



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

No.: L/PR/334/2024

Dated: 14/08/2024

NOTIFICATION

Attention: All Head of Institutions (HOIs)

This is to inform all HOIs, teachers and other stakeholders that the schedule of the subject wise Teachers Orientation has been modified as previously shared vide Notification No: L/PR/294/2024 Dated -27/7/24. The revised subject-wise, district-wise schedule of the Teachers' Orientation Programme is given below. A [Zoom](#) meeting link will be sent to the respective subject teachers email addresses and mobile number 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.**

EDCN

20-08-24		21-08-24	
11-30 am - 1.30 pm	2.30 pm - 4.30 pm	11-30 am - 1.30 pm	2.30 pm - 4.30 pm
102-S 24 Pargs	101-Kolkata	105-Purba Midnapur	114-Bankura
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	111-Malda	219-Paschim Midnapur	107-Darjeeling(H)
307-Kalimpong		305-Jhargram	108-Jalpaiguri
		319-Jhargram	109-Uttar Dinajpur
		104-Purba Burdwan	110-CoochBehar

BSTD
22-08-24
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

SOCG
22-08-24
2.30 PM - 4.30 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

ECON	
23-08-24	
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	
24-08-24	
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	
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	205-Paschim Midnapur
106-Howrah	305-Jhargram	107-Darjeeling(H)	219-Paschim Midnapur
110-CoochBehar	319-Jhargram	108-Jalpaiguri	113-Purulia
118-Dakshin Dinajpur	109-Uttar Dinajpur	208-Alipurduar	117-Hoogly
	111-Malda	307-Kalimpong	

29-08-24	
11.30 AM - 01.30 PM	02.30 PM - 04.30 PM
116-Murshidabad	114-Bankura
104-Purba Burdwan	115-Birbhum
204-Paschim Burdwan	207-Darjeeling (P)
112-Nadia	105-Purba Midnapur
	119-Purba Midnapur

CHEM

30-08-24		31-08-24
11.30 AM - 01.30 PM	02.30 PM - 04.30 PM	11.30 AM - 01.30 PM
101-Kolkata	112-Nadia	104-Purba Burdwan
102-S 24 Pargs	116-Murshidabad	114-Bankura
103-N 24 Pargs	105-Purba Midnapur	115-Birbhum
106-Howrah	119-Purba Midnapur	117-Hoogly
	113-Purulia	204-Paschim Burdwan
	205-Paschim Midnapur	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

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	117 - Hooghly	118-Dakshin Dinajpur	107-Darjeeling(H)
205-Paschim Midnapur	307 - Kalimpong	207-Darjeeling (P)	108-Jalpaiguri
219-Paschim Midnapur	109-Uttar Dinajpur	208-Alipurduar	104-Purba Burdwan
	204-Paschim Burdwan		115-Birbhum
04-09-24			
11.30 AM - 01.30 PM	02.30 PM - 04.30 PM		
116-Murshidabad	105-Purba Midnapur		
113-Purulia	119-Purba Midnapur		
111-Malda	305-Jhargram		
114-Bankura	319-Jhargram		
	110-CoochBehar		

CSTX
06-09-24
11.30 AM - 1.30 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

HINA
06-09-24
2.30 PM - 4.30 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

POLS

09-09-24		10-09-24	
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
204-Paschim Burdwan	119-Purba Midnapur	219-Paschim Midnapur	117-Hoogly
108-Jalpaiguri	305-Jhargram	107-Darjeeling(H)	307-Kalimpong
109-Uttar Dinajpur	319-Jhargram	110-CoochBehar	118-Dakshin Dinajpur
		111-Malda	207-Darjeeling (P)
			208-Alipurduar

ARBC
11-09-24
11.30 AM - 1.30 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

URDU
11-09-24
2.30 PM - 4.30 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

COMA	
12-09-24	
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

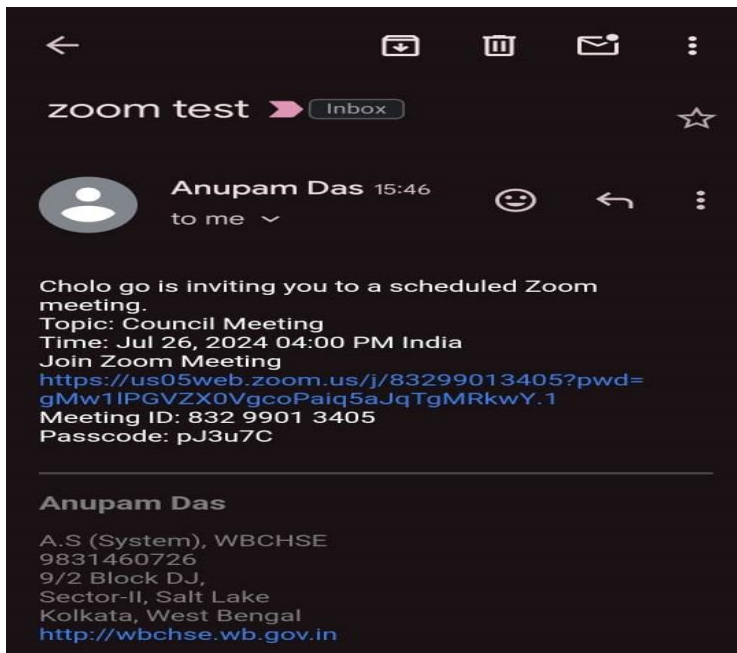
1. Download Zoom: Go to the Zoom Download Center and click "Download" under "Zoom Client for Meetings."
2. Install Zoom: Open the downloaded file and follow the installation instructions.
3. For Mobile Users install The Zoom App from Play store

Getting Started

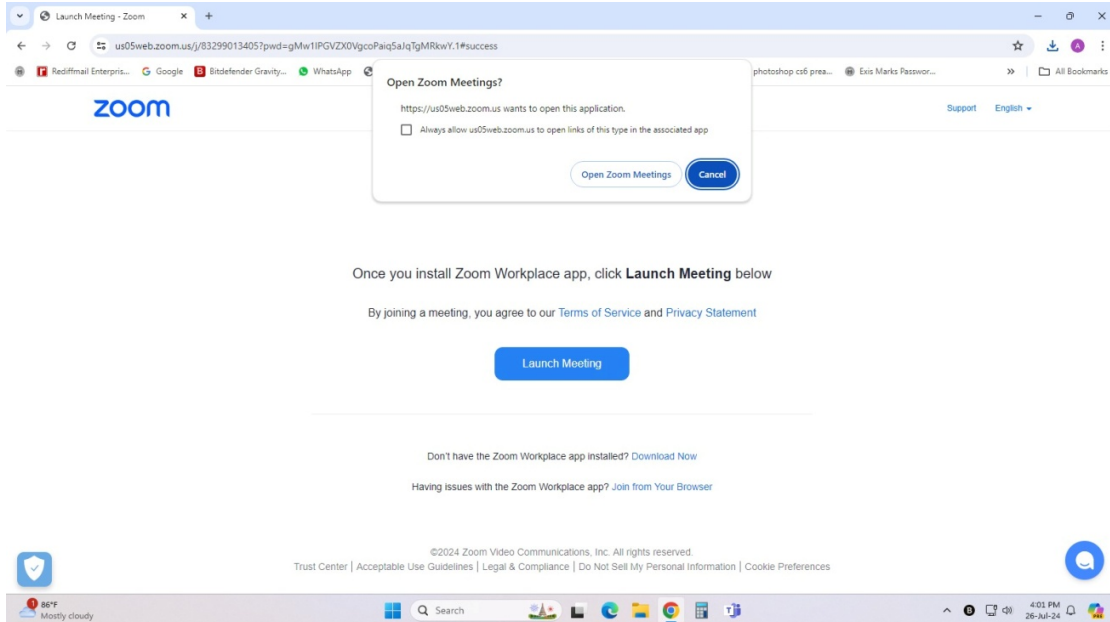
Joining a Meeting

Joining via Meeting Link

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

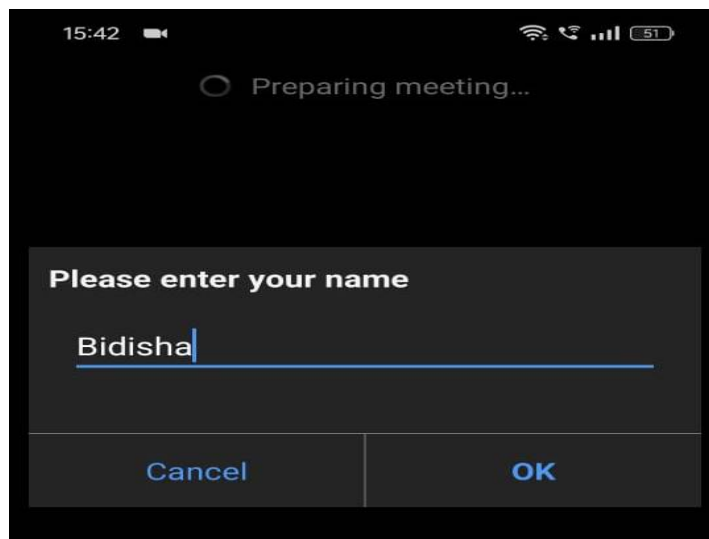


5. Launch Zoom: If prompted, allow your browser to open Zoom. Only for users who join meeting using desktop.

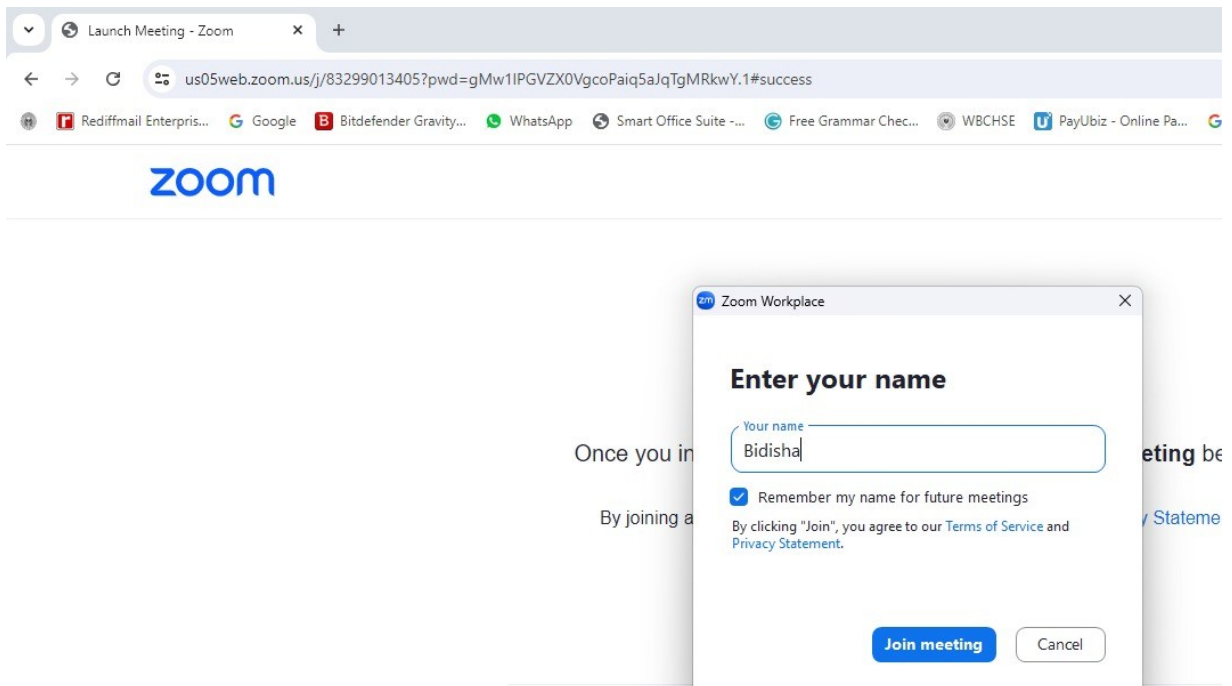


6. Enter Meeting: If asked, enter your name and click "Join Meeting."

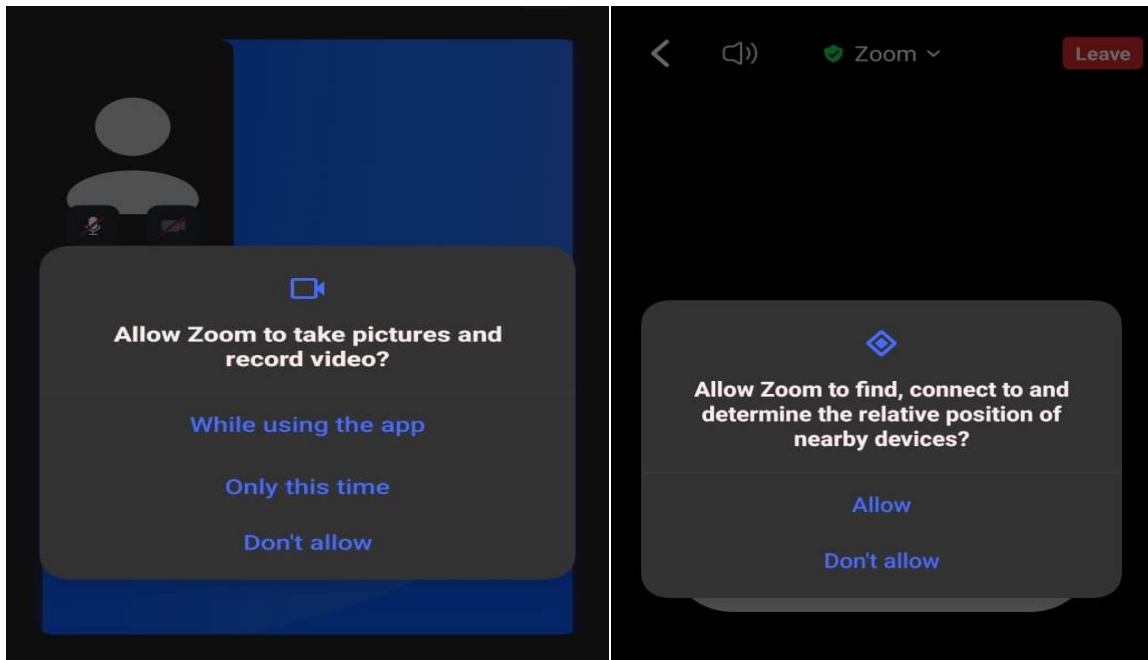
On Mobile:



On Desktop:



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

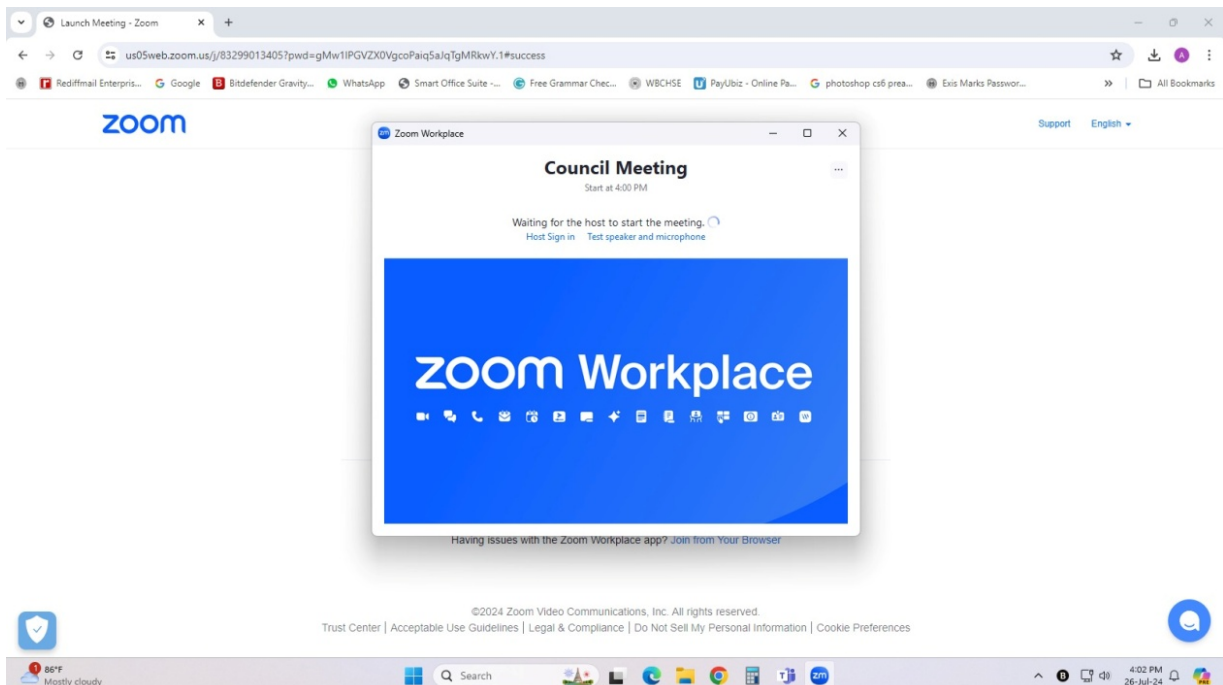


Joining via Meeting ID

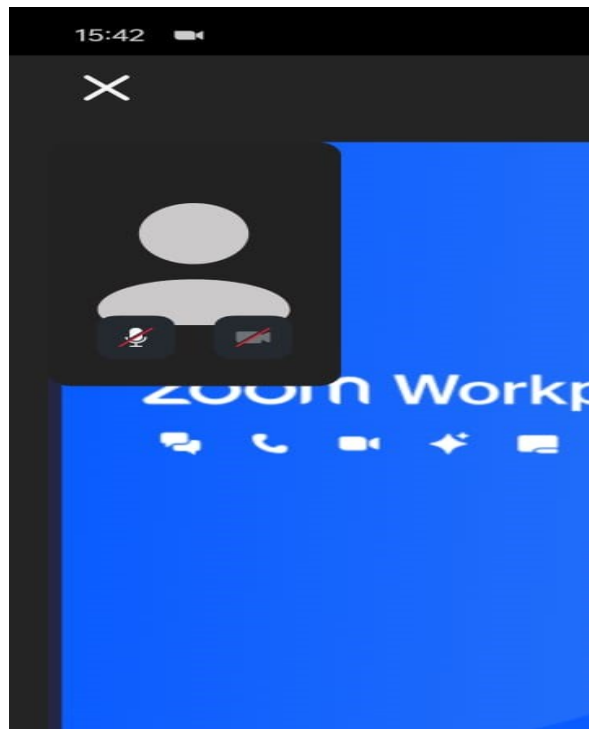
1. **Open Zoom:** Launch the Zoom application on your computer or mobile device.
2. **Click Join:** On the home screen, click the "Join" button.
3. **Enter Meeting ID:** Type in the Meeting ID provided by the host and click "Join."
4. **Enter Passcode:** If prompted, enter the meeting passcode and click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

Wait for the Host to start the meeting.

On Desktop:



On Mobile:

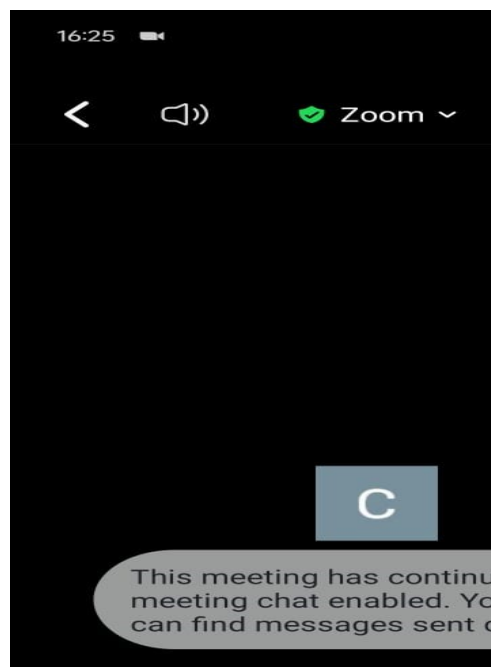


In-Meeting Controls

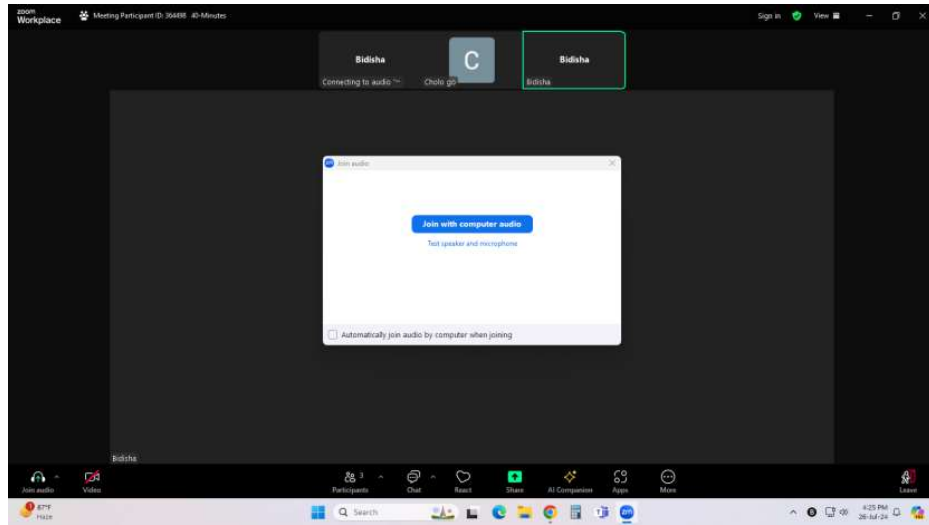
Audio and Video

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

On Mobile:



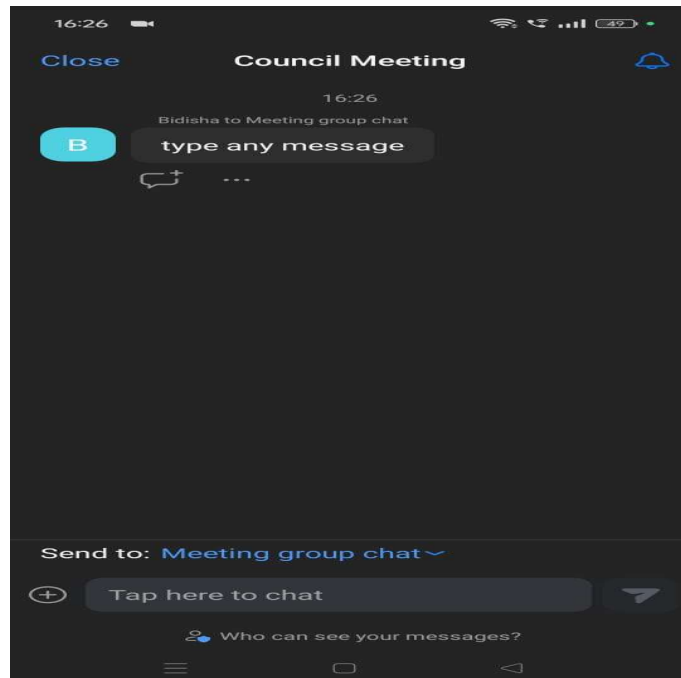
On Desktop:



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

Chat

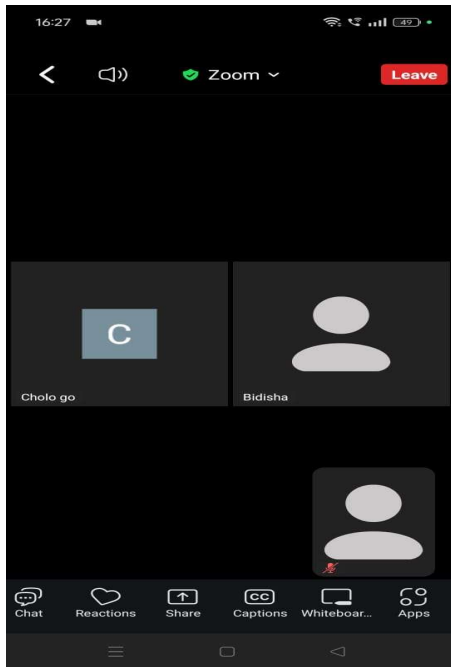
- **Open Chat:** Click the "Chat" button to open the chat window.



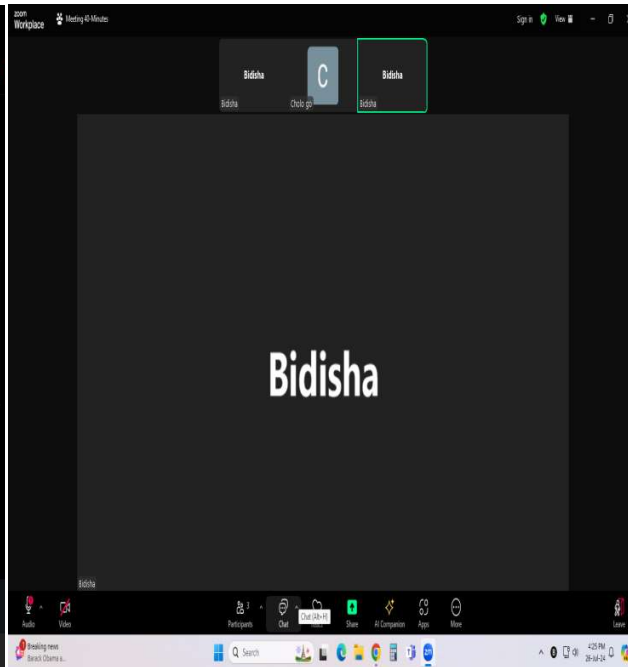
- **Send Messages:** Type your message and hit "Enter" to send.

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.