**Minutes of the IQAC Students’ Committee Online Meeting**

**Held on Microsoft-Teams: 13/08/2020, 3.00 pm**

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| **Agenda:** 1. Review of ongoing Online classes
 | **Members Present:**1. Dr. Preethi Nair
2. Dr. S. Mohan
3. Dr. Mini K. D.
4. Sri Prasad S.
5. Dr. Biju Thomas
6. Dr. Manju T.
7. Smt. Kairali K. K.
8. Smt. Gopika G.
9. Smt. Gowri Antherjanam
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* Nine IQAC committee members and 43 student members out of 45 attended the meeting.

**Points presented:**

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| **Sl. No.** | **Dept.** | **Student, Class** | **Issues presented** |
| **1.** | **SANSKRIT** | Namyalakshmi R. DC-II | 1. Network Issues
2. Power failure due to heavy rain (3-4 students)
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| **2.**  | **ENGLISH** | Krishna P. Suresh DC-II | 1. Network Issues
2. Requested class recording
3. Continuous class without break causing strain to eyes – one hour may be reduced to 40-50 minutes
4. Requested prior notification of schedules
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| Akshay Babu MA -II | 1. Duration may be reduced to 45 minutes with 10 minutes break in between every hour
2. Requested reduction of audio classes’ duration and content
3. Better option is either video+audio upload in YouTube or video upload in MS Stream
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| **3.** | **ZOOLOGY** | Rohith Shajan DC – III | 1. One hour break after 2 hours class requested
2. Two students of his class have NO PHONE
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| Bhagyalakshmi DC-II | 1. Notes may be posted in groups rather than reading out online
2. Afternoon classes maybe avoided
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| **4.**  | **HINDI** | Agna Francina DC - II | 1. Network Issues, especially for students from Lakshadweep (Kalpeni) and Idukki
2. Break requested in between classes or after 2 hours of class, so that phones can be charged
3. Scheduling as a series may help in knowing the classes in advance as well as for effective access to notification
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| Anu Ashokkumar DC-III  | 1. Class schedules are not properly getting communicated
2. Three students cannot access classes due to network issues
3. One student from Lakshadweep has no phone at all
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| **5.** | **MICROBIOLOGY** | Krishnaprasad MSc-II | 1. One student from Lakshadweep (Androth) could not yet attend any class due to network issues
2. College library is charging fine which comes upto about Rs. 100/- during lockdown period
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| **6.** | **ECONOMICS** | Bletty Biju DC - II | 1. Network issues
2. Power failure due to heavy rains causing Wi-fi failures too
3. Five hours of continuous class causing charge depletion in phones
4. A student from Kuttampuzha which is flood-affected has moved to a different place and cannot access classes
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| Aravind Balan DC-III | 1. Join option is not received by many and they join on invitation by others
2. Suggested that video sharing may be done for simple topics, so that live classes can deal only with difficult topics
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| Aliya Nesreen MA - II | 1. MS Teams need good net speed
2. Short or recorded videos would be better for problem sections
3. Suggested alternate classes (breaks in between)
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| **7.** | **CHEMISTRY** | Smrithi Krishnakumar DC-II | 1. Five students have network issues
2. Disciplinary issues during online classes: students getting removed in between classes-teachers need to set privileges
3. Since portions are moving fast due to uninterrupted classes, duration can be easily reduced
4. Notes may be posted instead of making copy from ppts.
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| Abhijith V. MSc. -II | 1. Instead of downloading attendance, calling out names would be better, as students get offline intermittently
2. Submission of assignments are also not easy due to network issues
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| Abhirami M. DC-III | 1. Assignmnet submission is difficult
2. Exam upload is also not easy to be done within stipulated time
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| **8.** | **HISTORY** | Vandhana Vinayan DC-II | 1. Out of about 40 students only 16-25 students could attend the online classes, due to network issues as well as failure to receive notifications in time
2. Flood affected students are also finding it difficult to attend classes
3. Schedules getting overlapped
4. Suggestion: better if notes are posted in advance before a particular class
5. Break is needed between classes
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| **9.** | **MATHS** | Sruthy Kaimal DC-II | 1. Classes overlapping
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| Abhishek surendran DC-III | 1. Reduce from five hours continuous class
2. Avoid continuous class from same teacher
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| **10.** | **MICROBIOLOGY (SF)** | Gowrikrishna P P DC-II | 1. Classes overlapping
2. Teams response very poor
3. Unmuting/Removing issues happening by classmates
4. Worried on Attendance due to being intermittent offline
5. Notes are disappearing from Teams
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| Ansa Rahman DC-III | 1. Requested 15 minutes break in between and reducing to four hours
2. Exams in google forms not working properly (correct answers are marked wrong ??!)
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| **11.** | **B. Com Tax** | Aleena Paul DC -III | 1. Classes going on well
2. Classes are scheduled from 9-12, so they get sufficient time for relaxing and phone charging
3. Requested to reduce notes of open courses
4. Problems done on board help better
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| Parvathy Sujithkumar DC-II | 1. Saturday classes may be avoided
2. Time table is not properly received
3. Notes may be reduced
4. After 5 long hours of class, they need to copy notes also, extending the screen time further
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| Greeshma Babu M.Com-II | 1. Network issues
2. Classes need to be pre-scheduled
3. Recording of classes would be beneficial
4. Recorded video files may help
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| **12.** | **PHYSICS** | N A Karthika DC-III | 1. Network issues
2. Break needed as phone gets heated up, charge depleting, etc.
3. Online Lab sessions are not advisable, especially Computer Programming. This is more difficult for biology background students. Better postpone it until its possible to do the programmes on a computer
4. Many students having health issues, especially strain to eyes due to continuous screen exposure
5. 15 minutes break between classes requested
6. Time maybe set as 9.30 – 1.30 am
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| Lakshmi Balu DC-II | 1. Internet issues
2. Requested reduction of duration
3. Teams app not responding well, audio option missing for some (maybe due to network issues)
4. Notes are not accessible
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| Aiswarya Muraleedharan PG-II | 1. Better if teachers can use board while doing derivations, etc, rather than tying it on powerpoint slides in advance
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| **13.** | **BOTANY** | Karthika Venugopal DC-II | 1. Three students (Kothamangalam and nearby places) could attend even a single class yet, due to network issues. They receive notes by whatsapp
2. One student from Lakshadweep has only Wi-Fi connectivity and that too fails at times
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| **14.** | **BIOTECH (SF)** | Ashley Clara Sibi DC-II | 1. Portions are almost over and hence classes may be reduced
2. Health issues are there due to prolonged screen time
3. Files disappearing from Teams
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| **15.** | **BIOCHEMISTRY (SF)** | Anjitha S. NairMSc - II | 1. Classes are smooth
2. Only four hours class with breaks in between
3. Files missing from Teams
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| **16.** | **ENVIRONMENTAL SCIENCES** | Nima Mol Thomas MSc - II | 1. Network issues
2. Requested reduction to four hours per day
3. Avoid sending notes in bulk
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| **17.**  | **STATISTICS** | Alfred Moore DC-III | 1. One student from Idukki cannot access classes due to SIM issue, as he cannot go out due to lockdown
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| **18.**  | **B. Voc - REM** | Abhiram Pisharody DC-II | 1. Network issues
2. Conducting exams late in the evening maybe avoided, since a few students are doing part-time jobs in the afternoon
3. Breaks are already provided and classes are recorded
4. Requested sufficient time for submission of assignments
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| Jismi Mariya Joshy DC-III | 1. They are doing reduced time duration one hour plus 30 m inutes break. Only three classes per day (9 – 1 pm)
2. Raised concern over whether attendance issue affect internal marks or not?
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Minutes prepared by 

Dr. Manju T.