

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

STUDENT AFFAIRS

NORMS/ADVISORY NOTE ON COMPREHENSIVE VIVA VOCE

Preamble

It was decided in the 3rd meeting of the Senate held on July 19, 2010 to include in the undergraduate curricular requirements a mandatory (non-credit) Pass/No Pass component in the form of **viva voce**/interview. The Senate noted that the **viva voce** would help assess the effectiveness of the overall teaching–learning ambience and initiatives of the institute. Further, it would prove to be effective in identifying students needing additional attention, and thus will be beneficial to the students as well as the administration.

The **viva voce** is an endeavor to connect with our students personally, because at IITGN students are not roll numbers. Every student is an independent individual and we value his/her likes, dislikes, views, and concerns. The **viva voce** helps in knowing what individual student concerns are and in what ways we can be of help. Additionally, it is also a means of understanding the collective concerns of the IITGN student body, and how these may be addressed. We would like students and faculty to think of these sessions not as Q&As, but as conversations, an occasion for students to know the faculty and the faculty to know the students beyond the parameters of the classrooms.

In the previous 3 rounds of the **viva voce**, we received extremely good feedback, which helped the Institute to reach out to students who needed help, and also to understand the student body as a whole. We hope both students and faculty will continue to enjoy the conversations and we will successfully connect with each other.

The process of viva voce

Viva voce sessions are conducted once every semester, and students receive a Pass/No Pass grade for **viva voce**. The **viva voce** entails an approximately 15 minute session with each undergraduate student. The sessions are conducted by a panel comprising 2 faculty members, and the institute counselor or a designated personal of the institute. One of the faculty members is from the engineering discipline that the student is specializing in. He/she mainly focuses on the academic interests and standing, and the career goals of the student. The other faculty member is from outside that discipline. His/her focus is the co-curricular and the extra-curricular activities of the student. The institute counselor discusses with the student his/her overall well being. At the end of each session, each member of the panel completes a form documenting his/her observations about the student.

Once the **viva voce** sessions are over for a semester, the institute counselor, under the guidance of Head, Counseling, prepares three reports summarizing the findings of the **viva voce**. One of the reports is shared with the student body, the other with the faculty, and the report of actionable items is shared with the concerned people. The needs of individual students as well as student groups determined through the **viva voce** are addressed by the concerned.

Dos and Don'ts for panel members

1. Being on time to conduct the sessions is essential. In case of an emergency, counseling service must be informed and helped to identify someone else.

2. Information obtained in the **viva voce** is strictly confidential. Thus being biased towards students based on information shared in the viva demoralizes students and defeats the very purpose of the **viva voce**.
3. It is best not to come across as authoritative to the students in the viva. Being authoritative acts as a hindrance to students opening up. Further, conveying something to students politely and empathetically proves to be far more effective than direct expressions of disapproval.
4. It is suggested not to spend more than 15 minutes on one student. If the need of talking more with a particular student is felt, he/she can be encouraged to meet the faculty member/s later for longer conversations. Long conversations during a scheduled session disrupt the entire **viva voce** schedule. Faculty and student availability later becomes a major constraint in completing the process.
5. In case it is not possible to talk with all the students scheduled during a particular slot, the panel needs to be available at another mutually convenient time.
6. **Viva voce** works the best if the sessions are looked upon as conversations with students and not as question- answer sessions. We need to be respectful of students as individuals, regardless of their academic and other performance.

Ours is a residential campus and often we are the only adults with whom our students have the opportunity to develop a bond beyond the realms of their homes. Our small gestures that make them feel that we value them as persons and do not consider them to be just roll numbers or CPIs often go a long way to help in this direction. Strong faculty student relationship often serves as a safety valve to prevent young students from opting for what is never the best option.

Enclosures:

1. Viva Voce form for Academics and Career
2. Viva Voce form for Extra and co-curricular activities
3. Viva Voce form for Emotional wellbeing
4. Viva Voce form for Session Review
5. Basic Information form of Foundation Program 2012
6. 4th year Viva Voce: Emotional Wellbeing
7. 4th year Viva Voce: Academics



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Viva Voce: Academics & Career

Semester:

Name of the student	Batch	Branch	Semester	SPI&CPI	On GPS	Y/N

Is s/he satisfied with the current work load?	
Any remarkable variation/s in academic performance and interests?	
Is s/he being able to prioritize tasks correctly?	
Any suggestions for betterment of teaching methods?	

Does s/he require help in any area?	
What are the future career plans?	

Name of the faculty member

Signature of the faculty member

Date:



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Viva Voce: Extra & co-curricular activities

Semester:

Name of the student	Batch	Branch	Semester

What kind of activities is s/he involved in?	
Is there any flair or skill s/he wants to work on?	
His/her teamwork & leadership qualities:	
How would you rate his/her knowledge of current affairs? Does s/he keep up with the news?	

What kind of reading habits does s/he have?	
What is his/her impression of Institute and facilities?	

Name of the faculty member

Signature of the faculty member

Date:



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Viva Voce: Emotional wellbeing

Semester:

Name of the student	Batch	Branch	Semester

Emotional support:	
Social circle:	
Self-confidence & Contentment with oneself:	
3 important values of his/her life?	

Source of motivation:	
Any addiction?	
Change compared to last viva:	
Does s/he require attention/help anywhere? :	

Name of the institute counselor

Signature of the institute counselor

Date:



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Viva Voce Session Review:

Date:

Time:

Batch: I/II/III/IV

Branch: Chemical/Mechanical/Electrical

- 1) How many students were expected to appear for the session?

- 2) How many students appeared for the session?

- 3) List of students that were absent:

- 4) About the session: did it start on time; were all the members present; & any such relevant information:

- 5) Any interesting observation by the panel:

(Signature: Faculty)

(Signature: Faculty)

(Signature: Counselor)

*Indian Institute of Technology Gandhinagar
Foundation Program 2012
Basic information form*

Basic information:

1. Name:

Educational information:

1. Medium of instruction till 10th std:
2. Medium of instruction during 11th and 12th std:
3. Favorite subject/s:
4. Subject/s you disliked :

Extracurricular activities:

1. Activities you like doing in your leisure time:
2. Things you always wanted to learn:
3. Things you are good at:
4. Have you taken professional training for anything?
5. Your achievements in extracurricular activities:

Sports:

1. How many hours a week do you play?
2. What do you play?
3. Is there any sport you have played at school/state/ national level?
4. Is there any sport you want to learn?
5. When is the last time you played a traditional sport like kabbadi/khokho?

Communication:

1. Where do you enjoy more - in a group or with one or two close friends?
2. Through which of the following do you prefer to express yourself?
 - Talking
 - Writing
 - Drawing
 - Others – please state:
3. Write in a sentence how your best friend would describe you.

4. Write in a sentence how you would describe yourself.

5. How difficult is it for you to voice yourself?

- Easy
- Difficult
- Very difficult
- Don't voice out

6. Do you believe we should have some people with whom we can share our emotions?

7. Do you have such people with whom you can share your anger/hurt/disturbances/tension/fear/hopes/secrets? Who are they?

Reading habits:

1. Do you read anything apart from text books? Yes/No
2. What do you read?
3. What can we do to help you to improve your reading habits?

4. Do you regularly read the newspaper?

Creativity:

- Have you ever been exposed to the following areas?

▪ Creative writing:	Yes / No
▪ Sketching:	Yes / No
▪ Farming:	Yes / No
▪ Photography:	Yes / No
▪ Music (Vocal/Instrumental):	Yes / No
▪ Diary or Journal writing:	Yes / No
▪ Theater:	Yes / No
▪ Others:	_____

Family:

1. With which member of your family do you feel most comfortable sharing your thoughts and emotions?
2. Do you believe that it's a good idea to share with parents or any other family member your concerns and troubles?

Family	Father	Mother	Brother (1)	Brother (2)	Brother (3)
Education - Please circle the applicable answer	Undergraduate/ Graduate/ Postgraduate/ Doctoral/ Professional/ Others	Undergraduate/ Graduate/ Postgraduate/ Doctoral/ Professional/ Others	Undergraduate/ Graduate/ Postgraduate/ Doctoral/ Professional/ Others	Undergraduate/ Graduate/ Postgraduate/ Doctoral/ Professional/ Others	Undergraduate/ Graduate/ Postgraduate/ Doctoral/ Professional/ Others
Occupation					

Sister (1)	Sister (2)	Sister (3)
Undergraduate/ Graduate/ Postgraduate/ Doctoral/ Professional/ Others	Undergraduate/ Graduate/ Postgraduate/ Doctoral/ Professional/ Others	Undergraduate/ Graduate/ Postgraduate/ Doctoral/ Professional/ Others
Occupation		



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4th year Viva Voce: Emotional Wellbeing

Name of the student	Batch	Branch

- How has your emotional journey been at IITGN?
- What are few factors which can affect a student's' emotional well being at IITGN?
(for example: performance anxiety)
- What do you think can help students during their low emotional phases at IITGN?
- What are the coping strategies (constructive and destructive) students generally adopt to vent out?
- Any suggestions to create an emotionally healthier environment.

4th year Viva Voce: Academics**Indian Institute of Technology Gandhinagar**

Name of the student	Batch	Branch

- Describe your academic journey at IITGN.
- Share your feedback for teaching methods and suggestions about teaching methods at IITGN.
- Your suggestion for courses offered at IITGN
- How much has your academic performance effected your overall well being at IITGN
- What factors encouraged or discouraged you about studies at IITGN
- Feedback about faculty / staff