****

**GUIDELINES FOR Ph.D. VIVA-VOCE EXAMINATION**

**PRIOR TO VIVA-VOCE EXAMINATION**

|  |  |
| --- | --- |
| 1 | The Research Supervisor shall send the First Notification after discussion with the external oral board examiner. |
| 2 | The Research Supervisor shall send the Second Notification and signed Annexure-I after getting a convenient date from all the oral board members.  |
| 3 | The Research Supervisor shall forward the Final Thesis (Hard-Copy –**1 No.** along with a soft copy) to the Chairman. |
| 4 | Format for Minutes & List of Participants of Viva-Voce Examination can be downloaded from the website. |
| 5 | All the Oral Board members should be present during viva-voce examination |
| 6 | Claim form should be downloaded from the website (Remuneration will be paid only by the CoE office -The Research Supervisor or Scholar need not take any advance in this regard*).* |

**AFTER VIVA-VOCE EXAMINATION**

|  |  |
| --- | --- |
| 1 | All the oral board members should have signed in the Minutes of the viva-voce examination. |
| 2 | Minutes, List of Participants **(Original),** and Final Certificate should be enclosed along with the covering letter. |
| 3 | Any suggestions/corrections given by the oral examination board should be carried out in the Thesis by the research scholar. The corrected thesis should be forwarded by the Research Supervisor & Chairman to the Controller of Examinations directly. |

**REMUNERATION PROCEDURE**

|  |  |
| --- | --- |
| 1 | Remuneration for viva voce examination is **Rs 5000/-** for External Examiner |
| 2 | The filled Claim form and Viva Voce documents should be submitted to the CoE office. |

**PROVISIONAL CERTIFICATE:**

The provisional certificate will be given onlyafter submitting **five copies** of the Thesis in **A5 size** with printing in black letters on both sides with **hardbound binding with MAT FINISH in white colour**.

The **Final Certificate** duly signed by the Supervisor and Joint Supervisor (if any) and a copy of the **minutes of the Oral Examination Board** (excluding the List of participants) should be incorporated into the thesis. It should be placed after the Curriculum Vitae in the Thesis.

**Two copies** of the **A5 size thesis** and the soft copy of the Consolidated, Individual chapter-wise thesis (pdf format - **Shodhgnaga**) in CD shall be submitted to the office of CoE and one copy to the respective division and guide.