

CSTARI, Kolkata

General Instructions for the online training sessions of ToT Blended Learning

1. Join the online meeting/webinar on time (as per the training schedule).
2. After joining the training session please write your name, designation and Institute name with place (for Attendance) in the chat box.
3. Please do not present/share screen during the online training session/webinar else you will be removed from the meeting.
4. Please do not unmute yourself unless asked by the trainer/faculty/host.
5. Stay in real time video presence.
6. Be in presentably attired for the training session.
7. Sit on a table and straight seat. Do not lie on sofa or bed during the training session.
8. Keep the room quiet.
9. Be fresh & prepared for the online training session. Avoid leaving the training session in the middle.
10. Do not engage into other communications (conversation, phone call or sms) during the training session.
11. Avoid eating during the training session time.
12. Use headphone/ earphone and microphone for better performance.
13. Please give your feedback of the training at our website www.cstaricalcutta.gov.in under quick look in training feedback link.