

NATIONAL JUDICIAL ACADEMY

JOINING INSTRUCTIONS FOR THE PARTICIPANTS FROM ABROAD FOR ONLINE PROGRAMS

On being nominated to participate in an online program of NJA, the nominee Judge does not require any further confirmation from NJA.

1. The Academy will send the Online Program Link, Password, user manual and other program details etc. only to the email address furnished by them.
2. The reading material of the program along with feedback format, shall be sent to your email-id. However, if not received on your email, then you may contact the program coordinator for sending the same and feedback form through email.
3. Program Schedule may be downloaded from the website of the Academy. A copy shall also be sent through email by the program coordinator.
4. You need to join the program on the scheduled time by clicking on the link sent to your email.
5. Keep the mobile phone on silent/vibration mode while the session is in progress. NJA may send SMS/call the participant to resolve any technical issues related to networking/internet.
6. The participants should not record the audio/video content of the training sessions or part thereof, by any means/modes, whatsoever, unless instructed otherwise.
7. The participants should not copy/ download/ print the training materials by any means/modes whatsoever, unless instructed otherwise.
8. The participants should not entertain other person(s) to have an access to the training sessions by any means/modes, whatsoever, as the training is purely individual and confined to the nominated participant only.
9. The participants be seated before their gadgets facing camera in such a way that they can be clearly identified by the Resource Persons/ Session Coordinators.
10. Provide feedback on the format designed to evaluate the impact of training program to concerned program coordinator through email.
11. Academy will send the softcopy of the certificate to all nominated participants on their email address after completion of the program, after receipt of feedback form.
12. The participants should not switch off / turn off their camera, unless instructed otherwise.

13. You may contact:

- a. **Program Coordinator** - for receiving reading material, program schedule, feedback form and other general information related to the program.
- b. **Mr. Vikas Sahu**, Network/Website System Administrator, NJA (Mob: 7587950830, vikas.sahu@nja.gov.in) for any technical assistance with regard to online program of the NJA.
- c. **Mr. Chetan Nehete**, E-Facilitator & Event Manager NJA (Mob: 94256-01233, nchetan@nja.gov.in) for issues other than as stated under a & b above;

The pre-requisite at each user location:

- a) User should have good speed of internet (minimum of 4 Mbps) from any service provider (Broadband/FTTH/4G etc).
- b) A Desktop/Laptop working in windows (Recommended)/Linux or IOS or Android/IOS Mobile Phone if wish to join from Mobile Phone.
- c) Wired Earphone/Headphones with Microphone (Strongly recommended) or External USB camera & Speaker cum microphone (Most recommended inbuilt Speakers and Camera).

Steps to join Online Program:

- a) Click on the link provided to your email or copy the link and paste it into the URL field of the Browser.
- b) It will download a Plugin and make Brower ready to place a call.
- c) Once browser is ready, enter your login credentials, select camera, microphone & speaker you are using and click the button to join the program.
- d) If you want to join using MAC OS then install the Google Meet software from Google and then click on the link received in your email.
- e) For joining from Mobile Devices, Install the Google Meet App from Play Store/App Store and then click on the link received in your e-mail.

GENERAL INSTRUCTIONS TO BE OBSERVED DURING ONLINE PROGRAMS

1. Please be properly dressed during online program.
2. Kindly keep yourself muted while someone else is speaking.
3. If you want to say something in between the session then please use the raise hand option and speak only when the current speaker/presenter/host of the program permit you to speak.
4. You may use the chat (private/public) option to communicate any information without interrupting the ongoing session of the online program.
5. Keep your video quality not more than 'Medium Quality' if your internet speed is low.
6. Please ensure that your seat height is well adjusted and the room is well-lit for proper and clear video streaming.
7. It is advised to check that the respective Desktop / Laptop are well connected on the Internet and all secondary devices (microphone, speakers, webcam etc.) being used are in a working condition, prior to the start of the online program.
8. Join the online program on time; not too early nor too late.
9. Please keep your fans off (if any around you) while your microphone is unmute to avoid noise.
10. Please ensure that you are connected with only one device (Laptop/ Desktop/Mobile) for online program, to avoid multiple instances of a user.
11. If you face persistent audio/ video related issue, please follow these instructions:
 - (i) Check your Internet connection.
 - (ii) Logout from the program and try to join the program again by copying the link on the browser.
 - (iii) For further assistance, you may contact to your technical staff in your office.
 - (iv) Refer to user manual provided to your email, for better operation of software being used for attending the program.

