Standard Operating Protocol for the conduct of online interviews

1.   Google meet will be used along with WhatsApp for the online interviews. The exact date and schedule are shared with the candidate and is available on the website. The candidate must ensure that the **two** connected devices required for this process are available for the interview process. Ensure that the cameras, microphones, internet are operational prior to the interview.

2.   Video conferencing is mandatory for the interview. The candidate is advised to conduct a trial run of the video conferencing platform to get familiar. WhatsApp is to be used to take photographs of written material and share them with the Interview Committee.

3. All processes will use only the Gmail id and WhatsApp numbers provided by the candidates in their interview confirmation data form.

4. The candidate must join as per the scheduled time. Choose a quiet, private, and well-lit separate room with a clutter-free background to attend the interview. Recording of proceedings in part or full will be carried out.

5. The webcam should be placed at the eye level so that the face, hands, and top half of the candidate are clearly captured through the webcam.

6. The candidate must NOT mute or turn off the video during the interview. The candidate shall switch off all notification alerts and chats in the laptop/computer during the interview. Keep a set of pens and 10 blank sheets for the interview

7.   The candidate must understand that the interview conducted remotely is confidential and privileged. Any recording and any further dissemination of this process through any media, use, review, distribution, printing, in whole or part is unauthorized and strictly prohibited.

8. The candidate shall not indulge in any kind of unfair means or malpractices including but not limited to use of multiple monitors, opening another window in the system, sharing of the screen, communicating the questions via any means to another person, using mobile phones during the interview, use of any Bluetooth devices for communication.

9. One or two days ahead of the interview, each candidate will be called up by a representative of the Admission Committee to perform a dry run/mock interview to test the connections and operation of WhatsApp process. On the day of the interview, each candidate will be contacted by a representative of the Admission committee, 15-30 minutes before the scheduled time to confirm their availability.

10. Candidates who are not able to attend the interview for any reason must send an email message to admissions_bt@smail.iitm.ac.in stating the same so that the absence is recorded officially. If the scheduled candidate is not reachable via video conference and telephone mode, the candidate must inform the Department of Biotechnology Office why he/she could not be contacted. If we do not receive an email/WhatsApp message from the candidate within 6 hours of the scheduled time, the candidate will be treated as absent.

11. The Institute may use secured browser technology, remote proctoring, candidate identity authentication, data encryption technologies to avoid malpractices and to ensure transparent and smooth conduct of the interview.