

SNM INSTITUTE OF MANAGEMENT AND TECHNOLOGY

(Under the patronage of the HMDP Sabha, Moothakunnam)

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Ref: SNMIMT/2021/IQAC /006

Date: 08/04/2021

MEETING-2 : INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 08.04.2021, Time: 1:00 P.M. to 3:00 PM, Venue: Online Google Meet Platform

AGENDA

Agenda

- Analyze the effectiveness of Online classes
- Need of innovative teaching methods for online classes
- Discussion on need of change in class timing for online class.

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Minutes of IQAC Meeting

Meeting

The second^t IQAC meeting for Academic Session 2020-21 was held on 8th April, 2021.

The following members attended the meeting

SI No	Designation	Name of Person
Chairperson:		
1	Principal	Dr Amritha Ajeej
Nominee from Management:		
2	Manager	Sri Rajeev T S
Teacher Faculties:		
3	Member, HOD, Applied Science	Ms Sigi R
4	Member, HOD, Civil Engg;	Ms Reshma K R
5	Member, HOD, Computer Science Engg;	Ms Sreedevi R K
6	Member, HOD, Electronics & Commn. Engg;	Mr Binroy T B
7	Member, HOD, Electrical & Electronics Engg;	Ms Anitha George
8	Member, HOD, Instrumentation & Control Engg;	Ms Neethu K K
9	Member, HOD, Mechanical Engg;	Ms Chithra N V
Nominee from Industry		
10	Member, Industrialist	Mr Akhil Joseph
Nominee from Alumni, Student and Parents		
11	Member, Student Representative	Mr Sreedev P A
12	Member, Parent Representative	Mr Benny Pappachan
Administrative Officers:		
12	Member, Administrative Officer	Mr Chandrakumar
Coordinator/Director of IQAC:		
14	IQAC Coordinator	Mr Unnikrishnan P

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The Chairperson Dr. Dr Amritha Ajeej welcomed the members for the meeting followed by a review presentation made by Mr Unnikrishnan P, Coordinator of IQAC.

- **Agenda 1:** Analyze the effectiveness of Online classes

Resolution: A review from the faculty members were taken about the effectiveness of online classes and discussed about the same.

- **Agenda 2.** Need of innovative teaching methods for online classes

Resolution: To make the online sessions more interesting, teachers could be directed to adopt innovative features like videos, website links etc.

Agenda 3. Discussion on need of change in class timing for online class

Resolution: As students are feeling exhausted with the full day online class schedule, teachers are directed to make them free for 10 or 15 minutes at the end of each session.

Mr Unnikrishnan P, IQAC Coordinator, proposed the vote of thanks to all IQAC members. The next IQAC meeting is unanimously proposed in the month of June 2021.

Mr Unnikrishnan P

Dr. Amritha Ajeej

Coordinator (IQAC)

Principal