

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

**PRIOR TO VIVA-VOCE EXAMINATION**

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| 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 along with signed Annexure-I ***(except external examiner)*** after getting convenient date from all the oral board members. |
| 3 | The Research Supervisor shall forward the Final Thesis (Hard-Copy –**1 No.** along with soft copy) to the Chairman. |
| 4 | Format for Minutes & List of Participants of Viva-Voce Examination can be downloaded from the web site. |
| 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**

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| 1 | All the oral board members should have signed in the Minutes of the viva-voce examination. |
| 2 | Minutes & List of Participants **(Original)** 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 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)** should be enclosed. |

**REMUNERATION PROCEDURE**

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| 1 | Sitting fee ` 2,500/- 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 | If the examiner travelled in flight, the second AC Train fare only can be claimed **(proof downloaded and it should be enclosed with the claim form).** |
| 4 | The filled Claim form **(original)** should be forwarded to the CoE office. |

**PROVISIONAL CERTIFICATE:**

Provisional certificate will be given onlyafter submission of **Three copies** of Thesis in **A5 size** with printing in black letters on both sides with **hard bound binding with MAT FINISH in white colour**.

The **Final Certificate** duly signed by 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 in the thesis. It should be placed after the Curriculum Vitae in the Thesis.

Two copies of the **A5 size thesis** along with the soft copy in CD (pdf only) shall be submitted to the office of CoE and one copy to the respective departments.