



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(Central University, Govt. of India)

No.IT/Video Conferencing/CIR/2016

Dated 13th April 2016

Very Important / For Personal Attention

CIRCULAR

Sub: Establishment of Desktop-based Video Conferencing facility for use at IMU HQ and IMU Campuses

The Headquarters of Indian Maritime University is located at Uthandi, Chennai and IMU Campuses are located at Chennai, Cochin, Mumbai, Kolkata and Visakhapatnam. The Vice Chancellor, Registrar, Finance Officer and Controller of Examinations at IMU HQ contact the Directors and Deputy Registrars at IMU Campuses regularly on various issues. At present, the interactions on urgent matters take place primarily through telephone, fax and email. Since all our Campuses have good network connectivity, some of these interactions can be effectively done using Video Conferencing (VC). The following will be the advantages in using Video Conferencing facility for inter office communications:

1. Video Conferencing minimises the need for travel of the Officers to participate in the meetings, thereby saving travel time and effort. For example, the Deputy Registrars nominated by the Vice Chancellor for attending Purchase Committee meetings at other Campuses can attend most of these meetings via Video Conferencing without the need to travel.
2. Video Conferencing offers facility for displaying the documents/presentation materials during the discussions, which can be viewed and discussed. This is not possible while interacting through phone.

3. Group participation in Video Conferencing enables the effective conveying of issues common to the participants and facilitates better group discussion.

By using Desktop Video Conferencing (VC) facility, the officers do not have to move into another room to participate in the Conference. The Desktop VC is also a cost effective solution, which can be established quickly unlike the room-based, professional quality Video Conferencing facility. Hence, in the Campus Directors' meeting held on 8th April 2016 at IMU HQ, the following decisions were taken:

1. Desktop-based Video Conferencing facilities should be established for the use of the Vice Chancellor, Registrar, Finance Officer, Controller of Examinations and OSD(IT) at IMU HQ and the Campus Directors at Chennai, Kochi, Kolkata, Mumbai and Visakhapatnam. Desktop VC facility should also be provided for the Deputy Registrars at the IMU Campuses.
2. Necessary good quality Web Camera with Microphone and Speakers will have to be procured for the use of the identified officers.
3. NIC/NKN (National Informatics Centre / National Knowledge Network) Video Conferencing software can be utilised for conducting Video Conferencing meetings. When we have the user accounts on NIC/NKN Video Conferencing Network (Vidyo), which is a Government of India Network, our Video calls are routed only within our country and do not have to make use of any external control system. Since we have NKN connectivity at IMU, we can also interact easily with other users located at different Universities, Research Institutions and Ministries using the directory available on Vidyo System.
4. User Accounts have to be created on the NIC/NKN Vidyo System for availing this facility. IMU HQ has already submitted the application for creation of user account for Campus Directors. An email from NIC would have already been received by the Campus Directors. They are requested to click on the link given in the email to download the filled-in form, take a print out, sign



it and affix their seal, and send the scanned copy to the Registrar through email. [Please see Annexure I for a sample]. When the User Account is activated, the Campus Directors will be intimated through email and SMS.

5. The next step is to download the NIC/NKN Video Conferencing software from <http://desktopvc.nic.in/> and install it on the Campus Director's desktop.

6. The same process will be repeated for the Deputy Registrars of Campuses.

Note: Even if a Campus doesn't have a NIC/NKN connectivity at present, they can still create an User Account and install the NIC/NKN Video Conferencing software using their existing Internet connectivity.

All Campus Directors are therefore requested to create User Accounts and install the Desktop-based Video Conferencing facility, as proposed above, on or before the next meeting of Campus Directors which is scheduled for 10th May 2016. The I.T Section of IMU HQ and OSD (IT) will follow up and ensure the establishment of the proposed Video Conferencing facility within the given time frame. In case of any difficulty, please contact Shri Achuthan Mohan, OSD(IT) at IMU HQ (Ph:9445789524 ; osd@imu.co.in).

This Circular issues with the approval of the Vice Chancellor.


REGISTRAR

Government of India

Request-ID : 19065

Department of Information Technology, MCIT

National Informatics Centre

VC Division

Application for WebVC Account for a single User

(Please read the instructions given in the reserve of this page. The completed application form, duly signed by the concerned Project Coordinator /HOD of the Concerned NIC Cell.)

Applicant Name* Mr. Rajeeva Prakash
 Designation* Director IMU Chennai Camp Emp.Code
 Email ID* director.che@imu.co.in Mobile* 9176027603
 Office No 04424530332 IP Phone No
 Office Address* Indian Maritime University Chennai Campus East Coast Road Uthandi Chennai
 State/District Pin 600119
 Ministry/Category* CENTRAL UNIVERSITY
 Org/Institute Indian Maritime University, Chennai
 Dept./Div.
 Make/Model of Camera
 Make/Model of USB
 Available Connectivity NICNET SWAN Broadband Other NKN

This is to declare that I have read the terms & conditions and I agree to abide by them.

Signature of Competent
 Authority of Department
 with date and Seal

Signature of Applicant
 with date and Seal

21/10-13/04/16
 RAJEEVA PRAKASH
 DIRECTOR
 INDIAN MARITIME UNIVERSITY
 CHENNAI CAMPUS EAST COAST ROAD
 UTHANDI, CHENNAI-600 119

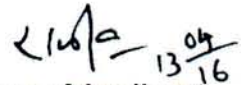
Signature of NIC
 Coordinator/HOD
 with date and Seal
 Name & Designation _____
 E-mail ID and Tel. _____

* Entries are mandatory and need to be filled.

	For Office Use							
User Type	NIC Official	Judiciary	DFS	<input checked="" type="checkbox"/> NKN/VCR	NOFN	Block	Other	
Account Status	Created	Rejected						
Purpose (if Rejected)								
	Signature Name _____ Designation _____							

WebVC Account's Terms and Conditions

1. Users are requested to keep the given User ID and password a secret.
2. By default user will receive a mail with request-Id & link of pdf form. User has to download, print and upload after duly signed by the concerned persons.
3. Duly signed pdf form should be send within 7 day otherwise request will be rejected.
4. Account will be deactivated, if not used for 90 days.
5. Account will be deleted after a period of 3 months from the date of deactivation if no request for activation is received.
6. Creation of more than one account on same email will not be accepted.
7. Web VC account & Guest users should be used judiciously & official purpose only.



Signature of Applicant

With date and Seal

RAJEEVA PRAKASH
DIRECTOR
INDIAN MARITIME UNIVERSITY
CHENNAI CAMPUS EAST COAST ROAD
UTHANDI, CHENNAI-600 119

Note: In case of any problem / query contact: 011-24305767 or mail to webvc@ismgmnic.in
(For more information and user Guide please visit <https://reserve.nic.in> or <http://vidcon.nic.in>)