

CENTRE FOR RESEARCH

ANNA UNIVERSITY

**PROCEDURE TO CONDUCT VIVA-VOCE EXAMINATIONS IN
ONLINE MODE**

Point No. 1

The viva voce examination notification has to be generated from the Centre for Research web page one week prior to the date of Examination

Clarification

- The Centre for Research Web portal is ready for generating the viva voce examination notification.
- The gap between date of notification and date of viva-voce examination has been reduced from three weeks to one week.

Point No. 2

The thesis evaluation report in respect of the scholar from both the Indian and Foreign examiners should be fully satisfied (either IV(a) or IV(b)) and there should not be any ambiguity in the report.

Point No. 3

The Scholar, Supervisor/Research Coordinator, Joint Supervisor (if applicable), Indian examiner, and Expert member need to be participated in the viva-voce examination either by physical presence or through online mode. The doctoral committee members of the scholar (if available) and the faculty members from the supervisor's department can also join the meeting via online mode. The supervisors shall use online meeting platforms such as Skype, Zoom, Google meets room, or any other similar platform with prior notification to the Director (Research).

Clarification

- The Scholar, Supervisor/Research Coordinator, Joint Supervisor (if applicable), Indian examiner, and Expert member need to be participated in the viva-voce examination either by physical presence or through online mode.
- The faculty members and scholars from the same department, other departments, other research institutions also can attend the viva-voce examination physically (if possible), otherwise they can join the meeting through online mode.
- The online platform can be either – Skype/Zoom/Google meet or anything similar to these platforms with prior notification to the Director (Research) – mail to dirresearch@gmail.com.
- If the Indian examiner, Expert member and participants (minimum ten members) are willing to be physically present during the viva-voce examination, the regular procedure prior to 25th March 2020 can be followed

Point No. 4

The proceedings of viva-voce examination need to be recorded and the same has to be uploaded on the CFR webpage.

Clarification

- The online procedure of the viva –voce examination need to be recorded (Fig.I for reference).
- The recorded video file has to be uploaded in the CFR web page through Scholar login

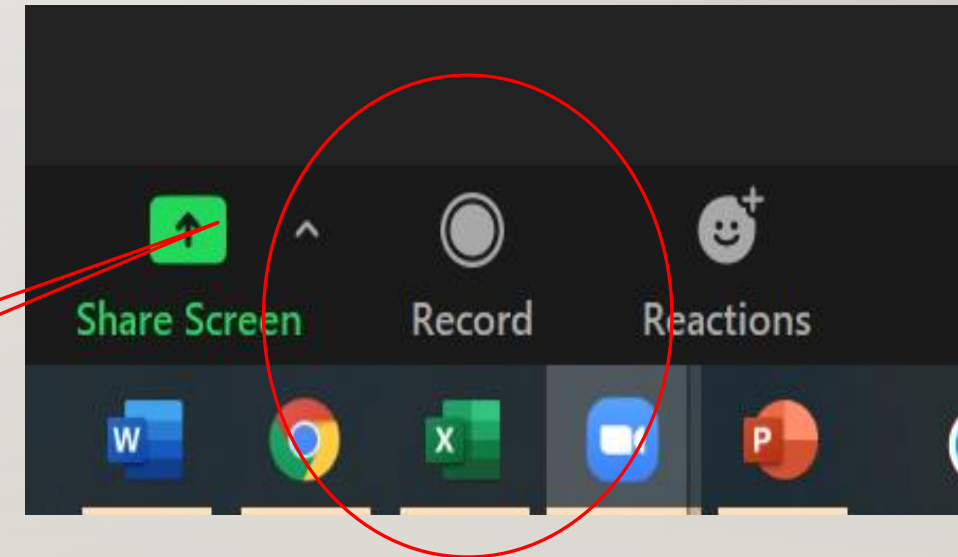
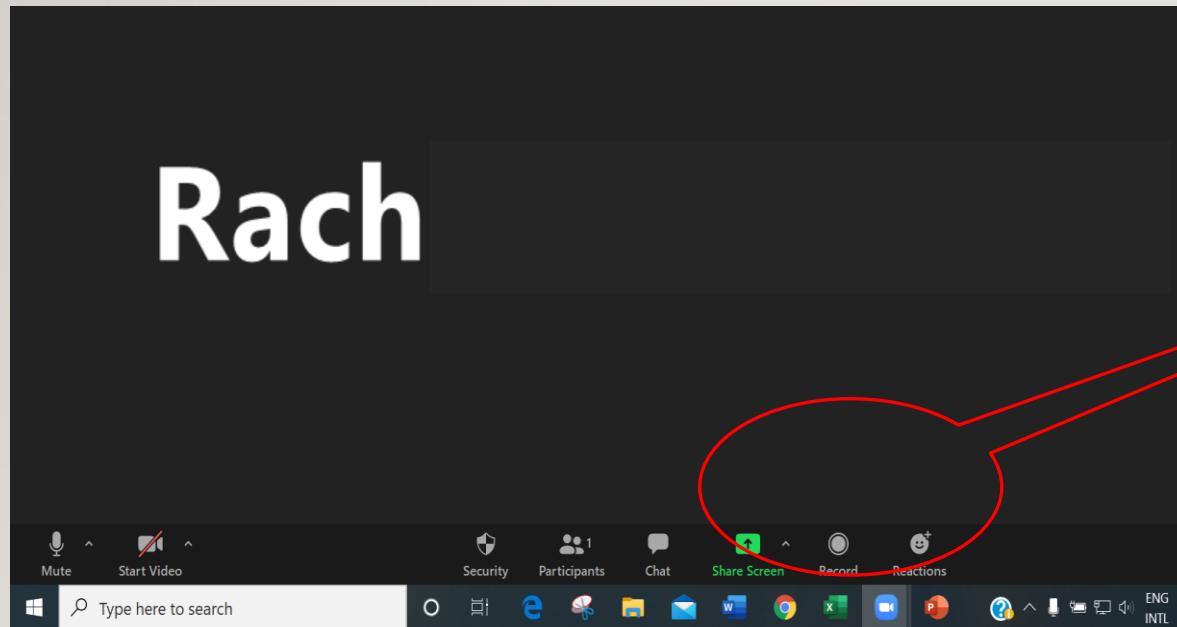


Fig. I - Recording

Point No. 5

As per Clause 19.3 of Ph.D. Regulations 2020, a **minimum of ten members excluding Oral Examination Board members shall be present for the viva-voce Examination.** Hence, the minimum attendance requirements should be satisfied and the proof of attendance (both physical presence and online presence) should be produced.

Clarification

- The attendance of the participants, who are attending the viva-voce examination through online mode can be recorded from the online platform itself as shown in Fig.2.
- The attendance of the audience who are physically present for the viva-voce examination can be recorded as usual by collecting their signatures
- The total number of participants shall be minimum of TEN other than the viva –voce examination board members.
- The generated attendance sheets are to be signed by all the viva –voce examination board members.

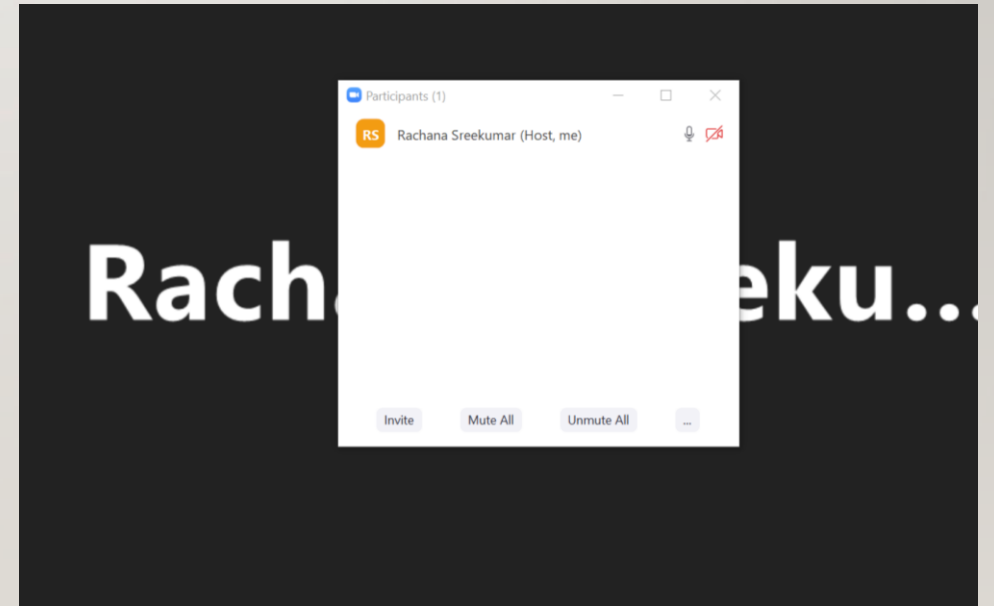


Fig.2 - Attendance

Point No. 6

The documents which are to be submitted along with the minutes of the viva-voce examinations need to be filled in and printed out (listed out on the web page of Centre for Research). The printed documents need to be signed by all the members concerned (via email communication) and submit the same along with the minutes of the viva-voce examination at Centre for Research within a week from the date of the viva-voce examination.

Clarification

It is suggested to follow the procedure outlined below,

- Printout the relevant document pertaining to the viva-voce examination from CFR web page.
- Supervisor/Research Coordinator and Joint Supervisor (if any) has to sign the documents.
- Scan and send the signed documents to the examiner/expert member via email.
- The examiner/expert member has to sign, scan and email the document back to the supervisor (copy of the email communications to be submitted to the CFR, endorsed by Supervisor/Research coordinator).
- All the members should sign in the same document. Multiple copies of the same document will not be accepted at CFR
- The final copy of the minutes and other relevant document, which are signed by the Supervisor/Research Coordinator, Joint Supervisor (if any), Indian Examiner and the Expert member need to be endorsed by the Supervisor/Research Coordinator with his/her original signature.
- The documents endorsed by the Supervisor/Research Coordinator has to be submitted to the office of the Centre for research by post/in person within a week from the date of viva-voce examination.



Point No. 7

The claim form with account particulars of Expert Member and Indian Examiner duly approved by the Supervisor also needs to be submitted at Centre for Research along with other documents.

Clarification

- The remuneration of Indian examiner (towards thesis evaluation and sitting fee) and Expert member (towards sitting fee) for the viva-voce examination will be paid directly by the Centre for Research, Anna University
- The remuneration of Supervisor/Research Coordinator and Joint Supervisor (if applicable) towards sitting fee and hospitality (if any) for the viva-voce examination will be paid directly by the Centre for Research, Anna University
- It is mandatory to furnish the account particulars of Supervisor, Research Coordinator, Joint Supervisor (if applicable), Indian Examiner, and the expert member in the format provided in CFR web page
- **Claim form should be submitted as a single sheet, signed by all and endorsed by the supervisor with his/her original signature.**

ALL THE REMUNERATION TOWARDS THE CONDUCT OF VIVA-VOCE EXAMINATION AND DOCTORAL COMMITTEE MEETINGS WILL BE PAID DIRECTLY TO THE CONCERNED INDIVIDUAL'S ACCOUNT BY THE CENTRE FOR RESEARCH

