

MOHANLAL SUKHADIA UNIVERSITY <u>U D A I P U R</u>

GUIDELINES FOR CONDUCTING Ph.D. VIVA VOCE (Effective from 1-6-2012 for all Ph.D.candidates)

- A committee of examiners (Viva Voce Board) consisting following will conduct viva voce as per notification issued by Dean, Post Graduate Studies
 Faculty Chairman
 Head of the Department
 Two Professors nominated by Vice-Chancellor
 Member
 (Normally one senior most professor of the Department & One Professor from sister departments/other institutions)
 Supervisor
- 2. The viva Voce will be conducted only if at least three members including Supervisor and Faculty Chairman are present in the meeting.
- 3. If the Faculty chairman is on leave or unable to attend the meeting, he/she will assign the work to another Sr. Professor as per direction of the Vice-Chancellor so that Ph.D. Viva should not be affected by the absence of Faculty Chairman
- 4. Detailed reports from examiners will be sent to the Faculty Chairman at least three days before the prescribed date of Viva-Voce.
- 5. Ph.D. Viva Voce examination notice will be issued at least seven days prior to the date of Viva Voce. The Viva notification will be circulated by Head of the Department to all Faculty members, Research scholars of the department. Faculty members/Research scholars from other departments can also attend the Viva- voce examination. A copy of the viva notification will be put on the web site by the Dean, Post Graduate Studies.
- 6. Faculty Chairman will circulate the detailed report of the examiners to all the members of the board in the meeting before starting of the Viva Voce examination. Candidate will submit a copy of the thesis and four copies of

abstract of the thesis to the faculty chairman for use in the viva voce examination.

- 7. Candidate will be required to make a presentation of 15 to 20 minutes duration giving summary of the Ph.D. work preferably using Power point presentation. This presentation must focus on research gaps, methodology, chapter scheme and broad findings. At the end of the presentation, members of the board may ask questions to the candidate . Questions /clarification by the thesis examiners, if any, also will be put to the candidate for satisfactory answer. After completion of the examination by the Committee, with the permission of Chairman, others can ask questions relevant to the work carried out by the candidate with an intention to clear their doubts or to understand the work presented by the candidate. If the candidate is unable to answer, the Supervisor or any other can also answer these questions. However, no questions can be raised by audience to evaluate the candidate.
- 8. The Faculty chairman will ensure that no questions are raised by any committee member or from audience with an intention to harass the candidate. Similarly no remarks are to be entertained during viva voce examination which are out of the scope of the research work or not related to fundamentals/basics of the subject.
- 9. Viva must be conducted in a disciplined environment. No discussions on questions raised to the candidate by anybody in the audience or persons other than committee members should be allowed. No one should raise their voice, pass comments or shout in the meeting to discourage or demoralize the candidate.
- 10. Faculty Chairman will ensure that Viva Voce is conducted in a transparent and impartial manner to uphold academic standards.
- 11.If two-third of the members of the committee are not satisfied with the performance of the candidate, candidate will be re-examined after a period of one month. The Vice-Chancellor may nominate a subject expert or one of the Ph.D. examiners and obtain his/her confidential report after conducting fresh Viva Voce examination. Based on the report of the committee as well as confidential report of the VC nominee, Office of the Dean, PG Studies will declare result of the Viva Voce.