

**CENTRE FOR ACADEMIC RESEARCH (CARE)**

**CIRCULAR**

Sub : CARE – COVID 19 – Conduct of Ph.D. public  
Viva-Voce examination through On-line platform.

Ref : Orders of the Vice-Chancellor dated 01-06-2020.

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Based on the guidelines of UGC, it is proposed to conduct Ph.D. Viva-Voce through Video-conferencing using Google, Skype, Microsoft technologies or any other reliable and mutually Convenient Technology with the following Terms and Conditions in our University with effect from 01-06-2020 :

(i) The Research Supervisor may suggest a date for Ph.D. Viva-Voce examinations for his / her Research scholar in consultation with the Head and External examiner 15 days in advance to the DIRECTOR – CARE as per the existing procedures for video conferencing mode of Viva Examination with the following guidelines.

(ii) **For on-line mode** : The Research Supervisor, Head of the Department or a Senior faculty suggested by the HOD, Research Advisory Committee members (if applicable), faculty members, Research Scholars of the Department and sister departments (if available) need to be present physically in the Venue of Viva-Voce examination. The Research scholar shall make the presentation in front of the above.

The supervisor should get consent from external examiner for conducting the viva through the video conference and he / she should confirm the availability of facility in his / her place. The date and time also to be confirmed.

The external examiner and other interested members who are unable to travel can join the Viva-Voce examination meeting via, on line platform.

(iii) A common facility has been already arranged in the Smart Class Room in the Department of Education (**Office of the Dean, Faculty of Education, Annamalai University**) with Computer, Smart Board etc. The supervisor is informed to fix the time and date with the Director – CARE before suggesting the date. (The Supervisor is requested to get two / three dates from the examiner for On-line Examination, since there is one common facility available).

..contd.

(iv) The supervisors are informed to record the complete proceedings of the Viva-Voce Examination. The recorded proceedings in a CD has to be submitted to the Director - CARE along with all other documents. (A copy of the proceeding has to be retained by the Research supervisor for any future reference).

- a) Minutes of the Viva-Voce examination.
- b) List of Attendees with Signature.
- c) The list of Questions raised and Answers given by the scholar.
- d) All the faculty members, staff and Research Scholars should strictly follow Social Distancing and wear mask during their stay in the Viva-Voce examination Hall.
- e) No Snacks and Tea / Coffee should be served in the Venue strictly.

(v) The external examiner will be requested to send a mail immediately after the Viva-Voce examination that the Viva-Voce examination was conducted by him / her with a recommendation for the award of degree to the Director - CARE ([careau2018@gmail.com](mailto:careau2018@gmail.com)).



  
Director - CARE

To

All the Deans of the Faculties.

All the Heads of the Departments / Divisions.

The Controller of Examinations.

The Director, Annamalai Innovation Centre → with a request to upload  
in the University Website.

The Section Head, "D1" Section.

Copy to

The P.S. to Vice-Chancellor.

The P.A. to Registrar.

Stock file.