

NIEPA - ICT

Standard Operating Procedure for Virtual **LIVE** Interaction with the Candidates **using Google Meet**

Note: To participate in the Google Meet Gmail Account COMPULSORY

System requirements:

- An **internet** connection– broadband wired (or) wireless (3G or 4G/LTE)
- **Speakers** and a **Microphone** – built-in (or) USB plug-in
- A **Webcam** - built-in (or) USB plug-in
- Any standard **Desktop / Laptop** – Windows (or) MAC Operating System
- Any iOS, iPad, Android **Smartphones** (or) Tabs.

To Start a Google Meet (for Candidates)

Please Watch: [Google Meet Introductory Video](#)

To join the Google Meet (for Candidates) with any Standard Web Browser

- Open Gmail
- Click **Joining Code/ link** shared by NIEPA
- The **Meet application** will Open Automatically and **Click “Join Meeting”** button
- Allow access to the **GMeet App** to use the system **Camera and Mic**
- Ensure **Webcam , Microphone** are Functional for **Two Way Communication**.
- Avod Clicking “ **Present Now** “ Button
- Click ‘**Leave Call**’ button to leave the Meeting

To join the Google Meet (for Participants) with Smartphone using “Meet”app

- Install the “ **Hangout Meet**” from Google Play store Click “ **Open**” and follow the on screen instructions
- Select your “ **Gmail**” user id [One time Only] and the system will sign in automatically
- Go to the mail and click the “ **Meeting Code/Link**” received in the mail account.

- Select the “**Meet**” to get connected and Click “**Join Meeting**” button
- The Virtual Meeting with Facilitators and Concerned Team will appear on the screen .
Ensure **Webcam** , **Microphone** are Functional for **Two Way Communication**

Please Note:

- **NIEPA will share the unique “Meeting Code/link “with the participants through Mail 24 hours before starting the Meeting.**
- **Disclaimer: Meeting Attendees are reminded that the proceedings of all meetings held within our organization are private and confidential should be treated as such. Thanks for your Cooperation**

For any technical queries please contact Mt. Chandra Kumar MJ
chandrakumar@niepa.ac.in