



## JUDICIAL ACADEMY, ASSAM

### General Instructions for In-service Training through VC

1. The training shall be conducted by using the Online VC / Meeting Software "**Microsoft Teams**" which will be **two-way audio-video interaction**.
2. Officers are to join via the Joining Link as notified in the Notification of the Hon'ble Gauhati High Court and also uploaded in the website of Judicial Academy, Assam.
3. Officers are requested to **report online** through joining Link, **at least 20 minutes before the scheduled time** of Video Conference and to maintain punctuality.
4. Officers are to **keep their Video ON, continuously throughout & till the conclusion of the training.**
5. All officers 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, **officer 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 connection with adequate data so that they can attend the VC without any network and connectivity issue.
6. Officers are to wear **formal attire** (befitting an officer) while attending training.
7. Officers 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 training.

Note: - Queries and other information through e-mail may be obtained from: -

E-Mail - [suggestion.jaa@gmail.com](mailto:suggestion.jaa@gmail.com)

Mobile: - 8723028535 / 8133998881