



# RAJASTHAN TECHNICAL UNIVERSITY

Rawatbhata Road, Akelgarh, Kota-324 010

Office of the Registrar

No. RTU/DEAN/(R)/F(45)/2020/ 2721-45

DATE:-21/07/2020

## OFFICE ORDER

As per the resolution made in the Special Academic Council meeting held on 13.06.2020, (vide resolution no. T.29.07) and subsequent approval of the minutes of the meeting of Academic Council by Board of Management (in its 35<sup>th</sup> meeting held on 25.06.2020, vide resolution no. 35.4(R)), the following guidelines are approved for conducting the PhD Oral Defence examination online in view of COVID-19 pandemic situation:

1. Video conferencing tools such as SKYPE, Microsoft Team, Google Meet, Webex, Zoom etc. may be used in viva voce examination.
2. The concerned research supervisor should contact all parties (external examiner/DRC Chairperson/PhD scholar) and to obtain agreement on a proposed date, time for the session and video conferencing/online platform type. Consent from all the parties must be taken through email by research supervisor as evidence of agreement.
3. The decision to conduct online viva should be taken by concerned DRC Chairperson taking into account these aspects:
  - a) The availability of complete viva related documents for the online session.
  - b) The availability of infrastructure and Internet facilities among all parties. Telephone conference may be permitted in the event where Internet connection fails during the session or for discussion with examiners.
  - c) The appropriate arrangements to maintain the integrity, confidentiality and credibility of the examination process.
4. The research supervisor should issue the link of video conferencing/online platform to all the parties at least 2 days before the viva voce session. PhD supervisor shall adequately circulate the formal notice (including the link of video conferencing/online platform) of Oral defence examination well in advance to enable interested students, faculty members and other DRC members of the university to attend it online.
5. Any presentation that the research scholar is expected to make as part of the viva must be sent in advance (one week before the session) to the research supervisor who is responsible for sharing it with the examiner and DRC Chairperson. The purpose of this is to facilitate all parties having the presentation ready to view during the viva.



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6. All parties (PhD scholar/Research Supervisor/external examiner/DRC Chairperson) must be visible during the viva-voce session and the PhD research scholar should be compulsorily alone in the room or be present with Research Supervisor/DRC Chairperson in same room during the entire online examination process. Research scholar needs to show their photo identity card/Aadhar card/Passport as evidence of his/her true identity prior to starting the session.
7. It is the responsibility of Research Supervisor to ensure that, at the start of the viva, all parties are comfortable with the arrangements and that the PhD student and the external examiners can see and hear each other.
8. It is expected that all parties would have with them, their own copy of the submitted thesis in soft or hard copy and thesis evaluation reports.
9. The session should start with a brief presentation about the dissertation from the research scholar. The time allocated is strictly 30 minutes. The research scholar should only focus on major aspects of his or her thesis.
10. The research scholar should be warned that, if the Examiners have reason to suspect that research scholar is involved in any of unfair means during viva, it would be subject to disciplinary action for examination misconduct, and the viva-voce session shall be terminated.
11. The research scholar must be aware that if they agree to proceed with the viva being conducted using video conferencing/online methods, the method/format cannot be used as grounds for a later appeal. A declaration to this effect should be obtained by Research Supervisor in the prescribed form.
12. After the viva voce examination, the research scholar should be removed/silenced from the video conference whilst the examiners deliberate on their decisions.
13. If the viva has to be halted due to a breakdown in the connection or quality of the connection, the DRC chairperson should consult with the examiners via an alternative method (e.g. telephone). The examiners should decide whether there is a need to reconvene at another date or whether sufficient discussion had taken place by the point of the communication loss that further examination would not change their decision. In arriving at such a decision, the examiners should take into account the requirements and outcomes of a doctoral degree and not the extent to which they had covered the contents of the thesis. If it is agreed that the viva needs to be re-scheduled this should be at a mutually agreed time for all parties. The DRC Chairman should communicate the outcome of this decision to the research scholar as soon as possible.



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14. Once thesis defence is over, the external examiner will send his/her comments on Ph.D. Oral Defence Evaluation Form (available on RTU research section website, signed or digitally signed) through email to Internal Examiner. Internal examiner will put his/her sign on this oral defence form and forward it to DRC Chairperson along with final Ph.D. thesis. DRC Chairperson will forward this after signing it to Dean Research Office for further processing.

These guidelines and permission to conduct the PhD Oral Defence examination online shall be applicable till further notice.

Registrar

Copy to:

1. PS to HVC
2. Controller of Examination
3. Finance Comptroller
4. All Deans of University
5. All HODs, University Departments (through email)
6. All DRC Chairpersons (through email)
7. All Principals/ Directors, Affiliating Research Centers (through email)
8. Web master (to upload on RTU Website)
9. Guard file (Registrar office)

Registrar

Declaration by the Research scholar

I confirm that I have read and understood the procedures for conducting **online PhD oral defence examination**, and agree to abide by the terms and conditions stated in guidelines. I also agree that I will not use the remote online examination involving video conferencing as grounds for appeal in front of any authorities.

**\*Signature of research scholar with date:**

**Name of Research scholar:**

**Department:**

**Research Centre:**

*\* By signing this declaration, research scholars confirm that they have read the guidelines and understood the terms contained within it, and accept the responsibilities placed on them in relation to the conduct of a remote online examination.*