



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

F. No: DTU/Registrar/Minutes/2019-20 | 9295 A

Dated: 31.03.2020

**MINUTES OF THE MEETING**

33<sup>rd</sup> meeting of all Deans/HoDs was held on 31.03.2020 at 4.00 p.m through online to discuss the issues related to the methodology for conducting online classes.

After detailed discussions, the following steps were made for creating Google meet link for audio/video meet :

1. Ensure internet is working on Laptop/Desktop.
2. Open Chrome browser.
3. Open Gmail.
4. Faculty to Login using DTU or DCE email account.
5. After mail login, check on right top side for dotted square.
6. After clicking on dotted square, there will applications of Google like Drive, calender, etc. Click on "Meet" application having video symbol.
7. On clicking "Meet" application, another tab will open in google Chrome browser and there will be button of "Start or Join meeting".
8. Click on "Start or Join Meeting". One pop-up will open. Enter name of meeting like faculty name then subject name followed by section. After that click on "continue" button.
9. Another pop-up will come which will have button to add participants of meeting. Do not add participants now. There will also be a button to "Copy joining info". In case this pop-up doesn't appear then click on "Join" button and then this pop-up will come.
10. Click on "Copy joining info" and close meet tab.
11. After that open blank word / notepad file and right click with Paste select. Meeting information will be pasted. Copy the complete line of meeting link starting with "https".
12. This link can be shared with students of that subject section via Whatsapp group or Email or Google Classroom or ERP announcement. Link to be shared mentioning date and time of online class meeting.
13. Student can simply open the shared link (mentioned in point 12 above) via their gmail login and click on Join button to join the meeting.
14. Students can use Chrome browser on desktop/Laptop or "Hangout meet" mobile app on their respective mobile to join the meeting.
15. Link will be active for one subject section class as shared.
16. Repeat steps 6 to 15 above for every subject-section class. It is suggested not to create more than one link for one faculty subject section.

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