Dr. B.R. Ambedkar University Delhi

School of Human Ecology

MA in Environment Development (2020—22)

Guidelines for Online Interview [23rd and 24th November 2020]

<u>**How to appear for the interview on Zoom videoconferencing software**</u>

1. You will require a smartphone or a computer with a working microphone and camera. It will be a short interview so you can use a device belonging to a friend or family member.

2. <u>The interview will go on for 15 minutes (approx.) on video so please ensure you have sufficient data pack/ internet bandwidth on your device.</u>

3. You need to download the Zoom Cloud Meeting software or app on your computer/ smartphone. Ensure that the app is functioning properly before the scheduled time of your interview.

4. You have been given a Zoom Meeting Link, ID, and password. Type in the ID and password to enter the meeting. Try this at least 15 minutes prior to the scheduled time of your interview to make sure it's working properly.

5. If you get the message "Please wait for the host to start this meeting", it means that we are going to begin the interview session soon.

6. If you get the message "Please wait, the meeting host will let you in soon", it means that you are in the **Waiting Room** and we will admit you to the meeting once your turn for interview comes up.

7. Please do not log out of Zoom while you are in the waiting room. If the scheduled time for your interview is 9:30—10:30 AM, you may have to wait in the waiting room for 10—45 minutes. However, please ensure that you are there at 9:30 AM because your turn can come early in case other candidates do not appear for the interview.

8. <u>Remember your microphone and video has to be switched on throughout the interview.</u> We cannot interview you if we cannot see and hear you.

9. In case you are facing a glitch, call Mr. Raj Kumar at the School of Human Ecology (Phone number: 011-23864876 and +91-7982907983). Please call only during office hours and only if it is a very urgent problem that cannot be resolved by you.

<u>Documents Required for Verification and the Interview</u>

We will not interview you if we cannot verify your identity at the start of the interview. Please keep the following documents with you and follow these steps.

1. Admit Card of the MAED Entrance Exam
2. Valid Identity Card issued by a government authority [e.g. Voter I-Card, Aadhaar Card]
3. A blank piece of paper and pen.
4. <u>You will be asked to sign on the paper at the start of the interview and show the signature to the interview panel on camera.</u> We will take a screenshot of your signature as proof of your appearance.
5. Rough paper for taking notes during the interview.

<u>Dos and Don'ts for the Interview</u>

1. We have shared the Admissions Bulletin of the MA Environment and Development programme as an attachment with the email. This document has details about the MA programme. <u>Read it before appearing for the interview.</u>
2. Choose a quiet and comfortable place for the interview.
3. Tell your family members or people in the same room to remain quiet and not interrupt you during the interview.
4. Test your computer/ smartphone device, camera and microphone well in advance to ensure that they are working properly.
5. Remember that this is a formal interview and dress appropriately.
6. Note that the interview will be recorded.