

**CHECK LIST OF DOCUMENTS TO BE PROVIDED WHILE SUBMISSION FOR
COMPREHENSIVE VIVA-VOCE**

<u>Sl.No</u>	<u>Content</u>	<u>Whether provided</u> <u>Write Y/N</u>
<u>1</u>	Copy of Office Order of Ph. D Registration	
<u>2</u>	Approval letter if any for Change of Title, Guide, Research Center from VTU	
<u>3</u>	Copy of Course Work Completion Certificate	
<u>4</u>	Form-1 (Doctoral committee Format)	
<u>5</u>	Form-2 (Permission letter for Comprehensive Viva Voce)	
<u>6</u>	1 copy of Comprehensive viva report (Typical format to be used is provided in web site)	
<u>7</u>	On line Fee Payment receipt	
<u>8</u>	Letter of submission from the Guide/Co-Guide and approval from Head of Research Center (Principal)	



Visvesvaraya Technological University
Jnana Sangama, Belagavi- 590018

FORM-1	DOCTORAL COMMITTEE
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Name of Research Centre:	
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Name of Research Scholar:	
University Seat Number:	
Research Topic:	

Sl. No	Doctoral Committee Composition	Name and Designation	College/Organization, Address, e-mail, Mobile	Signature
1	Head of Institute/Nominee (Chairperson)			
2	Head of Research Centre/Department (Member)			
3	Domain Expert-1 (External)- (Member)			
4	Domain Expert-2 (External/Internal)- (Member)			
5	Research Supervisor (Member Convener)			
6	Co- Supervisor (Member Convener)			

* Write NA wherever not applicable

Domain Expert (External)= Expert from Outside Research centre but should be Expert in Research Topic.

Domain Expert (Internal)= Expert from Inside Research centre but should be Expert in Research Topic.

The above committee was constituted on _____ and will abide by VTU Regulations 2014 or 2017 and will be responsible for all further proceedings as per Ph.D. VTU Regulations 2014 or 2017.

Responsibilities of Doctoral committee

- **Meeting once in every six months from date of approval by Vice-Chancellor for monitoring research work of candidate.**
- **Scrutinize and approve the course work for the candidate and recommend changes of guide, research centre, Topic only till completion of Pre-Comprehensive Viva Voce.**
- **Make sure progress reports are uploaded after every review meetings and a copy to be sent to University.**
- **Check for attendance in case of full time candidates & residence certificates of research candidates in case of part time candidates(as well NOC from employer), if not followed take disciplinary action against research candidate (informing same to University authorities).**
- **If candidate fails to appear for two consecutive progress meetings or work is not satisfactory the doctoral committee can cancel the registration**
- **After successful course completion of candidate, to get approval from registrar to conduct Comprehensive Viva-voce and send Eligibility report for final approval from Registrar.**
- **Confirmation of Ph.D Registration.**
- **Mandatory conduction of two pre-Ph.D open seminars at research centre.**
- **Mandatory conduction of pre-Submission Colloquium at research centre.**
- **To check validity period of Registration**
- **Permission for Submission of Thesis.**



Visvesvaraya Technological University
Jnana Sangama, Belagavi 590018

FORM-2	PERMISSION LETTER OF Pre-COMPREHENSIVE VIVA VOCE
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Name of Research Centre/College:	
Research Topic:	

Sl. No	Doctoral Committee Composition	Name and Designation	College/Organization, Address, e-mail, Mobile
1	Head of Institute/Nominee (Chairperson)		
2	Head of Research Centre/Department (Member)		
3	Domain Expert-1 (External)- (Member)		
4	Domain Expert-2 (External/Internal)- (Member)		
5	Research Supervisor (Member Convener)		
6	Co- Supervisor (Member Convener)		

* Write NA wherever not applicable

The above doctoral committee has reviewed the work of Research Scholar _____ with USN _____ and he has completed all his course work and as per VTU Regulation-2017 (Ph.D-17.1).

Hence we seek permission from Registrar for conduction of comprehensive Viva voce.

Please permit the same.

Signature of the Candidate

Signature of the Guide

Signature of the Co-Guide

Signature of the Head of Research Centre

Signature of the Principal

Registrar (Evaluation):

List of documents to be provided along with permission letter of comprehensive Viva voce:

- 1) Office order (Provisional Registration copy)
- 2) Course completion certificate
- 3) Form-1 copy
- 4) Change of Doctoral committee members if any
- 5) Change of guide/research centre if any
- 6) Letter from guide for conducting comprehensive through research centre head.
- 7) On-line fee payment receipt towards comprehensive viva voce
- 8) One copy of Hard bound Pre-Comprehensive Viva Voce Report



Format for Six Month Progress Report (From: xx/xx/xxxx to xx/xx/xxxx)

Name of the Scholar	
Date of Provisional Registration as per office order	
University Seat Number	
Branch/Discipline/Program	
Full – time / Part – time Registration	
Research Centre	
Name of the Research Supervisor	
Name of the Co- Supervisor	
Title of the research work	
Date of Presentation	

Possible Contents for discussion are listed:

- a. Introduction:
- b. Literature survey: References:
- c. Objectives of the work:
- d. Work Carried out so far:
- e. Results and Discussions:
- f. Further Work to be carried out
- g. Number of Papers/Publications out of the research work (presented/submitted), (if any): (Affix the list of papers/publications)
- h. Suggestions from doctoral committee, if any needs to be included

* Contents can be varied as per requirements

Signature of the Candidates	
Signature of the supervisor	
Signature of the co-supervisor (if any)	

*Half year progress report should be submitted to the university along with doctoral committee proceedings



Visvesvaraya Technological University
Jnana Sangama, Belagavi 590018

Comprehensive Viva Voce Examination Report

Name of the Scholar	
Date of pre-comprehensive viva voce	
Date of Provisional Registration as per office order	
University Seat Number	
Branch/Discipline/Program	
Full – time / Part – time Registration	
Title of the research work	
Research Centre	
Name of the supervisor	
Name of the Co- supervisors	
Domain Expert-1 (External)	
Domain Expert-2 (External/Internal)	
Head of Research Centre/Department	
Head of Institute/Nominee (Chairperson)	
Comments on the Ph.D. Work (Attach additional sheet if necessary)	
Suggestions for Further Work	
Any modification in the title	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes New Title Proposed (should be neatly typed and sent)	
Justification for New Title proposed	
Recommendations for confirmation of Ph.D Registration	Yes <input type="checkbox"/> No <input type="checkbox"/>
Suggestions	

Signature of the supervisor	
Signature of the co-supervisor	
Signature of Domain Expert (External)	
Signature of Domain Expert (Internal)	
Signature of Research Centre Head	
Signature Head of institute	

Below said Enclosures should be sent

- 1) A copy of approved Form-2
- 2) Updated comprehensive Viva Exam Report
- 3) Report will be sent to research centre only.



Visvesvaraya Technological University
Jnana Sangama, Belagavi 590018

Comprehensive Viva Voce Examination Report

Name of the Scholar	
Date of pre-comprehensive viva voce	
Date of Provisional Registration as per office order	
University Seat Number	
Branch/Discipline/Program	
Full – time / Part – time Registration	
Title of the research work	
Research Centre	
Name of the supervisor	
Name of the Co- supervisors	
Domain Expert-1 (External)	
Domain Expert-2 (External/Internal)	
Head of Research Centre/Department	
Head of Institute/Nominee (Chairperson)	
Comments on the Ph.D. Work (Attach additional sheet if necessary)	
Suggestions for Further Work	
Any modification in the title	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes New Title Proposed (should be neatly typed and sent)	
Justification for New Title proposed	
Recommendations for confirmation of Ph.D Registration	Yes <input type="checkbox"/> No <input type="checkbox"/>
Suggestions	

Signature of the supervisor	
Signature of the co-supervisor	
Signature of Domain Expert (External)	
Signature of Domain Expert (Internal)	
Signature of Research Centre Head	
Signature Head of institute	

Below said Enclosures should be sent

- 1) A copy of approved Form-2
- 2) 1 self address envelope containing details of Head of institute
- 3) 1 self address envelope containing details of Research Supervisor
- 4) 1 self address envelope containing details of CO- Supervisor (if any)



Format for Open-Seminar-I/II

Name of the Scholar	
Date of Provisional Registration as per office order	
University Seat Number	
Branch/Discipline/Program	
Full – time / Part – time Registration	
Research Centre	
Name of the Research Supervisor	
Name of the Co- Supervisor	
Title of the research work	
Date of Open Seminar	
Place of Open Seminar	

Suggestions (if any)	
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Sl.No	Name	Signature
1	Research scholar	
2	Participants	

Signature of the supervisor	
Signature of the co-supervisor	
Signature of Domain Expert (External)	
Signature of Domain Expert (Internal)	
Signature of Research Centre Head	
Signature Head of institute	



Format for Pre-Submission Colloquium

Name of the Scholar	
Date of Provisional Registration as per office order	
University Seat Number	
Branch/Discipline/Program	
Full – time / Part – time Registration	
Research Centre	
Name of the Research Supervisor	
Name of the Co- Supervisor	
Title of the research work	
Date of Colloquium	
Place of Colloquium	

Sl.No	Name	Signature
1	Research scholar	
2	Participants	

Recommendations from Doctoral Committee:	
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Signature of the supervisor	
Signature of the co-supervisor	
Signature of Domain Expert (External)	
Signature of Domain Expert (Internal)	
Signature of Research Centre Head	
Signature Head of institute	