

## NATIONAL JUDICIAL ACADEMY

### JOINING INSTRUCTIONS FOR THE PARTICIPANTS FOR ONLINE PROGRAMMES

On being nominated by the Hon'ble High Court to participate in an online programme of NJA, the nominee Judge does not require any further confirmation from NJA. However, nominee judge is required to:

1. Pay a one-time non-refundable registration fee of Rs.1180/- (Rupees One Thousand One Hundred Eighty only) inclusive of GST of Rs.180/- (as per prevailing rates, subject to revision if any, in future). The account details and mode of payment, etc. for remittance of registration fee, may be obtained from the NJA (Email: njabhopal@nja.gov.in/ nja@nja.gov.in). **PARTICIPANTS WHO HAVE ALREADY DEPOSITED REGISTRATION FEE WITH THE NJA, THEY NEED NOT FURTHER PAY REGISTRATION FEE TO NJA.**
2. Provide your official Email address to the NJA (well in advance) for all communication with regard to academic programme. The Academy will also send the Online Programme Link, Password, user manual and other programme details etc. only to this official email address.
3. The reading material of the programme along with feedback format, shall be sent to your official email-id. However, if not received on your email, then you may contact the programme co-ordinator for sending the same and feedback form through email.
4. Programme Schedule may be downloaded from the website of the Academy <[www.nja.nic.in](http://www.nja.nic.in)>. A copy shall also be sent through email by the programme co-ordinator.
5. You need to join the programme on the scheduled time by clicking on the link sent to your email. However, you must also have a Gmail account to join the online programme.
6. Enter your full name & name of your High Court in the profile of your Gmail account which is to be used to join the Programme so that the programme coordinator/presenter can identify you easily.
7. Keep the mobile phone on silent/vibration mode (if the device is not being used for attending the programme) while the session is in progress. NJA may send SMS/call the participant to resolve any technical issues related to networking/internet.
8. The participants should not record the audio/video content of the training sessions or part thereof, by any means/modes, whatsoever, unless instructed otherwise.
9. The participants should not copy/ download/ print the training materials by any means/modes whatsoever, unless instructed otherwise.
10. 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.
11. 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.
12. The participants must present/show a 'Proof of Identity' (preferably the one issued by the concerned Judicial Department/ High Court) upon asked by Session Coordinators else his/her access to the training sessions will be denied.
13. Provide feedback on the format designed to evaluate the impact of training programme to concerned programme coordinator through email.

14. Academy will send the softcopy of the certificate to all nominated participants on their registered email address after completion of the programme, after receipt of feedback form (not applicable for High Court Justices).
15. The participants should not switch off / turn off their camera, unless instructed otherwise.
16. You may contact:
  - a. Concerned Programme Coordinator - for receiving reading material, programme schedule, feedback form and other general information related to the programme.
  - b. Mr. Vikas Sahu, Network/Website System Administrator, NJA (Mob: 7587950830, [vikas.sahu@nja.gov.in](mailto:vikas.sahu@nja.gov.in)) for any technical assistance with regard to online programmes of the NJA.
  - c. Mr. Chetan Nehete, E-Facilitator & Event Manager NJA (Mob: 94256-01233, [nchetan@nja.gov.in](mailto: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 Programme:**

- 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 Browser ready to place a call.
- c) Once browser is ready, enter your login credentials (Gmail), select camera, microphone & speaker you are using and click the button to join the programme.
- 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 PROGRAMMES**

1. Please be properly dressed during online programme.
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 programme 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 programme.
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 programme.
8. Join the online programme 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 programme, 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 programme and try to join the programme 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 programme.

**Note:**

1. **EMAILS RECEIVED BY ANY OF THE OFFICIALS OF NJA AFTER 05:45 P.M. ON ANY DAY SHALL BE RESPONDED ONLY ON THE NEXT WORKING DAY OF THE ACADEMY DURING WORKING HOURS. THE ACADEMY WORKS FULL DAY ON SATURDAY AND SUNDAY, OBSERVES HALF-DAY WORKING ON TUESDAY AND WEEKLY-OFF ON WEDNESDAY.**
2. Please do keep your microphone muted and unmute only when you speak (Click the on video screen to see tools bar. Click on Microphone symbol to Mute / Unmute)
3. Disconnect the call once the online programme is over.
4. Above conditions are subject to change based on exigencies and circulars/orders issued by the Government. Regular updating of these instructions shall be done accordingly and in this connection no separate communication will be sent to the High Court Registries or participant judges.