Frequently Asked Questions (FAQ)

for
"Awareness Programmes"
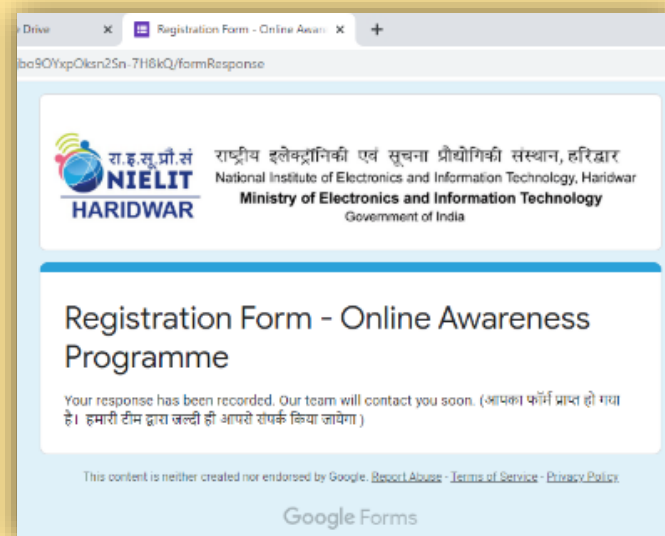
1. ## How can I get myself registered for the programme?

   Follow the steps given below:
   - ☞ Go to the site http://nielit.gov.in/haridwar/content/awareness-programme
   - ☞ Scroll down and click on "click here" option. For example:

   NOTE: Registrations open for BATCH 5 now. For Registration, **Click Here**

   - ☞ Now, fill your basic information in the form.
   - ☞ And click on submit
   - ☞ You'll get following screen after successful registration

2. ## When will I get link for scheduled session?

   The link will be shared in the WhatsApp group 1 hour prior to the session. Also, a mail regarding the same will be shared with the participants on their Gmail Ids.
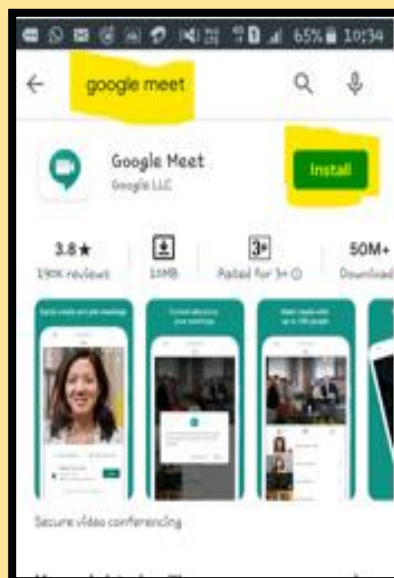
3. What are the prerequisites for attending session on smartphone?

For attending session on phone, you need to have Google Meet App installed on your phone. This app can be installed using the following steps (Skip if already installed):
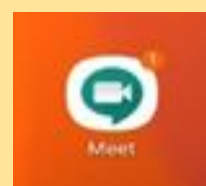
☞ Go to google play
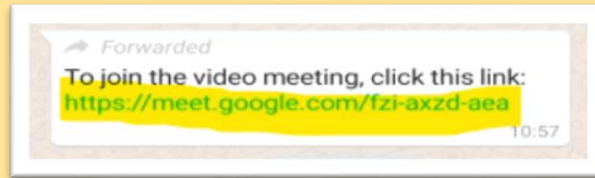

☞ Search for google meet and click on install

☞ After it gets downloaded on your phone, you will be able to see the App on you home screen like this:
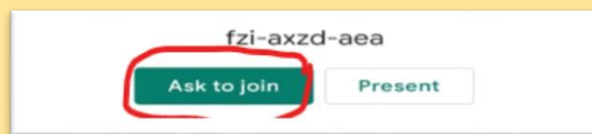
4. How can I join the session using smartphone?

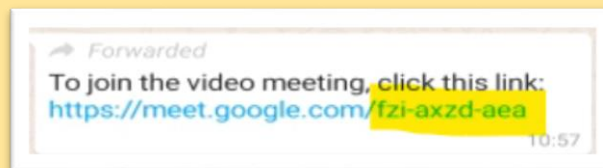☞ You will receive a link regarding the meeting on your registered WhatsApp number which will appear like this:

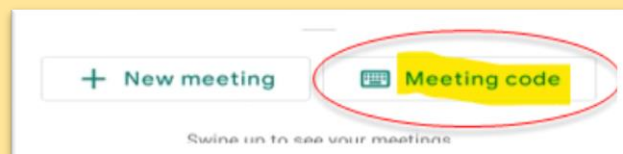☞ Click on the link, it will open in Google Meet app. Now, click on "ask to join"

☞ You will be able to join now.

OR
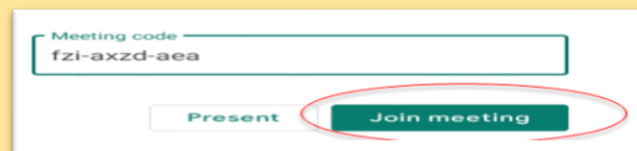
☞ Meeting code is the letters after the last "/" in the meeting link gives you the meeting code.

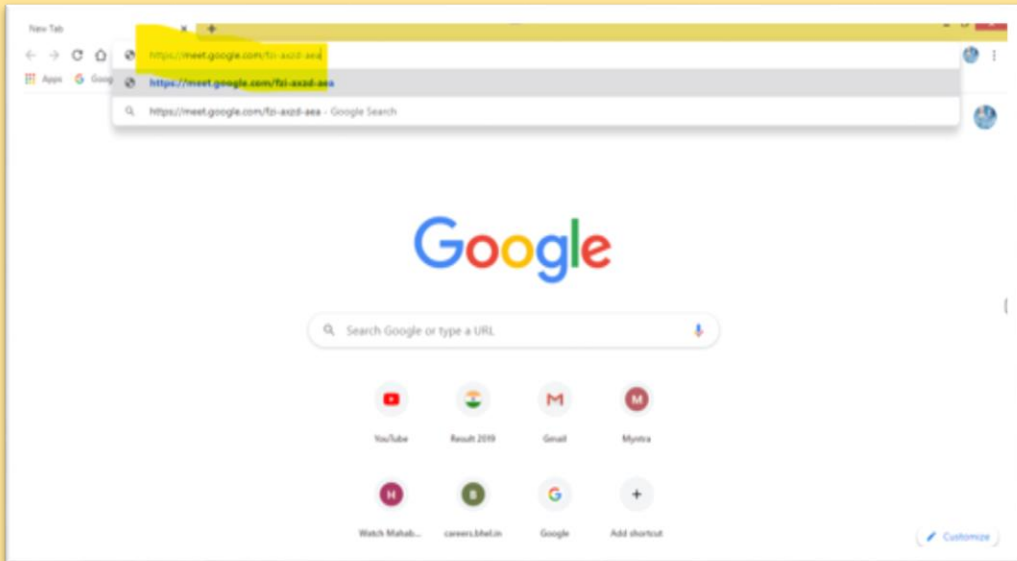☞ Open Google meet app. You will see an option 'Meeting code'. Click on it

☞ Entre meeting code in the space provided and click on 'Join meeting'
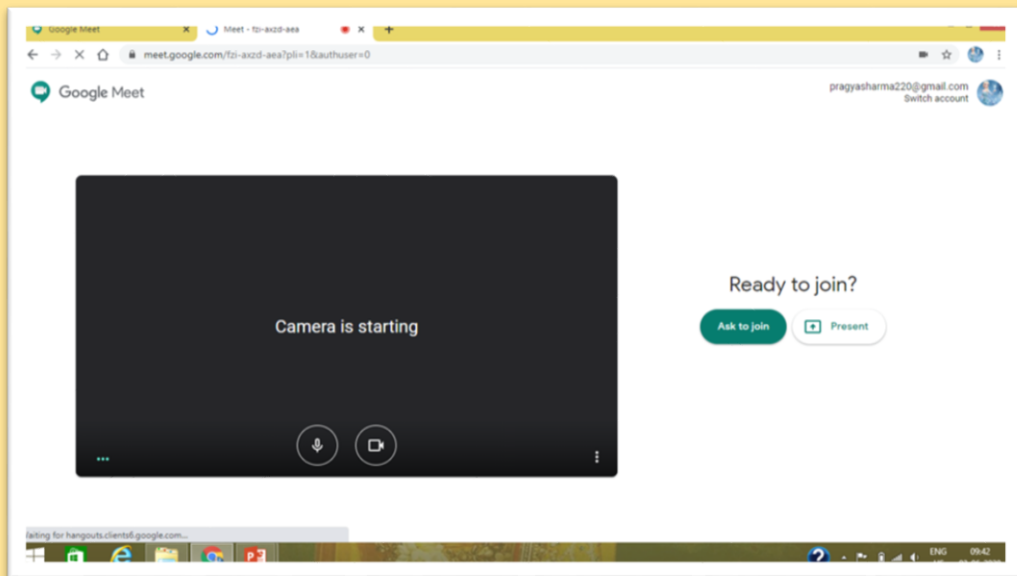

☞ You will be able to join now.

5. How can I join the session using laptop/PC/Tablet?

☞ Type the link that you receive on your WhatsApp on google chrome tab as shown and press Enter
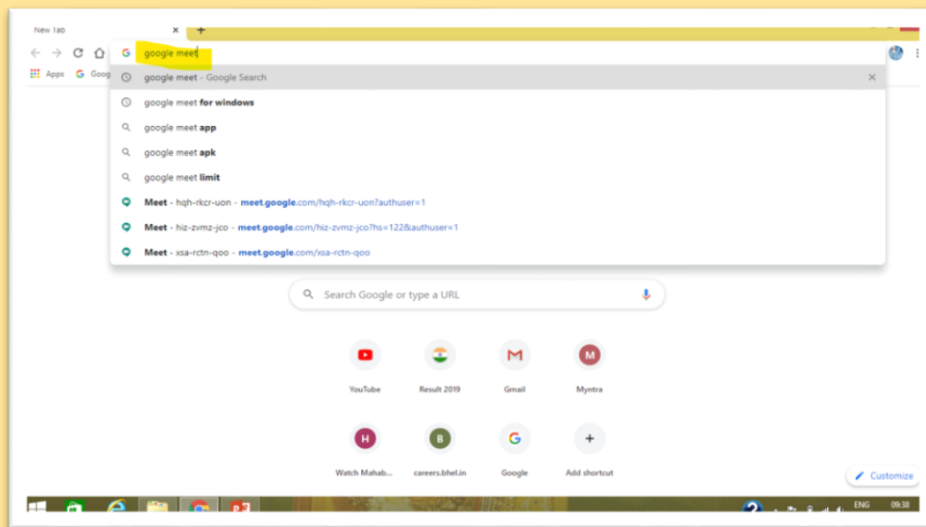

☞ A window will open, now click on "ask to join" (DO NOT CLICK PRESENT)
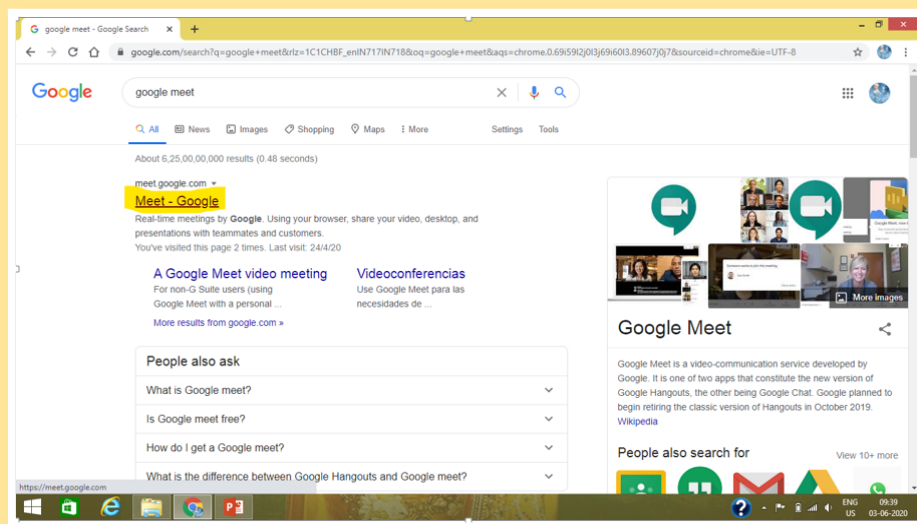

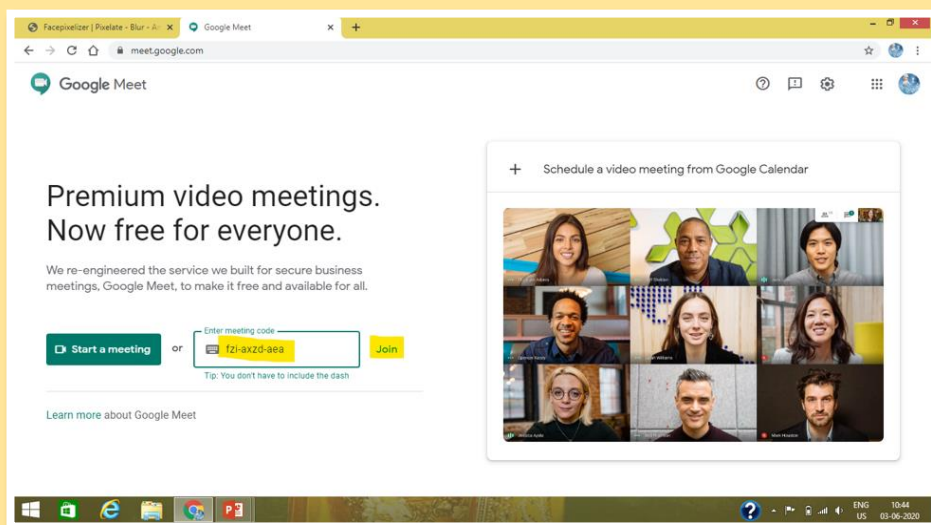☞ You will be able to join now

OR

☞ Search Google meet in your browser

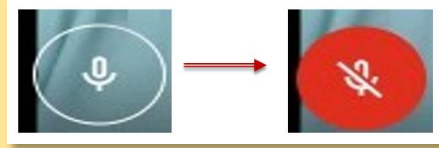☞ Click on the first link that you see

☞ Here, enter meeting code in the space given and click on join

☞ You will be able to join now.

6. How can I put myself on mute?

In order to put yourself on mute, click on the mike button, it will turn red it means you are mute now.

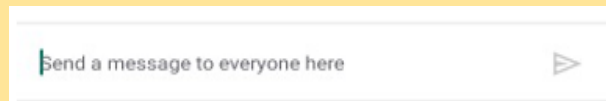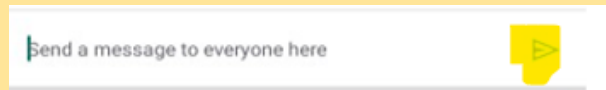## 7. How to send or share questions/messages during class?

Follow the steps:

☞ Once you are admitted you will see the chatbox icon

☞ Type the text in the space provided

☞ Click on send. Your message will get displayed to the faculty as well as to all participants.

8. Can I join Google Meet if I don't have a gmail Id?

No. It is mandatory to have a gmail ID to use Google Meet on smartphone.

9. If I leave the session in between then how can I join again?

You have to again follow the joining process and then wait until you get admitted.

10. If I miss one or more classes, then how can I catch up with the remaining program?*(for one week awareness programmes)*

The pdf for each day's session are shared in the WhatsApp group after the class gets over. However, you may re-register yourself for the next batch if you miss classes for two or more days.

11. What is the eligibility for getting e-Certificate?

e-Certificate will be awarded to participants who fulfil following criteria:

- For One-week Awareness Programmes for Senior Citizen and Women:
  - ☞ Candidate should be either Senior Citizen or Women
  - ☞ Candidate must attend classes for minimum 3 days.
  - ☞ Candidate may fill Feedback Form within two days of completion of the programme.
- For Webinars and one day Awareness Programmes:
  - ☞ Candidate must be a Housewife.
  - ☞ Candidate must attend classes for minimum 2 days.

12. Do I need to switch my video off during the session?

It is not compulsory, but it is expected that participants maintain the decorum of the class and wear decent clothes during online session as their video is visible to all other participants. Please avoid other activities which distracts the attention of other participants such as eating etc. while attending the class.

13. When do I have to fill the Feedback Form?

The link of the online Feedback Form will be shared on completion of the programme.

14. How will I come to know that my feedback has been registered?

After submitting your feedback you see the following screen: