भारत सरकार
GOVERNMENT OF INDIA
डाक विभाग DEPARTMENT OF POSTS
कार्यालयनिदेशक :, डाक प्रशिक्षण केन्द्र, सहारनपुर – 247002
Office of the Director, Postal Training Centre, Saharanpur – 247002

To,

The Chief PMG
Uttar Pradesh Circle
Lucknow-226001

No: - PL-2/6/Trg/Ch.VI   Dated at Saharanpur, the   05.10.2021

Sub: - Regarding conduct of Postal Assistants (DR) Induction training of batch No. 386th through Online (Theoretical) and Onsite (Practical) mode.

Sir/Madam,

       This is regarding conduct of Postal Assistants (DR) Induction training through Online (Theoretical) and Onsite (Practical) mode.

2.   As per the orders contained in Training Division, Postal Directorate letter No. 01-22/2010-Trg. dated 09.09.2021, (copy enclosed), this PTC with the approval of competent authority decides and schedules **Induction training programme for Postal Assistants (DR) batch No. 386th** as under:-

2.1   First part of the said Induction Training i.e. Theoretical part will be held on C-DOT meetings platform from 08.11.2021 to 08.12.2021 (25 days) as per the schedule enclosed as Annexure-A.

2.2   The second part of the said Induction training i.e. **Practical training will be conducted ONSITE at PTC Saharanpur** for the same batch of trainees from 10.12.2021 to 07.01.2022 (23 Days).

3.   For the said batch, 100 seats are hereby allotted to the Uttar Pradesh Circle. **It is requested to issue orders for first part of the training for PA cadre staff waiting for Induction training** to join through C-DOT meetings **specifically through respective WTCs** where Trainers will keep attendance register in the WTC and will mark attendance of the candidates during the entire period of Theoretical training. Orders for the second part of the said Induction training i.e.

Practical training to be conducted ONSITE at PTC Saharanpur for the same batch of trainees from 10.12.2021 to 07.01.2022 (23 Days) may also be issued with the directions for the trainees to reach PTC Saharanpur on 09.12.2021 positively.

4.   **As per instructions of the Directorate, a maximum of two days leave can be granted to the candidates during entire training period.**

5.   In view of above, it is requested to kindly nominate the PA (DR) cadre staff waiting for Induction Training foe the Batch No. 386Th starting from **08.11.2021.**

6.1   Also, It is requested to send the consolidated nominations by **25.10.2021**, furnishing the following information in soft copy **(MS Excel only)** by email at dydirectorptc@yahoo.in :

Name & Period of the course: PA (DR) Induction Training				Period: 08.11.2021 to 08.12.2021		
Sl. No.	Name of Official	Gender	Designation	Division/Region/ Circle Name	Whatsapp Number of the official	Email ID of the official

6.2   Further, it is requested to send the consolidated information of the concerned SSPOs/SPOs and WTCs In-charge/Trainer along with above information in below prescribed format:

Name of the WTC/Training Venue:						
Details of the concerned	Name of In-Charge/Trainer	Gender	Designation	Division/Region / Circle Name	Whatsapp Number of the official	Email ID of the official
SSPOs/SPOs						
WTC In-Charge/ Trainer						

7.   Detailed instruction/SOP on conduct of online training is attached separately as **Annexure-B** for further circulation to all unit heads and all trainees who are being nominated for training. The online training will be conducted through C-DOT (Centre for development of Telematics) Video Conferencing Solution, developed by Telecom Technology Centre of Govt. of India.
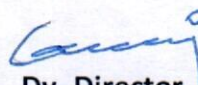
8.   The nominated candidates should be exclusively spared for the said online training. To attend the online training, the officials should have laptop/desktop with inbuilt camera/web camera with uninterrupted connectivity during the online training sessions.

9.   The Quick User Guide and Instructions for attending the C-DOT meetings are enclosed as **Annexure- C** for ready reference of the participants.

10. A whatsapp group will be created for WTCs Trainer/In-Change and Divisional Heads for communicating to the nominated participants and detailed information will also be shared to them through the respective whatsapp group. **As a test check, the demo session will be conducted on 05.11.2021 (Friday) at 10:00 AM onwards before the commencement of the said course from 08.11.2021. All participants may be directed to join the said demo class through broadband using Computer / Laptop only from the respective WTCs/Training Venue.** Demo session link will also be shared to the nominated participants in the respective whatsapp group.

11. Full utilization of allotted seats may kindly be ensured.

DA: As above

Dy. Director
Postal Training Centre
Saharanpur-247002

5/10/2021

Copy for information & necessary action to:

1. The PMG, Bareilly Region, Bareilly-243001
2. The Director Postal Services, Ghaziabad-201002
3. The ADG (Training), Dak Bhawan, Sansad Marg, New Delhi
4. The General Manager, CEPT Mysore with a request to upload the Calendar on the India Post website
5. The AD (Admin), Postal Training Centre, Saharanpur
6. The Office Supervisor, PTC Saharanpur-247002

Postal Training Centre, Saharanpur – 247 002
Class Arrangement

Online Training of Postal Assistants (DR) w.e.f 08.11.2021 to 08.12.2021

Course Coordinator: – Sh. Praveen Kumar Gupta, Sr. Instructor

Daily Attendance Timing at concerned WCTCs/Training Venue: 09:30 hours - 10:00 hours
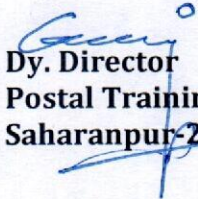
Duration	Activity	Particulars
		Day -1 **08.11.2021**
10:00-11:15	1st Period	Inaugural Session & Attendance
11:15-11:30	Tea break	
11:30-13:00	2nd Period	Ice Break & Vision Mission
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Organization Structure
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Statistical Information
		Day – 2 **09.11.2021**
10:00-11:15	1st Period	Statistical Information
11:15-11:30	Tea break	
11:30-13:00	2nd Period	Operational Network & History and Performance
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Basic Records
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Various Departments of PO
		Day – 3 **10.11.2021**
10:00-11:15	1st Period	Equipments used in POs
11:15-11:30	Tea break	
11:30-13:00	2nd Period	Introduction to Manuals & Guides
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Product & Services Overview
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Introduction to Mail Flow
		Day – 4 **11.11.2021**
10:00-11:15	1st Period	Types of Mail Articles
11:15-11:30	Tea break	
11:30-13:00	2nd Period	Features, Tariff, Conditions, WPP & RMFS
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Handling of Accountable Mails
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Handling of Accountable Mails
		Day – 5 **12.11.2021**
10:00-11:15	1st Period	Despatch- Ordinary Mails
11:15-11:30	Tea break	
11:30-13:00	2nd Period	Despatch- Ordinary Mails
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Despatch- Accountable Mails
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Despatch- Accountable Mails

		Second Saturday/Holiday – 13.11.2021
		Sunday/Holiday – 14.11.2021
		Day – 6 15.11.2021
10:00-11:15	1st Period	IPO & FPO
11:15-11:30	Tea break	
11:30-13:00	2nd Period	IPO & FPO
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Money Remittances
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Money Remittances
		Day – 7 16.11.2021
10:00-11:15	1st Period	MNOP & PNOP Concepts
11:15-11:30	Tea break	
11:30-13:00	2nd Period	MNOP & PNOP Concepts
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Guest Lecture on Ethics & Morals
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Guest Lecture on Ethics & Morals
		Day – 8 17.11.2021
10:00-11:15	1st Period	Delivery of Ordinary Mails & Accountable Mails
11:15-11:30	Tea break	
11:30-13:00	2nd Period	Delivery of Ordinary Mails & Accountable Mails
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Delivery of Ordinary Mails & Accountable Mails
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Delivery of Ordinary Mails & Accountable Mails
		Day – 9 18.11.2021
10:00-11:15	1st Period	Delivery of Ordinary Mails & Accountable Mails
11:15-11:30	Tea break	
11:30-13:00	2nd Period	Delivery of Ordinary Mails & Accountable Mails
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Delivery of Ordinary Mails & Accountable Mails
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Delivery of Ordinary Mails & Accountable Mails
		Guru Nanak's Birthday/Holiday – 19.11.2021
		Day – 10 20.11.2021
10:00-11:15	1st Period	Delivery of Ordinary Mails & Accountable Mails
11:15-11:30	Tea break	
11:30-13:00	2nd Period	Delivery of Ordinary Mails & Accountable Mails
13:00-14:00	Lunch	
14:00-15:15	3rd Period	WUMT, IFS MO, KYC-Remittance
15:15-15:30	Noon Break	
15:30-16:30	4th Period	WUMT, IFS MO, KYC-Remittance
		Sunday/Holiday – 21.11.2021
		Day – 11 22.11.2021
10:00-11:15	1st Period	
11:15-11:30	Tea break	Revision
11:30-13:00	2nd Period	
13:00-14:00	Lunch	
14:00-16:30	3rd & 4th Period	Test-I : Booking, Despatch & Delivery

		Day – 12 23.11.2021
10:00-11:15	1st Period	SB KYC
11:15-11:30	Tea break	
11:30-13:00	2nd Period	Basic Records in SB
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Basic Records in SB
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Latest GSPR
		Day – 13 24.11.2021
10:00-11:15	1st Period	SB
11:15-11:30	Tea break	
11:30-13:00	2nd Period	SB
13:00-14:00	Lunch	
14:00-15:15	3rd Period	RD & TD
15:15-15:30	Noon Break	
15:30-16:30	4th Period	RD & TD
		Day – 14 25.11.2021
10:00-11:15	1st Period	NSC
11:15-11:30	Tea break	
11:30-13:00	2nd Period	KVP
13:00-14:00	Lunch	
14:00-15:15	3rd Period	MIS
15:15-15:30	Noon Break	
15:30-16:30	4th Period	SCSS
		Day – 15 26.11.2021
10:00-11:15	1st Period	PPF
11:15-11:30	Tea break	
11:30-13:00	2nd Period	PPF
13:00-14:00	Lunch	
14:00-15:15	3rd Period	SSA
15:15-15:30	Noon Break	
15:30-16:30	4th Period	SSA
		Day – 16 27.11.2021
10:00-11:15	1st Period	IPPB & SB/SC Claim Settlement
11:15-11:30	Tea break	
11:30-13:00	2nd Period	IPPB & SB/SC Claim Settlement
13:00-14:00	Lunch	
14:00-15:15	3rd Period	IPPB & SB/SC Claim Settlement
15:15-15:30	Noon Break	
15:30-16:30	4th Period	IPPB & SB/SC Claim Settlement
		Sunday/Holiday – 28.11.2021
		Day – 17 29.11.2021
10:00-11:15	1st Period	Revision
11:15-11:30	Tea break	
11:30-13:00	2nd Period	
13:00-14:00	Lunch	
14:00-16:30	3rd & 4th Period	Test II – SB/SC
		Day – 18 30.11.2021
10:00-11:15	1st Period	Sub Account & Treasury
11:15-11:30	Tea break	
11:30-13:00	2nd Period	Sub Account & Treasury

Time	Period	Subject
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Sub Account & Treasury
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Sub Account & Treasury
		Day – 19 01.12.2021
10:00-11:15	1st Period	PLI/RPLI & NPS
11:15-11:30	Tea break	
11:30-13:00	2nd Period	PLI/RPLI & NPS
13:00-14:00	Lunch	
14:00-15:15	3rd Period	PLI/RPLI & NPS
15:15-15:30	Noon Break	
15:30-16:30	4th Period	PLI/RPLI & NPS
		Day – 20 02.12.2021
10:00-11:15	1st Period	Premium Products & Philately
11:15-11:30	Tea break	
11:30-13:00	2nd Period	Premium Products & Philately
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Premium Products & Philately
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Premium Products & Philately
		Day – 21 03.12.2021
10:00-11:15	1st Period	APY, PMJJBY, PMSBY & SGB
11:15-11:30	Tea break	
11:30-13:00	2nd Period	APY, PMJJBY, PMSBY & SGB
13:00-14:00	Lunch	
14:00-15:15	3rd Period	IT Modernization Project, 2012
15:15-15:30	Noon Break	
15:30-16:30	4th Period	IT Modernization Project, 2012
		Day – 22 04.12.2021
10:00-11:15	1st Period	**Revision**
11:15-11:30	Tea break	
11:30-13:00	2nd Period	
13:00-14:00	Lunch	
14:00-16:30	3rd Period	**Test III – Sub A/C, Treasury, PLI/RPLI, NPS & Premium Products**
		Sunday/Holiday – 05.12.2021
		Day – 23 06.12.2021
10:00-11:15	1st Period	CCS (Conduct Rules)
11:15-11:30	Tea break	
11:30-13:00	2nd Period	CCS (Conduct Rules)
13:00-14:00	Lunch	
14:00-15:15	3rd Period	RTI
15:15-15:30	Noon Break	
15:30-16:30	4th Period	RTI
		Day – 24 07.12.2021
10:00-11:15	1st Period	Recap from Day 1 to 23
11:15-11:30	Tea break	
11:30-13:00	2nd Period	Recap from Day 1 to 23
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Recap from Day 1 to 23
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Recap from Day 1 to 23

		Day – 25 08.12.2021
10:00-11:15	1st Period	
11:15-11:30	Tea break	**Test IV – Final Overall Test**
11:30-13:00	2nd Period	
13:00-14:00	Lunch	
14:00-15:15	3rd Period	Feedback
15:15-15:30	Noon Break	
15:30-16:30	4th Period	Valediction

Dy. Director
Postal Training Centre
Saharanpur-247002

Copy for information & n/a to:

1. The AD (Admin), PTC, Saharanpur.
2. Concerned Sr./SPOs.
3. The Course Coordinator, PA (DR) Induction Course.
4. Concerned faculty members, PTC, Saharanpur.
5. Office Supervisor, PTC, Saharanpur.

भारत सरकार
GOVERNMENT OF INDIA
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कार्यालयनिदेशक :, डाक प्रशिक्षण केन्द्र, सहारनपुर – 247002
Office of the Director, Postal Training Centre, Saharanpur – 247002

General Instructions & SOP for Online Training Programme for Postal Assistants (DR)

1. The Concerned Units should fully spare the services of the nominated trainees for the scheduled online training period. In no case, any other office work should be allotted to the trainees during the training period. The class timing for Online training will be as under:-

Class timing 10:00 hours to 16:30 hours		
Commencement	10:00 hours	
Tea Break	11:15 hours to 11:30 hours	15 Minutes
Lunch Break	13:00 hours to 14:00 hours	60 Minutes
Noon Break	15:15 hours to 15:30 hours	15 Minutes
Closing	16:30 hours	
Note: Trainees need not attend the said training during 2nd Saturdays.		

2. As it is compulsory for Induction trainees to attend the online training through office premises only (either his/her own office/Divisional Office/WTCs/RTCs), concerned unit head (DO/RO/CO) will arrange Desktop or Laptop, Laser Printer, Webcam, Mic with network connectivity.

3. The unit head will make arrangement of physical supervision over trainees during the examinations as per given schedule and ensure that no any malpractice/misbehaviour held during the examination by the trainees.

4. The online training will be conducted through C-DOT (Centre for development of Telematics) Video Conferencing Solution, developed by Telecom Technology Centre of Govt. of India. The detailed information on Quick User Guide will also be shared to the nominated participants through whatsapp and demo session one day before the schedule of the particular course.

5. Trainees can attend online training through laptop/desktop with inbuilt camera/web camera and mike with uninterrupted internet connectivity during the online training sessions so that they can experience the training in real time environment without any technical glitches.

6. Online attendance will be taken by the instructors in the respective class.

7. All the trainees must adhere to the instructions given from time to time in the in respective whatsapp group by Instructors. Trainees are not permitted to invite anyone/other trainees in respective whatsapp group or chat personally without the permission of the Instructors. These online classes/sessions will be interactive and trainees are expected to participate actively.

8. As the Induction training for Postal Assistants (Direct Recruit) is being imparted through online mode, the concerned are requested to kindly instruct all concerned to go through these instructions carefully and ensure co-operation for smooth conduct of said online training.

9. Trainees are instructed to mute their Mic. and keep their Video off throughout the training sessions. Doubts, if any during the training may be conveyed the trainees through chat box and trainees may switch on their Mic and video to clarify their doubts, when they are asked to do so.

10. Examination of Induction trainee for Postal Assistants (Direct Recruit) for the theory portion will be conducted only according to the following schedule:

Sl.no	Test (Theory)	Date
01	1st Test (**Booking, Despatch & Delivery**)	22.11.2021 (Monday)
02	2nd Test (**SB/SC**)	29.11.2021 (Monday)
03	3rd Test (**Sub A/C, Treasury, PLI/RPLI, NPS & Premium Products**)	04.12.2021 (Saturday)
04	Final Test (Theory)	08.12.2021 (Wednesday)

Note: The examination for practical portion will be held when the trainees attend the practical training at concerned WTCs as per the Day to day schedule which will be provided in the due course.

11. The conduct of the said Tests is to be done by the concerned WTCs under the supervision of Regional/Divisional administration. The evaluation of the theoretical examination will be done by this PTC. Therefore, those examination papers (in original) may please be sent **by Insured Post** to this PTC after conduction the said

examinations with a forwarding letter under the signature of the <u>Divisional Head</u>. The dispatch details for same may be shared by the concerned Divisional administration to this PTC.

12. Guidelines for conduction Online Examinations for trainees and concerned Divisional Head (or Unit Head):

(i) The trainees will compulsory keep their cameras on through the test. Faculty from PTC will supervise the trainees throughout the examination through webcam in online mode.

(ii) Before start of the examination on the above scheduled date, the theory paper will be provided to the concerned divisions on their email addresses. The concerned Divisional Head (or Unit Head) will make arrangement to take the printout for the concerned trainee(s).

(iii) After completion of the examination, the trainee will submit the hard copy of the paper to their Supervisor/Divisional Head (or Unit Head) for further submission to this PTC through **Insured Posts**.

(iv) **Scanned copy of the said examination papers should not be shared in the whatsapp group or through email after conduct of the said examination.**

(v) **Use of calculators, Slide rules, Mobiles, calculator watches, or any such devices and/any other study/reference material is NOT allowed inside the examination hall.**

(vi) Since all the trainees will have to attend the training from office premises, concerned Divisional Head (or Unit Head) are requested to make arrangement for physical supervision over trainees during the examination as scheduled above and ensure that no any malpractice/misconduct from trainee is observed during the course of examination.

Dy. Director
Postal Training Centre
Saharanpur-247002
5/10/2021

C-DOT Meetings

Office on your screens

Quick User Guide

Public/Private Chat

HD Video Conferencing

Upload Presentations

Live MoM

Breakout Rooms
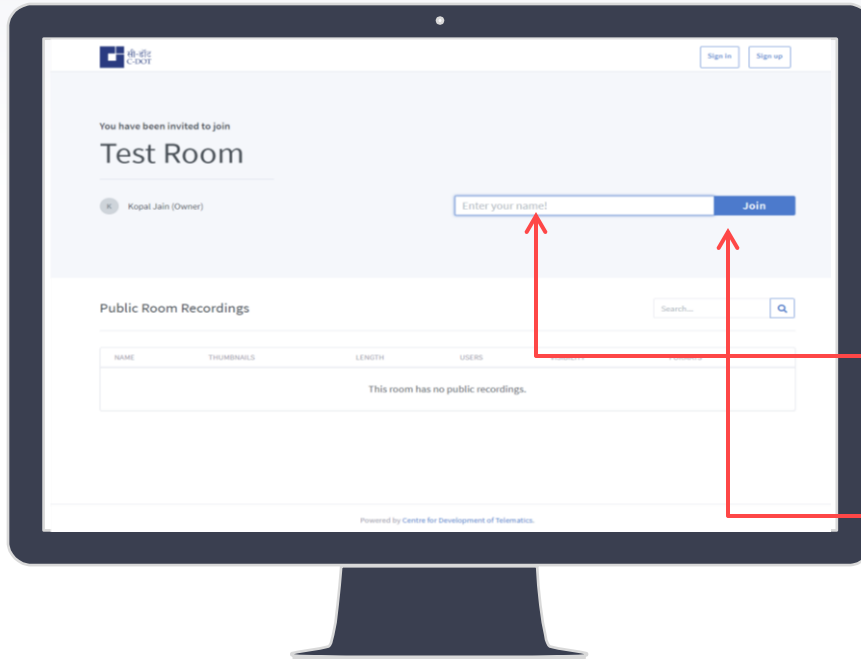
Real Time Polling

Multi Level Screen Sharing

Multi User Whiteboard

सी-डॉट
C-DOT

Joining a meeting

1. Open the meeting link provided to you either by directly clicking on it or copying it in the browser

2. You will be redirected to window similar to this

3. Enter your name in this box

4. Click on 'Join' button

2

1. **Open Public Chat Window**
2. **View Live Minutes of Meeting/Notes**
3. **View List of Participants/Users**
4. **Click on a User name to open Private chat Window**

5. **Toggle Mute/Un-Mute Audio**
6. **Leave / Join Audio**
7. **Activate / De-activate your Camera**
8. **Record Video Conference, if permitted**

9. **Use this button to maximize User Window**
10. **User List Toggle to hide/ unhide left panel**
11. **View active and recently active speaker names**
12. **Access meeting options using this drop-down**

3

Starting the meeting

Audio selection & Echo Test
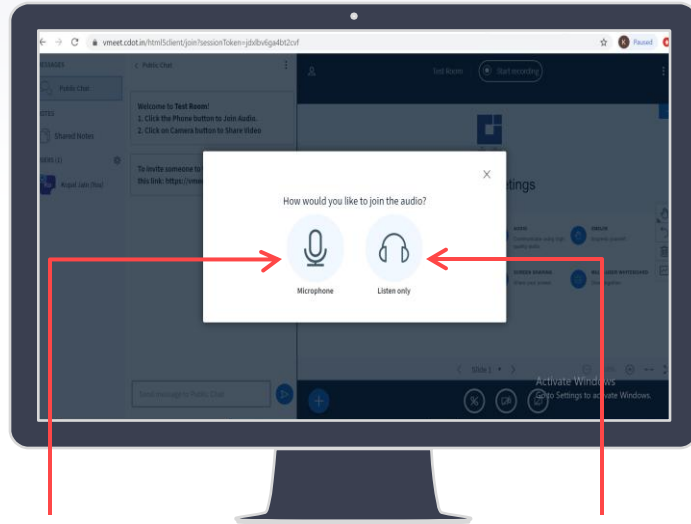
Select 'Microphone' if you are connected with Headset/ earphones with microphone

Select 'Listen only' if you don't want to use microphone
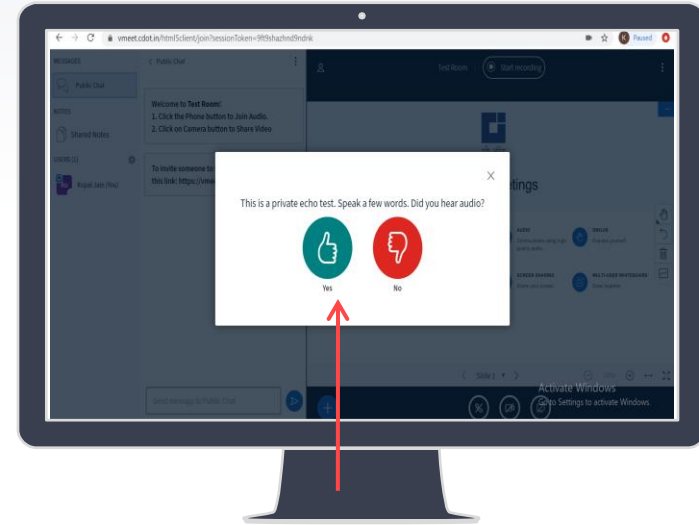
Speak a few words using your microphone and if you are able to hear audio then click on green button

4

Starting the meeting

Webcam/ Camera configuration and sharing

1. Select the Camera available or the one connected with your device from the drop-down list

2. Select the Video quality :
- Low Quality
- Medium Quality
- High Quality
- High Definition

3. Click on "Start Sharing"

5
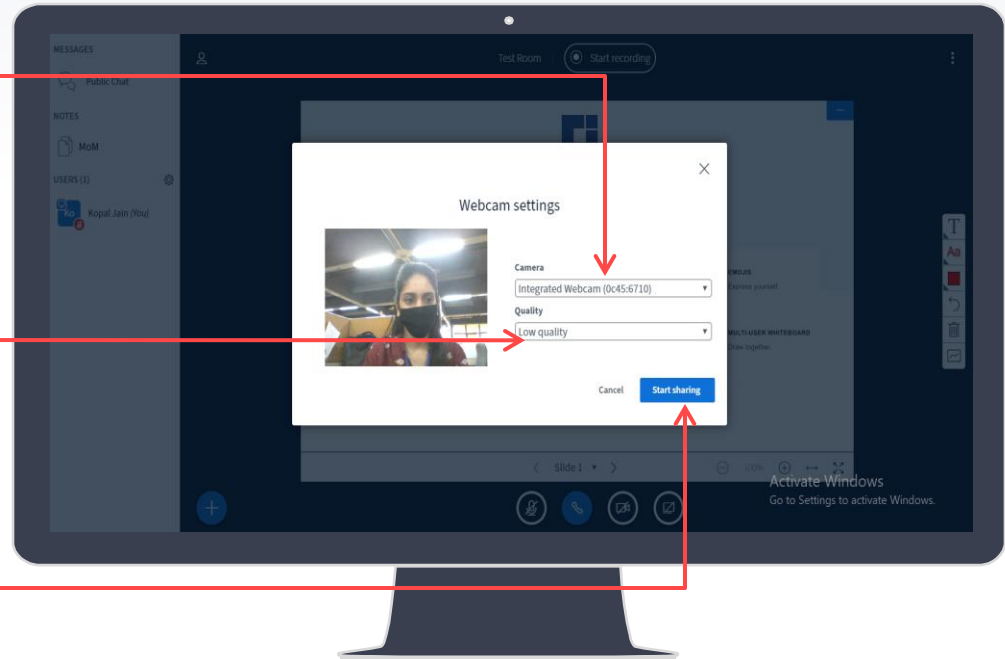
Collaborative White Board
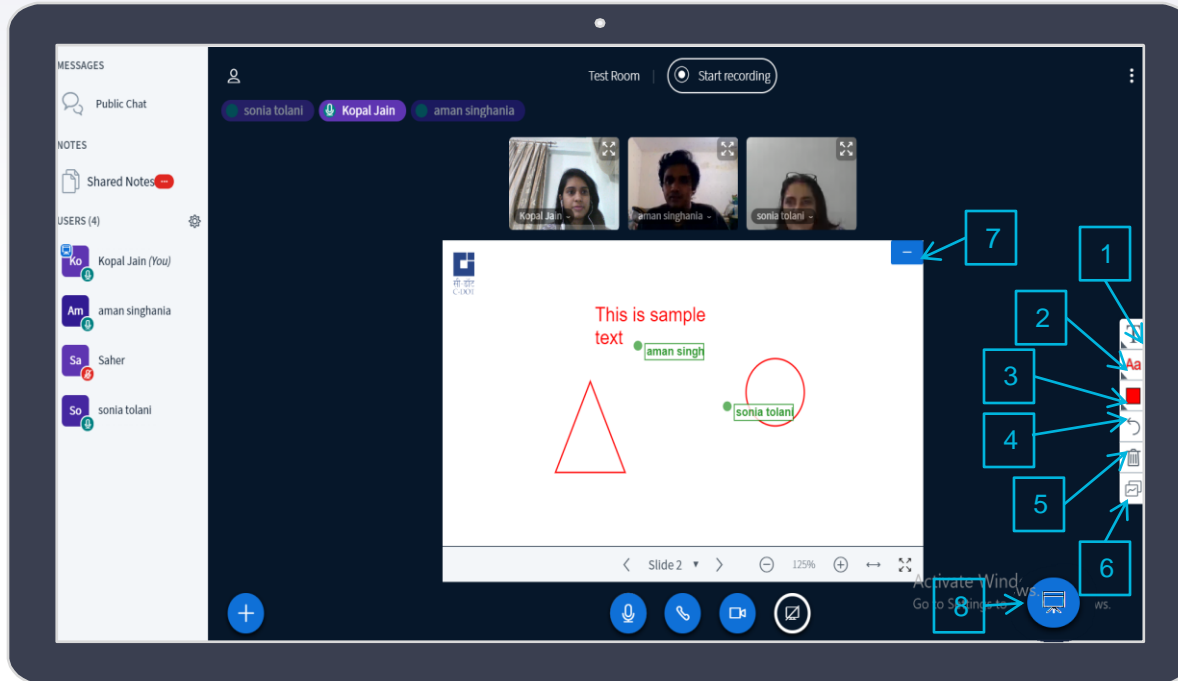
1. Select 'Tools' to insert text or shapes or use pencil to draw
2. Select Font Size from this list
3. Select Colors from this option
4. Undo Annotation (changes)
5. Clear all annotations
6. Turn multi-user whiteboard on/off
7. Hide presentation
8. Restore presentation

Minutes of Meeting (MoM)

All participants can share their notes and draft Minutes of Meeting simultaneously by clicking here

Control text formatting using options: Bold, Italic, Underline, Strikethrough, ordered list & unordered list

Undo/ Redo your last edit
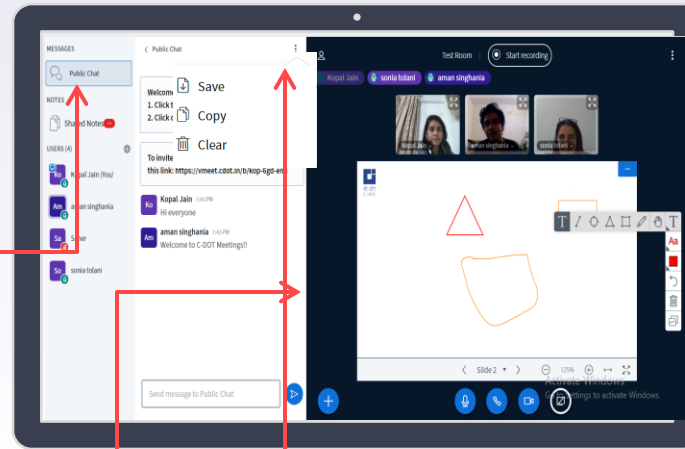
Save/ export the Notes/ MoM for reference
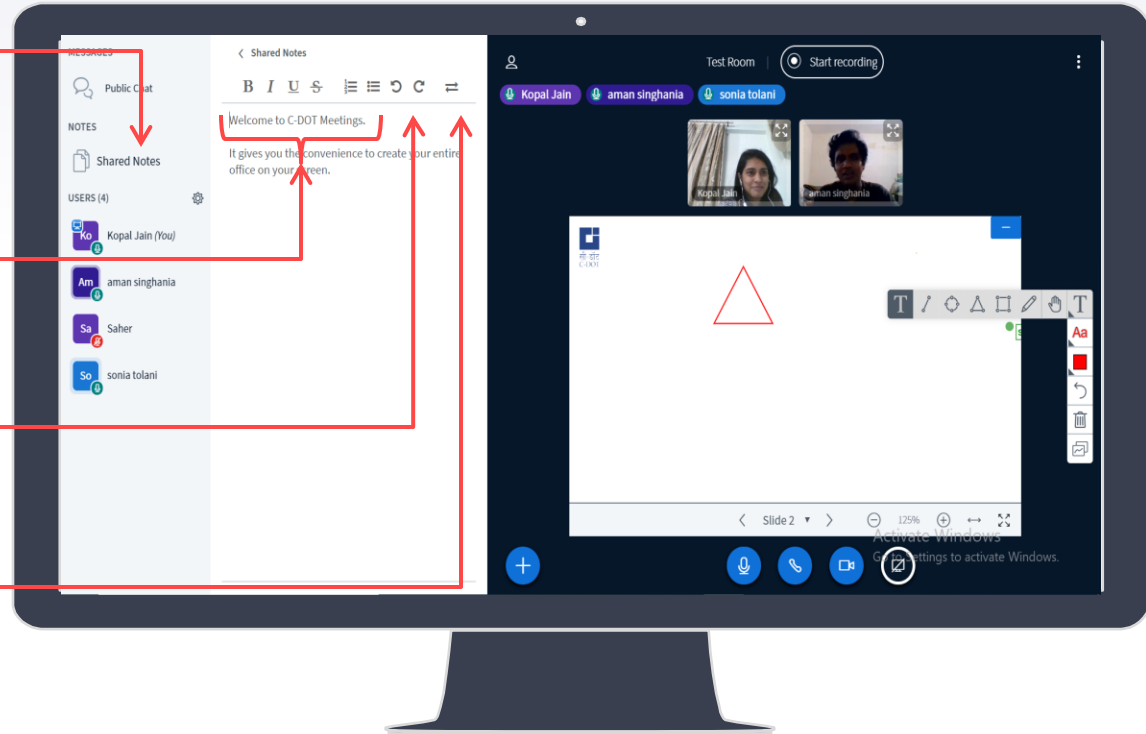
Chat

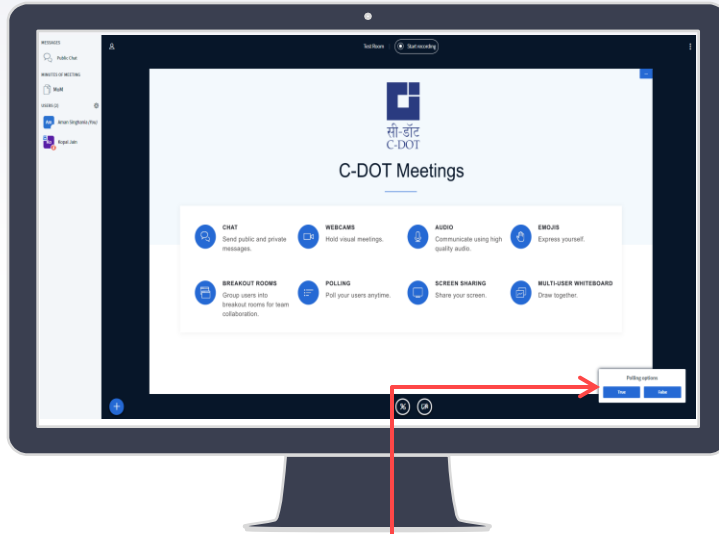Click on 'Public Chat' to open the Public Chat window and start typing

Click on this button to open Chat Options to save, copy or clear public chat

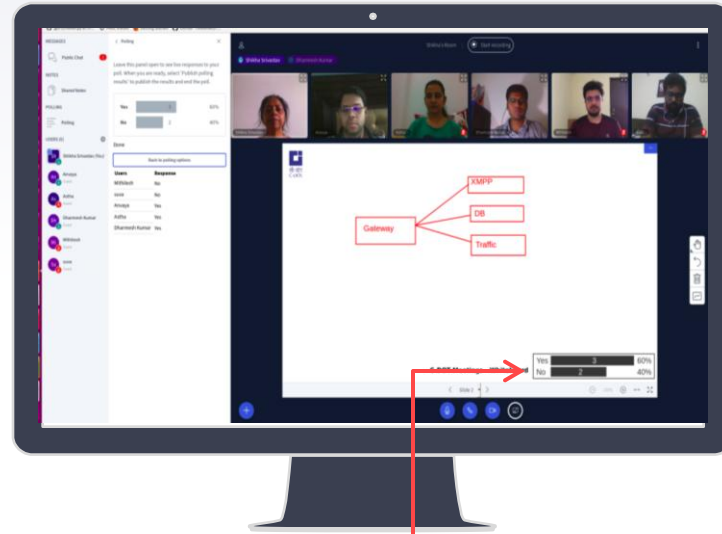Drag the Chat windows to increase/ decrease their size

Click on a User Name to open a Private Chat window and start typing

8
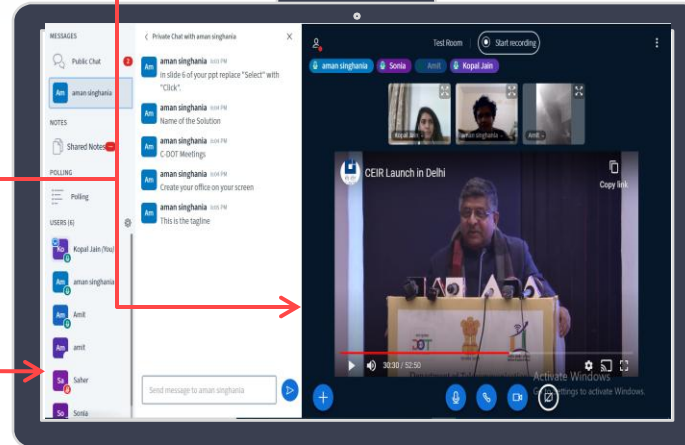
Real-time Polling

Cast your vote from the available options displayed at the bottom-right corner of your screen

You can view the Published results for the Poll at the bottom-right corner of the screen

9

How to join a meeting ?

Open the meeting link provided (preferably in Google/Chrome or Mozilla Firefox) Enter your name, designation and click the join button. No sign in is required.

Can I use a mobile phone to join the meeting ?

You can use a chrome browser on a mobile phone to access the VC. However, if a call comes on the mobile during the conference, your conference connection will break. You will have to rejoin the conference by refreshing the browser.

When audio/video is not available suddenly in an ongoing conference?

 Check Internet connectivity. Refresh the page to join the meeting again.

If you face persistent audio/video related issues.

 Check your Internet connection. Logout from the meeting and try to join the meeting again by copying the link on the browser.

What to do when there is echo in the voice conference?

 It is best that all participants use a headset. This will ensure no background noise or echo. Reduce the volume of microphone if a participant is not using headset.
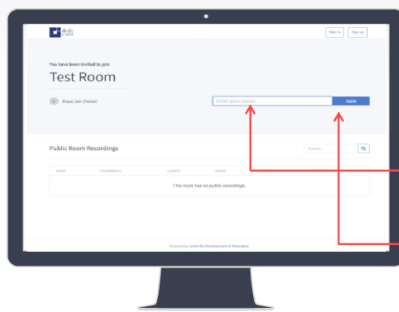
Screen Shots:

C-DOT Meetings

Office on your screens

User Manual

Public/Private Chat

HD Video Conferencing

Upload Presentations

Live MoM

Breakout Rooms

Real Time Polling

Multi Level Screen Sharing

Multi User Whiteboard

Joining a meeting

You have been invited to join

Test Room

Public Room Recordings

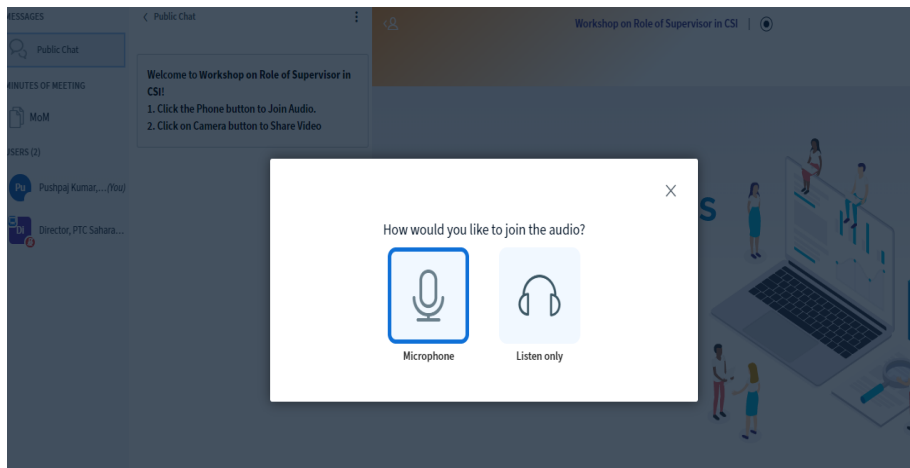This room has no public recordings.

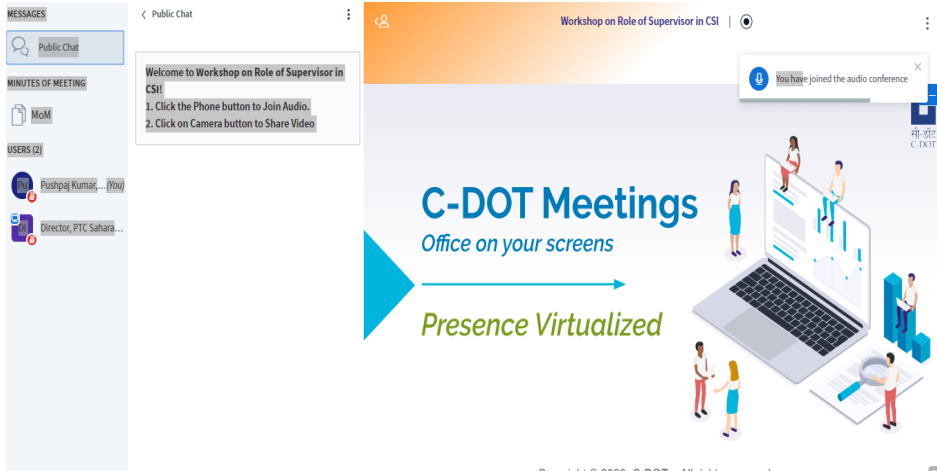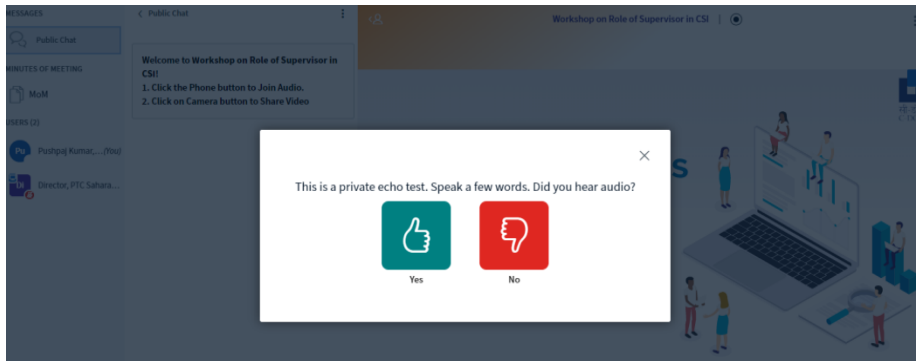1. Open the meeting link provided to you either by directly clicking on it or copying it in the browser

2. You will be redirected to window similar to this

3. Enter your name in this box

4. Click on 'Join' button

MESSAGES

Public Chat

MINUTES OF MEETING

MoM

USERS (2)

Pushpaj Kumar,...(You)

Director, PTC Sahara...

Public Chat

Welcome to Workshop on Role of Supervisor in CSI!
1. Click the Phone button to Join Audio.
2. Click on Camera button to Share Video

Workshop on Role of Supervisor in CSI

How would you like to join the audio?

Microphone

Listen only

CHECK-LIST

1. **Type of Device**
   Laptop – Most Recommended
   PC with Webcam
   Mobile Phone (Android/iOS)

2. **Type of Speaker/Earphones/Headphones**
   Headphones/Earphones with Mic – Most Recommended
   Inbuilt Speakers
   External Speakers (if headphones/earphones and inbuilt speakers are not available)

3. **Type of Internet Connection**
   Wired Broadband Connection – Most Recommended
   Wi-Fi
   Mobile 4G/LTE

4. **How to Check Internet Speed/Bandwidth**
   Open Chrome Browser (Latest Version Recommended).
   Type www.speedtest.net on the browser.
   Click "GO" on the browser screen.
   Wait till the Download speed is displayed on the top.

5. **Internet Speed/Bandwidth for Video Quality**
   Less than 2 Mbps – Supports Low Quality of Video
   Between 2 Mbps and 6 Mbps – Supports Medium Quality of Video
   Between 6 Mbps and 10 Mbps – Supports High Quality of Video
   More than 10 Mbps – Supports High Definition Video

SOME USEFUL TIPS FOR A SMOOTH VC

1. Kindly keep yourself muted while others are speaking so that there are no issues of echo or disturbance during the meeting.

2. Keep your video quality not more than 'Medium Quality' if your Internet speed is low.

3. Please ensure that your seat height is well adjusted and the room is well-lit for proper and clear video streaming.

4. It is advised to check that the respective desktops/ laptops are well connected on the Internet and all secondary devices (microphone, speakers, webcam etc.) being used are in a working condition, prior to the start of the meeting.

5. It is requested that all mobile phones are kept on the silent mode during the VC to avoid noise and echo.

6. Please ensure that you are connected with only one device (laptop/desktop/mobile) for VC, to avoid multiple instances of a user.

7. Please follow a uniform and comprehensive scheme for user names for easy identification during a VC. For example: C-DOT DEL DIR TD2 [Name of organization – Place – Designation - Division]

8. You may use the chat (private/public) option to communicate any information without interrupting the ongoing VC.

9. If you face persistent audio/video related issues, please follow these instructions:
   (i)   Check your Internet connection.
   (ii)   Logout from the meeting and try to join the meeting again by copying the link on the browser.
   (iii)   For further assistance, you may contact the following C-DOT official:
           Salil Agrawal – 8800742266