



## **JUDICIAL ACADEMY, ASSAM**

### **General Instructions for Training ( Online Mode)**

1. The training programme will be conducted by using the Online VC/Meeting Software "**Microsoft Teams**" which will be two-way audio-video interaction.
2. Advocates are to \* **join the training by disclosing their full name** via the Joining Link as notified and also uploaded in the website of Judicial Academy, Assam
3. Advocates are requested to **report online** through joining Link, **at least 10 minutes before the scheduled time** of Video Conference and maintain punctuality.
4. Advocates are to **keep their video ON, continuously throughout & till the conclusion of the training.**
5. All the Advocates are to follow the Video Conference Protocols like: -
  - a. **Keep themselves muted until & unless they are allowed by the presenter to unmute** themselves.
  - b. At the end of the deliberation of the Resource Person, **participants may raise hand to indicate that he/she would like to interact with the Resource person, where-after, on announcement by presenter, the said officer may unmute, ask question and thereafter again mute the audio.**
  - c. Ensure proper Internet connectivity with adequate data so that they can attend the training without any network and connectivity issue.
6. Advocates are to wear **formal attire** (befitting an officer) while attending the training.
7. Advocates are to check the official website of Judicial Academy, Assam for updates.
8. Joining Guide (Steps below are to be followed):
  - Click on the given link or type the given link on the browser.
  - A new tab with a pop-up will open
    - Select 'Open Microsoft Teams' if you have Microsoft Teams App installed in your device.
  - OR**
  - Cancel the pop-up and click on 'Continue on this browser'.
  - For Smartphone Microsoft Teams App needs to be installed before joining the VC.Note: - Queries and other information through e-mail may be obtained from: -

E-Mail - suggestion.jaa@gmail.com

Mobile: - 8723028535 / 8133998881

\* Note:- The same is essential for preparation, maintenance and submission of accurate report.