules are strictly followed according to the UGC/State Government/University norms.
- The College is successful in implementing e-Governance in student admission and support, examination etc.
- The Planning Committee of our college headed by Principal is significantly successful in formulating and implementing strategic plan in the College.
- The institution provides numerous welfare measures and facilities to all the teaching and non-teaching staff.
- There is proper feedback mechanism at different levels, which ensures performance evaluation of teaching and non-teaching staff.
- An active Grievance Redressal Cell provides timely solution to the students' grievances.
- Confidential meetings with individual faculties frequently and give proper directions for corrective measures based on the feedback of students.
- The Funds are made available to the institution through Government /UGC/ DST-FIST/DBT/KSCSTE as Plan Fund and funds are allocated according to the proposal submitted by the college.
- Other sources of Funds are UGC/RUSA, Research projects, global Alumni /Parents, Management support.
- The IQAC contributes significantly for institutionalizing the quality assurance strategies and processes.
- IQAC regularly monitors the teaching-learning process
- Provide support and encourage to teachers in the usage of ICT enabled teaching aids.

Institutional Values and Best Practices

- Since 1965, the functioning of the institution is based on its vision and mission.
- Transparency in its administrational, academic, financial and auxiliary functions.
- A three tier system of administration for the proper functioning of the institution minimizing the risk factors.
- Top priority to discipline, academic excellence and quality in Higher education.
- NIRF ranked 45th among colleges in India.
- Worked for the downtrodden communities especially Muslims.
- Thrust to empower young women particularly Muslims girls who were deprived higher education for a long time.
- Nurtured the talents of students to make them employable and socially responsible.
- Weekly report and assessment by the principal and discussion with Chairman, Governing Body about the functioning of college.
- Numerous amount of gender sensitivity and gender equity programmes are organized.
- A well structured code of conduct handbook for students and teachers.
- Students safety and security, cleanliness, green practices and plastic free campus are some of the major highlights.
- Environment friendly campus.
- Waste management techniques are effectively carried out without harming the environment.
- Well functioning Human Rights Forum to uphold the values of human rights and constitutional values, democracy and also organizes activities to increase National consciousness.
- Noon Meal Scheme, Remedial coaching classes for the weak students, Innovative lecture series, Bridge course, F-talk are some of the best practices adopted by the college.
- Strong measures to tackle grievances of students and staff.

- ○ Special provisions are made for differently abled students.
- ○ Community Service Cell plays a key role in service to the local community.
- ○ A well maintained biodiversity park with variety of rare species.
- ○ National festivals, birth and death days of great Indian personalities are observed.
- ○ Alumni always maintains a healthy relationship with institution thereby works hand in hand on charity works.
- ○ More than 90% of the lighting requirements are met by LED.
- ○ Maintaining rapport with stake holders and community.
- ○ A counselling cell is functioning in the institution to help the students, parents and public in their problems.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	THANGAL KUNJU MUSALIAR COLLEGE OF ARTS AND SCIENCE
Address	TKM College P.O., Kollam - 5
City	Kollam
State	Kerala
Pin	691005
Website	www.tkmcas.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Shajitha S	0474-2712240	9446641817	0474-2711817	tkmarts@gmail.com
IQAC Coordinator	Sumalekshmy S	0471-2494447	7561098774	0474-2716739	sumees@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority Certificate.pdf
If Yes, Specify minority status	
Religious	Muslim
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	24-06-1965

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	University of Kerala	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	08-09-1986	View Document
12B of UGC	21-03-2014	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	TKM College P.O., Kollam - 5	Rural	12.667	29154

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BSc,Chemistry	36	Higher Secondary	English	41	41
UG	BSc,Biochemistry	36	Higher Secondary	English	34	34
UG	BSc,Mathematics	36	Higher Secondary	English	53	53
UG	BSc,Physics	36	Higher Secondary	English	43	43
UG	BA,English	36	Higher Secondary	English	62	62
UG	BCom,Commerce	36	Higher Secondary	English	66	66
UG	BCom,Commerce	36	Higher Secondary	English	53	53
UG	BSc,Botany	36	Higher Secondary	English	42	42
UG	BSc,Zoology	36	Higher	English	43	43

			Secondary			
UG	BA,Islamic History	36	Higher Secondary	English	57	57
PG	MSc,Chemistry	24	Under Graduation	English	15	15
PG	MSc,Biochemistry	24	Under Graduation	English	15	15
PG	MSc,Mathematics	24	Under Graduation	English	20	20
PG	MSc,Physics	24	Under Graduation	English	15	15
PG	MA,English	24	Under Graduation	English	18	18
PG	MCom,Commerce	24	Under Graduation	English	26	26
PG Diploma recognised by statutory authority including university	PG Diploma, Continuing Education	12	Under Graduation	English	40	19
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	Post Graduation	English	14	4
Doctoral (Ph.D)	PhD or DPhil,Physics	36	Post Graduation	English	12	5
Doctoral (Ph.D)	PhD or DPhil,English	36	Post Graduation	English	20	10

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				12				55
Recruited	0	0	0	0	6	6	0	12	21	29	0	50
Yet to Recruit				0				0				5
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				5
Recruited	0	0	0	0	0	0	0	0	1	4	0	5
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				33
Recruited	13	3	0	16
Yet to Recruit				17
Sanctioned by the Management/Society or Other Authorized Bodies				17
Recruited	11	6	0	17
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	3	0	10	10	0	27
M.Phil.	0	0	0	2	2	0	3	4	0	11
PG	0	0	0	0	1	0	8	15	0	24

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	4	0	5

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	139	0	0	0	139
	Female	338	0	0	0	338
	Others	0	0	0	0	0
PG	Male	28	0	0	0	28
	Female	81	0	0	0	81
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	4	0	0	0	4
	Female	15	0	0	0	15
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	5	0	0	1	6
	Female	14	0	0	0	14
	Others	0	0	0	0	0
Diploma	Male	11	0	0	0	11
	Female	10	0	0	0	10
	Others	0	0	0	0	0
Certificate	Male	7	0	0	0	7
	Female	18	0	0	0	18
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	29	36	33	39
	Female	49	58	47	51
	Others	0	0	0	0
ST	Male	1	0	0	1
	Female	0	1	0	0
	Others	0	0	0	0
OBC	Male	48	54	73	52
	Female	209	242	224	213
	Others	0	0	0	0
General	Male	52	41	50	48
	Female	125	77	106	134
	Others	0	0	0	0
Others	Male	7	16	12	12
	Female	26	38	51	56
	Others	0	0	0	0
Total		546	563	596	606

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 815

File Description	Document
Institutional Data in Prescribed Format	[View Document]

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	19	19	19	17

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1667	1603	1519	1475	1440

File Description	Document
Institutional Data in Prescribed Format	[View Document]

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
234	230	217	215	207

File Description	Document
Institutional data in prescribed format	[View Document]

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
381	339	291	394	398

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File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
67	66	66	66	69

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
67	66	66	66	69

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 48

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
108.03	164.66	207.82	232.95	88.75

Number of computers

Response: 136

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

T.K.M. College of Arts and Science was established in 1965 with a vision to achieve supreme excellence in academics, without compromising on institutional responsibilities to the society as a whole, in particular to the socially and economically deprived sections. The College follows the curriculum and the academic calendar prescribed by the University of Kerala. Consistent with the curriculum, the college formulates an Academic Calendar every year for its smooth implementation. The faculties of the college play an important role in the design, evaluation and revision of curriculum by participating as members in the various bodies of the University. Ethics, human rights, gender awareness, environmental awareness are given prime consideration while designing and implementing the programs and the curriculum.

The teachers adopt a well-defined teaching methodology and their teaching activities and other curricular activities are recorded in the teacher's diary. The academic calendar and a master time table facilitate the effective and orderly execution of the curriculum. Each batch is benefited with having a well-organized mentoring system in which a teacher offers complete guidance. Based on the assessment process, the students are identified as advanced learners, average learners and slow learners. Remedial classes are arranged for slow learners to help them overcome their problems and advanced learners are provided with special coaching sessions to strive for higher goals. Special mentoring is also given through Scholar Support Programmes for slow learners and Walk with A Scholar Programmes for advanced learners.

The college has a well-equipped library system aided with OPAC facility with access to INFLIBNET, books, journals and e-resources. Various seminars, workshops, invited talks and exhibitions are organized by the departments and the clubs and they are documented through IQAC. In addition to the normal curriculum, the students have choice to pursue career oriented courses, open courses and ASAP which offer hands-on training.

The Principal and the IQAC of the college monitor and ensure the well-timed completion of the syllabus. The college has a well-organized student grievance addressing mechanism. Students can approach their faculty advisors and Head of the Department. If the grievance still persists, they can approach the Principal. Internal examinations are conducted and calculation of internal marks is objective and transparent and the scores are displayed on the notice board. If any grievances arise, they are settled before the marks get uploaded in the University website. Class level PTA and general PTA meet in regular intervals, to carefully monitor the performance of students and to suggest any remedial measures needed. Bright students are provided special attention to help them face competitive examinations like CSIR/UGC/NET and given Civil Service coaching.

Outreach programmes, field trips, industrial visits, projects and dissertations at the UG and PG levels help develop creative and innovative capacities among students. The college offers Ph.D. programmes in 3 disciplines and has well equipped research centres. The meritorious students are provided the chance to

visit national level premier institutes as part of motivational programmes to inculcate research aptitude and inspire them to pursue good research.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 44

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
6	8	11	11	8

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 26.95

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	7	2	0	3

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 74.23

1.2.1.1 How many new courses are introduced within the last five years

Response: 605

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 84.21

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 16

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 8.24

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
144	186	122	87	101

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The various courses offered by the University in the College address vulnerable issues relevant to the society. The General English course for the first semester of all UG programmes has modules highlighting Human Rights and Gender issues. Both the Human Right club and the Women's Cell functioning in the college, actively address the human rights and gender related grievances in the campus and take necessary steps for its solution. All important days including Women's Day are observed through activities such as awareness campaigns, debates, film shows and interactive sessions with famous activists in the campus by various departments and clubs.

The General English course for the first semester of all UG programs has a paper titled Environmental Studies. An Open course, "Environmental Chemistry" is offered by the Department of Chemistry. Most of the science subjects have modules that address environment and its various aspects. World Environment Day is observed in the campus with planting of trees, tree census, distribution of seeds and saplings.

Strict adherence to Green Protocol is implemented in the plastic-free green campus. Regular green auditing is undertaken in the campus under the initiative of the IQAC by the Department of Botany and its recommendations are implemented. Green practices such as use of biodegradable decorations, avoiding of paper cups and plates are strictly followed. Awareness campaigns about proper waste disposal and personal hygiene are provided to inculcate Environmental Education in the students and staff. An open course, "Public Health and Hygiene" is offered by the Department of Zoology, a course on "Health and Fitness Education" by the Department of Physical Education and a course on "Lifestyle Diseases" by the Department of Biochemistry. Majority of students and staff use public transport as a means for environmental sustainability by saving fuel and reducing pollution. In order to address environmental issues, seminars and invited talks are organized on themes incorporating Tropical Plants and Molecular Design by the Department of Chemistry. Rainwater harvesting is done in the campus through rain wells.

The institution attaches utmost importance to ethics and value education. Foundation Course offered on– "Writings on Contemporary Issues" has a Module on Human Rights in accordance with the core values and standards of conduct. World Human Rights Day, observed every year, aims at promoting and raising awareness on Human Rights. Seminars on ethics and values are conducted by various clubs to encourage and maintain a high standard of professional ethics in the campus.

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 10

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 10

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 29.69

1.3.3.1 Number of students undertaking field projects or internships

Response: 495

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.2

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	0	1

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 100

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
603	596	563	540	523

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
603	596	563	540	523

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
234	230	217	215	207

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The students who seek admission in the Undergraduate Courses face a paradigm shift in curriculum in terms of the learning environment, teaching methodology and examination pattern. To familiarize the students with these heterogeneous variables, all the departments conduct a Bridge Course in the first week after admission. This not only helps to orient the students towards the rigours of the University syllabus and its programme outcomes, but also helps the teacher to identify the various categories of students according to their potential in terms of learning outcome. The findings of the Bridge Course are further consolidated by regular tutorial meetings conducted by the respective Faculty Advisors. The main purpose is to assess the academic and extracurricular potential of the newly enrolled students. The Faculty Advisors play an important role in understanding the learning capacity and thereby identifying the slow, average and advanced learners among the students.

The institution has additional mechanisms to facilitate the holistic improvement of all levels of learners, both at college-level as well as at department-level. One of the chief programmes conducted at college-level for advanced learners is Walk with A Scholar (WWS) programme, funded by the Higher Education Department of the Government. Rather than academic tutoring, the WWS mentoring sessions – internal and external – focus on the nourishment of the student's physical and mental well-being. All the faculty members are diligent about identifying fast learners and providing them with advanced reading material. At the Post Graduate level, advanced/fast learners are encouraged to attend and actively participate in seminars, conferences and workshops equipping them to broaden their horizons beyond that of academic curriculum. The fast learners – both Undergraduate and Postgraduate – are also encouraged to pursue analytic and hardcore research topics for their mandatory end-semester project/thesis.

Another step taken by Science departments to promote the advanced learners is interdisciplinary co-operation. With the aid of the Fund for Improvement of S&T Infrastructure (FIST), the Chemistry, Physics and Maths departments have well-managed laboratories. Since there is a lot of overlap in terms of research in the above mentioned disciplines, the college makes sure that the students with research acumen have access to faculty members and laboratory facilities of other disciplines as well.

The main mechanisms for the slow learners are the Scholar Support Programme (SSP) tutoring sessions as well as remedial coaching classes. The former is hosted by the college with funding from the Kerala Higher Education Department. The faculty members who are chosen as Internal Mentors provide extra tutoring (outside college working hours) for students who have been identified as slow learners by respective faculty advisors. The mentors make sure that these students are equipped for their university examinations by making them practice question banks. The college also conducts remedial coaching classes for select papers (with relatively low scoring possibilities). These classes are held a couple of weeks prior to the university exams; the students as well as the teachers handling the classes sign register kept for the purpose by college authorities to ensure effective implementation.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 24.88

File Description	Document
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 1.02

2.2.3.1 Number of differently abled students on rolls

Response: 17

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Every year the science departments take their final year students on industrial/field visits. Students are encouraged to correlate the observations made during these field visits with the scientific knowledge imparted inside classrooms and laboratories. The Botany and Zoology students receive hands-on training in specimen collection and identification during these field visits. Botany Department has an innovative programme of engaging final year students in the field techniques of mushroom cultivation.

Institution also facilitates interaction with eminent scholars in various disciplines, inspiring the students to imbibe knowledge from people who are active in their respective fields in terms of research and entrepreneurship. Some of the external experts include Nobel laureate Ei-ichi Negishi, Thanu Padmanabhan, Keith Smith.

The college conducted a National Cultural and Science Expo in 2015 with the specific aim of promoting participatory and experiential learning process. Another college-level exhibition was organized, on the occasion of Human Rights Day, to propagate an awareness of human rights, moral values, and responsible citizenship.

The institution also observes various 'Days' which are relevant from an academic point of view such as World Environment Day, Earth Day, Science Day, World Wetland Day, Pie Day, Human Rights Day, World Consumer Rights Day.

On National Integration Day, the Department of Humanities organized a series of lectures elucidating the importance of various issues of national and contemporary relevance by leading scholars like Ashraf Kadakkal and J. Devika.

On National Science Day, students are given all necessary assistance ito produce illustrations of scientific principles like the Raman Effect. On the occasion of World Consumer Rights Day, the Department of Commerce conducted essay writing and quiz competitions for students, inspiring them to use their textbook knowledge in a more pragmatic sense. For the past three years, the Department of Commerce in association with the Hedge School of Business has organized one-day workshops on stock market trading. The students receive an online platform to engage in virtual trading.

On Pi Day, the Mathematics Forum students take the initiative to organize intercollegiate competitions – paper presentations, solving Rubik's Cube, guessing the value of pi, treasure hunt, solving puzzles. All these competitions are designed by the organizers in a way that requires the application of various mathematical principles.

The Department of English has taken the initiative, as part of the Film Studies Course in the fifth semester, to screen movie adaptations of classics like *Zorba the Greek, Jane Eyre, Chemmeen, A Streetcar Named Desire*. This enables students to engage in a discourse regarding the subtleties of comparative literatures, which is an important field of humanities.

Language departments engage their students in participative learning through role-play especially while teaching dramas. The faculty members of the language departments have begun a shift from Grammar

Translation Method to an activity-oriented style of grammar teaching. College also possesses a functional multi-language lab with the latest software for language learning. Language lab facilities are immensely useful, especially for English language learning, in training students in the area of phonetics and correcting mother tongue Influence.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 67

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 39.69

2.3.3.1 Number of mentors

Response: 42

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

TKM College of Arts and Science offers science and arts courses at undergraduate and post graduate levels. The institution formulates its teaching methodology with the full awareness that the teaching-learning methodologies for the science and humanities streams are entirely different.

Since the institution is affiliated to the University of Kerala, it follows the Choice Based Credit and Semester System (CBCSS) prescribed by the latter. For the effective implementation of the CBCSS, it is mandatory that the faculty members adopt innovative and creative teaching techniques, which are mostly student-centric. In this regard, the college encourages

- seminar presentations
- field trips
- student projects
- peer teaching and F-talks
- case study methodologies
- activity-oriented grammar learning
- tutorial system
- virtual teaching techniques like Google classrooms, Gmail groups
- compilation of question banks – internal and end semester

The implementation of these teaching-learning methodologies are facilitated by the support of the college governing body and Academic Advisory Committee in the form of necessary infrastructure and other reinforcing academic activities such as

- automated library and e-learning centre
- ICT-enabled classrooms
- Look Campus – Learning Management Software
- Wi-Fi enabled library and classrooms
- upgraded laboratories in the Physics, Chemistry and Mathematics departments
- inter-disciplinary use of laboratory facilities
- extra-curricular academic programmes – International Conference on Tropical Plants and Molecular Design, Academies' lecture workshop on Quantum Theory of Angular Momentum, UGC-sponsored seminar on Dalit Literature
- interaction of students with eminent scholars from various disciplines – Chemistry Nobel laureate Ei-ichi Negishi, theoretical physicist Dr.Thanu Padmanabhan, renowned Indian English author Jaishree Mishra
- lecture series by various departments like Physics, Chemistry, English, Islamic History
- in-house workshops by faculty members of the college

The college has developed a state of the art automated library and e-learning centre. The collection includes 33500 p-books, 32 lakh e-books, 6000+ e-journals and 110 print periodicals. The library provides many information services like Selective Dissemination of Information (SDI) and online document delivery. The OPAC and MoPAC of the library are accessible from anywhere in the campus.

Lately, the college implemented learning management software (LMS) which augments the dissemination of resource materials in addition to the library resources.

As an extension of classroom teaching process, all departments of the college conduct various academic programmes in association with various extension clubs (Maths Forum, Physics Forum, Entrepreneurship Development Club, Environment Club, Nature Club, Literary Club).

In 2015, the college organized a National Science and Cultural Expo as part of providing hands-on learning experience for the students. This Expo set up in the campus, saw active participation from various external

agencies as well as from the students.

In addition to such practical academic experience, the students are required to submit a project at the end of their course in both Undergraduate and Postgraduate programmes. While some students undertake projects utilizing the DST-FIST funded laboratories in the college, many students conduct this research in collaboration with other institutions. Some students undertake summer internships in prestigious institutions.

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 41.6

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	26	29	25	29

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)
Any additional information	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 20.19

2.4.3.1 Total experience of full-time teachers

Response: 1352.62

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 14.97

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	8	1	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The college is affiliated to the University of Kerala; the terms of Continuous Internal Evaluation followed are as mandated by the Choice Based Credit and Semester System (CBCSS) of the University. The college also revises its internal monitoring systems accordingly. When a student joins in the first year – in both Undergraduate and Postgraduate programmes – he/she is given the layout of the Continuous Evaluation and End Semester Evaluation. The college conducts a combined meeting of the newly enrolled students and their parents under the supervision of the Principal and CBCSS Co-ordinator of the institution. This meeting is conducted for the purpose of making the parents and students aware of how better graduate outcome can be attained through the CBCSS and the significant role played by the parents in this regard.

The Continuous Internal Evaluation is based on four main criteria which are listed below

- Attendance (5 marks)
- Assignment submission and seminar presentation (5 marks)
- Internal Examination (10 marks)

The Internal Examination is conducted by the institution with the same fastidiousness as the end semester university examinations. College-level examination committee under the supervision of a senior faculty as the Chief, monitor the conduct of internal examinations. Setting of question papers, allotment of examination halls, distribution of answer booklets with the college logo, assigning invigilation duties – the college maintains the same diligence as done for university examinations. The college-level internal examination squad strictly prohibits any unfair means of practice among the students. The results of internal examination are published in a time-bound manner and students are given one week to seek revaluation.

The conduct of Continuous Internal Evaluation in the college is transparent and the mentors of the respective batches address the grievances of students, if any, on issues regarding evaluation. The attendance of the students is promptly recorded online and offline in all departments.

The consolidated mark sheet of each department is strictly monitored by Head of the Department, CBCSS Co-ordinator of the college and the Principal. The verified mark sheets are uploaded to the University website within stipulated time. Before uploading to the online portals of the University and the college, the consolidated mark sheets are also displayed on the department notice boards.

Re-test is conducted for the students who were unable to attend the internal examinations due to unforeseen reasons.

The Continuous Internal Evaluation mechanism not only ensures the attendance of students in classes but also gives them an opportunity to rectify their mistakes in managing time during university examinations as well as organizing their ideas from an examination point of view.

File Description	Document
Any additional information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The college uses various methods to ensure the transparency in implementation of the CIE as prescribed by the University of Kerala. The Principal and the CBCSS Co-ordinator inform the parents as well as students about the rules of this system in the induction meeting. During the Bridge Course, the faculty members give the students more information regarding the same. After the completion of admission process, each student is given a handbook containing the details of the scheme, syllabus, pattern of examination etc. for each programme. The department notice boards also display the terms of internal evaluation.

The curriculum prescribed by the University guarantees participative learning in the form of seminar presentations. Considering the rigorous demands of the academic calendar, ensuring the participation of the entire class in such ventures is a challenging task which the faculty members and students take up enthusiastically as is evident in the Continuous Evaluation records meticulously maintained by the various departments. The seminar presentations also compel the students to consolidate additional information from the plethora of internet sources available in the college library and other reference text books. Presenting this compiled data before the entire class, is not only a method of peer-learning, but also familiarizes the students with various audio-visual aids such as overhead projectors, charts and flash cards. Preparation of such audio-visual aids for presentation requires the students to not only compile data but also to assess and edit relevant information.

Continuous Internal Assessment is conducted in terms of the marks secured by the students in assignments/presentations, percentage of attendance and internal examinations.

Question paper setting, conduct of internal examination, valuation of answer scripts, assignment of invigilation duty and others works connected to Continuous Internal Evaluation is co-ordinated by Examination Committee under the supervision of Chief of Internal Examination.

An internal examination squad is also working for the effective conduct of internal examinations. The squad handles malpractice cases and metes out disciplinary action as deemed necessary. Seating pattern, distribution of students in various halls are systematically arranged and monitored by the Internal Examination Committee. All examination halls are under CCTV surveillance. Malpractice is strictly prohibited.

Conduct of examination, publication of results, and valuation of answer scripts are strictly carried out according to schedule. Mark lists are distributed in a class-wise parents' meeting convened by the faculty advisor, immediately after the results are published. On the basis of the feedback obtained from the parents' meeting, suitable measures are taken by the college for improving the academic performance of the students in subsequent examinations. This process of conduct of internal evaluation helps the mentor to identify slow learners and provide special attention to them in later semesters. The consolidated statements of marks duly signed by the students and verified by the mentor, Head of the Department and the Principal are forwarded to the University of Kerala. Grievance Redressal Cell plays an active role in addressing the

examination-related issues of the students.

File Description	Document
Any additional information	[View Document](#)

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

The institution conducts two sets of examination for each semester – the internal examinations and the end semester examinations. In both cases, the norms and regulations followed by the college are in strict adherence to those prescribed by the University of Kerala. The institution is obliged to follow the University Academic Calendar with regard to the schedule of both the examinations. However, in the case of the internal examinations, the institution is allowed a certain flexibility in fixing the schedule, taking into account the college programme calendar as well.

Once the University notification for the end semester exam is received, the students are directed to register for examinations. After the registration is over, the list is verified and scrutinized by the mentor and the office staff of the examination wing. This finalised list is cross-examined by the CBCSS Co-ordinator and the Principal before it is sent to the University for issuing of hall tickets. Once this procedure is over, the Chief Superintendent/Principal assigns invigilation duty and examination halls in a fair manner. During the conduct of the examination, an external invigilation squad, assigned by the University of Kerala, verifies the proper implementation of university regulations. Except in exigent conditions, university examinations are always held in halls under CCTV surveillance.

If a student is found to be engaging in any kind of malpractice in the examination hall, the college takes it seriously. The invigilator assigned to the hall immediately reports the malpractice case to the Additional Chief Superintendent and the Principal. The matter will be reported to the University and the student will be debarred. The institution provides special facilities, including separate examination halls, for those students who are physically weak or have infectious diseases. Visually impaired and differently-abled students are provided scribes to assist their examination. Drinking water, sufficient light, electric fans and CCTV are provided in all examination halls.

The same pattern and mechanism is followed by the institution for the conduct of the internal examinations as well. Seating arrangements of the students in each examination hall is systematically distributed ensuring a teacher-student ratio of 1:30.

For conducting internal examinations, the college-level examination committee under the supervision of a senior faculty member as Chief, co-ordinates all the examination-related work including question-paper setting, assignment of invigilation duty, distribution of halls and students, valuation of answer scripts, publication of results and finalising the consolidated statement of marks of CIE. If there is any discrepancy in the result, students have the option to scrutinize their answer scripts as well as revaluation. Hence, examination-related grievances are settled effectively.

The University examination answer scripts are evaluated in centralised valuation camps. Our college is one of the main centralised valuation camps of the University of Kerala. The college extends all facilities for the smooth running of the camp and thereby facilitates the timely publication of results. Once the results of the exams are published, the students with grievances have the provision of applying for revaluation and/or scrutiny.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institution is under the affiliation of University of Kerala and thereby follows the norms dictated by the University in this regard. At the time of admission and in the induction meeting, the students as well as parents are made aware of the rules and regulations mandated by the university with regard to the internal as well as university examinations. The frequency of the internal examinations is in tandem with the university examinations.

The college prepares an academic calendar which contains academic activities, schedule of internal examinations, and other extension and co-curricular activities. The same is discussed in the meeting of Heads of Department convened by the Principal in the beginning of the academic year and presented in the General Staff Meeting. This academic calendar for the functioning of the college also takes into account the calendar set by the University of Kerala. However, when unforeseen circumstances arise, the University makes changes in its academic calendar, especially with regard to the conduct of the examinations. While the sole authority in the case of the end semester exams is the University of Kerala, the institution is allowed flexibility in the scheduling of internal exams.

The Internal Quality Assurance Cell of the college plays a constructive part in implementing the programmes as per the academic calendar. The IQAC assists all departments in carrying out the programmes as per schedule. The Cell also facilitates the mobilization of funds required for the conduct of internal examinations and other programmes as per the instructions from the Principal.

The College strictly follows the guidelines put forward by the University regarding date of assignment submission, seminar presentation, consolidation of attendance, assignment of end semester project topics, submission of the project report, conduct of internal examinations, publication of results of internal examinations etc.

The college ensures the effective conduct of internal evaluation of 20 marks (25 marks for PG courses) for attendance, assignment/seminar and internal exams, with due weightage for each.

The Principal directly monitors the completion of the topics in every class and obtain feedback directly from the students. On the basis of the feedback so obtained, the Principal and the Heads of the Department

take necessary steps to complete the portions within the stipulated time. Special classes are arranged in the morning or evening outside regular hours as well as on Saturdays, for this purpose.

File Description	Document
Link for Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The institution follows the syllabus prescribed by the University of Kerala for all its Undergraduate and Postgraduate courses, and hence has no direct role to play in deciding the programme outcome and course outcome. University has made available a general overview of the Programme Outcome on their website. This information is conveyed to the students during the Induction Meeting by the CBCSS Co-coordinator; a detailed idea is provided in the Bridge Course conducted at department level. The college strongly believes to hold a significant role in imparting the programme outcome, programme specific outcome and course outcome among the students. All constructive and meaningful preparations are being taken in the college towards the realization of this role.

The general programme outcome for most Undergraduate and Postgraduate programmes is formulated by the University as "the imparting of knowledge of science as the basic objective of education". However, the programme outcome for language courses is projected as the attainment of LSRW (Listening, Speaking, Reading, and Writing) skills in the respective languages.

Programme Specific Outcomes for various science and humanities disciplines are summarized below:

- to develop scientific attitude - to train the students into becoming open-minded, curious, critical and research-oriented
- to gain a foundational understanding of scientific terms and phenomena
- to develop skill in practical work, designing experiments
- to train them in the use of sophisticated scientific equipment
- designed to help the students translate their theoretical knowledge into field applications, in a manner beneficial to society at large
- creating awareness among the students about the rich biodiversity of the planet and highlighting its importance in the maintenance of ecological balance
- familiarizing the students with the most modern trends and challenges in the industrial and commercial world
- to help students to understand the relationship between art and life in order to comprehend the social/cultural/psychological/aesthetic implications of literary texts in intellectual history as well as everyday life
- conveying the significance of maintaining good health and fitness
- keeping with the modern trend, the programme outcomes are designed with a multidisciplinary

perspective

At the time of scheduling the general time table, the college ensures the allotment of hours based on the weightage given to each topic in the programme outcome/syllabus. Keeping the Programme Specific Outcomes in mind, individual faculty members design lesson plans with focused learning outcomes. The implementation of this lesson plan is monitored at the level of Heads of Department as well as the Principal. During the Bridge Course, the faculty members give emphasis on PO, PSO and CO so that the teaching-learning process becomes more enlightened.

It is mandatory for every graduate to learn General English papers and additional language papers from first to fourth semesters. The PO/PSO/CO of the language courses can be generalized as promoting cultural integrity among the students, making them better citizens.

Besides the academic outcomes listed above, the college also facilitates the overall personality development of the students rendering them more employable in a highly competitive globalized world.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

PO, PSO and CO are evaluated by the college in terms of quantitative and qualitative parameters. The quantitative data is primarily derived from semester-wise result analysis. All the faculty advisors are required to submit a detailed analysis of the end semester results as soon as the result is published by the University of Kerala. The consolidation of these results gives a fair appraisal of the papers in which students have shown poor performance. This data is also used in the scheduling of remedial classes in subsequent batches.

The programme specific outcomes and course outcomes are evaluated by the respective teachers via class participation, seminar presentations/assignments and the internal exam marks. The attainment of programme specific outcomes is also verified during student participation in various co-curricular activities initiated by the Maths Forum, Physics Forum, Literary Club, Environment Club, Nature Club and the Entrepreneurship Development Cell. The faculty members of the Science Departments assess the attainment of programme specific and course outcomes during practical sessions and end semester research projects where the students are required to exercise their theoretical knowledge in the pragmatic realm.

In addition to these mechanisms, the college gathers feedback from the students and parents with regard to the attainment of learning outcomes. The feedback covers various aspects of the teaching-learning process – faculty assessment, course material, infrastructure, implementation of Continuous Internal Evaluation.

The College has bagged many ranks in PG and produced toppers in UG programmes at the University level. Our students are in the forefront of qualifying NET and other competitive examinations. Every year, a large number of students are recruited in government and private sector enterprises. The College is also grooming students into good entrepreneurs.

The Internal Quality Assurance Cell plays an active role in monitoring the attainment of programme specific outcomes through the compilation of data relating to results, feedback, student progression details etc. The comprehensive evaluation of the programme and course outcomes is done in the weekly assessment meetings of the Principal with the Chairman, Governing Body.

A primary indication that the College has created a batch of socially responsible citizens is reflected in the various alumni groups of the college within and outside the country. The College is proud of highlighting socially meaningful programmes conducted by the alumni groups in the last five years. These alumni are the real ambassadors of the reputation of the college across the world. Their contributions to the college are one of the main motivating forces in uplifting the college to among the top 50 in the country.

2.6.3 Average pass percentage of Students

Response: 61.52

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 299

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 486

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.29

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 343.24

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
200.4	1.25	93.5	25.18	22.91

File Description	Document
List of project and grant details	[View Document]
e-copies of the grant award letters for research projects sponsored by non-government	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 28.36

3.1.2.1 Number of teachers recognised as research guides

Response: 19

File Description	Document
Any additional information	[View Document]

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.5

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 30

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 300

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The NAAC Peer team visit of 2013 was followed by years of renewal, regeneration and revival. The suggestions put forward by the peer team were carefully studied and acted upon. As a result, the infrastructure was strengthened, the ambience was enhanced and the atmosphere was improved. The College was awarded the FIST by the Department of Science and Technology, Government of India for fostering science and technology developments. As a result, the college acquired new research equipments including XRD, UV-VIS Spectrometer and FTIR Spectrometer. Thus the laboratories of the institution were lifted to new levels of excellence. The Institution shares these facilities with other colleges, researchers, and the public. More than 30 research consultancies have been received so far by the college.

One more department, Chemistry has been recognized as a research department, taking the total number of research departments to three, English and Physics already being research departments. The number of research guides rose from five to fifteen and the total number of research scholars from four to twenty four . The teachers of the college are encouraged to publish research papers, the *h*-index of the college publication is 23 in WoS. The College publishes *TKM Arts College International Journal for Multidisciplinary Research* whose online issue with ISSN number has been published along with the print versions. The number of Ph.D. holders is more than 45% of the total teaching staff.

The College regularly conducts international, national and regional Conferences, Seminars and Workshops. More than 15 eminent professors from various countries including USA, UK, Egypt, Sri Lanka and France participated in the international seminars held in the College.

The visit of Nobel Laureate Ei-Chi-Negichi electrified the College and face to face sessions in which he interacted with the students, research scholars and faculties generated much excitement. An outstanding feature of the institution is the holding of a lecture series covering various disciplines associating with national level institutions including Indian Academy of Science, The National Academy of Sciences, Indian National Science Academy, INO and IIT Chennai.

The National Science Expo was a land mark in the history of the college. It gave a window of opportunity for exhibiting achievements in Science, technology and handicrafts. The event heightened the awareness of the visitors to exhibitions in general, and the students of the College in particular. PG students are encouraged to visit Industrial Units, submit research projects and take up case studies. The foundation stone of the new research block has been laid. Teachers are regularly deputed to take part in programs like

FLAIR and ASAP to update their knowledge and skills . All these efforts and attainments have successfully improved the research ambience of the College in general, and of the research departments in particular.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.21

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 4

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 19

File Description	Document
URL to the research page on HEI web site	[View Document](#)
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 2.8

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
47	27	49	40	24

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)
Any additional information	[View Document](#)

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.72

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	9	8	12	13

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college conducts a number of extension activities every year, which provides an arena in which the college joins hands with the neighborhood community, reviews their concerns, and does the best to ensure community welfare. The N.S.S. and N.C.C. units of the college are at the forefront in encouraging the students to various social issues and to ensure their participation in welfare activities.

In addition to the NSS, NCC and various other clubs a Community Services Cell (CSC) was constitued to co-ordinate extension activities and to ensure the participation of all stakeholders in community services. The NSS, NCC and CSC undertaking activities like awareness creation among the people of the adopted village, conducting cleaning activities within the college and in the adopted village (a ward in Kottankara Grama Panchayat, Karicode division,Kollam), helping the community and society by offering free labour, donating blood to the poor and needy patients. Started a rescue center at Karicode, adopted a govt. primary school at Perumon, cleaned historic Pandarakulam Pond and Peroor-Perumkulam Canal. Started a Tailoring Training unit for the inmates of Mahila Mandiram (Rehabilitation Centre for Women).

The major programmes conducted by NSS as part of *Sramadhan* were Swatch Bharat Abhiyaan- a five-day cleanliness drive, Voice Donation- creating audio books for visually impaired, visiting Adopted Family for cleaning and clothes distribution. Organised an awareness programme on Early Detection of Oral Cancer, awareness programmes on AIDS, Gender Neutrality, Blind Federation programmes, Hepititis-B Vaccination (3 stages), *Sahapadikkoru Veedu* (A House for the Fellow-being), Gandhi Bhavan visit for clothes and fund donation, adoption of a deprived family at Keralapuram, old-age home visit and donation of fund and food, one-day visit to Buds on Wings School for Differently abled Students.

The NCC units of the college, 3 (K) Bn. NCC SW and 9 (K) Bn. are involved actively in community welfare activities. As part of eco-conservation drive, the cadets planted trees in the premises of the Karicode Railway Station. They participated in cleanliness drives including Swatch Bharat Mission, conducted awareness programmes, participated in blood donation and organised blood donation camp, conducted eye-detection camp and free surgery for cataract patients, organised a special programme SPARSH, for assisting, rehabilitating and strengthening the handicapped, a caring touch for the disabled,

old and destitute persons.

The college organizes social, environmental, educational, entrepreneurial and medical aid programs that involve the state and central government's policies for the upliftment of the marginalized sections. The staff and students of the college contributed Rs. 56/- lakh to CMDRF during the Kerala Flood, and involved directly in rescue operations. Students under various clubs, collected food items, cloths, medicines, and study materials to be distributed among the flood victims in *Adoor, Pandalam* and *Kuttanad.*

The college and the teachers have bagged prestigious awards for social work. The NSS unit of the college bagged five awards like *NYLP Award 2016-17, Suchithwa Mission Award, District Best Performance Award 2016-17, Best NSS programme officer Award 2015-16* and *Best Performance Award for Oral Cancer Detection camp.*

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 9

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	5	1	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 140

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
40	30	35	31	4

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 88.79

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1602	1596	1441	1452	792

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 20

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job

training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	4	6	3	0

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document](#)
Copies of collaboration	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 4

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document](#)
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)

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Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The College is reputed for its highly qualified and experienced faculty, its academic excellence, and also for its infrastructure facilities for curricular and co-curricular activities including sports, and for its recreation facilities. The college accords top priority in maintaining and developing its infrastructure. The infrastructural needs identified are communicated to the Management and necessary action is taken without delay.

The campus is located at Karicode, Kollam with an area of 29154 m2 (12.667 acres). The campus has 6 blocks, 11 departments and 11 staff rooms, 12 offices, 48 well-ventilated lecture halls including 22 ICT enabled rooms, equipped with adequate furniture, lights, fans, green boards and public announcement systems, 15 science labs for UG and PG practical sessions, 4 research rooms, 1 browsing centre, 3 computer labs, 25 LCD projectors, 136 computers, a seminar hall with seating capacity of 300, an auditorium with seating capacity of 1500, a conference room with seating capacity of 25, a student help desk cabin, a separate ladies rest room with a seating capacity of 500, a confidential examination control room, a counseling room, a medical room, washrooms, a prayer room, a stationery store, 2 NCC rooms, an NSS office, a Cooperative consumer society and Staff cooperative scoiety. The entire campus is under CCTV surveillance and is completely Wi-Fi enabled with an IBB of 10 mbps. Sports and recreational facilities including multi gymnasium are provided for students. The College has two ladies' hostels (one for UG and the other for PG) and one boy's hostel on rental basis. The college has a bio diversity park looked after by the department of Botany, and a campus garden as well as rain water harvesting system.

Institution has secured considerable amount of research funding from the Management, UGC, DST and RUSA basic infrastructure fund. The research facilities available includeUV-Visible and FTIR spectrophotometers, XRD, laser optics lab, contact angle analyzer, hall effect apparatus, dip and spin coating unit, double distillation unit, UV lamp and cabinet, fume hood with exhaust ducting. It also has a stem cell culture facility and Water analysis facilities, as well as molecular biology, computational research lab, and smart material physics laboratories.

The College has a well stocked library with a seating capacity of 200. The library consists of a digital library, 33473 text books, 2142 reference books, 31 lakh e-books, 90 journals, 6000 e-journals, 224 CDs and 484 project theses. The library subscribes N-LIST of UGC-inflibnet and also provide global access to fulltext databases, OPAC and MoPAC, a mobile application for accessing the library resources.

The class rooms are utilized for conducting the University examinations for regular as well as private candidates, Public Service Commission, Indian Institute of Engineering and other competitive examinations. The conference room serves as the counselling centre during the time of admissions. The seminar hall and auditorium are used for various academic, co-curricular and extra-curricular activities, including common assembly, exhibitions, and college elections. The sports ground and indoor stadium are used for Sports Day, games, practice sessions, coaching camps, and inter-collegiate matches.

File Description	Document
Link for Additional Information	[View Document](#)

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

Boosting the physical and athletic capabilities of the student along with her academic development is the prime role of a good educational institution. The students of TKM College of Arts and Science have always excelled in sports and games. The department of physical education conducts various inter collegiate tournaments. The department is equipped with facilities for both outdoor and indoor sports and it has also a functioning multi-gymnasium with various items for body-building and fitness. The gymnasium is used by both students and faculty. In addition to this the department also provides first aid facilities to the students and faculty members when needed. For this the department has a first aid room equipped with instruments such as nebulizer, IFRA lamp and sphygmomanometer.

Major sports facilities for outdoor activities

Facility	Area/size	Year of establishment
College Ground -Contains football field ,cricket pitch and athletics (200 m track)	100 m x 60 m	1965
Volley ball court	22 m x12 m	1965
Basketball court	17 m x 32 m	1965
Shuttle badminton court	22 m x 20 m	1965
Handball court	22 m×45 m	1965
Swimming pool	50 m x 25 m	Under construction

Other items available for outdoor sports activities include Discus (1 kg,2 kg), Shot (4 kg and 7.26 kg), Crossbar, Javelin(800 and 600 g), Relay Baton, Hurdles, High Jump Stand, Basketball board, Volleyball net, Volleyball post, Take off board , Handball post, Football equipments (including boots,goal post and net), Cricket equipments , Shuttle badminton equipments (including rackets,net and shuttle cocks).

Facilities available for indoor sports activities

Facility	Year of purchase	User rate (per day)
Chess equipments(including boards,coins and chess clocks)	1990	15

Table Tennis tables and equipments	1990	10	

Facilities available in the gymnasium

The gymnasium was established in 1980 and about 50 students use the gymnasium per day. The equipments available in the gymnasium include Tread mill, Butterfly machine, Seated chest press machine, Medicine balls (4 kg,5 kg), Dumbells(4 kg,5 kg) and Multigym with weight, Hammer, Sparewire with handle, Weight training set,Bench press with weight Multipurpose bench, Parallel bars,Horizontal bars, Roman ring stand with rings, Gymnastic balancing bench, Pommel horse, Uneven bars, Laminated Spare bars and Beating board.

Sports teams of the college

T K M College of Arts and Science has 13 sports teams that have participated in the university intercollegiate tournaments. Around 85 sports persons are included in 13 teams.

CULTURAL FACILITIES

Students of the college have shown their talents in various cultural activities. In order to boost the caliber of the students the college has various clubs such as Performing arts club, Debate club, Film club, Quiz club, Media club, Literary club. Each club is put under the charge of a faculty. The college has an auditorium with a seating capacity of 1500, an open air auditorium and a seminar hall which are used for organizing the major cultural events of the college. The college is a regular venue for the University Youth Festival.

File Description	Document
Link for Additional Information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 52.08

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 25

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation

during the last five years.

Response: 28.96

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
38.56	54.50	64.00	79.03	10.01

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document]()
Audited utilization statements	[View Document]()

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

TKM College of Arts and Science library is housed in a two storey building in the campus. The library has a very good collection of books, periodicals, journal back volumes, project reports, e-resources, and digital discs. The library has two sections, i) the main section with print resources and ii) a digital library with online and offline e-resources.

The college library is established in 1965 and shifted to new and separate building in 2003. The present library has 712.64 Sq.Mtrs built up area and 110 seating capacity. The collection of library includes 33631 print books, 62 Journals, 49 Magazines, 12 News papers, 31 lakh e-books, 6000+ e-journals and databases.

Library automation processes started in 2011 with library management software BookMagic of Meshil Logic. In the year 2016, we installed KOHA Integrated Library Management Software which is Open Source Software developed in New Zealand. KOHA is installed on Ubuntu linux based operating system. Using KOHA software library is fully automated and all activities of the library are carried out using barcode. The entire collection of the library is bar-coded and all the users are provided bar-coded ID Cards.

KOHA is a web-based library system that provide access to library from anywhere in the campus through intranet. All the computers in the campus is connected with library server through an IP address and students and staff can access to OPAC from anywhere in the campus. In addition to this a mobile application called MoPAC is also developed to use in smart phone.

The KOHA ILM system helps to take all kinds of activity reports in the library such as circulation report, membership report, overdue fine report, etc. This system is also used to send reminder to users.

The OPAC of the library is developed in such a way that the students can directly access to online resources available in the library. Almost all online resources are linked with OPAC and it works as a portal. TKM library participates in N-LIST program of UGC INFLIBNET and provide access to millions of electronic resources.

We are looking forward for Web-OPAC, RFID implementation, and access to more e-resources

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Since the inception of TKM College of Arts and Science, the college library started collecting books and other information resources from various sources. Some of them are very rare, valuable and not available in the market today. The library keeps these collection of books as they are out of print and invaluable.

The Malayalam translation of 300 year old book on Basic Mathematics by Syrian Mathematician, Bahavuddeen Aamuli, entitled " *Khulasathul hisab*" is added recently. The "*Mishkathul Masabee*h" with english translation by James Robson is another rare title available in the library. *The 100: A Ranking Of The Most Influential Persons In History* by Michael Hart. The "Man and the World" by A. Thangal Kunju Musaliar, first published in America by San Vicente foundation inc. In 1951 is another rare book. Samkshepa Vedartham by Fr. Clement Pianius is the first book printed in Malayalam alphabets. It was printed in Rome in 1772.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.55

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
11.20373	2.94014	1.03142	1.2618	1.30511

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 6.23

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 108

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Effective functioning of teaching- learning process in higher education indispensably calls for the use of information communication technologies (ICTs).The use of information and communication technology is taken very seriously by governments and educational systems around the world as it provides an open forum for communication and for information exchange.

The institution provides computer and internet facilities of the most advanced kind that enables the faculty members and the students to have a very sophisticated hi-tech experience. The college provides high speed internet connectivity through a number of local area networks (LANs). Our facilities are powered by Windows and LINUX. The network infrastructure is designed in such a way that it ensures high level data security through the installation of anti-virus software and firewalls. The students, faculty and administrative staff are provided with systems, printers and an efficient Wi-Fi network with bandwidth 10 MBPS.

The institution has three well-equipped computer labs, a browsing and a computer helpdesk for assistance. The facilities provide access to an extensive portfolio of contemporary softwares like SPSS (Statistical Package for Social Science) software This caters especially to the needs of B.Com Computer Application students. Other than these the labs have routers, firewalls and Wi-Fi access points. The students can access the labs for their curricular needs. The labs are well maintained with timely software updation and the effective remedying of technical glitches.

Other Facilities

- LCD projectors in PG and last semester classrooms
- LAN using Optical Fibre cable
- WAN(general connectivity)
- Department networking
- Wi-Fi facility
- Centralized public address systems
- Access to e-resources:

4.3.2 Student - Computer ratio

Response: 12.26

File Description	Document
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 28.13

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
21.85	37.84	77.63	82.30	21.99

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The Campus is spread over 12.667 acres of terrain in addition to two ladies' hostels-one for the undergraduate and other for post graduate students-as well as one boys' hostel for student's accommodation. The College functions in two storied buildings including 6 blocks-Chemistry, Biochemistry, Physics, Mathematics, Zoology, Botany, Islamic History, Commerce and English. Among them Physics, Chemistry and Mathematics are DST-FIST funded departments. The campus is fully Wi-Fi enabled and the entire campus is under CCTV surveillance. The College provides high speed internet connectivity through a number of local area networks (LANs). The students, faculty and administrative staff are provided with systems, printers and an efficient Wi-Fi network with bandwidth of 10 MBPS. The College building consists of 11 staff rooms, 48 classrooms out of which 22 are ICT enabled, 11 laboratories, 3 research laboratories and 12 offices. The students of UG and PG programmes have class rooms which are well lit and properly ventilated. All basic requirements like furniture, green boards, lights and fans are provided.

The Management has always been keen to maintain an eco friendly campus, meticulously maintained, and plastic free. The College has a well maintained Botanical garden under the department of Botany, with space for plants from various ecological groups. The College has an examination control room, Medical room, washrooms, water purifiers, Counseling room, Generators, Separate staff rooms with toilets for teaching and supporting staff, Rainwater harvesting system, prayer zone and stationery store. One separate comfort room is also provided for the girl students.

The faculty and the students make full use of the available ICT resources in their teaching – learning activities which makes the process learner-centric. IT spending has gone up and access to online teaching materials has been increased with the faculty members made to post their class room material online for student access. The student's details including attendance posting, internals and university examination results are also digitized. The parents can access their ward's progress even from remote locations.

The specially furnished PG classrooms are equipped with LCD projectors. Every department has at least one room equipped with smart gadgets like fixed LCD projectors and computers. The auditorium with a seating capacity 1500 and the seminar hall with a seating capacity 300 are the usual venues of cultural

programmes, orientation and training programmes, seminars, conferences, competitions, exhibitions and also placement tests. The conference room with a seating capacity of 25 is on the ground floor just opposite to Principal's room.The Administrative office on the ground floor has been recently renovated and caters to the immediate needs of the students, parents and even the general public. The help desk, Cash Counter and IQAC room function on the ground floor. Running water is provided on all the floors of the College. Water coolers with purifiers are available in the ground floor.

The science laboratories and the language laboratory have undergone effective modernization of instruments and equipments not only to meet the current requirements of undergraduate teaching and learning but with a view to developing these physical facilities through constant monitoring and enhancement.The Chemistry laboratory has five sections: UG Laboratory, PG Laboratory, Instrumentation Room, Research room, Store room. Each of the laboratories has gas and distilled water connection. DST-FIST funded instruments-UV-visible and FTIR are functioning and the facility is provided for outside samples also. Physics laboratory consists of four sections such as General lab, dark room, electronics lab and computer lab. The well-furnished dark room for experiments on light is used by both UG and PG students. The physics department was supported by DST-FIST and bought a powder XRD and chiller instrument. It is included in common facility and extended to outside people also.

The Central library is a well stocked with a digital library with a seating capacity of 200, 33473 text books, 2142 reference books, 31 lakh e-books, 90 journals, 6000 e-journals, 224 CD and Video, 484 project report theses and seminar reports further facilitates the academic activities on the campus. An internet broad band with a browsing speed of 10 mbps is established in the campus.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 78.5

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1343	1301	1181	1168	1063

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 1.82

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
36	36	23	23	23

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 30.11

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
500	474	445	445	454

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 11.69

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
242	265	176	101	129

File Description	Document
Details of the students benifitted by VET	[View Document](#)
Any additional information	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 4.88

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	14	8	36	24

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 28.61

5.2.2.1 Number of outgoing students progressing to higher education

Response: 109

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 30.18

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	18	5	5	5

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
32	30	29	33	28

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 85

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	37	21	14	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

College Student's Council/Union is a requisite element that ensures active student body participation in the welfare of the institution and students. TKM College of Arts and Science has always had a proactive Student's Council with the best of student talents in the college.

Guidelines set by the University of Kerala are strictly followed while constituting the Student Council which primarily is a student body comprising 23 student representatives. The council members are elected every year following the Presidential system of election, under the close monitoring of the staff. All the students registered for UG and PG courses in the college can cast their vote to elect the student representatives including Chairperson, Vice Chairperson, General Secretary, Arts Club Secretary, Magazine Editor and two University Union Councillors and two lady representatives are elected by the

votes cast by the female students in the college. In addition to these, representatives from each year of UG and PG courses are elected and so are association secretaries from each department. The two University Union Councillors represent the college at the University level.

All activities of the students union are guided by a staff advisor. Inauguration of College Union and Arts Club, Fresher's Day, Annual Arts Festival and Sports Meet are planned and organised by the Council. Annual College Day programmes are also coordinated and conducted by them and so are numerous programmes including poster exhibitions, talent shows, film festivals, awareness drives, blood donation campaigns, music fests etc. Social and charity works are also facilitated by the council and it actively associates with the socially welfare activities of the NSS and NCC units.

The college magazine, with contributions from students, brought out by the Council is yet another of their major activities. A committee comprising the staff advisor, a staff editor and a team of students helps the magazine editor in compiling the magazine.

The Student Council is actively involved in the smooth functioning of the college and they represent the concerns of the students in the college through the staff advisor. In all the official programmes of the college, a representative of the Council is invited to offer felicitations, thereby ensuring their representation and involvement in the events. They are represented in all major bodies in the college such as the IQAC, College Council, Grievance Redressal Cell, Anti-raging Cell, Anti Sexual Harassment Cell, Campus Development Committee and the College Planning Board. The college has a zero tolerance policy against harassment; student representatives are nominated to the Internal Complaint Committee, Grievance Redressal Cell, Anti Ragging Cell and Anti Sexual Harassment Cell to ensure transparency and student involvement in preventing any untoward incident. The Student Council partners with various extension activity clubs at college and is also actively involved in the running of college canteen.

The finance for the activities of the Council is met from the Union fund allotted by the Government and also from the PTA.

File Description	Document
Link for Additional Information	[View Document](#)

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 25.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
41	32	17	19	17

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Alumni Association of the Collage has made a distinct mark in the academic and socio-cultural scenario, with its chapters spread all over the globe. The eminent members of the association play a significant role in the academic and non-academic spheres of the institution. Their generous contributions have successfully resulted in the betterment of the students and society. Besides they contribute immensely to the development of the college, especially its infrastructure needs. The academic contributions range from the donation of books to the library, to the offering of scholarship to the rank holders and college toppers every year. They have instituted a special merit-cum-means scholarship to extend financial aid to the needy student. Every year they contribute to honouring top performers of the children of alumni members studying in our college who excelled at the plus two and graduate level. Alumni also conducts send off functions to retiring staff.

The former student's groups have expressed their commitment to the society and their dedication to their alma mater in numerous ways. They lend a helping hand to the deserving students of the college. Parent Alumni, Innalekal, T K M Friends Association (TFA), Hope, Sahapadi, T K M Global Alimni U A E Chapter are some of the active Alumni groups. 'Samagamam' is the annual get together function of parent alumni. All other chapters also conducts former student's get together every year. Preference is given to former students in the staff selection process. A few alumni members are working as faculties and administrative staff.

The association and its chapters are actively involved in community welfare activities too. They extend remarkable support to the juvenile home, "Gandhi Bhavan" in Pathanapuram. They celebrate Onam, X'mas and other festive days along with the inmates of "Gandhi Bhavan". Another laudable contribution has been the financial support offered for the construction of a home for a deserving student. They have sponsored five civil service aspirants of the college and lent a supporting hand in the placement drive of the college by offering jobs in keeping with the credentials of the students. Above all their philanthropic benefaction has taken the form of medical assistance for cancer patients and the patients undergoing dialysis.

File Description	Document
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	[View Document](#)
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 25

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	5	6	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document](#)
Report of the event	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

VISION: The Vision of TKM College of Arts and Science is to achieve supreme excellence in academic and non-academic areas, without compromising on institutional responsibilities to the society as a whole, in particular to the socially and economically disadvantaged sections, with special reference to the region in which the college is located.

MISSION: The College strives continuously to provide an environment for the finest teaching and the finest research in the country and try to evolve into an intellectual and cultural nest for students of diverse ethnic, social, religious and linguistic backgrounds, especially the marginalized sections of the society such as the Muslims and the Dalits.

TKM College of Arts & Science, Kollam has been the backbone of upliftment of the socially and economically backward communities of the region since 1965, by providing an environment for the finest teaching and the finest research. New courses and add on courses are being offered in tune with the current requirements of the society. The College Council, IQAC and Academic Committees closely monitor the results of examinations, analyze the results and initiate necessary steps to achieve results much better than the aggregate University pass percentage. The results of various Departments in the College is an evidence for the supra.

Besides the curricular activities, extra-curricular and co- curricular activities are being promoted and implemented by the College. Without compromising the Vision and Mission of the institution, socially beneficial activities were given prime importance and priority during the recent Golden Jubilee Celebrations of the College. The NSS, NCC and other extension clubs' activities of the College were also conducted with the same objective and commitment. Empowerment of women is considered as a priority area and efforts are made to put it in reality in all academic and extra-curricular activities. Many students especially girls belonging to economically weak muslim families have taken admission in this College and have reached high levels in the society. The admission, examination and evaluation procedures are also conducted in a well disciplined way. The students were also made to participate in the Staff Council, which helps in the proper nourishing of various talents of the students.

The entire faculties work as a team for the betterment of students. Their inner talents are given much attention and necessary guidance and exposure are given so as to ensure the development of the students in all respects. TKM College of Arts and Science has played a key role in moulding the representatives of the minority communities and equipping them so that they have spread globally and reached crucial and well known positions. Our Alumni (parent and global) provide financial assistance and are always an inevitable asset of our institution.

6.1.2 The institution practices decentralization and participative management

Response:

The institution ensures participation of all stake holders in the proper functioning. Active participation of the students in various committees of the College itself shows the decentralized and participative management implemented in the institution. Stake holders of the institution include alumni, parents, local bodies etc. involves actively in the routine affairs of the College. The institution has formed various committees, and representation of students has been ensured in the committees.

Case study:

The Academic Advisory Committee consisting of Chairman of Governing Body, management representatives, Principal and External expert presently, Sri. T.P.Sreenivasan, former ambassador of the Country and Vice Chairman for Higher Education Council of the State was constituted in 2016. The Advisory Committee meeting was held on 25th April 2017 at College Conference Hall. The decisions taken in the meeting were implemented through the College Council consisting of Heads of Departments and the Principal during the next academic year starting from June 2017. Staff Council was frequently called to communicate the decisions to various staff members and to review the progress of academic activities. Student Union Executive Committee was also called to communicate the decisions to the students and to ensure the full fledged co-operation of the students in its implementation. IQAC regularly monitors the progress of implementation of decisions taken. The student representatives from various Departments have attended the meeting and actively involved in major decisions taken by various Committees at the College level. (Refer minutes of TKM Arts College Advisory Committee meeting held on 25th April 2017, minutes of College Council, Staff Council and Student Union Executive Committee and various other Committees where the Students are the active members)

File Description	Document
Any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Institution

1. Implementation of DST-FIST Program (successfully completed project)
2. Construction of swimming pool (ongoing project)
3. Construction of Research Block(proposed project)

The DST-FIST Committee and Planning and Purchase Committee work in collaboration for implementing and allied activities related with the formation, implementation and evaluation of the DST-FIST fund. This committee started functioning in 2014 with the decision to apply for the FIST fund under the FIST-2014

programme for the improvement of Science and Technology Infrastructure. A proposal was made under the supervision of the committee for income and submitted to the DST for the purpose of teaching facility improvement and in turn the improvement in research facilities, for setting up of computation lab, for books, for making e-learning room and for maintenance. A sub group under this committee called DST-FIST Implementation Group has been constituted by the Principal consisting of 5 teaching staff from the Science Departments -(Refer minutes of DST-FIST Committee). A purchase committee was also been constituted for the purpose of DST-FIST project. The committee had conducted review meetings of progress of DST-FIST Project and monitored the effective utilisation of fund sanctioned from the DST. By the first half of 2017 DST-FIST work has been completed and the equipments were successfully installed and the faculty members of the DST funded departments were given training by the technical experts. The Hon'ble Minister of Education Prof. Raveendranath officially inaugurated the functioning of the DST-FIST projects on 11th December2017.The official functioning of the DST-FIST facilities was officially started functioning during the Golden Jubilee Celebrations of the college. Review meetings are also conducted regularly to ensure proper functioning of FIST project. DST FIST fund utilization review report was presented before DST and has been approved.

File Description	Document
Any additional information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The institution is headed by the Principal and the decision making procedures are made at appropriate levels in the organizational hierarchy by ensuring proper participation. Our management is actively involved in the day to-day affairs of the college. Regular meetings are conducted between the Principal of the college, Chairman of Governing body and Trust Members in order to ensure the quality of education provided by the institution. At most care is always given in maintaining discipline in the campus without compromising on institutional responsibilities to the economically disadvantaged sections, with special reference to the region in which the college is located.

Various Committees are formed at the institution. The functioning of the College is overlooked by Governing Body, Academic Advisory Committee, College Council and Staff Council and other Committees. These committees were constituted by the Principal in consultation with Management and the College council. Student representatives were also actively involved in the various committees constituted at the College.

Academic Advisory Committee: Consist of Chairman, Governing Body, Management representatives, Principal and an External Expert, presently Sri. T.P.Sreenivasan.

College Council: College council consists of Heads of all the Departments, three elected faculty

members', IQAC-coordinator, and office superintendent.

Staff Council: Consists of teaching and non- teaching staff including staff who are posted on contract basis.

Examination Committee: Internal and external examinations are co-ordinated through different examination conveners.

Other Committees:

1. Research Committee

2. Library Development Committee

3. Campus Discipline Committee

4. Planning Committee

5. Union Executive Committee

6. Canteen Committee

7. Staff Club

8. Anti Ragging Cell

9. Anti Sexual Harassment Cell

10. Women Cell

11. Placement Cell

12. OBC Cell

13. Minority Cell

14. Committee for SC/ST

15. Grievance Redressal Cell

Active participation of student representatives in various Committees during the last five years is evident on perusal of the minutes of various committee meetings.

IQAC: IQAC ensures the enhancement of quality and excellence of teaching and non- teaching staff.

PTA: PTA actively involved in the day to day academic and campus development activities of the College.

Office Administration: Office Administration is carrying out effectively with ICT facilities.

Administrative office follows e-filing in certain sections. Office superintendent supervise the functioning of the office. Office staffs have given training on service rules, office manual and academic matters. Regular and periodical monitoring avoids delay in office functioning.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

   1. **Planning and Development**
   2. **Administration**
   3. **Finance and Accounts**
   4. **Student Admission and Support**
   5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

PLANNING COMMITTEE

SUBJECT: - Implementation of DST-FIST Funded Project and Construction of Swimming Pool

The Planning Committee of the institution discusses and monitors activities relating to the planning,

purchase, college infrastructure and evaluation. It is a unique mechanism that co-ordinates effectively the formulation, implementation and evaluation of projects initiated for the overall development of the college. Two main projects which are successfully administered by the Planning Committee;

1. Implementation of DST-FIST Program (Ongoing project)
2. Construction of swimming pool (Ongoing project)
3. Separate Research Block (Proposed)

The Sub-Committees of the Planning Committee are Planning and Purchase Committee, DST-FIST Committee, Construction of Swimming Pool Committee and Building & Construction Committee.

The DST-FIST Committee and Planning and Purchase Committee works in collaboration for implementing and allied activities related with the formation, implementation and evaluation of the DST-FIST fund. This committee started functioning in 2014 with the decision to apply for the FIST fund under the FIST-2014 program for the improvement of Science and technology infrastructure. A proposal was made under the supervision of the committee and submitted to the DST of 1 Crore Rupees. A sub committee for implementing DST-FIST has been constituted by the Principal consisting of 6 teaching staff from the Science Departments (Refer minutes of DST-FIST Committee meeting). A Purchase Committee was also been constituted for the purpose of purchasing equipments for the DST-FIST project consisting a Management Representative, Principal and 6 teaching staff from Science Departments(Refer minutes of DST-FIST Committee meeting). The committees had conducted meetings regularly to monitor the utilisation of fund sanctioned from the DST and to ensure effective implementation of this project. During 2017 the equipments were successfully installed and the faculty members of the departments were given training by the technical experts. The functioning of the DST-FIST funded equipments was officially declared by the Honourable Minister for Education, Government of Kerala in 2017. So after we have successfully utilised our major research equipments like XRD, FTIR, UV-VIS-NIR instruments for performing the sample analysis with the number of samples respectively as XRD-144, UV-VIS – 74, FTIR-153. All the funds allotted under this project has been utilised and the utilisation reports has been submitted to DST for their approval. The review report of the functioning of DST has been evaluated by the DST FIST Expert Committee on 27th October, 2018 and the same has been approved.

Another notable project of the Planning Committee is the project of construction of Swimming Pool in the college premises under the UGC scheme. The Head of the Institution constituted a 10 member committee on 14th February 2014, for the construction of swimming pool under the UGC scheme- Development of Sports Infrastructure in College. The project proposal in agreement with HYDROSCAPE POOLS PVT LTD worth Rs 1.64 Crores has been approved by the UGC. 70 % of the work has been already completed. The project will be completed as and when the II Instalment of UGC Grant is received.

File Description	Document
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The institution has a history of providing various effective welfare measures and facilities to the teaching and non teaching staff. They are staff co-operative credit society, co-operative society for Books, Stationery and other learning materials, staff insurance schemes, medical check up, health and fitness programs, multi gymnasium facility, staff club etc.

1. **Staff Co-Operative Credit Society**: A Staff Co-Operative Credit Society is functioning in the College for the well being of the staff. It provides financial assistance in the form of loans, cash transfer facility and call money facility to meet the financial contingencies of the staff.
2. **Co-Operative Society:** a co-operative society is functioning in the college which provides essential stationary items at fair prices for students and staff.
3. **Staff Insurance Scheme**: the institution promotes various insurance schemes including health insurance.
4. **Medical Check Up and Campus Doctor**: the service of a campus doctor is made available to conducts medical check up for the teaching and non teaching staff.
5. **Staff Club**: to improve the inter-personal relations and group behaviour of the staff, a staff club is functioning in the college.
6. **General health fitness and awareness programs**: this program is taking care of the physical and mental health of the staff. Physical fitness, Strength training programme are extended for all staff and students.
7. **Multi-Gymnasium**: A fully fledged multi gymnasium functioning in the college for physical fitness and strength.
8. **Sports training programmes**: training programmes for various sports are provided under this programme. It includes training for badminton, cricket, volleyball, table tennis, etc.
9. **Yoga**: the Physical Education Department provides yoga classes for the teaching and non-teaching staff to take care of their mental wellbeing.
10. **First Aid Appliances**: first aid kit for wounds and Nebuliser for neutralising the breathing difficulties are maintained by the physical education department on behalf of college and are provided in case of emergencies.
11. **Canteen facilities**: a canteen run by a group of women is successfully functioning in the college which provides clean and hygiene food to the staff as well as students. There is a canteen committee was constituted for monitoring the functioning of the canteen. Under the specifications of the committee, the staff in the canteen are following clean , hygiene and eco friendly measures for canteen management.
12. **Wash areas and urinals**: every department in the college have a wash room for the teaching staff and in the office also adequate facilities like wash basins with 24 hour water supply and it is maintained very effectively.

Moreover the institution provides other facilities such as arranging get-together for the staff during festive seasons and also during March 31st every year. Staff meeting along with an orientation session is also provided. Staff club with members from teaching and teaching staff was also functioning in the college. There is a women's cell – "MITHRA" , which is a unit of Kerala State Womens' Development Corporation is also in the college for dealing matters regarding women issues.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 6.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	2	7	4	6

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)
Any additional information	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 44.68

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
47	35	22	25	20

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Performance appraisal is carried out so as to assess the employees' job performance and productivity in relation to the institutional vision and mission. The institution resorts to the following methods to appraise the performance of the teaching staff.

- **Students' Feedback**

Students' feedback is collected and evaluated, and on the basis of which the Principal holds confidential meetings with individual faculties, and redress the issues if any.

- **Teaching Performance Appraisal**

In this case, all HOD'S are to submit to the Principal, the list of portions assigned to the faculties, and the same is compared and analysed in relation to the feedback obtained from students. Likewise, the work diaries of faculties are verified by the HODs and the Principal. Not less than two meetings are annually conducted to discuss the academic progress of the students, and the measures initiated to mitigate academic redress.

- **Portfolios**

Information regarding research activities, professional development activities(orientation, refresher courses, participation in seminars and workshops etc.) are annually collected to appraise the academic progress of the faculties, and the same is included in the annual report of the college.

- **Appraisal of Non-teaching Duties**

Non-teaching duties such as examination duties, paper valuation and governership of extension activities are often assigned to faculties by the Principal. Records of the examination duties assigned to and performed by faculties, and duly signed by the Principal, are kept by the Additional Superintdent of

Examination. Faculties are strictly directed to report to the examination duty on time, and in case of any inconvenience, the assigned faculty shall be substituted so as to ensure the smooth functioning of the examination. Faculties who are in-charge of extension activities are to submit to the Coordinator of Extension Activities the annual report of the activities/programmes conducted towards the end of the academic year. Further, this report is included in the annual report of the college.

- **Assisting the Faculties**

Notwithstanding the busiest academic schedule, the institution has organized in house trainings under the auspices of the IQAC) to equip and train the faculties with better understanding of the latest trends in teaching-learning processes. A case in point is the national seminar organised by IQAC in 2017 on the latest trends in higher education. The seminar elaborated on the myriad of strategies employed to surmount the unfavorable learning outcome.

Performance Appraisal of Non-teaching staff

Monthly meeting of the administrative staff is convened by the Principal to evaluate the progress of the office procedures . Action is taken to settle pending file and update filework. In order to ameliorate performance, and to familiarise the available staff with various office procedures and managerial skills, the strategy of "work shuffle" has been successfully implemented. In addition to this, in 2014, a service orientation class was organised for the administrative staff. Administrative staffs were sent to attend administrative training programmes organized by the Directorate of Collegiate Education. Contingency staff have been appointed and proper training is provided in the Institution itself in order to fill the shortage of non- teaching staff in the College.

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college conducts regular and periodical internal and external audit as per the guidelines of government and management as required by the university and UGC. The internal audit is performed by an official appointed by the management and reports are obtained.

During the course of internal audit, all required steps are taken to regularize the accounts and to obtain confirmations for the credit balances, to collect documentary evidences wherever inadequate in respect of payments, compliances of T.D.S. and statutory formalities and reconciliation of unit wise balances with the

control accounts and bank reconciliations. The copy of the internal audit report covering all matters related to maintenance of accounts is preserved.

The objective of internal auditing is to assist the institutional administrators in the effective discharge of their responsibilities by furnishing them with analysis, appraisals, recommendations and pertinent comments concerning the activities reviewed.

The College takes special care for regular and periodical auditing of all internal financial dealings.

External audits are conducted by a statutory auditor on regular basis. Being a government aided college, it is mandatory to audit all financial transactions by competent authorities including director of collegiate education and office of the accountant general. College is prompt in updating the audit process.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 7.38

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.47	6.91	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The Resources constitute human resources, material resources, infrastructural support and financial help.

Major resources are mobilized from:

Government /UGC/DST-FIST/DBT/KSCSTE/RUSA: Funds are made available to the institution through these agencies as Plan Fund and funds are allocated according to the proposal submitted by the college. The College Level Planning Committee is the apex committee which formulates implements and evaluates the utilization of various resources.

Major funds available from UGC are:

1. ADDITIONAL ASSISTANCE TO COVERED COLLEGES is a fund towards Equipments,Generator,Inverter, Laboratory equipments, LSC/TV and other teaching aids, computer and accessories etc.
2. GENERAL DEVELOPMENT ASSISTANCE, UGC XII PLAN is a fund towards Books and Journals, Equipments, Instrumentation facilities, Construction/ Extention/ Renovation etc.
3. ESTABLISHING & MONITORING OF IQAC
4. DEVELOPMENT OF SPORTS INFRASTRUCTURE& EQUIPMENT IN COLLEGES is a fund towards construction of Swimming Pool.
5. RESEARCH FUND: The Major and minor Projects and grants gained from UGC, by our faculty help a great deal in facilitating the potential growth of the college.
6. Rashtriya Uchchattar Shiksha Abhiyan (RUSA)

2. Alumni support: TKM College of Arts & Science has active alumni associations at the college level and departmental level, giving support to the college, investing with a number of resources. The alumni, many of whom occupies the highest echelons of society take an active interest in the functioning of the institution and provide free consultancy and financial support to the students and help in improving the infrastructure of the institution. 3. Fees, charges &levies: The College collects a fixed amount of tuition fee from the students, which in turn is remitted to the government. The examination fee is remitted directly to the university.

4. Donations: The College collects a voluntary contribution from the students as Parent Teacher Association (PTA) fund at the time of admission. The PTA fund is utilized for various developmental activities of the college. The College Development Council (CDC) fund collected from the students is remitted to the Government which is allotted to the institution later along with a corresponding matching grant.

5. Management Funds : The Management actively contribute towards the infrastructural development of the College.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

○ The two notable worth- mentioning practices are the conduct of lecture series of international dimensions in the initiative and supervision of IQAC, and the regular monitoring of all semester results of all departments in the College and follow up by way of result analysis and conduct of remedial coaching.
○ Academic lecture series: IQAC has ensured the prompt conduct of an uninterrupted lecture series since 2014. Eminent and globally renowned personalities and spokesmen addressed the audience in those events. Nobel Laurate Ei-Chi Negishi, Writer-Jaisree Misra, Prof. T. Patmanabhan, IUCAA were some of them. In the beginning of every academic year, IQAC calls a meeting of HODs of all

Departments and insist to submit a Plan of Action, which contains the details of activities to be conducted during the year. During the process, IQAC ensures that the lecture series is very well planned with participation of all departments with at least one programme of international exposure. The quality improvement of faculties of the College is thus ensured and international level of exposure is provided to the students. The initiative is also an attempt to raise the standard and performance of the students to international levels.

○ Results monitoring: The University results of all semesters are to be communicated to IQAC within a week of announcement of results. The semester wise results are analyzed in detail and the inference is put to action in form of remedial coaching to ensure better results in the upcoming examinations. The progressive improvements of results achieved since 2013 itself is an evidence of the fruitfulness of the programme. In addition to this, the details of students who fail in internal exams are collected by IQAC, and retests are arranged in concerned departments after providing remedial coaching and ensured that they perform fairly well. Due to this initiative, the number of students who fail in internal exams is meager.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The IQAC reviews the teaching learning process, methodologies of operations and learning outcomes at periodic intervals through the evaluation of the Teachers' Diary maintained by each of the faculty members of all Departments, The Teacher's Diary contains all details regarding the personal profile of the faculty, time table, details of teaching work per semester, achievements, participation / presentation / publication in Seminars/ Conferences/ Workshops/ Orientations/ Refresher Courses attended, details of examinations conducted and participation in Institutional Social Responsibility activities verification of the feedback forms collected from the students by the concerned HODs and the analysis of semester wise results. Confidential meetings are regularly conducted by the Principal and IQAC coordinator with the concerned faculty. The short comings/ defects and deficiencies are pin pointed suitable remedial measures are immediately initiated by way of attending Refresher Courses/ orientation trainings/ personal councellings.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 4.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	2	4	3	4

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
Any additional information	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

- TKM College of Arts & Science has taken all steps to resolve weakness of the institution and succeeded to overcome remarks made by NAAC peer team during the year 2013.
- College witnessed tremendous achievements in academic and infrastructure development and social responsibility after the second re-accreditation in 2013
- Since 2015, IQAC has taken initiative to conduct lecture series of various Departments
- Ranked 45th among colleges by NIRF, MHRD.
- Introduction of 1 UG programme & 1 PG programme and one research department (Chemistry)
- Over the last five years, the annual intake of students increased from 523 to 603 and demand ratio now is greater than one.
- Introduced Student Centric, ICT enabled, participatory teaching-learning methods
- Constitution of various Committees at the College level
- DST- FIST funding of Rs.1 Crore for Chemistry and Physics labs availed
- Decided to construct separate research block and the construction will be completed by 2019
- Renovation of administrative block with ICT facilities
- New initiatives have been introduced including WWS, SSP, ASAP
- College has signed MoU with CCEK, SRC for conducting skill- based job- oriented vocational courses and started these courses.
- Conducted International and National seminars
- Conducted National Science and Cultural Expo
- Semester wise Results of all Departments are regularly monitored by IQAC
- Ensure proper conduct of remedial coaching for the betterment of results
- Identification of slow learners and observing their improvement through remedial coaching
- Construction and equipping Microbiology culture lab for students of Biochemistry Department
- Every year, orientation on Library usage is initiated by IQAC
- College witnessed visit of more than fifteen eminent professors and scientists including a Nobel laureate Ei-Chi Negishi
- Started Research Consultancy service and generated income.
- Started Research collaboration with foreign scientists from USA and Egypt
- Organized and started Special Academic Lecture series with the collaboration of Indian Science Academy and IIT, Chennai
- Student grievance redressal Cell is functioning under proper co-ordination of IQAC
- Bridge courses are conducted every and monitored by IQAC

- Maintenance of Teachers' diary for recording academic work
- Facility for lab equipments, tools, furniture, classroom teaching devices are enhanced.
- Conduct of regular PTA as instructed by IQAC
- Conducted Bookfair every year in the College Auditorium since 2015
- College campus converted into environment friendly and eco-friendly. Set up campus garden and rain water harvesting
- Training partnership with CCEK, SRC
- Research collaboration with Foreign scientist from USA and Egypt
- Constituted separate Social Service Cell
- Started Tailoring training unit for empowering inmates of Mahila mandiram kollam
- Adopted a Govt. primary school, Perinad Kollam and constructed a bio diversity Park
- Construct and donated a house for a Poor orphan and student of the college
- Conduct examinations under Surveillance cameras.
- Celebrated Golden Jubilee in a befitted manner
- Provides information literacy for PG students.
- Civil Service coaching started
- Adopted a Government primary school at perinad,kollam and constructed a biodiversity park,repairing ,touching and painting work have done.

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 68

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	14	16	10	13

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
   1. **Safety and Security**
   2. **Counselling**
   3. **Common Room**

Response:

Safety and Security

1. The college is very keen regarding safety and security of the students especially lady staff. The following practices are done in this regard:
2. The college has a comprehensive system of ensuring the safety and security of the students in the campus. The entire administration right from the principal, through the college council, the IQAC, the various committees, the HOD's and the department level committees, takes every effort to ensure the safety and security of girl students and lady staff. There is a central committee which includes representatives of the girl students and the lady staff for overseeing the overall safety and security of the campus.
3. The discipline committee headed by a senior faculty continuously monitors the security practices in the campus. The complaints related to the violation of discipline, if any and reported by the security guards are handled by the Discipline committee. The discipline committee intentionally keeps an eye on vulnerable areas.
4. The surveillance systems with a set of 33 CCTV cameras are installed at key locations. Footage of

the recordings is periodically reviewed, and appropriate action is taken, if any suspicious activity is observed by the principal.

5. The training sessions on self-defence are organized for the girl students by Mithra Women cell-Kerala Women's Commission.

6. Awareness programs are organized by the institution which has social relevance that tantamount to women empowerment.

7. The Grievance Redressal Cell looks after the grievances of the students.

8. Various cells such as anti-ragging cell, anti-sexual harassment cell etc., are actively functioning in the institution in order to support the students for leading a peaceful academic life.

9. The department HOD and Faculty advisor consider the students needs and steps are taken to solve the problems encountered, if any, in time.

10. First aid room functions as part of Physical education department.

11. The service of traffic police is available in Karikode Junction at the peak time

12. The faculty advisors maintain a healthy relationship with the parents and regular PTA meetings are conducted.

Counselling

The institution organizes all important activities associated with the counselling of the girls and boys, whenever necessary. The girls get counselling from our women faculty.

The Institution organizes those programs which have themes such as coexistence of genders, the significance of mutual understanding, stress management, women's rights, legal defence, personality development, capacity development, health consciousness and hygiene etc.

The counselling process is done in stages. First, it is done at faculty level, then at HOD level and finally at Principal level, for any issues. The college is well equipped with the services of professional counsellors and psychiatrists. The panel consists of Dr. Jayaraj, consultant psychologists and counselor, Adv.Unnikrishnan, Bindhu Sharma, Claudet Lambert, Prof Mahmood and Prof. Hashimudeen A., Dist. President, Mental action by people. Awareness classes are organizes based on needs.

Common Room

The college has provided a separate room for recreation and rest of the girl students. The room has an attached washroom. A water dispenser is set up in the girls common room. Rooms are also equipped with essential amenities. A lady attender is the caretaker of the waiting room. A prayer hall for ladies is attached with the ladies waiting room. The lady faculty members of the discipline committee take care of the facilities of the waiting room. A rest room is also functioning inside the office room for the use of disabled and staff.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)
Response: 49782

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 90.12

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)
Response: 5058.9

7.1.4.2 Annual lighting power requirement (in KWH)
Response: 5613.7

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid waste management

Solid waste are mainly of three types. Food wastes, plastic wastes, paper wastes, and chemical precipitate from labs. The institution adopts adequate methods to manage wastes. Separate waste baskets are given to each class for segregated disposal to facilitate the recycling of plastic waste. Biogas plants have been installed in the campus to convert the food waste generated into biogas. The college has taken initiatives to

implement segregation of solid waste and hand over plastic waste for recycling and safe disposal instead of the unhealthy practice of burning it or dumping it in public places or water bodies.

College has given special awareness programmes to laboratory safety measures and disposal of chemical waste in proper scientific way. College has been installed incineration unit in the campus for hygiene and proper sanitation. The NSS unit of T. K.M College use the economic principle of waste management and create cloth bags from textile waste and used cloths. A skill acquisition training has been conducted to NSS Volunteers in Grow Bag manufacturing as a part of Women Empowerment Programme. The raw material for these grow bags were used flex banners which were collected from different departments. In association with Womens studies Unit College provided Students training on flower making using different materials ranging from fancy papers, socks cloth, organdy cloth and tissue papers. The use of waste papers, polythene covers and bottles for making flowers and baskets, generates in them the idea of reuse of such waste materials into a creative and useful means. This is considered as a best practice in management of such waste materials. In addition to this the institution join hands with the Swachh Bharath Mission programme. The college has been awarded as the 'Best performance award' for swachatha hi seva campaign. The college had a remarkable role in Haritha Keralam programme. Waste like glass splinters and aluminum scraps are separated and disposed in an eco-friendly manner. The institution follows 'Green Protocol' while conducting seminars and other events .Students and faculty are encouraged to use steel lunch boxes and steel glasses.

Liquid waste management

College encouraged the reuse of liquid solvents derived from laboratory and successfully implemented in the research as well as other laboratories. The Dept of Chemistry encouraged the reuse of liquid solvents derived from laboratory and successfully implemented in the research as well as other laboratories. College has given special awareness programs to laboratory safety measures and disposal of chemical waste in proper scientific way

Waste water is reused for gardening purposes and ground water is recharged using water recharge pits. Drip irrigation is used in gardening purpose to reduce the use of water. Maintenance of leaking pipes is done with immediate effect.

E-waste management

E-waste are irremissible part of teaching learning process in the current scenario. E-waste management is actually a   scourge. The institution has a number of ways to manage e-waste. All the electronic devices are maintained regularly to avoid scathe. The hardwares of the devices are given to the nearby schools and institutes offering hardware courses. The NSS unit of the College joined hands together with the Kollam Corporation to collect e-waste from the College and hand it over to the Kollam Corporation.

File Description	Document
Any additional information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

7.1.6 Rainwater Harvesting

- Appropriate measures are taken by the institution to reduce the high rate of water loss in the campus.
- Water is collected from various surfaces and redirected to the catchment area where it percolates into the recharge pit.
- The recharge pit is filled with stones and sand. The location selected for the pit permits fast infiltration and percolation.
- It is about 3 metres in diameter and 6 to 8 feet deep.
- The pit is built close to the well.
- The catchment area is free from biological and chemical pollutants. This will help to rejuvenate the depleting ground water resources.
- It helps to retain runoff including that from roof tops as a valuable source of water and artificially recharge the percolation well and ultimately increase the ground water level.
- There are two wells in the campus. Well water is filtered naturally, providing the health benefits of water without the chlorine, fluride and other chemicals.
- To enhance irrigation, ridges are constructed in the garden to trap and prevent rainwater from running down slopes.
- On an average 1,20,12, 122 litres of water is obtained annually.

File Description	Document
Any additional information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Green practices

Public transport

The teaching and non-teaching staffs adopt carpooling system,this inturn will reduce carbon di oxide emission. Majority of the staffs who stay nearby area prefer to walk .A good number of students rely on public transportation to reach campus. A small percentage of students use motor bikes or cars for transportation.

Pedestrian friendly roads

The whole pedestrian ways are interlocked for better water holding capacity, in an ecofriendly manner. The roads are beautified with trees on both sides. Each entrance of the college is monitored by Security persons, they help the smooth functioning of the pedestrian facility.

Plastic free campus

The campus has been declared plastic-free. The use of plastic is strictly restricted in the campus. Students are advised to bring their lunch in steel boxes, which avoids accumulation of plastic carry bags in the campus. Separate waste baskets are used for bio-degradable and non-biodegradable materials. Reusable cups and plates are promoted inside the campus to reduce plastic usage. The non-biodegradable wastes are giving to scrap dealers. Women study unit students are trained for making carry bags from different waste material.

Paperless Office

Communication among the teachers and office are through WhatsApp groups and e mails. All departments have their own e mail-id. Electronic forms are promoted to reduce the paper usage. Electronic display is placed in front of the office to display major activities of the colleges, it helps to minimize the use of flex boards. We have a public addressal system, most of the announcements are happened through this system. We have online attendance submission system. Students are asked to submit their copies of assignments in soft copy format.

Green landscaping

The college has a biodiversity rich botanical garden , with rare plant species. The garden act as an ecosystem for different birds and animals. Instead of that we have well maintained garden with beautiful leafy plants and flowering plants. Different varieties of trees have been planted in the campus and their names are displayed. Drip irrigation has promoted to reduce water usage. The trees in the campus are identified with their botanical names.

File Description	Document
Any additional information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary

component during the last five years

Response: 0.76

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.60	0.60	3.00	2.00	0.50

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

   1. **Physical facilities**
   2. **Provision for lift**
   3. **Ramp / Rails**
   4. **Braille Software/facilities**
   5. **Rest Rooms**
   6. **Scribes for examination**
   7. **Special skill development for differently abled students**
   8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 23

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	4	5	1	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document [View Document]()
Any additional information	[View Document]()

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 31

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	6	5	4	3

File Description	Document
Any additional information	[View Document]()

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

02-04-2019 04:38:02

Response: 209

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
68	44	42	29	26

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Independence day and Republic day are celebrated every year in the college. NCC and NSS volunteers , teachers and staff assembles in front of the college. Principal of the college hoists the national flag followed by national Anthem, NCC song, speech by the Principal and distribution of sweets.

National Integration Day .NCC organizes speech competitions, group discussions and talks on national integration. NSS unit organized a film show 'Kalapani' on November 19, 2014.

Gandhi Jayanti Day is commemorated every year with lots of enthusiasm and vigour by the students and teachers of the college. On Oct 2nd 2014 60 cadets of our institution participated in the 'Swatch Bharat Mission' organized by Kollam Railway Station. Dr. N.K. Premachandran M.P. inaugurated the cleanliness drive. 60 cadets cleaned the railway premises and interacted with the passengers in the railway platform.

Teacher's Day is celebrated every year in the college . Seminars, NSS   programmes, talks and games are arranged to inculcate values and establish a rapport between teachers and students.

ONV Kurup Comemmoration Day : TKMCAS Library in association with Dept. of Malayalam organized a programme on 22nd February, 2017 to commemorate ONV Kurup, the popular Malayalam poet and lyricist on the occasion of his first death anniversary. . **"*Kaviyarangu"*** started with an inaugural poem written and recited by Prof. A. Raghu..

International Youth Day

3(k) Girls Bn. NCC SW of TKM College of Arts and Science organised a cleanliness drive on 12 August 2016 in connection with International Youth Day. A talk on the life of Swami Vivekananda was held.

Rashtriya Ekta Diwas

National unity Day is celebrated on the birth anniversary of Sardar Vallabhai Patel. Cadets took oath on the unity and security of the nation.

Guru Nanak Day

NCC cadets exhibited a short play on Communal harmony. ANO of the institution gave a talk on Guru Nanak.

Dr. Ambedkar Day

A debate on "Subaltern Literature was organized by the Dept of English". Research scholars of the department took part in the discussion and they were given prizes.

Rabindranath Tagore Day

A talkon 'Rabindranath Tagore' for teachers and PG studentsby the Department of English May 7, 2016.12 teachers, and 20 students participated in the programme..

A.P.J. Abdul Kalam Day - NSS unit conducted a poster exhibition on 7-08-2015 on the subject "The Dreams of A.P.J Abdul Kalam". Best poster award was also given.

 World Students' Day was celebrated on October 16, 2017 at T.K.M.

College of Arts and Science.

National Mathematics Day : Observed by Department of Mathematics as a tribute to Ramanujan. A talk on the life of Ramanujan and presentation by students was the major highlights.

Science Day: Every year National Science day is observed by Science club Incorporating science departments. Seminars and various competitions are organized.

- celebrated with great vigour in the college by the students every year

Onam Celebration Pookalam competition, processions, and thiruvathira and Tug of War are conducted in the college.

Christmas day: Christmas is celebrated as part of NSS camp.

File Description	Document
Any additional information	[View Document](#)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Being an aided college, the institution attained funds from various sources including UGC, DST, RUSA, DBT, State funding agencies and Management.

It is in this backdrop that the matter of transparency in the financial functioning of the college has to be analyzed and evaluated. Complete transparency is ensured in the area through a comprehensive slew of measures.

The Planning Board is the ultimate financial authority of the college. It consists of the Principal, who is the chairman, the office superintendent, section clerk, PWD approved engineers, Management representative, University representative and two members of the faculty.

The Planning Board plays an active role in the execution of the proposals ensuring that the expenditure under each head is transparent. It may be pointed out here that the college accounts have been audited until 30 June 2018. Thus the auditing is up to date.

The financial auditing is two-pronged. There is external auditing as well as internal auditing. External auditing is carried out by government agencies. Officers from the government departments, especially the Deputy Directorate of Collegiate education, and the office of the Accountant General regularly visit the college and carry out systematic auditing. Internal auditing is mainly focused on the utilization of management funds. The dovetailing of external and internal auditing ensures complete transparency. Fee collection, salary disbursal, PF operations, income tax collection etc have been made online. The aim of the institution is to implement e governance in all possible areas.

Absolute academic transparency is ensured from beginning to end. The stakeholders are constantly and intensely involved in the academic process in a systematic manner. The admissions are carried out strictly according to government and University norms. The reservation laws are meticulously followed. The entire admission process is online and hence highly transparent.

There are several initiatives in the college to support the teaching learning process and help to bring out the

best in every student. They include bridge courses, WWS, SSP and ASAP. The selection to the program is through highly transparent process. Transparency is ensured in the areas of co curricular activities as well.

The institution sees transparency in administrative function as a matter of paramount importance. The college has a three tier system of administration, Governing Body, Academic advisory committee and various bodies in the college headed by Principal. Administrative functions are monitored by these bodies.

The college believes in e-governance and online process is being progressively introduced in all areas of administration. The college is introducing e-filing stage by stage. Salary disbursal, tax filing, PF collection, fee collection, scholarship distribution have all become online for ensuring transparency.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICES

The college follows Best practices in academic, administrative and social responsibility aspects for the last five years.

1. **Title of the Practice** : Remedial class

   - One of the missions of the institution is academic excellence irrespective of caste, gender and economic stability. To ensure this, Remedial classes are arranged for slow learners and prepare them to perform the examinations well.

   -

   1. To motivate them to get an insight of the subject.
   2. To identify the weak areas of students in the concerned subject.
   3. To improve the weak areas of students in their subject.
   4. To prepare the students for the university examinations.

-
  - The practice is carried out by all departments in the college.
  - At the mid of each semester, mentor, identifies the weak students in the subject by putting a test paper on the topic covered.
  - The students who scores less than 40% will be listed out and are given remedial classes.
  - Remedial class is usually executed before and after regular classes.
  - Difficult areas are identified and practice session is given.
  - Different methods are adopted in teaching learning process.
  - Regular feedback is collected, orally.
  - Repeated tests are conducted for the thorough understanding of difficult areas of the syllabus.
  - Individual attention is given.
  - Emphasis is given in clearing doubts and solving previous year question papers.
  - Usually 4-6 hours are set for the remedial class and may be extended up to 10 hours based on needs.
  - A register is maintained in all departments.
  - On an average number of 100 students will be benefitted on each semester.
  - Performance of the students is evaluated at the end of each semester.

Evidence of success:

- Ninety percentages of the students are benefitted through remedial coaching.
- Helped to remove examination fear.
- Helped the students to gain confidence in approaching the subject.

1. **Title of the practice : Weekly report**

The college practices weekly evaluation of the academic research and infrastructural status by weekly reporting of the Principal with Chairman, Governing Body.

Objectives:

1. To provide conducive working environment in the institution

1. To ensure efficiency of the programs executed in consensus with the management
2. To ensure proper functioning and effective management of the institution

Context: An effective reporting system to the management prevails in the institution in order to avoid any

lacunae in the communication. It consists of reports of programs which are already conducted during the past week and the programs which are planned in the forthcoming week. The management appraise the benefits of each program and provide valid suggestions and take necessary steps for the successful execution.

Practice:

- The reports include academic as well as non-academic activities in the institution.
- Student progresses in the academic and extra-curricular activities are duly intimated.
- Disciplinary issues, if any, are also reported to the management.
- All kinds of activities including infrastructural and aesthetical developments as well as its planning are also appraised with the management in the proper time.

Evidence of success:

1. Active involvement of management in all the activities of the institution
2. Adequate support from the part of management for the effective utilisation of the resources
3. Timely intervention and approval by the management for the faculty's professional development programs.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The College has a unique model of development history. The founder of the college Janab Thangal Kunju Musaliar was a man of remarkable vision, he foresaw the tremendous importance of education in the years to come and this resulted the formation of the college. He diverted his entire industrial surplus to the establishment of educational institutions which generated the transformation of society through education.

Today the academic opulence of the college continues fulfilling the noble dream of empowering the society, through education. Our dream is to reach the acme of supreme excellence in academic and non-academic spheres. The selection process of teaching and nonteaching staff is purely merit based acknowledging the constitutional value of secularism ensuring the inflow of high quality personal in to the

institution.

- Now the college has become a unique centre marked with spectacular achievements in academic, research, extension and outreach activities.
- The number of applicants seeking admission in UG and PG courses are ten times more than the sanctioned strength.
- The demand ratio is greater than one.
- Eminent Professors from UK, USA, Egypt, Srilanka and Australlia visited the college and interacted with students.
- Nobel Laureate in Chemistry, prof Ei-Chi Negishi visited and interacted with students and faculties from and outside college.
- The College attained 'Best NSS Unit awards continuously for three years.
- The college attained 'Young leadership award 2015.
- The college attained Best Performance Awards in conducting oral cancer detection programme.
- The college attained district level Best Performance Award in conducting 'Swachatha Hi Seva cleaning campaign.
- The publication of the college have attained high h-index.
- The college successfully organizes programmes on legal literacy, gender neutrality, self –defence for girls , sponsored by National Women's Commission, State Women Development Corporation. District Legal Literacy Mission.
- The College constituted a Social Service Cell under which all extension and outreach programmes are organizing.
- Social Service Cell of the College is running a tailoring training unit in Mahila Mandiram and empowering the inmates of Mahila Mandiram for self employment.
- College pioneered voice donation for visually challenged people and serving as a help mate in providing white cane to Kerala State Blind Federation.
- Actively associating National and State level programmes including Swach Bharath Abhyan, Swachatha Hi Seva, Suchithwa Mission, Haritha Keralam and Green Kerala.
- The College is plastic free, eco-friendly Green Campus.
- The College is successfully implementing noon-meal scheme.

The college is known for its quality in higher education and unparalleled excellence in academic and non-academic areas without compromising institutional responsibilities. The college is the backbone of upliftment of socially and economically backward communities in the region since its inception. Girl students belonging to the minority community who otherwise have not had an opportunity for education, have taken admission in this college and have reached high levels in society. College is playing a key role in moulding students and the minority community and equipping them so that they reached crucial and well known positions across the globe. College is well known for its infrastructure, effective governance and administration and providing pro-active environment. The college has attained fame for nurturing the talents of students to make them employable and socially responsible.

The TKM group of institutions in general and TKM college of Arts and Science in particular have significantly contributed to the tremendous transformations in the educational, social and economic spheres. The college remains a model paradigm in the matter for other institutions to evaluate. In recognition of those aspects, the NIRF of the Govt. of India, ranked TKM College of Arts and Science 45th among the colleges in the country.

5. CONCLUSION

Additional Information :

Since from the establishment, the institute is continuing its journey towards excellence. Since the last accreditation, the College experienced tremendous growth in terms of infrastructure, co-curricular activities and outreach efforts. The College conducted many international conference and national seminars and celebrates days commemorating events/persons. As part of the golden jubilee celebrations, the College conducted many social and cultural activities. This includes a cultural exhibition, social service activities like building a house for the homeless and providing medical aid to deserving students and families. The students are encouraged to participate in events inculcating moral and social responsibilities like Swatchatha Mission, Swatchatha Hai Seva, Haritha Keralam and the College won the best performer award in Swtchatha –Hai-Seva cleaning campaign. The NSS and NCC units are very active and they work hand in hand with other extension clubs. A noon meal scheme is introduced and is practiced for providing food for needy students. Medical aid is provided to families of students and staff when and where ever needed. Regular visits are made to poor homes, Gandhi mandiram and old age homes. The garment making unit started by the College during the golden jubilee celebrations trains the inmates of mahilamandir. The College follows the green protocol and there are efficient methods for waste management and water conservation. The College is proactive in the protection and conservation of natural resources and has a biodiversity park which is a home to an amazing variety of birds and rare medicinal plants. The College pays special attention in creating the spirit of National intergration, social harmony, social responsibility and awareness of human rights through various programmes. A house was constructed and gifted to a homeless orphan who is a student of the College. The College adopted a 150 year old government school at Perumon, Kollam District, and created a biodiversity park there. Repair, maintenance, touching and painting of the school building was done by our students. Blood grouping and blood donation camps are conducted and the students have an excellent record of donating blood.

Concluding Remarks :

Right from its inception in 1965, the College has continued its efforts for quality enhancement in academic, research and extension and infrastructural facilities. The institution has well framed vision, mission and code of conduct, the practice of which are strictly followed in governance comprising of Governing Body, Academic Advisory Committee and Internal Quality Assurance Cell. The College follows the curriculum framed by the University of Kerala. Co-curricular and extra-curricular activities cater to the comprehensive development of the students through various clubs. In order to constantly refresh and upgrade the knowledge of its community, the College conducts seminars and conferences on a regular basis and teachers are encouraged to participate in various academic programs organized by other institutions. The College has spectacular achievements in conducting international and national conferences during the last five years. Many eminent professors including Nobel Laurate, Ei-ichi Negishi from across the globe have been invited to the College. This was a unique academic experience in the history of the College. The results of the University examinations show a steady increase. Feedbacks are regularly collected, analyzed and the inputs utilized for academic and infrastructure improvement. The College has secured many awards for academic and extension activities. During the occasion of Golden Jubilee celebrations, the College honoured rank holders of 50 years and eminent alumni members. College alumni played a proactive role in academic and social responsibility of the institution. New alumni chapters have been opened in and outside the nation. TKMCAS Global Alumni have contributed much in terms of introducing scholarship schemes and other value addition. There has been a dynamic qualitative enhancement in research and outreach activities, consultancy and social service schemes. Infrastructural

development improved the quality in the teaching- learning process of the institution. Attainment of DST-FIST fund, RUSA fund, publication of a peer-reviewed research journal with ISSN number are other land marks in achieving excellence in higher education by the College. The College has become a national level reputed institution by NIRF ranking of 45th among Colleges in India.

Quality enhancement indicators of the College is shown in the below link.

https://drive.google.com/open?id=1ChUNAuom_gKby-McMqRcMErLXAqp6uf7

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.2	Number of certificate/diploma program introduced during the last five years 1.1.2.1. **Number of certificate/diploma programs introduced year-wise during the last five years** Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
6	8	11	11	8 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
6	8	11	11	8	
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
16	13	5	4	5 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
6	7	2	0	3	 Remark : Revised as per clarification provided. However, list of teachers names of the relevant BoS not provided. Therefore unable to identify the correct count of teachers names if repeated for the same BoS
1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years 1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 14 Answer after DVV Verification: 10
2.1.1	Average percentage of students from other States and Countries during the last five years

2.1.1.1. Number of students from other states and countries year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	0	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	0	1

2.6.3	Average pass percentage of Students 2.6.3.1. Total number of final year students who passed the examination conducted by Institution. Answer before DVV Verification : 299 Answer after DVV Verification: 299 2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution Answer before DVV Verification : 488 Answer after DVV Verification: 486 Remark : Revised as per clarification provided by HEI
3.3.5	Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years 3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	9	10	11	8

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6	9	8	12	13

Remark : Revised as per clarification provided by HEI

3.4.3	Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years 3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
57	43	44	34	19

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
40	30	35	31	4

3.4.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1602	1596	1441	1452	792

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1602	1596	1441	1452	792

4.1.3	Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

4.1.3.1. Number of classrooms and seminar halls with ICT facilities
Answer before DVV Verification : 22
Answer after DVV Verification: 25

4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
55.81000	74.5	68.52	89.285	14.51

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14

| 38.56 | 54.50 | 64.00 | 79.03 | 10.01 |

Remark : The supporting infrastructure augmentation is neither signed by any finance officer or any competent authority nor duly certified by a Chartered Accountant. Revised the input excluding Maintenance cost as it is not considered in infrastructure augmentation.

4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years
	4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
21.85000	37.84500	77.63030	82.30635	21.99614

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
21.85	37.84	77.63	82.30	21.99

Remark : Converted to lakhs

5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.
	5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
19	48	25	16	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
13	37	21	14	0

7.1.1	Number of gender equity promotion programs organized by the institution during the last five years
	7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

18	18	17	11	13

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
15	14	16	10	13

7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.6	0.6	3	2	0.5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.60	0.60	3.00	2.00	0.50

Remark : Converted to lakhs

7.1.9	Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Answer before DVV Verification : A. 7 and more of the above
Answer After DVV Verification: C. At least 4 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.2	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
304.77491	164.48911	213.49030	238.79135	93.05000

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
108.03	164.66	207.82	232.95	88.75