



Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)
"Jnana Sangama", Examination Section Ph.D, Belagavi 590 018, Karnataka

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CIRCULAR

The Principals of Constituent, Affiliated Institutions, Autonomous colleges, Research Centers and Ph.D./M.Sc. (Engineering by research) Guides of VTU are hereby **strictly adhere to the following**.

1. The supervisors should upload the signed copies of the final Viva-Voce reports into the online Ph.D thesis evaluation system, soon after the completion of the Ph.D. viva-voce examination.
2. After a long gap, hard copies of final Viva Voce reports are being submitted without the examiners' seal and signature. It will be viewed seriously.
3. The Supervisors must send hard copy of the Final Viva Voce reports to the undersigned office **within 2 days** from the date of completion of Final viva, failing to this will cause **unduly delay** for the further process.
4. The Supervisors must check and verify the uploaded final viva voce report file by downloading in order to ensue uploaded file is not corrupted.
5. Final viva-voce reports must be sent in a cloth cover **SUPER SCRIBED** as "**Ph.D. Final Viva Voce Report**" and also mention as strictly "**CONFIDENTIAL**" with enclosing
 - a) Attested copy of the Office order.
 - b) Filled Application of Provisional Degree Certificate (PDC) and online payment receipt of **Rs. 1000/-**.
 - c) Filled Convocation application form and online payment receipt of **Rs. 2000/-**.
6. No other documents shall be clubbed with the Final viva voce reports except above documents.
7. The Final Viva Voce reports must reach this office five days before the date of the ensuing Convocation.
8. The Final viva-voce reports of the scholars are processed only after verifying the submitted hard copy with uploaded softcopy in the online portal.

In view of this, Research Centre Head, Supervisors and Research scholars shall take a note of the above said points. If the documents are not received as per the above mentioned instructions, such Final Viva voce reports of the candidates will be rejected or send back to the research centers.

Sd/-
REGISTRAR (EVALUATION)

To,

The Principals of constituent and affiliated colleges and research centres of VTU.

Copy FWC's to:

1. The Hon'ble, Vice-Chancellor, through the Sec. to VC, VTU Belagavi, for information
2. The Registrar, VTU Belagavi, for information.
3. Incharge Regional Directors of VTU Regional Offices, for information.

Rang BE
10/05/2022
REGISTRAR (EVALUATION)
B. E.