

FORMAT

- 1. COMPREHENSIVE VIVA FORMAT –
CHECKLIST,**
- 2. FORM 1,**
- 3. PERMISSION LETTER FOR
PRE-COMPREHENSIVE VIVA- FORM 2**
- 4. COMPREHENSIVE VIVA VOCE
EXAMINATION REPORT**

**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.



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Jnana Sangama, Belagavi 590018

FORM-2 **PERMISSION LETTER OF Pre-COMPREHENSIVE VIVA VOCE**

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



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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.