

## **Meeting Number 18**

**Date – 16<sup>th</sup> April, 2020**

As per the online notice (No. 22) given on 15<sup>th</sup> April, 2020 the 18<sup>th</sup> IQAC meeting was held on 16<sup>th</sup> April, Thursday, 2020. The online meeting started with the welcome note by the IQAC Co-coordinator Dr. Shriti Chaudhary. The following agenda was discussed :

**Agenda 1 - Formation of new Whatsapp group for departments not having any such group. Also adding new students to the existing departmental whatsapp group.**

**Minutes:** Dr. Shriti Chaudhary, IQAC Coordinator, suggested that for smooth conduction of classes during Pandemic time each department will have to form a Departmental Whatsapp group. Those who already have such group need to add students.

**Resolution-** Whatsapp group to be formed within 2-3 days.

**Agenda 2 - Starting of online classes.**

**Minutes :** Mrs Neetu Kumari suggested that once the group is formed, online classes will be conducted through Zoom app or Google Meet App.

**Resolution** – Online classes will start from 20<sup>th</sup> April, Monday 2020 on the basis of temporary departmental routine.

**Agenda 3- Preparation of temporary departmental routine.**

**Minutes:** Mrs Smita Kiran Toppo suggested that all department heads will have to prepare its departmental routine and circulate it among the students through whatsapp group.

**Resolution:** Departmental Routine to be prepared within 2-3 days.

**Agenda 4: Conducting Online Competitions.**

**Minutes:** The Principal suggested that in the lockdown period offline competitions cannot be conducted so online competitions need to be encouraged and organized from time to time. This would help in engaging the students in different academic and co-curricular activities and also to strengthen the bonding of students with the teachers.

**Resolution:**

1. The Cultural committee will look into the matter and organize activities like painting competition, slogan competition etc based on the theme “COVID 2019”.
2. Each Department is also directed to arrange such activities.

**Agenda 5. Preparation of Question bank for Ranchi University website.**

**Minutes:** Principal Dr. Manoj Kumar informed that Ranchi University has directed all the Colleges to prepare Question Bank for all subjects that will be uploaded in the University website.

Dr. Shriti Chaudhary suggested that each department will prepare questions on the basis of all programs, all semesters, all papers, all modules and according to each question type.

**Resolution:** Each department will prepare questions on the basis of

- B.A/B.Com/B.Sc/M.A/M.com/Vocational Studies
- All Semesters
- All Honours papers (core 1- core 14, DSC papers)
- All modules
- All question types (very short, short and long question types)