

**Notice
IT Sub-committee**

**List of Step by Step Work Distribution between IT Sub-committee &
the Departments regarding Seminar, Webinar, Special Lecture &
Workshop**

Platform: Official ZOOM App

Step - 1: At first, all HoDs are informed to make a proper proposal along with program Title, Abstract, Resource Person (Name & Designation), Date & Time. Then they are requested to send it through

Gmail: rmvonlineacademia@gmail.com.

IT sub-committee will verify that schedule and will also send a confirmation mail to respective HoDs.

Step - 2: After receiving the confirmation from IT sub-committee, HoDs are requested to fill a Google Form named “WEB-FORM” by clicking the link provided in the section “**SEMINAR & WORKSHOP**” in College Website.

Step - 3: IT sub-committee will provide Registration Link, Feedback Link, Live YouTube Link & Name of the member for IT Support to respective HoDs to make the Brochure through their mail within 2 days of receiving Google Form.

Step - 4: Brochure and WhatsApp Group will be made by respective organizing Departments. Brochure must contain the Registration Link, Live YouTube Link, WhatsApp Group Link, Name of the member for IT Support, Host of the Programme and all other necessary details. Final Brochure must be sent to IT sub-committee at least 2 days before of the program.

Step- 5: IT sub-committee will upload the programme schedule along with Brochure/Link in the college website. Committee will also organize a trial just one day before of the programme in the presence of Resource person & Departmental Host.

Step - 6: One/Two members of IT sub-committee will assist the respective Department for their technical support during the programme. HoDs are requested to provide the Feed Back Link(Provided by the IT committee through mail) in their WhatsApp Group at the end of the programme.

Step - 7: After completion of the programme, IT sub-committee will provide the E-Certificate Link (Google Drive Link) to the respective HoD via Mail/WhatsApp. Any error in feedback form can not be considered for providing certificates.

Work Distribution between IT Sub-committee & the Departments regarding Seminar, Webinar, Special Lecture & Workshop are given in the following list.

IT sub-committee's Work	Departmental Work
Programme confirmation Mail, Google Form (WEB-FORM), Registration Link, Feedback Link, Live YouTube Link, Trial, Technical Support during Program, E-Certificate Link	Application for Programme, Brochure, WhatsApp Group creation, Programme Schedule, Decide Programme Convener & Host, Hosting the Programme, Provide Feedback Link in WhatsApp Group, Provide E-Certificate Link in WhatsApp Group.



Principal



IT-Convener