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CIRCULAR

It is brought to the notice of all concerned that, considering the pandemic situation due to COVID-19, this University has moved on to the digital platform for conducting the Viva-Voce examination. Accordingly, 5 Viva-Voce examinations have been conducted through Video conferencing. Now, many more number of Viva-Voce examinations are in row.

Vide this office circular dated 11.06.2020, the norms and procedure for conducting the **Viva-Voce examinations through video conferencing** has been already brought to the notice of all concerned. Now it is reiterated the same in the following lines.

- On receipt of two evaluation reports from the examiners, a mail will be sent to the Supervisor for conveying the option for conduct of Viva through online (Video Conferencing) or offline.
- If opted for online, the Supervisor has to submit a reply mail or hardcopy, conveying the option along with the Format 'A' & 'B' (available in the University Website www.msuniv.ac.in – Research Link – Circulars / Announcements - conduct of Ph.D., Viva-Voce Examination through Online – Format).
- The University will appoint an observer in addition to the examiner for monitoring the whole process of conduct of Viva-Voce through Video conferencing.
- Afterwards a communication will be sent to the Supervisor, Joint Supervisor (if any), Examiner, Observer and the candidate, narrating all the norms for the conduct of Viva-Voce Examination.
- On receipt of the above communication, the Supervisor has to get the consent from the Examiner and the Observer for the conduct of Viva-Voce Examination and the Viva-Voce Notification (Format available in the University website www.msuniv.ac.in – Research Link – Downloads – Viva-Voce) by notifying 15 days time from the receipt of communication and submit a copy to the Director, Centre for Research either through E-Mail or Post.
- Based on that, the Viva-Voce schedule will be notified in the University Website (www.msuniv.ac.in – research link – Circulars/Announcements – Online Ph.D. Viva-Voce Examination Schedule)
- On the successful completion of the Viva-Voce Examination, the Supervisor has to submit the following documents through E-Mail immediately.
 - i) Minutes of the Viva-Voce Examination (Template available in the website)
 - ii) List of attendees attested by the Supervisor.
 - iii) The list of questions raised and answers given by the scholar.
 - iv) Fee receipt
- A hard copy of the above documents should be signed by the Convener (Guide), Examiner and Member (Co-Guide - if any) duly forwarded by the Head of the Department (if University Research Centre) / The Principal (if College Research Centre) and sent the same through Courier or Post.
- Observer has to submit the Observer's report (available in the University Website www.msuniv.ac.in – Research Link – Circulars / Announcements - conduct of Ph.D., Viva-Voce Examination through Online – Format)

With regard to the conduct of **Pre-Ph.D., presentation and Doctoral Committee Meetings**, the same shall be conducted in any one of the Digital Platform like Zoom (or) Google Meet (or) Microsoft (or) CISCO WEBEX or any other tools of their choice, for which University approval is not required. However, the same shall be scheduled according to the convenience of the members and on completion of the same the following documents should be submitted to the Director, Centre for Research through Courier or Post.

Pre-Ph.D., Presentation

- ❖ The Video and Audio recording in CD or Pen Drive
- ❖ The Minutes signed by the Supervisor and Co-Supervisor (if any) along with the list of Scholars (Minimum 25 Scholars must be there) certified by the Supervisor.

Doctoral Committee Meeting

The Doctoral Committee Meeting shall be scheduled on the convenient date of the Doctoral Committee Members and the following has to be done.

- ❖ Upload the Doctoral Committee Minutes with the signature of the Supervisor, Co-Supervisor (if any) and Doctoral Committee members (Format available in the University website www.msuniv.ac.in – Research Link – Downloads – Doctoral Committee Template)
- ❖ Submit the following:
 - i) Submission form (Print out).
 - ii) Minutes of the doctoral committee meeting.
 - iii) The Video and Audio recording in CD or Pen Drive.
 - iv) Fee receipt.
 - v) Claim form in the format.
- ❖ A hard copy of the above documents duly forwarded by the Head of the Department (if University Research Centre) / The Principal (if College Research Centre) and sent the same through Courier or Post.
- ❖ The Remuneration for the conduct of doctoral committee meeting payable by the scholars to the Board Members is as follows:
 - i) Supervisor - Rs. 500/-
 - ii) Joint Supervisor (if any) - Rs. 500/-
 - iii) Doctoral Committee Members - Rs. 500/-

Because of the COVID-19 situation, personal visit to the University is not entertained.

Hence, the Supervisors and the Scholars are free to access the E-Mail cfrmsu@msuniv.ac.in and Mobile No. 9487907000.

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