

(Approved by Chairman, CoM on 17.04.2020)

Guidelines for pre-synopsis seminar and thesis defense viva voce for Ph.D programs

Preamble:

Considering the outbreak of Corona Virus, and the difficulties that may be faced by CIs/OCC in organizing pre-synopsis seminars and thesis defense viva voce, the following guidelines are issued. These guidelines will be valid until June 30, 2020 for all pre-synopsis seminars and thesis defence viva voce for doctoral programs.

I. Pre-synopsis Seminar:

1. The seminar shall be organized by strictly observing all Government orders / guidelines regarding social distancing and other safety measures to prevent spread of Corona Virus infection.
2. The pre-synopsis seminar shall be open to all. The Convener of Doctoral Committee shall take all efforts to widely publicise the seminar in the CI/OCC. Wider participation can be ensured either physical presence, meeting the social distancing requirements, or through videoconferencing.
3. The seminar can be organized by videoconferencing using appropriate software.
4. Participation of student, Guide, Doctoral Committee Chairman and at least two members is mandatory. Any or all of them can participate physically or through videoconferencing.
5. If Chairman of DC or a member is unable to participate in the seminar, Dean (Academic) or Dean(Student Affairs) can replace him / her.
6. Participation of faculty from any other CI or Central Office through videoconferencing can also be considered for the purpose of quorum and for wider discussions.
7. The student is expected to make a presentation summarizing his research work, and the configuration of the thesis and its contents. The student shall ensure that his presentation is shared in advance with members of the doctoral committee to permit meaningful discussion and robust decision.

II. Final (Defense) Viva Voce:

1. The viva voce shall be organized by strictly observing all Government orders / guidelines regarding social distancing and other safety measures to prevent spread of Corona Virus infection.
2. The viva voce shall be open to all. The Convener of Doctoral Committee shall take all efforts to widely publicise the seminar in the CI/OCC. Wider participation can be ensured by either physical presencemeeting the social distancing requirements, or through videoconferencing.
3. The viva voce can be organized by videoconferencing using appropriate software.
4. Participation of student, Guide, Doctoral Committee Chairman and at least two members is mandatory. Any or all of them can participate physically or by videoconferencing.
5. If any member is unable to participate in the viva voce, Dean (Academic) or Dean(Student Affairs) can be asked to participate.
6. Participation of faculty from any other CI or Central Office through videoconferencing can also be considered for the purpose of quorum and for wider discussions.
7. The student shall ensure that his presentation is shared in advance with members of the doctoral committee to permit meaningful discussion and robust decision.
8. The Convener shall obtain the recommendations of Chairman and all members of viva voce board (through email if necessary) and provide a soft copy of the consolidated recommendation sheet to HBNI Central Office, as well as all the individual recommendations.
9. A list of experts and other participants who attended the viva voce, in addition to Chairman and members of the DC, shall be prepared and certified by the Chairman of the DC. This list shall be forwarded along with other documents to HBNI Central Office for processing award of the Provisional Degree Certificate.
10. After approval of the result by the Competent authority, HBNI will forward a scanned copy of the PDC to the concerned Dean (Academic).

Similar approach may be followed for other academic programs which have a component of oral/viva voce examination. CIs/OCC may send a specific proposal in such cases to Central Office for approval.

