

Ph.D. Public Viva Voce Examination (Virtual - Online) – Guide and Examiners

SOP for Guide

Due to the prevailing COVID19 Pandemic, the Ph.D. Public viva voce examination shall be conducted through video conferencing by strictly adhering to the following procedures:

1. The date of the Ph.D. Public Viva -Voce Examination shall be fixed with the approval of the Controller of Examination and the viva voce examination is to be held in the institution (University / College /Research Institute) where the candidate has conducted research.
2. The Ph.D. viva voce examination announcement must be uploaded in the University website 15 days before the date of the viva voce. The announcement should include details of the date, time and venue of examination, app or software to be used for the video conferencing with meeting ID, password and the contact person for technical help if required.
3. Set up virtual platform – Zoom, Google Meetings etc., and to inform the examiners and the University, Soft copy of the thesis to be sent to all examiners 3 weeks prior to viva date examinations.
4. Link to be provided so that it can be published in the University Website 2 weeks prior to date of viva. The Guide and candidate should be present physically at the venue. **All the three examiners can be present on line in view of COVID Pandemic.**
5. The examiners appointed by the University to conduct the viva voce examination must be available virtually i.e. online video – conference. **The guide and candidate should be present physically at the venue.**
6. University official will open the virtual meeting site/ link at the allotted time and date and will initiate the public viva voce examinations proceedings.

7. All the three examiners and Guide to download the form VII and TA/ DA on the day of viva voce examination. The forms should be affixed with seal and signature. Please send the scanned copy of **FORM VII** to coe@tnmgrmu.ac.in and hard copy of the TA/ DA forms may be sent to the University for processing the payment.
8. Ph.D. Viva Voce Examination Report alongwith the Minutes of the meeting to be signed by the Guide (Convenor) with the concurrence from the three examiners appointed to conduct the Public Viva Voce Examination by this University to be sent on the same day of conduct of viva voce examination.
9. The minimum number of participants for Public Viva Voce Examination should be 30 to 40 in the same speciality. Virtual participants should record their details (Name, Qualification and Institution) with the Guide/ Convenor by filling appropriate forms.

CONTROLLER OF EXAMINATIONS (FAC)