

## Annexure- 4

### Procedure for conducting the Thesis Defense Online

The Thesis Defense of Ph.D. scholars may be conducted online due to the current COVID 19 lockdown. The procedure for the same is explained in the sections below.

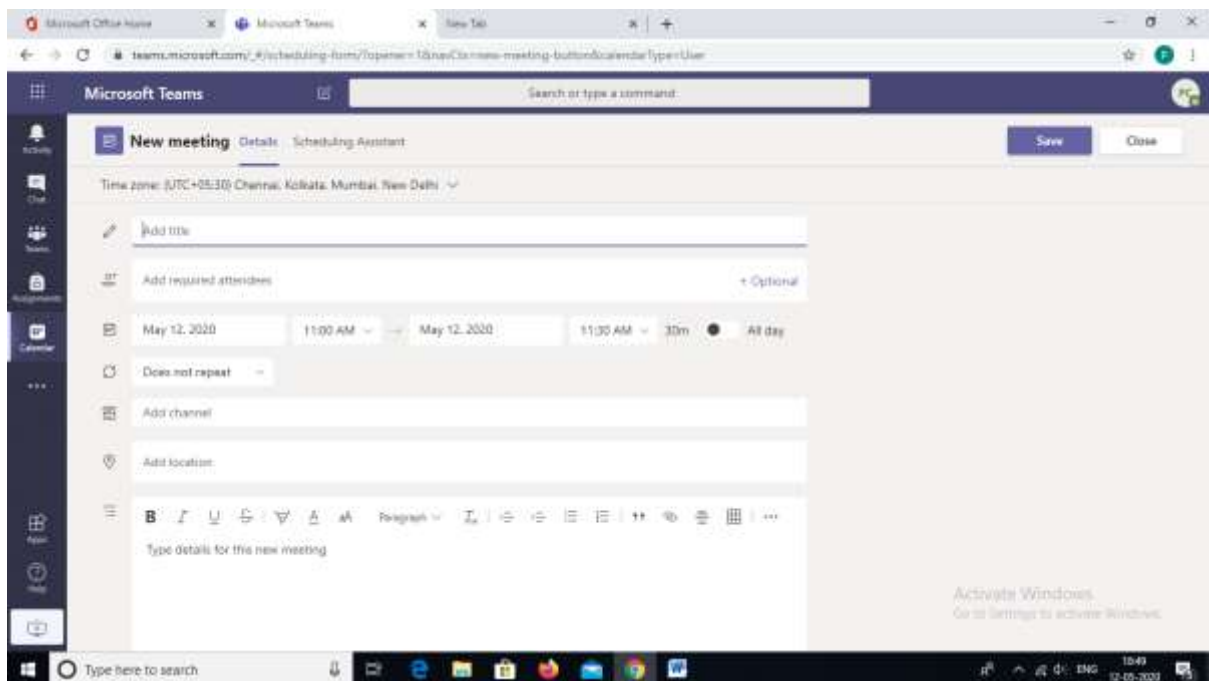
#### Intimation of Thesis Defense

- All hard copies of circulars for conducting the Thesis defense may be replaced with an email sent to the respective recipients
- The Thesis Defense consists of 2 parts; the Open Oral Examination and the In-Camera Oral Examination.
- Microsoft Teams may be used for conducting the Open Oral Examination and the In-Camera Oral Examination.
- The Thesis Advisor must ensure that he has “Teams” application enabled for him in Office 365. If not, please contact the local ICTS team to enable the same.

#### Procedure for Open Oral Examination

##### 1. Scheduling the meeting for Open Oral Examination in Microsoft Teams

The Thesis Advisor must schedule the meeting by going to Calendar-> New Meeting on the date and time of the thesis defense. The screenshot below depicts the same.

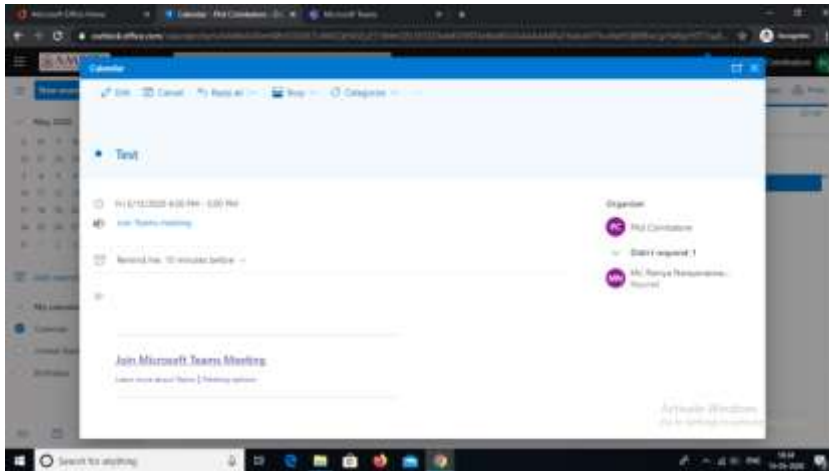


The meeting invite should include the Doctoral committee members and may be forwarded to the HODs of the respective campus, who in turn may forward it to the other interested students.

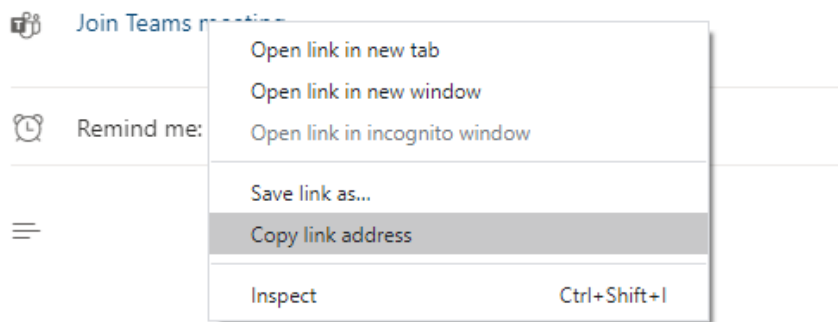
Alternatively,

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1. The meeting organizers may go to their Outlook Calendar and open the Meeting of exams seen on the Calendar.



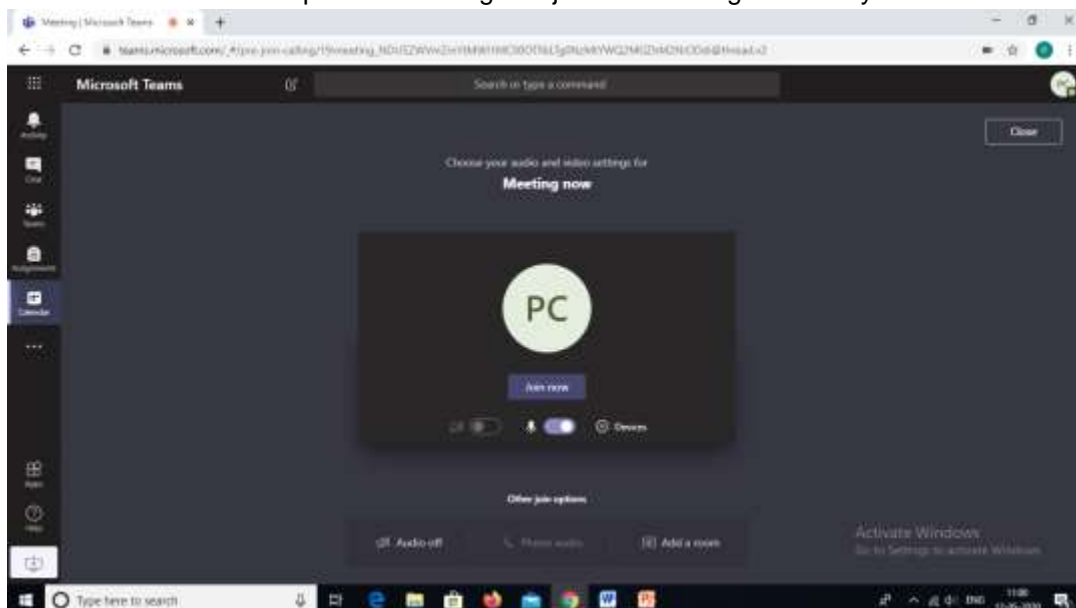
2. Right click on the hyperlink " Join Teams Meeting"



3. This link may be shared with the participants.

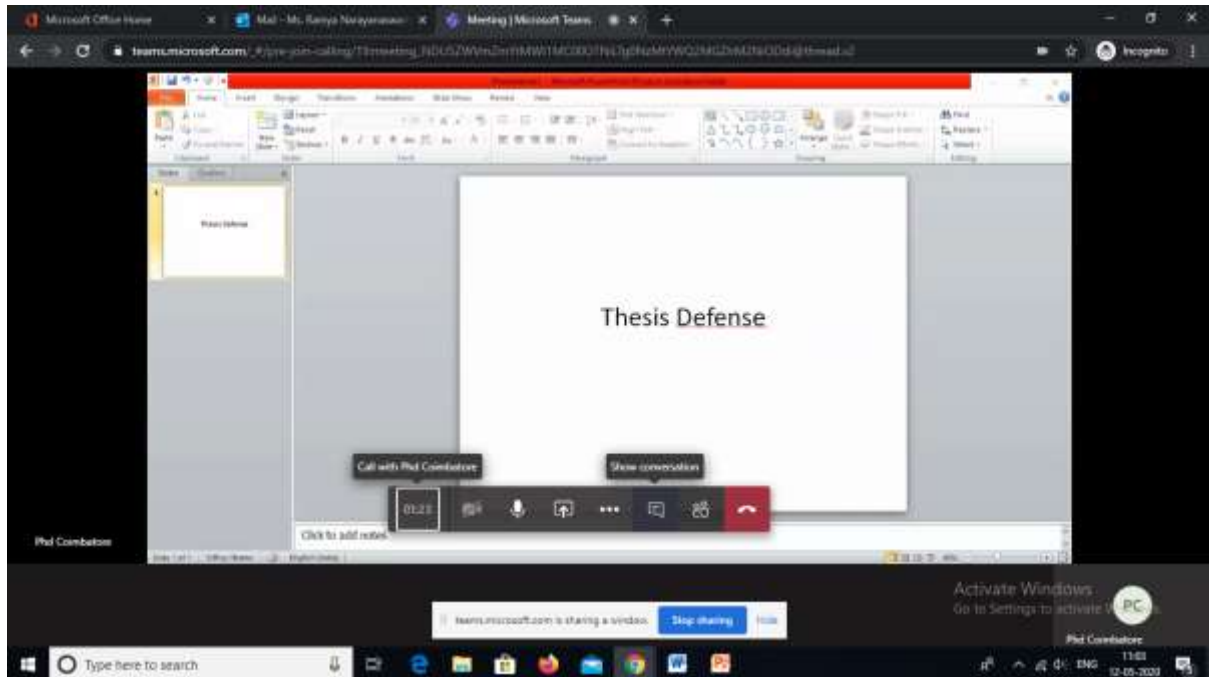
### 2. Conducting the Open Oral Examination

The Thesis Advisor will open the meeting and join the meeting on the day of defense.



### SOP for conducting Online Thesis Defense

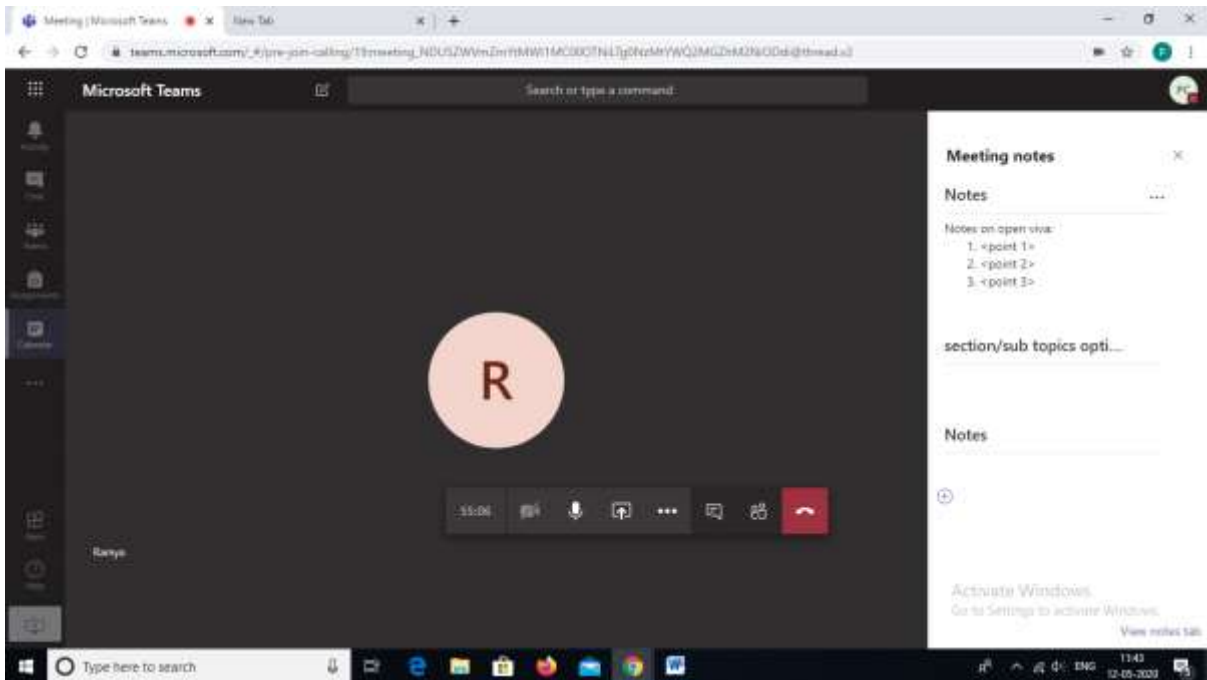
**Please note that the meeting should be recorded.** After all the participants join, the Ph.D. scholar must share his/her screen and start the presentation.



### 3. Important points:

- Any questions in the Open Oral Examination shall be posted in the chat window by the participants attending the meeting
- The student must answer them in the Q&A session after the presentation
- The Chat window could be used for the External Examiner to post questions.
- The thesis advisor must take a note of all the points in the Meeting notes functionality of "Microsoft Teams."
- The points captured here must go as an input to the document "3- An account of the Open Oral Examination."

## SOP for conducting Online Thesis Defense



### Closed Viva

- A new meeting request from the Advisor must be sent for the In-Camera examination and the same procedure must be followed as in the Open Oral Examination.
- The only change will be the participants. This will include Thesis Advisor, Doctoral Committee and the External Examiner.
- The thesis advisor must take a note of all the points in the Meeting notes functionality of “Microsoft Teams.”
- The points captured here must go as an input to the document “4- An account of the In-Camera Oral Examination.”

### Submission

- The recordings of the Open oral Examination and In-camera examination must be available with the PGP Office of the respective campus in a link that must be shareable whenever asked for audit purposes.

### Documents submission

1. As per the current University guidelines, the below documents must be submitted after the thesis defense.

Check sheet for the thesis defense
1. Main contributions made by the candidate
2. Summary of reviewers' comments
3. An account of the Open Oral Examination
4. An account of the In-Camera Oral Examination
5(a). Candidate's written replies to the examiners' comments, queries, etc., if any
5(b). Status of corrections/modifications made by the candidate
6. Final Recommendation

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7(a) - Abstract
7(b)- Corrected/modified copy of the thesis(one hard copy)
7(c) – Soft copy of the synopsis
7(d) Response to the Indian Examiner's comments, Foreign Examiner's comments and Internal examiner's comments

2. The below points are to be noted for document submission after the Online Thesis Defense is conducted.
- The S.Nos 1, 2, 3, 4, 5, 7(a), 7(d) mentioned in the table above should be combined as a single document and named as "*Thesis Defense Document\_Scholar name.pdf.*" This must include also the screenshot of the participant list after S.No. 3, which will be a replacement of the attendance sheet usually submitted.
  - Each page must have the digital signature of the Thesis Advisor. The date of defense must be mentioned below the signature in the document "*Thesis Defense Document\_Scholar name.pdf.*"
  - The Thesis Advisor must email "*Thesis Defense Document\_Scholar name.pdf.*" to the external examiner and the Doctoral committee members, along with the new format of "Check sheet" and "Final recommendation" attached in the section below.
  - The External examiner and each Doctoral committee member must digitally sign the documents-"Check sheet" and "Final recommendation", individually and send it to the advisor in an email after going through the document "*Thesis Defense Document\_Scholar name.pdf.*" sent by the Advisor.
  - The Advisor must also provide his copy of "Final recommendation and Checksheet".
  - The Advisor must send the below documents to the office of the respective PGP Chair for approval and further processing
    - a. "*Thesis Defense Document\_Scholar name.pdf.*" with Advisor's signature and date on all pages
    - b. Checksheet and Final recommendations from External Examiner and Doctoral Committee including the Thesis Advisor
    - c. The link to the recording of online defense i.e. both Open oral examination and In-Camera examination
    - d. 7(b) and 7(c) may be sent over an email to the office of the PGP Chair.
  - In 7(b), the hard copy may be submitted after the lockdown. It is mandatory to submit the hard copy of the thesis to the office of the PGP Chair in the respective campus.

### Modified format of Check sheet and Final recommendation



Modified Final  
Recommendation.doc



Modified-  
check\_sheet.docx

### Submission to PGP Office, Coimbatore for issuing Provisional degree certificate

- The office of the PGP Chair from each campus must send all the above thesis defense documents over an email to the PGP Office at Coimbatore.
- The set of documents must also include the Check sheet signed by the PGP Chair digitally, indicating approval of the documents.

**SOP for conducting Online Thesis Defense**

- The Hard copy of the thesis and the file of the scholar should be sent to the PGP Office, Coimbatore after the lockdown/when the courier services resume in India.