**INDIAN INSTITUTE OF TECHNOLOGY PATNA**

**Department of -------------------------------------------------------------**

**Date:\_\_\_\_\_\_\_\_**

**NOTE-SHEET**

**Subject: 1. Constitution of Ph.D. Viva Voce Board for the student ---------------------- (roll)**

 **2. Request to approve travel TA/DA, local hospitality and honorarium for the**

 **External Examiner.**

Two examiners have accepted the thesis of ----------------------(Roll), Research Scholar, Department of -----------------------. Consequently, the Academic Section of the Institute has issued an Invitation letter (Ref:---------------------------------------------------------dt....................) to Prof.--------------------------------- to conduct the viva-voce examination of Mr./Ms....................................... In this regard, Prof.------------------------- was contacted to fix the date of the Viva Voce and he has kindly consented to visit IIT Patna conducting the Viva Voce of Ms./Mr................................ on ---------------------------------. Therefore, the Viva Voce Board (VVB) comprising following members is proposed to conduct the Viva Voce Examination:

1. Chairperson: Dr................................, Chairperson of the DC

2. Member: Dr.................................., Supervisor

3. One examiner of the thesis within the country as Member: Prof.--------------------------------------

4. One faculty member of the Department as Member: Dr........................................

5. Other DC Members as Invitees: Dr.----------------------------and Dr.----------------------------------

The notesheet is put for approval of the VVB to conduct the Viva Voce Examination and to approve TA and DA, local hospitality and honorarium for the External Examiner as per Institute rules.

(Thesis Supervisor)

 (HOD-----)

 For Approval

  **(Dean, Academics)**