

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
ANDHRA PRADESH: MANGALAGIRI

Cir. Memo. No.K/VC-Guidelines/2022

Date:14.10.2022.

Sub:-Technical Education-Conduct of Video Conference in systematic and organised manner – Certain Instructions- Issued.

Ref: Oral instructions of the Director of Technical Education, AP., Mangalagiri, Dt.13.10.2022.

The global pandemic which commenced in early 2020 compelled several organizations to connect virtually by online mediums for interaction. In the same way, Video Conference has become an essential component for reviewing the administrative and academic issues of the Department and helps in interacting the RJDs, Principals and other officers in the Department for improving the communication between RJD offices, Polytechnics and Directorate of Technical Education.

It is observed that some of the participants are not attending the Video Conference with proper Video Conferencing equipment like good speakers etc, causing disturbances which is diverting the concentration of the officers/participants on the subject issues during the conference.

In this regard, the following instructions are issued for the conduct of Video Conference in a systematic and organized manner.

1. All the participants should be on time.
2. Choose the proper software, internet and hardware. Assign the work to the technical staff having sound knowledge
3. Frame the camera correctly without any frequent movements
4. Use only Speakers (not ear phones) to make it audible to all participants in the same VC room.
5. Mute the audio when not speaking
6. Ensure the entire VC technology works correctly
7. Use proper technology available in the institutions/offices like good speakers and ear phones without any audio and video disturbance.
8. Maintain the good lighting in the Video Conference room

9. Look into the camera without doing any other works
10. Pay much attention on the discussions and deliberations of the meeting.
11. Note down directions/instruction/suggestions issued by the DTE and take up the follow up action immediately.

Hence, all the RJDs, Principals are directed to follow the above instructions scrupulously.

Further the RJDs and Principals are requested to attend the Video Conference from existing Virtual class room which was already established. Further the RJDs and Principals are directed to procure the Video Conference items (if any) for the above purpose. They are permitted to procure the same and are permitted to meet the expenditure from available Non-Govt. Funds (including accumulated)/IRG funds duly following the procurement procedure rules in vogue.

Sd/- C. Naga Rani
DIRECTOR

To
The Regional Joint Directors of Technical Education, Kakinada & Tirupati.
The Principals of all Govt. Polytechnics in the State.

//F.B.O.//

P.L. Navaneethan
Superintendent