

CWS Writing Consultation Slot Booking Process

Step 1- Login at <https://tou-app.igu.edu.in/igu-login> with your JGU outlook login credentials.
(Fig. 1). **Please do this through a web browser and not the app.**



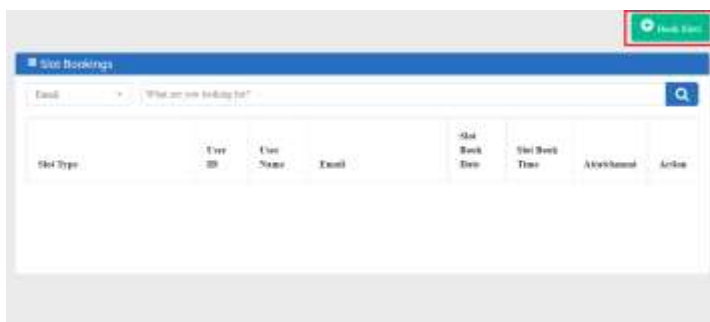
Fig.1

Step 2- On left side pane, Click on 'Booking' and then on 'CWS Writing Consultations' (Fig. 2)



Fig.2

Step 3- On Slot Booking screen, click on **Book Slots** button available on right top of the screen.
(Fig. 3)



Step 4- Then, select the drop-down menu under 'Slot Type' and select the slot which you want to book. **Click on the Search button to see all the available slots.** (Fig. 4 & Fig. 5)

Note: Bookings for any coming week will open on Saturday and will close 24 hours before the slot time. This is to allow the concerned faculty enough time to read your document and prepare for the consultation.

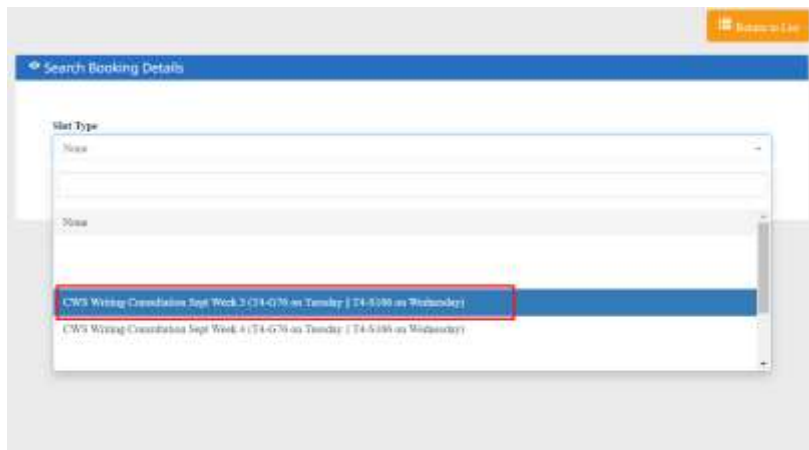


Fig.4

Step 5- To book a particular slot, click on **Create Booking** button w.r.t that slot.

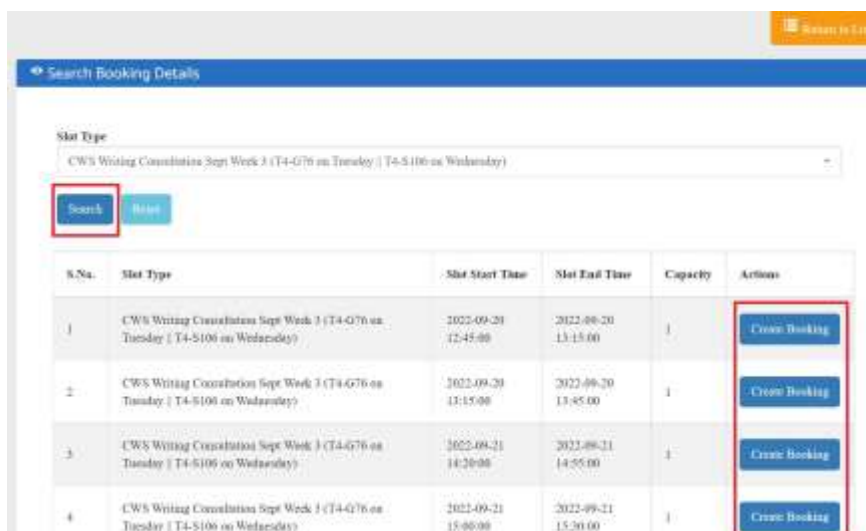


Fig 5.

Step 6- On the next page, scroll down to the bottom of the screen and upload the text which you want to discuss as a word document, by clicking on **choose file** and then click on **Save** button to book the slot with attachment. (Fig. 6)



App/Module/Unit

email

No Of seats

Starts

Ends

Options

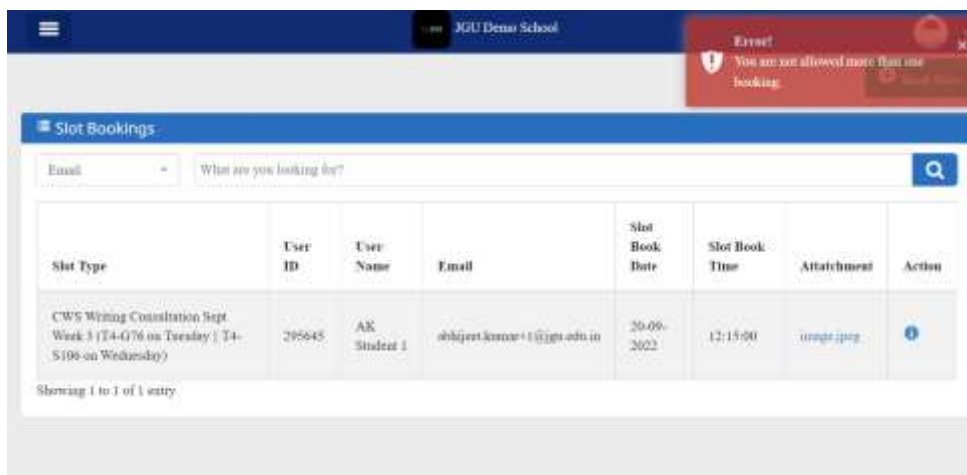
Slot Attachment

Choose Files

Save

Fig.6

Note: You are not allowed to choose more than one slot in a week (Fig. 7)



Slot Bookings

Email

What are you looking for?

Slot Type	User ID	User Name	Email	Slot Book Date	Slot Book Time	Attachment	Action
CWS Writing Consultation Sept Week 3 (T4-G76 on Tuesday T4-5198 on Wednesday)	295645	AK Student 1	abhiject.kumar+1@jgu.edu.in	20-09-2022	12:15:00	image.jpg	

Showing 1 to 1 of 1 entry

Fig.7