

INTERNAL QUALITY ASSURANCE CELL (IQAC) TKM SCHOOL OF ARCHITECTURE

Minutes of the Meetings Held in the Academic Year 2021-2022

Meeting 1

Date: 23/11/2021

At 11:45 AM the Principal's Office, TKM School of Architecture

Prepared by: Krishna A L

Agenda:

1. First Year: Commencement of Courses
2. Tentative Subject Allotment
3. Program Schedule- Week 1 for First Year
4. Duties and responsibilities

Faculties:

The meeting commenced at 11:45 Am. The following topics were discussed and briefed by the Principal.

- Commencement of Courses for the First Years (2021-2026 Batch):

The Class will start on 29/11/2021.

Staff Advisor is Prof. Dr. Jolly John.

Teachers handling the various subjects were finalized. The first week for the batch will be an introduction programme with:

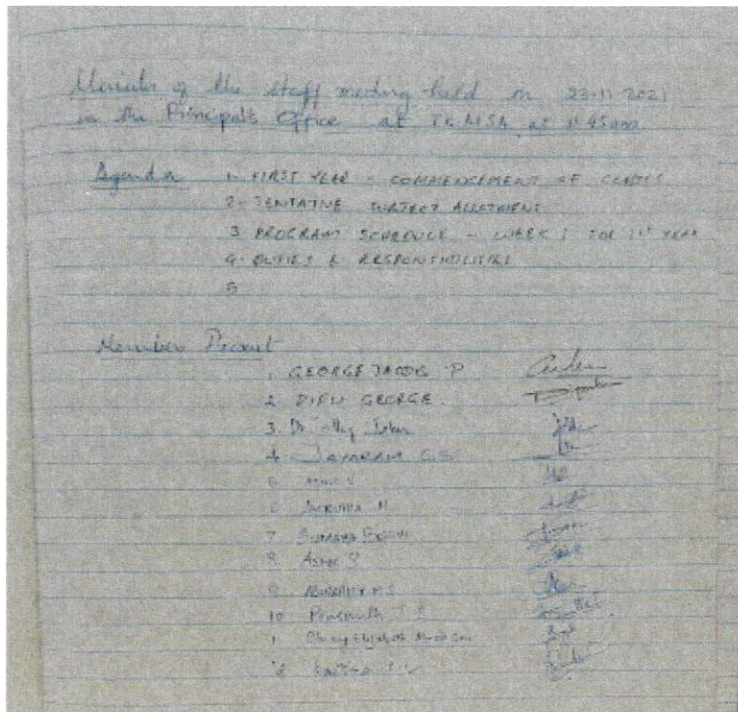
Day 1: Familiarizing with parents, students and teachers.

Day 2: Talk and Informal session by Ar. Jacob Cherian

Day3: Motivation talks by the Graduates from the Institution

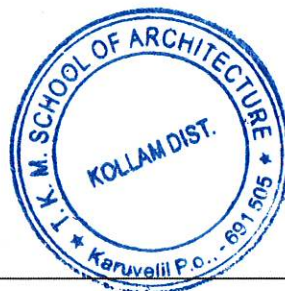
Day 4-5: Trip/ Talent Sharing/ Student Activity.

- It was decided to entrust various responsibilities/ duties to the faculty members for the smooth functioning of the college. The duties will be finalized by Friday.
- The hostel in-charge will be Prasanth T S



- The scheme and system for the first year has not been finalized yet. Therefore a cushion period of one week has been set aside for the same.
- Prof. George Jacob asked the cooperation and support of all staff members for the growth and development of the institution

The meeting ended by 12:45 PM




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Minutes of the Meetings Held in the Academic Year 2022-2023

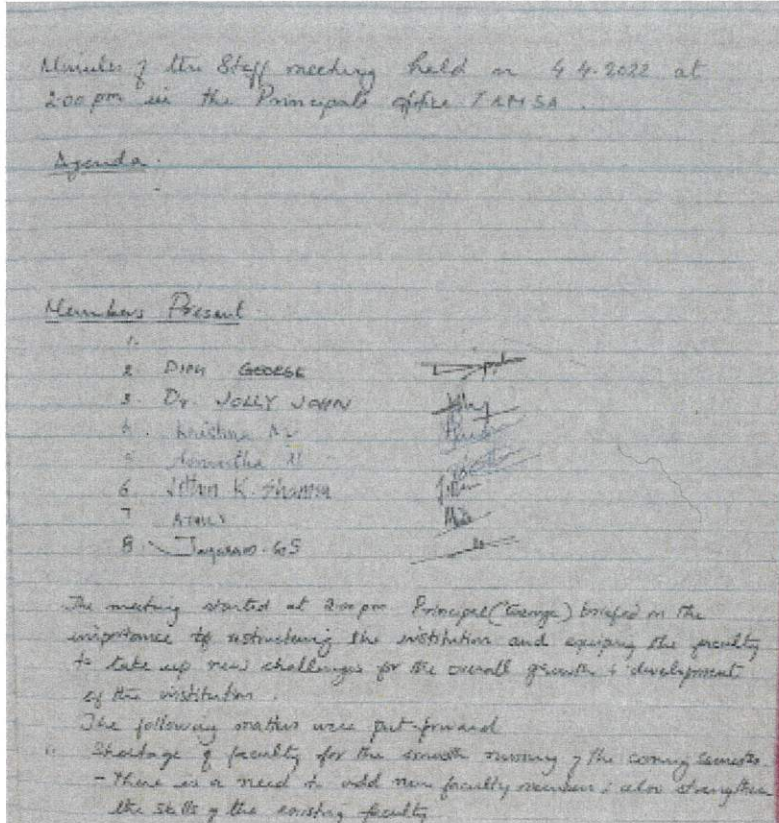
Meeting 1

Date: 04/04/2022

At 02:00 PM the Principal's Office, TKM School of Architecture

Prepared by: Jolly John

Agenda:



Faculties:

The meeting started at 2:00 Pm. Principal briefed on the importance of restructuring the institution and equipping the faculty to take up new challenges for the overall growth and development of the institution.

The following matters were put forward:

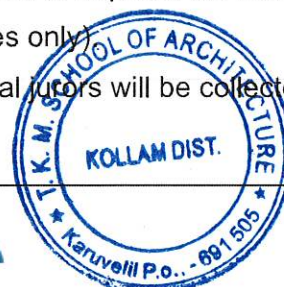
- Shortage of Faculty for the smooth running of the coming semester: There is a need to add new faculty members and also strengthen the skills of the existing faculty.

- It is important that each faculty do a self assessment, on

their strengths and contributions to the progress of the institution.

The following decisions were taken:

- To hold a one on one meeting with each faculty member on Wednesday (06/04/2022) to discuss on the short comings of the institution and suggest how each one can contribute.
- A questionnaire will be put in the group so that the faculty can prepare themselves before the meeting.
- Only one Retest for Series Exams will be conducted in a semester.
- Equal weightage will be given to both the Series Exams in one Semester.
- However the faculty members have the freedom to improve the marks of the series exams so as to benefit the students (in extreme cases only).
- The submissions for the evaluation by External Juroers will be collected by Non-Teaching Faculty.



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Meeting 2

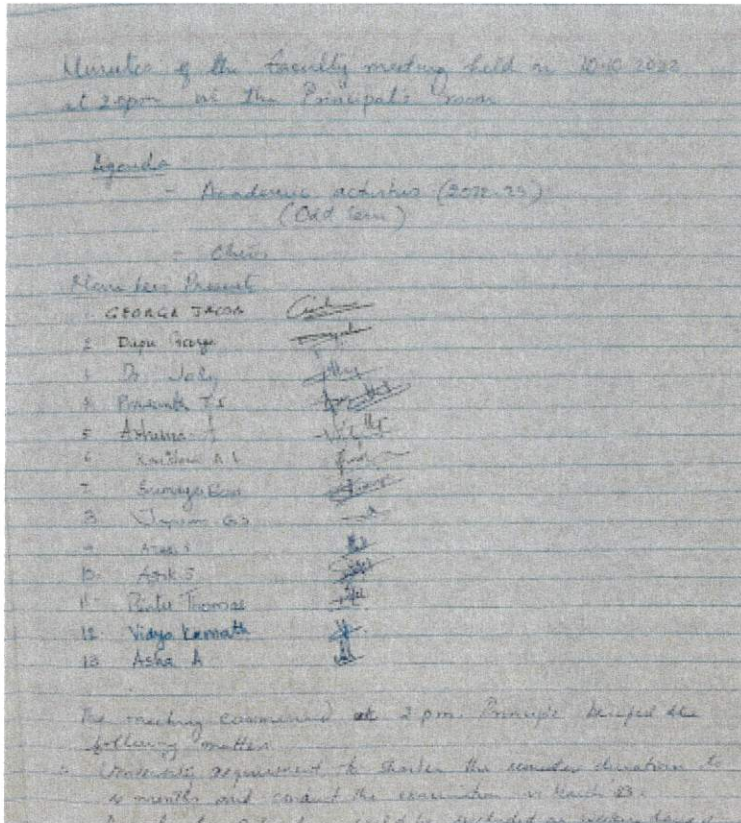
Date: 10/10/2022

At 02:00 PM the Principal's Office, TKM School of Architecture

Prepared by: Jolly John

Agenda:

1. Academic Activities of the odd semester (2022-2023)
2. others



Faculties:

The meeting commenced at 02:00 PM and Principal briefed the following matters:

University requirement to shorten the semester duration to 4 months and conduct the examinations by March 2023. Accordingly, Saturdays could be included as working days if necessary. Tentative academic calendars worked out for the semesters 3, 5 and 7 were discussed.

Conducting seminars/workshops: A three day landscape workshop for all the students and sketching workshop for first and second year students. Suggestions to bring experts for semester 1 orientation programme.

Complaints by warden of the Ladies Hostel regarding the use of Cigarettes/drugs in the hostel.

The following discussions were made:

- The tentative commencement of the classes are as follows:

Semester 1: 25/10/2022

Semester 7: 01/11/2022

Semester 5: 02/11/2022

Last date for commencement of training: 10/11/2023 (Topic of interest for Thesis to be finalized before leaving).

Conducting Dissertation Jury on 28/10/2023 and 29/10/2023

The subjects to be handled by each faculty was decided and finalized

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Prof. Vidya Kamath will be the Advisor of 2023-2028 batch.

Three design faculties will be allotted in one studio. Fourth faculty can be introduced if required.

- Both the Seminars could be conducted if time permits
- Suggestion for Orientation Programme- Dr. Hari Mohan Pillai, IDC: Advankar, John T Vellkan (drama).
- Constituted an enquiry committee chaired by Dr. Jolly John, Ar. Asha and Ar. Athul as members to enquire and submit a report based on the complaints by the warden.
- Chairman for class committee semester 1 (2022): Ar. Asha, Semester 3(2021): Ar. Vidhya.



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Meeting 3

Date: 25/10/2022

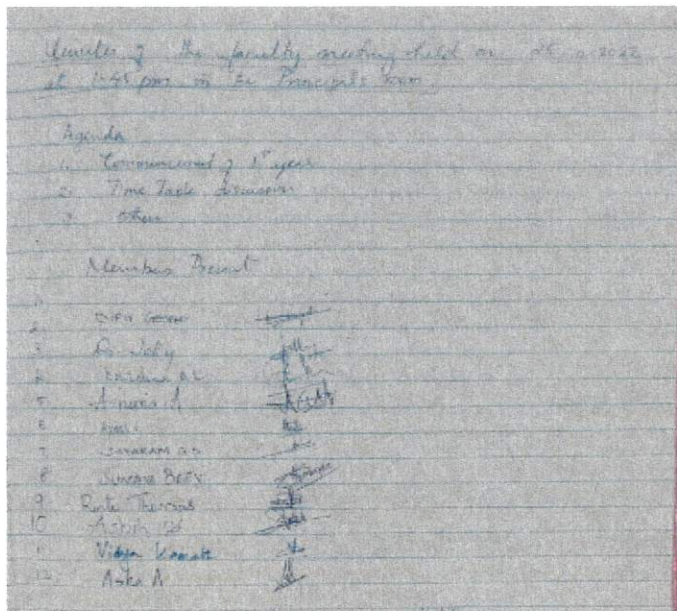
At 01:45 PM the Principal's Office, TKM School of Architecture

Prepared by: Jolly John

Agenda:

1. Commencement of First year
2. Time table discussion
3. others

Faculties:



The following matters were briefed /decided by principal:

- Computer classes will be taken as a one week workshop for each semester. Ar. Ashik would coordinate this.
- Question papers set by the faculty are university question papers and hence they are not to be given as question papers for the model exams.
- Subjects handled by external faculty may be given Saturdays to engage the classes. This will give flexibility in additional classes for individual faculty.
- It is imperative that at least one

faculty be in the studio throughout to ensure students in class during design studio and other drawing classes.

- It would be good if the students know what their project is in the beginning itself, because it will help them to accumulate information regarding it from the beginning.
- Information for improvement of internal marks of the subject should be set along with the marginal sessional marks.
- Re-jury panel for semester 6 and 4 decided with Ar. Asha and Ar. Vidhya as internals.
- Internal examiners for dissertation are decided: Ar. Aswathy and Ar. Asha
- The official date of reopening for the first year (2022-2027) will be 01/11/2022. However classes will commence only on 14th with a one week induction programme from 7th to 11th.
- Funding of the enquiry committee: it was found that Mayya had smoked cigarettes in her room.



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Meeting 4

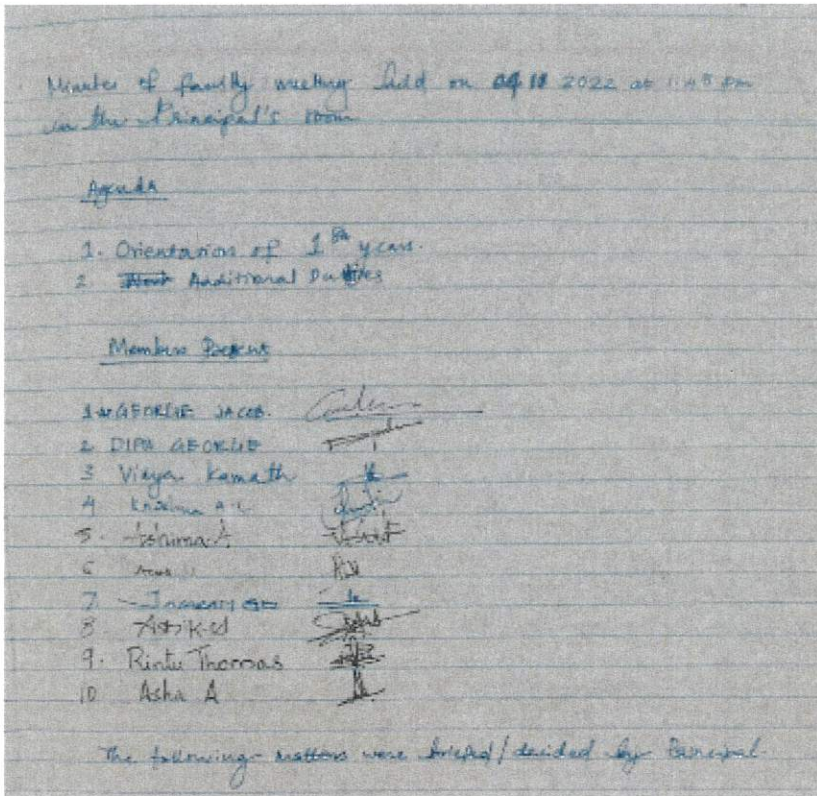
Date: 04/11/2022

At 01:45 AM the Principal's Office, TKM School of Architecture

Prepared by: Vidya Kamath

Agenda:

1. Orientation of first years
2. Additional duties



Faculties:

The following matters were briefed/decided by principal

The orientation for first years, the programmes and venues were finalized.

The faculties are supposed to be present during the orientation programme first day. tea and snacks to be arranged for the discussion with students. Class on Monday 07/11/2022 may be suspended.

Duties for next academic year:

- Advisory:

Semester 1 and 2: Ar. Vidhya, Ar Ritu

Semester 3: Ar. Jayaram, Dr.

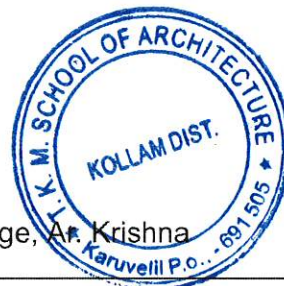
Jolly

Semester 5: Ar. Asha, Ar. Ashima

Semester 7: Ar. Krishna, Ar. Ashiq

Semester 9: Ar. Athul

- Infrastructure and maintenance: Ar. Dipu, Ar. George, Ar. Rintu
- Course File Verification: Ar. Vidhya Kamath
- Time Table: Ar. George
- Examination: Ar. Athul, Ar. Jayaram
- Question Paper: Ar. Jayaram
- Library/Books: Ar Dipu, Ar. George
- Attendance and marksheet: Ar. George, Ar. Krishna



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- Thesis coordination: Ar. Athul
- Faculty Maintenance: Ar. Dipu, Ar. Ashima
- Lab: Ar. Asha
- Hostel: Ar. Ashik, Ar. Ashima
- Events: Ar. Rintu, Prasanth
- Tours and Visit: Ar. Jayaram, Ar. Krishna
- Competition: Ar. Ashik
- Public relations and Social media: Summayya




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Minutes of the Meetings Held in the Academic Year 2022-2023

Meeting 1

Date: 23/02/2023

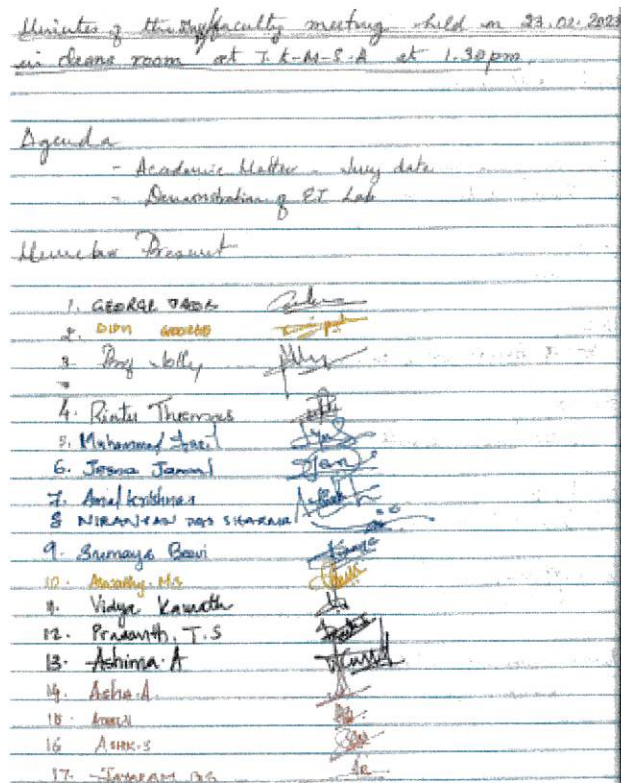
At 01:30 PM the Principal's Office, TKM School of Architecture

Prepared by:

Agenda:

1. Academic matter- July Date
2. Demonstration of ET Lab

Faculties:



The jury date for semesters 1,3,5 and 7 were discussed and finalized as:

Semester 1: 09/03/2023 and 10/03/2023

Semester 3: 08/03/2023 and 09/03/2023

Semester 5: 10/03/2023 and 11/03/2023

Semester 7: 08/03/2023 and 09/03/2023

The demonstration of the ET Lab was done online. The queries were discussed to use the software to the maximum from the upcoming semester. Accordingly, the faculty members can enter the present semester information to get a thorough picture. However a hardcopy of each subject should also be maintained by the faculty in the course file provided by the college.



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Meeting 2

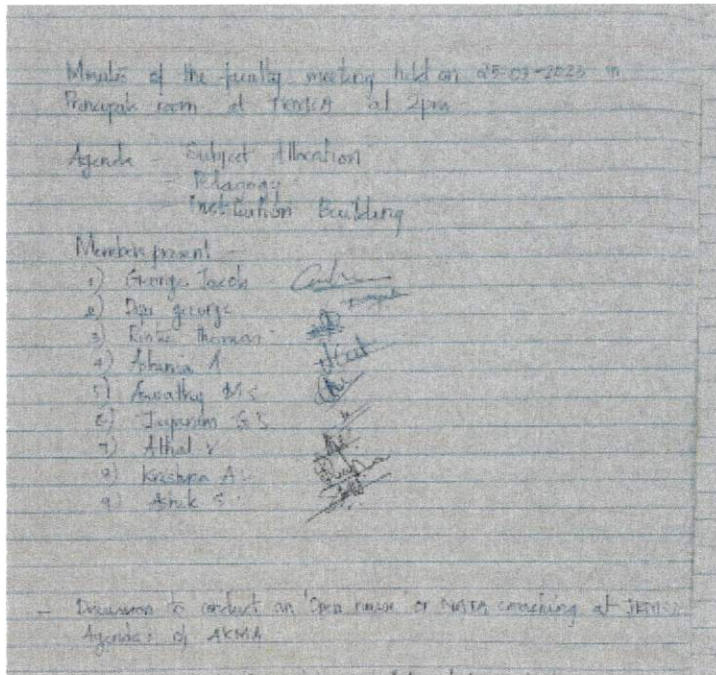
Date: 25/03/2023

At 02:00 PM the Principal's Office, TKM School of Architecture

Prepared by: Ashima A

Agenda:

1. Subject Allocation
2. Pedagogy
3. Institution building



Faculties:

- Discussion to conduct an "open house" or NATA coaching at TKMSA.

Agendas of AKMA.

- Increasing number of seats to 80 or collaboration with IDC or NID.
- Discussed the faculty's opinion on 80 seats.
- Conducting exhibition on 19th February- proposal: collaborating with TKMCE.
- Subject allocation draft presented before faculty.
- Building documentation (SMP palace) proposal combining with

semester 6 design studio.

- Thoughts on mid semester break were enquired.
- Initial Discussion of studio brief of Semester 2, 4 and 6
- Thought on improving campus life. Facilities like canteen, store, printer, improvement.
- Conducting arts and sports in alternating semesters in the end of the academic calendar.
- Scope of area based focus for design development integrating all semester were discussed.
- Time table adjustment of studio days with dissertation and thesis reviews.
- Feasibility of publishing one documentary every year.



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Minutes of the Meetings Held in the Academic Year 2023-2024

Meeting 1

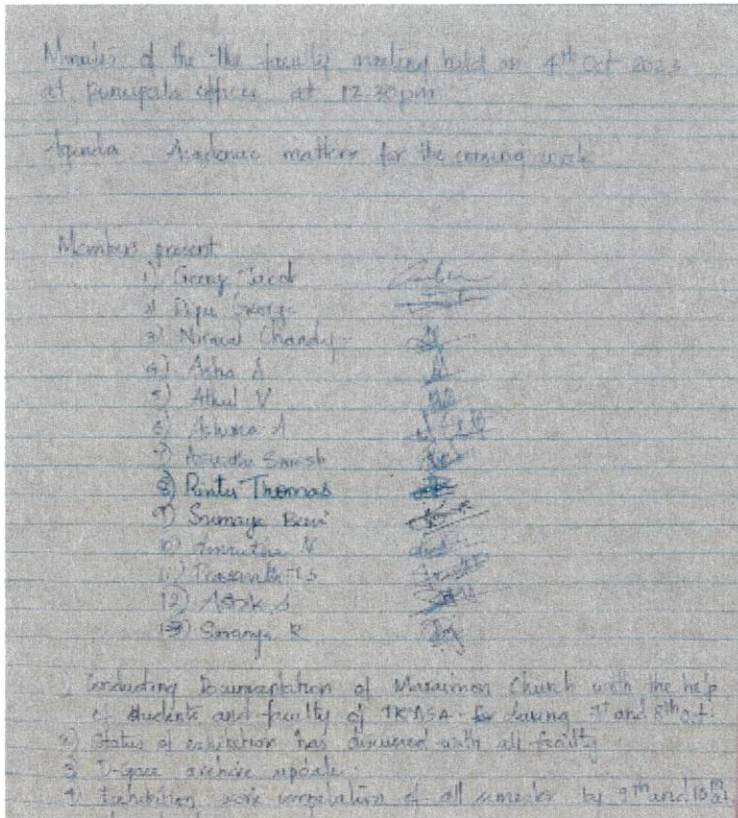
Date: 04/10/2023

At 12:30 PM the Principal's Office, TKM School of Architecture

Prepared by: Ashima A

Agenda:

1. Academic matters for the coming week.



Faculties:

- Conducting documentation of Mariamon Church with the help of students and faculty of TKMSA during 7th and 8th October.

- Status of Exhibition has been discussed with faculty.

- D-space archive update.

- Exhibition work compilation of all semesters by 9th and 10th October through drive.

- Status of all Architecture design for all semester.

- Chairman for Class committee for each batch:

Semester 1: Ar. Aswathy

Semester 3: Dr. Jolly John


Semester 5: Ar. Athul

Semester 7: Krishna A L

- Initiative to clean reprography room, material museum.
- Redevelopment of BS Lab (Tools and Equipment).
- Yearbook publication for TKMSA as part of the Advertisement Team.
- Group of student and faculty guidance to be planned.

Meeting concluded at 1:30 PM.




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Meeting 2

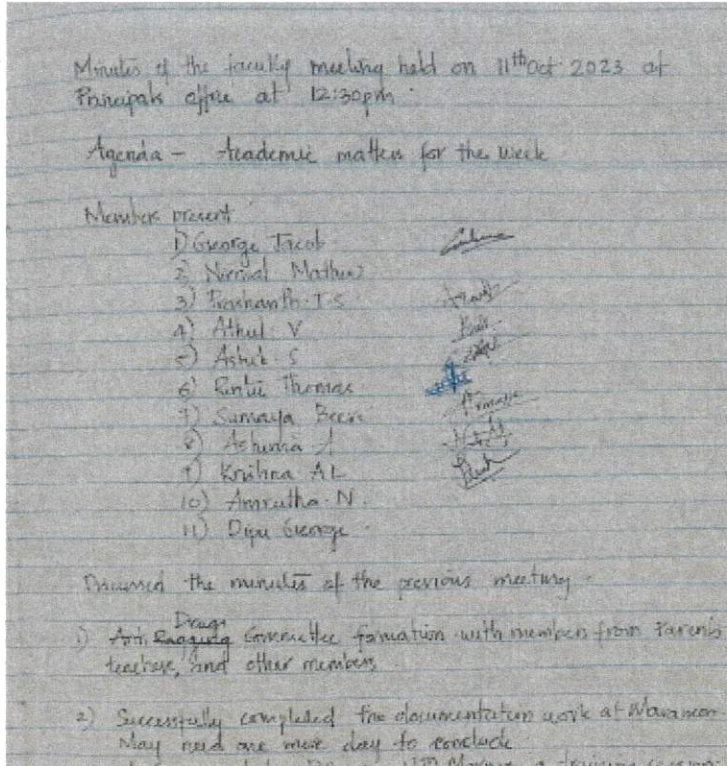
Date: 11/10/2023

At 12:30 PM the Principal's Office, TKM School of Architecture

Prepared by: Ashima A

Agenda:

1. Academic matters for the coming week.



Faculties:

- Discussed the minutes of the previous meeting.
- Anti Drugs committee formation with members from parents, teachers and other members.
- Successfully completed the documentation work of Maramon. May need one more day to conclude.
- Archive Update: D-space: 12th Morning, a training session for all faculty members.
- Discussed the status of Architectural Design of all subjects
- Importance of conducting "NAVA" managing the working days for NAVA preparation.

- Computer lab- Fee matter concern from students conveyed by advisor (BIM classes for semester students).
- Conducting graduation day as well as vertical studio. Option for date: december 2nd for graduation day at TKMCE or TIM.
- Graduation day- Students who completed their thesis. Common template for memento.
- TKMSA exhibition:
 - Status of data compilation.
 - Data should be more refined.
 - Theme for TKMSA exhibition finalization.
 - Rough Template shared: Abstract, 6 A0 for one year.
- Discussed the theme name for exhibition: "Contours"
- Abstract on 18th October.

Meeting concluded at 02:30 PM.

Meeting 3

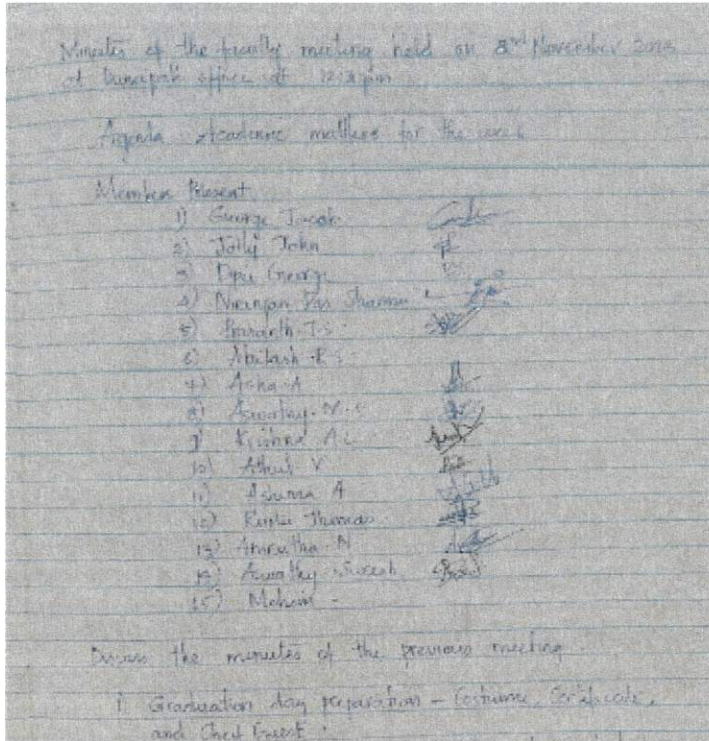
Date: 02/11/2023

At 12:30 PM the Principal's Office, TKM School of Architecture

Prepared by: Ashima A

Agenda:

1. Academic matters for the coming week.



Faculties:

- Discussed the minutes of the previous meeting.
- Graduation day preparation: Costume, Certificate and chief guest.
- Suggestion for awarding prize for best outgoing student.
- Memento and certificate (course completion) format and design.
- Date for convocation: November 25th, Chief guest options: Ar. Fahad, Vinod Cyriac, Vinu Daniel.
- Adjusting studio days on Monday, Tuesday during NAVA week.
- Infrastructure committee: Mohzin Mujeeb has been added.
- Preparation of lobby design of

college before next faculty meeting.

- Exhibition- coordinator: Mohzin Mujeeb
- Vertical Studio: Brief preparation coordinators.
- Dissertation- next year coordination Aswathy Suresh and Vidhya Kamath.
- Their conduct as a studio. Infrastructure should be made available.

Meeting concluded by 01:30 PM.



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Meeting 4

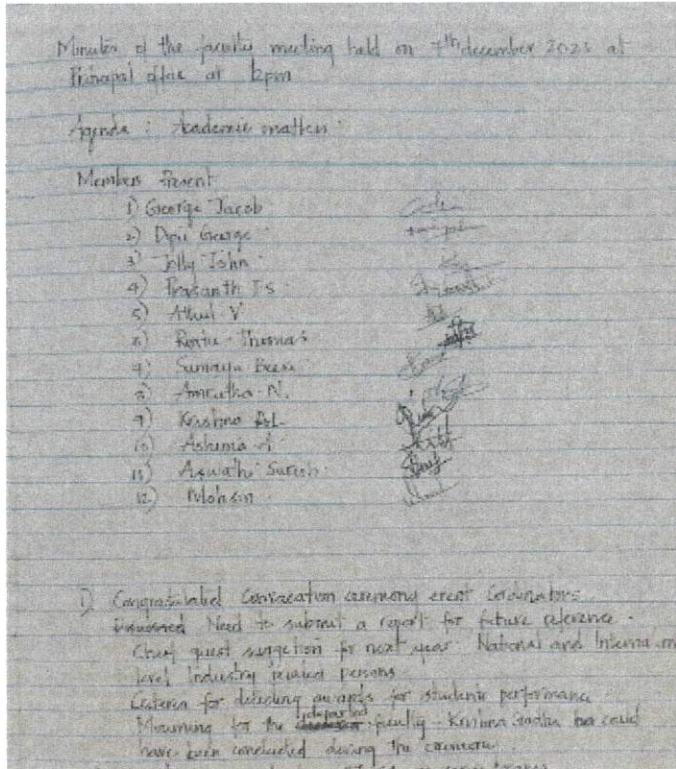
Date: 07/12/2023

At 12:00 PM the Principal's Office, TKM School of Architecture

Prepared by: Ashima A

Agenda:

1. Academic matters for the coming week.



Faculties:

- Congratulations to the convocation ceremony event coordinators. Need to submit a report for future reference.

Chief guest suggestion for next year:

National and International level Industry related Person.

Criteria for deciding awards for student performance

Mourning for the departed faculty- Krishna Gadha could have been conducted during the ceremony.

- Second series examination

Conduct: Semester 1 and 7 as series exams, Semester 3 and 5 as model exams.

- Jury Conduct: List of all suggested

Jurors:

Semester 2: Rajashree Rajmohan, Athul

Semester 5: Harikrishnan, Niranjana (CAT)

- Jury Examination: presentation of study sheet has to be sent to the juror before the jury.

- Dissertation: Topic Finalisation.

Thesis: Meeting with students on 9th december.

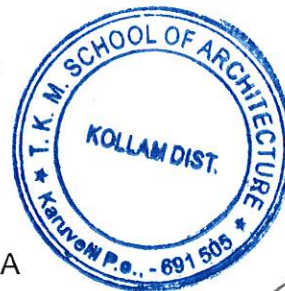
Training Portfolio-one criteria-thesis topic finalization.

Internship Jury: 22nd January tentative.

Furniture for thesis studio.

- BS Lab setting up. New Adjustments on the way.
- NIRF ranking-coordinators- Aswathi Suresh, Ashima A
- CoA application preparation.
- URVICOSA workshop coordinating- Event cell.

Meeting concluded by 01:00 PM.



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Meeting 5

Date: 11/01/2024

At 12:00 PM the Principal's Office, TKM School of Architecture

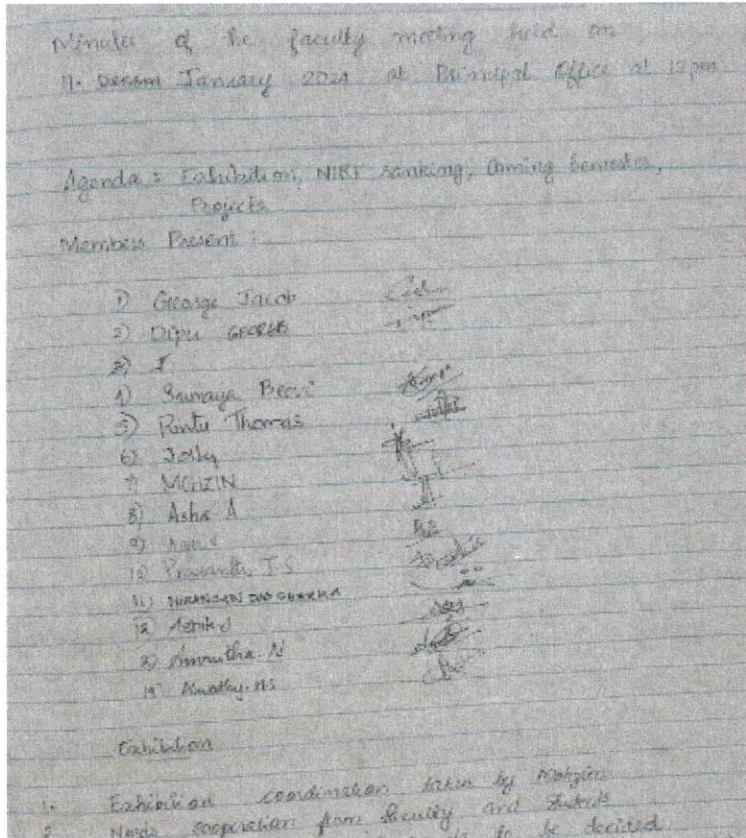
Prepared by: Sumaya Beevi

Agenda:

1. Exhibition, NIRF ranking, Coming Semester, Projects.

Faculties:

- Exhibition: Coordination taken up by Mohzin
- Needs cooperation from faculty and students
- Panel size and number of angels to be decided.
- Panel format decided to finalize on monday(15/01/2024), Mohzin in charge
- Design brief already prepared and decided to verify and finalise on 12/01/2024, Friday: Ashik S
- Final Output in format (Placeholder) on 31st of Jan: Mohzin Mujeeb
- Discussion on installation themes.



- Student requirements need to be decided (selected students should work online).
- Possibility of workshop at the period of semester starting
- NRIF ranking- Ashima was not available on meeting
- CoA- January 25, Materials need to be collected.
- Year book- work has to restart.
- Coming semester subject allotment.
- Minimum 5 faculty should be present on saturday at TKMCE for "Nakshatrangalkoppam".
- Average marks or maximum marks has to be pre planned for studio jury (All faculty accepted this suggestion)

Meeting ended at 01:23 PM.



Principal's Signature
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Meeting 6

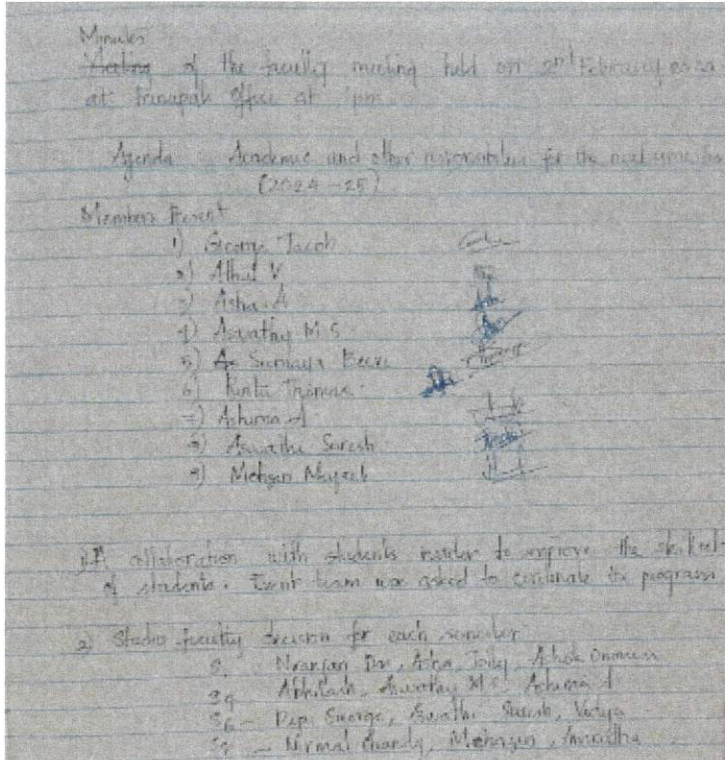
Date: 02/02/2024

At 01:00 PM the Principal's Office, TKM School of Architecture

Prepared by: Ashima A

Agenda:

1. Academic and other responsibilities for the next semesters (2024-2025)



Faculties:

- A collaboration with students in order to improve the skillset of students. Event team was asked to coordinate the program.

- Studio faculty decision for each semester:

Semester 1: Niranjan Das Sharma, Asha, Jolly, Ashok Oomen

Semester 4: Abhilash, Aswathy M S, Ashima

Semester 6: Dipu George, Aswathy Suresh, Vidhya

Semester 8 Nirmal Chandy, Mohzin, Amrutha

- 12th February: Semester 4 and 6 class commencement. 19th February:

Semester 1 and 8.

- 6th February: exhibition soft launch. Faculty attendance compulsory.

Founder's day celebration: installation

18th-21st february: main exhibition all faculty need to attend.

- Ashok Oomen will join the faculty team on 15th February 2024.
- NIRF ranking status for the previous semester has been discussed. Measures to be taken for the next semester.
- Financial scenario of college has been discussed.
- Research cell and Design cell need to be set up.

Meeting concluded at 3:30PM.



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Meeting 7

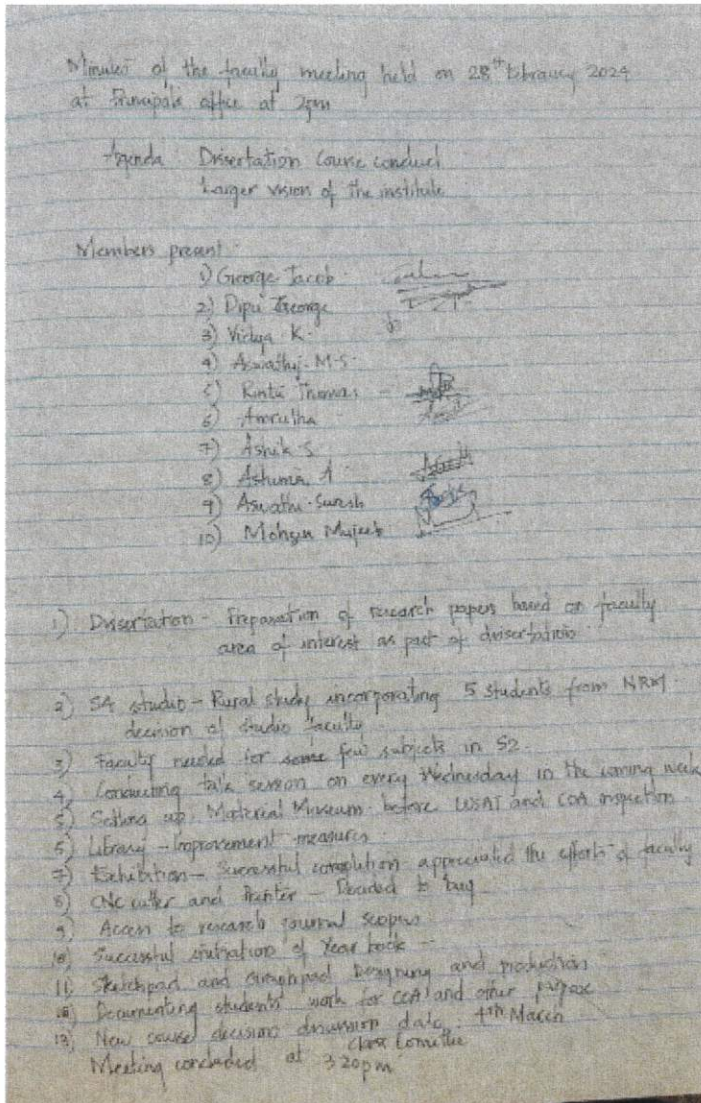
Date: 28/02/2024

At 02:00 PM the Principal's Office, TKM School of Architecture

Prepared by: Ashima A

Agenda:

1. Dissertation Course conduct.
2. Larger vision of the institute.



Faculties:

- Dissertation- Preparation of research papers based on faculty area of interest as part of dissertation.

- Semester 4 studio: Rural study incorporating 5 students from NRM.

Decision of Studio Faculty.

- Faculty needed for few subjects in Semester 2.

- Conducting talk session every Wednesday in the coming weeks.

- Setting up material museum before CUSAT and CoA inspection.

- Library: improvement measures.

- Exhibition-Successful

completion- appreciated the efforts of the faculty.

- CNC cutter and Printer- Decided to buy.

- Access to research journal scopus.

- Successful **invitation** of year book.

- Sketchpad and graphpad

designing and production

- Documenting students work for CoA and other purpose.
- New course decision discussion date: 4th march 2024

Meeting concluded at 03:20 PM.

Meeting 8

Date: 07/03/2024

At 02:00 PM the Principal's Office, TKM School of Architecture

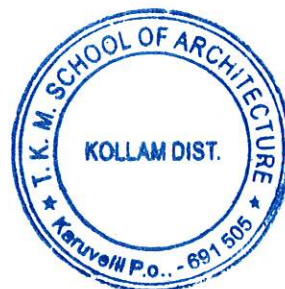
Prepared by: Ashima A

Agenda:

1. Academic Matters

Faculties:

- Discuss the minutes of the previous meeting.
- Wednesday talk: All faculty suggested 3 names to conduct talks. Event coordinator was asked to coordinate with Vidhya Kamath (03:00-04:00 PM). Incorporate Amrutha and SSA.
- Implementing Material museum- List of Materials need to be prepared- Jolly John and Asha are appointed as coordinators.
- Scopus Journals: Vidhya Kamath gave an update.
- Update of sketchpad production. CoA inspection (offline) documentation works- fir- Aswathy MS. Ratification Process- Ashok Oomen, Dipu George.
- CoA student registration- George Varghese (Semester8).
- Website updation: student works uploaded
- Budget: pending fees from students: no decision.2 crore budget - climatology lab, library, lobby,drafting tables, digital screen, well, seminar hall+staff room etc.
- University exam schedule proposal: July 8th. All juries should be conducted by June 20th tentatively.
- Semester 2 HoA: Jolly John and Dipu George.
- Quiz: **Arumeni** 12th March online.
- Thesis update: log sheet, discussions, next interview.
- ASAP-course. 3 months ID course (KSID).
- Appraisal for faculty by CMD.
- New course- meeting update from faculty for early next week.




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Meeting 9

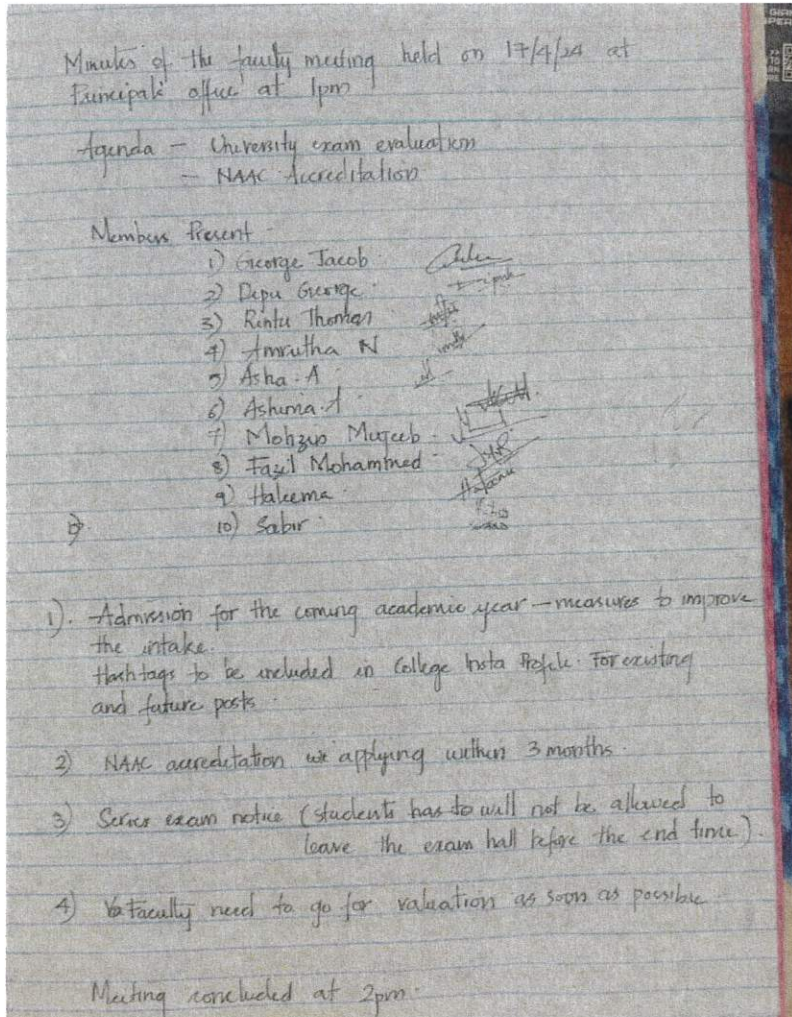
Date: 17/04/2024

At 01:00 PM the Principal's Office, TKM School of Architecture

Prepared by:

Agenda:

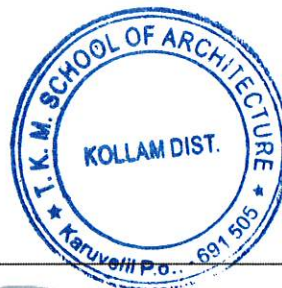
1. University exam evaluation
2. NAAC Accreditation



Faculties:

- Admission for the coming academic year: measures to improve the intake. Hashtags to be included in the college instagram profile for the existing and future posts.
- NAAC accreditation: apply within 3 months.
- Series exam notice (students will not be allowed to leave the exam hall before the end time).
- Faculty need to go for evaluation as soon as possible.

Meeting concluded at 2:00 PM.



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Meeting 10

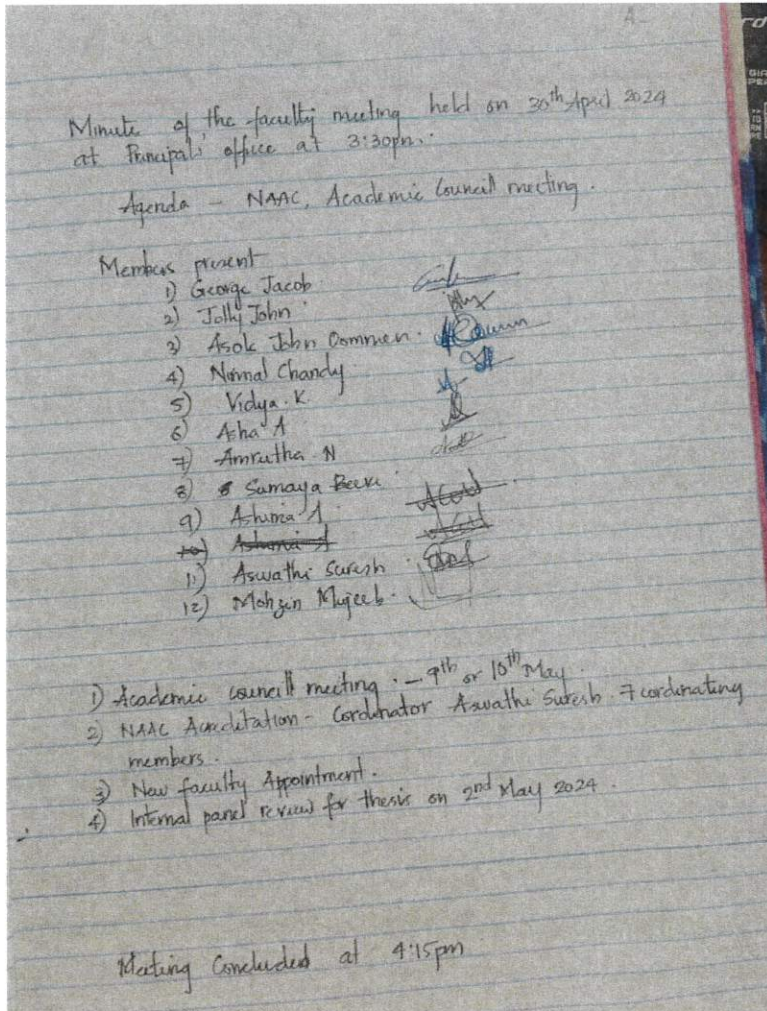
Date: 30/04/2024

At 03:30 PM the Principal's Office, TKM School of Architecture

Prepared by:

Agenda:

1. Academic Council meeting
2. NAAC Accreditation



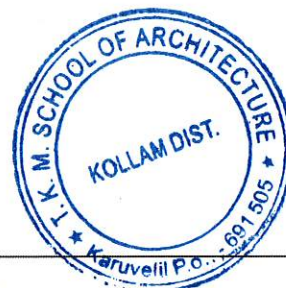
Faculties:

- Academic council meeting;
9th or 10th May

- NAAC Accreditation:
Coordinator- Aswathi Suresh with
other 7 coordinating members.

- New Faculty appointment.
- Internal panel review for
thesis on 2nd may 2024.

Meeting concluded at 04:15 PM



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Meeting 11

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Minutes of the faculty held on 21st May 2024 at Deans office at 8pm

Agenda

Members present

- 1) George Jacob
- 2) Dipu George
- 3) Nirmal chandy
- 4) Vidya k
- 5) Rintu Thomas
- 6) Sumaya Beervand
- 7) Ashima A
- 8) Amrutha N
- 9) Aswathi Suresh
- 10) Mohzin Mujeeb
- 11) Krishna C-S
- 12) Swathi

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- 3) Studio Allocation for the coming semester proposal
 - Vidya, Ashok, Asha - S1
 - Deepu, Aswathy, Muhsin - S3
 - Ashima, Amrutha, Niranjana, Abilash - S4 S5
 - Nirmal, Swathi, Krishna - S7
- 4) Theory subject proposal discussed with faculty
- 5) Integrating softwares in all studios (Muhsin - in charge)
- 6) Themes for dissertation and integrating with R
- 7) Restructuring IQAC cell
- 8) Documentation of college activity in cloud or any other options (Muhsin - in charge)
- 9) Research cell (Aswathi Suresh - in charge)
- 10) In

Meeting concluded at 9:50pm