

Guidelines for using ZOOM Platform of Surendranath College as recommended by Technical Committee and approved by the IQAC and the Principal

- ❖ **Technical support will be given to all the departments for webinars, meetings, student's presentation, certificate course, etc using ZOOM Platform.**
- ✓ Before conducting any programme on ZOOM, departments' have to talk to the committee to check the booking slot so that it does not overlap with any other meeting.
- ✓ A log book would be maintained by Koushik Ghosh, so all the departments have to book the slot after consulting him.
- ✓ After the slot booking is done, all the HODs are required to send an e-mail addressing Principal Sir through official mail (braybasu@gmail.com) about the programme details.
- ✓ Then the programme will be scheduled on zoom by Sourav and Dipasree.
- ✓ The Technical committee is not responsible for making of any flyers, Google forms, certificates, slides etc.
 - However, if any department faces difficulty in doing the same, they can talk to IQAC coordinator about it.
 - Also, the technical committee can guide the concerned department in doing the same.
- ✓ The technical committee consisting of 12 members are divide in four groups:
 - a) Sourav, Dipasree and Rima
 - b) Jayanta, Jahira and Ujjal
 - c) Prasanna, Harisadhan and Reni
 - d) Nilofer, Ishani and Barnali
- ✓ The technical committee will log in/log out as host for a particular meeting and then make the concerned department members as co-host so that they can record the on-going meeting themselves either in their PC or directly in Cloud.
 - If they are recording in Cloud, they should download the file from Cloud once the meeting ends and then delete it from the same, as the storage capacity is limited to 1GB. So that it can be used in the next meeting.
- ✓ The technical committee will conduct a training on usage of ZOOM /any other Platform for the willing faculties.

All the head and the faculty members of the departments are requested to come forward to carry out their activities so that the ZOOM Platform can be utilised properly.

Barnali Ray Basu

Dr Barnali Ray Basu
Convenor, Technical Committee