

Jai Hind College

Guidelines for Interview

All candidates appearing for the Online Interview for admission to the Bachelor in Actuarial Science and Quantitative Finance (BAQF) Program at Jai Hind College are mandatorily required to follow the following guidelines.

Any deviation from these instructions may result in the cancellation of your interview and potential disqualification from the admission process.

1. General Instructions:

- The interview will be conducted exclusively via the **Zoom platform**. Mobile devices, tablets, and other alternative platforms are not encouraged.
- Candidates must join the interview at least **10 minutes before the scheduled time**. Late entries will not be permitted.
- Upon joining, candidates will be placed in a **virtual waiting room** and will be admitted for the interview process by the technical team.

2. Identification and Verification:

- Candidates will be required to present a **valid government-issued photo ID** (such as Aadhaar/ Passport/PAN Card) for identity verification at the start of the interview.
- The **Zoom display name must strictly follow the format**: Application Number_Full Name (e.g., 2025BAQF1234_RahulSharma).
- Candidates may be instructed to perform a brief environmental scan (showing the room) to conform compliance with interview conditions.

3. Technical and Environmental Requirements:

- Candidates must use a **laptop or desktop** with a functioning webcam, microphone, and speakers. The use of headphones is recommended for audio clarity.
- A **stable internet connection** is essential. Candidates are advised to use a wired (LAN) connection or ensure a high-speed Wi-Fi connection.
- The interview must be attended from a **quiet, well-lit room**. The background should be plain, devoid of any distractions. Virtual backgrounds, filters, or graphic overlays are not permitted.
- Candidates must ensure they are **alone in the room** throughout the duration of the interview. No other individual may be present, nor should there be any audible background disturbances.

4. Dress Code and Presentation:

- Candidates must maintain a **formal appearance**, similar to an in-person interview. Acceptable attire includes a formal shirt/blouse, with appropriate grooming.
- Candidates must remain visible on camera at all times. The camera must be positioned at eye level, and the face of the candidate should be clearly visible.
- The microphone should remain active (unmuted) unless instructed otherwise by the panel.

5. Interview Conduct:

- Candidates are expected to maintain a **professional demeanor** throughout the interview.
- All responses must be clear, concise, and honest.
- Candidates are strictly prohibited from using pre-written notes, study materials, external digital devices, or receiving any form of external assistance during the interview.
- Recording, streaming, or capturing the interview in any form is strictly forbidden and will result in immediate disqualification.

6. Technical Contingencies:

- In the event of a connectivity issue, candidates must rejoin the interview using the same link immediately.
- Candidates are advised to keep a **backup device (such as a secondary laptop or smartphone)** with the Zoom application installed for contingency.
- Candidates must ensure their devices are fully charged, with notifications and other applications disabled to prevent interruptions.

7. Prohibited Activities:

- Any attempt to engage in malpractice, including but not limited to:
 - Misrepresentation of identity.
 - Use of external assistance (human, digital, or written).
 - Attempting to record or distribute the interview.
 - Disruptive behavior or disrespectful communication with the panel.
- Any violation of these guidelines will result in immediate disqualification and potential blacklisting from future admission processes at Jai Hind College.

8. Post-Interview Protocol:

- Candidates must exit the Zoom meeting immediately upon completion of the interview, as instructed by the panel.
- Candidates are strictly prohibited from contacting for feedback, clarification, or results.
- Results will be communicated exclusively through official channels
- The decision of the interview panel shall be final and binding. No requests for reconsideration will be entertained.

9. Compliance Declaration:

By appearing for the interview, candidates acknowledge that they have read, understood, and agree to comply with all the guidelines outlined in this notice.

By Order

Principal

Jai Hind College