



ANNEXURE - II

PROCEDURE FOR CONDUCTING VIVA VOCE EXAM

- ❖ Upon fixing the Convener for conduct of Viva voce a communication letter will be sent to the Convener/Supervisor/Co-Supervisor (if any) marking a copy to the Scholar intimating them to conduct the Viva on a mutually convenient date and submit the following to this office. (The TA/DA Sitting fee payable will be intimated through the letter – Model letter with instructions is enclosed.
 - a) Detailed report along with the questions posed to the scholar of the Viva-Voce duly signed by all Board members with seal.
 - b) Attendance sheet in the Proforma enclosed.
 - b) Viva – Voce Fee of Rs.10,000/- (College, University Dept. Scholars) Rs.14,000/- ('C' – Category – RNG Scholars) drawn in favour of the Registrar, Manonmaniam Sundaranar University payable at Tirunelveli, issued by any Nationalised Bank (or) through Challan, Indian Bank, M.S.University branch (or) through Challan in State Bank of India, Power Jyothi Account to MSU A/c No.32723606944.



RESEARCH WING
Attendance sheet for conduct of viva voce

NAME & ADDRESS OF THE CANDIDATE :

TITLE OF THE THESIS : “

NAME OF THE EXAMINERS :

1. Convener of Viva-voce Board
2. Member of Viva – Voce Board (Guide/Co-Guide –if applicable)
3. Observer - Subject Expert

VENUE, DATE & TIME: -----, ----- & at-----

Certified that 15days time has been given for the conduct of Viva Voce Examination

Signature of the HOD

Signature of the Principal / Director

Sl.No.	Name of the Participants With Address	Signature of the Participants
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Signature : 1.
With address 2.
3.



Dr. R. MARUTHAKUTTI
DIRECTOR
CENTRE FOR RESEARCH

MODEL VIVA COMMUNICATION

Ref.MSU/RES/Ph.D/VIVA/R-2/ Reg. No.

Date-

To

1. Convener of Viva-voce Board
2. Member of Viva – Voce Board (Guide/Co-Guide –if applicable)
3. Observer - Subject Expert

Sir/Madam,

Sub: Conduct of Ph.D. Public Viva-Voce Examination – Reg.

I am, by direction, to inform that you have been appointed as Convener/ Member / Observer for the Viva-Voce examination on the Ph.D. thesis entitled " ----- " submitted by ----- for the award of Doctor of Philosophy.

You are requested to conduct the viva-voce Examination at ----- on any one of the working day (**except Saturday, Sunday and Government Holidays**) mutually convenient to all the members inclusive of guide & Co – Guide (if applicable) and submit the following to the undersigned immediately after the viva is over.

1. Detailed report along with the questions posed to the scholar of the Viva – Voce duly

Signed by all Board members with seal.

2. Attendance Sheet in the proforma enclosed.

3. Viva - Voce Fee of Rs.10,000(College, University Dept. Scholars) Rs.14,000 (RNG Scholars) Drawn in favour of the Registrar, Manonmaniam Sundaranar University payable at Tirunelveli issued by any Nationalised Bank (or) through Challan ,Indian Bank, M.S.University Branch (or) through Challan in State Bank of India, Power Jyothi Account to MSU A/c No. 32723606944.

Yours faithfully,

DIRECTOR

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Copy to:

1. Guide
2. Co-Guide
3. Scholar

Encl:

1. Attendance Sheet,
2. Copy of Evaluation report to Convenor/Guide /Co-Guide.

Instructions:

I. The Guide is requested to ensure that Notice of viva is made before 15 days and a copy of thesis sent as detailed below:

1. Scholars of College Research centre – 1copy of thesis to College Library
1 CD to University Library
2. Scholars of University Research Centre – 1copy of thesis to Dept.concerned
1 CD to University Library
3. R.N.G. category - 1 CD to University Library

II. Minimum participants of Viva – Voce must be 25 scholars (70% of the Participants of the Viva – Voce should be scholars).

III. For reappearance of Viva – Voce please refer msuniv .ac.in Research Guidelines

iv Payment of TA/sitting fee	Convenor	Guide	Co-Guide	Observer
	TA -----	TA-----	TA -----	TA-----
	Sitting fee-----	Sitting fee---	Sitting fee----	Sitting fee----