

## **Guidelines for Conducting Online/Virtual Interviews**

QIP Centres are required to conduct **Online/Virtual** interviews of candidates for advance admission to Ph.D. degree programme under QIP for the academic year 2020-2021 (final admission: 2021-2022). Following broad guidelines are developed by NQCC to assist the Centres conducting the interviews. The Centres are encouraged to devise their own methodology of conducting the online/virtual interviews maintaining the sanctity and fairness in the process that is expected during a face-to-face interview.

1. It is the responsibility of the QIP Centres to conduct the interviews in a fair manner.
2. Following options can be used while conducting the online/virtual interviews:
  - a. Video Conferencing Mode should be the preferred mode of conducting the interviews. Several freely available platforms, like Zoom/Google Meet/Skype/WhatsApp/etc., can be used by the QIP Centres. The announcement about the platform to be used in conducting the interview should be made to the candidates sufficiently in advance to enable them to prepare for the interview. The announcement should also contain the details of any other tool/item that the candidate should be ready with during the interview.
  - b. Telephonic Interviews may be conducted only in those cases when the video conferencing mode is not possible at all.
3. The candidates are expected to use the resources available in their parent institutions while appearing in the interview.
4. The attached Undertaking must be given to each candidate well before the interview (after filling in the name of the department and name of the institute). The candidates must submit a signed scanned copy of the Undertaking to each of the QIP Centres where he/she is appearing in the interview.
5. Attendance of all the candidates appearing in the interview must be taken by either taking a photograph during the interview or by recording a short 5-10 second clip of the interview, or using any other suitable means. Proper consent about this step must be taken from the candidates.
6. QIP Centres should not record the entire interview, except of a 5-10 seconds clip for attendance (if required). Candidates will also give an undertaking that they are not recording the interviews.
7. QIP Centres should verify all the certificates and relevant documents of the candidates.
8. The interview schedule attached herewith should be followed by all the QIP Centres. In case some candidates are not able to appear in the interview on that day, or if the interview could not be completed on that day due to poor connection or any other unavoidable reason, the QIP Centres can conduct the interviews of only these candidates on a buffer day (the next day of the scheduled interview date).
9. QIP Centres are expected to show some flexibility and extend all possible support to the candidates during such a pandemic while maintaining the fairness and sanctity.

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