



**Institute of Human Resources Development  
Pettah P.O, Thiruvananthapuram-14**

**No.EA1/9590/2020/IHRD**

**Dated, 20.07.2024**

**CIRCULAR**

***Sub:- IHRD - Conduct of official meetings online- instructions -reg***

The challenges posed by the COVID-19 Pandemic have opened a new era of novel experiments in the field of administration, as a consequence of which a major portion of the official conferences and meetings are nowadays being conducted in online mode in place of old fashioned offline conferences and meetings, which used to steal a major share of valuable time, energy and resources of the participants. However, that doesn't in any manner lessen the importance of the subjects and businesses discussed in such meetings. Notwithstanding, some instances have come to the notice of IHRD that some of the participants show a lackadaisical attitude towards such meetings. In the circumstances, the following instructions are issued for the attention of all, for strict observance while attending online meetings/conferences conducted by IHRD:

- i. As online meeting is an alternative to a regular meeting, participants must ensure that the same decorum is maintained in the online meeting space as well.
- ii. The participants shall ensure that they attend the meeting in a quiet atmosphere/room free from disturbances and distractions.
- iii. Before logging into the online meeting, participants should test their microphone and webcam and ensure that they are in perfect working condition and ready for use.

- iv. The online meeting is not even a point less important than an offline meeting and therefore, the camera shall be kept switched on throughout the meeting so that all participants get an idea who other participants are and the participants shall be facing the camera straight, while speaking to enhance engagement.
- v. The participants shall join the online meeting before its inception to avoid technical issues. Lapse of punctuality will be viewed very seriously.
- vi. Participants shall keep their microphone muted while not speaking, till the chair asks them to speak, so as to avoid unwanted noises and interruptions.
- vii. Recording the proceedings of the meeting or taking photographs are prohibited unless expressly permitted. Unauthorized sharing or publication of the proceedings/ audio/visuals of the meeting is strictly prohibited and will be viewed very seriously.
- viii. Participants shall ensure that the back ground behind and beside them is plain and unobtrusive to maintain visual clarity.
- ix. Participants shall ensure before the commencement of the meeting that the venue selected for attending the meeting has adequate internet connectivity/ enough signal strength.
- x. They may refrain from unnecessary use of the mouse or keyboard. Shall keep cell phones and other devices silenced and away from your computer.
- xi. Ensure that the device has a stable power supply throughout the meeting.
- xii. Use of laptop or desktop computers shall be preferred over cell phones whenever possible for the online meeting.
- xiii. Participants must be appropriately dressed. [If a prescribed dress code exists, it must be strictly followed.]

These instructions are mandatory for all participants to ensure a professional and effective online meeting experience.

*Sd/-*  
*Dr. V.A. Arun Kumar*  
**DIRECTOR**

**To:-**

1. *All Heads of associate institutions of IHRD*
2. *Administrative Officer*
3. *Financial Consultant*
4. *Finance Officer*
5. *Executive Engineer*
6. *Accounts Officer*
7. *Personal Assistant to director*
8. *Computer Engineer (IT Division) for necessary action*
9. *All sections in IHRD (HQ)*
10. *S/F*
11. *O/C*

*Forwarded/By order*

  
*Senior Superintendent*