



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Ph.D./M.Phil. Programmes - Conduct of Viva-Voce Examination online through Video Conferencing using electronic means - Minutes of the meeting held for fixing the modalities for conducting the Viva-Voce examination online - Approved - Orders issued.

ACADEMIC A 10 SECTION

No. 2439/AC A 10/2020/MGU

Priyadarsini Hills, Dated: 09.06.2020

- Read:-*
1. U. O. No. 2123/AC A10/2020/MGU dated 20.05.2020.
 2. U. O. No. 2397/AC A 10/2020/MGU dated 09.06.2020.
 3. Minutes of the meeting held for discussion on the modalities for conducting Ph.D./MPhil Viva-Voce Examination online through electronic means at the Vice-Chancellor's Conference Hall on 02.06.2020.

ORDER

As per the University Orders, read as (1) and (2) above, conduct of Ph.D./M.Phil. Viva-Voce Examination online through Video Conferencing using electronic means has been approved. The Meeting chaired by the Hon'ble Vice-Chancellor on 02.06.2020, after detailed deliberations on the modalities for conducting the Viva-Voce Examinations online through video conferencing, vide the minutes read as (3) above, put forward the following guide lines.

Guidelines for Conducting Ph.D. /M.Phil. Thesis Defence Through Video Conferencing

In normal circumstances, a Ph.D. candidate is required to present his/her thesis in an open forum on unanimous approval of the Ph.D. thesis by all the adjudicators. However, in very exceptional circumstances like natural disasters OR cases where the chairman has difficulties in personally attending the viva, Open Defence may be conducted through online media /video conferencing or any such medium as deemed fit subject to the following conditions.

- The Supervising Teacher in consultation with the respective Head of the Department shall make arrangements for video conferencing.
- One of the smart classrooms in the statutory Schools/Departments shall be earmarked for the Open Defence of the Ph.D./M. Phil. thesis through online

media.

- The video conferencing shall be supported by the University's audio and video conference technical team for the duration of the programme.
- The entire proceedings shall be video recorded and the soft copy shall be submitted to the Controller of Examinations. While making all efforts to record the proceedings, any incidence where the recording fails due to technical reasons, the examination board must certify this issue and the Vice-Chancellor may examine the details and permit for an exemption.
- An additional fee of Rs. 2500/- shall be payable by all candidates to the University fund for the online Open Defence.

Ph.D. Open Defence and Viva-Voce Examination Through Video Conferencing

Student: The student must be physically present in the room where the thesis defence is taking place.

Chairman: The Chairman may attend the Open Defence and Viva-Voce Examination online.

Dean: May participate in the Open Defence online or may be present in the room where the defence is taking place.

Supervising Teacher(s): Must be physically present in the room where the defence is taking place.

Head of the Host Department: Head of the University Department where the video conference is being conducted shall facilitate its smooth conduct.

Participants: A minimum of 25 participants shall attend the Open Defence online.

Attendance: The Dean/Research Supervisor shall certify the number of attendees in a separate form which shall be supplemented by the video recording of the Open Defence event.

Management: The entire event shall be managed and coordinated by the research supervisor in consultation with the Dean of the concerned faculty. Permission to speak and raise questions shall be granted using the research supervisor's administrator privilege of the online platform with the permission of the Chairman.

Online Platform and Technical Requirements: The research supervisor shall use the online platform fixed by the University for the Online Conduct of viva. Satisfactory bandwidth, webcam with HD resolution and best quality audio facilities should be ensured in consultation with the IT team of the University. Recording of the event should be made directly from the online platform used for the online conduct of viva. Testing of the online platform with the participants should be done at least 24 hrs prior to the conduct of the viva to ensure flawless streaming. An additional network facility offering enough bandwidth shall be arranged to face any unforeseen disruption due to network failure.

Duration: Minimum duration of the entire event should not be less than an hour.

Exceptions Under Medical Emergencies: In case a Ph.D. candidate is physically immobile, he/she may submit a request to the Vice-Chancellor with the support valid medical certificate for conducting the defence, sitting at an isolated place. If the request is approved the Supervising Teacher in consultation with the Chairman, Dean and Head of the University Department shall make necessary arrangements.

After the video conference, minutes prepared by the Dean and the Supervising Teacher, in consultation with the Chairman, shall be sent to the Chairman by e-mail for signing the same. The same document shall also be signed by the Dean and the Supervising teacher and sent to the Controller of Examinations along with other documents as mentioned in Section 43.5 of Mahatma Gandhi University Ph.D. Regulations 2016.

M.Phil. Viva-Voce Examination Through Video Conferencing

Student: The student must be physically present in the room where the thesis defence is taking place. However, video conferencing is permitted if the candidate has limited mobility as a result of a serious medical condition. In this case, the student must submit a medical certificate and a request for exception to the Head of the Department. If the request is approved by the Faculty Council, the Department shall make arrangements for the conduct of Viva-Voce Examination through video conferencing.

Chairman (HoD): Must be physically present in the room where the Viva-Voce Examination is taking place.

External Examiner: The external examiner may attend the Viva-Voce Examination by video conferencing.

Internal Examiner (Supervising Teacher): Must be physically present in the room where the Viva-Voce Examination is taking place.

After the Viva-Voce Examination, the Chairman shall prepare the mark sheet in consultation with the external and internal examiners. The same shall be sent to the external examiner by e-mail for his/her signature.

The Hon'ble Vice-Chancellor, exercising powers of the Syndicate, under Section 3.10(17) of the Mahatma Gandhi University Act 1985, has approved the minutes.

Orders are issued accordingly.

SURESHBABU K

ASSISTANT REGISTRAR IV
(ACADEMIC)
For REGISTRAR

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