



## **VIMALA COLLEGE (AUTONOMOUS), THRISSUR**

### **Guidelines for conducting Viva Voce Examination and Online Project Report submission during the COVID 19 Outbreak**

Considering the prevailing situation of COVID 19 Pandemic, the meeting of the College Council held on 23 May 2020 resolved to consider online viva voce examinations for the final year UG and PG students.

This circular explains the protocol of the online viva voce examinations and the arrangements to be made by the departments.

#### **Examiners**

Faulty members from nearby colleges shall be invited as external examiners. The internal and external examiners can be present preferably at the same location (Vimala College), However, considering the difficulties of the external examiners to commute to the College, they can be located in different places.

All participants (candidate, external examiner, internal examiner) must confirm that they agree to the viva/oral examination being conducted remotely using video/online methods and that those who are to participate in this manner have suitable equipment (with both audio and video) and a private location available, which can be free of distractions

#### **Arrangements to be made**

1. The candidate must be aware that the viva voce will be conducted video/online mode. Tutors / HoDs should inform the students in advance. The duration of the viva also to be determined and informed.
2. It is recommended that the viva be conducted using any video conferencing platforms like Skype, Google Meet, WebEx, Zoom, etc. however consideration can be given to other applications such as whatsapp especially if the students are more familiar with these.

3. For a viva entirely online, an online meeting will be created for the date/time agreed and information about joining the online meeting sent to all students as part of the confirmation
4. Confirm that all students are comfortable with the arrangements and that the candidates and the examiners can see and hear each other clearly and free of distractions.
5. If there is any presentation that the candidate is expected to make as part of the viva must be sent in advance to the Internal Examiner who is responsible for sharing it with the External examiners. The purpose of this is to facilitate all students having the presentation ready to view during the viva, rather than to assess it in advance.
6. During the viva if there is a failure in the connection/technology attempts should be made to re-connect. In the event of a serious or protracted breakdown in the connection, the viva should be postponed and the students should be given further chances

### **Online Project Report / Dissertation Submission**

The students of final year UG and PG students can submit Project Report / Dissertation online in the ongoing Covid 19 Pandemic. This is to ensure fair and efficient submission and evaluation.

1. The supervising teacher should inform the students in advance about this facility of online submission
2. Departments should set a date for the submission in consultation with the Examinations Office. Please consider the difficulties related to internet connectivity of students
3. The report to be submitted in PDF Format
4. The respective supervising teachers to sent acceptance e mail to the students
5. The supervising teachers should forward the reports to the HOD/department email and should be kept in a folder for further evaluation.

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