

PROTOCOL FOR E-HEARING

- Parties shall approach the official of the Institute appointed for the purpose and record their attendance.
- The officer of the Institute shall ensure that there is no physical movement of any other person in the room for e-hearing.
- All parties including their Authorized Representatives to the case are expected to wear sober attire consistent with the dignity of the profession.
- The parties should endeavor to look into the camera, remain attentive and not engage in any other activity during the proceedings.
- The parties shall join the e-hearing through the Software for video conferencing facility provided by the Institute in the room earmarked for e-hearing.
- The parties or their authorized representative shall speak in English language only before the Board or the Committee as the case may be. However, the same may be relaxed by the Presiding officer, if so required.
- The parties/ their respective authorized representatives shall join the proceedings with their Mic on Mute mode right from the beginning and the same shall be Unmuted only by the party which is asked to speak by the Presiding Officer.
- The recording/copying/storing and/or broadcasting by any means of the hearings and proceedings before the Board or the Committee is not permissible. The parties shall ensure that the hearings and proceedings are neither recorded/stored nor broadcast, in any manner whatsoever.
- The parties are required to stay online till the hearing in their matter is announced to be completed by the Presiding Officer.
- The procedure followed by the Board or the Committee for dealing with cases before it in a physical meeting shall mutatis mutandis applicable in a meeting held through video-conferencing.

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