



भारत सरकार- रेल मंत्रालय  
GOVT.OF INDIA-MINISTRY OF RAILWAYS  
भारतीय रेल सिग्नल इंजीनियरी और दूरसंचार संस्थान  
INDIAN RAILWAYS INSTITUTE OF SIGNAL ENGINEERING AND TELECOMMUNICATION  
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No.T/P/G/2020

dt. 12.03.2021

PCSTEs of Zonal Railways

Sub: Strengthening of group e-learning facility locations for online classes of  
Apprentice JEs/SSEs(Signal & Telecom)

Ref : This office letter of even no.T/P/G/2020 dt.26-08-2020

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During the open house discussion with trainees of Apprentice JE/Signal Phase-I Part-B (On-campus) course (ISJE/01/012020/B-I) on 05.03.2021 and Apprentice JE/Telecom Phase – I Part-B (On-campus) course (ITJE/01/012020/B-I) on 19.02.2021 , some of the Apprentice JEs expressed the following difficulties for utilizing group e-learning facilities of Zonal Railways for joining online component (Part-A) of Phase-II to be commenced shortly.

1. The location of group facility is far away from the place of the trainees compelling them to commute for long duration in the absence of proper accommodation facilities at group facility locations.
2. There are no proper facilities for the trainees to interact with the faculty delivering online classes either through 'chat' feature or microphone.
3. The reliability of internet bandwidth and power supply needs improvement.

In view of the above, zonal railways are requested to strengthen the facilities at group e-learning locations - (a) Audio, Visual systems (b) Internet bandwidth and (c) Back up Power supply. Also the nodal SSEs (Mentors) nominated may be advised to keep a watch on the upkeep of these systems and handhold the trainees in getting the doubts cleared through timely practical exposure in the field.

(C. Neelakanta Reddy)  
Senior Professor-Training  
For Director General



No.T/P/G/2020

dt. 26.08.2020

## PCSTEs of Zonal Railways

Sub: Nodal SSEs and Attendance of trainees attending Initial Training courses of JE/Signal, Telecom & Design

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Large number of trainees are attending online classes of Initial training courses of JE/Signal, Telecom & Design, conducted by IRSET. Nodal SSEs have been nominated in respect of each trainee to handhold them in the training programme. The role and responsibility of Nodal SSE (mentor) is explained in Annexure-A. Also, Dos and Don'ts for Nodal SSEs and trainees of Initial Courses are enclosed in Annexure-B. These documents may be circulated for adequate sensitization among SSEs and trainees.

In order to have proper monitoring of attendance of trainees in the online classes, nodal SSEs nominated are required to send the weekly attendance particulars of trainees irrespective of the location from where they are attending classes (either home or group facility). The weekly attendance of trainees may be sent to IRSET through mail [training.iriset@gmail.com](mailto:training.iriset@gmail.com). The nodal SSEs may also be advised to indicate the course code and duration of attendance as mentioned in Annexure-C attached. **The attendance particulars submitted by nodal SSEs form the basis for issue of certificates/relieving letters and accepting nominations for on-campus sessions subsequently.**

Also, Zonal Railways are advised to create adequate group facilities for enabling Apprentice JE/SSEs & trainees to attend online classes of IRSET effectively under the guidance of nodal SSEs. All the online courses for Apprentice JEs/SSEs in future would be conducted utilizing group facility created by Zonal Railways.

This issues with the approval of Competent Authority.

(C. Neelakanta Reddy) 26/08/2020

Senior Professor-Training  
For Director General

Encls: Annexures A, B & C

**Role and Responsibilities of Nodal SSEs for Initial Courses of Apprentice  
Junior Engineers**

1. Act as mentor to physically demonstrate the equipment or systems locally after completion of lecture of theory portion after online sessions on working days or weekends (for trainees joining online classes from home with own laptops and trainees joining from group facility arranged by Railways)
2. Clear the doubts of trainees to the extent possible (for trainees joining online classes from home with own laptops and trainees joining from group facility arranged by Railways)
3. Act as interface between Trainees and IRISSET (for trainees joining online classes from home with own laptops and trainees joining from group facility arranged by Railways)
4. Overseeing proper working of Audio-Visual Systems, Broad band connectivity and Standby power supply related assets at the location of group facility
5. Keeping systems at group facility ON before commencement of online classes as per the time table and scheduling links / details conveyed to them by IRISSET
6. Enforcing discipline and decorum of work place environment at group facility
7. Submission of daily attendance of trainees at group facility to IRISSET on weekly basis
8. Ensuring physical distance among trainees and other precautions mandated by Government for COVID-19 management, at group facility
9. Supply of notes and power point presentations to trainees as per the advice of Course Director or Zonal Railways for trainees allotted
10. Conducting Assessment tests as per the directions from IRISSET and submission of answer sheets in respect of trainees allotted, wherever necessary
11. Liaising the field training and reporting of trainees to on-campus sessions at IRISSET as per the directions of Zonal Railway and IRISSET

Note: The above list is subject to modification during the course of conduct of online courses to reduce the gap between teaching and learning.

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<i>For Nodal SSEs and Trainees</i>
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<b>Initial Course for Apprentice JE/Signal, Design &amp; Telecom (Online classes using group facility of Railways under the guidance of Nodal SSE)</b>
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**Dos:**

- **Download the specified app in the Desktop.**
- Use the mail or link on WhatsApp to enter the session sent to Nodal SSEs.
- **Enter the virtual session at least 15 minutes before the commencement of classes.**
- **Look for the date of meeting and enter only the meeting on the current day.**
- **Ensure that the mike is muted and camera is disabled, except during interaction with faculty.**
- **Ensure completion of Registration process of each trainee on IRISSET App as per directions of CD on first day.**
- Maintain social distancing and other precautions against spread of virus.
- Maintain silence and discipline in the class room.
- Ensure the trainees learn the subject with active involvement in class.
- Encourage trainees to take notes, ask questions and get doubts cleared as per the procedure laid down by faculty.
- Ensure that the trainees undergo assessment tests as conducted by IRISSET.
- Submit daily Attendance on weekly basis to IRISSET through mail to training.iriset@gmail.com.
- **Leave the session by pressing Hang up button at the end of every day.**

**Don'ts:**

- **Do not enter Meetings scheduled on previous day or other days.**
- **Do not use mobiles to enter the session. Do not use multiple devices.**
- Never commence any meeting from your side.
- Do not join the meetings organized by individuals other than IRISSET.
- Donot allow trainees to leave the session before the conclusion of session by faculty.
- **Do not forget to ensure leaving meeting by clicking `Hang up` button at end of the day.**
- Do not allow gossiping in the classes.

**Attendance for the period from \_\_\_\_\_ to \_\_\_\_\_**

Nodal SSE			Railway		Location	
Course Code			Mode Of Training			
<b>Sl No</b>	<b>Name of Trainee</b>	<b>1 (Date)</b>	<b>2 (Date)</b>	<b>3 (Date)</b>	<b>4 (Date)</b>	<b>5 (Date)</b>

**Signature of Nodal SSE**