



GONDWANA UNIVERSITY, GADCHIROLI

(Established by Government of Maharashtra Notification No. MISC-2007/(322/07) UNI-4 Dated 27th Sept.2011 & Presently a State University Governed by Maharashtra Public University Act,2016 (Maharashtra Act No. VI of 2017))

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Ref. Ph.D. (Cell) / 1113 /2025

Dated: 11 /9/2025

Standard Operating Procedure(SOP) For Online Viva-Voce of Ph.D

1. Get email address of External referee.
2. Send email to external referee regarding date & time of Viva-Voce.
3. Prepare link for online Viva-Voce from Exam Section/Computer/Mr. Krishna Devikar.
4. Send link for online Viva Voce to External Referee.
5. Start the Online Presentation in presence of Ph.d.Candidate, Internal Examiner(Guide/Supervisor), Head-Place of Research & others(all Officers) on Scheduled date & time In Gondwana University,Gadchiroli
6. Record above the event.
7. Name the event & save the soft copy in following format,
Date/Name of Candidate/Name of supervisor
8. Save the above in hard disc, D:drive of Ph.d. cell under Name: Ph.d Viva-voce Online _record & also in portable hard disc & server of university.
9. Take Screen Shots of recording. Attach for Approval of Ph.d. Notification from Hon. Vice-Chancellor.
- 10.A Register should be maintained where information Column wise should be written.
Sr. No./Date/Name of Candidate/Name of Supervisor/
Name of external referee/ Name of Head:place of Research/Signature of the above/
Signature of Superintendent Ph.d.Cell/Signature of Director.

 11/09/2025

(Dr. P.A. Potdukhe)
Director

**Board of Examinations & Evaluation
Gondwana University,Gadchiroli**

Copy to:-

1. P.A. to Hon'ble Vice Chancellor, Gondwana University,Gadchiroli.
2. Hon'ble Pro-Vice Chancellor,Gondwana University, Gadchiroli.
3. Hon'ble Registrar, Gondwana University,Gadchiroli.
4. All Faculty Dean ,Gondwana University,Gadchiroli.
5. PGTD. Department Gondwana University Gadchiroli.
6. Hon'ble System Analyst,Coumputer section Gondwana University,Gadchiroli
7. Gondwana University Website: Mr. Krushna Dewaikar,Asst. Programmer.