



भारत सरकार- रेल मंत्रालय GOVT.OF INDIA-MINISTRY OF RAILWAYS  
भारतीय रेल सिगनल इंजीनियर और दूरसंचार संस्थान  
INDIAN RAILWAYS INSTITUTE OF SIGNAL ENGINEERING AND  
TELECOMMUNICATIONS  
TARNAKA ROAD, SECUNDERABAD-500017 (INDIA)

No. T/Policy/I

dated 24.05.2020

## **PCSTEs of All Zonal Railways**

### **Sub: Assistance from Zonal Railways for effective conduct of online courses**

1. Online sessions are conducted for Refresher courses of Signal and Telecom Supervisors, courses of SAG officers and Equipment courses by IRISSET, subsequent to the closure of the institute for classroom sessions on the imposition of nationwide lock down for COVID-19 management. WebEx platform is used for imparting training through online classes. The guidelines for the trainees attending online classes are enclosed in the annexure. The user guide for using WebEx along with Dos and Don'ts are uploaded on IRISSET website for ready reference. It is requested to sensitize all officers and supervisors in this regard for compliance.

2. During the course of conduct of online sessions, few supervisors have expressed that their services are utilized for sectional duties during online sessions making it difficult for them to concentrate on the training programme. It is requested to kindly direct the trainees to attend the online courses exclusively without any distraction. It is also requested to advise the respective controlling officers to issue letters through e Office or email relieving them to attend online courses. IRISSET would be issuing letters indicating their participation in the training programme after the completion of the courses.

3. Availability of good internet connectivity and laptop/ desktop play important role in ensuring seamless online training sessions. It is noted that appreciable population of supervisors are attending these courses with their mobile phones. Concentration on the teaching content through online sessions using mobile phone for a long duration is often a strenuous job. If arrangements of computer system with good broadband connectivity are made available at Divisional Headquarters or other locations by the Zonal Railways to enable supervisors attend online courses from nominated locations, the learning experience can be enhanced.

All Zonal Railways are requested to extend their assistance in respect of the above items highlighted to conduct online courses effectively. This issues with the approval of competent authority.

(C.Neelakanta Reddy)  
Sr Professor Training  
For Director General

Enclosure: Annexure indicating guidelines for trainees attending online courses

**Guidelines for trainees attending online training courses of IRISSET**

1. Trainees should get themselves familiarized with WebEx app for participation in online classes.
2. Trainees will join the session through the Meeting ID and Password sent in their WhatsApp Group by the Course Director.
3. Trainees should log in to the session using preferably their PC/Laptops and not through their smart phones. The smart phones should not be used for creating hot spot facility.
4. The trainees should join 05 minutes prior to the commencement of classes.
5. The trainees should keep their microphones muted. This has to be mandatorily ensured by each trainee after they join the session. It should be unmuted only if he wants to speak.
6. Similarly, it has to be ensured that the camera is also turned off after joining the session. Trainee may turn it on, if required, for interaction.
7. The trainees should join the session with their correct name and should not use any random/fictitious/nick name/abbreviations etc., while joining the session.
8. The trainee should ensure that all other running applications are closed on their system to prevent hanging of the app.
9. Trainees should ensure that their location is free from background noise and movement. Phones should be kept on switched off / silent mode.
10. Trainees are advised not to join from more than one device.
11. Any problem during the duration of the course may be brought to the notice of the session coordinator or Course Director on WhatsApp Group.
12. The trainee may also contact the Helpdesk number, for issues regarding connectivity.
13. The attendance of the trainees would be taken through 'insights' feature of the app for every session. The online sessions will be locked after 10 minutes of the commencement of each session. Trainees are advised to contact session coordinator or CD for permission to reenter the sessions in case of loss of connectivity in between.
14. Features like 'chat', 'raise hand' and 'polling' of the app are used for interaction with the trainees. Trainees are required to get themselves acquainted with these features.
15. Trainees would also be given simple self-assessment tests / quiz using Google Forms. Trainees are encouraged to use these tools effectively.
16. Doubts clearance sessions are arranged on all working days involving CD and respective faculty in the extended hours after the completion of scheduled sessions, if trainees could not get them cleared during regular sessions. The faculty can also be contacted for additional inputs on the subjects of interest.
17. Trainees are advised to go through the online content including videos available in IRISSET website for better appreciation of the topics.
18. Trainees are advised to browse through the PowerPoint presentations of the topics made available in advance.

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