

ACTION REPORT ON STAKEHOLDERS FEEDBACK 2023-2024

Areas for Improvement and Actions Taken

Syllabus Coverage:

Maintain high syllabus coverage rates and address gaps for students reporting lower coverage.

Teacher Preparation:

Encourage thorough preparation across all teachers to ensure consistent quality.

Communication Effectiveness:

Improve consistency in communication to ensure it is always effective.

Teaching Approach:

Strive for uniform excellence in teaching approaches to enhance overall effectiveness.

Use of ICT Tools:

Increase and standardise the use of ICT tools in teaching to enhance learning experiences.

Fairness of Internal Evaluation:

Ensure fairness and transparency in internal evaluations to maintain student trust.

Assignment Discussions:

Increase the frequency and consistency of assignment performance discussions.

Promotion of Internships and Field Visits:

Maintain and enhance encouragement for internships and field visits to provide practical experience.

Cognitive, Social, and Emotional Growth:

Strengthen programs to support holistic student growth in cognitive, social, and emotional areas.

Learning Opportunities:

Ensure multiple learning opportunities for all students to foster comprehensive development.

Clarity of Competencies and Outcomes:

Improve clarity and communication of expected competencies and outcomes to guide student learning effectively.

Illustration of Concepts:

Ensure consistent illustration of concepts through examples to enhance understanding.

Encouragement and Addressing Weaknesses:

Provide more comprehensive support for addressing student weaknesses while encouraging their strengths.

Soft Skills and Employability:

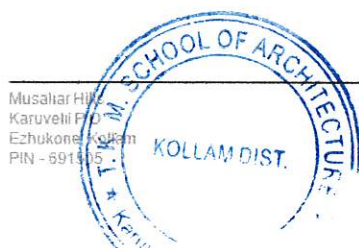
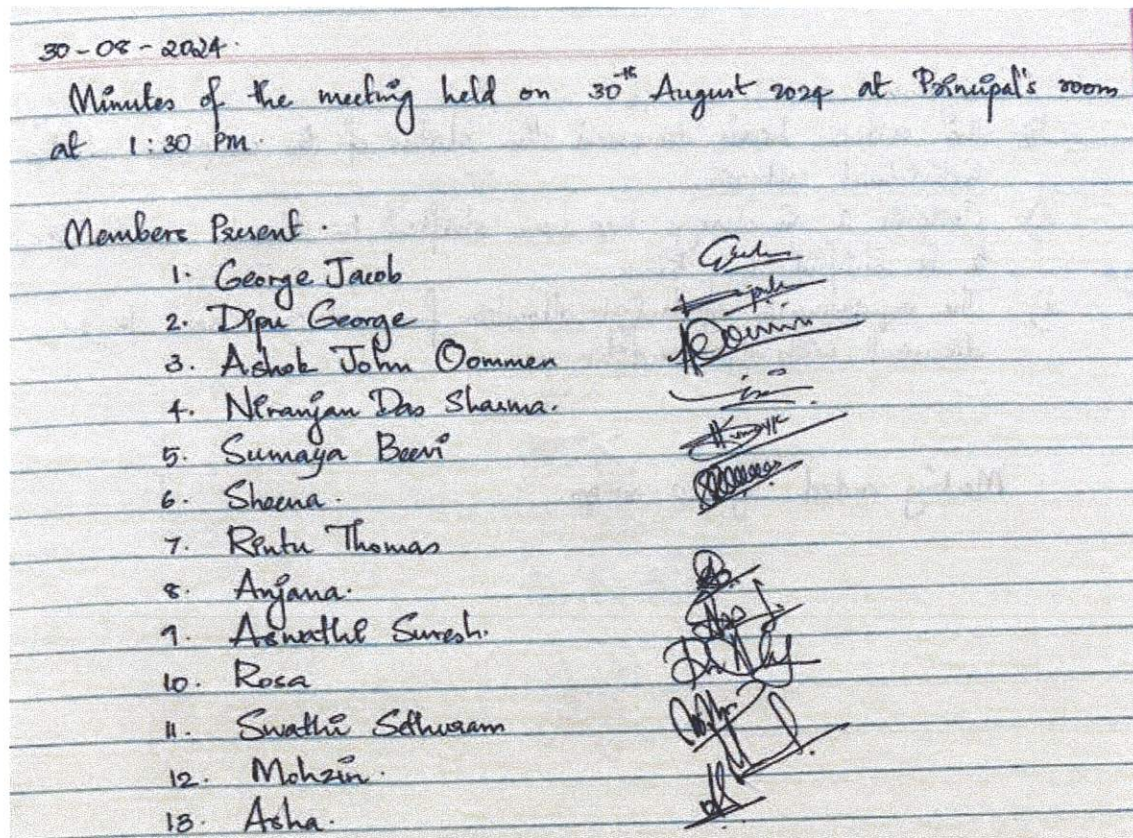
Enhance efforts to inculcate soft skills and employability to better prepare students for the job market.

Extracurricular Activities:

Increase encouragement for participation in extracurricular activities to support well-rounded development.

Overall Teaching-Learning Quality:

Continue to improve the overall teaching-learning process to achieve consistent high ratings and better student outcomes.




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Action taken

- Responsibilities are given to different faculty members
- Advisory Committee for next batch is chosen

TKMSA-DUTIES & RESPONSIBILITIES			
SL NO	CELL	DUTIES	HEAD & DESIGNATION
ACADEMIC COORDINATOR- DEAN -Ar.DIPU GEORGE			
COA COORDINATOR- Ar.VIDYA KAMATH			
ET LAB COORDINATOR- Er.SUMAYYA BEEVI			
IQAC CELL- JOLLY JOHN, ASWATHI SURESH, ANJANA MURALI, VIDYA KAMATH			
1	Anti ragging Cell		ER.Rintu Thomas
2	Committe for SC/ST		Ar.Krishna C S
3	Minority cell		
4	Internal Complaint Cell		Er.Rintu Thomas
5	Accreditation Coordinator	NAAC	Ar.Aswathi Suresh Ar.Swathi S Ar.Anjana Murali
		NIRF	
		IIRF	
6	Subject Group Coordinators		I – PC –Arch. Design: Ar.Dipu George AR Studies & AR Theory: Ar.Ashok John Oommen
			II – BS Building Construction- Ar. Dipu george Basic & Building Sciences-(Building climatology)- Ar.Aswathi Suresh Applied Engineaering – (Structures)- Er.Sumaya Beevi
			III – Elective Courses Electives -Ar.Dipu George
			IV- PAEC(Professional Ability Enhancement Courses)- Ar.George Jacob Research Methodology Dissertation Internship/Training pp
			V – Skill enhancement courses
	Quality assurance	CDMC Course files Verification	Ar.Jolly John & Ar.Vidya kamath
	SRC (Sessionals Review Committee)	Collect University exam result analysis and final IA marks for each semester from respective advisors and provide a suggestion report for each semester	Prof.Jolly John
	Question paper Scrutiny		Ar.Anjana Murali
	Regularity Monitoring	Attendance Exams and Academics related Co-curricular/ Achievements	(Respective Advisory)

ADVISORY SYSTEM		
2024		Ar.Aswathi suresh &Ar.Sheena
2023		Ar.Amrutha N & Ar.Rossa

	2022		Ar.Rintu Thomas & Ar.Mohzin
	2021		Er.Sumaya Beevi & Ar.Anjana
	2020		Ar.Krishna & Ar.Swathi
EXAMINATION AND EVALUATION CELL			
	University Exam Representative		Ar. Dipu George
	Series Exam Coordination	Collection question papers.Exam organisation.Submit Question papers to library	Ar. Aswathi Suresh & Er. Sumayya Beevi
LIBRARY INCHARGE-Saranya			
INFRASTRUCTURE COMMITTEE & COMPUTER LAB WORKSHOP -Ar.Mohzin			
BUILDING SCIENCE LAB INCHARGE- Ar.Aswathi Suresh			
EVENT CELL			
Coordinator-Rintu Thomas			
6	Cultural &Sports	Collect proofs of students participation in national /International cultural &sports events	Respective Advisory
7	Workshop/Seminars	<p>Make sure to conduct a minimum of 10 workshops per Academic year. (At least one in each semester)</p> <p><i>permission letter</i> <i>circular</i> <i>Detils of Resource person</i> <i>Course Report &Budget</i> <i>Course plan</i> <i>Brochure</i> <i>enrolment list</i> <i>Attendance</i> <i>Photo Documentation proof</i> <i>Expense</i> <i>Assessment (For certified courses)</i> <i>Certificates (if courses)</i> <i>feedback & course materials</i> <i>Course Report(Minutes and proof)</i></p> <p><i>*It is applicable to every events and Activity being conducted</i></p>	Ar.Amrutha N &Ar.Vidya Kamath (Faculty In Charge)

8	Institute intervention council (IIC)	The workshops /seminars /events happening in the college need to document under respective cell and make proof accordingly	
9	Intellectual Property Rights (IPR)		
10	Industry Institute Interaction cell		
11	Entrepreneurship and innovation cell		
RESEARCH CELL			
Ar.Vidya Kamath			
DESIGN CELL			
	Architectural Consultancy	Attendance	Ar.Dipu George & Ar.Mohzin M
	Extension activities	Exams and Academics related Co-curricular Achievements	Ar.Rossa & Ar.Swathi
PLACEMENT CELL			

Feedback received from Students	Action Taken
College Infrastructure	
Intercollege fest needed	Will discuss on that Make committee and give detail proposal

- Added a new elective to s7 batch
- Value added courses were implemented for maximum number of students to give more emphasis on employability skills.
- More participative learning through organising by students
- The college Continued to invest in infrastructure,including classrooms,laboratories,libraries,and other learning facilities.

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ACTION REPORT -FEEDBACK 2022-2023

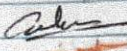




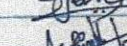









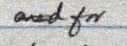

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Minutes of the staff/faculty meeting held on 23.02.2023
in deans room at T.K.M.S.A at 1.30pm.

Agenda

- Academic Matter - July date
- Demonstration of ET Lab

Members Present

- | | |
|------------------------|---|
| 1. GEORGE JACOB |  |
| 2. DIPU GEORGE |  |
| 3. Prof Jolly |  |
| 4. Rishi Thomas |  |
| 5. Mohamad Farid |  |
| 6. Jessa Janani |  |
| 7. Amal Krishnan |  |
| 8. NIRANJAN DAS SHARMA |  |
| 9. Sumanya Bevi |  |
| 10. Anusha HS |  |
| 11. Vidya Kamath |  |
| 12. Praneeth. T.S |  |
| 13. Ashima A |  |
| 14. Asha A |  |
| 15. Anu's |  |
| 16. Anu's |  |
| 17. Jeyaram GS |  |

- The July date and for semester S₁, S₂, S₅, S₇ were discussed and finalized as

- | | | | |
|----------------|---|------------------------------------|-----------|
| S ₁ | - | 9 th & 10 th | March '23 |
| S ₂ | - | 8, 9 | " '23 |
| S ₅ | - | 10, 11 | " '23 |
| S ₇ | - | 8, 9 | " '23. |


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The demonstration of ET lab was presented on an online platform. The queries were discussed. It was decided to use the software to the maximum from the coming semester. Accordingly the faculty members can extract the present semester information to get a through picture. However a hardcopy of each subject should also be maintained by the faculty in the course file provided by the college.

Feedback received from Students	Action Taken
College Infrastructure	New proposal for renovations
Extra copies of Textbooks for students should be provided at the library	Action taken for buying more copies of the books in economics at the library.
Skill development programmes should be introduced.	One day workshop on programming languages, software testing and artificial intelligence. • One day workshop on soft skill enhancement training programme.
Feedback received from Alumni	Action Taken
More arrangements for Cultural programmes for alumni should be provided • Inform alumni about the programmes arranged by the Department every year.	Arrangements were provided. • Decided to forward the brochures and details of the coming programmes of the Department and circulate among the members of the alumni.


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ACTION REPORT - FEEDBACK 2021-2022

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S3 - Jayashree & Jany
S5 - Asha & Ashima.
S7 - Krishna & Ashiq
S9 - Akhil.

Infrastructure and Maintenance
Ashima.

~~Discipline~~

Disciplinary Committee
Dipa.
George. + Rintu.

Course file verification
Vidya kamath

Time table
George.

Examination
Akhil + Jayaram

Q.P. setting
Jayaram + ~~Rintu~~

Library/Banks.
Dipa George.

Attendance & Mark sheet
George & Krishna.


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Thesis Coordination

Ashu.

Facilities Maintenance

Dipu and Ashima.

Lab

Asha.

Hostel

~~Ashu~~ Ashiq. Asha. Sumanya.

Events

Rintu and Prasanth

Tours & visit

Jayaram & Krishna.


Competition

Ashiq.

Public Relation and Social Media

Sumanya

Feedback received from Students	Action Taken
Co Curricular activities should be introduced	Environmental Day Poster competition Quiz, watercolour competitions to include
	Debate were conducted in the classroom
	Powerpoint presentations to include

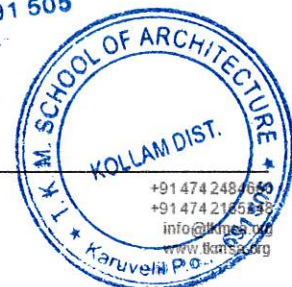

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ACTION REPORT -FEEDBACK 2020-2021

- The internal evaluation system was refined for more effective implementation.
- The college worked to develop and implement strategies for ensuring that students achieved the intended Programme outcomes, Programme Specific Outcomes, and Course Outcomes.
- Identified the skills and knowledge that employers were looking for in new hires. This information was then used to ensure that the curriculum of Certificate course and Value added course was aligned with industrial requirements.
- Strengthened teamwork skills among students. This involved incorporating group projects, offering workshops on teamwork, or creating opportunities for students to collaborate on extracurricular activities.
- The college worked with faculty to identify opportunities to incorporate soft and technical skill development into the curriculum. The college offered workshops and training programs on soft and technical skills.


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Minutes of the staff meeting held on 23.11.2021
in the Principal's Office at TKMSA at 11.45am

Agenda

1. FIRST YEAR - COMMENCEMENT OF CLASSES
2. TENTATIVE SUBJECT ALLOTMENT
3. PROGRAMS SCHEDULE - WEEK 1 FOR 1st YEAR
4. DUTIES & RESPONSIBILITIES
- 5

Members Present

- | | |
|-----------------------------|-----------------|
| 1. GEORGE JACOB P | <i>George</i> |
| 2. DIPU GEORGE | <i>Dipu</i> |
| 3. Dr. Jolly John | <i>Jolly</i> |
| 4. JAYARAM GS | <i>Jayaram</i> |
| 5. ATHUL V | <i>Athul</i> |
| 6. ANRUTHA .N | <i>Anrutha</i> |
| 7. SUMAYA BEEVI | <i>Sumaya</i> |
| 8. ASHIK S | <i>Ashik</i> |
| 9. ASWATHY M.S | <i>Aswathy</i> |
| 10. Praranth T. S | <i>Praranth</i> |
| 11. Shiny Elizabeth Abraham | <i>Shiny</i> |
| 12. Karthika P.V | <i>Karthika</i> |

The meeting commenced at 11.45 am. The following points were discussed and briefed by Prof George.

1. Commencement of 1st year (2021- batch) - The class for 1st year will commence on 29.11.2021. Staff advisors are - Prof Jolly, John. Teachers handling various subject were finalized. The 1st week for the batch will be an induction Programme.
 - day one - familiarizing with parents, students & teachers
 - day two - Talk and informal session by ^{Mrs} Traci Cheeran.
 - day three - Motivation talk & talk by graduates from institution.
 - day 4/5 - Trip / talent sharing / student activity
2. It was decided to extent various responsibilities


George

to the faculty members for the smooth functioning of the college. The duties will be finalized by this Friday.

- The hostel in charge will be Mr. Prashant
- The scheme and syllabus for the 1st year has not been finalized as yet. A cushion period of one week has been set aside for the same.
- Prof. George requested the co-operation and support of all staff members for the growth & development of the institution.

The meeting came to close at 12.45 pm.

Prepared by
Krishna. S. C.
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ACTION REPORT -FEEDBACK 2019-2020

Feedback received from Students	Action Taken
Need sport activities	Sports on odd sem
Cultural Programme	Culturals on event sem
Feedback received from Alumni	Action Taken
Need to bring more programmes	
Need skill setting courses	Introduced Add on courses

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