



Delhi Technological University
(FORMERLY DELHI COLLEGE OF ENGINEERING)
SHAHBAD DAULATPUR BAWANA ROAD,
DELHI-110042

F. No: DTU/Registrar/Minutes/2019-20 / 9273 A

Dated: 26.03.2020

MINUTES OF THE MEETING

31st meeting of all Deans/HoDs was held on 26.03.2020 at 4.00 p.m through online to discuss the issues related to the guidelines for creating Online Meeting. The minutes of the meeting are as follows:

After detailed discussions, the following guidelines were made for creating Online Meeting. All Deans & HoDs were requested to follow the same.

1. Please use headphone/earphone so that speaker sound from laptop is not resonated with mic.
2. After clicking on meeting link and before pressing "Join" button, please mute your mic. Mic button will be displayed on your video preview and clicking on it will mute the audio. This will reduce the background noise.
3. During the meeting, please unmute when you want to speak and then again go on mute. This will give better audio quality.
4. If you are on data pack with limited connection speed then please stop your video display. It is done by clicking on the video button at bottom of the screen after joining call. When it is required for video then clicking on same button will enable your video display to all participants.
5. All broadband home users are requested to please reset your modem before call. This will clear ongoing network traffic buffer (if any) and will not cause lag in audio/video during meeting.
6. During the online meeting call, please allow minimum required CRITICAL applications to run over your home broadband network which uses your internet capacity. This will not cause modem to hung-up and online meeting will get all required internet capacity for better experience. This point is for home broadband users.
7. Above point 5 & 6 are not for DTU campus network users.
8. If possible, have your sitting near to your home wifi router so that wireless signal loss is reduced.

The meeting concluded with thanks to Hon'ble Vice Chancellor by all the members.


(Prof. Samsher)
Registrar

Copy to:

1. PA to VC for kind information of the Hon'ble Vice Chancellor.
2. All Deans/ HoDs