

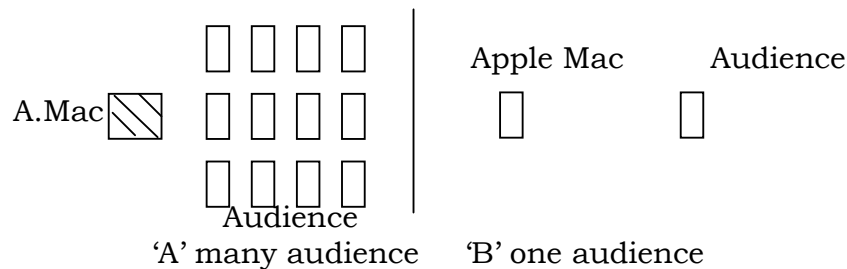
Tamil Nadu Agricultural University

e-Extension Centre

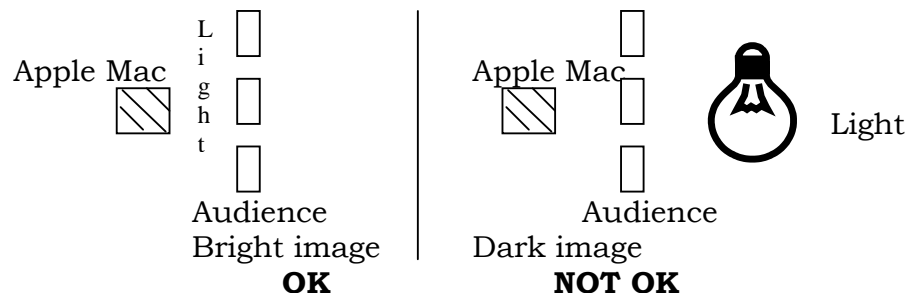
Video Conferencing facility and agritech portal

Guidelines for users

01. **'One to one'** discussion through video conferencing facility is always possible among the centres by calling and connecting like telephone making use of the PIN to be communicated from e extension centre separately.
02. **'One to many'** type of conferencing through video conferencing facility can be scheduled by the e-Extension Centre on demand from the users two days in advance.
03. Simultaneously 24 such meetings can be scheduled at a particular point of time.
04. During discussion: Only one should speak at a time. Speak and stop - wait for the reply - hear the reply and give a gap of 5 seconds and again speak. Always the flow is unidirectional; when both speak simultaneously, the audio shall snap. Pl follow the model: **Speak – Gap – Listen – Gap – Speak**
05. Focus the Apple Mac monitor (Camera) either to have full view of the hall or get focussed to one or two in the front row as :



06. Low back light and more front light give clear image



07. The location of the Apple Mac set already should not be relocated at any cost. It has already been set to receive the signals in best possible position

09. General

- The Video Conferencing End Points (**Special Computer like Instrument**) shall be provided to Office of the Vice-Chancellor, Director of Research and Director of Extension Education. To enable them **schedule of meetings by themselves. All the other University Officers need to contact e-Extension Centre to schedule conferencing/ meeting .**
- All the other University Officers at Coimbatore are requested to provide 'Video Camera' to their respective computers at use at present to get linked to the video conferencing. The computer with **Windows Xp SP .2** operating system and **IE7 Internet explorer and 1GB RAM** are sufficient for conferencing.
- All the University Officers are requested to make use of the video conferencing room of e-Extension Centre for conferencing for the time being temporarily.
- Permanent arrangement and connectivity shall be provided only when new Centenary Building is occupied and the re-allotment in the offices Directorates at old campuses are regularized.

Any other demand from the users shall be attended and the possibility shall be explored. Let us make use of the facility effectively.

How to make use of the Video Conferencing facility

- A. Vice-Chancellor :
1. Review of Academic campuses / Stations
 2. Discussion with any specialists from any TNAU centre
 3. Address students / inaugurate students functions/seminars/trainings in all the campuses at their respective VCON rooms. Separate meeting ID

would be provided for connecting to Vice Chancellor.

4. Top Level Management meeting involving Deans and Directors of other campuses and centres
 5. Respond for any issues from Heads of Line departments and Government
- B. Director of Extension Education :
1. Power point presentations of any specialist at Coimbatore to any KVK during trainings.
 2. Extension Functionaries training at KVKs with lectures from Coimbatore
 3. Review Programme Coordinators of KVKs individually and collectively.
 4. Respond to Extension Officials
- C. Director of Research / Director TRRI, Aduthurai :
1. Individual project discussion
 2. Technical Directors meet and review
 3. Review of Heads of Research Stations individually as well as collectively
 4. Respond to ICAR,GOI and State Govt
- C. Registrar and Comptroller :
1. Discussion with Heads of Stations, KVKs, Deans / Directors of other centres on administrative and financial matters
 2. Address administrative staff of other campuses on issues related to administration and finance
- E. Deans of Coimbatore campus and Dean (SPGS) / Director Students Welfare :
1. Address by Guest Scientists , Specialists to students of all colleges at VCON room.
 2. Special lectures by scientists at Stations as Guest Faculty
 3. Common PG /UG courses can be offered

by one Professor at Coimbatore to the students of all the campuses.

4. Dean's Committee meetings

F. Technical Directors		1. Technical presentations of common interest. 2. Review of Projects in other centres
G. Heads of Stations / KVKs	:	1. Technical Discussions among the centres 2. Feed back to Technical Directors on important issues
H. Individual Scientist		Presentation from any centre to any centre using default meeting ID and PIN
I. All		Conference with any scientist at any country if you have their PIN number

Agri Tech Portal

- Photo gallery : Needs sets of ten photographs with self explanatory captions for each image.
- Any 'info' to be added to the portal may be sent to this e extension centre through the technical Directors / Deans for constant updation of content. **While sending the may be kept in mind the content is primarily meant for the Extension officials of the State Department of Agriculture exclusively for transfer of technology (TOT) purpose.**
- Suggestions to update the portal and make it user friendly are always welcome.

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- **Please contact e extension centre thru exclusive line: 0422 6611292 or mail at : info@tnau.ac.in if you face any difficulty**
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