



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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Ref No : VTU/BGM/Exam_Ph.D/2026-27/515

Date: 9 OCT 2026

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**.

The Ph.D. Final Viva voce shall be conducted in the OFFLINE MODE only.

1. The **final Viva-Voce Report must bear the signatures and official seal of the Supervisor(s) and the External Examiner on all copies**. The duly signed and sealed copies of the report must be uploaded to the **Online Ph.D. Thesis Evaluation System** immediately after the completion of the Ph.D. Viva-Voce examination.
2. After a long gap, hard copies of final Viva-Voce Report is received **without the required signatures and official seal of the Supervisor(s) and External Examiner**, the report will be **rejected and returned to the concerned Research Centre** for necessary compliance and resubmission.
3. The hard copy of the scholar's Viva Voce report must be forwarded through the concerned Research Centre Head on the official **letterhead** of the **Research Centre**.
4. 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 voce, 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. 1500/-**.
 - c) Filled Convocation application form and online payment receipt of **Rs. 2500/-**.
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 seven working 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 the above, the Research Centre Heads, Supervisors, and Research Scholars are hereby advised to take note of the above-mentioned points and ensure strict compliance with the instructions. If the required documents are not received in accordance with the instructions specified above, the Final Viva-Voce reports of the concerned scholars will be rejected or returned to the respective Research Centres for necessary compliance. Further, a penalty may also be imposed for non-compliance.

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.

REGISTRAR (EVALUATION)



INSTRUCTIONS

- 1) To strictly adhere to the format (enclosed) given by the University.
- 2) The report should be **TYPE - WRITTEN**.
- 3) The explanations in respect of items /points (a) to (i), should be **TYPE-WRITTEN** under the respective headings; the same **should not** be in the form of **ANNEXURES**.
- 4) For the point "**d. corrections suggested**"; a brief report of the suggestions made by the referees during Viva- voce may be given and not to enclose the same reports submitted by the **EXAMINERS**.
- 5) For the point "**g. Certificate of corrections made**"; the **certificate for. Having incorporated the corrections** suggested by the referees during Viva-voce shall be signed by both the **INTERNAL** and **EXTERNAL EXAMINERS**.
- 6) It is desirable that the both **INTERNAL** and **EXTERNAL EXAMINERS** are append their **signatures on all the pages of the report with seal**.

This Is for your information and needful.

SAMPLE FORMAT FOR VIVA VOCE

Name of the Scholar	:		
Designation & Affiliation/ Organization of the Scholar	:		
Research Centre	:		
University Seat Number	:		
Faculty / Discipline	:		
Degree Pursued	:	Ph.D./M.Sc.(Engg.)by Research	Full Time / Part Time
Title of the thesis	:		

Research Supervisor/s

SI. No.	Name	Designation	Organization	Contact Address & Phone Nos.
01				
02				
03				

Subjects/Courses taken and completed	:	1) 2) 3) 4) 5) 6)
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Seal and Signature of Guide
with Date

Seal and Signature of Co-guide
with Date

Seal and Signature of External
Examiner with Date

Final
08/10/26

CRITICAL EVENT DATES

Date of Registration	Course work completion	Comprehensive Viva-Voce	Synopsis Submitted	Thesis Submitted	Final Viva-Voce

a. Main Contributions made by the Candidate to the body of available literature:
(1page)

b. Brief. Summary of the Referees' Comments : (1 to 1½page/s)

Referee1:

Referee2:

Referee3:

c. Consolidated Recommendation : (½ page)

d. Corrections Suggested :

e. Status of the Corrections made :

f. Report on Viva-Voce Examination : (1½ page)

g. Certificate of corrections made (certification by Guide, Co-guide & External examiner):

Seal and Signature of Guide with Date Seal and Signature of Co-guide with Date Seal and Signature of External Examiner with Date

h. Recommendations of the Examiners:

i. Publications:

National		International	
Refreed Journal	Conference	Refreed Journal	Conference
Total			

(Affix a list of publications)

Seal and Signature of Guide with Date

Seal and Signature of Co-guide with Date

Seal and Signature of External Examiner with Date

Handwritten signature and date: 08/10/26