



**Office of the Controller of Examinations**  
**St. Xavier's Catholic College of Engineering**  
An Autonomous Institution Affiliated to Anna University, Chennai  
Chunkankadai, Nagercoil – 629003  
**Excerpt from the Examination Manual**

## **11. Project Viva-Voce Examinations**

11.1. CoE shall appoint the Internal and External Examiners for conducting the Project Viva-Voce Examination.

11.2. The external examiner shall have a minimum of 7 years of teaching experience in college. It is preferred that the external examiner appointed for M.E. project viva-voce examinations shall additionally possess Ph.D. degree preferably in the concerned branch specialization.

11.3. The theses of the PG programs shall be sent to the external examiner by post or in person for evaluation at least two weeks before the examination. If the external examiners prefer soft copy of the theses, the softcopy of the theses in pdf format with electronic signature of the Supervisor and Head of the Department shall be sent to the external examiner by the internal examiner.

11.4. The internal examiner shall prepare the time table for the project viva-voce examination. The time table shall consist of the venue, date, session/time and register numbers of the candidates.

11.5. The Time Table with the signature of the Head of the Department and Principal shall be displayed at least one week before the examination.

11.6. Normally, a maximum of 18 batches or 18/22 candidates shall be examined in a day.

11.7. UG candidates shall be evaluated by a panel consisting of Internal and External Examiners.

11.8. PG candidates shall be evaluated by a panel consisting of internal examiner, external examiner and the supervisors of the candidates.

11.9. Candidates possessing valid hall tickets shall only be permitted to appear for the project viva-voce examination and students shall produce the project report or thesis signed by the Supervisor and the Head of the Department.

11.10. The project report or thesis of a batch or candidate shall be signed by the internal and external examiners.

11.11. Attendance of the candidates shall be taken by obtaining their signature on the attendance sheet.

11.12. Examination of each batch or candidate shall include a presentation about the project work, demonstration of the work, knowledge of the candidates on the work, the project report or thesis and the group and individual contributions.

11.13. Marks shall be awarded by the external and internal examiners based on the performance of the candidates in the above said areas and the academic regulation. In

the case of PG candidates, marks shall be awarded by internal examiner, external examiner and supervisor as per the academic regulations.

11.14. The marks shall be tabulated and signed by both the internal and external examiners.

11.15. The marks shall be entered in the examination software in the Office of the CoE by the internal and external examiners.

11.16. The tabulated marks and the attendance sheet along with the claim form shall be submitted to the Office of the CoE by the internal and external examiners.

11.17. The printout of the entered marks shall be signed by both the examiners and the same shall be submitted to the Office of the CoE.

11.18. Internal examiner shall submit the soft copies of the project reports or theses electronically signed by the Supervisor, Head of the Department, Internal and External Examiners to the Office of the CoE.

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