



SKILL DEVELOPMENT PROGRAMME

On Usage of Video Conferencing Facilities

FOR
OFFICERS/STAFF OF ALL JAILS OF ASSAM

AGENDA

Date: **01.02.2020**

Venue: Judicial Academy, Assam

	09.00 A.M. onwards	Tea & Registration	
	10.00 A.M. to 10.05 A.M.	Welcome & Felicitation	
	10.05 A.M. to 10.15 A.M.	Address by Shri Dasarath Das Inspector General of Prisons, Assam	
TECHNICAL SESSIONS			
	TIME	TOPIC	RESOURCE PERSONS
SESSION -I	10.15 A.M. to 11.15 A.M.	Introduction : <ul style="list-style-type: none"> • What is Video Conferencing and its use • Minimum Requisites for Video Conference 	Officials of e-Court Division Gauhati High Court.
	11.15 A.M. to 12.00 NOON	<ul style="list-style-type: none"> • Preparatory Arrangements • Video Conference components 	
SESSION -II	TEA (12.00 NOON to 12.15 P.M.)		
SESSION -III	12.15 P.M. to 01.15 P.M.	<ul style="list-style-type: none"> • General Procedures to be followed • Safe guards to be adopted during video conferencing 	
LUNCH (01.15 P.M. to 02.00 P.M.)			
SESSION -IV	02.00 P.M. to 03.00 P.M.	<ul style="list-style-type: none"> • Troubleshooting • Question & Answers 	
SESSION -V	03.00 P.M. to 04.00 P.M.	Practical Session	
	04.00 P.M. to 04.15 P.M.	Concluding Remarks followed by Tea	