**SRM INSTITUTE OF SCIENCE AND TECHNOLOGY**



***(Deemed to be University U/s 3 of UGC Act, 1956)***

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| **CHECK LIST WHILE SUBMITTING THE PROCEEDINGS OF** | Ph.D. | FT / PT |  |
| **THE VIVA-VOCE EXAMINATION** |  |  |  |
| Reg. No. |  |  |
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| 01. | Original Proceedings of the Viva-Voce Examination signed by all the members of the Oral Board | YES / NO |
| 02. | Attendance / Participants list (Original) | YES / NO |
| 03.  04. | Covering letter duly signed by the Supervisor  Notification (Copy) | YES / NO  YES / NO |
| 05. | Communication sent – Notification Hard Copy (Enclose the list of Internal Communications with Seal and Signature) | YES / NO |
| 06. | Communication sent – Notification Hard Copy (Enclose the list of External Communications with postal receipts) | YES / NO |

**Signature of the Supervisor**

**Verified Checked and found correct**

**Controller of Examinations**