



RAJASTHAN TECHNICAL UNIVERSITY

Rawatbhata Road, Akelgarh, Kota-324 010

Office of the Registrar

No. RTU/DEAN/(R)/F(45)/2020/ 2746-72

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.29.08) and subsequent approval of the minutes of the meeting of Academic Council by Board of Management (in its 35th meeting held on 25.06.2020, vide resolution no. 35.4(R)), the following guidelines are approved for conducting the PhD Pre-synopsis seminar/Research proposal presentation/Comprehensive Oral exam online in view of COVID-19 pandemic situation:

1. Video conferencing tools such as SKYPE, Microsoft Team, Google Meet, Zoom, Webex Meet etc. may be used in seminar/presentation/oral exam.
2. The research supervisor should contact all parties (DRC Chairperson/subject expert/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 as evidence of agreement by research supervisor.
3. The decision to conduct online presentation shall be taken by concerned DRC Chairperson taking into account of these aspects:
 - d) The availability of complete seminar/presentation related documents and report for the online session.
 - e) 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 panel members.
 - f) 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 presentation session. DRC Chair person shall adequately circulate the formal notice (including the link of video conferencing/online platform) of seminar/presentation session well in advance to enable interested students, faculty members and other DRC members of the university to attend it online. In case of Comprehensive oral examination the link must be shared with both the subject experts and DRC chairperson by the concerned research supervisor.



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5. All parties (PhD scholar/Research Supervisor/subject expert/DRC Chairperson) must be visible during the viva-voce session and the 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.
6. 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 research scholar and the panel members can see and hear each other.
7. 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.
8. 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.
9. It is expected that all parties would have with them, their own copy of the submitted Research Proposal/Synopsis in soft or hard copy.
10. After the viva voce examination, the research scholar should be removed/silenced from the video conference whilst the examiners deliberate on their decisions.
11. 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. 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 Chairperson should communicate the outcome of this decision to the research scholar as soon as possible.
12. Once viva-voce session is over, the panel members (supervisor and subject expert) will send his/her comments on Ph.D. Pre-synopsis Seminar-Examination Report/Research Proposal evaluation format (available on RTU research section website, duly signed) through email/speed post to DRC Chairperson along with necessary attachments mentioned in the format and with the proof of fees submission by PhD student (in case of



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Pre-synopsis seminar only). DRC Chairperson will forward this after signing it to Dean Research Office for further processing. In case of comprehensive oral examination, the marks obtained by the research scholar should be communicated by research supervisor to the DRC Chairperson for further submission after due signature from all the subject experts.

These guidelines and permission to conduct the PhD Pre-synopsis seminar/Research proposal presentation/Comprehensive Oral exam 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. Chief Proctor University Department
10. Guard file (Registrar office)


Registrar

Declaration by the Research Scholar

I confirm that I have read and understood the procedures for conducting On-line PhD Pre-synopsis Seminar/Research Proposal Presentation/Comprehensive Oral Exam, 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 Scholar 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.*