

**Sree Chitra Thirunal College of Engineering**  
**Doctoral Committee 3 (DC3 - Comprehensive Viva Meeting)**  
**Minutes**

No: SCTCE/Research/...../2023

Date: .....

**Reference:** Research Regulations No. U.O.No. 1166/2023/KTU  
Thiruvananthapuram, Dated: 16.05.2023

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Minutes of the **Comprehensive Viva Meeting** of the research scholar .....  
..... working in the area .....  
..... under the guidance of the  
Supervisor/Co-supervisor ..... held on ..... at  
.....

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**Agenda:**

1. Presentation about the details of course work completed and area of research by the research scholar.
2. Oral examination.
3. Convener announcing the marks obtained by the research scholar for the written part of the comprehensive examination.
4. External examiners individually declaring the marks to be awarded to the research scholar for the Oral examination.
5. Awarding the marks scored by the research scholar for the Oral examination as the average of the marks awarded to the scholar by the external examiners.

**Members present:**

- 1.
- 2.
- 3.
- 4.
- 5.

The meeting started at ..... on ..... The convener introduced the agenda (which was already communicated to all the DC members in the DC announcement notice) and invited the Chairman to chair the meeting. The Chairman welcomed all the members to the meeting and invited the research scholar to give a presentation about the details of course work completed and area of research. Following the presentation, oral examination is conducted and the Chairman requested the research scholar to leave and accordingly, the research scholar left the meeting. Then, the convener announced the marks scored by the research scholar for the written part of the comprehensive examination as ..... Following this, external examiners awarded marks to the research scholar individually for the Oral examination as shown in the table below:

Name of External Examiner	Marks awarded

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Accordingly, the DC declared the marks scored by the research scholar in the oral examination as ..... and the meeting ended at .....

Signature of .....      Signature of .....      Signature of .....

Signature of .....      Signature of .....      Signature of .....

Signature of the Convener

Signature of the Chairman