Kala Utsav 2020

Standard Operating Procedure (SOP)
Guidelines for Kala Utsav - 2020
Video Conference

General Instructions

- There will be scheduling of video conferences with States/UTs. This will be an online meeting inviting the nodal officers of States/UTs for a video conference. Online meeting link will be provided by NCERT.

- The entire session will be recorded.

- On clicking the link, you will be placed in a waiting room, and will be able to join the session only when the Host will admit you. This may take a couple of minutes.

- Once participants have joined, the Host will be able to mute all participants or request Participant(s) to unmute themselves.

- Lighting should be proper during the video conferencing, especially in the stage hall/room from which the performance has been planned.

- Join using <Your Name- State Name>

Minimum Infrastructure Requirements

- You have to join from a Laptop or Desktop it is suggested to use good quality in-built camera/external camera and microphone.

- Ensure using good quality webcam and Microphone. Using your mobile phone and headphones is not permitted.

- This application will work on Google Chrome (version 70+) or on Mozilla Firefox (version 60+) seamlessly.

- Stable and active internet connection with a minimum upload and download speed of 10 Mbps should be arranged in advance.

- Uninterruptible power supply (UPS) should be arranged Generator backup.

Minimum requirement for Studio set-up (for States/UT/KVS/NVS)

- A public address system (PA system).
- Two / Three HD Video Cameras for Long shot and Close-up view with vision mixer.
- UPS/Generator for continuous lighting during live performance.
- Good Quality Microphones with Audio Mixer.
- A Mic-stand for holding and positioning the microphone.
- Cables

For Recording Facilities
- HD Recorder
- Data Capture Card
- Hard Drive / Hard Disk
- File format required is .mov /.mp4 format.