

**"Teachers' Sensitization cum Orientation & Training Program on Inclusive Education for the Children with Special Needs (CwSN)"**

**Organized by JBNSTS in association with the School Education Department, Govt. of WB**

**Frequently Asked Questions**

**Q.1. In case of Headmasters/ Teacher in-charge (TIC) has been changed/retired/transferred to another school.**

**Ans:** The present Head of the Institution (HOI) will communicate with us (email: [cwsn@jbnsts.ac.in](mailto:cwsn@jbnsts.ac.in)) to have proper documents (recommendation on school letterhead) for changing the details. HOI can modify their details (under the same registration no.) through the link which is sent to their email and also available on our website [www.jbnsts.ac.in](http://www.jbnsts.ac.in). After updating the details, requested by the participants for modification, and approved by JBNSTS a confirmation mail will be received by the participants.

**Q.2. Participants (teachers) have been retired/transferred.**

**Ans:** The Head of the Institute may have recommended the newer ones instead of previous participants under the same registration no. In this regard, HOI will communicate with us to have proper documents to change the details of the participants. He/ She can update their details through the link on our website <https://jbnsts.ac.in/JBSWSN2022/verification2ndphase.php> also available in [www.jbnsts.ac.in](http://www.jbnsts.ac.in). After updating the details, requested by the participants for modification, and approved by JBNSTS a confirmation mail will be received by the participants.

**Q.3. In the case of schools having one/two teacher/s.**

**Ans:** We shall accommodate them according to their flexible timing without hampering the regular school activity. DI (PE/SE)/DEO will inform us about these schools with the participants' details and suitable timing; JBNSTS shall arrange the program accordingly. A separate district wise VC be organized by the respective DI (PE/SE)/DEO, including JBNSTS and communicate about the suitable timing for conducting the training of that particular district teachers.

**Q.4. If one Participant registrar two times has two different Registration Numbers from one school, what can be done?**

**Ans:** The head of the Institute will take the responsibility to confirm the different participants against the different registration numbers and rectify/modify accordingly. Subsequently it shall be communicated to JBNSTS ([cwsn@jbnsts.ac.in](mailto:cwsn@jbnsts.ac.in)).

### **Q.5. How do Participants modify/rectify their registration details?**

**Ans:** Participants can modify/rectify their details (Name, phone no. & email id) through the link which is sent to their registered email id. The same link is also available here.

<https://jbnsts.ac.in/JBSWSN2022/verification2ndphase.php> The standard operating procedure (SOP) for verification/modification is also available on our website. **Click on the link to view "Detailed step-by-step process for verification/rectification of your information**

**([https://drive.google.com/file/d/14AXb-0WXhhAMu9EMw-ghTsdko7maLuvi/view?usp=share\\_link](https://drive.google.com/file/d/14AXb-0WXhhAMu9EMw-ghTsdko7maLuvi/view?usp=share_link))** & Audio cum Video file to view the steps

**(<https://jbnsts.ac.in/JBSWSN2022/VID-20230324-WA0011.mp4>)**

### **Q.6. Is there any requirement for verification/rectification/modification for all the participants?**

**Ans:** The 2<sup>nd</sup> phase of this training program is being conducted through online mode (Google Meet). All participants must have corrected and verified email IDs for participating in the program.

### **Q.7. Is it possible to change the details of the participants several times?**

**Ans:** No. If you have already submitted your details for verification/modification/rectification then details cannot be changed further.

### **Q.8. Is there any requirement for a smart device with internet connectivity for this training program?**

**Ans:** Since the 2<sup>nd</sup> phase of this training program will be conducted on an online platform (Google Meet), all participants must have a smart device with high-speed internet connectivity.

### **Q. 9. How will the participants join the training program by using google meet?**

**Ans:** Participants must have Google Meet apps/software on their devices. We shall share a meeting link (along with training date and time) to the participants' registered email id to join the program. Participants will be allowed to enter the interactive session through their registered email id only. The scheduled training time is for 3 days where in everyday there shall be 3 classes (online). Every day class shall be started from 11.00AM and will be continued till 04:30PM. There shall be a lunch break for one hour.

### **Q.10. Is it possible to change the program schedule for a particular participant in an emergency situation/failed to attend the session for any other school related activities/classes?**

**Ans:** It may be possible to alter the program schedule for that particular participant considering his/her situation. In that case, the Head of the Institute has to write the reason for the absence addressing JBNSTS. We shall accommodate him/her with another program slot.

**Q.11. Can I contact the JBNSTS authority for any help regarding the training program?**

**Ans:** Yes, you can write to the email id. [cwsn@jbnsts.ac.in](mailto:cwsn@jbnsts.ac.in) or may call **(between 10:00am - 06:00pm)** at the helpline numbers :

- (+91 72784 44816),
- (+91 90733 07764),
- (+91 90384 12592),
- (+91 99325 57898),
- (+919674556865).