

JOINING INSTRUCTIONS FOR ONLINE COURSES

Following are some guidelines for nominated officers:-

1. The classes will be held online on WebEx Cisco platform. We will share the link of the classes well in advance with all the nominated participants and also send online registration links.
2. General Instructions for Online-Classes for Participants/Trainees:
 - (i) The officers can attend the classes from their official workplace. They can use desktops, laptops or even their Smart phones to attend the sessions.
 - (ii) There will be only three (3) sessions every day of 80 minutes duration each. The sessions will be held from (first) 1020 hrs to 1140 hrs. (2nd) 1200 hrs to 1320 hrs., and (3rd) 1430 hrs to 1550 hrs.
 - (iii) The officers are advised to use their proper names while registering/logging in, to be easily identified.
 - (iv) All the participant officers must ensure that they have robust internet connectivity so that the e-learning process can go on uninterrupted and without buffering.
 - (v) If the participant is not using an official location for attending the e-class, he should ensure that no one else apart from him overhears the proceedings.
 - (vi) Security Precautions: Please note that deliberations during training sessions are confidential. These are meant strictly for trainees' learning. Under no circumstances, the 'links' for a particular e-learning class should be shared on any social media platform or other public forums as it can allow anyone to get the link and join the e-class and be privy to the entire proceedings.
 - (vii) The classes will be held online on WebEx platform. Therefore, it is requested that the selected officers must download the WebEx App. We will share the link of the classes well in advance with all the nominated participants.
3. For any query, you may kindly contact at Mob. No. [9216501966](tel:9216501966) of Sh. Sushil Kumar, I/C (Trg.).