



Re-Accredited by NAAC with 'A' Grade

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

**વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી**

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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## CIRCULAR

(Conducting Ph.D. and M. Phil. Viva -Voce Examinations through Video Conferencing during the Corona pandemic period)

### Referred:

1. University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016
2. UGC Guidelines on Examinations and Academic Calendar in view of COVID-19 Pandemic Circulated vide Letter No. D.O.No. F. 1- I /2020(SecY) 29<sup>th</sup> April, 2020
3. Letter from Secretary UGC written to Principal Secretary, Education Department, GoG, No. D.D.No.F.1-1/2020(Secy) Dated: 1/4/2020
4. Circular of Saurashtra University, Rajkot. No.PGTR/041/2020 Dated: 8/5/2020
5. Approval on Office Note Dated: 28/5/2020

All the Supervising Teachers of M.Phil. and Ph.D. are hereby informed that the Ph.D. and M. Phil. Viva -Voce Examinations be conducted through Video Conferencing also using Google, Skype, Microsoft Technologies or any other reliable and convenient technology during the Corona pandemic period.

The following procedure has to be followed for conducting Viva -Voce Examinations through video conferencing:

1. On receiving the Name of External Referee appointed for conducting Ph.D. or M. Phil. Viva -Voce Examination, the Concerned Supervising Teacher will communicate with External Referee, will decide the mutual convenient mode of Video Conferencing for conducting Viva -Voce and shall submit an application form for approval to conduct the Ph.D. and M. Phil. Viva -Voce Examinations through Video Conferencing in prescribed format attached with this circular.
2. Postgraduate Section of the University will process such applications and will communicate such approval to Supervising Teacher.
3. A formal announcement in prescribed format attached with this circular prescribing the manner and procedure to be followed by the persons who want to participate in the Viva -Voce Examination through video conferencing has to be prepared by the Supervising Teacher and shall have to be submitted to the University for uploading the same on university website so that maximum people can participate in the Viva -Voce Examination through video conferencing.
4. Supervising Teacher shall make all necessary arrangements and shall conduct the Viva -Voce Examination through video conferencing ensuring that such Viva -Voce Examination through video conferencing shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers through video conferencing.

5. In case the Viva -Voce Examination could not be conducted due to unavoidable circumstances, the Supervising Teacher shall inform the university and apply for the permission of conducting Viva -Voce Examination through video conferencing on another date.
6. After completion of Viva -Voce Examination through video conferencing the concerned Supervising Teacher shall submit the following documents in prescribed format attached with this circular preferably in person:
  - a. The complete recording of the Viva -Voce Examination through video conferencing in CD/DVD. Video as well as audio recording shall have to be clearly audible and visible.
  - b. Certified list of participants who participated in Viva -Voce Examination through video conferencing.
  - c. Report of Viva -Voce Examination in prescribed format attached with this circular in Original.
  - d. Soft copy of Photograph of student as well as Supervising Teacher
  - e. Remuneration Bills of Examiner.
7. Only after receiving the documents in original, university shall issue notification of completing M.Phil. or Ph.D.

**Enclosures:** As stated above

No. PG/Ph.D.-M.Phil.-Viva/3881/2020

Date: 29/5/2020

*R. B. Q. A.*  
*01-06-2020*  
I/C Registrar

**Application form for approval to conduct the Ph.D. and M. Phil. Viva -Voce Examinations through Video Conferencing**

Name of Supervising Teacher:					
Name of Student:					
M.Phil OR Ph.D:		Faculty:		Subject:	
Title of the Thesis:					
Name of External Referee Appointed for Conducting Viva -Voce Examination:					
Date of Viva -Voce		Time of Viva -Voce			
Mode of Video Conferencing for conducting Viva –Voce: (Google, Skype, Microsoft Technologies or any other, Please Mention exact mode to be used)					

Date:

Place:

Stamp & Signature

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(For office use only)

Jr. Clerk

Sr.Clerk

Office Superintendent

Assistant Registrar

I/C Registrar

Hon. Vice Chancellor sir



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## Announcement for the Ph.D. / M. Phil. Viva -Voce Examinations through Video Conferencing

Members of Research Advisory Committee, Faculty Members, Research Scholars and all those who are interested are cordially invited to participate in open defense / Viva -Voce Examinations through Video Conferencing.

<b>Subject</b>	
<b>Name of the Candidate</b>	
<b>Title of Thesis</b>	
<b>Supervising Teacher</b>	
<b>External Referee</b>	
<b>Date</b>	
<b>Time</b>	
<b>Mode of Video Conferencing</b>	
<b>Manner and Procedure to be followed to Join Video Conferencing</b>	

Date:

Supervising Teacher

**Format for submitting the report of Ph.D. and M. Phil. Viva -Voce Examinations through Video Conferencing**

Name of Supervising Teacher:			
Name of Student:			
M.Phil OR Ph.D:		Faculty:	Subject:
Title of the Thesis:			
Name of External Referee Conducted Viva -Voce Examination:			
Date of Viva -Voce		Time of Viva -Voce	
Mode through which Video Conferencing Viva –Voce Conducted: (Google, Skype, Microsoft Technologies or any other, Please Mention exact mode to be used)			
List of Attachments:			
1. The complete recording of the Viva -Voce Examination through video conferencing in CD/DVD. Video as well as audio recording shall have to be clearly audible and visible.			
2. Certified list of participants who participated in Viva -Voce Examination through video conferencing.			
3. Report of Viva -Voce Examination in prescribed format attached with this circular in Original.			
4. Soft copy of Photograph of student as well as Supervising Teacher			
5. Remuneration Bills of Examiner.			

Date:

Place:

Stamp & Signature

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Jr. Clerk

Sr.Clerk

Office Superintendent

Assistant Registrar

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Hon. Vice-Chancellor Sir