



Centre For Research

General Guidelines for conduct of the M.Phil, Ph.D Viva – Voce through Video Conference

1. The candidate should give his/her willingness to conduct and attend the M.Phil / Ph.D Viva – Voce through Video Conferencing.
2. The Supervisor (with the willingness of the External Examiner) who is inclined to conduct the M.Phil / Ph.D Viva – Voce through Video conference has to submit written request through **HOD** and **Principal** to COE mentioning the location of each candidate, supervisor and external examiner, as given in Format A.
3. The presence of candidate, supervisor and External Examiner in the Video – Conference is mandatory.
4. The candidate, supervisor, external examiner and participants should ensure that the required Audio, Video and internet facilities are available with them.
5. After the successful completion of the M.Phil / Ph.D Viva – Voce, the supervisor has to submit the following documents duly forwarded by the Principal of the college/Head of the Department to COE.
 - a. Minutes of the Viva – Voce
 - b. Online user ID for the research supervisor and External Examiner and the candidate.
 - c. Video record of the Viva – Voce (either CD or Pen Drive)
 - d. Screen Shot.
 - e. The List of Questions raised by the examiner & audience and Answers given by the scholar.

Viva Voce Web Monitoring by Thiruvalluvar University

The Controller of Examinations will monitor the viva-voce by participating in the video conference.

For M.Phil.

1. On receipt of the Viva-Voce exam communication from this University, the supervisor has to submit a written request through mail (Format A & Format B) can be downloaded from the University website. <https://www.tvu.edu.in/research>.
2. The supervisor, candidate, external examiner and participants should make sure that the required Audio, Video and internet facilities are available with them.
3. The presence of candidate, supervisor, External Examiner in the Video – Conference is mandatory.

4. The Convener of the viva-voce board (supervisor) should ensure that the COE office (Web monitoring team) is available during the viva-voce with any two of the non-teaching staff and one teaching faculty.
5. Hard copy of the mark statement should be submitted in the existing method as per the M.Phil Regulations to the COE.

For Ph.D

1. On receipt of the Viva-Voce exam communication from the University, the supervisor has to submit a written request through mail (Format A & Format B) which can be downloaded from the University website. <https://www.tvu.edu.in/research>
2. During the viva voce the COE office shall be in online contact with video conferencing with any two of its non-teaching staff and a teaching faculty.
3. The Convener of the viva-voce board (supervisor) should ensure that the COE office (Web monitoring team) is available during the viva-voce
4. The acceptance of the supervisor and External Examiner along with the date and time of online Viva-Voce shall be communicated to the University 15 days before the date of the Viva-Voce.
5. The viva-voce shall be conducted in the presence of the WMT, HOD, Faculty with a minimum of 25 participants (scholars and PG Students).
6. The supervisor in consultation with the HOD and Principal shall inform the place/location of Student, Supervisor, HOD, Principal during the video conferencing such as office, college, home etc. (they may be present in different locations with their convenience)