



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

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EX5/ 3417

Date: 20 DEC 2025

Circular

Subject: SoP for the Documentation of the Ph.D. Public Open Defence/Viva-Voce Examination.

All Guide for Research Degree are hereby informed that the proposal for permission to conduct the Ph.D. Public Open Defence/Viva-Voce Examination must be submitted through the proper channel at least 10 days prior to the proposed date of examination to the office of examination section. The proposal must include the date of examination and the outward number of the concerned faculty.

❖ Mandatory Inclusions in the Viva-Voce Examination Report:

The Guide for Research Degree are requested to ensure that the following points are explicitly addressed in the Viva-Voce Examination Report:

- **Recommendation Status:** Whether the both external examiners has clearly recommended the thesis for acceptance.
- **Pending Revisions:** Whether any corrections or revisions are outstanding in the Ph.D. thesis.
- **Additional Queries:** Whether any additional queries or revisions were suggested by the examiner(s) during the Viva-Voce Examination.
- **If yes, confirm whether these have been incorporated in the final version of the Ph.D. thesis.**

❖ Post-Examination Submission Requirements:

Upon successful conduct of the Ph.D. Public Open Defence/Viva-Voce Examination, the Research Guide must submit the following documents in hard copy and soft copy, enclosed in a sealed envelope addressed to the Controller of Examination.

➤ Hard Copy:

- Notification/Notice of Viva-Voce Examination
- Viva Report
- Original Attendance Sheet with Signatures of All Participants
- Passport-Size Photograph of the Research Scholar

➤ Soft Copy (to be submitted on one DVD or separate CD/DVDs):

- Audio-Video Recording of the Viva and Seminar, along with Photographs
- Research Work in Shodhganga Format, including:
 - Synopsis
 - Abstract
 - Thesis Plagiarism/Summary Report (One- or Two-Page Report)
 - Separate PDF File containing ORCID Details

❖ Reference for Shodhganga Format:

The Guide for Research Degree and Research Scholars may refer to the official Shodhganga website: <https://shodhganga.inflibnet.ac.in/>.

To view the format:

- Click on “Show All Universities”
- Select Maharaja Sayajirao University of Baroda
- Browse the uploaded theses to understand the required format and structure.

All stakeholders are requested to comply with these guidelines and are further advised to follow the Ph.D. Ordinance for additional rules and procedures governing the Viva-Voce Examination.

Bhavana 20/12/25
Controller of Examination (I/c.)

To:

All Deans of the Faculties, Principals of the Colleges - With a request to circulate to all concerned.

Copy to:

1. PS to Vice-Chancellor / Registrar (Offg.)
2. O.S.D. – Ph.D.
3. Dy. Registrar (Academics)