

INSTRUCTIONS FOR JOINING VIDEO CONFERENCING

Smooth functioning of the video-conference (VC) is squarely dependent upon and subject to the connectivity [signal-strength/bandwidth] available at the end of the user(s), and hence it is expected that party joining through video-conference the hearing shall ensure robust connectivity and bandwidth at his end.

For ease-of-use, parties may kindly inform themselves of the following Standard Operating Procedure VC facility is available on ZOHO platform.

- To join VC, parties are required to access ZOHO meeting application from the site <https://www.zoho.com/meeting/join/?linksrc=fromheadnav> on laptop or desktop on any other compatible device.
- Similarly, parties may join the video conference by downloading the ZOHO Mobile application in a compatible mobile device either from Play Store for Android device or from App store of apple (iOS) device.
- The Invitation link to join the proceedings through VC will be sent to email id through which request was received, latest by 1800 Hrs. on previous date to the Scheduled date of hearing.
- After the link is provided, party is required to click on the "Join a meeting" button.
- Upon clicking the "Join a meeting" button, display window shall open, prompting the party to enter the display name/Email before clicking "Join" button.
- The party is required to write his/her name with designation by prefixing item no. (of the cause list) in the space given i.e.: ITEM NO. 1 Gajender Prasad, Appellant OR ITEM NO. 1 Gaurav Rawat Respondent OR ITEM NO. 1- Chetan Advocate for Appellant, as the case may be. Thereafter the party is required to click on "JOIN" button;
- Parties shall keep the 'MIC' muted unless required to speak/make submissions in their respective cases.

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- It is important for the parties to keep their MIC on 'mute' at all times, except when the Hon'ble Bench requires them to make submission(s). When one party is making submissions, it is imperative that all other participants shall keep their respective MIC muted to avoid echo/noise disturbance' effecting the quality of audio and proceedings.
- The simultaneous submissions by more than one party at any given time should be avoided and each party may indicate requirement to speak/submit by asking for permission from Hon'ble Bench. Once permitted by the Hon'ble Bench, the party shall first 'unmute' the MIC and thereafter, make submissions.
- Parties are required to stay online till the Hon'ble Bench concludes the hearing of their matter, where after the parties may disconnect from video-conference.

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