

Meeting Protocol

1. Please be punctual in the sessions.
2. Online programmes often go through technical glitches such as network issues, slow internet speed, non-visibility of slides, breaking of audio/video, etc. In such case, please maintain your patience and clam. Things will be resolved as soon as possible.
3. Some sessions might get extended or shortened according to the time taken by the concerned expert. So, new timing for next session may be announced in the end of every lecture. Please be flexible enough to follow them with punctuality too.
4. Please don't greet/exchange salutations, etc. either with expert or one another in the beginning, end, or during the session.
5. Doubts/questions/queries, etc. will be cleared in the end of the lecture through a moderator. You are required to write the doubts/questions/queries in the chat box for attention of the moderator.
6. Use Raise Hand option given in GoogleMeet if you have some very important question to ask. In such case, moderator will invite you to ask your question. After your question is answered, you will need to click the Raise Hand option again to lower your hand. Only one question is allowed in such case/individual.
7. It is not possible to answer every question/doubt/queries, etc. given the limited amount of time we get during the session. Therefore, please send your unanswered questions to the moderator. The moderator will forward them to the concerned expert through email for his answer/comments.
8. Don't ask for any personal details of the expert like phone number or e-mail id etc.
9. While in the meeting, kindly make sure that your microphone is on mute mode. Also, please switch off your camera while you are attending some personal work during the meeting. Keep your camera on switched off mode if you are walking away from meeting, or if any unwanted moments in the background are going on.
10. Kindly DON'T CLICK ON PRESENT SCREEN OPTION. Such persons will immediately be removed from meeting without any explanation.
11. All these sessions are being recorded for the purpose of digital resource creation and future use. Therefore, participants are required to be at their best behavior during the sessions. Please don't engage with personal communication/confrontation with anyone.
12. PPTs/Lecture videos/Academic and technical resources, etc. will be sent to you after the programme through email in few days. Therefore, please don't make any separate requests in that regard.
13. Those who will not adhere to the above protocol will be removed from the meeting.

Team at CIIL and NLI Ranga Reddy will be at your disposal during the office hours to provide necessary guidelines/assistance. However, please don't telephone the official after 7PM at any cost.