

**GUIDELINES TO BE FOLLOWED BEFORE VIVA-VOCE EXAMINATION**

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| 1 | Signed Annexure-I ***(except external examiner)*** should be sent to CoE office.  |
| 2 | Minutes, Statement of Marks & List of Participants of Viva-Voce Examination should be downloaded from the web site. |
| 3 | The Research Supervisor should forward the Final Thesis (Hard-Copy) to the Chairman (After the viva-voce examination the same will be kept in the respective library). |
| 4 | All the Oral Board members should be present during viva-voce examination.  |
| 5 | Claim form should be downloaded from the web site (Remuneration will be paid only by the CoE office. The Research Supervisor or Scholar should not take any advance in this regard). |

**AFTER VIVA-VOCE EXAMINATION**

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| 1 | All the oral board members should have signed in the Minutes of the viva-voce examination. |
| 2 | Minutes, Statement of Marks & List of Participants **(Original)** should be enclosed. |
| 3 | Any suggestions/corrections given by the oral examination board should be carried out in the Thesis by the research scholar and the corrected thesis should be forwarded by the Research Supervisor & Chairman to the Controller of Examinations directly.  |
| 4 | The filled in Claim form **(original)** is enclosed |

**REMUNERATION PROCEDURE**

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| 1 | Sitting fee `750/- can be claimed for viva-voce Examination |
| 2 | If the examiner travelled in Train, copy of the train fare ticket should be enclosed with the claim form |
| 3 | The filled Claim form **(original)** should be forwarded to the CoE office. |