



**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
VIDYASAGAR BHAVAN
9/2, BLOCK-DJ, SECTOR-II, SALT LAKE
KOLKATA – 700091**

No.: L/PR/294/2024

Dated: 27/07/2024

NOTIFICATION

Attention: All Head of Institutions (HOIs)

This is to inform all HOIs, teachers and all other stakeholders that the Council is organizing an Orientation Programme for the subject teachers, starting from 31st of July 2024, on several subjects of the H.S curriculum. This program will be conducted by eminent subject experts through online mode using the [zoom platform](#). You would find the detailed subject-wise, district-wise schedule of the first phase of the Orientation Programme as given below. A Zoom meeting link will be sent to the respective subject teacher's email addresses before the meeting.

**Prof. (Dr.) Chiranjib Bhattacharjee
President
W.B. Council of H.S. Education**

**** User needs to download and install the ZOOM application in his/her Laptop/Desktop/Mobile. A detailed guideline for using the zoom platform is also given below.**

BIOS

31-07-2024		01-08-2024		02-08-2024
11.30 AM - 01.30 PM	02.30 PM - 04.30 PM	11.30 AM - 01.30 PM	02.30 PM - 04.30 PM	11.30 AM - 01.30 PM
102-S 24 Pargs	101-Kolkata	112-Nadia	105-Purba Midnapur	113-Purulia
103-N 24 Pargs	106-Howrah	116-Murshidabad	119-Purba Midnapur	305-Jhargram
	104-Purba Burdwan	114-Bankura	205-Paschim Midnapur	319-Jhargram
	204-Paschim Burdwan	115-Birbhum	219-Paschim Midnapur	110-CoochBehar
		107-Darjeeling(H)		111-Malda
		108-Jalpaiguri		118-Dakshin Dinajpur
		109-Uttar Dinajpur		207-Darjeeling (P)
				208-Alipurduar
				307-Kalimpong

HDRM
03-08-24
11.30 AM - 01.30 PM
101-Kolkata
102-S 24 Pargs
103-N 24 Pargs
106-Howrah
112-Nadia
116-Murshidabad
105-Purba Midnapur
119-Purba Midnapur
113-Purulia
205-Paschim Midnapur
219-Paschim Midnapur
305-Jhargram
319-Jhargram
104-Purba Burdwan
114-Bankura
115-Birbhum
117-Hoogly
204-Paschim Burdwan
107-Darjeeling(H)
108-Jalpaiguri
109-Uttar Dinajpur
110-CoochBehar
111-Malda
118-Dakshin Dinajpur
207-Darjeeling (P)
208-Alipurduar
307-Kalimpong

NUTN	
05-08-2024	05-08-2024
11.30 AM - 01.30 PM	02.30 PM - 04.30 PM
101-Kolkata	105-Purba Midnapur
102-S 24 Pargs	119-Purba Midnapur
103-N 24 Pargs	113-Purulia
106-Howrah	305-Jhargram
112-Nadia	319-Jhargram
116-Murshidabad	104-Purba Burdwan
205-Paschim Midnapur	114-Bankura
219-Paschim Midnapur	115-Birbhum
	117-Hoogly
	204-Paschim Burdwan
	107-Darjeeling(H)
	108-Jalpaiguri
	109-Uttar Dinajpur
	110-CoochBehar
	111-Malda
	118-Dakshin Dinajpur
	207-Darjeeling (P)
	208-Alipurduar
	307-Kalimpong

PHIL			
12-08-2024		13-08-2024	
11.30 AM - 01.30 PM	02.30 PM - 04.30 PM	11.30 AM - 01.30 PM	02.30 PM - 04.30 PM
101-Kolkata	112-Nadia	205-Paschim Midnapur	117-Hoogly
102-S 24 Pargs	116-Murshidabad	219-Paschim Midnapur	107-Darjeeling(H)
103-N 24 Pargs	105-Purba Midnapur	104-Purba Burdwan	108-Jalpaiguri
106-Howrah	119-Purba Midnapur	114-Bankura	109-Uttar Dinajpur
	113-Purulia	115-Birbhum	110-CoochBehar
	305-Jhargram	204-Paschim Burdwan	111-Malda
	319-Jhargram		118-Dakshin Dinajpur
			207-Darjeeling (P)
			208-Alipurduar
			307-Kalimpong

EDCN

EDCN				
20-08-2024		21-08-2024		22-08-2024
11-30 am - 1.30 pm	2.30 pm - 4.30 pm	11-30 am - 1.30 pm	2.30 pm - 4.30 pm	11-30 am - 1.30 pm
102-S 24 Pargs	101-Kolkata	105-Purba Midnapur	114-Bankura	111-Malda
103-N 24 Pargs	106-Howrah	119-Purba Midnapur	115-Birbhum	118-Dakshin Dinajpur
	112-Nadia	113-Purulia	117-Hoogly	207-Darjeeling (P)
	116-Murshidabad	205-Paschim Midnapur	204-Paschim Burdwan	208-Alipurduar
		219-Paschim Midnapur	107-Darjeeling(H)	307-Kalimpong
		305-Jhargram	108-Jalpaiguri	
		319-Jhargram	109-Uttar Dinajpur	
		104-Purba Burdwan	110-CoochBehar	

ECON	
23-08-2024	
11-30 am - 1.30 pm	2.30 pm - 4.30 pm
101-Kolkata	117-Hoogly
102-S 24 Pargs	204-Paschim Burdwan
103-N 24 Pargs	107-Darjeeling(H)
106-Howrah	108-Jalpaiguri
112-Nadia	109-Uttar Dinajpur
116-Murshidabad	110-CoochBehar
105-Purba Midnapur	111-Malda
119-Purba Midnapur	118-Dakshin Dinajpur
113-Purulia	207-Darjeeling (P)
205-Paschim Midnapur	208-Alipurduar
219-Paschim Midnapur	307-Kalimpong
305-Jhargram	
319-Jhargram	
104-Purba Burdwan	
114-Bankura	
115-Birbhum	

ACCT	
24-08-2024	
11-30 am - 1.30 pm	2.30 pm - 4.30 pm
101-Kolkata	219-Paschim Midnapur
102-S 24 Pargs	305-Jhargram
103-N 24 Pargs	319-Jhargram
106-Howrah	104-Purba Burdwan
112-Nadia	114-Bankura
116-Murshidabad	115-Birbhum
105-Purba Midnapur	117-Hoogly
119-Purba Midnapur	204-Paschim Burdwan
113-Purulia	107-Darjeeling(H)
205-Paschim Midnapur	108-Jalpaiguri
	109-Uttar Dinajpur
	110-CoochBehar
	111-Malda
	118-Dakshin Dinajpur
	207-Darjeeling (P)
	208-Alipurduar
	307-Kalimpong

BNGA					
27-08-24		28-08-24		29-08-24	
11.30 AM - 01.30 PM	02.30 PM - 04.30 PM	11.30 AM - 01.30 PM	02.30 PM - 04.30 PM	11.30 AM - 01.30 PM	02.30 PM - 04.30 PM
101-Kolkata	102-S 24 Pargs	103-N 24 Pargs	112-Nadia	116-Murshidabad	114-Bankura
106-Howrah	305-Jhargram	107-Darjeeling(H)	205-Paschim Midnapur	104-Purba Burdwan	115-Birbhum
	319-Jhargram	108-Jalpaiguri	219-Paschim Midnapur		207-Darjeeling (P)

30-08-24		31-08-24
11.30 AM - 01.30 PM	02.30 PM - 04.30 PM	11.30 AM - 01.30 PM
113-Purulia	109-Uttar Dinajpur	105-Purba Midnapur
117-Hoogly	110-CoochBehar	119-Purba Midnapur
	111-Malda	204-Paschim Burdwan
	118-Dakshin Dinajpur	208-Alipurduar
		307-Kalimpong

ENGB			
02-09-24		03-09-24	
11.30 AM - 01.30 PM	02.30 PM - 04.30 PM	11.30 AM - 01.30 PM	02.30 PM - 04.30 PM
101-Kolkata	102-S 24 Pargs	103-N 24 Pargs	112-Nadia
106-Howrah			107-Darjeeling(H)
			108-Jalpaiguri

04-09-24		05-09-24	
11.30 AM - 01.30 PM	02.30 PM - 04.30 PM	11.30 AM - 01.30 PM	02.30 PM - 04.30 PM
116-Murshidabad	105-Purba Midnapur	205-Paschim Midnapur	104-Purba Burdwan
113-Purulia	119-Purba Midnapur	219-Paschim Midnapur	114-Bankura
	305-Jhargram	109-Uttar Dinajpur	
	319-Jhargram		

06-09-24	
11.30 AM - 01.30 PM	02.30 PM - 04.30 PM
115-Birbhum	111-Malda
204-Paschim Burdwan	118-Dakshin Dinajpur
110-CoochBehar	207-Darjeeling (P)
	208-Alipurduar
	307-Kalimpong

POLS			
09-09-2024		10-09-2024	
11-30 am - 1.30 pm	2.30 pm - 4.30 pm	11-30 am - 1.30 pm	2.30 pm - 4.30 pm
101-Kolkata	106-Howrah	102-S 24 Pargs	104-Purba Burdwan
103-N 24 Pargs	112-Nadia	105-Purba Midnapur	114-Bankura
113-Purulia	116-Murshidabad	205-Paschim Midnapur	115-Birbhum
	119-Purba Midnapur	219-Paschim Midnapur	117-Hoogly
	305-Jhargram	107-Darjeeling(H)	307-Kalimpong
	319-Jhargram		

11-09-2024
11-30 am - 1.30 pm
204-Paschim Burdwan
108-Jalpaiguri
109-Uttar Dinajpur
110-CoochBehar
111-Malda
118-Dakshin Dinajpur
207-Darjeeling (P)
208-Alipurduar

COMA	
12-09-2024	
11-30 am - 1.30 pm	2.30 pm - 4.30 pm
101-Kolkata	105-Purba Midnapur
102-S 24 Pargs	205-Paschim Midnapur
103-N 24 Pargs	104-Purba Burdwan
106-Howrah	114-Bankura
112-Nadia	115-Birbhum
116-Murshidabad	117-Hoogly
119-Purba Midnapur	204-Paschim Burdwan
113-Purulia	107-Darjeeling(H)
219-Paschim Midnapur	108-Jalpaiguri
305-Jhargram	109-Uttar Dinajpur
319-Jhargram	110-CoochBehar
	111-Malda
	118-Dakshin Dinajpur
	207-Darjeeling (P)
	208-Alipurduar
	307-Kalimpong

Zoom Meeting User Manual

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Introduction to Zoom

Zoom is a video conferencing tool that allows you to virtually interact with others when in-person meetings aren't possible. It's a great way to keep in touch with colleagues, friends, and family.

Downloading and Installing Zoom

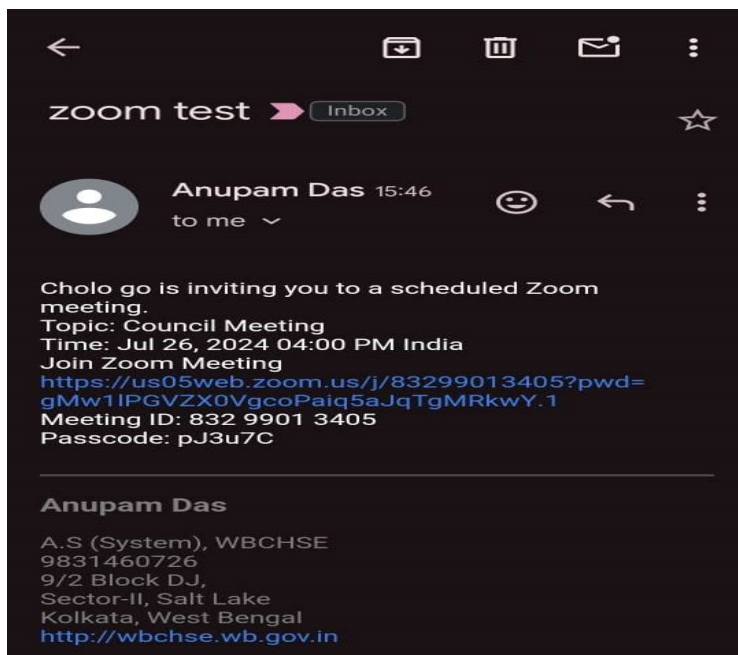
1. Download Zoom: Go to the Zoom Download Center and click "Download" under "Zoom Client for Meetings."
2. Install Zoom: Open the downloaded file and follow the installation instructions.
3. For Mobile Users install The Zoom App from Play store

Getting Started

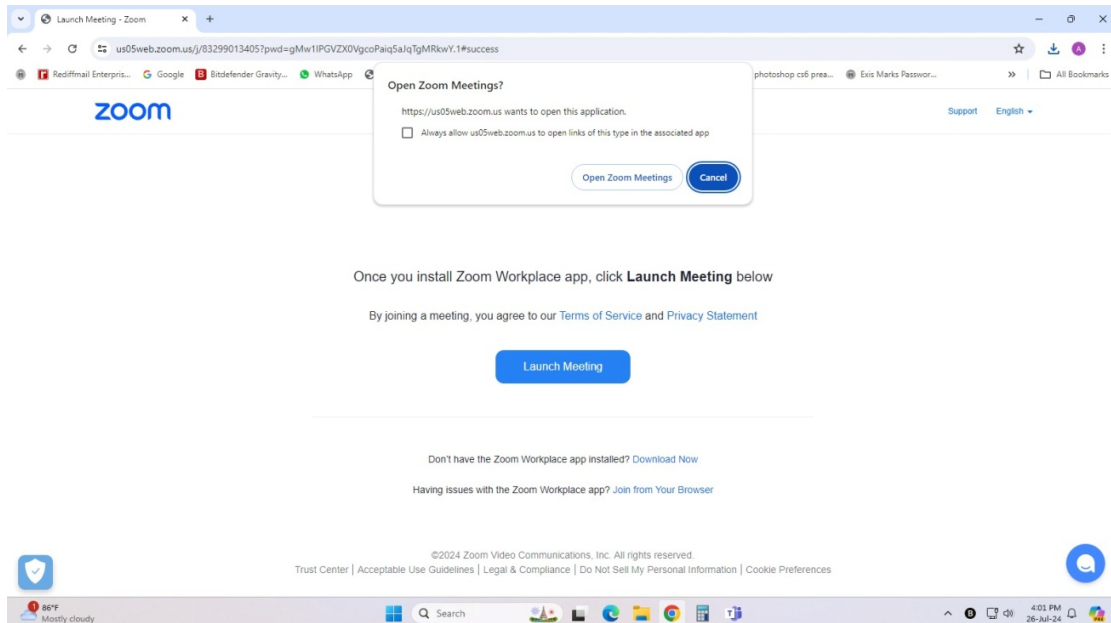
Joining a Meeting

Joining via Meeting Link

4. Open the Link: Click the meeting link sent to you in the invitation email or message.

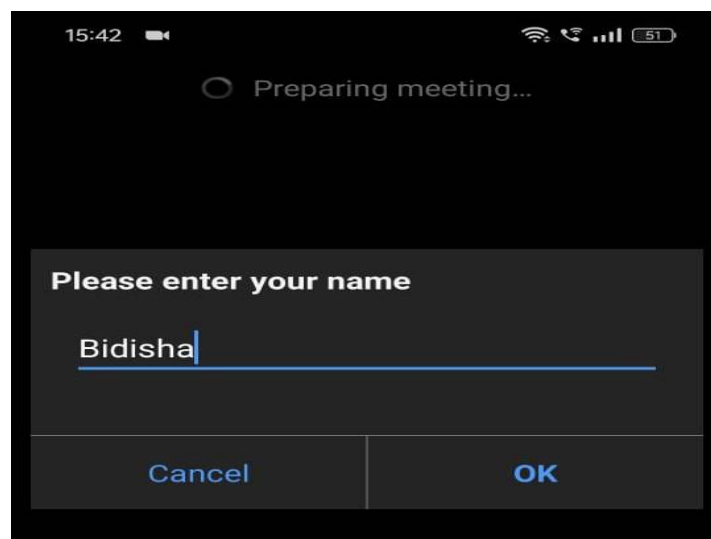


5. Launch Zoom: If prompted, allow your browser to open Zoom. Only for users who join meeting using desktop.

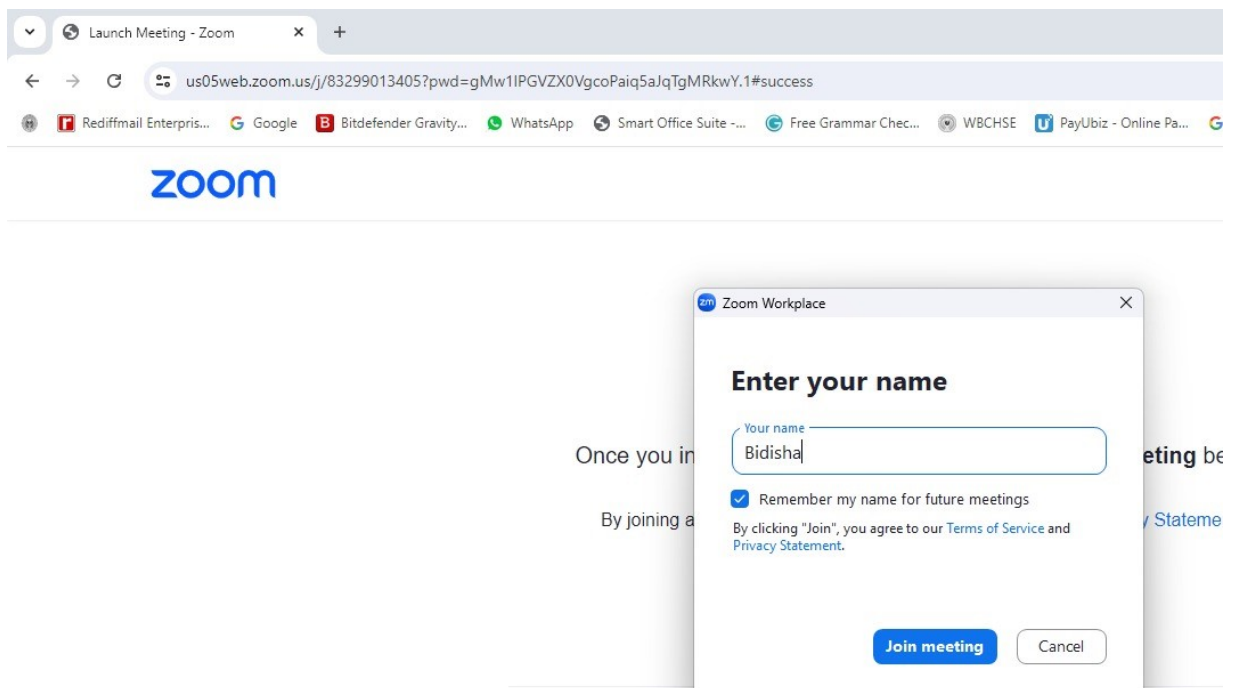


6. Enter Meeting: If asked, enter your name and click "Join Meeting."

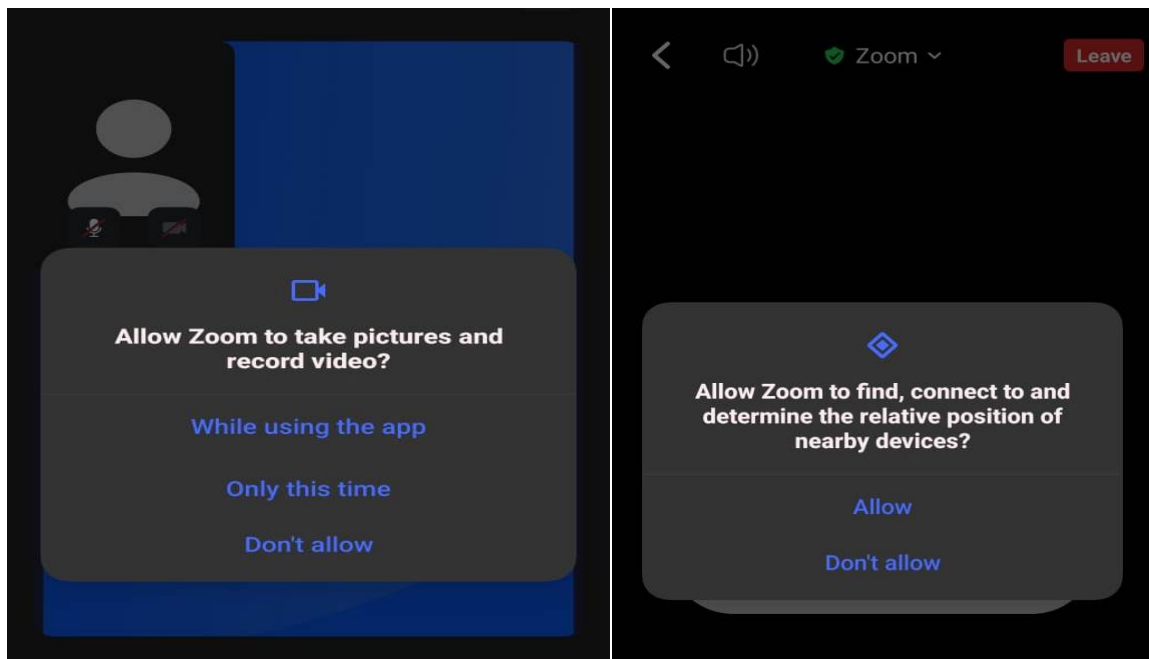
On Mobile:



On Desktop:



7. Allow Zoom permission: Enable them to allow while using the meeting.

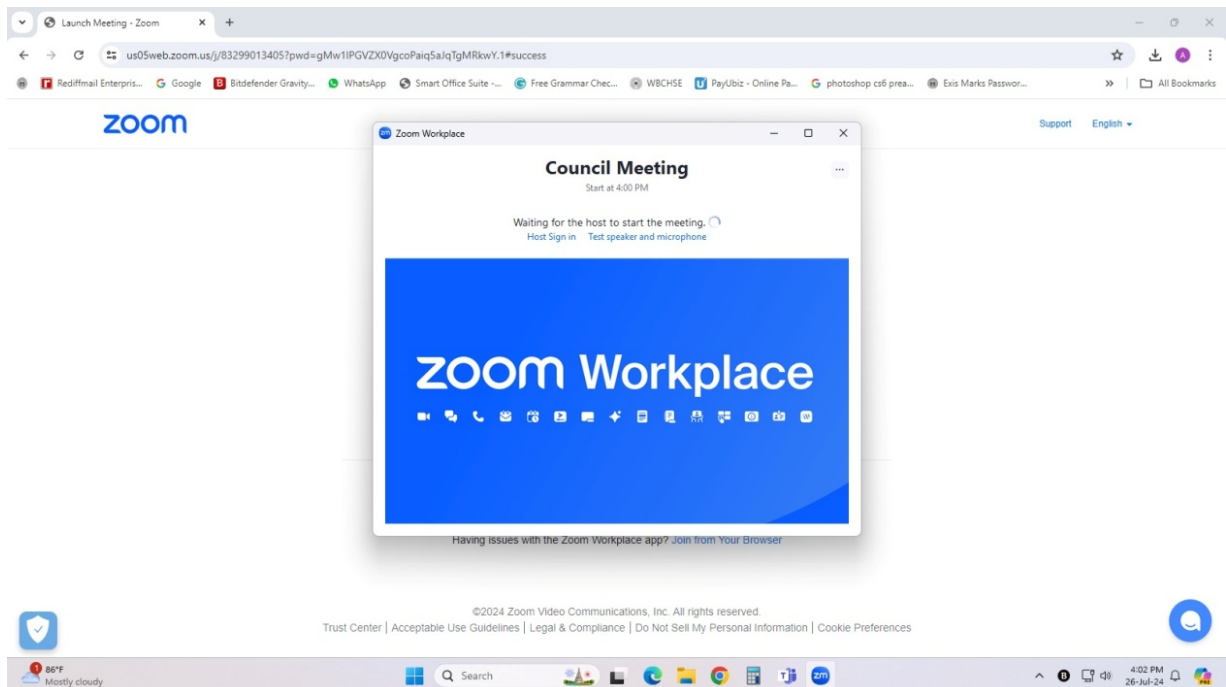


Joining via Meeting ID

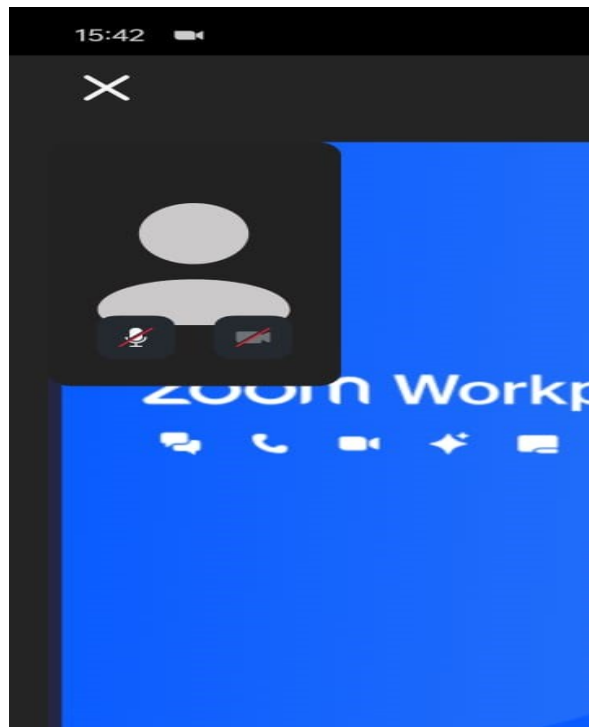
1. **Open Zoom:** Launch the Zoom application on your computer or mobile device.
2. **Click Join:** On the home screen, click the "Join" button.
3. **Enter Meeting ID:** Type in the Meeting ID provided by the host and click "Join."
4. **Enter Passcode:** If prompted, enter the meeting passcode and click "Join Meeting."

Wait for the Host to start the meeting.

On Desktop:



On Mobile:

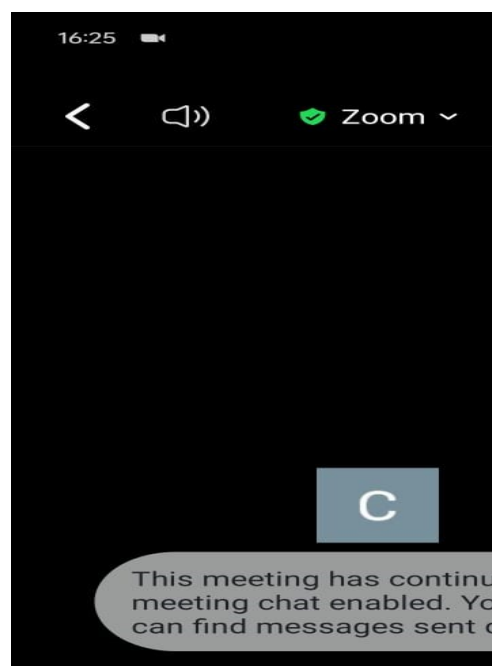


In-Meeting Controls

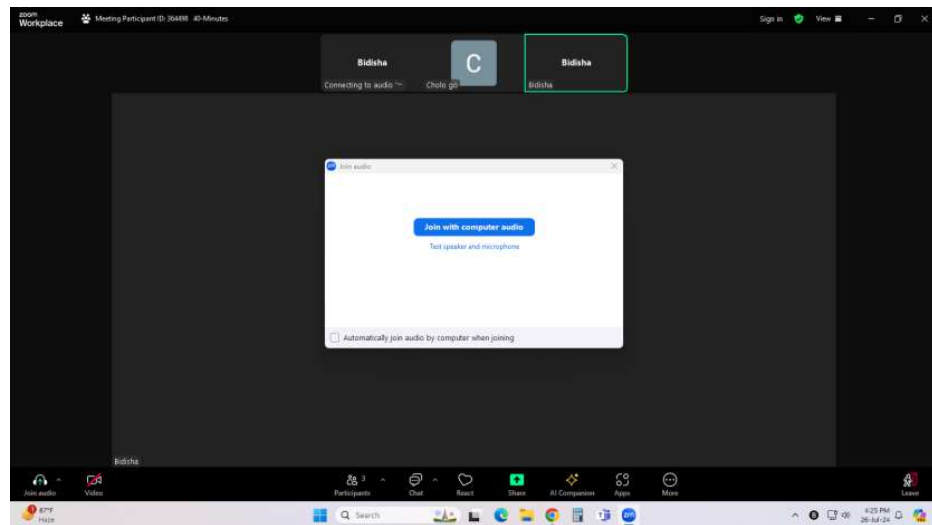
Audio and Video

- **Mute/Unmute:** Click the microphone icon to mute or unmute your audio.

On Mobile:



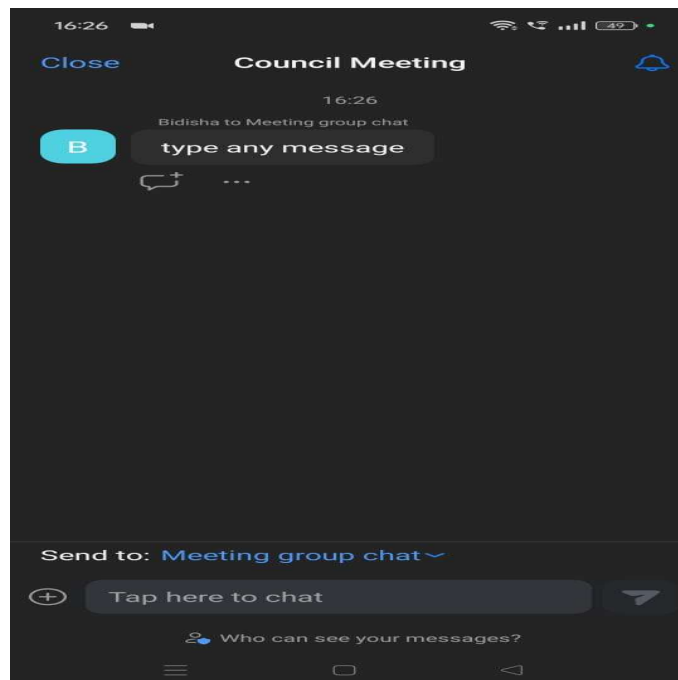
On Desktop:



- **Start/Stop Video:** Click the camera icon to start or stop your video.

Chat

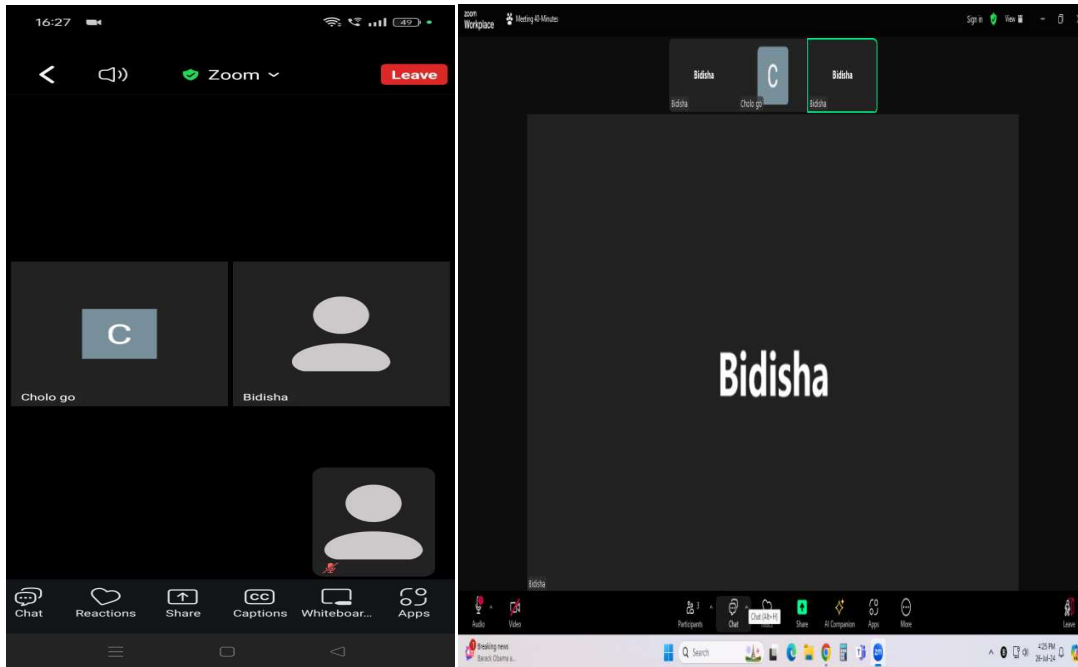
- **Open Chat:** Click the "Chat" button to open the chat window.



- **Send Messages:** Type your message and hit "Enter" to send.

Screen Sharing

- **Share Screen:** Click the "Share Screen" button and choose the screen or application you want to share.



On Mobile

On Desktop

- **Stop Sharing:** Click "Stop Share" at the top of the screen when finished.